

Request for Proposal (RFP)
Former Elks Club Golf Course Redevelopment Master Plan



Planning and Zoning Department
City Hall, 39 Main Street
Montpelier, VT 05602

June XX, 2022

I. Overview

The City of Montpelier (“City”) seeks qualifications from consultants to create a draft master plan for the redevelopment of the former Elks Golf Course (“Golf Course”) recently acquired by the City. The 133-acre Golf Course presents a tremendous opportunity for multi-use redevelopment including housing, municipal recreation center and outdoor recreation amenities. Based on community feedback and an ongoing engagement process, the City desires assistance in determining the best long-term use and design for this site.

The purpose of this Request for Proposal (“RFP”) is to solicit qualifications and proposals for Project Management services from consultants and firms and to select a Project Manager (“PM”) best able to meet the City of Montpelier’s objectives for master planning and implementation.

II. Background Information

In the fall of 2021, the City was approached by a community organization, The Hub, who were interested in developing a recreational complex at the Former Elks Club Golf Course (see attached map) and who were in negotiations to purchase the parcel from the owner. At the same time, the City was determining their best options for renovating their own recreation center located on Barre Street. As discussions progressed, the City realized that purchasing the property was a possibility and presented a great opportunity to secure one of the largest undeveloped parcels in the municipality. The City put forward to the voters a bond not to exceed \$2,000,000 and committed an additional \$1,000,000 from their recreation center fund for the purchase of the property.

Voters approved the bond and a purchase and sales agreement was signed in April, 2022. To gather feedback from the community, the City hosted an online forum which saw over 150 people participate. Feedback provided from the community on the redevelopment potential of the site included housing, a new municipal recreation center, outdoor recreational activities and green space.

The 133-acre parcel is located in southeastern part of the municipality. It is accessed only by Country Club Road from East Montpelier Road (Route 2) and contains one ~15,688 sq/ft commercial building that is 60 years old. The parcel is open and wooded with approximately 50 acres of open area and ~83 acres of woods. It is bookended by undeveloped forest to the east and west while most of the northern boundary comprises a mixture of residential and undeveloped parcels. The southern boundary is shared by a mix of commercial enterprises and rail line.

A Phase I Environmental Site Assessment was completed by Stone Environmental, Inc. in April 2022 which documented two Recognized Environmental Conditions,

presence of a used fuel, gasoline, and diesel AST near maintenance garage and historical use of the property as a golf course with application of herbicides and pesticides.

Existing analyses available for use in executing this work include:

- Phase I Environmental Site Assessment (2022)
- [City of Montpelier Master Plan](#) (Re-adopted 2017)
- [City of Montpelier Stormwater Master Plan](#) (2016)
- [Recreational Needs Assessment](#) (2019)

III. Project Purpose and Description

The City seeks to engage a consultant or firm to act as the PM to provide comprehensive coordination and support services throughout the planning phase, into implementation. This process is anticipated on being a multi-year process with ~18 months for planning and an additional 12-24 months for initial implementation. It is expected that the PM will assemble a Development Team (“Team”) of professionals with significant experience in planning, civil and structural engineering, architecture, natural resource specialists, and landscape architecture. It is not required to have assembled the Team prior to submitting a proposal in response to this RFP.

The main deliverable will be a draft master plan with recommended land uses informed by a robust community engagement process and proposed implementation strategy. The PM may or may not be asked to lead the development phase after the master plan is adopted.

Planning Phase

The planning phase will break into a number of steps which include public presentations and City Council decision points. This is not meant to be an exhaustive list of tasks or exact order that items may occur but reflects the process that has been presented to the public. We are relying on the experience and skill of the PM to help refine the schedule and work plan keeping in mind that both the public and City Council expect multiple opportunities to give input and comment at key steps along the way.

Step 1. Complete public input on “ideas for consideration” and report out. This step was started (as described above) and has a window for written input that has closed but needs to be compiled and reported out.

Step 2. Evaluate opportunities and constraints. This site analysis will likely include a full assessment of the environmental (natural, brownfields), built infrastructure (utility, roads, sidewalks, etc.), and legal considerations (land currently in UVA,

zoning) that would inform future land use decisions. The City fully expects to go through Act 250 therefore any report should at least cover all topics that would later appear in that hearing process. There should be a summary report of findings.

