



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

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Request for Qualifications (RFQ) for Technical Team Services related to the Burlington Town Center redevelopment project in the Waterfront TIF District.

RELEASE: January 26, 2014



I. Introduction

The City of Burlington's Community and Economic Development Office (CEDO) is seeking qualifications from consultants with expertise in identified areas to serve as part of the City's "Technical Team" over the course of securing a development agreement with the new owner for the redevelopment of the [Burlington Town Center Mall](#)—a 1970's urban renewal era shopping mall just off downtown Burlington's renowned [Church Street Marketplace](#).

The mall site is a principal focus of [PlanBTV Downtown and Waterfront](#)—a three-year public planning process unanimously adopted by the City Council in June 2013. In December 2013 the property was acquired by Devonwood Investors. In November 2014, the City and Devonwood [announced a public-private process](#) to work towards a comprehensive development agreement. On December 15, 2014, the development agreement public process was unanimously approved by the Burlington City Council (*supporting documents are attached*).

A [kick off meeting was held on January 8, 2015](#) at City Hall to introduce the process and gather public input into citizens' key issues and concerns (*the public workshop part of the meeting is at the end of the video recording*). A City webpage has been set up as a portal for public comment and project information at www.burlingtonvt.gov/btvmall.

The City is seeking to engage a technical team of professionals with expertise covering areas such as urban design, architecture, open space design, walkability, transportation, stormwater / infrastructure, public – private partnerships, market feasibility, legal, permitting, finance,

affordable housing and real estate development. Selection will be based on review of qualifications received and matching skills with the range needed expertise. Selected individuals will consult on an hourly basis through the development agreement process over the next 4 to 5 months. Some members will need to be available some part of the planned Public Design Workshop on February 18-21,

Please submit qualifications electronically to Nate Wildfire, Assistant Director of Economic Development. Contact at (802) 865-7179 or nwildfire@burlingtonvt.gov

Qualifications are due back Friday, February 6, 2015.

II. Role of the Technical Team and Areas of Expertise

Per the approved process, the Technical Team *will have professional and contractual responsibility to the City alone to offer objective review and analysis throughout the development agreement process. The Technical team will also support the City Team in public outreach and engagement activities.* The redevelopment is a transformative opportunity that will likely require a major public investment in infrastructure and other public support to achieve public planning goals within a viable project. The technical team will advise the City on key elements of the public private partnership and assist in developing specific terms to be negotiated as part of a Development Agreement.

The Technical Team's role will generally fall into three distinct phases with different members playing different roles within each phase.

Issues: Identify and articulate key public concerns, related community design issues and project viability requirements (February – March)

Review: Analyze and review elements of the proposed plan; present findings in public; recommend changes as required (March – April)

Negotiation: Assist City in negotiations of development agreement terms including design, program, financing and approvals (April-May).

Key areas of expertise for large, complex, mixed use downtown projects include:

- urban design, architecture, housing
- public space & urban park design
- research-based expertise in walkability (transportation, land use, design, density)
- public / private partnerships and development agreements
- public / private project financing and deal structure
- multi modal transportation, traffic & parking
- green infrastructure, storm water and utilities
- market feasibility & real estate economics
- tenant / leasing for retail, office and hospitality
- legal, regulatory and permitting

Respondents should specify which areas they wish to be considered for, whether a single area of expertise or multiple areas.

III. Terms of Contract and Selection.

Given the uncertain and variable scope of the work from phase to phase and area to area, the City seeks a preferred hourly billing rate. Selected contractor must be willing to be flexible in terms of effort and scope needed for successful completion of Development Agreements.

The City will make selection decisions on the basis of relevant experience, past performance, presentation skills, availability, billing rate and the best alignment of specific skills and experience with specific project needs. Per the City's Purchasing Policy for Professional Consultants (8/21/2000), price alone will not dictate selection. The selection will be primarily focused on individual members required to make a well-balanced team, collaborative experience on development agreements and work on large complex urban projects. The selection will be completed no later than February 13th. The selected consultants, in partnership with the City, will develop a project-specific scope of work and budget.

Please note that all contracts with the City of Burlington are subject to all applicable Federal, State and local laws, regulations and ordinances. Selected consultant should be familiar with the City of Burlington's Code of Ordinances; including, but not limited to, provisions outlined at the following at the weblinks: [Livable Wages](#), [Outsourcing](#) and [Union Deterrence](#).

IV. Response Requirements.

Please submit the following (max length 8 pages)

- Cover letter describing specific qualifications related to above services (max 2 pages)
- Link to video of a sample presentation by consultant at a public meeting (if available)
- Brief consultant biography (max 1 page)
- Examples of relevant projects (max 5 pages)
- Preferred hourly billing rate (with rates for any supporting staff if needed).
- Three references (preferably from both public and private sector)

Please submit qualifications electronically by **Friday, February 6, 2015** to Nate Wildfire, Assistant Director of Economic Development.

For more information contact: (802) 865-7179 or nwildfire@burlingtonvt.gov

V. Attached Supporting Materials from [December 15, 2014 City Council Meeting](#).

1. 12-11-14 BTC Development Agreement Public Process.pdf
2. 12-11-14 Mayor's BTC memo to City Council.pdf
3. 12-11-14 Responses to Councilor Questions on BTC public process.pdf