
REQUEST FOR QUALIFICATIONS
Siting Criteria for Community & Economic Development
Pownal, Vermont

May 27, 2022

RFQ Due on June 17, 2022

PROJECT DESCRIPTION

Overview

The town will develop criteria to identify potential sites that could be used to increase economic development activity within the Town of Pownal.

Context and Background

COVID-19 has had a major impact on Pownal's economy. According to federal data maintained by Vermont's Department of Labor, 2020 employment was nearly 28 percent below 2018 levels, and total wages were down nearly 23 percent. Furthermore, according to the Department of Taxes, gross receipts in 2020 were 14 percent below 2019 figures, and retail receipts were 34 percent below 2019 figures. However, the pandemic was not the start of Pownal's economic difficulties: total jobs have fallen by 64 percent since 1990. This long decline punctuated by the deterioration of the highly-visible Green Mountain Racetrack, is the result of several shifting economic trends that have impacted many rural Vermont towns. This project will consider four economic development scenarios- mixed use, residential, commercial, and industrial – and establish criteria consistent with local, regional, and state planning to identify the locations with the highest potential in each scenario. Where amendments to the town plan and or zoning bylaws might be considered, this project will help draft potential language to that effect. Over the long term, the town will benefit from having identified sites of strong economic development potential, as well as projects that can incent specific development investments.

Funding

The amount of \$15,098.00 is available for consultant services from the Municipal Planning Grant Program administered by the Vermont Agency of Commerce and Community Development. An additional match of \$1676.20 is available from the Town of Pownal. The total project cost not to exceed the available total funds of \$16,775.00.

Work Plan

See next page for complete work plan.

Work Plan and Budget

Task Name	Description of Task	Paid Personnel	If other, please specify	Hours	Hourly Rate	Personnel Cost	Material Description	Material Cost	Total Cost
Preliminary Review	Review workplan and meet with Select Board and with Planning Commission	Consultant		6	\$75.00	\$450		\$50	\$500
Data Inventory	Collect and collate existing demographic, economic, and GIS data	Consultant		20	\$75.00	\$1,500			\$1,500
Development Criteria	Develop criteria for site selection	Consultant		20	\$75.00	\$1,500			\$1,500
Preliminary Siting	Develop preliminary map of potential sites and review with PC	Consultant		15	\$75.00	\$1,125		\$50	\$1,175
Siting Revision	Revise criteria and potential sites	Consultant		10	\$75.00	\$750			\$750
Site Descriptions	Develop site descriptions for up to ten potential sites for each scenario, and communicate with site owners	Consultant		30	\$75.00	\$2,250			\$2,250
Preferred Sites	Identify up to five preferred sites for each scenario	Consultant		15	\$75.00	\$1,125		\$50	\$1,175
Mid-Project Reporting	Prepare and submit mid-project report	Consultant		10	\$75.00	\$750			\$750
Review of Funding Options	Identify and describe applicable economic development programs	Consultant		15	\$75.00	\$1,125			\$1,125
Town Plan Alignment	Draft possible town plan amendments as needed and review with the SB and PC	Consultant		15	\$75.00	\$1,125		\$50	\$1,175
Zoning Bylaw Alignment	Draft possible zoning amendments as needed and review with the SB and PC	Consultant		20	\$75.00	\$1,500			\$1,500
Draft Reporting	Prepare draft report to the SB and PC	Consultant		20	\$75.00	\$1,500			\$1,500
Final Reporting	Incorporate comments and deliver final report to the SB and PC	Consultant		15	\$75.00	\$1,125			\$1,125
Administration	Administration	Consultant		10	\$75.00	\$750			\$750
						\$16,575		\$200	\$16,775

Total Project Costs \$16,775
State Grant Funds (Grant Amount Requested): \$15,098
Match Funds: \$1,677
Minimum Required Match Funds: (10% of State Grant Funds) \$1,510
Additional Match Funds: (Optional) \$167

Timeframe

Project Start Date: No later than August 1, 2022

Mid-Project Progress Reports Due: No later than January 31, 2023

Project Completion Date: No later than October 1, 2023

Deliverables

- Comprehensive review and revision to current bylaws to ensure a mix of commercial and industrial uses, including but not limited to the downtown and village centers.
- Comprehensive review and revision to current bylaws to assure large industrial uses, including but not limited to the downtown and village centers.
- Comprehensive review and revision to current bylaws to reconsider the minimum lot sizes and maximum densities in all zoning districts.
- Revision to the 2019 Town Plan and any applicable bylaws to assure continued compliance with statutory requirements.

SUBMISSION REQUIREMENTS

All responses to the RFQ shall include the following information: *[customize as needed]*

1. **Cover Letter** - A letter of interest for the project.
2. **Statement of Qualifications and Staffing** – Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the proposed role of each consultant on the team. Also provide detailed information on each consultant, including the name of the firm, year established, and contact information.
3. **Summaries of relevant projects** – Describe relevant experience on similar projects for each firm and list the work experience of the individuals expected to be involved in the project. Include a minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.
4. **Page Limit** - The proposal, encompassing items 1-3 above, shall not exceed 15 double-sided pages (30 total pages) including cover letter, project lists and contacts.

All information submitted becomes property of the *Town of Pownal* upon submission. The municipality *Town of Pownal* reserves the right to issue supplemental information or guidelines relating to the RFQ as well as make modifications to the RFQ or withdraw the RFQ.

Submission Requirements

Respondents should submit one digital copy (PDF) and *one* printed copies of the proposal by *June 17, 2022* to:

Municipality/Local Project Manager Contact Information

Town of Pownal

Tara Parks

PO Box 411

(802)823-0116 x 110

Executive.assistant@townofpownal.org

Please expect a confirmation email upon receipt of the qualifications by the Town of Pownal.

If you have any questions about this project or the RFQ, please address them in writing either via U.S. mail or email to *the local project manager*. We will respond to all questions in writing within *3 business days*. Both the question and response will be shared with the other consultants.

Selection Process:

Qualifications will be reviewed by a selection committee comprised of representatives from the Selectboard and Planning Commission. A short-list of consultants will be selected to submit detailed proposals for the project with a project approach, scope of services, schedule and budget with details on staffing, hourly costs and overhead.

RFQ Schedule Summary:

Qualifications due *June 17, 2022*

Consultants selected for short-list *June 23, 2022*

Proposals due *July 7, 2022*

Consultant selection by *July 14, 2022*

Project work to begin by *August 1, 2022*

Complete project on or by *October 1, 2023*

Final Consultant Selection:

Following the selection process, one team will be selected to negotiate a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract. The final project team may also be modified through negotiation of the final contract. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.

Contract Requirements:

The consultant contract will be subject to the terms of Attachment D of the Municipal Planning Grant Agreement (Procurement Procedures and Other Grant Requirements).