

# REQUEST FOR PROPOSALS

## Energizer Reuse Planning Project - Bennington, Vermont

### RFP SCHEDULE

March 31, 2021 – RFP Published

April 23, 2021 – Proposal Deadline (5:00pm)

Questions in writing may be sent to Bill Colvin at [bcolvin@bcrcvt.org](mailto:bcolvin@bcrcvt.org)

Proposals must be clearly marked with the subject title “*Energizer Reuse Plan Proposal*”, and be **emailed** to:

Bill Colvin  
Assistant Director  
Bennington County Regional Commission  
210 South Street, Suite 6  
Bennington, VT 05201  
[bcolvin@bcrcvt.org](mailto:bcolvin@bcrcvt.org)

***The deadline for submission is April 23, 2021 at 5:00pm EST.***

***The maximum available funding for this project is \$30,000 (thirty thousand dollars). Cost proposals greater than this amount cannot be considered.***

### INTRODUCTION AND PROJECT BACKGROUND

The Town of Bennington has been awarded a Municipal Planning Grant (MPG) from the Vermont Agency of Commerce and Community Development (VT ACCD) to conduct a revitalization, reuse and implementation study of the former Energizer facility in Bennington. The Town of Bennington was also awarded a grant from the Vermont Department of Environmental Conservation (VT DEC) and funding from and Shires Housing, the regional not-for-profit housing developer, to further this project. Utilizing these funds, the Town of Bennington has procured the services of the Bennington County Regional Commission (BCRC) to serve as project manager and to produce certain elements of the reuse study in collaboration with the selected project consultant. ***Work to be completed by BCRC is noted in the scope of work for the project (Attachment A). This is provided to inform consultants as they develop proposals. The work to be provided by the BCRC is not included within the scope of work for the consultant and should not be included in proposal. This is clearly noted throughout the Scope of Work (Attachment A).***

The Town is seeking a consultant to conduct planning that:

- Studies existing environmental, land use and infrastructure conditions for the study area;
- Studies economic market conditions related to the reuse of the site;
- Engages residents and other stakeholders to develop a vision for reuse of the site;
- Develops area wide and site-specific strategies for revitalization of the site, and;
- Develops a prioritized area wide and site-specific implementation plan.

## **SELECTION OF PROPOSALS**

### **Selection Process**

The project team will review written proposals. The project team may request interviews for up to three (3) consultant teams. The project team will select one (1) consultant team for the project. It is expected that a decision will be made within two weeks of the submission deadline.

### **Proposal Content and Organization**

Consultants must follow the instructions contained in this RFP in preparing and submitting proposals. All proposals should include the following information:

- 1) The name, title, responsibilities, and resumes of all those who will be assigned to the project. This may include a combination of civil engineers, landscape architects, planners, qualified environmental professionals, economic analysts or consultants, real estate professionals or others, as applicable.
- 2) A plan of services which describes how the consultant team will satisfy the scope of work in Attachment A. Detail should be provided regarding specific methodologies or approaches proposed. A matrix shall be included which identifies the hours generally expected to be provided by task. Proposed costs associated with each task shall be noted, including per hour staff costs, expected expenses (materials, travel, etc.) and any other costs. A timeline for project completion with key milestones should also be included.
- 3) A description of similar projects completed by project staff within the past ten (10) years that most closely relates with the goals of this project. The description and submission should focus on similarity to this project rather than the quantity of previous projects. This section should not exceed ten (10) pages in length.
- 4) A list of at least three (3) references for the prime consultant and at least two (2) references for any sub-consultant.
- 5) Proof of insurance, including proof of coverage for a minimum of: General Liability coverage of \$1 million per occurrence and \$2 million in the aggregate, motor vehicle liability coverage of \$1 million combined single limit, proof of Workers Compensation coverage as required by the State of Vermont, and professional errors and omissions coverage of \$1 million.
- 6) List of any actions taken by any regulatory agency or litigation involving the consulting firm or its agents or employees with respect to work performed. Consultants should explain the outcome of any proceedings and any steps taken to avoid a repetition of actions/litigations.
- 7) A detailed description or organizational chart describing the responsibilities of each sub-consultant for this project.

