



Request for Proposals Legal Services – 87 State Street

RFP Date Issued: July 28, 2025
Questions Due: August 4, 2025
Electronic Proposals Due: August 6, 2025
Issuing Point of Contact
Name: Lincoln Frasca
Title: Planner
Organization: CVRPC
Address: 29 Main Street, Suite 4, Montpelier VT 05602
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Email: frasca@cvregion.com

OVERVIEW

The Central Vermont Regional Planning Commission (CVRPC), in coordination with the Montpelier Commission for Recovery and Resilience (MCRR) is soliciting qualification-based proposals for legal services associated with the potential acquisition of the land and building located at 87 State Street, Montpelier, VT (the property).

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), in collaboration with 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. 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.

SCOPE OF WORK

Assist and support the efforts of the Central Vermont Regional Planning Commission, State of Vermont Agency for Commerce and Community Development, City of Montpelier, Montpelier Commission on Recovery and Resilience to acquire and prepare for redevelopment of the property located at 87 State Street in Montpelier, Vermont. We anticipate the scope of work to include, but not be limited to:

- Review, comment and participate in negotiation with GSA on its form of Offer to Purchase;
- Provide recommendations on the structure of the acquisition, including the potential creation of a new entity to take ownership;
- Assessment of structure and set up for redevelopment (subdivision, common interest community, etc.).

This scope of work may also include legal services related to bringing the transaction to closing. GSA is seeking to effect the sale of the property before the end of calendar year 2025. The final scope of work, as well as a not to exceed budget will be finalized with the successful firm.

CLIENT

The client will be the Central Vermont Regional Planning Commission in close collaboration with MCRR and the MCRR consultant team.

RESPONSE FORMAT

- Cover Letter demonstrating an understanding of the services requested and availability to provide responsive legal counsel over the next six months,
- A description of the firm including experience with the proposed scope of services,
- Conflict of Interest Review, and
- Billable rates for all team members anticipated to participate in the scope of work, estimated hours by staff, and projected expenses.

SUBMISSION REQUIREMENTS

Proposals must be submitted by August 6, 2025 at 4:00 PM. Proposals must be submitted via email to Lincoln Frasca, Planner, at frasca@cvregion.com with the following subject line "87 State Street Legal 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 proposal, ability to meet the schedule and experience.

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.

STANDARDS AND DELIVERABLES

- 1) All reports are to:
 - a. be presented for ease of readability by the average citizen,
 - b. include photographs, charts, graphs, maps, and other graphics as appropriate,
 - c. include executive summaries or abstracts suitable for broad distribution,
 - d. include a glossary of technical terms, and
 - e. include a reference list for all sources of data and information.
- 2) Reports must be provided in digital form (Microsoft Word for report text and Portable Document Format (PDF) for full report).
- 3) All data, databases, reports, programs and materials, in digital and hard copy formats, created under this contract must become the property of CVRPC.

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 a contract 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.