

Request for Qualifications

Consult Services for Revision to the Fairfield Subdivision and Zoning Bylaws

Town of Fairfield
25 North Road
P O Box 5
Fairfield, Vermont 05455

Statements of Qualifications Due by Friday, April 6th 2018

Project Description:

The Town of Fairfield is requesting Statements of Qualifications from consulting firms for project assistance services for an update to the Subdivision and Zoning Bylaws. This project will significantly revise the Subdivision and Zoning Bylaws with a focus on promoting housing and compact, walkable development within the two Village Centers as identified in the 2015 Town Plan and 2015 Village Center Designations. The Town of Fairfield has begun a sidewalk scoping project to install sidewalks in the each of the Village centers. The proposed project is focused on revising the Town's Subdivision and Zoning Bylaw to best support the rural assets while concurrently supporting the growth of its Village Centers. The updates need to be explicit to ensure consistent interpretation and readability, organized charts with updated maps, and current State statutes. The Subdivision regulations will be reviewed and updated as necessary for proper standards, procedures and recording of administrative single lot subdivisions and multiple lot subdivisions as well as updating PUD standards. The Zoning Regulations will address Zoning Districts and boundaries of the 8 districts. The project will include addressing permit types and clarify the use and procedure of each type of permit as well as addressing the use of the permit allocation system. Clarification of permitting procedures, standards for development, site plan requirements, road access, wetlands, shorelands, flood hazard overlay with additional provisions regarding RBES/CBES and HUD certificates for mobile homes. The consultant's services will ensure that the Zoning Regulations reflect Town Practice and current state statutes.

The town has received an FY2018 Municipal Planning Grant, MP-2018-Fairfield-00025, from the Agency of Commerce and Community Development to fund this project. There is a total of \$16,000 available for consultant services, \$13,333 from the ACCD grant and a local match of \$2,667 from the town.

The Fairfield Planning Commission (PC), a 4-member elected body, will take the lead on this project. The PC desires a consultant, who can validate the concerns of the community while addressing the discrepancies between the newest Town Plan and the current Subdivision and Zoning Bylaws. The consultant shall educate and inform the PC in regards to the necessary changes in policy and procedure that will result from such an extensive revision. An issues and actions report was produced for the Town of Fairfield by the Northwest Regional Planning Commission in 2017 and is available for review on the town's web page: <http://www.fairfieldvermont.us/wordpress/zoning/zoning-planning-2018-mpg/> This link also contains the current Town Plan 2015, Subdivision and Zoning Regulations 2012, Village Center Designation 2015, Zoning District Map, and summary of the 2018 Municipal Planning Grant.

Scope of Work

Task 1. Organize Steering Committee and Develop Schedule.

The PC will function as the core steering committee and will ask several members of the community to participate on the steering committee to ensure additional community input and engagement. The consultant will hold a kick-off meeting with the steering committee. This meeting will include a discussion of perceived issues with current zoning and compatibility with the Town Plan. This may include revisions of zoning districts to mirror the goals and maps listed in the town plan for growth and development as well as addressing village center districts. The consultant will provide a project framework and working schedule for PC approval. It is anticipated that the first hour of each PC meeting will be dedicated to discussions of the zoning updates. This schedule will also help keep the steering committee on track and ensure that the project will be completed in the required timeframe and within the identified budget. It is expected that this schedule will have flexibility and may need to be updated throughout the process.

Anticipated Outcome: A steering committee comprised of the PC and additional community members is formed. A schedule of anticipated meetings and topics is established that provides a framework for completing the project within 18 months.

Task 2. Existing Character Assessment.

The Consultant will work with the PC to complete an assessment of the existing conditions in each village. This will consist of a walking tour of each village. Photos and observations from this walking tour will then be synthesized with the results of a “table top” exercise that will assess existing land uses, structure sizes, parcel sizes, frontage measurements, and setback measurements, to create a final report that summarizes existing conditions. The consultant will need to become familiar with the current town plan and perform a comprehensive review of the Zoning Bylaws. The Bylaws were last edited and revised in 2006, but were not substantially revised since the early 1990’s. The current Bylaws would need to be carefully reviewed to ensure that state statutes are being followed, and that local standards are being met. Areas of concern and should be given priority included but are not limited too; Zoning District Map, Village standards for development, Wastewater, Storm water, Flood resiliency, river corridor, conditional use, agricultural exemptions, transfer of development rights, boundary line adjustments, violations and enforcement, zoning certificates and their requirements, site plan and road frontage requirements, permit allocation system, Shoreland and Wetland regulations, and clarification of PUD and removal of language for PRD.

