

# **Request for Qualifications (RFQ) Consulting Planning, Design and Real Estate Development Services, on an As-Needed Basis**

The City of Burlington is seeking to procure consultants to provide on-call services for planning, design and real estate development services for various projects. The City will award multiple contracts and will seek to ensure that the full scope of planning and conceptual design services required will be provided by the set of approved respondents. Applicants awarded contracts will be used on an as-needed basis to supplement and support City Staff, working together as a specialized "Project Team" customized specifically for each project.

It is anticipated that a schedule of rates will be negotiated for the awarded contracts, and that task orders and/or deliverables will be negotiated for specific assignments as required for individual projects. **Contracts will commence on or around April 2014 and continue through June 2016.**

The City anticipates funding to be made available on a project by project basis. Consultant services will be utilized on an as-needed basis, and the hours and days of work and/or requested deliverables may vary per individual consultant/consultant team.

Explanation of the needed Areas of Expertise, and expected Services and Deliverables are detailed in **Section III: Scope of Work.**

This RFQ will be available on the following sites:

- City of Burlington website: <http://www.burlingtonvt.gov/RFP/>
- Northern New England Chapter of the American Planning Association (NNECAPA) website: <http://nnecapa.org/blog/category/jobrfp-listings/>
- State of Vermont: <http://www.vermontbusinessregistry.com/Welcome.aspx>

Parties downloading the RFQ are strongly encouraged to notify Sandrine Thibault (point of contact) of their interest in this solicitation so that any addenda or updates can be communicated directly to prospective bidders.

RFQ submissions in original email form will be received until **4:00pm, Monday, March 13, 2014** at: [sthibault@burlingtonvt.gov](mailto:sthibault@burlingtonvt.gov).

## **KEY DATES FOR THIS REQUEST FOR QUALIFICATIONS AND FEE**

RFQ Issued	February 19, 2014
Question Submittal Deadline	4:30 pm, Friday, February 28, 2014
<b>Proposals Due</b>	<b>4:00 pm, Thursday, March 13, 2014</b>
Evaluation Begins Week of	March 17, 2014
Anticipated Contract Award(s)	March 31, 2014

## **SECTION I. INSTRUCTIONS TO APPLICANTS**

### **1. Questions and Clarifications**

Any questions or requests for clarification must be submitted in writing to Sandrine Thibault, Comprehensive Planner (by e-mail to [sthibault@burlingtonvt.gov](mailto:sthibault@burlingtonvt.gov)) no later than 4:30pm on Friday February 28, 2014. Such requests shall include the name and e-mail address of the person to whom the answer or clarification should be sent. The point of contact will provide a written response, via addendum to all registered prospective proposers, in all cases; no oral response by the City shall be binding on the City. Any and all addenda to this RFQ will be posted on the City's web page and emailed to known prospective proposers.

## 2. Deadline for Submission

RFQ Submissions will be received until 4:00pm on Monday, March 13, 2014 at: [sthibault@burlingtonvt.gov](mailto:sthibault@burlingtonvt.gov).

All required materials must be received by the submission deadline.

### **Any submissions made after the deadline will not be accepted.**

Delivery to any other office or department does not constitute delivery to the point of contact; the submission must be in by the deadline. It is the responsibility of the applicant to assure proper and timely delivery.

## 3. Required Submission Materials

The Applicant shall submit the following:

- One (1) original of the Qualification Submission labeled “**RFQ: Burlington On-Call Services (Qualifications)**” including fee schedule.

## 4. Requirements for the Qualification Submission (20 pages MAX., not including cover page)

- A. Applicant Resume(s) (including any sub-consultants)
- B. Qualifications Narrative (including any sub-consultants)
  - a. Identify any and all Areas of Expertise in which the Applicant has successful experience and any Services and/or Deliverables which the Applicant can provide per the Scope of Services (Section II below).
- C. Three (3) Client References
  - a. Client references must be for a range of services to those identified in the RFQ.
  - b. The City of Burlington may NOT be included as a reference.
  - c. Please include the following information for each reference:
    - (a) Firm Name, if applicable
    - (b) Contact Person
    - (c) Address, Phone Number, and Email Address for Contact Person
    - (d) Year of Service
    - (e) Description of Service
- D. Work Samples
  - a. Samples of work must be for similar services to those identified in this RFQ, preferably for a public sector client.
- E. Fee Schedule
  - a. Hourly rates for key personnel
  - b. Other relevant fees/costs, if any

Applicants must demonstrate the ability to provide one or more of the services as described in Section II: Scope of Services, must meet all minimum criteria, and must submit a complete proposal. All proposers submitting a proposal must be able to comply with all Vermont Laws and relevant City of Burlington Ordinances.

## SECTION II. SCOPE OF SERVICES

The City of Burlington is seeking to procure consultants to provide on-call services to assist the City with planning and design services on an as-needed basis.

### 1. Areas of Expertise

The City is seeking consultants with expertise in one or more of the following areas:

- A. Urban Planning (Urban Design, Economic Development, Ped/Bike Planning, Environmental Planning, Open Space Planning, etc.)
- B. Conceptual Urban Design and Development Planning

- C. Public Engagement
- D. Redevelopment Site Feasibility Analysis
- E. Real Estate Development Services
- F. Tactical Urbanism Design and Implementation
- G. Architectural Illustration, Sketch and Site Plan Drawing
- H. Traffic and/or Parking Feasibility, Policy and Management
- I. Market Research and Analysis (both Housing and Commercial sectors)
- J. Web-Based Planning Tool Development

## 2. Services and Deliverables

Consultants demonstrating experience in one or more of the Areas of Expertise may be expected to provide one or more of the following services or deliverables.

