

**Request for Proposals**  
**Consulting Services for the Study and Creation of a Vermont Tax Increment**  
**Financing District**  
**Rutland City, Vermont**

**Date Issued: September 8, 2021**

**Date Due: October 6, 2021 4pm EST**

**Contact person: Brennan Duffy, Rutland Redevelopment Authority Executive Director, (802) 775-2910, [duffyrra@rutlandvtbusiness.com](mailto:duffyrra@rutlandvtbusiness.com).** All questions related to this request for proposal shall be addressed to this individual no later than 15 business days prior to the Date Due above. All questions must be submitted in writing and sent to the email above. Responses to all questions will be posted on the RRA web site at [www.rutlandvtbusiness.com](http://www.rutlandvtbusiness.com) no later than 10 business days prior to the Date Due.

**I. INTRODUCTION**

The City of Rutland is requesting proposals for professional consulting services related to Rutland City's desire to study the viability, and potentially apply to the State of Vermont for inclusion in the Vermont Tax Increment Financing (TIF) program.

Selected vendor will work directly with the Rutland Redevelopment Authority and other City stakeholders to determine if and how a TIF district within the City is appropriate to promote future economic development opportunity, and, if so, will provide professional services required to assist the City in receiving State authorization through the Vermont Economic Progress Council (VEPC) to create and implement a TIF District within the City.

**II. SCOPE OF WORK**

In general, the scope of this project will consist of two phases:

First phase: A preliminary planning process which will identify project feasibility, create a redevelopment plan, determine geographic boundaries of a proposed district, estimate project timelines and costs, estimate future financial implications based on tax base and revenue increment projections, and establish evaluation requirements and a termination date.

Upon completion of this initial planning stage the City of Rutland will determine if pursuing the creation of a TIF District is deemed beneficial, and, if so, will proceed to a second phase of implementation.

Second phase: Implementation steps will require the selected vendor to work with, and on behalf, of the City to support and facilitate local and State approval of the TIF District Plan and TIF District Financing Plan in accordance with current VEPC requirements and applicable Vermont State statutes.

### **III. STANDARDS AND DELIVERABLES**

All formal documents and reports related to this work should be provided in both hard copy (paper) and digital format. All hard copies of draft and final reports shall be printed on both sides (i.e. double-sided). Microsoft Word or Adobe .pdf format is required for the digital draft and final reports.

### **IV. RESPONSE FORMAT**

Responses to this RFP shall consist of:

- A. A proposal, broken into the two phases of work, as indicated in Section II above, generally consisting of:
  1. A cover letter expressing the firm's interest in working with the City of Rutland including identification of the principal individuals that will provide the requested services.
  2. A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
  3. A scope of work that includes detailed steps to be taken in each of the proposed phases, including any products or deliverables resulting from each task.
  4. A summary by task of estimated labor hours and cost, that clearly identifies the project team members and the number of hours performed by each team member for each task.
  5. A proposed schedule that indicates project milestones and overall time for completion.
  6. A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list.
  7. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.
  8. A representative work sample similar to type of work being requested.
  9. A certificate of insurance, issued by an insurance carrier licensed in the State of Vermont, for the business, showing the amount of professional liability insurance and all other insurance coverage in place as of the date of the response.

Please note that Items 1 – 5 should be limited to a total of 15 pages. Resumes, professional qualifications and work samples are not included in this total.

## V. CONSULTANT SELECTION

The Selection Committee will be made up of a TIF District working group of individuals representing Rutland City. The Selection Committee will make a recommendation to the City of Rutland Mayor. The Mayor, after consultation with the City Purchasing Agent and the Selection Committee, will then submit his selection to the Board of Aldermen for confirmation..

The proposal will be evaluated considering the following weighted criteria:

Review Criteria	Weight	Maximum Points	Weighted Points
Qualifications of the firm and the personnel to be assigned to this project.	2	5	10
Experience of the consultant personnel working together as a team to complete similar projects.	3	5	15
Demonstration of overall project understanding and insights into local conditions and potential issues.	5	5	25
Clarity of the proposal and creativity/thoroughness in addressing the scope of work.	6	5	30
Submission of a complete proposal with all elements required by the RFP	2	5	10
Quality of representative work sample	2	5	10
<b>TOTAL</b>			<b>100</b>

The selection committee may elect to interview consultants prior to final selection. The City of Rutland reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

The Board of Aldermen intends to approve a consultant on or about October 19, 2021 to perform the services outlined in the scope of work. The rates that are proposed will be in effect for the complete term of the contract.

## VI. SUBMISSIONS

Consultants interested in this project should submit their proposal to the contact name and address indicated.

Brennan Duffy, Rutland Redevelopment Authority, 1 Strongs Ave., Rutland City, Vermont 05701

Please submit 2 hard copies of the proposal submitted in a sealed envelope or package with the following information clearly printed on the outside:

- Name and address of prime consultant
- Due date and time
- Envelope contents
- Project name

Proposals should be double-sided and use recycled paper, if possible. Twin pocket portfolios or other simple, re-usable binding method is recommended.

Consultant will submit in the sealed envelope one copy of the proposal as an electronic submission via thumb-drive or other electronic means.

Please also submit proposals as an electronic submission via e-mail to Brennan Duffy, Rutland Redevelopment Authority Executive Director, at [duffyrra@rutlandvtbusiness.com](mailto:duffyrra@rutlandvtbusiness.com)

Proposals and/or modifications received after the date and time due will not be accepted or reviewed. No facsimile - machine transmitted proposals will be accepted.

All proposals, upon submission, become the property of the City of Rutland. The cost of preparing, submitting and presenting is the sole expense of the firm.

THE CITY OF RUTLAND RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS RECEIVED AS A RESULT OF THIS SOLICITATION, TO NEGOTIATE WITH ANY QUALIFIED SOURCE, OR CANCEL THIS RFP IN PART OR IN ITS ENTIRETY, IF IT IS IN THE BEST INTEREST OF THE CITY. THIS REQUEST FOR PROPOSALS IN NO WAY OBLIGATES THE CITY OF RUTLAND TO AWARD A CONTRACT.

## **VII. CONTRACTING**

The Consultant, prior to being awarded a contract, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street Montpelier, VT 05633-1101, PH: 802-828-2363, Toll-free: 800-439-8683; Vermont Relay Service – 711; web site: <https://www.vtsosonline.com/online>.

The contract will not be executed until the Consultant is registered with the Secretary of State's Office. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

Key personnel named in the proposal shall remain responsible throughout the engagement unless a substitution is specifically approved by the City.