CHITTENDEN COUNTY RPC
Communities Planning Together

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Shelburne Road Center Plan

Request for Proposals (RFP)

Responses due by Friday, November 20, 2026 at 4:00 pm
Send responses to: Sarah Muskin, Senior Planner and Project Manager, at smuskin@ccrpcvt.org

1.0 Introduction

The Chittenden County Regional Planning Commission (CCRPC), in partnership with the City of South Burlington (City), invites qualified firms, or a team of firms, to submit written proposals for the development of a community vision and center plan for the future of Shelburne Road Center and Neighborhood. The objective of this project is to develop a community-supported center plan that transforms the Shelburne Road Study Area into a vibrant, connected, mixed-use center with quality public spaces, multimodal transportation, expanded housing opportunities, and a strong sense of place. The maximum budget for this project is $200,000 in total. The project will be split over two fiscal years with the first $100,000 already obligated in FY27.

The Shelburne Road corridor presently has no center for civic life and community activity. The built environment along this crucial corridor is defined by strip development and auto dependency. This project will produce an implementation-focused Center Plan to transform the area from a commercial strip defined by auto dependency into a destination known for multi-modal access, civic amenities, mixed-use development and its many connections to adjacent established neighborhoods. This area is a target area for significant residential and commercial investment. The City seeks to build on prior planning efforts and the direction provided by key City policy documents, including the City Plan [2024], Parks & Open Space Master Plan [Completion Winter 26/27], Economic Development Strategic Plan [2025], Shelburne Road Crossing Studies, and Active Transportation Plan [2024]. Additionally, a regional Housing Needs Assessment with localized components is being prepared in parallel to this project.

The City has gained significant experience planning for and assembling the pieces to establish a vibrant, mixed-use downtown. Over the past decade, the City and its partners have turned a former dirt road and unused adjacent land into the first new downtown in the State of Vermont in over a century. We are excited to bring the expertise from South Burlington City Center to form the community's second Center along the Shelburne Road corridor.

1.1 Study Area

The study area generally encompasses the Shelburne Road corridor and adjacent areas centered around Fayette Road and Hannaford Drive, including nearby residential neighborhoods, commercial properties, the Orchard School, and key redevelopment opportunities. The project will look beyond the

corridor itself to consider connections between existing neighborhoods, opportunities to strengthen the local street network, and areas where new housing, mixed-use development, civic amenities, and public investment could contribute to the creation of a new neighborhood center. The consultant will help refine appropriate focus areas for more detailed planning and design as part of the planning process.

