

Department of Planning and Zoning

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Request for Proposals (RFP) for Professional Planning Services *Burlington VT, Downtown/Waterfront Plan Land Use Inventory & Buildout Analysis*

Date of Issue: January 11, 2011

Proposal Deadline: 4:00pm February 4, 2011

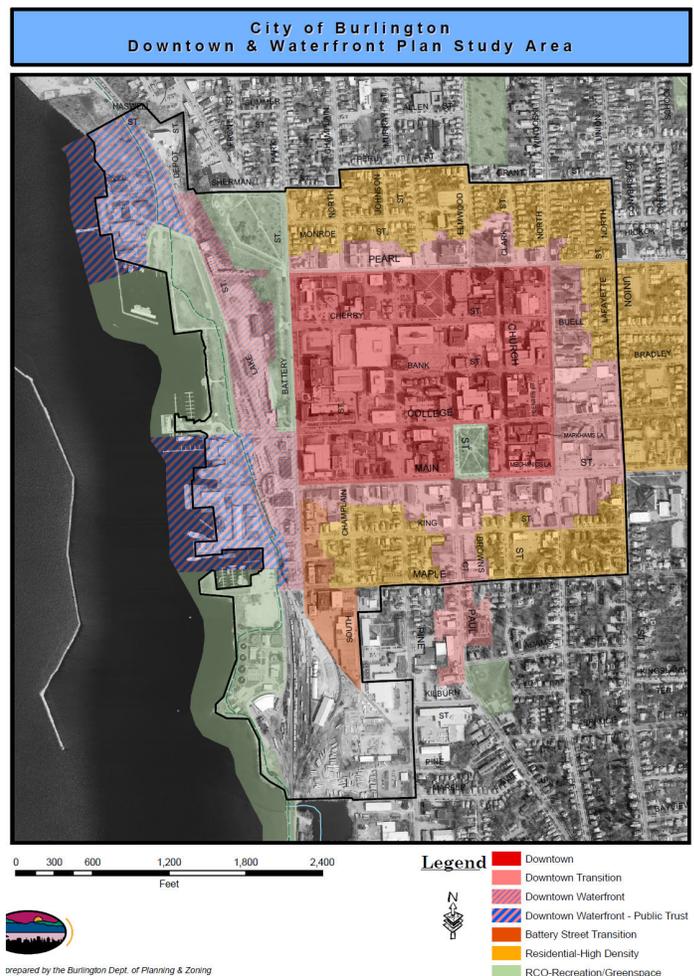
The City of Burlington is seeking the services of a qualified urban planning professional, firm or team to complete a land use inventory and buildout analysis that will help identify future development opportunities in Burlington's Downtown/Waterfront Plan study area.

Project Background

The development of a land use and development plan for Burlington's Downtown and Waterfront has been a long-standing action-item in the City Municipal Development Plan since at least 1996. In September 2009, the City Planning Commission and Dept. of Planning & Zoning were directed by the City Council to develop a scope of work, timeline, and budget for such a project. While many other planning efforts involving the downtown or waterfront have taken place over the years, none have been as comprehensive in scope and strategic in design.

In the fall of 2010, Burlington's Planning and Zoning Department received a Sustainable Communities Challenge Planning Grant providing a unique opportunity to invest in the future, and advance Burlington's place as one of America's most livable and sustainable communities. Burlington struggles to address complex urban challenges in a small, under-resourced New England community with big ideas and even bigger ideals. We struggle with how to really become the community we say we want to be.

The plan will refine broad city-wide goals for sustainable development into focused, actionable, area-specific strategies to ensure the vitality of the central core of our community and enable us to achieve our community vision. The planning process will place an emphasis on ways to promote and improve mixed uses and quality urban design, affordable and workforce housing, transportation and parking management, and the quality and capacity of public infrastructure. Our intent is to identify, understand, and address current barriers to the creation of new infill development. At the same time we need to make the hard decisions necessary to facilitate the continued evolution and maturation of this vital and dynamic mixed use district.



The planning process we are about to undertake will help us to address many questions regarding the future of Burlington's Downtown and Waterfront including:

- How to encourage and accommodate infill development on under-utilized sites - particularly for workforce housing and office uses?
- How to enhance Burlington's economic vitality and build upon our creative and entrepreneurial spirit?
- How to support additional development without compromising important views and Burlington's character and scale?
- How to balance mitigation of traffic congestion and parking demand with desires for expanded public transit?
- How to leverage future downtown development to facilitate and support expanded public transit service and visa-versa?
- What kinds of waterfront activities and improvements can we encourage without compromising public access to the lakeshore?
- What land-side improvements are necessary to support future harbor activities?
- What public investments can we make that improve lake quality, reduce stormwater overflows, save energy, improve traffic flow and safety?
- How to encourage and support more "green" building and development?
- How to grow smarter and use our compact mixed-use urban form as a tool to reduce greenhouse gas emissions?

