



Town of Poultney

January 27, 2025

Request for Proposal (RFP) for 'Garage Property' Conceptual Design

The Town of Poultney is seeking proposals from qualified firms to provide conceptual designs for the community's use in reimagining the existing Town Garage property located at 170 Furnace Street as a new outdoor recreation hub.

Funding for this project is provided by an implementation grant from the [Outdoor Recreation Roundtable](#) made possible by the Richard King Mellon Foundation.

Project Overview

In recent years, Poultney has undertaken a significant amount of community planning and development work as it endeavors to establish a resilient local economy based in large part on its abundance of outdoor recreation assets. The Poultney area is home to Slate Valley Trails - a multi-use trail network with over 50 miles of purpose-built, public access trails, the D&H Rail Trail which runs through several small communities in the southwest region of the state, Lake St. Catherine, Lake St. Catherine State Park, 5 golf courses within a 15 minute drive, and Pond Hill Ranch - a family owned working ranch with the largest horse leasing service in the East.

The 'Garage Property' design project evolved from Poultney's 2021 [Recreation Economy for Rural Communities Action Plan](#) (RERC) which laid the groundwork for establishing outdoor recreation economy in the community, and a 2022-2023 follow-on project, [Town to Trails](#) which was a community-driven planning process that honed in on specific projects for implementation including: 1) establish safe, connected linkages from trails to the downtown; 2) enhance village gateways; 3) identify street improvements for traffic calming, safety and beautification; and 4) create an inclusive outdoor recreation hub.

The Poultney Town to Trails Plan highlights that there is an overall goal to develop a town that can provide, "*year-round sustainable recreational assets,*" which would

include the establishment of an inclusive outdoor recreation hub that poses as a culminating area for all of Poultney's features: trails, rivers, lakes, parks, hunting grounds, swimming holes, scenic roadways, and historic sites. Additionally, the plan is to ideally place this recreation hub in a convenient spot within Downtown Poultney to expand this part of the town as a "base camp" for the outdoor activities the town offers. There are six key trail networks located near Downtown Poultney, all varying in difficulty offerings and becoming increasingly used according to recent data studies. This plan recognizes that the Town needs to prepare for an increase in trail use as it carries great economic potential. It also emphasizes that there is a search for improvements in the town's winter recreation offerings in order to develop a year-round recreation economy."

The implementation of Poultney's plans is being guided by a local Steering Committee known as the Town to Trails (T2T) committee. The committee is supported by, and interacts closely with Poultney Recreation, which is a volunteer-led summer recreation program, and Poultney's elementary and high school communities. More information about recreation in Poultney can be found online at [Poultney Recreation](https://www.poultneyrecreation.com/) (https://www.poultneyrecreation.com/).

Scope of Services

This project will result in the creation of 2-3 redevelopment scenarios with conceptual architectural renderings for the community's use in visualizing a new recreation hub at the current site of the Town Garage.

The 'Garage Property' is 4 acres of land located at 170 Furnace Street within Poultney Village and along the Poultney River. The property neighbors the Young at Heart Senior Center, Poultney High School and an area of residential development. It is a key location that offers the opportunity to connect the village to the Slate Valley Trails growing trail network, support visitorship to Poultney village, and strengthen the community's - and region's - appeal for new business and residents alike.

The municipal property is already served by village water and sewer infrastructure and, prior to its conversion to the Town Highway Garage in the 1960s, was the location of the Ruggles Foundry.

Task 1: Kick-off Meeting

Task 1.1 Consulting team will conduct a kickoff meeting with the Town to Trails Steering Committee and other community stakeholders to introduce the team and review project approach, scope of services, previous relevant work and studies, and project timeline.

Deliverables: Kick-off Meeting Notes

Task 2: Existing Conditions Analysis

Task 2.1 This task provides for consultant review of previous studies and reports including, at a minimum, the Town of Poultney [Recreation Economy for Rural Communities Action Plan](#) and [Town to Trails](#) reports. In addition, the consultant will meet with the Poultney Town Manager and Community Development Director and the Poultney Mettowee Natural Resources Conservation District (PMNRCD) to identify known constraints, other available resources and/or aligned projects to inform conceptual design.

Task 2.2 Consultant shall conduct a site visit to the project property, nearby Slate Valley Trails linkages, and Poultney Village to understand existing conditions and overall project context. Analysis shall include a review of the 'Garage Property' site conditions to inform a high-level understanding of site opportunities and constraints.

Deliverables: Memo with notes on key takeaways from previous studies and reports, site visit and stakeholder meetings. Memo shall include known constraints and opportunities impacting design constraints.

Task 3: Conceptual Design

Task 3.1 Preparation of base map of existing conditions.

Task 3.2 This task will focus on the creation of 2-3 conceptual design plans with unique programmatic elements that make use of the project site and location and address the community goals outlined in the planning reports identified in Task 2. Designs shall include recommendations for alternative building layouts and site plans, key community/trail user intersections and potential site improvements for active and passive recreationalists as well as community use of a future facility. Concepts shall also provide for recommendations to create a barrier-free recreational and social meeting area for all to use.

Task 3.3 Consultant to provide summary recommendations for other practical considerations for site improvement implementation and next steps such as permitting, cost, phasing, and potential funding sources.