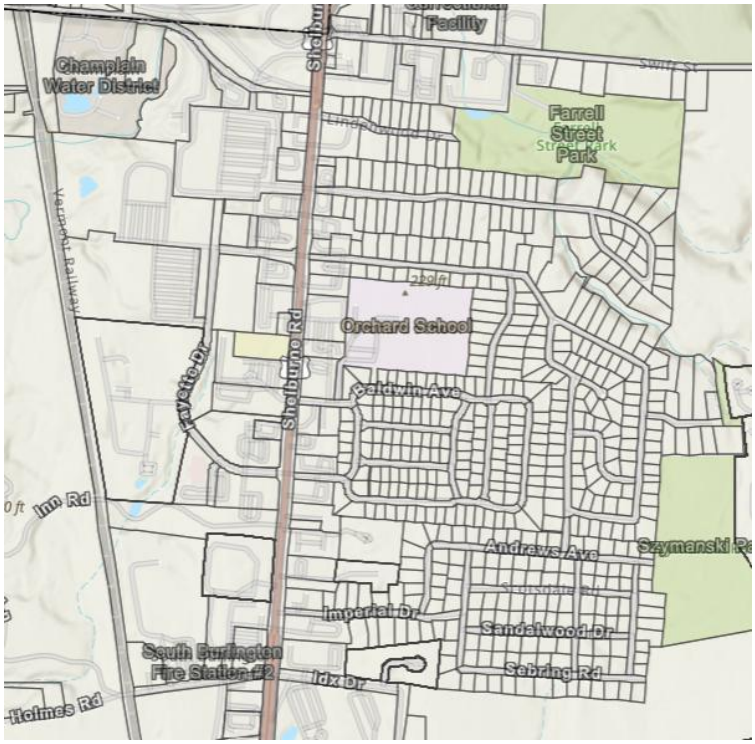


Figure 1. Designated Center Area

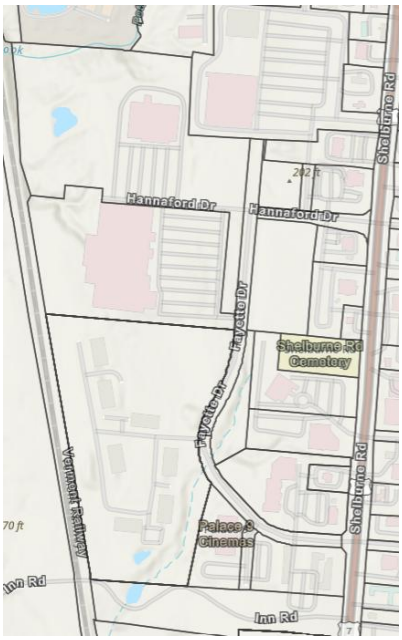


Figure 2. Anticipated Core Area

1.2 Task Summary

The Shelburne Road Center project will establish a long-term vision for transforming the area into a mixed-use center and will identify the public and private actions needed to achieve that vision. It will involve data-driven analysis and public engagement, integrating community vision and values with the planning process. The selected consultant(s) will work closely with City staff, CCRPC staff, and key collaborators including Vermont Agency of Transportation, property owners, community organizations, and community members.

Deliverable:

- An implementation-focused Center Plan with actionable recommendations, an implementation strategy, Official Map and CIP recommendations, and possible funding sources, and priorities for future scoping studies.

Key tasks for the consultant(s) will include:

- Analyzing and integrating a data-driven existing conditions analysis and input gleaned from public engagement into the plan.
- Integrating and stress-testing targets for housing and commercial development
- Developing a plan that integrates land use, transportation, housing, and infrastructure strategies.
- Perform an assessment of opportunities for indoor and outdoor public gathering spaces and civic facilities to anchor the Center
- Engaging with property owners and businesses on investment opportunities and plans
- Identifying infill development opportunities and creating detailed urban design frameworks for focus areas.
- Planning for multi-modal transportation and conducting traffic microsimulation analyses to inform future transportation investments and roadway design.
- Assess historic resources within the study area to identify properties that are listed or potentially eligible for state and national historic registers and inform future redevelopment strategies.

1.3 Project Schedule

The project is anticipated to begin in late 2026 following consultant selection and contract execution. Work will be completed over two fiscal years and is expected to conclude no later than winter 2028. While the City and CCRPC anticipate the general schedule outlined below, respondents are encouraged to recommend refinements to the timeline as part of their proposals.

- RFP Released – October 23, 2026
- Deadline for Questions – November 6, 2026
- Responses to Questions Posted – November 12, 2026
- Proposals Due – November 20, 2026
- Potential Interviews – December 7 to December 11, 2026
- Consultant Selection – December 16, 2026
- Contract Execution – December 31, 2026
- Draft Conceptual Plan – June 30, 2027

- Preferred Concept – October 1, 2027
- Draft Center Plan – December 15, 2027
- Final Plan for Adoption – February 1, 2028

This is a unique opportunity to shape the future of the City by creating its next great center. The City of South Burlington and the CCRPC are committed to a planning process that is inclusive, data-driven, and responsive to the needs, aspirations, and experiences of residents, businesses, property owners, and other community members.

2.0 Submission Requirements

Please submit a separate technical proposal and a cost proposal via email to Sarah Muskin (smuskin@ccrpcvt.org) by **Friday, November 20, 2026 at 4:00 pm**. Proposals received after the deadline will not be accepted. Technical proposals are limited to **15 pages** for the project understanding, scope, team experience, allocation of team member hours for each task, and schedule; with an additional **up to 5 pages** allowed for summary of team members experience with development of similar plans. It is the respondent's responsibility to verify the proposal receipt with the CCRPC Project Manager.

Please indicate if you are licensed to do business in the State of Vermont; consultants are not required to be licensed to respond to this RFP, but they will be required to obtain the license prior to being awarded a contract.

