

REQUEST FOR PROPOSALS

Enosburg Falls Village Master Plan

Project Schedule:

April 5, 2018	RFP Released
April 18, 2018 at 3:00pm	Deadline for submission of questions via email
May 3, 2018 at 3:00 pm	Deadline for submission of proposal via email
By the end of June 2018	Contract execution
September 1, 2019	Project completion

Questions in writing may be sent via email to Greta Brunswick, Senior Planner at (802) 524-5958 or gbrunswick@nrpcvt.com.

Submission Requirements

One (1) electronic Adobe Portable Document Format (PDF) file must be received on/before 3pm on May 3, 2018 and can be emailed to gbrunswick@nrpcvt.com. Digital proposals exceeding 7 MB must be compressed below 7 MB or sent via Dropbox or similar service. In addition, five (5) hard copy proposals shall be postmarked by May 3, 2018 and mailed to
Northwest Regional Planning Commission
75 Fairfield Street
St. Albans, Vermont 05478.

I. INTRODUCTION

The Village of Enosburg Falls is soliciting proposals from qualified consultants with proven expertise in the fields of village center revitalization, economic development, transportation, and community visioning to complete a village center master plan for Enosburg Falls, VT. The Village of Enosburg Falls has received a Better Connections Grant to fund this project. NRPC will serve as the local Project Manager for the project.

The Enosburg Falls Master Plan project will engage the community in defining a vision for a vibrant and healthy village center and develop plans and an implementation program to further this vision. The purpose of the visioning effort is to promote economic development and community health with a focus on strengthening the tourist/recreation economy and developing a coordinated branding/marketing effort. Concept plan development will target streetscape enhancements and placemaking in and around the designated village center through promoting complete streets, including but not limited to bicycle and pedestrian accessibility, access management, improved multi-modal connection, beautification, wayfinding and storefront/façade enhancements. The project will have the following three outcomes:

- 1) Improved and safer transportation alternatives in the village center that are connected and integrated with local recreation amenities through proposed

- wayfinding and other physical complete streets improvements.
- 2) An improved pedestrian experience along Main Street through streetscape enhancements, beautification and site and/or façade design improvements for key properties.
 - 3) Enhanced tourism and commerce in the village center with a coordinated marketing and branding program.

See also the Enosburg Falls Master Plan Better Connections Grant Program Application (www.nrpcvt.com/enosburgfallsbetterconnections.html).

II. SUMMARY OF WORKPLAN

A summary of the workplan is provided here. A complete workplan is included in the project application accessible from the link provided above.

Task 1: Project Management – Plan for project management and communication with project manager, team and Steering Committee.

Task 2: Existing Condition Analysis – Review of existing plans and studies and report on current state of affairs. Appropriate market analysis to help refine and guide the vision and implementation recommendations for new commercial opportunities in the plan.

Task 3: Community Engagement - A robust communication plan and community engagement process, including a thorough community outreach strategy, kick-off event, community visioning charrette, stakeholder engagement, and feedback meetings.

Task 4: The Vision - Detailed vision statement for the village center with accompanying illustrations/graphics/photos as appropriate. An expanded vision for three focus areas, which may be refined during the charrette process. One or more pop-up events will allow the community to experience aspects of their vision. A feasibility analysis will evaluate the most promising and supported options included in the plan.

Task 5: Master Plan Report - A final master plan report and presentation at a final community event.

Task 6: Implementation – Prioritized tasks, responsibility, funding strategies and follow-up.

III. PROPOSALS

All consultants will be required to submit a proposal with the following information:

Understanding of the Project:	Briefly describe your understanding of this project, including tasks to be performed, and the issues and needs to be addressed, and also how you propose to coordinate activities with the Project Manager and Steering Committee.
Scope and Schedule:	Identify a proposed scope of work and schedule. The scope of work and schedule may deviate from the workplan and schedule included in the grant application (see link above), but differences must be explained and justified.