Task 3.3 Presentation of a 'Garage Property' redevelopment concepts to Town of Poultney Selectboard.

Deliverables: Project location base map, PDF files of conceptual designs, Recommendations for next steps, Presentation of concepts and (2) display boards for visual presentation and ongoing community use. Note: Bidders may propose alternative presentation methods including slideshows, videos, or other means of effectively communicating the designs to the community.

Proposal Contents

Proposals shall be submitted in the following order and format in order to assist the Town to fairly and equitably consider all proposals:

- A. Cover Sheet
- B. A written work plan outlining in detail how the Consultant proposes to perform the services required.
- C. A proposed schedule for completing the project.
- D. A description of your organization's professional qualifications including type(s) of services performed.
- E. A statement indicating the number of employees, by level, who will handle the project. Please provide resumes for key team members.
- F. Example designs from current or previous projects.
- G. A cost proposal that identifies the individual cost for each of the primary project components. The Town reserves the right to modify, reduce, or phase the Scope of Services. The intent is to ensure adequate funding is committed to the essential portions of the project. Please provide the hourly rate to be charged for each team member and estimate the time each team member will dedicate to the project.
- H. (3) references from current or previous clients including the names and contact information of people who may be contacted by the Town.
- I. A list of specific exceptions or exclusions to any and all items, conditions, and requirements contained in the RFP.

Budget

The approved budget for this project is not to exceed \$10,000.

Addenda

As the Town determines appropriate, it will issue addenda to supplement this RFP. Addenda will be posted on <https://poultney.vt.gov/services/jobs-rfps-volunteering>.

Evaluation Criteria

A Selection Committee will review and evaluate all responsive submittals and other information received in accordance with the requirements of this RFP, directives from the Town and the advertisement. In evaluating the proposals, the Selection Committee may, at its discretion, request clarification of any response to this RFP or other issue that may arise during the selection process. The Town may request presentations as part of the evaluation process.

At any stage, the Town reserves the right to terminate, suspend or modify this selection process; reject any or all submittals at any time; and waive any informalities, irregularities or omissions in submittals, in the best interest of the Town. The Town reserves the right to issue contracts to multiple vendors.

The Town will not accept any information, in any form whatsoever, from Proposers after the proposal due date. Unsuccessful Proposers will be notified in writing that they were not selected to compete in the next stage of the selection process and such notification shall result in no further consideration of these submissions.. All determinations of the Town regarding rejection shall be final.

Proposals will be rated by the committee according to the following criteria using a 50-point scale.

- A. Qualifications and experience of the project team in the professional areas listed in this RFP, as well as experience working with public sector entities and diverse stakeholders. Bidders illustrating experience or expertise with conceptual site layout and architectural renderings will be ranked more favorably. (10 points)
- B. Proposed approach to provision of services and quality of work plan. (10 points)
- C. The consulting team demonstrates a clear understanding of objectives of the efforts and types of services necessary to successfully complete the project. (10 points)
- D. Proposed fees and expenses (not to exceed the Maximum Contract Amount). (10 points)
- E. Willingness of consultant to negotiate an agreement which accommodates the possibility of reducing, expanding, modifying or phasing the project as the Town's budget allows. (10 points)

Submission of Proposals

Questions Due: Monday, February 10, 2025 by 5:00 pm

Please submit questions to Sarah Pelkey, Town of Poultney Community Development Director, at poultneyeconomic@gmail.com. Answers will be posted on the Town's website at <https://poultney.vt.gov/services/jobs-rfps-volunteering> by 5:00 pm Friday, February 14, 2025 .

Proposal Due Date: Monday, February 24, 2025 by 5:00 pm.

All proposals shall be delivered electronically to poultneyeconomic@gmail.com, in pdf format, and with a maximum of 10 pages. Submittals received after the due date will not be considered.

Notice of Selection

The Town plans to select a consultant to perform these services by Friday, February 28, 2025. The selected consultant will be notified as soon as possible. If a written agreement cannot be negotiated with the selected consultant within a reasonable time period after selection, the Town reserves the right to terminate negotiations and select a consultant from among other finalists.

RFP Administration

This RFP solicitation is issued by the Town of Poultney. As the Town's best interests may require, the Town reserves the right to terminate, modify or suspend the process, reject any or all submittals, modify the terms and conditions of this selection process and/or waive informalities in any submission. The Town is not responsible for any costs incurred in the development of submittals.

An administrator for this selection process will be responsible for coordination of the procedures and rules specified in this RFP, managing this process and all other matters related to this process. The RFP administrator will serve as the primary intermediary between the proposers, the Town and the members of the Selection Committee. All inquiries regarding this RFP shall be directed to Sarah Pelkey in writing via email at poultneyeconomic@gmail.com. Any applicant that contacts any member of the Town staff, other than the designated contact from the date of issuance of the RFP and prior to the completion of the RFP selection process may be disqualified from further participation in the selection process, at the Town Manager's sole discretion.

Note: This RFP was prepared with support from Ciara O'Hagan in the University of Vermont CAS Internship & Experiential Learning Program in Sustainable Urban Planning. Poultney is proud to have served as a UVM Community of Practice in Fall 2024 and thanks the student for their contributions and UVM for the opportunity.