2.1 Questions and Contact

Please email Sarah Muskin at smuskin@ccrpcvt.org if you have any questions about this request for proposals. CCRPC will maintain a list of questions and answers on the CCRPC RFP website. Questions will be accepted until **Friday, November 6, 2026 at 3 PM** with responses posted by **Thursday, November 12, 2026** to ensure all parties have adequate time to review the answers.

2.2 Technical Proposal

The Technical Proposal should demonstrate that the consultant understands the intent and scope of the project; the character of the deliverables required for completion; and the specific tasks that must be performed to supply these services. In addition, consultant qualifications necessary to successfully complete this project should be demonstrated. Please include the following information in the technical proposal:

Cover Letter & Project Abstract

This section should introduce the consulting firm and summarize the consultant's overall understanding of the project. It should briefly describe the proposed approach to be taken to achieve project goals and objectives.

Methodology

This section will address the overall project goals and specific tasks described in the introductory section of this RFP and the subsequent Scope of Work (SOW). In addition to the stated SOW tasks, consultants are encouraged to propose additional tasks and methodologies that are relevant and might

enhance this project. The consultant should give a detailed description for each proposed task, deliverables and milestones.

Role of Key Staff, Qualifications & Timeline

The consultant should identify key individuals assigned to this project and describe their role and responsibilities in this work. Submit resumes for only those individuals who will participate in the proposed project. Clearly identify the project manager and other key individuals assigned to this project and include their function and/or responsibility along with their level of involvement in this project. Tables indicating estimated labor hours per task as outlined in the SOW should be provided. Include a Gantt chart indicating project timetable and major milestones (meetings and deliverables).

References

Please provide names and contact information for three references who can speak to your qualifications along with a brief description of the work performed for each reference.

2.3 Cost Proposal

The cost proposal should be emailed as a separate attachment and list the prime consultant and any sub-consultants separately and include the following:

- Assigned personnel hours and costs for the completion of each task as detailed in the SOW, direct expenses, overhead rate, and fee. Please provide the same information for any new/proposed task.
- Detailed cost proposal for each proposed subconsultant.

3.0 Scope of Work

The Scope of Work (SOW) for this project has been developed. A breakdown of tasks and responsibilities by the Consultant or team is anticipated to include the phasing and tasks listed below. Respondents are invited to provide recommendations for additional tasks envisioned to make this work successful.

3.1 PHASE 1 - FY27

Task 1: Project Coordination

The consultant shall complete the project in coordination with the project team consisting of staff from the City and CCRPC and the City's Planning Commission. The consultant shall plan to meet bi-weekly with City and CCRPC staff to coordinate project activities. Meetings with the PAC will occur as needed. The consultant shall also coordinate with other concurrent planning and transportation initiatives as directed by the City staff.

City staff will provide background information including the City Plan, transportation studies, zoning information, infrastructure mapping data, and other available planning documents and data to inform the consultant's work. This consultant shall complete a review of existing plans, studies, and data. The consultant is not expected to duplicate existing analyses except where additional information is necessary to support planning recommendations. The consultant will use this review of existing studies to work with the PAC to specifically define the study area and finalize the project work plan.

The consultant, with input from the PAC, will create a public engagement plan for the project outlining the anticipated public engagement methods to be employed during the project to provide equitable access to engagement activities and to motivate residents to engage with the project during project development. The public engagement plan will focus on identifying interested and affected parties in the plan area with the potential to become community champions of this new center. The public engagement plan shall follow the principles and best practices outlined in the CCRPC Public Participation Plan and shall utilize the South Burlington Equity in Planning Outreach Toolkit to strategically target and reach underrepresented and affected groups.

Anticipated Deliverables:

- *Bi-weekly Meeting Agendas and Notes*
- *Project Work Plan*
- *Public Engagement Plan*

Task 2: Existing Conditions Report

Using information provided by the City and supplemental investigation, the consultant shall prepare a concise existing conditions report identifying the conditions, opportunities, and constraints most relevant to the creation of a future mixed-use center. The analysis should establish a clear foundation for the conceptual planning and redevelopment work undertaken in subsequent tasks. Moreover, the report should focus on those issues most relevant to creation of a future center, including:

