



southburlington

PLANNING & ZONING

REQUEST FOR PROPOSALS

Government Operations Sector Implementation
of South Burlington Climate Action Plan
South Burlington, Vermont

May 15, 2023

Proposal Due May 31, 2023

PROJECT DESCRIPTION

Overview

In 2022 the City of South Burlington adopted its first-ever community-wide Climate Action Plan. The Plan includes measurable targets by emissions-generating sector, including the Transportation and Buildings/Thermal Sectors, as well as other contributors. Within each sector, further, are identified High Impact and Supporting Actions. The City is in the process of developing Implementation Plans within each major Sector.

The City is seeking a consultant to help develop the Government Operations Sector Implementation Plan. The focus of this Implementation Plan is on functions under the direct control of the City, including its own buildings, fleet, infrastructure, lands, and operations policies.

The selected consultant will work with responsible departments and City Manager-appointed Advisory Group to prepare a roadmap for Municipal Operations to meet their share of the community-wide climate targets.

Funding

A total of \$24,500 is available for consultant services from the Municipal Planning Grant Program administered by the Vermont Agency of Commerce and Community Development and *Municipal funds*.

Work Plan

A generalized work plan is enclosed. The selected consultant is invited to recommend an approach to achieving the stated deliverables.

Timeframe

Work is scheduled to begin in early June 2023 and must be completed by September 30, 2023.

Deliverables

The selected consultant will be expected to prepare a Government Operations Implementation Plan to meet the City's share of its community Climate Action Plan. The Implementation Plan should provide specific approaches for achieving the targets across actions and strategies that have been previously identified, as well as through newly-identified actions and strategies.

Additional Information

Project Resources:

- [2022 South Burlington Climate Action Plan](https://cms6.revize.com/revize/southburlington/Planning/Climate%20Action%20Plan/SB%20Climate%20Action%20Plan_Adopted_20221003.pdf)
https://cms6.revize.com/revize/southburlington/Planning/Climate%20Action%20Plan/SB%20Climate%20Action%20Plan_Adopted_20221003.pdf

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, 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. **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 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
6. **References** – A minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.
7. **Page Limit** – The proposal, encompassing items 1-6 above, should not exceed 10 double-sided pages (20 total pages) but may also include links to completed projects.

All information submitted becomes property of the City of South Burlington upon submission. The City 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 City. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The City 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 RPF in part or in its entirety if it is in the best interest of the City. This solicitation of proposals in no way obligates the City to award a contract.

The City Manager reserves the right at his/her sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the City's interest. The City Manager reserves the right to investigate the financial responsibility of any and all bidders to determine the ability of the bidder to assure service throughout the term of the contract.

Submission Requirements

Respondents should submit the proposal in a digital (PDF) format *by May 31, 2023, 4 pm* to:

City of South Burlington
Paul Conner, Director of Planning & Zoning
(802) 846-4106
pconner@southburlingtonvt.gov

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

If you have any questions about this project or the RFP, please address them in writing via email to Paul Conner. We will respond to all questions in writing within three (3) days. Both the question and response will be shared with other consultants upon request.

RFP Schedule Summary

Proposals due May 31, 2023 4 pm.

Consultant selection anticipated on or before June 14, 2023.

Project Work to begin immediately thereafter.

Complete project on or by September 30, 2023.

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

Proposal Evaluation

Respondents will be evaluated according to the following factors:

- Consultant Qualifications, including experience with similar projects, ability to work with municipalities to attain desired outcomes, and knowledge of the topic
- Project understanding, scope of work, and methodology
- Proposal quality, completeness and clarity
- Bidder's ability to perform within the specific budget.
- Bidder's ability to perform within the specified time limits.
- Bidder's experience any including past performance for the City.

- Bidder's ability to meet other terms and conditions, including any insurance requirements.
- Bidder's availability to provide future services.
- The bid that best meets the overall needs of the City of South Burlington.

Interview Framework The City 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 over digital platform.

Final Consultant Selection

Following the selection process, one team 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 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.

Contract Requirements

The consultant contract will be subject to the terms of the Attachment D of the Municipal Planning Grant Agreement (Procurement Procedures and Other Grant Requirements) and City policies.

The City of South Burlington encourages submissions by minority- and woman-owned businesses and teams utilizing MBE and WBE resources. EOE.