

## City of Rutland – Strategic Plan for Downtown Rutland

### RFP Questions and Answers, August 20, 2019

Do you have any specifics as to what you're looking for? I see "Consulting Services," "Market Analysis," and "Market Strategy" in the RFP, however, I don't see any more details as it relates to the Special Benefits District.

**A: Please refer to the RFP Scope of Work and Appendix 1 with a map of the Special Benefits District (SBD). The terms SBD and Downtown are used interchangeably in the RFP.**

Is there any online access to 1) other market studies that were done for Downtown Rutland since the report we did back in 1998; 2) any plans for developing public spaces and improving walkability in the district, and 3) any traffic and parking improvement studies?

**A: Several recent studies and reports can be found on the RRA website at [www.rutlandvtbusiness.com](http://www.rutlandvtbusiness.com).**

What is the expectation for the streetscape analysis? Is it actual plans, or thoughts about how to approach streetscape improvements? Since the item 1 heading is 'Trade Area,' how does streetscape fit with Trade Area considerations? (Housing is understandable.)

**A: The Streetscape Analysis geography would be focused specifically on the Special Benefits District (appendix 1). The expectation would be proposed concepts and best practices as they relate to the SBD area and general renderings (not specifically formal design plans).**

Related to this streetscape issue, is there a preference for a planning firm with an internal market/economic group to conduct this work? Or is a team composed of a planning firm and a market/economic firm acceptable?

**A: Collaboration, partnership, or sub-contracting for a specific aspect of the study is acceptable.**

The description of scope for trade area; the text seems to ask for an analysis of streetscape, and housing conditions in downtown Rutland rather than for the entire Trade Area. Is this accurate interpretation of the requested scope?

**A: Yes, the Streetscape Analysis and Housing Conditions would be focused specifically on the Special Benefits District (Appendix 1).**

Is there an existing inventory of businesses and building space in downtown Rutland? If so, when was the inventory last completed or updated?

**A: A partial list of existing commercial space was compiled in early 2019 and will be shared with the contracted vendor.**

Are there any planning, market or economic development studies or reports that have been completed for downtown Rutland in the past 5 to 10 years? If so, can you briefly describe their purpose and focus?

A: A Strategic Plan Study was conducted in November 2009 and an update performed in March 2013. Purpose of both was to gauge current conditions and provide strategies and focus for vitality, growth, and future development.

Has the RRA, DRP or other organizations compiled data and/or conducted any analysis of annual visitor/tourist activity and spending in Downtown Rutland?

A: Some data related to regional tourism exists via the Rutland Regional Chamber of Commerce and VT Dept. of Tourism at <https://accd.vermont.gov/tourism/research/economic-impact> (this is regional data).

The description of the proposal format Executive Summary on page 3 includes “description of strategies for design, development and implementation shall be provided”. Can you clarify what you are expected here since these strategies would be formulated as a result of the market analysis and related work and thus not know at the time of proposal submission. Do you mean the consultant’s approach to creating these strategies during the planning process?

A: Expectation would be a concise summary of how the required work would be conducted, not the actual strategies.

If you have an existing inventory of businesses and building space in downtown Rutland does it include specific information on overall building square footage and floorplate size, as well as ownership?

A: There is some existing data regarding building inventory within the SBD and City records will have specific details of the SBD building inventory. It is anticipated that the selected vendor will be assisted in compiling required land records and data for the SBD inventory.

Do the requirements of the grants that are funding this study require any elements we should address in our proposal?

A: No specific grant requirements are required outside of the RFP Scope of Work.

Whether companies from Outside USA can apply for this? (like, from India or Canada)

A: There is no requirement that vendors be located in the U.S.

Whether we need to come over there for meetings?

A: Per the RFP, the expectation is for a minimum of three public meetings held in Rutland City.

Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

A: There is no requirement that vendors be located in the U.S.

Can we submit the proposals via email?

A: Per the RFP, solely electronic proposals will not be accepted and a hard-copy document must be submitted.

What has been the history of the City of Rutland and the Rutland Redevelopment Authority with selecting vendors beyond Vermont?

A: Vendors for previous projects have been selected from inside and outside the State of Vermont.

The RFP states that the proposal is “limited to a maximum of ten double-sided, 8 ½” x 11” pages.” What does this mean?

- Does “ten double sided pages” mean five sheets of paper with proposal text on each side? Or
- Does “ten double-sided pages” mean ten sheets of paper with proposal text on each side?

A: Submission could be in either format.

Can resumes/bios and project sheets be submitted, in addition to the ten-page proposal limit? Or are resumes and project sheets part of the ten-page limit?

A: The purpose of the limit on pages is to solicit concise and specific detail related to the vendor’s proposal. If the vendor wishes to submit additional relevant information in their proposal an appendix/s could be utilized.