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| <ul style="list-style-type: none"> <li>A. Public Workshop Facilitation</li> <li>B. Charrette Management (familiarity with National Charrette Institute standards is encouraged)</li> <li>C. Placemaking Services</li> <li>D. Conceptual Design/Sketch Planning</li> <li>E. Illustrative Master Plan Drawings</li> <li>F. Conceptual Infill Illustrations &amp; Architectural Elevations</li> <li>G. Conceptual Site Plans</li> <li>H. Schematic Floor Plans</li> <li>I. Analysis Diagrams and Mapping</li> <li>J. Street Section Diagrams</li> <li>K. Real-Estate Development Feasibility Analysis</li> <li>L. Project Management Services</li> <li>M. TIF and Project Financial Analysis</li> <li>N. Housing Market Analysis</li> </ul> | <ul style="list-style-type: none"> <li>O. Commercial Market Analysis</li> <li>P. Complete Neighborhood Analysis</li> <li>Q. Walk Appeal/Walkability Survey/Analysis</li> <li>R. Bicycling Handlebar/Walkabout Survey/Analysis</li> <li>S. Before/After Photo-Simulation</li> <li>T. Multi-Modal Transportation Analysis</li> <li>U. Parking Demand Management Analysis and Planning</li> <li>V. Parking Feasibility Analysis</li> <li>W. Tactical Urbanism "Pilot Projects" Plans, Policies, and Implementation</li> <li>X. Project Delivery Process Analysis and Recommendations</li> <li>Y. Online, Crowd-sourced Mapping and Data Generation Tools</li> <li>Z. Websites for Planning Projects</li> </ul> |
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## 3. Sub-Consultants and Multiple Consultants

Qualifications Submissions may include multiple members of individual firms and sub-consultants. However, the City reserves the right to utilize the services of individual members of a firm or sub-consultants as needed. The City will award multiple contracts and will seek to ensure that the full scope of planning and conceptual design services required will be provided by the set of approved respondents.

Applicants awarded contracts will be used on an as-needed basis to supplement and support City Staff, working together as a specialized "Project Team" customized specifically for each project.

## SECTION III. SELECTION PROCESS

### 1. Evaluation Committee

All submissions will be evaluated by an in-house selection committee ("the Committee") whose members will likely include staff from the following departments:

- Community and Economic Development Office
- Planning & Zoning Department
- Public Works Department
- Parks and Recreation Department

The Committee will rank all candidates following the review criteria identified below. The Committee may choose to interview any Applicants. If so, Applicants will be notified by email of the date, time and place for their

interviews and any other pertinent information related thereto. Each Applicant should therefore be prepared to travel to Burlington for an interview with its key personnel. The City reserves the right to request this interview in person, but may, at the City’s discretion, substitute a telephone interview. The City will not assume any travel costs related to these interviews. Within a reasonable period of time after the last interview, the Committee shall select the successful Applicant(s) based on qualifications, fee, and performance at the interview.

References will be contacted to determine if the vendor is responsive and responsible. References will be asked about their overall impression of the vendor, quality of work performed, understanding of factors affecting implementation, and the timeliness of services provided.

**2. Evaluation Criteria without Regard to Fee**

Failure to answer any question or to provide the documentation required will be deemed non-responsive and result in an automatic rejection of the RFQ Qualification Submission unless the City determines that such failure constitutes a minor informality. The Committee will evaluate each Applicants’ overall experience and qualifications, including methodologies and technical abilities.

The Committee will rank the proposals based on the criteria in this section. In addition to the contents and quality of the written Proposal submitted in response to this RFQ, the Committee will take into account the Applicant’s references and interviews (if conducted) in determining the number of points allocated to a particular criterion. A total of 200 points can be earned under this system.

**Review Criteria**

Qualifications and previous related work of key personnel and/or sub-contractors.	35
Depth of relevant technical expertise of the consultant team with efforts of this type.	35
Level of utilization of innovative approaches and solutions in the consultant team’s past projects.	30
Depth of interdisciplinary skills related to development, urban design, land use planning and transportation analysis, and public engagement.	20
Level of understanding of the project goals, issues and local needs.	20
Level of experience with municipalities of similar size, government structure, complexity and issues.	20
The demonstrated ability to organize and lead effective public meetings, in-house meetings and to make concise and clear public presentations.	15
Ability to meet timeframe and budget required to complete the work and/or phasing of deliverables.	15
Quality of sample materials and qualifications package submittal.	10
<b>TOTAL</b>	<b>200</b>

**3. Rule for Award**

The City will select the Applicant(s) submitting the highest ranked proposal(s) based on the criteria listed above. All applicants will be notified via email of the final awards.

**4. Award of Contract**

The successful Applicant(s) will receive a written Notice of Award prior to execution of the written contract.

Other terms

- The City of Burlington reserves the right to accept or reject any or all Statement(s) of Qualifications, with or without cause. All decisions related to this solicitation by the City will be final.
- The City reserves the right to request clarification of information submitted and to request additional information of one or more respondents.
- Costs for preparing the Statement of Qualifications in response to this request are solely the responsibility of the respondent.
- This solicitation in no way obligates the City of Burlington 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 Burlington is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.
- All contracts with the City of Burlington will be in accordance with all applicable Federal, State and local laws, regulations and ordinances. Respondents are encouraged to make themselves familiar with the City of Burlington's Code of Ordinances; including, but not limited to, provisions relating to Livable Wages, Outsourcing and Union Deterrence.

It will be necessary for responding parties to comply fully with the terms and conditions outlined in this document if they are to be considered. A letter attesting that the respondent has read, understands, and followed all procedures is a part of this RFQ must be included as part of the final submittal.