

## REQUEST FOR PROPOSALS

Planning Consultant for Municipal Planning Grant  
Starksboro, Vermont  
6/11/2025

Proposal Due on June 20, 2025

### PROJECT DESCRIPTION

The Town of Starkboro (Town) is requesting a planning consultant familiar with housing issues to assist the town in researching the feasibility of a Community Land Trust (CLT). The entire municipal planning grant (MPG) is attached. The grant provides the context for the requested services. It is suggested that consultants review the following additional resources related to CLTs:

<https://burlingtonassociates.com/resources/> (local expert)

<https://groundedsolutions.org/resources/start-upclthub/> (A CLT repository)

[https://groundedsolutions.org/wp-content/uploads/2018-10/Community%20Land%20Trust%20Technical%20Manual\\_0.pdf#page=3](https://groundedsolutions.org/wp-content/uploads/2018-10/Community%20Land%20Trust%20Technical%20Manual_0.pdf#page=3) (technical manual)

#### Funding

A total of up to \$12,675 is available for consultant services from the Municipal Planning Grant Program administered by the Vermont Agency of Commerce and Community Development.

#### Work Plan

The work plan and list of deliverables is included in the attached MPG.

#### Timeframe

The proposed start date is July 6, 2025. Final deliverables will be due December 31, 2025, though preliminary deliverables may be requested at earlier dates, subject to negotiation with the Town and the Consultant.

### PROPOSAL REQUIREMENTS

All responses to the RFP shall include the following information:

1. Cover Letter – A letter of interest and a summary of qualifications, recommended approaches, scope of work, processes and deliverables for the project.
2. Scope of Work – Provide a detailed scope of work based on the work plan provided above, broken down by task. Describe the approach to the project and proposed methodology including:
  - a. a detailed scope of work with associated list of tasks broken down by task and team member
  - b. description of the proposed deliverables.

The consultant may also propose additional supplemental items to the scope of work. While the work plan above conforms with the requirements of the Municipal Planning Grant, feel free to propose new/creative approaches to this project. (If chosen, alternative approaches may require approval from the state.)

3. Proposed Schedule – Provide a schedule that includes completion of work tasks and deliverables including key meetings and complies with the timeframe provided above.
4. Project Budget – Provide a detailed budget broken down by task and team member. Include your overhead and hourly rates for the individuals involved.
5. Qualifications and Staffing – Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the role of each consultant on the team with organizational staffing chart and percentage of time devoted to the project by each consultant. Also provide detailed information on each consultant, including contact information, the name of the firm, year established, including a description of relevant experience on similar projects for each firm and listing of their individual work experience in this role on similar projects.
6. References – A minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.
7. Page Limit – The proposal, encompassing items 1-6 above, shall not exceed 10 double-sided pages (20 total pages) including cover letter, table of contents, project lists and contacts.

All information submitted becomes property of the Town upon submission. The Town reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP or withdraw the RFP. Once submitted, the consultant team (including specific staff assigned to the project) may not be changed without written notice to and consent of the Town. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant.

The Town reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of the Town. This solicitation of proposals in no way obligates the Town to award a contract.

#### Submission Requirements

Respondents should submit one (1) digital copy (PDF) of the proposal by June 20, 2025 to:

Daniel Kuzio

Planning commissioner, project manager

[dan.kuzio@gmail.com](mailto:dan.kuzio@gmail.com)

Please use “CLT Research Proposal” in your subject line.

Expect a confirmation email upon receipt of the proposal. If you have any questions about this project or the RFP, please address them in writing via email to the project manager. We will respond to all questions in writing within 3 days. Both the question and response will be shared with the other consultants.

#### RFP Schedule Summary

Proposals due June 20, 2025.

Interviews as may be required.

Consultant selection by July 1, 2025.

Project Work to begin July 6, 2025.

Complete project on or by December 31, 2025.

Proposals will be reviewed by a selection committee composed of representatives from Town. A short-list of consultants may be selected for interviews. Respondents will be evaluated according to the following factors:

1. Consultant Qualifications (experience with similar projects, ability to work with municipalities to attain desired outcomes, and knowledge of the topic) - 40%
2. Scope of work, fees, methodology and schedule - 40%
3. Proposal quality, completeness and clarity - 20%

The Town of Starksboro reserves the right to select the top two to three highly scored consultants and invite them for an interview prior to awarding the contract. In this process, the selection committee may ask the respondents to give an oral presentation of their respective proposals. The interview and presentation are merely to present facts and explanations to the review committee and allow the selection committee to ask targeted questions of the consultant team. The interview and presentation, if deemed necessary by the review committee, will be held by virtually (zoom). The day and time will be notified to the respondents at least 1 week prior to the meeting.

Following the selection process, one consultant team will be selected to negotiate a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract. The final project team may also be modified through negotiation of the final contract. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.

#### Contract Requirements

The consultant contract will be subject to the terms of the Attachment D of the Municipal Planning Grant Agreement (Procurement Procedures and Other Grant Requirements). A sample contract meeting these requirements is available [here](#).