



Request for Proposals

Design Services – 87 State Street

RFP Date Issued: July 29, 2025
Questions Due: August 7, 2025
Electronic Proposals Due: August 14, 2025

Issuing Point of Contact

Name: Lincoln Frasca
Title: Planner
Organization: CVRPC
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OVERVIEW

The Central Vermont Regional Planning Commission (CVRPC), in coordination with the Montpelier Commission for Recovery and Resilience (MCRR) is soliciting proposals for design services associated with the potential acquisition of the land and building located at 87 State Street, Montpelier, VT (the property) and its role in the larger redevelopment of this and adjoining parcels.

BACKGROUND

The US General Services Administration (GSA) has identified the property located at 87 State Street in Montpelier Vermont for disposition. The State of Vermont via the Agency of Commerce and Community Development (ACCD), with support from the City of Montpelier and the Montpelier Commission for Recovery and Resilience (MCRR), has expressed interest in acquiring the property via negotiated sale.

During the 2024-25 legislative session, the Legislature appropriated \$100,000 from the General Fund for a grant to CVRPC to complete a site study focused on the feasibility of economic development, parking, housing, and flood mitigation for the 1.6-acre parcel at 87 State Street and the potential for coordinated redevelopment of adjacent parcels (these parcels together are known as, “the Pit”). This work should build on previous studies such as the [2000 Capital District Master Plan](#), the [2001 Court Street Parking Study](#) and [previous study of the Pit](#) and evaluate the feasibility of a shared parking solution to serve downtown Montpelier, Vermont Mutual Insurance Company and the State of Vermont while also providing much needed new housing units. This study is expected to support the due diligence needed for future acquisition and redevelopment of 87 State Street by a public or private party.

87 State Street

The site comprises 1.60± acres. The site is irregular in shape and has a generally level topography. Site improvements include curbs and sidewalks, minimal landscaping, and ample paved areas for on-site parking. There are two curb cuts on the property. One is located along the 145± linear feet of the site's frontage on State Street, and the other is along the 50± linear feet of the site's frontage on Elm Street. The subject site is in an Urban Center 1 zoning district which allows for a variety of residential, commercial, and institutional uses.

The building at 87 State Street was built in 1963 is a contributory structure to the Montpelier [Historic District](#). The 3-story office building contains a basement, comprising approximately 73,091 square feet of Gross Building Area (GBA) or 65,650 square feet of Rentable Building Area (RBA). The improvements were constructed circa 1964. The property will be conveyed out of government ownership, subject to a historic deed restriction stating that, “changes to the exterior of the Property are subject to local Historic Preservation Commission approval for compliance with the NPS Secretary of Interior’s Standards for Rehabilitation, 36 C.F.R. Part 67”. [Original drawings of the building are available.]

The property operated as a multi-tenant office building for various Federal agencies until July 2023, when it experienced significant flooding. The basement was submerged under 11 feet of water, and the first floor was flooded up to 42 inches. Most of the building's mechanical systems were damaged. GSA completed the majority of repairs, including restoring the HVAC system. However, the emergency generator and the elevator were not repaired/replaced. GSA is not aware of any structural damage from the

flood. Although there were plans to move Federal agencies back into the building, it was ultimately decided to relocate them. The property is currently vacant.

This property is located in Flood Zone AE and has two active underground storage tanks (USTs) in the parking lot behind the building. The first UST, a 1,000-gallon tank for diesel, was installed in 1994 and has an overfill liquid alarm. The second, an 8,000-gallon tank for fuel oil #2 or #4, was installed in 1999 and is equipped with an overfill automatic shutoff valve. To the best of our knowledge, both active USTs are in regulatory compliance. Due to its age, the building may contain asbestos-containing materials (ACMs) and/or lead-based paint (LBP).

SCOPE OF WORK

CVRPC and MCRR are seeking a design partner to evaluate both the 87 State Street parcel as well as the larger redevelopment area known as “the Pit.” The initial focus of work will be on the 87 State Street parcel, but all redevelopment scenarios for that parcel shall ensure the potential for future coordinated redevelopment of the Pit. This first phase of work will inform decision-making regarding the acquisition and future redevelopment of the parcel. MCRR is in active negotiations with GSA and is actively searching for a redevelopment partner(s). The scope of work may be impacted and/or adjusted by these ongoing negotiations.

Part 1: 87 State Street

Task 1a: Evaluation of Existing Building [Note: Original building drawings are available]

Task 1b: Flood Resilient Adaptive Reuse options for Existing Building

Task 1c: Test fits for additional development on the site assuming the existing building remains

Task 1d: Test fits for redevelopment of the site assuming the existing building is demolished

Part 2: The “Pit”

Task 2a. Clarify range of program targets and design goals

Task 2b. Development of accurate base map (topo and flood data)

Task 2a. Identify flood resilient options for meeting development goals

Task 2a. Multiple development test fits

Additional Services

Task 3a. Public Engagement / Charrette

Task 3b. Develop renderings/visual materials of a preferred development approach for 87 State Street

Task 3c. Develop renderings/visual materials of a preferred development approach for the Pit

ANTICIPATED SCHEDULE

RFP Released	7/29/2025
Questions Due	8/7/2025
Proposals Due	8/14/2025
Contract Award	8/18/2025
Part 1 Completion	9/30/2025
Part 2 Completion	12/31/2025

