



City Hall, 1<sup>st</sup> Floor  
149 Church Street  
Burlington, VT 05401

[www.burlingtonvt.gov/cityplanning](http://www.burlingtonvt.gov/cityplanning)

## Request for Proposals (RFP) for Professional Services Impact Fee Study and Fee Schedule Update

### Submitted Questions & Responses

The City of Burlington, Vermont is seeking the services of a qualified professional(s) or firm(s) to review and provide recommendations for an update to the City's Impact Fees and regulations.

**Answers Posted:** October 14, 2022

**Proposal Deadline:** October 24, 2022, 5:00 pm

**Submissions to:**

Meagan Tuttle, AICP, Director, Office of City Planning [mtuttle@burlingtonvt.gov](mailto:mtuttle@burlingtonvt.gov)

**RFP & Answers Online at:** <https://www.burlingtonvt.gov/RFP/impact-fee-study>

**1. Where can I find a copy of the most recent impact study?**

The study that the city's current impact fee schedule is based on is from 1992. The study can be found online at:

<https://www.burlingtonvt.gov/sites/default/files/u317/1992%20Impact%20Fee%20Study%20and%20Authorizing%20Documents.pdf>

**2. Some of the insurance requirements in the standard contract see excessive for a non-construction project. Would the City consider reduced and/or waived professional liability, umbrella liability, and/or value papers?**

Specific insurance requirements will be negotiated with a successful firm based on the proposed scope of work. Generally, the City may consider waiving Umbrella liability if the scope of work includes exclusively virtual work and in exchange for a higher general liability coverage; may reduce Professional liability for the scope covered to \$1M per occurrence and \$2M in aggregate; and may reduce coverage for valuable papers to \$25,000.

**3. List of firms that have submitted questions & contact information:**

Duncan Associates  
Clancy Mullen, Principal  
[clancy@duncanassociates.com](mailto:clancy@duncanassociates.com)

RSG\*  
Jonathan Slason, Director  
[jonathan.slason@rsginc.com](mailto:jonathan.slason@rsginc.com)  
\*Consultant performing City's transportation fee assessment as noted in RFP.

Economic & Planning Systems (EPS)  
Brian Duffany, Principal  
[bduffany@epsdenver.com](mailto:bduffany@epsdenver.com)

Konveio, LLC  
Chris Haller, CEO  
[Chris.konveio@gmail.com](mailto:Chris.konveio@gmail.com)