8) *Total proposal should not exceed twenty-five (25) pages, including any addenda.*

### **Submission Requirements**

One (1) electronic copy of the proposal and included cost estimate should be submitted by 5:00pm EST, April 23, 2021 at 5:00pm to:

Bill Colvin  
Assistant Director  
Bennington County Regional Commission  
210 South Street, Suite 6  
Bennington, VT 05201  
bcolvin@bcrcvt.org

Proposals received after 5:00pm on April 23, 2021 will not be considered.

Upon submission all proposals become the property of the Town of Bennington, the State of Vermont and the Bennington County Regional Commission. The expense of preparing, submitting, and presenting the proposal is the sole responsibility of the consultant. The Town of Bennington retains the right to reject any and all proposals received, to negotiate with any qualified source, or to cancel in whole or in part the RFP as in the best interest of the Town. This solicitation in no way obligates the Town of Bennington to award a contract.

### **Proposal Evaluation**

Evaluation of the proposals will consider, but may not be limited to, the following:

- 1) Qualifications and experience of staff expected to work on the project;
- 2) Adequate resources and staffing to do the work, including availability of pertinent technical disciplines;
- 3) Knowledge of the area;
- 4) Knowledge of project requirements;
- 5) Written presentation, including the ability of the average citizen to understand information conveyed in the qualifications proposal; and
- 6) Cost proposal. (Cost proposals in excess of the \$30,000 available funding cannot be considered).

## **STANDARDS FOR DELIVERABLES**

- 1) All reports are to:
  - be presented for ease of readability by the average citizen;
  - include charts, graphs and graphics, as appropriate;
  - include executive summaries or abstracts suitable for broad distribution;
  - include a glossary of any technical terms and list of references or citations of all sources of data and information.
  - not exceed twenty-five (25) pages in length including any addenda or attachments.

- 2) All documents must be provided in digital form.
- 3) Copies of reports and documents, including drafts, should be provided to the project manager no less than two weeks prior to any scheduled review or public discussion.
- 4) All data, maps, photographs, databases, reports, and program materials created under this project shall be the joint property of the Town of Bennington, the State of Vermont, and the Bennington County Regional Commission.

## **CONTRACTING PROVISIONS**

### **Contract Completion**

A performance deadline under the scope of work will be negotiated with the selected consultant team. The project must be completed no later than September 15, 2021.

### **Payment**

The amount and timing of payments will be determined through contract negotiations. Requests for payment shall be made to the Town of Bennington after approval of the invoice by BCRC as project manager for the Town of Bennington.

### **Ownership of Materials**

All rights, titles to and ownership of the data, materials and documents resulting from this project shall remain with the Town of Bennington, the State of Vermont, and the Bennington County Regional Commission.

### **Compliance with State and Federal Laws**

The consultant and any sub-consultants must comply with any and all applicable laws, statutes, ordinances, rules, regulations and requirements of federal, state and local governments and agencies which relate to, or in any manner effect the performance of the agreement signed by the selected consultant team.

# Attachment A

## Scope of Work

*Note: Tasks that will be accomplished by the BCRC are listed in an italicized paragraph at the bottom of each section. This information is meant to inform potential consultants as they develop proposals. It is NOT, however, part of the scope of work for the consultant.*

### **Task 1: Project Planning and Coordination**

As directed by the project manager (BCRC) the consultant will participate in activities to ensure that the project meets all milestones and schedules. The consultant will be responsible for coordinating the activities of all sub-consultants involved in the project. The consultant will be expected to participate in all project team meetings and steering committee meetings.

*BCRC project support: BCRC will develop the project team and steering committee and will serve as the primary coordinator of project meetings. BCRC will provide documentation of all project meetings.*

### **Task 2: Community Engagement and Participation**

Community participation will be an important element of the area wide planning process. Participation will be sought in two forms – through the creation of a steering committee (organized by BCRC and the Town) to regularly advise the planning process and through publicized community meetings.

The consultant will attend the following meetings:

1. Working meeting(s) with the steering committee and the project team.
2. One (1) or two (2) public meetings, community input sessions, or charrettes to educate stakeholders and the public and to generate support for the plan.

Additionally, the consultant will be responsible for facilitation of the public meetings.

