



Town of Shelburne, Vermont

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REQUEST FOR PROPOSALS

January 12, 2023

Responses Due: 3pm Friday February 17, 2023

Overview

The Town of Shelburne seeks a qualified consultant or team to assist the Planning & Zoning Department and the Planning Commission with a comprehensive revision and modernization of the Town's land use regulations. These consist of the Shelburne Zoning Bylaw, subdivision regulations, and form-based zoning.

The Town has been awarded a Bylaw Modernization Grant from the Vermont Department of Housing and Community Development to assist with the funding of this project. All work and finished product must comply with the program requirements and the Town's grant agreement with the Department of Housing and Community Development.

Shelburne is a town of approximately 7,800 people situated along the picturesque shore of Lake Champlain and located approximately seven miles south of Burlington, the largest city in Vermont. The Town is home to the Shelburne Museum and Shelburne Farms which attract many visitors and has a well-preserved historic village center. The town is linked to the region by US Route 7, an important regional corridor, which provides direct and easy access to downtown Burlington, the region's employment and shopping centers, and the Burlington International Airport. Shelburne has experienced multiple periods of rapid growth, and the population has doubled since 1970. The Town is trying to balance a heightened demand for additional housing, economic development, and protection of natural resources and is looking to modernize its development regulations to deal with these development challenges.

Estimated Project Schedule

January 12, 2023	RFP Released
January 27, 2023	Deadline for submission of questions via email
February 3, 2023	Response to questions distributed to firms
February 17, 2023 at 3 pm	Deadline for submission of proposal via email
February 20-27, 2023	Review of proposals
March 10, 2023	Complete interviews of consultants
March 17, 2023	Selection of consultant
March 31, 2023	Contract execution
June 30, 2023	Submittal of assessment report
July 14, 2023	Submittal of proposed plan and timeline of project completion

Context and Background

The Town's bylaw and subdivision regulations were originally adopted in 1963 and 1986 respectively. They have remained relatively unchanged in their structure and organization with only minor changes since. The Town also adopted a form-based code in 2016 which applies to a significant portion of the Shelburne Road corridor and was overlaid on top of the existing zoning regulations. The Town is looking to revise the form-based code provisions and integrate them into the Town's other land use regulations.

Work Plan and Deliverables

The Town is envisioning a multi-step process for completing the scope of work. First, the consultant will work with the Planning Commission, planning staff, and other town stakeholders to conduct an assessment of Shelburne's land use regulations, including the zoning bylaw (containing the form-based code), and subdivision regulations. The consultant will integrate the results of this assessment into one cohesive document (unified development bylaw) in accordance with [24 V.S.A 4419](#). The consultant will also identify inconsistencies between the present land use regulations and the Shelburne Comprehensive Plan of 2019 during this step.

Part One - Identify the Challenges

Step 1: Analysis and Assessment

- Audit of inconsistencies between regulations
- Gather all existing town resources (maps, regs, reports, CBC, surveys...)
- Identify contradictions between regs and the Comprehensive Plan
- 1-2 Work Sessions with the Planning Commission

Step 2: Summary

- Produce a Summary Report of regulatory inconsistencies and other findings (Deliverable)
- Present findings to PC

Step 3: Strategy

- Detail the priorities and goals of the new regulations
- 1-2 Work Sessions with the Planning Commission
- Produce a workplan for writing new regulations (Deliverable)

Part Two - Develop a Framework for Regulations

- What Regulations are Needed
- Summary of Goals
- Identify Zoning Districts and characteristics of each
- Produce Outline Draft with definitions & goals for each regulation (Deliverable)
- Present Draft documents to the Planning Commission
- 1-2 Work Sessions with the Planning Commission

Part Three - Draft the New Regulations

- Propose a process and time-line of drafting the regulations and collaborating with the town
- 1-2 Planning Commission Work Sessions
- Prepare hearing drafts and revisions (in Word format) as necessary during the adoption process
- All maps must be in a format compatible with ArcGIS

The consultant will also make formal presentations to the Shelburne Planning Commission and the Shelburne Selectboard during public hearings required during the adoption process (see [24 V.S.A. §4441](#) and [24 V.S.A. §4442](#)) as deemed necessary and/or beneficial.

Submission Requirements

Proposals must include a list of names and qualifications of everyone who will be working on the project, an estimated timeline of the project, cost proposal, referrals, samples of previous work, and any other information you think will be helpful in evaluating your proposal. Include up to two pages describing the Consultant's typical approach to similar projects and a detailed description of the methodology proposed for this particular project. Bidders shall provide evidence of demonstrated, successful experience working with municipalities in all phases of this work, including but not limited to technical aspects, clarity of document production, and public process that have all led to eventual adoption of revised bylaws. It will also be important to describe the nature of the public process and intended extent of public engagement.

Include in Cost Proposal:

- a) Hourly rate schedule for work outside of the scope of this request
- b) Overhead rate and fee
- c) Cost by task/deliverable

Final Selection

Times for candidates to interview with the Planning Commission (or others as decided by the commission) and staff will be scheduled after the submittal deadline. Following the selection process, one consultant 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.

Clear and concise proposals are encouraged. The Town reserves the right to waive formalities, modify proposals in a mutually agreeable manner, or to accept or reject any proposals at its sole discretion. Issuing this RFP does not in any way commit the Town to accepting any proposal.

Any questions about this request must be submitted by January 27, 2023 and responses will be provided by Friday, February 3rd. Please direct any questions to Planning Coordinator Aaron DeNamur via email to adenamur@shelburnevt.org. Proposals are due no later than 3:00 P.M. on Friday, February 17, 2023. PDF submissions are required.