



City of Barre, Vermont

“Granite Center of the World”

REQUEST FOR PROPOSALS

Consultant Services sought for the preparation of proposed amendments to North Main to Summer Street Master Plan

Date Issued: **August 30, 2023**

Responses Due: **September 14, 2023 by 4:30 pm**

I. PROJECT DESCRIPTION

The City of Barre seeks the services of a planning consultant or team to review and update the North Main to Summer Street Master Plan finalized in March of 2012.

The North Main to Summer Street area encompasses three blocks in the heart of our historic downtown district. Now that the long-planned Main Street reconstruction project is done ("Big Dig"), the City Place building constructed, the Downstreet Housing offices and apartments building complete, and the Keith Avenue Parking lot reconstructed, the plan's overall vision and guidance for the area should be revisited. Now that at least 10 years has elapsed since the plan's inception and the aforementioned projects completed, those improvements not completed may not meet today's vision. With the ability to hire a consultant to assist the City with revisiting the goals and aspirations, along with a public process, determine a new future for further revitalization. the outcome will be a revised Master Plan for this area, so that the City can plan for further outcomes to enrich our downtown.

The City was awarded a Municipal Planning Grant from the DHCD (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 City's Grant Agreement with the Department of Housing and Community Development.

II. BACKGROUND

The political boundary of Barre City is 4 square miles with an updated population of 8,491 residents. Our Unified Development Ordinance defines 3 urban core districts that surround our downtown, 3 mixed use districts and 4 residential zoning districts. We have a State Designated Downtown, and two historic districts, the Downtown Historic District and the Currier Park Historic District, with multiple State designated Historic Structures within the City.

The geographic area of the current plan is about 10 acres in size, and includes 36 parcels, bounded by Summer Street, Elm Street, N. Main Street and Merchant Street.

With N. Main Street being the City's social and commercial heart of Barre, revitalizing retail activity on our ground floor buildings and continuing to encourage upper floor residential and office uses that complement our downtown is our goal. We continue to have vacant storefronts, some vacant upper floors and vacant downtown buildings that are a concern to our citizens and those driving along our core. With this Master Plan update, we can and will appreciate the changes and ideas for future development.

The Master Plan's overall strategy was to focus development and activity along N. Main and Summer Streets, and provide parking within the center of the blocks in a series of connected "parking courts" that are configured to be user-friendly and convenient, but tied to an urban pattern that places parking behind the buildings and preserves streetscapes for walking and human activity. This planning activity is identified in the Barre City Municipal Plan's Economic Development section as a Next Steps project to continue our vision for a healthy future, and was carried forward as a real goal from the 2014 plan as well.

Long term success of the update of this plan means that there would be continued and further revitalization to our downtown, its buildings, its owners and tenants. By updating this plan, identifying revised or new outcomes as projects would assist the City in furthering its economic development in a healthy, safe and friendly manner.

Existing zoning as well as location of public water and sewer infrastructure are shown as layers on the Town's mapping application here: https://next.axisgis.com/Barre_CityVT/ . And, a link to the Barre City 2020 Municipal Plan: . <https://www.barrecity.org/municipal-plan/> , and a link to the N. Main to Summer Street Plan: <https://www.barrecity.org/the-north-main-to-summer-street-master-plan-march-2012.html> .

III. SCOPE, WORK PLAN AND DELIVERABLES

In accordance with the work plan approved by the State DHCD, the project should encompass the following items, although the consultant may suggest modifications:

- a. Consultant to review city maps and other resources to develop the base map which identifies parcels, buildings, key utility infrastructure, and other features to accurately reflect the study area.
- b. Project Kickoff Meetings with Planning Commission, and Staff, and will facilities public input throughout the process.
- c. Consultant to review all parking plans provided to complete a transportation assessment including streets, sidewalks and streetscapes.
- d. The consultant will review housing related items including construction of new affordable housing.
- e. The consultant will discuss the potential for parks, sidewalks, street trees, and other amenities that could occur if a project is implemented.
- f. The consultant will develop various plan alternatives based on the input received from transportation, housing and amenities discussions. Plans will be refined through public and city input and a final revised plan developed.
- g. The final revised plan will include cost estimates and strategies for implementing

- various components of the plan.
- h. Meet frequently with Planning Commission to work through findings and draft revisions
 - i. Create a Project Website, or assist staff with a dedicated page on the City website
 - j. Public outreach (press releases, post-card mailers, surveys, etc.) *
 - k. Prepare a public survey or form a Focus Group and document findings
 - l. Prepare for, and moderate 2 Community interactive Meetings/Presentations
 - m. Prepare final plan and present to City Council summarizing the project and findings.

