

**CITY OF MONTPELIER
CAPITAL CITY OF VERMONT**

City Manager's Weekly Report – 1/09/2015

UPCOMING MEETINGS ...

- **Planning Commission Meeting:** Monday, January 12th, at 5:30 P.M. in the City Council Chambers.
- **Regular City Council Meeting:** Wednesday, January 14th, at 6:30 P.M. in the City Council Chambers.

CALENDAR ...

- “Welcome Legislators” Reception: Thursday, January 29th, from 5:00 to 7:00 P.M. at the Capitol Plaza.

ATTACHMENTS ...

-  Welcome Legislators Packet
-  RFP's for Website Design, Development, and Implementation
-  Redstone Letter
-  VSA § 6086b. Downtown development; findings

CITY MANAGER'S REPORT ...

Welcome Legislators

The attached welcome letters (one from the City and one from Montpelier Alive) were delivered to the State House this afternoon for all of the Vermont State Legislators. This includes a welcome back message, as well as information on the new parking ordinance. The parking flyer was attached to these letters. We are excited to welcome the Legislature back this week!

Welcome Videos

Over the last few months, the City and business community have been working with CGI Communications on a series of ‘welcome to Montpelier’ videos. These are now available on the City’s website: <http://www.montpelier-vt.org/page/671/.html>. We thank the business community for their participation in this project!

CITY MANAGER'S WEEKLY REPORT

January 9, 2015

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Website RFP

Last spring, the Council established the goal to “Provide and receive comprehensive information about the City government and the community.” To that end, this week the City released a Request for Proposals for website design, development, and implementation. Responses are due on February 11th. After selecting a vendor, we will work with them to modernize our website and integrate the new branding materials.

1 Taylor Street – Act 250

At the last 1 Taylor Street Committee meeting, there was a discussion about the applicability of Act 250 to the 1 Taylor Street Project. After this discussion, Redstone did some research. Attached, please find a communication from them as well as a referenced piece of legislation. The bottom line is that the Act 250 exemption for priority housing projects in a designated center (threshold of 75 units for Montpelier) would only apply to a mixed-income housing project or a mixed-use project that also includes mixed-income housing. For rental housing, the statute dictates that at least 20% of the total units meet the definition of affordable housing for a minimum of 20 years and, unfortunately, the economics on Redstone's portion of the project are too tight to incorporate this affordable housing component. The development team will explore the new alternative permitting track that Redstone outlines in their communication.

Legal

Hallsmith vs. City, Fraser, Baker – Being appealed to Supreme Court. Represented by Bernie Lambek. Oral arguments were held on December 18, 2014. Awaiting decision

VCEFA vs. City, Tax Appeal. – in discovery. Represented by Robert Fletcher.

Steuernwald vs. Fraser, Cleveland, City – Motions being filed. Represented by Nancy Sheahan through VLCT.

Bettis/Powers vs. Bean – Motions being filed. Represented by Nancy Sheahan through VLCT. Mandatory mediation was held on Monday, December 22nd.

WEEKLY UPDATES FROM DEPARTMENT HEADS ...

Community Justice Center

The Community Justice Center routinely asks program participants to complete a survey that evaluates their participation and how well staff and volunteers did their jobs. This document is a compilation of answers received from people who resolved their offenses through a restorative justice process during FY 2014.

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TOPICS FOR UPCOMING COUNCIL MEETINGS ...

January 14	First Public Hearing: Budget & Warning Montpelier Community Fund Board Appointments to Conservation Commission Set date, time and location for Annual City Meeting City Manager Review Process
January 22 (Thursday)	Second Public Hearing: Budget & Warning Deadline for Petitions Approve Budget and Warning Audit
February 11	Review of Flood Mitigation Plan City Manager's Review
February 18 or 25	Montpelier in Motion
March 3	City Meeting Election



Jessie C. Baker
Assistant City Manager



Request for Proposals
Website Design, Development, and
Implementation

January 7, 2015

Introduction

The City of Montpelier seeks to engage the services of a qualified firm to provide website design and content management system services. The City's goal is to update our website to enhance the user experience, simplify content management, and provide better information and customer service to the community, while meeting high standards for design quality and visual appeal.