Step 3. Report out to public and Council on findings from the opportunities and constraints report.

Step 4 and 5. Develop generalized land use options for consideration by the public and the Council. It is already known that there is an interest in a number of possible uses at the property including housing, recreation (indoor and outdoor), trails, habitat preservation, other community services, and some commercial development. It is likely that there will need to be some compromise between uses. A plan that maximizes outdoor recreation may diminish housing opportunities. A plan that maximizes housing may diminish habitat preservation. The Team should prepare a number of options for consideration by the public. In step 5 the public will need to see options that reflect the goals identified in step 1 combined with what we know about the site from step 2 to start in order for them to provide input to Council. Council will ultimately choose which option(s) will be the preferred option for the next steps.

Step 6. Develop detailed study on option (or options) identified by Council. The consultant will conduct any follow up studies to inform the Council on any outstanding questions that may remain about the preferred option. More detailed cost estimates, identification of possible barriers, and market studies will likely be needed so that a final presentation can be made to the public and Council on the preferred option.

Step 7. Prepare final report. Once the Council votes on the final conceptual plan, the final report will be created.

Work expected to be performed by the chosen Team include:

- Public Engagement
- Traffic Analysis
- Habitat Identification and Mapping
- Stormwater and Drainage Analysis
- Utility System Analysis (Water, Wastewater, etc.)
- Site Evaluation, Planning, and Design
- Feasibility Study of a new Recreation Center

Deliverables include:

1. Up to four master plan concepts including:
 - a. Full color master plan map showing proposed allocated land uses, parks/open space, and transportation network (streets/trails by type), and right-of-way widths for each concept;
 - b. Narrative description of map elements;
 - c. Projected cost and timeline for implementation.
2. Full color draft master plan map showing proposed allocated land uses (residential zones and proposed subdivision lots and recreational center) parks/open space, transportation network (streets/trails by type), and appropriate right-of-way widths;
 - a. Public utilities including water, wastewater and stormwater infrastructure to serve the entire site;
 - b. To improve clarity, the master plan map can be divided into two or more maps;
 - c. Narrative description of map elements;
 - d. Identify a recommended site for the development of a community recreation center and include graphical elements of the site plan including any buildings, parking areas, outdoor facilities and interior layout;
 - e. Projected cost and timeline for implementation;
 - f. Typical street/trail cross-sections by type designated on the master plan map;
 - g. Narrative description of any additional requirements or goals, including City energy goals or public art guidance;
 - h. Process overview (public engagement report);
 - i. Identify action plan which will include strategies, priorities, budget support, and funding mechanisms for the short-term, mid-term, and long-term. Must be phased with prioritized recommendations and a capital projects prioritization process/ranking system.

The planning project may have mapping to inventory, assess, and communicate geographic concepts. Consultants will develop data layers in GIS. Data should be in Vermont State Plane coordinates, meters NAIP 1983. These data layers can be developed from existing data layers and/or augmented with additional engineering work. Any artistic renderings or other graphical illustrations should be provided in pdf or jpeg file format along with native editable file formats in Adobe Illustrator/Photoshop and InDesign format. Upon completion, the data will be transmitted in ESRI shapefiles format and associated mapping in Adobe Acrobat formats to the municipality

IV. Scope of Work

- a. Assemble and manage the Team throughout the planning and implementation process;
- b. Planning process must result in a shared, clearly defined vision for the City driven by input from the community. The successful firm/consultant will implement a robust and innovative public outreach strategy that describes how the community, staff and City Council will be provided opportunities to participate in the development of the draft master plan;
- c. Handle the day-to-day coordination and communications between the project technical specialists, related consultants, and City staff;
- d. Manage and monitor the progress of the project and compare the progress with the master project schedule to ensure timely completion;
- e. Submit progress reports throughout the various elements of the project and update City staff and City Council;
- f. Identify recommendations for zoning changes, if any, and update the Planning Commission periodically;
- g. Create development proformas for the various phases of implementation and identify funding sources;
- h. Present the completed draft master plan to the public and City Council;
- i. Support the process of formal adoption;
- j. Create development agreements for various phases of the project;

V. Qualifications

The PM and the Team are expected to have considerable experience in planning, design, real estate development and creating master plans in urban environments. The Team should have proven capabilities to manage complex public processes, conduct public engagement, integrate multiple factors and studies into master plans, create intuitive and concise master plan documents, create implementable master plans, and maintain timelines.