IV. SUBMISSION REQUIREMENTS

All responses to the RFP shall include the following information:

- a. Letter of Interest (limit 1 page).
- b. A statement of your qualifications as a consultant to carry out the project. If a sub-consultant is involved, describe the qualifications of that person or firm.
- c. Resumes of all key individuals that will be involved in our project.
- d. An example, or examples of relevant projects that you and any sub-consultants have accomplished.
- e. A minimum of three (3) references with contact information.
- f. A cost proposal with hourly rates and total hours for all individuals/consultants involved, and a not-to-exceed total for the entire project.
- g. The proposal, encompassing items a-e above, excluding item d, shall not exceed fifteen (15) double-sided pages (30 total pages).

All information submitted becomes property of the City of Barre upon submission. The City of Barre reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP or withdraw the RFP.

Submissions are due either by U.S. Mail at the address above, delivered to the City of Barre Municipal Offices located at 6 N. Main Street, Suite 7, Barre, VT 05641, or by email to PPADirector@barrecity.org no later than Thursday, September 14, 2023 by 4:30 P.M. Electronic submissions will receive a confirmation upon receipt of the submittal.

V. SELECTION PROCESS

The selection process will take place by a subcommittee of the Barre City Planning Commission. Prior to making a decision, an interview may be requested in-person or via conference call. Based on the subcommittee's selection, recommendations and approval will be sent to the City Council for final approval at the earliest opportunity, and the consultant may begin as soon as the contract is signed by the City Manager. The following selection criteria will be used to evaluate the qualifications of the consultant:

1. Experience in developing city plans and facilitating input.
2. Experience and talent with online mapping tools and websites for disseminating geospatial information (ARCGIS Online web maps and/or ArcGIS StoryMaps™, or similar).

3. Experience with developing and processing the results for public opinion surveys including the use of on-line electronic tools, such as SurveyMonkey® or similar.
4. Experience with organizing and facilitating public meetings.
5. Visualization and graphic design materials demonstrating clear, accessible and easily understandable by the public.
6. Proven ability to work with a Planning Commission and any other local boards and committees.
7. Availability to begin work upon completion of a contract for the services and to complete work within the envisioned timeline as outlined in the RFP.
8. Quality, completeness and clarity of submission.
9. Must be able to complete the project by December 31, 2024.

VI. SCHEDULE

- The proposals with all attachments are due on Wednesday, September 13, 2023 by 4:30 pm
- Consultant selected and under contract will take place no later than October 12, 2023
- Work to begin by October 19, 2023, or as soon as a contract is signed by both parties
- Complete project by December 31, 2024

VII. FUNDING

\$18,000 was awarded to the City through a Municipal Planning Grant, and will be available for consultant services. The City will cover the cost of any additional services up to an additional \$10,000, for a total proposal to complete the update not to exceed \$28,000.

VII. CONTRACT REQUIREMENTS

The following requirements will be explicitly included in in the consultant contract:

- a. The consultant will maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to costs incurred under this Agreement and make them available at reasonable times to the Grantee and the State during the period of this contract and for three years thereafter for inspection by any authorized representatives of the State. The official records, however, will be maintained by the Grantee. If any litigation claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved, including any period for filing an appeal. The Grantee and the State, by any authorized representative, shall have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed under this contract.
- b. The consultant certifies under the pains and penalties of perjury that he or she is in good standing with respect to, or in full compliance with a plan to pay, any and all taxes due the State of Vermont as of the date the consultant signs this contract.
- c. The consultant shall not assign or subcontract the performance of this agreement or any portion thereof to any other consultant without the prior written approval of the State. The consultant also agrees to include in all subcontract agreements a tax certification in form substantially identical to paragraph 2 above.

- d. The consultant agrees to comply with the requirements of Title 21 of the Vermont Statutes, sections 495-496, relating to fair employment practices, to the extent applicable. Consultant shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the consultant. Consultant further agrees to include this provision in all subcontracts.
- e. The consultant states that as of the date the contract is signed, he/she:
 - i. is not under any obligation to pay child support; or
 - ii. is under such an obligation and is in good standing with respect to that obligation; or
 - iii. as agreed to a payment plan with the Vermont Office of Child Support and is in full compliance with that plan. Consultant makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the consultant is a resident of Vermont, consultant makes this statement with regard to support owed to any and all, children residing in any other state, territory, or possession of the United States.

VIII. REFERENCE DOCUMENTS

The North Main to Summer Street Plan can be found on the City's website at <https://www.barrecity.org/north-main-to-summer-street-master-plan-march-2012.html>. A parking study, as part of our Tax Increment Financing District work was completed on May 5, 2022 by Desman Design Management, and is available for reference. The Planning Grant Work Plan and Budget is also available for reference.