

Request for Proposals:
Comprehensive Update of the Land Use & Development Regulations
Town of Warren, Vermont

The Town of Warren, VT is requesting proposals from qualified planning and zoning consultants (i.e. "Consultants") for a comprehensive review of its zoning and subdivision bylaws (i.e. Land Use and Development Regulations). The object of this review is to recommend specific revisions to the LUDR to more effectively promote and stimulate the development of affordable housing by both private and non profit developers. Consultants should be well versed in municipal zoning ordinances, affordable housing and techniques such as inclusionary zoning. Experience in rural environments is highly desirable. The term "Affordable Housing" is as defined in Article 10. Of the Warren LUDR.

Located at the southern end of the Mad River Valley, Warren is primarily a rural town of approximately 1,700 year-round residents known for its beautiful countryside, unique natural features, and historic Village center. The Town has some areas of commercial development, but primary land uses are large lot residences, agriculture, and open or forested natural areas. As Warren is also home to the major portion of Sugarbush Ski Resort, the housing stock is a mixture of year-round and seasonal resort homes.

Town Plan and Zoning Status

Warren's current Land Use and Development Regulations underwent a major re-write and were adopted in 2001, amended in 2002, and 2006(available at www.warrenvt.org in the Planning Commission section). The regulations incorporated significant new material such as new zoning districts, new standards for review of subdivisions, and others described in the 2005 version of the Town Plan.

Scope of Work

The Scope of Work required for this project involves the following:

1. Recommend specific revisions to the Land Use and Development Regulations that will effectively promote and stimulate the development of affordable housing by both private and non profit developers. Specific goals for the regulations include stimulating a broad range of affordable housing options and requiring permanent affordability of affordable housing that is built. Work with the Planning Commission to determine whether there should be different goals for different zoning districts or parts of Town.
2. Provide specific references and examples of zoning or other techniques that have been successful in stimulating affordable housing in a rural environment. Also detail how community opposition to any such provisions was overcome. Provide the Commission with suggested funding mechanism to achieve housing goals.

The Consultant may recommend other information and deliverables to be provided that are not listed above.

Work Tasks and Timetable

Proposals should include a program of work tasks that will give the Town the best possible product, and a realistic timetable for implementation. The general work tasks will be as outlined below, but consultants are encouraged to outline alternative approaches.

1. Manage the project in conjunction with the Warren Planning Commission.
2. Develop a detailed timetable for the project including necessary public hearings, Planning Commission, Selectboard or other meetings.
3. Identify and make recommendations on proposed changes and alternatives to be incorporated into the revision of the Land Use and Development Regulations.
4. Recommend a process for obtaining public input. Attend any necessary Planning Commission and other public forums or hearings.
5. Prepare all draft revisions for review and deliberation by the Planning Commission and for public review. Prepare a final draft for adoption based on review and input. Prepare any other documents necessary to complete the project.

Administration and Direct Costs

The Town of Warren will be responsible for most of the administrative costs of the project. The Town will arrange for meeting space, and will cover any mailing, copying, and printing costs associated with public notices, summaries, drafts, and final copies. The consultant will be responsible for providing a copier-ready black and white copy and a digital MS Word version of any materials to be distributed to the Planning Commission or the general public. Proposed fees should incorporate any other direct costs to the consultant, including travel.

Timeline for Proposals/Consultant Selection

March 12, 2008: RFP will be distributed to Consultants.

April 11, 2008: Proposals must be received at Warren Municipal Building.

April 28, 2008: Through May 12, 2008... Consultant interviews, Warren Municipal Building (evening).

May 28, 2008: Selection of Consultant, all Consultants submitting responses to the RFP are notified of decision.

Proposal Submission and Evaluation

Proposals must be received at Warren Municipal Building no later than 4:30 PM on Tuesday, April 11, 2008. Please send 1 original and 6 copies of your proposal in a sealed envelope marked "Warren Zoning Proposal." Proposals should be addressed to:

Miron Malboeuf, Zoning Administrator, Town of Warren P .0. Box 337, Warren, VT 05674
(802) 496-2709 Ext 28

Requirements for Proposal Submissions

- A brief letter of interest and qualifications.
- Description of proposed approach to the project and the role and experience of individuals working on project, plus a resume for each individual.
- A proposed timetable for the project.
- Three references for consultant firm/team.
- Proposed fees and all other relevant costs. A “Not to Exceed” bid price is required.
- Proposed contract for execution if selected.

Proposal Evaluation

The Town may elect to conduct interviews of some or all of the consultant firms. Proposals will be evaluated for their responsiveness to the RFP and the approach to the scope of work and work tasks outlined above. While cost will be an important consideration in making a selection, the successful consultant will not be chosen solely on the basis of the lowest bid. The Town reserves the right to accept or reject any or all proposals.

Questions

Please direct any questions on the RFP and project and any requests for other background materials to Miron Malboeuf, Zoning Administrator, Town of Warren P.O. Box 337, Warren, VT 05674 (802) 496-2709 Ext 28 zoning@warren.org