Background

The City of Montpelier's current website can be seen at www.montpelier-vt.org. While this site hosts a great deal of information for residents, visitors, and business owners, it is outdated, difficult from a content management perspective, and does not allow some of the new technologies available in the field. The City of Montpelier seeks a firm that can provide modern and adaptable resources to meet the needs of our community for years to come. Included in this modernization, the City seeks a site that will offer online services and enable communication and information sharing so that our residents, visitors and businesses have quick and efficient access to the City's resources.

The City would like a site that decentralizes content management to multiple content managers in each City department under the oversight of the Assistant City Manager.

The City of Montpelier seeks the assistance of a company that can accomplish all of the functionality identified in this RFP and has the flexibility of providing this functionality over time, if needed due to budgetary constraints. The City also seeks a company that has the capability of integrating additional features that may be needed or new technologies that may be developed in the future.

The City of Montpelier is also interested in partnering with our downtown organization – Montpelier Alive (<http://www.montpelieralive.org/>) – to provide a shared web presence. Our goal would be for the two organizations to have separately owned and managed websites that are mutually linked through a taskbar at the top or some such navigational option. We have included this as an optional requirement in the Vendor Qualifications below.

Finally, the City of Montpelier's website must have the capacity to meet the State of Vermont Open Meeting Law Requirements under 1 VSA § 310.

Vendor Qualifications

The City of Montpelier seeks a vendor that has produced a minimum of twenty websites and has been in the business of municipal website design for at least five years. Additionally, the City seeks a vendor who has the proven capacity to provide the following Content Management System (CMS) components and tools. Responders are to submit a written narrative corresponding to each of the outlined requirements.

1. Introduction

A. Company Overview and Summary

2. Company Profile

A. Company History

B. Contact Information

C. Office location(s) (Include business address)

D. Demonstrated company financial stability

3. Project Team Roles

A. Name, title, role (e.g., project management, training, design)

B. Education, years of experience

4. Municipal Website Design Experience

A. References (minimum three municipal references, including all contact information below)

1. Client name

2. Website URL

3. Contract duration

4. Client contact person, title, phone number, and email

B. Any municipal award winning websites designed by vendor (please list city name and website URL)

C. Design portfolio (minimum of three screenshots with URLs)

D. If no previous experience with municipal governments, please explain relevant website experience (please list client URLs)

5. Project Development Approach

A. Proposed timeline

B. Outline all project phases and the City's role

C. Explain the design process, if not included in the project phases

D. Explain the data migration process, if not included in the project phases

E. Meets U.S. Federal Government ADA requirements, if not included in the project phases

- F. Training, if not included in the project phases
 - G. Post website go live website communication (award entries, annual website review, etc.)
 - H. Ability to integrate existing municipal branding into new site
 - I. Ongoing technical assistance and training opportunities
6. Support and Maintenance (describe all available)
- A. System ownership
 - B. Ongoing operations and maintenance
 - C. Training opportunities
 - D. Availability of robust self-service documentation and technical support (videos and training manuals, etc.)
 - E. Continued communication post website go live with consultants and support staff
 - F. How the City can share ideas, opinions and sign up for beta testing
 - G. Normal support hours and emergency support hours
 - H. Software updates and site maintenance
 - I. Software licensing (if any)
7. Ability to integrate existing branding and aesthetics into the site design.
8. Integrated Content Management System (CMS) Components and Tools

The CMS listing in the Functionality Table below represents functional categories and is not comprehensive; others may be recommended or added. The City's new website vendor must be able to provide the desired components shown. Possible budgetary constraints may require that this project be implemented in phases.

Table 1 – CMS Features

Component/ Module Name	Function	Offered (Yes/No)	Vendor Comment
Browser Based Administration	Update, delete and create template based web pages		
Departmental Home Pages	Ability to for departments, associated organizations to manage their own home pages and users		

Directories, Listing for Staff and Businesses	Dynamic content		
Archive Center	Store agendas, minutes, newsletters and other documents		
Document Center	Upload/download capability, back-end ability to search within		
Calendar	Update/publish calendars by both department, committee, and city wide		
Agenda Management	Upload, create and manage agendas		
Blog	Comments can be moderated by city before being published		
Alerts & Emergency Notification	Alerts posted on website and public notifications sent out through email, text message and social media		
Interface to existing systems and databases	Integration or links to Interactive GIS, Smartgov, Land Records Portal, etc.		