Anticipated Outcome: The report will provide the community with a common basis for understanding the current land use form in the village. It will allow the Planning Commission to prioritize what features in the village should be preserved, evolved, or transformed. The report will likely contain recommended actions for site plan standards.

Task 3. Revise Zoning District Boundaries Map.

The Consultant will work with the PC to compare the current zoning map to the future land use map in the Town Plan. This may result in changes to the zoning district boundaries, particularly for the two village zoning districts.

Anticipated Outcome: The community will have standards for development in the town that meets the community’s vision for future land use. These standards will be incorporated into the revised Fairfield Subdivision and Zoning Bylaw. The community will have a zoning map that does not conflict with the future land use map in the Town Plan.

Task 4. Update Village Site Plan Standards.

The consultant will work with the PC to develop site plan standards that will focus on promoting compact livable development in the village districts. These standards will be primarily based on the findings of the existing character assessment report and in conjunction with the issues and actions report of 2017.

Anticipated Outcome:

The community will have standards for development in the village districts that meet the community's vision for future land use, while ensuring the new standards will be in compliance with state statute and regional approval.

Task 5. Update Priority Sections and Zoning Bylaws.

Based upon the findings of the character assessment, the consultant will draft revisions to the current bylaws that would be in unison with the goals established in the 2015 town plan and the current state statutes. The draft will include more organized charts with summarized information regarding site plan standards for each district. Also include revisions of the Bylaws regarding wastewater, flood plans, agricultural exemptions, Shoreland and wetland regulations. Revision and reorganization of the conditional permitted uses and administrative roles and responsibilities of the board and zoning officer, procedures of violations and enforcement, site plan and road frontage requirements and the removal of PRD standards with focus on PUD developments. Include new information and expanding areas of the Bylaws such as: zoning certificates, RBES/CBES certificates, transfer of development rights, river corridors, storm water, and boundary line adjustment procedures, with open review and possible renewal of the permit allocation system.

Anticipated outcome:

The updates to the Bylaws will ensure that the edited sections are up to date and reference to current state statutes and will be compliant with regional planning and local goals. The consultant will prepare the drafts for presentation to the public for comments and will include summarized charts and maps as necessary.

Task 6. Public Outreach.

Throughout the process the consultant will work with the steering committee to identify and establish public outreach activities to ensure community involvement and understanding of the goals, process and outcomes. The intent of these activities is to educate and communicate to the community what the effects of these changes may have for them as property owners and provide the opportunity for community members to identify their needs or concerns.

The PC envisions that the consultant will use the public input for draft amendments and that the drafts will be presented in an open-house format, with a questioner or other tool to collect organized feedback.

The consultant will be responsible for preparing and presenting outreach materials, such as maps, posters, slide shows and feedback collection instruments. The consultant will also be responsible for preparing a summary of public responses for the steering committee.

The PC will take responsibility for raising public awareness through public postings, informational materials at Town Meeting, and the use of Front Porch Forum.

Anticipated outcome:

Public meetings, workshops, forums and/or open houses are conducted throughout the process to inform and educate the public. This also includes time spent with the steering committee presenting educational items and summary reports to the PC.

Task 7 Prepare Draft Language.

The consultant will prepare the language throughout the process to reviewed by the steering committee. This will begin with drafts of the zoning district boundary map, and continue through out the process of the site plan and bylaw revisions. Depending on public input multiple drafts may be necessary.

Anticipated outcome:

A draft of the complete zoning bylaw update will be compiled and presented to the public for comment and input, including maps of updated district boundaries.

Task 8 Prepare Final Language.

Following the public input and discussion, a final draft of the subdivision and zoning bylaws will be developed that incorporate all the necessary changes identified throughout the process. This draft will be presented at a public meeting in order to receive any final public comments to be offered, and to provide educational background on the changes that were made and how the proposed zoning will affect the community. As with all municipal planning grant projects, the final product will be a draft document that can be reviewed and considered by the municipality for final action.

Anticipated outcome:

Final draft bylaws will be completed and presented to the PC for review consideration and recommendation to the Select board. The final draft will include new or updated maps, charts and any other necessary layout or design changes.

Submission Requirements

All responses to the RFQ shall include the following information:

1. Cover letter- A letter of interest for the project
2. Statement of Qualifications and Staffing- Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, and the proposed role of each consultant on the team. Also provide detailed information of the firm, year established, and contact information.
3. Summaries of relevant projects- Describe relevant experience on similar projects for each firm and list the work experience of the individuals expected to be involved in the project. Include a minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.
4. Page Limit- The proposal, encompassing items 1-3 above, shall not exceed 15 double sided pages (30 total pages) including cover letter, project lists and contacts.

