

REQUEST FOR PROPOSALS FOR CONSULTING SERVICES

The Town of Highgate hereby requests proposals from qualified consultants to perform consulting services for redevelopment of a municipally owned property in Highgate Center. To receive a copy of the full RFP please contact Heidi Britch-Valenta at 802-868-4922 or hbvalenta@highgatevt.org. Proposals are due by November 3rd at 4:00pm.

**REQUEST FOR PROPOSALS
FOR CONSULTING SERVICES
TOWN OF HIGHGATE
2996 ROUTE 78, HIGHGATE CENTER, VT 05459
802-868-4922
hbvalenta@highgatevt.org**

Date: September 6, 2022

RE: Village Core Master Plan Phase II

I. INTRODUCTIONS

The Town of Highgate has received a Community Development Block Grant (CDBG) Economic Development Infrastructure Planning Grant from Agency of Commerce and Community Development (ACCD) to complete planning and design work for the Village Core Master Plan Phase II. The project is focused on a 2.14-acre municipally owned parcel in the community center for redevelopment. This project will be managed by a steering committee and all meetings will be open to the public and all documents created will be available to the public. Public involvement will be an important component of this process.

Background

The subject property is a 2.14-acre parcel located in the center of Highgate Center Village. Highgate Town has 3,600 residents with a State Designated Village Center with compact residential development and a mix of 25 civic and commercial uses including municipal complex (Town Clerk, Fire Dept, Public Works), Public Library and Community Center, Elementary School, year-round indoor recreational facility, playground, ball fields, park-and-ride, parks, US Post Office, Highgate Historical Society Museum, churches and cemeteries, general store, 2 gas station/quick stops, veterinarian, a daycare facility, hardware/ fuel store, gun shop and cafe.

In 2017 the Town purchased a blighted property in the center of the Village (14 St. Armand Road) with frontage on Route 78 and St. Armand Road which adjoins municipally owned property. Together the parcels are a 2.14-acre lot that has been the focus of the Village Core Master Plan (VCMP) redevelopment project. There is a historic structure on the newly purchased property which was constructed around 1830. The Stinehour Hotel was utilized as a stagecoach hotel with restaurant and livery from the 1850's to the 1920's. More recently it was used as a residence and auto repair business and has fallen into disrepair. A historical assessment was performed on the building which called for further assessment of the foundation by a structural engineer to understand if the building can be rehabilitated. A large pole barn is also on the site (30' x 80'). The balance of the VCMP property is vacant and has road frontage on Route 78 and Gore Road (see attached map) and abuts the elementary school yard, veterinary clinic, and the post office.

The redevelopment of the Village Core Property is being managed by a group of 9 community members who are known as the Village Core Master Plan Committee (VCMPC) and they have worked diligently over the past 5 plus years to secure grants and complete assessments and studies related to the project which are listed below and available at the Town's website

Highgatevt.org https://www.highgatevt.org/index.asp?SEC=A768769F-AD44-4630-A35C-AB68113D3BC2&Type=B_BASIC :

- Brownfields Assessments Phase I & II
- Library Feasibility Study
- VCMP Feasibility Study & Outreach Project
- Historical Assessments on the Stinehour Hotel and Public Library
- Village Wastewater & Water Study and Outreach Project
- Wastewater and Water System Designs-ongoing

The Wastewater Feasibility Study confirmed the need for offsite options due to the proximity of neighboring well isolation areas. The offsite wastewater design is in Step II Final Design Phase and funding from the Clean Water State Revolving Fund (CWSRF) and has been awarded \$1,285,000 for construction. The VCMP Committee intends to bring the design and funding request to the voters at Town Meeting Day in March of 2023.

The master plan for the site includes a new library and community center, in addition to other commercial and/or housing development. The focus of this Planning Grant is to coalesce information that has been gathered in a finalized concept plan, address remaining information gaps and to complete preliminary engineering, schematic design and cost estimates. The Consultant will work with the committee to process information gathered so far and help to finalize a design that will serve the community well for the foreseeable future.

This process will be led by a Steering Committee that will meet regularly to facilitate the study and provide data and resources to the consultant to assist them in completing the assessment. Presentations to the public at project milestones and conclusions of the project are a part of this project

II. SCOPE OF WORK

This planning study will accomplish the following objectives:

- Identify current conditions at the VCMP property,
- Review existing studies to evaluate information gathered.
- Perform structural assessment of the Stinehour Hotel to determine feasibility to rehab or demolish with estimates,
- Determine appropriate permitting requirements and regulation modifications to facilitate smart growth development strategies in the village center,
- Outline a sequence of tasks to bring the project to fruition including potential funding sources for construction.
- Present project milestones to the committee and conclusions at public meetings.