*BCRC project support: BCRC will coordinate and publicize all meetings. BCRC will prepare agendas and written meeting summaries with agreed upon actions and next steps. BCRC will support the consultant in the preparation of any handouts or other materials required for the public meetings.*

### **Task 3: Review Planning Work Completed by BCRC for Integration into the Reuse Plan**

*BCRC will develop key components of the Energizer Reuse Plan to be incorporated into the final study in cooperation with the selected outside consultant. Elements of the plan to be produced by BCRC will include:*

**1. Review and Analysis of Existing Planning Materials** – The Town of Bennington and the region have undertaken significant planning efforts in the past. The goal of *the Energizer Reuse Plan* will be to build upon these existing documents to present a guideline for the redevelopment of the property. Essential to this will be the review and analysis of prior planning document(s). Documents to be reviewed will include, but may not be limited to:

- Bennington Town Plan
- Bennington Land Use and Development Regulations
- Various economic development planning documents

**2. Existing Conditions Inventory and Analysis** – BCRC will conduct an inventory and analysis of existing conditions in and adjacent to the Energizer site. A base level inventory and analysis will be completed for the sites. The base analysis will include such things as an environmental assessment (from others), land use patterns, building inventory, infrastructure conditions, maps and photographs.

**3. Site Analysis** – BCRC will assess current infrastructure and physical constraints on possible development of the site.

The consultant will review this information in anticipation of working with BCRC to incorporate these elements into the *Energizer Reuse Plan*.

### **Task 4: Market Study**

The consultant will conduct a study of the market conditions pertaining to the reuse of the Energizer property. Utilizing recognized and reliable data sources the consultant will determine the current and future demand for housing, retail, institutional, industrial, and commercial uses in the study area.

**\*Additional Note: Expanded Housing Study** – Shires Housing, the regional not-for-profit housing developer, has contributed funding to facilitate an expanded community-wide housing needs assessment that would consider housing needs in Bennington at all income levels and beyond the bounds of the Energizer or any other single project. Therefore, the housing assessment component of this study should evaluate demand for a potentially redeveloped

Energizer property, plus a community-wide housing needs assessment that includes a projection of demand for housing at this time and over the next seven to ten (7-10) years, with consideration given to demand for various types of housing throughout the Town of Bennington, including:

- Size/number of bedrooms
- Rental units at various levels of rent (based on household income)
- Owner-occupied units at various price levels (based on household income)
- Units in single-family, duplex, and multi-family buildings
- Identification of need in various locations in the community (i.e., downtown, in-town neighborhoods, rural locations)

This housing assessment should also consider the needs of various employers with regard to their workforce's housing needs. As such some element of survey work of regional employers should be included in this element of the study. *It is the expectation of the project leadership team that a substantial component of the consultant's time and budget will be dedicated to this portion of the study.*

*BCRC project support: Based upon direction from the consultant, BCRC will conduct all research required from publicly-available data sources (US Census, ACS, VT Dept of Labor, HUD, etc.). Findings will be delivered to consultant in a format determined by consultant. BCRC will spend up to 20 hours on this task in support of the consultant.*

## **Task 5: Redevelopment Scenarios & Project Feasibility Analyses**

Calling upon the work in the previous tasks the consultant will create (a) redevelopment scenario(s) for the Energizer property. Redevelopment scenarios will consider such things as highest and best use, availability of infrastructure, site or activity limitations, and market conditions. Feasibility analyses will be completed for each of the preferred redevelopment scenarios.

This could include the development of conceptual designs for targeted redevelopment sites identified, public infrastructure improvements focusing on the streetscape, and other public/private improvements and redevelopments identified through the planning process. Redevelopment scenarios should include graphics that powerfully capture the public's imagination and generate enthusiasm.

## **Task 6: Development of the *Energizer Reuse Plan* and Implementation Document**

Pulling together all of the prior elements of the project it has completed, the consultant will support the BCRC in the preparation of reuse and implementation document to include:

1. A vision for reuse of the Energizer facility connected to goals for redevelopment within the community.
2. Reuse strategies and scenarios and a market strategy for the Energizer property.
3. A prioritized site-specific implementation plan.
4. A timeline for plan implementation.
5. Identification of potential funding available for implementation of the plan.

*BCRC project support: BCRC will take primary responsibility for editing, design, and final review of the report and will schedule and facilitate a meeting of the steering committee to gain its approval of the document. The consultant will be expected to provide the deliverables noted in this RFP consistent with the identified project timeline and will be asked to review and comment on draft documents.*