Intranet/Extranet	User restricted pages		
Department/Facility Management	Reservations and/or listings		
Event Registration	Online reservation and payment		
Parks & Recreation, Senior Center Activities	Enroll in classes online, ability to create custom enrollment forms, link to payment module		
Online Payments	Secure online transaction by department		
Survey/Polling Capability	Poll, question, and answer tracking		
Website Visitor Profile	Visitors can pick and choose the information that automatically becomes fed to their profile upon site login		
Citizen Sourcing Tool	Encourages citizen idea submission, engaging discussions, voting, etc.		
RFP/RFQ/Bid Posting	Dynamic content		

Online Job Postings and Application	Applicants can also create an online profile, fill out application and attach additional documents		
E-Notifications	Electronic subscription, scheduled notifications, SMS subscribers		
Video Hosting	With live streaming video capabilities		
Site Search	Internal site search engine, site search log		
Site Statistics	Analytics and site audit reports		
Sitemap & Breadcrumbs	Dynamic		
Spotlight	Ability to highlight 1 text on one or more pages		
News Releases	Online publishing		
News & Announcements	Dynamic content		

Newsletters	Subscription and online publishing for a variety of newsletters		
Mobile Browsing	Website can be accessed from any mobile platform		
Online Forms	Forms, publishing, and tracking		
Multi-Lingual Support	Dynamic content		
Frequently Asked Questions	Dynamic content		
Printable Pages	Print-friendly function		
RSS Feeds out	Registration by Department		
Social Media Interface	Facebook and Twitter feeds		
Automatic expirations	Expiration dating		
Broken Links Finder	Site visitors can enter comments concerning how they accessed the page		
Real Estate Management	Properties – commercial or residential – can be organized by and searched		

Rotating Photos/Banners	Dynamic image display		
Photo Center	Optional - Display community photos in a central location on website		
Mobile App	Optional - Generic and/or custom		
LDAP Integration	Optional, not required - Lightweight Directory Access Protocol (LDAP) integration should be an option		
Other			

9. Description of Features and Functionality Included with the CMS

At minimum include:

- A. Description of page creation
- B. Page content template information
- C. Content scheduling and versioning information
- D. The different back-end user permission levels

10. Hosting and Security (describe all available)

- A. Site hosting (remote or local?)
- B. Hosting location
- C. Appropriate redundancy and scalability to avoid unexpected outages and to accommodate periodic maintenance, usage growth and sudden usage surges
- D. Company's commitment to operational time – or limiting of downtime
- E. Other

11. Project Pricing Estimate/Cost for Services Outlined

Specify amounts of items below:

- A. Days/hours of training, number of employees to be trained, on-site or webinar
- B. Amount of content migration (entire website or a specific number of pages)

- C. Hosting costs
- D. Any optional enhancements and consulting packages with deliverables and associated fees.

12. Guarantees/Warranties

List any guarantees or warranties offered the company offers.

13. OPTIONAL: Ability to a co-hosted a website for our downtown organization partner – Montpelier Alive. The City and Montpelier Alive are interested in options to have separately owned and managed websites that are mutually linked through a taskbar at the top or some such navigational option.

14. Conclusion

15. Any additional information (not required)

Submittal Requirements

The deadline for RFP responses is Wednesday, February 11, 2015 at 3:00 p.m. EST. Submit one original, two hard copies, and one electronic copy to:

Jessie Baker
Assistant City Manager
City of Montpelier
39 Main Street
Montpelier, VT 05602
jbaker@montpelier-vt.org

Submittals that are not received on or before the specified deadline will not be accepted. The City reserves the right to request follow-up information or clarification from vendors in consideration. The City of Montpelier reserves the right to reject any or all submittals, to compare the relative merits of the respective responses, and to choose a vendor, which in the opinion of the City, will best serve the interests of the City. Each response to this RFP shall be done at the sole cost and expense of each proposing vendor and with the express understanding that no claims against the City for reimbursement will be accepted.