All information submitted becomes property of the Town of Fairfield upon submission. The Town of Fairfield reserves the right to issue supplemental information or guidelines relating to the RFQ as well as make modifications to the RFQ or withdraw the RFQ. The cost of preparing, submitting and

presenting a submission is the sole responsibility of the firm. This Request for Qualifications in no way obligates the Town to award a contract.

Submission Requirements

Respondents should submit one digital copy (PDF) and 5 paper copies of the proposal no later than 3pm Friday, April 6th to:

The Town of Fairfield
Alisha LaRocque, Zoning Administrator
P O Box 5 Fairfield, VT 05455
802-827-3261 x 105
alisha@fairfieldvermont.us

Please expect a confirmation email upon receipt of the qualifications by Alisha LaRocque. Submissions received after the deadline will not be accepted.

If you have any questions about this project or the RFQ, please address them in writing either via U.S Mail or email.

Selection

Qualifications will be reviewed and evaluated by the Planning Commission based on the criteria below. Firms will then be ranked accordingly. The PC may decide to short list the highest ranked firms and request interviews if it is deemed worthy or necessary to select the highest qualified firm. Upon completion of any interviews, a scope of work and cost proposal will be required from the highest ranked firm, and negotiation will begin. If a scope of work and cost proposal fee cannot be agreed upon within a reasonable time, negotiations with said firm will conclude and negotiations with the second-ranked firm will initiate. If a satisfactory contract is not worked out with this firm, then this procedure will be continued until a mutually satisfactory contract is negotiated.

Criteria for selection

The following selection criteria will be used to evaluate the qualifications of the consultant:

1. Experience with writing and revising zoning regulations;
2. Knowledge of current state statutes, case law, and best practice related to local zoning;
3. Experience with organizing and facilitating public meetings;
4. Proven ability to work with a Planning Commission and other local boards and committees;
5. Availability to begin work upon completion of a contract for the services; and
6. Quality, completeness and clarity of submission.

Schedule

- Statement of Qualifications Due on Friday April 6th, 2018
- Consultant Selection by April 23rd, 2018

- Work to begin by May 1st 2018
- Complete project by May 2019

Contract Requirements

The following requirements will be explicitly included in the consultant's contract, as mandated by the State of Vermont Planning Grant program:

1. The consultant will maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to costs incurred under this Agreement and make them available at reasonable times to the Grantee and the State of Vermont during the period of this contract and for three years thereafter for inspection by any authorized representatives of the State. The official records, however, will be maintained by the Grantee. If any litigation claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved, including any period for filing an appeal. The Grantee and the State, by any authorized representative, shall have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed under this contract.
2. The consultant certifies under the pains and penalties of perjury that he or she is in good standing with respect to, or in full compliance with a plan to pay, any and all taxes due to the State of Vermont as of the date the consultant signs the contract.
3. The consultant shall not assign or subcontract the performance of this agreement or any portion thereof to any other consultant without prior written approval of the State. The consultant also agrees to include in all subcontracted agreements a tax certification in form substantially identical to paragraph 2 above.
4. The consultant agrees to comply with the requirements of Title 21 of the Vermont Statutes, sections 495-496, relating to fair employment practice, to the extent applicable. Consultant shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the consultant. Consultant further agrees to include this provision in all subcontracts.
5. The consultant states that as of the date the contract is signed, he/she:
 - a. Is not under any obligation to pay child support; or
 - b. Is under such an obligation and is in good standing with respect to that obligation; or
 - c. has agreed to payment plan with the Vermont Office of Child Support and is in full compliance with that plan. Consultant makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the consultant is a resident of Vermont, consultant makes this statement with regard to support owed to any and all, children residing in any other state, territory, or possession of the United States.

Appeal Process

If the award of the contract aggrieves any firms, they may appeal in writing to:
Town of Fairfield Selectboard

P O Box 5
Fairfield, Vermont 05455

The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract. Any decision of the Town of Fairfield Select Board is Final.

Information

If you have any questions about this project or the RFQ, please address them in writing either via U.S Mail or email to

Alisha LaRocque, Zoning Administrator
P O Box 5
Fairfield, Vermont 05455

(802) 827-3261 ext 105

alisha@fairfieldvermont.us

Other than very routine questions, all questions will be answered in writing and distributed to all prospective firms.