
REQUEST FOR PROPOSALS
ADU Concept Design
Central Vermont Regional Planning Commission
Montpelier, Vermont
March 21, 2024
Proposal Due on April 21, 2024

PROJECT DESCRIPTION

Overview

Central Vermont Regional Planning Commission is seeking consultant services to help residents develop conceptual plans to convert existing structures into Accessory Dwelling Units (ADUs). CVRPC is seeking the services of an architect, plumber, and electrician to conduct site visits with local residents to assess budget and conceptual designs for an ADU conversion.

Context and Background

Funding

A total of \$15,000 is available consultant services from the Central Vermont Regional Planning Commission's Regional Planning Grant.

Scope

Task 1 Concept/Schematic Design and Rough Budget:

- Review application and documentation provided by CVRPC, including homeowner's goals, zoning analysis, scope and project location.
- Site meeting with homeowner at the property with consulting team (architect, electrician, plumber).
- Develop as built plans as needed
- Based on document review, site visit and input from the electrician and plumber, develop scale plans, including:
 - Site Plan (No Landscape) working off tax maps or Google Earth showing adjacent roads, existing buildings, location of project, driveway, parking spaces, and utilities (including rough location of septic system).
 - ADU Schematic-Level Floor Plan to include preliminary plumbing, electrical, heating assumptions, possible furnishing layout, new windows and doors (including sizes), new framing and schedule for finishes.
 - Notes of foreseen issues/problems and possible solutions.

- Provide report summarizing goals, next steps, conceptual budget.
- Provide all plans and report in .pdf format.
- Exclusions include: Exterior elevations (unless budget allows for them), detailed product specification, detailed electrical or plumbing layouts, any structural design, any permitting. No framing dimensions or contract documents.

Timeframe

Start Date: May 13, 2024

Project Completion Date: May 13, 2024 – Dec 31, 2024

Final Report, Documentation and Deliverables Due Date: Rolling for duration of project

Deliverables

It is expected that the deliverable of Homeowner ADU Conceptual Plans based on homeowner goals and technical input for ADU modification of existing structures will be the outcome of this project

Additional Information

[See required contractual provisions.](#)

PROPOSAL REQUIREMENTS

Submission Requirements

All responses to the RFP shall include the following information:

1. **Cover Letter** – A letter of interest and a summary of qualifications, summary of project team, 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.
3. **Project Budget** – Provide a detailed budget broken down by task and team member per site. Include your overhead and hourly rates for the individuals involved.
4. **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

5. **References** – A minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.
6. **Page Limit** – The proposal, encompassing items the Work Plan above including cover letter, table of contents, project lists and contacts shall not exceed 10 pages.

All information submitted becomes property of CVRPC upon submission. CVRPC 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 CVRPC. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. CVRPC 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 CVRPC. This solicitation of proposals in no way obligates CVRPC to award a contract.

Submission Requirements

Respondents should submit one (1) digital copy (PDF) of the proposal by April 21, 2024 to:

Central Vermont Regional Planning Commission

CVRPC

Eli Toohey

29 Main Street, Suite 4

Montpelier, VT 05602

(802)229-0389

toohey@cvregion.com

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

toohey@cvregion.com

If you have any questions about this project or the RFP, please address them in writing to Eli Toohey at toohey@cvregion.com. Responses to all questions be posted to the RFP web page at https://centralvtplanning.org/news/rfq_rfp/ within seven days. Both the question and response will be shared with the other consultants.

RFP Schedule Summary

Proposals due April 21, 2024.

Interviews on May 6-May 9, 2024

Consultant selection by May 10, 2024

Project Work to begin May 13, 2024

Complete project on or by December 31, 2024

Proposal Selection Proposals will be reviewed by a selection committee comprising representatives from CVRPC. A short-list of consultants may be selected for interviews.

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, methodology and schedule - 40%
3. Proposal quality, completeness and clarity - 20%

Interview Framework *[Optional, only if interview is desired by CVRPC]*

The CVRPC 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 purpose of this oral presentation is to provide an in-depth analysis of certain qualifications, experience in performing similar services, and an opportunity for the consultant to clarify or elaborate on their qualifications without restating the proposal. The interview and presentation is merely to present facts and explanation 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 at the CVRPC Conference room at 29 Main Street, #4 in Montpelier, Vermont. The day and time will be notified to the respondents at least one week prior to the meeting. Each interview will last 45 minutes, and will comprise a presentation and Q&A. The interviews will be conducted by a selection committee comprising representatives from CVRPC. All costs and expenses incurred in traveling for the purpose of interview and presentation shall be the responsibility of the consultant.

Final Consultant Selection

Following the selection process, one or more teams 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/s 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.