RESPONSE FORMAT

1. **Cover Letter:** Signed by a representative of the firm authorized to enter contracts and commit the staff and firm's resources to complete the scope of work as expeditiously as possible indicating which of the scopes of work the firm wishes to undertake.
2. **Firm Profile:** Provide a general outline of the firm, including brief history, areas of practice/service, place(s) of business of the firm, and the office from which the services of this RFQ will be provided.
3. **Project Team:** Provide a description of the project team proposed to provide the services identified in this RFQ. Identify the Project Team Manager and other key personnel who would be charged with providing services; provide individual resumes of no more than two (2) pages each describing the background and experience of each.
4. **Fee Proposal:** Fee proposal including estimated hours and cost required to complete each proposed task or scope of work, any anticipated reimbursable expenses and hourly billing rates for all personnel.
5. **Firm's/Consultant's Related Experience:** Provide a description of the experience of the firm and project team, including specific examples of similar work. Provide other pertinent information that may clearly and effectively identify the prospective firm as being qualified. Please do not include general promotional materials.
6. **References:** Provide three (3) references for relevant projects completed over the past five (5) years. Include names of contact persons with email addresses and telephone numbers to facilitate

contacting them.

7. **Firm/Consultant's Performance:** Provide a statement describing what procedures your firm proposes to implement and follow to ensure quality end products and successful project.

SUBMISSION REQUIREMENTS

Proposals must be submitted by August 14, 2025 at 4:00 PM. Proposals must be submitted via email to Lincoln Frasca frasca@cvregion.com with the following subject line "87 State Street Design Services." Once submitted, the proposal becomes the property of the CVRPC.

PROPOSAL EVALUATION

All proposals will be evaluated by a selection committee composed of CVRPC and MRCC staff, and project consultants. The award of the contract will be based on price, quality of the proposal, ability to meet the schedule and experience.

Criteria for Selection

The following criteria will be used to evaluate and rank proposal submittals:

Review Criteria	Available Points
Demonstrated expertise and relevant experience in comparable projects and scopes of work.	30
Demonstrated understanding of the objectives, project complexity, and scope of services.	20
Qualifications of key personnel, team organization, capacity to perform the work.	15
Quality of past work products, technical accuracy, and relevance to the proposed work.	10
Feedback from references and past clients.	5
Fee, including total proposed fee, reasonableness of hourly rates, estimated hours, and overall cost competitiveness.	20
TOTAL	100

DISCLAIMER

CVRPC assumes neither responsibility nor liability for costs incurred relevant to the preparation and submission of the proposal or any other costs prior to issuance of a contract. The expense of preparing, submitting, and presenting a proposal is the sole responsibility of the applicant.

CVRPC reserves the right to examine all aspects of responses submitted, tangible and intangible. CVRPC reserves the right to seek clarification of any statement submitted, conduct interviews with contractors, and to select a contractor that is best able to provide the requested services and promote the public interest. CVRPC reserves the right to withdraw this RFP, and/or to advertise for new submissions at any time if it is in the best interest of CVRPC to do so. A contract will be awarded as deemed to be in the best interest of CVRPC.

CVRPC retains the right to reject any and all proposals received, to interview or not interview any or all firms responding to this RFP prior to selection, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP if it determines such action to be in the best interest of CVRPC or that of eligible parties. Reasons for cancellation or rejection will be provided to all registered vendors in writing. This solicitation in no way obligates CVRPC to award a contract.

If any proposer is aggrieved by the proposed award of the contract, they may appeal in writing, via U.S. Mail or Delivery Service or via email to CVRPC at:

Central Vermont Regional Planning Commission
Attn: Lincoln Frasca, Planner
29 Main Street, Suite 4
Montpelier, Vermont 05602
E-mail: frasca@cvregion.com

The appeal must be postmarked or sent within fourteen (14) calendar days following the date of the written notice to award the contract.

CONTRACTING PROVISIONS

PAYMENT

The Selected Consultant will invoice CVRPC on a monthly basis for all fees and expenses accrued during the preceding month. Invoices should be submitted to Lincoln Frasca (frasca@cvregion.com) for review and approval. CVRPC anticipates making payments within 30 days of invoicing.

OWNERSHIP OF MATERIAL

All rights, titles to and ownership of the data, material, and documentation resulting from this contract and/or prepared for CVRPC pursuant to an engagement letter between CVRPC and the Selected Consultant must remain with CVRPC, MCRR and the State of Vermont.

COMPLIANCE WITH STATE AND FEDERAL LAWS

The Selected Consultant must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof, which relate to or in any manner affect the performance of this agreement.

Pursuant to State of Vermont Laws, anyone in any matter relative to the procurement of services who intentionally makes a material statement that is false, omits or conceals a material fact in a written statement, submits or invites reliance on a material writing that is false, submits or invites reliance on a sample or other object that is misleading, or uses any trick, scheme or device that is misleading in a material respect will be subject to sanction pursuant to the laws of the State of Vermont.

CONFIDENTIALITY:

Materials used in the proposal process will become a matter of public record. In case the applicant includes any material that is considered proprietary and / or confidential under 1 VSA, Chapter 5, the applicant shall clearly designate the material as such, explaining why such material should be considered confidential. Under no circumstances can the entire response be marked confidential. If the applicant marks portions of the Qualifying Materials as confidential, a redacted version of the Qualifying Materials shall be provided for release to the public.