



# Town of Shelburne, Vermont

CHARTERED 1763

P.O. BOX 88 5420 SHELBURNE ROAD SHELBURNE, VT 05482

Clerk/Treasurer  
(802) 985-5116

Town Manager  
(802) 985-5111

Zoning & Planning  
(802) 985-5118

Assessor  
(802) 985-5115

Recreation  
(802) 985-5110

FAX Number  
(802) 985-9550

## REQUEST FOR PROPOSALS February 06, 2024 Responses Due: 3pm Friday March 08, 2024

### Overview

The Town of Shelburne seeks a qualified consultant or team to assist the Planning & Zoning and Public Works Departments in rewriting the Town's [Public Works Specifications](#).

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.

### Estimated Schedule

February 06, 2024	RFP Released
February 23, 2024	Deadline for submission of questions via email
March 01, 2024	Response to questions distributed to firms
March 08, 2024 at 3 pm	Deadline for submission of proposal via email
March 11-March 15, 2024	Review of proposals
March 29, 2024	Complete interviews of consultants
April 05, 2024	Selection of consultant
April 12, 2024	Contract execution

### Context and Background

The Town's Public Works Specifications were originally adopted in 2002 and revised in 2008. They are largely outdated and no longer serving the Town as intended. Shelburne also has stormwater obligations due to its MS4 permit. The new Public Works Specifications will need to satisfy any conditions of the Town's MS4 permit and adequately address and enforce the Town's [Stormwater Management Plan](#). The Public Works Specifications will also contain requirements pertaining to municipal water, wastewater, and highways.

Shelburne is currently in the process of completely rewriting the zoning bylaw and subdivision regulations; adoption is anticipated in Fall of 2024. The new Public Works Specifications and the Town zoning should be complimentary and not conflict with each other. The current drafts of the new bylaw

should inform the work of the consultant chosen to write the new Public Works Specifications. These drafts can be found at the top of this [webpage](#) under *PlaceSense Bylaw Rewrite Project*.

### **Work Plan and Deliverables**

You are encouraged to propose what you think would be the best approach to the project and why. The Town expects that your proposal will, at a minimum, include preliminary meetings with staff, regular progress meetings with staff, and delivery of a final product (completed Public Works Specifications) to be adopted by the Shelburne Selectboard. Staff would like to see examples of Public Works Specifications from other municipalities that you think could be a good template for Shelburne. We are interested in seeing what have been successful best practices in peer municipalities in Vermont and elsewhere. Inclusion of more in-depth analysis of this topic is encouraged as part of the scope of the project.

### **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.

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, if applicable

### **Final Selection**

Times for candidates to interview with Town 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 February 23, 2024 and responses will be provided by March 1st. Please direct any questions to Director of Planning of Zoning, Aaron DeNamur, via email to [adenamur@shelburnevt.org](mailto:adenamur@shelburnevt.org). Proposals are due no later than 3:00 P.M. on Friday, March 08, 2024. PDF submissions are required.