Evaluation Criteria

The City of Montpelier will evaluate the proposals with regard to the proposed services and the experience and qualifications of the firm. Specifically, proposals will be evaluated based on the following criteria:

- Proposer’s ability to provide the integrated Content Management System (CMS) components and tools (30%)
- Extent of the firm’s experience in successfully implementing and managing existing municipal websites (20%)
- Demonstration of the website security credentials (20%)
- Cost (20%)
- Review of aesthetics of illustrative examples of design and layout capabilities in existing websites (10%)

Selection Process

The selection process will involve the following phases:

- Phase 1: A City review team will evaluate vendor submittals. The initial review will determine conformance to submission requirements and whether responses meet minimum criteria established. Review will include the vendor's acceptance of RFP terms and completeness of submissions.
- Phase 2: Interview of most qualified applicants.
- Phase 3: Review team will check references given.
- Phase 4: The City will seek approval from the City Council and will enter into negotiations leading to a professional services agreement.

Schedule

The approximate RFP schedule is summarized below:

- Issuance of RFP: January 7, 2015
- Vendor submittals due: February 11, 2015 at 3:00 p.m. EST.
- Vendor interviews and reference checks: April 2015
- Vendor approval, enter negotiations, execute a professional services agreement: May 2015

* Dates subject to change

Inquiries

Inquiries about this Request for Proposals must be made in writing and directed to:

Jessie Baker

Assistant City Manager

City of Montpelier

39 Main St

Montpelier, VT

jbaker@montpelier-vt.org

Redstone

Brokerage Services
Development
Property Management
Construction

January 8, 2015

Jessie and Bill -

After the discussion at the last Design Committee meeting we took another look at the current statute and reviewed the issue of Act 250 jurisdiction with project architect Gregg Gossens, Director of Planning and Community Development Mike Miller and District Commission Coordinator Clancy DeSmet and the consensus is that the Act 250 exemption for "priority housing projects" in a designated center (which corresponds to a threshold of 75 units for Montpelier's designated downtown) would only apply to a "mixed-income housing" project or a "mixed-use" project that also includes "mixed-income housing". For rental housing, the statute dictates that at least 20% of the total units meet the definition of affordable housing for a minimum of 20 years (see excerpts from statute pasted below). Unfortunately the economics on Redstone's portion of the project are too tight to incorporate this affordable housing component just to avoid Act 250 jurisdiction.

That said, there is a new alternative permitting track that is available to all development in a designated downtown, not just mixed-use/mixed-income projects as narrowly defined in statute. Referred to informally as the Downtown Development Off-Ramp, this alternative procedure only requires that letters be obtained from the state agencies with an interest in the various Act 250 criteria and these become the basis for the District Commission to issue findings and conclusions, in lieu of requiring a full permit application. The Off-Ramp procedure is described in statute at 10 VSA 6086(b) and also attached to this memo for ease of reference.

We also reviewed the question of Act 250 jurisdiction for the 1 Taylor Street project with Noelle MacKay, Commissioner of Housing and Community Development. She also confirmed that unless the housing component met the statutory definition of "mixed-income" it would be required to either obtain an Act 250 permit or pursue the alternate approval track involving findings and conclusions in lieu of a permit. Her view was that we should be able to use 10 VSA 6086b for 1 Taylor Street, which should save us the application fee and also help with timing as well. Therefore we are recommending that concurrent with the local permitting process we convey our intent to pursue the Off-Ramp alternative to District Commission Coordinator DeSmet and begin securing the required state agency sign-off letters.

Please let us know if you have any additional questions regarding this issue.

Sincerely,



Justin Dextradeur
Development Manager

(3)(A) "Development" means each of the following:

...