The following work products will be produced by this study:

- Structural Assessment of the Stinehour Hotel
- Schematic design options and estimates for the Highgate Library and Community Center (HLCC)
- Preliminary Design and estimates for the water system
- Preliminary Site Engineering for the HLCC and development ready commercial site

- Comprehensive Site Development Plan for all aspects of the project with permitting requirements and order of importance.
- Potential funding sources for future implementation

III. PROJECT SCHEDULE

Oct 17	RFP Published
Nov 3	Proposal Deadline
Nov 16	Interviews
Dec 2023	Project Substantially Completed

IV. STANDARDS AND DELIVERABLES

Except for appendices, all reports are to:

- Be presented for ease of readability of the average citizen;
- Include charts, graphs and other graphics as appropriate;
- Include executive summaries or abstracts suitable for broad distribution;
- Include a glossary of technical terms, and a list of references or citation for all sources of data and information.

All reports and documents, including drafts should be provided to the Study Committee in a timely manner via email.

10 hard copies of the Final reports shall be provided to the committee along with a digital version.

All data, databases, reports, programs and materials created under this project shall become property of the Town of Highgate.

V. PROPOSAL FORMAT

A. Firm

- ^ Provide a description of your firm's size, capabilities, people and business approach.
- ^ Provide a list of three customer references. Include contact information.
- ^ Describe the extent of your firm's experience involving comparable Municipal/Private infrastructure projects.

B. Team

- ^ Describe how you will structure your team and identify who the members will be and their role in the project. Provide the resumes of key personnel assigned to the project.

- ^ Please provide evidence of appropriate insurance coverage.

C. Services

- ^ Describe your understanding of the project, including tasks to be performed, and the issues and needs to be addressed, and also how you propose to coordinate activities with the Town.
- ^ Describe your approach to working with the Owner (Selectboard), Employees, Steering Committee, and the Public.
- ^ Detail the procedures you would use to complete each task. These should be organized into a proposed work program framework with clearly defined tasks and milestones.
- ^ Identify specific products to be delivered, and when.
- ^ Identify the specific schedule you propose to follow in completing the tasks, and benchmarks for evaluating progress. A chart should be included to present proposed timelines by task and milestone dates.
- ^ Provide information relating to your experience (if any) with public projects.

VI. FEES

- ^ Provide a cost summary broken out into cost per task for design services and estimating based on the preliminary scope of work.

VII. EVALUATION AND SELECTION PROCESS

- ^ Responses shall be submitted in two envelopes. The first envelope will contain the information requested in Section V, subsections A (“Firm”), B (“Team”) and C (“Services”); the second envelope will contain the information requested in Section VI (“Fees”).
- ^ A team comprised of representatives from the Steering Committee will review the submittals utilizing a framework for scoring the proposals.
- ^ Finalists will be identified and may be requested to attend an interview before a Consulting Firm selection is made.
- ^ Once a selection is made, The Town of Highgate will look to finalize a contract with the selected firm which will be compliant with standard state and federal grant conditions.

- ^ The Town of Highgate may accept, reject, or seek modifications to any or all responses.
- ^ Priority and opportunity will be given to minority, women -owned and local businesses.
- ^ Potential bidders need to be registered in SAM.Gov [HTTP://epls.arnet.gov/epls/servlet/EPLSSearchMain/1](http://epls.arnet.gov/epls/servlet/EPLSSearchMain/1)
- ^ Potential bidders need to be registered to do business in the State of Vermont. www.sec.state.vt.us/seek/database.HTM#corporations

VIII. PROPOSAL DUE

All questions from prospective applicants must be received in writing to Heidi Britch-Valenta at hbvalenta@highgatevt.org. Any questions received will be responded to in writing to all firms that have notified the Town of Highgate of their intent to submit a proposal.

Responses to this RFP are due by 4:00 p.m. on November 3rd. Late responses will not be considered. Upon receipt of this RFP please notify the Town of Highgate of your interest to be included in a mailing list for responses to any questions received.

Please provide ten (10) hard copies of your firm's response as well as an electronic copy to:

Town of Highgate
ATTN: Heidi Britch-Valenta, Town Administrator
Highgate Airport Infrastructure Expansion Study RFP
PO Box 189
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Highgate, VT 05459
802-868-4922