- **Land use and development patterns:** Existing land uses, development intensity, ownership patterns where relevant, future land use policy, zoning and regulatory conditions, and the relationship between the study area and surrounding neighborhoods.
- **Redevelopment opportunities:** Identification of opportunity areas and underutilized or potentially re-developable properties, preliminary consideration of redevelopment capacity including opportunities for infill, mixed-use development, and a more connected urban development pattern. This work is expected to be done in close consultation with landowners in the area and is expected to align to the City's Economic Development Strategic Plan adopted in 2025.
- **Housing and market opportunities:** Existing housing characteristics and planned or recent development activity, housing needs and opportunities, and market considerations that may influence the type, scale, and feasibility of future redevelopment for housing. This project will have the opportunity to interface with a regional and city-wide housing needs assessment being undertaken in the same timeframe
- **Transportation and connectivity:** Existing street network and intersection conditions; access and circulation patterns, transit service, pedestrian and bicycle networks, potential for a multi-modal core, connections to surrounding neighborhoods, safety considerations, and significant gaps or barriers in the multimodal transportation network.
- **Public realm and civic facilities:** Existing parks, open spaces, civic and community facilities, streetscape conditions, and opportunities to establish or strengthen public spaces and civic destinations within the future center. This project is expected to use the City's Park and Open Space Master Plan, being finalized in late 2026, as a foundation.

- **Development constraints and opportunities:** Physical, regulatory, environmental, parcel, access, legal, or other conditions that could affect redevelopment, along with opportunities to overcome or respond to those constraints through future planning and public investment.
- **Infrastructure considerations:** Existing and planned water, wastewater, stormwater, transportation, and other public infrastructure relevant to future growth and redevelopment, including identification of known capacity issues or infrastructure improvements that may warrant further evaluation.
- **Multimodal improvement opportunities:** Preliminary identification of opportunities to improve walking, bicycling, transit access, street connectivity, crossings, and connections between the study area and adjacent neighborhoods. Detailed transportation concepts and analyses will be developed under subsequent tasks.
- **Historic resources:** A high-level assessment of structures within the study area that are listed on, or potentially eligible for, the State or National Registers of Historic Places. This review is intended to provide a general understanding of historic resource eligibility to inform discussions about the compatibility of future development and is not intended to constitute a Section 106-level evaluation of individual properties.

Anticipated Deliverables

- Existing Conditions Report, including supporting maps and graphics
- Historic Resources Assessment, including mapping or inventory of listed and potentially eligible resources

Task 3: Vision and Conceptual Plan

Building upon the findings of the Existing Conditions Report and input from the public, Project Advisory Committee, property owners, partners, Vermont Agency of Transportation, and City and CCRPC staff, the consultant shall develop a vision and conceptual plan. The vision statement will include a set of community values and a documentation of challenges and opportunities in achieving the vision. The conceptual plan establishes a clear long-term vision for the study area as a connected, mixed-use center. The conceptual plan shall accommodate the following:

- **Land use and redevelopment:** A future land use and development pattern that supports a mix of housing, commercial, civic, recreational, and other complementary uses and identifies key redevelopment and infill opportunities.
- **Housing:** Accommodation of at least **1,200 to 1,500 new housing units** within the study area, including an appropriate range of building types, densities, and development patterns.
- **Street network and connectivity:** A connected network of existing and new streets that improves circulation, creates walkable blocks, promotes mixed use with ground-floor commercial, provides multiple routes through the study area, and strengthens connections between the future center and surrounding neighborhoods.
- **Multimodal transportation:** A framework for walking, bicycling, transit, and vehicular circulation, including opportunities for improved crossings, bicycle and pedestrian facilities, transit access, and connections to surrounding neighborhoods and destinations.

- **Public realm and civic destinations:** Potential locations and concepts for public spaces and civic amenities, which may include parks, plazas, indoor recreation facilities, community gathering spaces, transportation hubs or multi-modal nodes, and other civic destinations.
- **Building form and urban design:** Conceptual building placement, scale, massing, relationship to streets and public spaces, and other urban design elements necessary to establish the desired character of the future center.
- **Redevelopment character:** Conceptual visualizations of how representative properties or opportunity areas could transition from existing development patterns to more compact, mixed-use, pedestrian-oriented development.

The consultant shall use the planning process to evaluate and refine different approaches to these elements in collaboration with the City, CCRPC, and Project Advisory Committee, with additional feedback from property owners and the public.

The final conceptual plan shall provide sufficient detail to communicate the overall development framework and serve as the basis for the more detailed refinement, transportation analysis, and implementation work to be undertaken in Phase 2.

