**Swanton Municipal Planning Grant**

**REQUEST FOR PROPOSALS**

***Marble Mill Park Master Plan***

***Town of Swanton*, Vermont**

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***February 25, 2019- RFP Released***

***March 8, 2019- Deadline for submission of questions via email***

***March 15, 2019 @ 5 p.m. Deadline for submission of proposals***

***Week of March 18 , 2019 Review of Proposals by Steering Committee***

***April 5, 2019 Consultant Interviews***

***April 12, 2019 Recommend Award of Contract To Successful Firm***

***April 16, 2019 Approval of Contract by Selectboard***

***April 19, 2019 Steering Committee Meeting With Successful Firm to Discuss Work Plan***

***May 6, 2019 Consultant Begins Project work***

***April 24, 2020 Project Completion***

***Questions in writing may be sent via email to Betsy Cherrier Fournier at*** [***bcherrier@nmcinc.org***](mailto:bcherrier@nmcinc.org)

***Proposals must be clearly marked, and sent by U.S. Mail, delivery service, or hand delivered no later than 5 p.m. on Friday, March 15, 2019 to:***

***Betsy Cherrier Fournier***

***Town Of Swanton***

***Project Manager***

***Marble Mill Park RFP***

***P O Box 711***

***1 Academy Street***

***Swanton VT 05488***

**PROJECT DESCRIPTION**

**Overview**

This Municipal Planning Grant project will allow the Town to contract with landscape architecture and engineering professionals to prepare a community driven master plan to revitalize Marble Mill Park with the improved accessibility, safety, and usability.

**Context and Background**

*The community supported vision will be tempered by the unique and sensitive topography of the park and its risk to flooding and streambank erosion- the work plan includes a topographic survey and in addition the project will consider the potential to incorporate storm water treatment by working with NRPC and DEC. There is potential to leverage this project with additional funds to update the design of the storm water treatment project include in the Swanton storm water master plan. The vision will take into consideration the types of use best suited to the property location in the foot plan and river corridor in the Central business district of the village center. The master plan will also develop a plan for implementation, permitting, financing and long term management of the park.*

**Funding**

A total of **$*22,300*** is available for consultant services from the Municipal Planning Grant Program administered by the Vermont Agency of Commerce and Community Development.

**Work Plan**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Task Name** | **Description of Task** | **Paid Personnel** | **Hours** | **Hourly Rate** | **Cost** | **Total Cost** |
| **Existing Conditions** | Perform a site analysis over the base survey identifying issues, constraints, opportunities, | Consultant | 20 | $120 | $2400 | $2400 |
| **Survey, Permitting & Engineering** | Engineer will complete a topographic survey and existing conditions base plan and review and assess potential permitting requirements. Engineer will provide graphics, maps and text for master plan and attend 2 public forum meeting | Consultant | 50 | $110 | $5500 | $5500 |
| **Development of Alternatives** | Develop quick site alternatives incorporating possible activities and programming based off initial wish list and priorities set at first public forum | Consultant | 40 | $120 | $4800 | $4800 |
| **Public Meeting / Forum** | Facilitate 4 public Forums to identify initial vision/needs review draft master plan and review final plan | Consultant | 30 | $120 | $3600 | $3600 |
| **Preparation Master Plan** | Prepare and draft a final master plan with high quality renderings and implementation plan with cost estimates and potential funding sources. | Consultant | 50 | $120 | $6000 | $6000 |

**Timeframe:**

**Project completed before April 24, 2020**

**Deliverables - Master Plan of Marble Mill Park**

**Additional Information**

**Consultant will prepare a drafted and final Master Plan for Marble Mill Park – Facilitate 4 public meetings with support from Steering Committee.**

**PROPOSAL REQUIREMENTS**

**Submission Requirements**

All responses to the RFP shall include the following information:

Grant title *– “Marble Mill Park Master Plan”*

1. **Cover Letter** – A letter of interest and a summary of qualifications, 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:
   1. a detailed scope of work with associated list of tasks broken down by task and team member
   2. 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.)

1. **Proposed Schedule** – Provide a schedule that includes completion of work tasks and deliverables including key meetings and complies with the timeframe provided above.
2. **Project Budget** – Provide a detailed budget broken down by task and team member. Include your overhead and hourly rates for the individuals involved.
3. **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
4. **References** – A minimum of three (3) professional references for which a similar project was completed within the last ten (10) years.
5. **Page Limit** – The proposal, encompassing items 1-6 above, shall not exceed 20 double-sided pages (40 total pages) including cover letter, table of contents, project lists and contacts.

All information submitted becomes property of the Town of Swanton/ Marble Mill Master Plan upon submission. The municipality Town of Swanton 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 Swanton.* The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The Town of Swanton 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 Swanton.* This solicitation of proposals in no way obligates the *Town Of Swanton* to award a contract.

**Submission Requirements**

Respondents should submit **one (1) digital copy (PDF) and *8* printed copies** of the proposal. ***Proposals must be clearly marked, and sent by U.S. Mail, delivery service, or hand delivered no later than 5 p.m. on Friday, March 15, 2019 to:***

***Betsy Cherrier Fournier***

***Town Of Swanton***

***Project Manager***

***Marble Mill Park RFP***

***P O Box 711***

***1 Academy Street***

***Swanton VT 05488***

**Please expect a confirmation email upon receipt of the proposal by *Town of Swanton.***

If you have any questions about this project or the RFP, please address them in writing either via U.S. mail or email bcherrier@nmcinc.org to *Betsy Cherrier Fournier.* We will respond to all questions in writing March 8, 2019.  Both the questions and responses will be shared with the other consultants.

**RFP Schedule Summary**

***February 25, 2019- RFP Released***

***March 8, 2019- Deadline for submission of questions via email***

***March 15, 2019 @ 5 p.m. Deadline for submission of proposals***

***March 22, 2019 Review of Proposals by Steering Committee***

***April 5, 2019 Consultant Interviews***

***April 12, 2019 Recommend Award of Contract To Successful Firm***

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**Proposal Selection Marble Mill Master Plan Project** Proposals will be reviewed by a selection committee comprised of representatives from *Swanton Town and Village.* 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 Town of Swanton Marble Mill Master Plan Steering Committee**

The Town of Swantonreserves 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 *Town of Swanton 1 Academy Street* in *Swanton.* Vermont. The day and time will be notified to the respondents at least 2 week(s) prior to the meeting. Each interview will last *30minutes*, and will be comprised of a presentation and Q&A. The interviews will be conducted by a selection committee comprised of representatives from *Village & Town of Swanton.* 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 successful consultant contractor and any subcontractors shall be subject to the terms of Attachment D of the Municipal Planning Grant Agreement (Procurement Procedures and Other Grant Requirements). The successful consultant contractor and any subcontractors shall provide the Town with a current Certificate of Insurance for liability and proof of workers comp insurance. A sample contract meeting these requirements is available [here](http://accd.vermont.gov/sites/accdnew/files/documents/CD/CPR/MPG/CPR-MPG-Sample-Contract.doc).