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# REQUEST FOR PROPOSALS

*Community Design and Engagement Planning Process for Roxbury Village  
Center Revitalization Plan Project Roxbury,  
Vermont*

**March 21, 2024**

**Proposal Due on May 2, 2024**

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## PROJECT DESCRIPTION

### Overview

In revising the Town Plan, a 2019 survey of Roxbury residents revealed Village revitalization as the foremost priority.

### Context and Background

Specific options to consider included everything from retail spaces and expanded food services such as a café to a childcare center to affordable and senior housing, recreational activities and community gathering spaces for events or meetings. The range of citizen concerns to be addressed include;

1. Sidewalks - safe raised sidewalks through the length of the village, including access from the summer camp, Windridge, to ensure unobstructed, safe pedestrian friendly passage.
2. Transportation Hub – consideration of connecting citizens to transport options including carpools, buses or potentially train.
3. Safety – signage, crosswalks and speed zones to slow traffic and enhance town safety.
4. Connectivity – easy affordable internet connectivity to attract businesses, enable remote work and facilitate student education.
5. Housing – develop affordable accessible housing for an aging population and working families.

These are several of the issues the citizens of Roxbury would like to consider addressing as they envision its future.

A Village Revitalization plan would advance the achievement of the vision in the Town Plan through implementation of these specific actions while retaining the character of the Historic Village:

1. Develop a strategic economic plan for the village to address its infrastructure needs and capacity (the town has applied for CWSRF to address water/wastewater infrastructure).
2. Assess market interest and opportunities, e.g., farmers market, café, childcare center etc.
3. Ensure any in-fill development reinforces a village scale development pattern.

4. Address safety and traffic concerns; including sidewalks to create an accessible walkable, bikeable downtown area.
5. Expansion of food services, retail business opportunities and recreational access.
6. Senior and family housing

## **Funding**

A total of \$25,000 is available for consultant services from the Municipal Planning Grant Program administered by the Vermont Agency of Commerce and Community Development

## **Work Plan**

1. Coordinate with the Planning Commission on project timeline and benchmarks and deliverables.
2. Engage the public on understanding existing issues and identifying implementation strategies to address them (work with VCRD). This project will focus public outreach on the issues identified in the context and background section.
3. Inventory existing studies and data to define real and perceived constraints to development.
4. Analyze market factors and development opportunities.
5. Develop design concepts for safety and restoration of Roxbury's historic appearance and appeal.
6. Examine the feasibility of developing new housing and small-scale commercial uses within new and existing structures.

## **Timeframe**

Start Date: May 15, 2024

Mid-project Progress Report Due Date: November 22, 2024

Project Completion Date: November 21, 2025

Final Report, Documentation and Deliverables Due Date: December 19, 2025

## **Additional Information**

The chosen consultant will work closely with the Roxbury Planning Commission throughout project timeline on public engagement process, project milestone and deliverable share out to the community. The final deliverable is a Revitalization Plan for the Village of Roxbury, public outreach, analysis and design will be used to inform the Village Revitalization Plan. Market analysis will identify what business growth the village wants and what capacity it has. Housing study will identify potential housing development.

# **PROPOSAL REQUIREMENTS**

## **Submission Requirements**

All responses to the RFP shall include the following information:

1. **Cover Letter** – A letter of interest and a summary of qualifications (including examples of prior projects), recommended approaches, scope of work, processes and deliverables for the project.
2. **Scope of Work** – Provide a detailed scope of work based on the work plan provided above, broken down by task. Describe the approach to the project and proposed methodology including:
  - a. a detailed scope of work with associated list of tasks broken down by task and team member
  - b. description of the proposed deliverables.The consultant may also propose additional supplemental items to the scope of work. While the work plan above conforms with the requirements of the Municipal Planning Grant, feel free to propose new/creative approaches to this project. (If chosen, alternative approaches may require approval from the state.)
3. **Proposed Schedule** – Provide a schedule that includes completion of work tasks and deliverables including key meetings and complies with the timeframe provided above.
4. **Project Budget** – Provide a detailed budget broken down by task and team member. Include your overhead and hourly rates for the individuals involved.
5. **Qualifications and Staffing** – Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the role of each consultant on the team with organizational staffing chart and percentage of time devoted to the project by each consultant. Also provide detailed information on each consultant, including contact information, the name of the firm, year established, including a description of relevant experience on similar projects for each firm and listing of their individual work experience in this role on similar projects
6. **References** – A minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.
7. **Page Limit** – The proposal, encompassing items 1-6 above, shall not exceed 20 doublesided pages (40 total pages) including cover letter, table of contents, project lists and contacts.

All information submitted becomes property of the town of Roxbury upon submission. The town of Roxbury reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP or withdraw the RFP. Once submitted, the consultant team (including specific staff assigned to the project) may not be changed without written notice to and consent of town of Roxbury. The cost of preparing, submitting and

presenting a proposal is the sole expense of the consultant. The town of Roxbury 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 RPF in part or in its entirety if it is in the best interest of the town of Roxbury This solicitation of proposals in no way obligates the town of Roxbury to award a contract.

### **Submission Requirements**

Respondents should submit one (1) digital copy (PDF) and 5 printed copies of the proposal by May 2, 2024 to:

#### **Municipality/Local Project Manager Contact Information**

*Town of Roxbury*

*Elizabeth Carney, Chair, Roxbury Planning Commission*

*1664 Roxbury Road, P.O. Box 53, Roxbury, VT 05669-0053*

*802-734-7535 carney@tds.net*

Please expect a confirmation email upon receipt of the proposal by the town of Roxbury. carney@tds.net

If you have any questions about this project or the RFP, please address them in writing either via U.S. mail or email to Elizabeth Carney. We will respond to all questions in writing within 7 days. Both the question and response will be shared with the other consultants.

### **RFP Schedule Summary**

Proposals due May 2, 2024.

Interviews, if planned, will occur between May 6-10, 2024.

Consultant selection by May 14

Project Work to begin May 15, 2024

Complete project on or by November 21, 2025

Final Report, Documentation and Deliverables Due by December 19, 2025

**Proposal Selection** Proposals will be reviewed by a selection committee comprised of representatives from the town of Roxbury. A short-list of consultants may be selected for interviews.

### **Proposal Evaluation**

Respondents will be evaluated according to the following factors:

1. Consultant Qualifications (experience with similar projects, ability to work with municipalities to attain desired outcomes, and knowledge of the topic) - 40%
2. Scope of work, fees, methodology and schedule - 40%
3. Proposal quality, completeness and clarity - 20%

## **Interview Framework**

The Town of Roxbury, Vermont reserves the right to select the top two to three highly scored consultants and invite them for an interview prior to awarding the contract. In this process, the selection 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 consultant to clarify or elaborate on their qualifications without restating the proposal. The interview and presentation is merely to present facts and explanation to the review committee and allow the selection committee to ask targeted questions of the consultant team. The interview and presentation, if deemed necessary by the review committee, will be held at the *Roxbury Community Center* in *Roxbury, Vermont*. The day and time will be notified to the respondents at least one week prior to the meeting. Each interview will last 30 minutes, and will be comprised of a presentation and Q&A. The interviews will be conducted by a selection committee comprised of representatives from *Roxbury Planning Commission*. All costs and expenses incurred in traveling for the purpose of interview and presentation shall be the responsibility of the consultant.

## **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 the Attachment D of the Municipal Planning Grant Agreement (Procurement Procedures and Other Grant Requirements). A sample contract meeting these requirements is available [here](#).