The conceptual plan should include, at a minimum:

- Illustrative conceptual plan showing proposed land uses, development patterns, streets, connections, public spaces, and civic destinations
- Conceptual street and multimodal network
- Preliminary building massing and redevelopment graphics for key opportunity areas
- Conceptual locations and documentation of needs for public spaces and civic and community facilities
- Estimated housing and development capacity
- High-quality conceptual visualizations depicting a modern downtown possibility for the study area
- Initial identification of major public improvements and implementation priorities

Anticipated Deliverables

- Draft Conceptual Plan and supporting graphics
- Final Preferred Conceptual Plan
- Conceptual redevelopment visualizations
- Engagement Summary and vision statement

3.2 PHASE 2 – FY28

Task 4: Conceptual Plan Refinement

Building upon the Preferred Concept, the consultant shall prepare the Shelburne Road Center Area Plan. The purpose of this task is to refine the conceptual vision into a plan that can directly guide future public investment, private redevelopment, and City decision-making. The Plan should include:

- Vision statement
- Illustrative center plan
- Urban design framework
- Conceptual street sections
- High-quality visualizations
- Civic space recommendations
- Transportation framework
- Redevelopment concepts for key opportunity sites

Graphics should clearly communicate the long-term vision and redevelopment potential for the center and support future public and private investment.

The consultant shall build off recently or soon to be completed work as part of the Shelburne Road Crossings Study by conducting traffic microsimulation analyses (up to 3 scenarios) that account for various improvement options in support of the Shelburne Road Center Area Plan. A macroscopic model (Synchro) with 2025 traffic data from the Shelburne Road Crossings Study can be utilized as a starting point. The existing model may need to be expanded to include adjacent study intersections as appropriate. Additional traffic data may need to be collected as a result. The results of the microsimulation analysis will be utilized to understand potential future impacts on the transportation system. The results of these simulations will inform Task 5 – Implementation Strategy.

Anticipated Deliverables

- *Draft Plan*
- *Plan graphics and visualizations*
- *Microsimulation analysis results*

Task 5: Implementation Strategy

The implementation strategy is a central component of the Center Plan. The consultant shall prepare an implementation strategy identifying the actions necessary to achieve the Center Plan vision. Recommendations should include:

- Public infrastructure priorities
- Public actions and investments needed to facilitate future private redevelopment Official Map recommendations
- Capital Improvement Program recommendations
- Future transportation scoping studies
- Potential policy, planning, or regulatory recommendations
- Funding opportunities and partnerships
- Phasing and implementation responsibilities

The implementation strategy should distinguish between public and private responsibilities, identify near-, medium-, and long-term priorities, and estimate the order-of-magnitude cost of major public infrastructure investments. The implementation strategy will identify catalyst projects at an appropriate

physical and financial scale for the City. Catalyst projects will establish a center that will be able to serve the future population of this area, the City, and Chittenden County.

Anticipated Deliverables

- *Implementation Strategy*
- *Official Map Recommendations*
- *Capital Improvement Plan (CIP) Recommendations*
- *Transportation Scoping Recommendations*

Task 6: Final Plan and Adoption Support

The consultant shall prepare the final Center Plan incorporating public and stakeholder feedback and assist the City through plan adoption.

The consultant shall prepare presentation materials suitable for public meetings and City Council adoption.

Anticipated Deliverables

- *Final Shelburne Road Center Plan including:*
  - *Executive Summary*
  - *Final Engagement Summary*
  - *Adoption Presentation Materials*
  - *Final Digital Graphics and GIS Files*

4.0 Proposal Evaluation and Consultant Selection

Responses to this request will be evaluated by a selection committee consisting of staff from CCRPC and the City of South Burlington.

4.1 Evaluation Criteria

Responses will be scored using a predetermined point methodology for each of the factors below for a total of 100 points.

- A demonstrated understanding of the project, approach, methodology and responsiveness to the scope – **60** points
  - A thoughtful and innovating approach in addressing the project's scope and key challenges;
  - Experience with developing comprehensive masterplans for communities;
  - Proven experience with community engagement, in particular with historically underrepresented populations; and
  - Quality and thoroughness of the proposal and clearly laid out schedule, tasks, and deliverables.
- Relevant experience of the firm and Qualifications of Key Staff – **30** points
  - Provide examples that demonstrate experience with successful completion of similar plans within the last five years; and
  - Provide information on key staff's experience in the last 5 years.