(iv) The construction of housing projects such as cooperatives, condominiums, or dwellings, or construction or maintenance of mobile homes or mobile home parks, with 10 or more units, constructed or maintained on a tract or tracts of land, owned or controlled by a person, within a radius of five miles of any point on any involved land, and within any continuous period of five years. However:

(I) A priority housing project shall constitute a development under this subdivision (iv) only if the number of housing units in the project is: (aa) 275 or more, in a municipality with a population of 15,000 or more; (bb) 150 or more, in a municipality with a population of 10,000 or more but less than 15,000; (cc) 75 or more, in a municipality with a population of 6,000 or more but less than 10,000; (dd) 50 or more, in a municipality with a population of 3,000 or more but less than 6,000; (ee) 25 or more, in a municipality with a population of less than 3,000; and (ff) notwithstanding subdivisions (aa) through (ee) of this subdivision (iv)(I), 10 or more if the construction involves the demolition of one or more buildings that are listed on or eligible to be listed on the State or National Register of Historic Places. However, demolition shall not be considered to create jurisdiction under this subdivision if the Division for Historic Preservation has determined that the proposed demolition will have no adverse effect, will have no adverse effect if specified conditions are met, or will have an adverse effect that will be adequately mitigated. Any imposed conditions shall be enforceable through a grant condition, deed covenant, or other legally binding document.

(II) The determination of jurisdiction over a priority housing project shall count only the housing units included in that discrete project.

(III) Housing units in a priority housing project shall not count toward determining jurisdiction over any other project.

...

(27) "Mixed income housing" means a housing project in which the following apply:

(A) Owner-occupied housing. At the option of the applicant, owner-occupied housing may be characterized by either of the following:

(i) at least 15 percent of the housing units have a purchase price which at the time of first sale does not exceed 85 percent of the new construction, targeted area purchase price limits established and published annually by the Vermont Housing Finance Agency; or

(ii) at least 20 percent of the housing units have a purchase price which at the time of first sale does not exceed 90 percent of the new construction, targeted area purchase price limits established and published annually by the Vermont Housing Finance Agency;

(B) Rental Housing. At least 20 percent of the housing units that are rented constitute affordable housing and have a duration of affordability of no less than 20 years.

(28) "Mixed use" means construction of both mixed income housing and construction of space for any combination of retail, office, services, artisan, and recreational and community facilities, provided at least 40 percent of the gross floor area of the buildings involved is mixed income housing. "Mixed use" does not include industrial use.

(29) "Affordable housing" means either of the following:

(A) Housing that is owned by its occupants whose gross annual household income

does not exceed 80 percent of the county median income, or 80 percent of the standard metropolitan statistical area income if the municipality is located in such an area, as defined by the U.S. Department of Housing and Urban Development, and the total annual cost of the housing, including principal, interest, taxes, insurance, and condominium association fees, is not more than 30 percent of the gross annual household income.

(B) Housing that is rented by the occupants whose gross annual household income does not exceed 80 percent of the county median income, or 80 percent of the standard metropolitan statistical area income if the municipality is located in such an area, as defined by the U.S. Department of Housing and Urban Development, and the total annual cost of the housing, including rent, utilities, and condominium association fees, is not more than 30 percent of the gross annual household income.

(30) "Designated center" means a downtown development district, village center, new town center, growth center, Vermont neighborhood, or neighborhood development area designated under 24 V.S.A. chapter 76A.

...

(35) "Priority housing project" means a discrete project located on a single tract or multiple contiguous tracts of land that consists exclusively of:

(A) mixed income housing or mixed use, or any combination thereof, and is located entirely within a designated downtown development district, designated new town center; designated growth center, or designated village center that is also a designated neighborhood development area under 24 V.S.A. chapter 76A; or

(B) mixed income housing and is located entirely within a designated Vermont neighborhood or designated neighborhood development area under 24 V.S.A. chapter 76A.

The Vermont Statutes Online

Title 10: Conservation and Development

Chapter 151: STATE LAND USE AND DEVELOPMENT PLANS

Sub-Chapter 004: Permits

10 V.S.A. § 6086b. Downtown development; findings

§ 6086b. Downtown development; findings

Notwithstanding any provision of this chapter to the contrary, each of the following shall apply to a development or subdivision that is completely within a downtown development district designated under 24 V.S.A. chapter 76A and for which a permit or permit amendment would otherwise be required under this chapter:

(1) In lieu of obtaining a permit or permit amendment, a person may request findings and conclusions from the District Commission, which shall approve the request if it finds that the development or subdivision will meet subdivisions 6086(a)(1) (air and water pollution), (2) (sufficient water available), (3) (burden on existing water supply), (4) (soil erosion), (5) (traffic), (8) (aesthetics, historic sites, rare and irreplaceable natural areas), (8) (A) (endangered species; necessary wildlife habitat), (9)(B) (primary agricultural soils), (9) (C) (productive forest soils), (9)(F) (energy conservation), and (9)(K) (public facilities, services, and lands) of this title.

