



City of Barre, Vermont  
“Granite Center of the World”

## **REQUEST FOR PROPOSALS ENHANCING PUBLIC ENGAGEMENT IN MUNICIPAL ENERGY PLAN AND IMPLEMENTATION**

Issue Date: April 4, 2019

### **BACKGROUND AND PROJECT OVERVIEW**

The City of Barre, VT intends to develop an Act 174-complaint Energy Plan for the City of Barre that includes analysis of existing data, identification of targets, pathways, implementation actions, and mapping for siting of renewable energy.

The City of Barre is seeking a contractor that will enhance this plan and process by:

- a) developing and implementing an effective community engagement process that obtains public input to inform the plan’s pathways and implementation actions, including identifying groups that will be the focus of the engagement process; recommending engagement techniques to ensure inclusive, representative, and meaningful input; logistics, facilitation, event planning, and input recording, consolidation and analysis; and
- b) provide recommendations on implementation actions for continued public engagement in implementing the plan.

The consultant will be assisted by the 4-member Barre City Energy Committee.

### **PROJECT GOALS**

- Providing opportunities for meaningful input;
- Engaging a diversity of perspectives, not just the ‘usual suspects’;
- Inspiring ownership of and commitment to the energy plan; and
- Sustaining community engagement through the implementation phase of the energy plan.

### **RESOURCES AVAILABLE**

- Assistance by the 4-member Barre City Energy Committee (mostly after business hours)
- Draft energy plan documentation provided to the City by CVRPC (Central Vermont Regional Planning Commission)
- City Master Plan (adopted June 2014) via the City Website

### **FUNDING**

The available budget for this contract is \$7,000. The contractor is expected to maximize the value

of activities to this budget.

## **SCHEDULE**

- Proposals are due by 4 pm Wednesday, April 10, 2019
- Review of proposals will occur on Thursday April 11, 2019
- Consultant selection by City Council on Tuesday, April 16, 2019
- Work to be completed by July 1, 2019

## **SUBMISSION REQUIREMENTS**

The proposal shall include the following sections:

1. A cover letter/statement of interest, including a single point of contact for multi-firm consultant teams.
2. Description of approach, organized by task, estimated level of effort for each task, and recommended materials for each task (which may be paid for by the City directly).
3. Description of the firm's mission, values, principles, etc. (no more than half a page)
4. Description of at least two and no more than five comparable projects conducted by the contractor.
5. Bio(s) of individual(s) who will work on this project.
6. Names and contact information for at least 3 references for similar projects.
7. Attachment of at least two and no more than five sets of materials or plans completed by the contractor, with sections authored or otherwise created by the contractor clearly indicated or described (if the result of a collaboration). A set of materials is defined as all the deliverables for a single project for a single organization.

## **PROPOSAL FORMAT**

A PDF of the proposal must be emailed by 4:00 pm on April 10, 2019:

Janet Shatney, Planning Director  
[PPADirector@barrecity.org](mailto:PPADirector@barrecity.org)

Proposals received after this deadline will not be opened nor considered. No facsimile machine produced proposals will be accepted.

Proposals shall be valid for 90 days. All proposals become the property of the City of Barre upon submission. The expense of preparing and submitting a proposal is the sole responsibility of the Consultant. The City reserves the right to reject any or all proposals received, negotiate with any qualified source, or cancel in part or in its entirety this RFP as is determined to be in the best interest of City of Barre. This solicitation in no way obligates the City to award a contract. If any bidder is aggrieved by the award, they may appeal in writing to the City Council. The appeal must be post-marked within seven (7) calendar days following the date of written notice of intent to award the contract.

An email confirmation will be sent when the proposal is received. Proposals may include links to additional materials, but inclusion of lengthy supporting documents is strongly discouraged.

## QUESTIONS

Questions must be emailed to:  
Janet Shatney, Planning Director  
[PPADirector@barrecity.org](mailto:PPADirector@barrecity.org)

## REVIEW CRITERIA

Proposals will be reviewed by the Energy Committee. The Committee may choose to recommend award on the basis of the proposals, or invite one or more proposers for an interview if deemed appropriate or warranted by the Committee. The Selection Committee shall make a selection recommendation to the City Manager and subsequently to the City Council. The City Council shall make the final Award decision.

Review Criteria	Weight	Max. Points	Points* Weight
Approach	8	5	40
Consultant Creativity. We want this to be a fun, stimulating project for everyone involved. Show us your creative side	4	5	20
Experience of the individual(s) who will work under this project relevant to its goals, and feedback from references given	4	5	10
Qualifications of the project team, including subconsultants being assigned to the project	4	5	20
Familiarity with energy conservation, energy efficiency, and renewable energy issues in government, commercial, industrial, educational and residential	2	5	5
Familiarity with Barre City	2	5	5
<b>TOTAL</b>			<b>100</b>

The City of Barre reserves the right to seek clarification of any proposal submitted and to select the consultant that is best able to address the project purpose and to reject any and all proposals. The City of Barre reserves the right to withdraw this Request for Proposals, to accept or reject any or all proposals, to advertise for new proposals if it is in the best interest of the City to do so, and to award a contract as deemed to be in the best interest of the City.

This solicitation of proposals in no way obligates the City of Barre to award a contract.

## EQUAL OPPORTUNITY

The selection of consultant shall be made without regard to race, color, sex, age, religion,

national origin, or political affiliation. The City of Barre is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

## **CONTRACT REQUIREMENTS**

The Consultant must be registered with the Secretary of State to do business in the State of Vermont prior to contract signing.

The awarded contract will be provided on a lump sum, or not-to-exceed cost of \$7,000. All products and borrowed materials shall be delivered prior to final payment.

The consultant shall be solely responsible for all claims of whatever nature arising out of rendering of services by the consultant during the terms of the contract. The consultant shall indemnify and hold the City of Barre, VT and other participants harmless against the same to the extent permitted by law.

The selected consultant shall comply with all applicable federal, state and local laws and regulations in the performance of service.

### **Contractors to receive RFP**

Vermont Rural Development Council

EcoStrategies, LLC

Energy Action Network

Cope & Associates

Snelling Center for Government

Vermont Energy Investment Corp.