- Information provided to the selection committee by references - **10** points

Once the technical proposal is reviewed and scored, the cost proposal information will be reviewed for consistency with the technical proposal. Project cost will be considered in the selection but is not the deciding factor. Specific attention will be given to the commitment of key staff and the overall labor effort proposed, and their relationship to the estimated project cost.

4.2 Interviews and Presentations

CCRPC reserves the right to invite top-ranked consultants for interviews prior to awarding the contract. In this process, the review committee may ask the respondents to give an oral presentation of their respective proposals. The purpose of this oral presentation is to provide an in-depth analysis of certain qualifications, experience in performing similar services, and an opportunity for the proposer to clarify or elaborate on their qualifications without restating the proposal to the review committee. The optional interview and presentation are merely to present facts and explanation to the review committee but not to negotiate any terms of the contract or selection process. The interview and presentation, if deemed necessary by the selection committee, could be held either virtually or in-person. The consultants will be notified of the day and time at least 1 week prior to the meeting which will occur the week of December 7th.

4.3 Contract Award

The contract will be awarded based on a competitive selection and scoring process. The technical proposal evaluation, cost proposal review and interviews and presentations (if held) will be taken into account in making a final decision to award the contract. It should be noted that the consultant with the lowest cost proposal will not necessarily be awarded the contract.

5.0 General Terms and Conditions

5.1 Contract Requirements

This project is using funds from the Federal Highway Administration and/or the Federal Transit Administration. The awarded contractor will be subject to the contracting requirements outlined in 2 CFR 200. Consultants may have standard terms and conditions which are required to be submitted with the proposal, however, the CCRPC reserves the right to negotiate such terms and conditions and will not accept the Consultant's standard form in lieu of the Standard State Provisions for contracts and grants.

The CCRPC will enter into a contract with the selected consultant that will pay for approved services to achieve the deliverables as articulated in the scope of work, as well as expenses and materials used during the period of the agreement.

5.2 Confidentiality

The successful response/proposal will become part of the contract file and will become a matter of public record, as will all other responses received. If a proposer includes any material that is considered to be proprietary and confidential under Title 1 Vermont Statutes Annotated Chapter 5, the proposer shall clearly designate the material as such, explaining why such material should be

considered confidential. Under no circumstances can the entire response or cost proposal be marked confidential.

5.3 Public Participation Plan

The CCRPC adheres to the 2014 Public Participation Plan (http://www.ccrpcvt.org/aboutus/public/) for all its activities. The Plan outlines the CCRPC's principles and goals, aligns our strategies and activities with specific levels of engagement appropriate to each, and provides evaluation methods for determining the effectiveness of our initiatives. Consultants on this project are also expected to utilize the South Burlington Equity in Planning Outreach Toolkit to guide development of the Public Engagement Plan and the execution and integration of public engagement into analysis.

5.4 Non-Discrimination and Title VI

CCRPC and the consultant shall comply with the provisions of the Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and subsequent related acts, and all other federal statutory laws which provide in whole or in part that no person or entity on the grounds of race, color, national origin, sex, physical disability, or veteran status be excluded from participation in, be denied the benefits of, or be otherwise discriminated under the State and federal assisted contracts, programs and activities.

5.5 Proposal Conditions

The CCRPC may issue addenda/amendments to this RFP which will be available on the CCRPC website at http://www.ccrpcvt.org/resources/rfprfqgrants/. It is the proposer's responsibility to check for updated information on the website and submit the amendments available on the CCRPC website.

All proposals shall be submitted in accordance with requirements set forth in this RFP for consideration. It is the consultant's responsibility to ensure timely submittal of the proposal on or before the due date and time.

The CCRPC is not responsible, in part or whole, for costs incurred in the preparation of the proposal in response to this RFP. The cost of preparing, submitting, and presenting the proposal is at the sole expense of the consultant. All proposals become the property of the CCRPC upon submission. The CCRPC reserves the right to seek clarification of any proposal submitted and to select the proposal that best promotes the public interest.

The CCRPC reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities, or to cancel the RFP in part or in its entirety. This solicitation of proposals in no way obligates the CCRPC to award a contract.