(2) The request shall be complete as to the criteria listed in subdivision (1) of this subsection and need not address other criteria of subsection 6086(a) of this title.

(A) The requestor shall file the request in accordance with the requirements of subsection 6084(a) of this title and the requestor shall provide a copy of the request to each agency and department listed in subdivision (3) of this section.

(B) Within five days of the request's filing, the District Coordinator shall determine whether the request is complete. Within five days of the date the District Coordinator determines the request to be complete, the District Commission shall provide notice of the complete request to each person required to receive a copy of the filing under subdivision (2) (A) of this section and to each adjoining property owner and shall post the notice and a copy of the request on the Board's web page. The computation of time under this subdivision (2) (B) shall exclude Saturdays, Sundays, and State legal holidays.

(3) Within 30 days of receiving notice of a complete request:

(A) The State Historic Preservation Officer or designee shall submit a written recommendation on whether the improvements will have an undue adverse effect on any historic site.

(B) The Commissioner of Public Service or designee shall submit a written recommendation on whether the improvements will meet or exceed the applicable energy conservation and building energy standards under subdivision 6086(a)(9)(F) of this title.

(C) The Secretary of Transportation or designee shall submit a written recommendation on whether the improvements will have a significant impact on any

highway, transportation facility, or other land or structure under the Secretary's jurisdiction.

(D) The Commissioner of Buildings and General Services or designee shall submit a written recommendation on whether the improvements will have a significant impact on any adjacent land or facilities under the Commissioner's jurisdiction.

(E) The Secretary of Natural Resources or designee shall submit a written recommendation on whether the improvements will have a significant impact on any land or facilities under its jurisdiction or on any important natural resources, other than primary agricultural soils. In this subdivision (E), "important natural resources" shall have the same meaning as under 24 V.S.A. § 2791.

(F) The Secretary of Agriculture, Food and Markets or designee shall submit a written recommendation on whether the improvements will reduce or convert primary agricultural soils and on whether there will be appropriate mitigation for any reduction in or conversion of those soils.

(4) Any person may submit written comments or ask for a hearing within 30 days of the date on which the District Commission issues notice of a complete request. If the person asks for a hearing, the person shall include a petition for party status in the submission. The petition for party status shall meet the requirements of subdivision 6085(c)(2) of this title.

(5) The District Commission shall not hold a hearing on the request unless it determines that there is a substantial issue under one or more applicable criteria that requires a hearing. The District Commission shall hold any hearing within 20 days of the end of the comment period specified in subdivisions (3) and (4) of this section. Subdivisions 6085(c)(1)-(5) of this title shall govern participation in a hearing under this section.

(6) The District Commission shall issue a decision within 60 days of issuing notice of a complete request under this section or, if it holds a hearing, within 15 days of adjourning the hearing. The District Commission shall send a copy of the decision to each State agency listed in subdivision (3) of this section, to the municipality, to the municipal and regional planning commissions for the municipality, and to each person that submitted a comment, requested a hearing, or participated in the hearing, if any. The decision may include conditions that meet the standards of subsection 6086(c) of this title.

(7) The requestor may waive the time periods required under subdivisions (3), (4), and (6) of this section as to one or more agencies, departments, the District Commission, the District Coordinator, or other persons. Such a waiver shall extend the applicable and subsequent time periods by the amount of time waived. In the absence of a waiver under this subdivision, the failure of a State agency to file a written determination or a person to submit a comment or ask for a hearing within the time periods specified in subdivisions (3) and (4) of this section shall not delay the District Commission's issuance of a decision on a complete request. (Added 2013, No. 147 (Adj. Sess.), § 3, eff. June 1, 2014.)