This first activity of the project proposes the preparation of a comprehensive inventory and assessment of existing conditions in the study area to identify the primary needs, challenges and opportunities. This assessment will provide the information and perspective necessary to develop a meaningful and realistic visioning and planning process, and includes a land use inventory and build-out analysis sub-task which is the subject of this RFP.

The land use inventory will quantify and analyze existing development within the study area. An examination of current land uses will reveal specific downtown and waterfront development patterns, densities and other land use scenarios that can provide direction for future development and redevelopment. This inventory, combined with the build-out analysis, will help the City to address the questions of **what is possible** (within the bounds of retaining the current relative scale and character of the city) and **what might it look like**. This project will not estimate or evaluate the capacity of public services and infrastructure to meet the needs of future development. It will instead focus on the physical development of the Downtown and Waterfront including the location and scale of future development.

Scope of Work and Final Products

The Consultant(s) will be working under the direction of the Department of Planning & Zoning staff throughout the development of the project. The Consultant(s) will also be expected to independently collaborate with other relevant City Departments in order to gather and synthesize relevant information.

Anticipated Work Tasks:

- Develop an existing development inventory with gross square footage and floor-area ratio for each parcel in the study area;
- Develop a land use inventory for the study area using the APA Land Based Classification Standards (LBCS) model. The LBCS extends the notion of classifying land uses by refining traditional categories into multiple dimensions, such as activities, functions, building types, site development character, and ownership constraints. See: <http://www.planning.org/lbcs/> for more information;

- As necessary update the City’s GIS building footprints layer using new 1,1250 orthophotography, recent development activity and incorporation of relevant data from City Assessors records;
- Projection of gross square footage and floor-area ratio of a buildout allowed under current zoning for each parcel in the study area;
- Documentation of the methods, procedures used, and assumptions made in the development and performance of the data collection and analysis.

Specific Deliverables:

- Land Use and Development Inventory database populated with information including the 5 dimensions of the Land Based Classification Standards, as well as other parameters such as current and buildout gross square footage and floor-area ratio.
- Updated building footprint GIS layer including square footage and FAR information.
- Executive summary highlighting methods, procedures and assumption as well as analysis of current zoning buildout.

Responsibilities of the City:

- Provide access to all available relevant geographic information, databases, plans, reports, studies and maps;
- Assist with coordination with other city departments;
- Provide assistance and oversight of mapping and geographic analysis as necessary.

Schedule and Submittals

Responses to this RFP must be received no later than: **4:00 pm, February 4, 2011**

Selection of the consultant(s) will be complete by: **February 18, 2011**

All data development and analysis should be completed by: **June 15, 2011**

All materials, maps, data, and documents prepared under this project should be provided to the City by: **June 30, 2011**

Consultant Selection Criteria

In selecting the Consultant, the City will use the following criteria:

Review Criteria	Weight	Max Points	Points * Weight
Understanding of the Project (Scope of Work)	5	5	25
Qualifications/Expertise of Proposed Staff	4	5	20
Experience on similar projects	4	5	20
Ability to meet project schedule	3	5	15
Overall quality of the RFP Submission	2	5	10
Proposal Cost	2	5	10
TOTAL			100

Submission Requirements

Responses to this RFP should contain the following:

1) A *Technical Proposal* (not more than 15 pages) consisting of:

- A cover letter expressing the firm's interest in working with the City including identification of the principal individual(s) that will provide the requested services;
- A description of the approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal;
- A scope of work that includes steps to be taken, including any products or deliverables resulting from each task;
- A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task;
- A proposed schedule that indicates project milestones and overall time for completion;
- A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list;
- Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.

2) A *Cost Proposal* consisting of:

- A composite schedule by task of direct labor hours;
- An itemized schedule of all expenses, including both labor and direct expenses. If the use of sub-consultants is proposed, a separate schedule of expenses must be provided for each sub-consultant.

****This information must be RECEIVED by 4:00 pm, February 4, 2011 to be considered. Proposals MUST be submitted in digital format (PDF) to the email address below. Applicants will received a confirmation email once the proposals are received. Please ensure that the document is easily printable, so use regular paper formats (8X11, 8X14 and/or 11X17).**

Email Address:

Sandrine Thibault, AICP, Comprehensive Planner
sthibault@ci.burlington.vt.us

For Questions contact Sandrine at:

Direct Phone: 802-865-7193

This solicitation of proposals 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.