Organizational Chart:	Identify persons who will be involved in the project and their respective roles and/or functions. The project manager and task leaders should be clearly identified. Sub-consultants must be identified and their qualifications described. <i>Personnel cannot be substituted on this contract without prior written permission from the Village of Enosburg Falls.</i>
Qualifications/ Experience:	Identify and describe past projects completed by the project manager and other staff assigned to this project that are similar in scope to the work requested from this RFP.
Cost Proposal:	Present a detailed cost proposal for the work to be performed based upon the person hours by task and including hourly rate(s), overhead and fee, other direct costs, subcontractor costs, etc.

Proposals electronically received after 3 PM on May 3, 2018 will not be considered.

All questions and communications regarding this RFP should be directed to Greta Brunswick, Senior Planner, at 802-524-5958 or gbrunswick@nrpcvt.com.

Upon submission, all proposals become the property of the Village of Enosburg Falls. The expense of preparing, submitting, and presenting a bid is the sole responsibility of the consultant. The Village of Enosburg Falls retains the right to reject any and all proposals received, to negotiate with any pre-qualified source, or to cancel in part or in its entirety this RFP as in the best interest of the Village of Enosburg Falls. This solicitation in no way obligates the Village of Enosburg Falls to award a contract.

Proposal Evaluation: Proposals will be evaluated by the Village of Enosburg Falls, local project manager and the project steering committee based on qualifications/similar experience, approach to scope of work, adequate assigned resources and staffing to complete the work by timeline, and cost. The Village of Enosburg Falls reserves the right to seek clarification of any proposals submitted and select the consultant deemed most qualified to provide the required services.

IV. CONTRACTING PROVISIONS

The Village of Enosburg Falls will negotiate contract terms upon selection. All contracts are subject to review by the municipality’s legal counsel. The contract shall not start until the successful applicant enters into a written contract with the municipality. The Village of Enosburg Falls is not liable for any cost incurred by consultant prior to issuance of a contract. The consultant and subcontractors must comply with all State and Federal covenants required by virtue of the funding source or contained or referenced in all the municipality’s subcontracts including, but not limited to the following provisions:

- Insurance Coverage
- Indemnification
- Workers Compensation
- Civil Rights and Equal Opportunity

- Americans with Disabilities Act
- Disadvantage Business Enterprise (DBE) Obligation
- Audit and Record Retention
- Lobbying restrictions

V. ROLES AND RESPONSIBILITIES

NPRC/Local Project Manager

- Coordinate with steering committee;
- Provide information for the development of the study report;
- Review draft documents and provide specific recommendations;
- Prepare meeting agendas, prepare mailings for, and circulate draft materials to study committee members;
- Provide available GIS mapped and digital data, and digital orthophotos to the consultant as necessary; and
- Assist in the coordination of public participation throughout the study period.

Project Team

(Village of Enosburg Falls Manager, Town of Enosburgh Selectboard Representative, RISE VT Representative, Better Connections Program Managers, Local Project Manager, Steering Committee)

- Provide information for the development of the study report;
- Review draft documents and provide specific recommendations;
- Actively participate in steering committee; and
- Endorsement of the Enosburg Falls Master Plan.

Lead Consultant

- Manage contract-related bookkeeping and records in accordance with federal, state and contract requirements;
- Meet/consult with the NPRC staff, Village of Enosburg Falls, and steering committee as is necessary and appropriate;
- Maintain continuous discussion and coordination with NPRC;
- Attend and facilitate the public and/or steering committee meetings outlined in the scope of work;
- Prepare presentation graphics as necessary for meetings; and
- Prepare all deliverables as addressed in the scope of work.

Attachments:

1. Enosburg Falls Master Plan Better Connections Grant Program Application
www.nrpcvt.com/enosburgfallsbetterconnections.html

The Village of Enosburg Falls is an Equal Opportunity Employer