

RFP for Phase 1 Master Planning of the former Elks Club Golf Course

FAQ

Q: Can both single Project Manager's and full multi-disciplinary teams respond to the RFP?

A: Yes, we want to keep eligibility broad, in the hopes of generating interest and creative proposals for this unique opportunity.

Q: Given the potential that you'll be receiving two very different sets of proposals (from single person PMs to full-service teams) how do you anticipate evaluating/scoring the proposals given that factors such as cost and scope of work are part of the scoring criteria?

A: As the City of Montpelier has never had a project like this previously, experience will be a driver in how we evaluate proposals. The experience of a single PM in developing a project team may be evaluated equally to the experience of a firm offering a multi-disciplinary approach.

Q: Are the costs of this work being done under the auspices of a grant program?

A: No, this project is not grant funded.

Q: What information on the property does the City have that it can share? (i.e. anything related to existing conditions such as mapping, existing permits for water, wastewater, land use, easements or encumbrances, etc.)

A: The City will provide any relevant information it has to the winning firm/consultant.

Q: The RFP mentions the need to prepare "development agreements." Is the City looking for legal consultation for such agreements or is it the expectation that such consultation would be part of the next phase or handled by the City's attorney?

A: The primary goal of Phase 1 is master planning of the parcel, but for the consultant/firm awarded the contract to be able to continue as the Project Manager into Phase 2 & 3, and lead the development of land uses identified in Phase 1. It is not expected that complete development agreements be developed during Phase 1, but some indication of strategy be identified.

Q: Can you share the reporting from the Phase 1 ESA?

A: Yes, you can find the Phase 1 ESA [here](#).

Q: Process-wise, the RFP anticipates possible interviews the week of August 15th. Considering vacation season at that time, would the City be open to some flexibility with that timeline?

A: We understand this is a busy time of year with vacations and will allow flexibility for the interview process, if needed.

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Q: Is it possible to have access to walk the site in reference to this project?

A: Yes, you are free to access the site and walk the property. The existing building is still partially tenanted, so you will not be able to access the building.

Q: Is the summary of the results of the public engagement activities and participants available?

A: There was only one public engagement activity that occurred in March of 2022 and the information collected will be delivered to the winning proposer to support additional public engagement activities.

Q: Is the proposed Hub part of the public-private partnership? To what extent is the Hub part of the development of and future of this property?

A: There are no formal public-private partnership agreements in place between the City of Montpelier and the Hub. The City of Montpelier used \$1,000,000 of their Recreation Center Reserve Fund for the acquisition of the property, and therefore the City's intention is to site a new community recreation center on this newly acquired parcel that meets the needs of the community. To the extent that it is mutually beneficial, the City of Montpelier would consider a formal public-partnership with the Hub or any entity that allows for the development of recreation amenities, assuming the Phase 1 Master Planning process identifies suitable locations for that type of land use.

Q: In an effort to provide the City with a consistent format for comparing pricing between consultant proposals, please provide additional guidance regarding level of effort, tasks and duration to provide guidance on how the consultant should price this project?

A: This RFP is specific to Phase 1 activities to create a master plan for which the main deliverable is a draft master plan with recommended land uses informed by a robust community engagement process and site analysis, and proposed implementation strategy. The City of Montpelier has experience in developing a master plan for their downtown at a cost of around \$75,000. With that experience in mind, and recognizing the difference in scope of this master plan project, we anticipate proposals between \$100,000 - \$150,000. We anticipate the Phase 1 master planning process to take ~18 months.

Q: The PM is noted as responsible for assembling a development team. Will these professionals be contracted by the City or as a subconsultant/internal resource to the PM?

A: The City of Montpelier will contract with one consultant to act as PM or firm with an identified PM. All development team members will be subconsultants or internal resources to the PM.