VI. Response Contents

Proposers should provide the following items as part of their response:

- Description of experience on similar projects;
- Staff biographies for those who would work on this project;
- Anticipated resources you will assign to this project (total number, role, title, experience), including identifying the project lead(s) for the Work expected to be performed;
- Provide a thorough explanation of the approach planned for this project;
- Proposed cost, itemized by project component, and including current hourly rates, unit pricing, and reimbursable expense detail;
- List of references;

- Optional: Any proposed modifications or refinements to the project approach and components listed above; and
- Claims status: Provide information on the nature, magnitude, and current status of any claims of suits against any team members – individuals or firms – within the last three years in any matter related to professional activities.

VII. Submittal Requirements

Respondents should submit one (1) digital copy (PDF) of the submittal to:

Joshua Jerome
Community & Economic Development Specialist
City of Montpelier
Department of Planning and Community Development
39 Main Street City Hall Montpelier VT 05602
Tel: 802.223.9507
Fax: 802.262.6080
Email: jjerome@montpelier-vt.org

Please expect a confirmation email acknowledging receipt of your proposal. Any submission received after the deadline will not be accepted.

If you have any questions about this project or the RFP, please address them in writing either via U.S. mail or email to jjerome@montpelier-vt.org. We will respond to all questions in writing within 5 days. All questions and responses will be aggregated in a Frequently Asked Questions (“FAQ”) document and made available on our website.

RFP Schedule Summary

Requests for Proposals due Monday, July 11, 2022 by 4:30 p.m.

Staff analysis and scoring week of July 18-22, 2022

Interviews conducted by City Council week of July 25th, 2022

Proposal selection by: August 5, 2022

Project to begin by October 1st, 2022

Proposal Selection

Proposals will be reviewed and scored by City staff and a selection of proposals will be invited to interview with City Council who will factor the proposals, staff scoring and interview process in determining the winning proposal.

Proposal Evaluation

Proposals will be scored according to the following factors:

1. Consultant Qualifications with Similar Projects and the Project Area - 35%
2. Scope of work, methodology, public engagement, and scheduling - 35%
3. Overall Quality, Completeness and Clarity in the Proposal - 15%
4. Consultant Costs and Fee Schedule – 15%

Interview Framework

The City Council will select one or more Proposers and invite them for an interview prior to awarding the contract. In this process, the City Council 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(s)/Teams to clarify or elaborate on their qualifications without restating the proposal. The interview and presentation is merely to present facts and explanation to City Council and allow them to ask targeted questions. The day and time will be notified to the proposers at least one week prior to the meeting. Each interview will last 60 minutes, and will be comprised of a presentation and Q&A.

VIII. Contract Requirements

The City of Montpelier will negotiate contract terms upon selection. All contracts are subject to review by the municipality's legal counsel. The contract shall not start until the successful applicant enters into a written contract with the municipality. The City of Montpelier is not liable for any cost incurred by consultant prior to issuance of a contract. The consultant and subcontractors must comply with all State and Federal covenants required by virtue of the funding source or contained or referenced in all the municipality's subcontracts including, but not limited to the following provisions:

- Insurance Coverage
- Indemnification
- Workers Compensation
- Civil Rights and Equal Opportunity
- Americans with Disabilities Act
- Disadvantage Business Enterprise (DBE) Obligation
- Audit and Record Retention
- Lobbying Restrictions

Performance Review

If the City Council decides to advance the Former Elks Club Property to the preparation and implementation phases and if the PM is interested in continuing on their role as PM, then the City will engage in a performance review of the PM. This review will allow the City and the PM to adjust expectations, goals and approach to ensure timely execution of the proposed Action Plan developed during the planning

phase. Once the review is complete and both parties are in agreement of the scope of work, the PM and City will re-execute a new contract for services reflective of that review.

The City reserves the right to repost the PM position at the conclusion of the Master Planning Phase for any reason including but not limited to Federal grant procurement requirements that may be needed for future implementation steps.

DRAFT