

REQUEST FOR PROPOSALS

TOWN OF WEST RUTLAND

West Rutland Village Master Plan Project

DATE ISSUED: September 4, 2025

DUE DATE: October 6, 2025 (4 PM)

I. Project Description

The Town of West Rutland will develop a comprehensive plan for smart growth in and around its village center, with a focus on underutilized parcels to meet housing, transportation, infrastructure, streetscape, and service needs. To support this effort, the Town seeks a qualified planning and design consultant to complete the **West Rutland Village Master Plan**, including Conceptual Plans and an Opinion of Probable Construction Cost (OPCC) for priority improvements.

West Rutland faces several redevelopment challenges: limited buildable land due to a flood-prone and built-out village core, a declining population since 2000, and aging infrastructure. These issues have reduced the local tax base, making it harder to maintain essential services—especially the town’s extensive road network (see Page 30, 2024 Town Plan). Additionally, 87.5% of residents now work outside the community, and housing options are limited, with only 15% of the housing stock built since 1980. Housing affordability is a growing concern, with over a quarter of renter households spending more than 50% of their income on housing.

The Village Master Plan will identify key redevelopment sites, propose infrastructure and streetscape upgrades, expand multimodal transportation options, and outline funding strategies and next steps. Community input will be essential, with opportunities for businesses and landowners to participate through direct engagement and working groups. The goal is to create a practical, forward-looking plan that supports revitalization, attracts new residents and businesses, and strengthens West Rutland’s long-term viability.

II. Funding

A total of **\$32,000** is available for consulting services paid for by the Municipal Planning Grant Program through the Agency of Commerce and Community Development.

III. Scope of Work and Deliverables

This RFP is issued for the purpose of selecting a qualified firm(s) to complete master plans necessary to advance the design of the proposed village center improvements. The firm will work

closely with a local Steering Committee to determine the exact specifications desired in each of the following areas: housing

The Town will rely on the consultant's professional expertise to ensure that all pertinent factors are analyzed and is open to additional or alternative approaches to enhancing the village center in West Rutland. Attention is especially desirable given to designs that produce the intended results while limiting the cost of construction.

IV. Schedule

Proposals are due at 4 PM on Monday, October 6th, 2025. Consultants will be notified of selection by the Town of West Rutland on or before October 15th, 2025. Project kickoff is expected after selection and contract execution in November 2025.

IV. Proposed Deliverables

1. Village Master Plan Document

- A comprehensive written plan for smart growth in and around the village center.
- Includes analysis of current conditions, challenges, and opportunities.
- Strategies for redevelopment of underutilized parcels.
- Recommendations to address housing, infrastructure, transportation, streetscape, and service needs.

2. Conceptual Site Plans

- Concept-level designs for priority areas/parcels identified for redevelopment.
- Layouts showing potential housing, business, and infrastructure improvements.

3. Opinion of Probable Construction Cost (OPCC)

- Cost estimates for implementing the proposed improvements and infrastructure upgrades.

4. Infrastructure and Streetscape Recommendations

- Recommendations for improvements to roads, sidewalks, utilities, and streetscape elements.
- Identification of critical needs for multimodal transportation (bike/pedestrian access, transit, etc.).

5. Community Engagement Summary

- Documentation of public input engagement.
- Summary of community priorities and how they shaped the plan.

6. Redevelopment and Funding Strategy

- Identification of priority redevelopment sites and phasing recommendations.
- Outline of potential local, state, federal, and private funding sources.

7. Implementation Plan

- Actionable next steps for moving from plan to project execution.
- Timeline, responsible parties, and initial permitting/funding guidance.

8. Maps and Graphics

- Existing conditions maps (e.g., land use, flood risk, transportation network).
- Proposed land use and redevelopment opportunity maps.
- Visualizations of conceptual designs and potential transformations.

V. 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** – A detailed scope of work based on the deliverables and schedule 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 sub-task and team member;
 - b. A description of the proposed deliverables.
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 for the lead consultant and sub-consultants, including indication of the lead consultant, and the role of each consultant on the team. Also provide detailed information on each consultant, including contact information, the name of the firm, year established, and a description of relevant experience on similar projects for each firm.
6. **References** – A minimum of three (3) professional references for whom a similar project has been completed in the last ten (10) years.

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 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 obliges the Town to award a contract.

Respondents should submit one (1) digital copy (PDF) of the proposal by 4:00 p.m. October 6th, 2025 to:

Mary Ann Goulette, Town Manager, Town of West Rutland
35 Marble Street, West Rutland, Vermont 05777
mgoulette@westrutlandvt.org

Please expect a confirmation email upon receipt of the proposal by the Town.

If you have any questions about this project or the RFP, please submit them by September 25th, 2025 at 4:00 p.m. by email to Mary Ann Goulette, mgoulette@westrutlandvt.org. We will post answers to all questions on the Town website by October 2, 2025 at 4:00 p.m.

VI. Proposal Evaluation

Proposal Selection. Proposals will be reviewed by a Steering Committee comprised of members from the municipality.

Proposal Evaluation. 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, total cost, methodology and schedule = 40%
3. Proposal quality, completeness, and clarity = 20%

Final Consultant Selection. Following the Town evaluation based on the above criteria, the Steering Committee will further evaluate and select the highest scoring proposal. The Town will then work with the selected firm to negotiate a final contract for services. The final project team may also be modified through negotiation of the final contract. Any expenses resulting from the proposal process will be the sole responsibility of the consultant.