

**Town of Waterbury**  
**28 N. Main St., Suite 1, Waterbury, VT 05676**  
**REQUEST FOR PROPOSALS: BYLAW MODERNIZATION GRANT**  
**UNIFIED DEVELOPMENT BY LAW – PHASE #1 – PUBLIC OUTREACH**  
**DRAFT: March 8, 2023**

**A. PROJECT DESCRIPTION:**

The Town of Waterbury is nearing completion of its revision of the Unified Development Bylaws (UDB) Phase 1 (P1) - an area including the former Village of Waterbury, generally south of Interstate 89 (see attached Draft Base Zoning District Maps). The revision process for this area has focused on modernizing the bylaws to allow for increased density of housing within Waterbury's walkable downtown, as guided by *Enabling Better Places: A Zoning Guide for Vermont Neighborhoods*.

The Town of Waterbury is requesting Proposals from consultants to assist the Planning Commission in educating and engaging the public through an accessible and comprehensive public outreach strategy. An inclusive and transparent process of outreach is critical in communicating the much-needed re-write of the Town's Zoning Regulations to the public, in particular the revisions intended to allow for increased housing density in the Town's Designated Downtown and adjacent areas. By presenting Phase 1 of the UDB update separately and soliciting feedback, the Town aims to create a more easily understood and supported revision process that will also inform Phase 2 of drafting the UDB.

**B. BACKGROUND:**

The Town of Waterbury, is creating new Unified Development Bylaws (UDBs) that will respond to local housing needs by allowing increased density in what is referred to as the UDBs Phase 1 area. The area between Interstate 89 and the Winooski River and the Town borders of Bolton and Middlesex is Phase I. Municipal water and sewer serve the majority of this area, making it ideal for increased density. The area also is within safe walking distance to the senior center, public primary school, grocery store, health center, transit services, and more. The new UDBs will help Waterbury meet housing goals outlined in the 2018 Municipal Plan, specifically, "the expansion and infill of the village growth centers, allowing higher density residential and mixed uses that include housing". The UDBs will also assist with meeting the housing targets for the Waterbury Village Growth Center (which includes the UDB-Phase 1 area) that projects a need for 90-125 additional units. Waterbury's central, accessible location also serves as a regional hub for employment, recreation, travel tourism, and housing.

Public involvement is critical to the adoption of modernized bylaws. By working with a consultant experienced in zoning, mapping and visualization, and other techniques for meaningful public engagement, the Town plans to facilitate the adoption of the UDB-P1 in an efficient and positive manner to improve upon a walkable downtown, address housing needs and promote business in the area.

### **C. DETAILED SCOPE OF WORK**

#### **Task Deliverables will include:**

1. Initial UDB Familiarization and Project Logistics
2. Finalize Project Schedule
3. Outreach Strategy including assisting with facilitation for public informational meetings organized in a timeline and strategy detailed in the table below.
4. Public Outreach Materials including comparisons between existing and proposed bylaws in the form of easy-to-visualize 3-D modeling illustrating proposed density and dimensional requirements. Handouts, tables, or other material to be distributed either physically or digitally, maps, preferably both digital interactive and printable for distribution, and presentations to be given to the public.
5. A Community Engagement Survey will be developed and implemented in multiple formats including an on-line version through Survey Monkey, or another software service, made available on the municipal website and in a paper version.
6. Public Meetings, to include coordination of and attendance at two meetings to inform the public of the UDB-P1 changes and solicit feedback.
7. Summarize changes to UDB-P1 based on public feedback and input from PC.
8. Draft Final Report including survey results, outreach materials, and recommended changes to UDB-P1 based on input from the public and PC.
9. Submit and present Final Report to Steering Committee, Planning Commission, Select Board, and interested members of the public.

The following table outlines the tasks for the project including who will handle that task, and the anticipated timeframe. The itemized quantity of hours and the associated cost should be included in the Proposal.

<b>Task</b>	<b>Personnel</b>	<b>Timeframe</b>	<b>Quantity (hours)</b>	<b>Cost (per hour)</b>	<b>Total Cost</b>
1. UDB-P1 Review (Familiarization)	Consultant	April-May			
2. Finalize Project Schedule	Consultant	April-May			
3. Develop Public Outreach Strategy & facilitate public informational meeting	Consultant	May-June			
4. Develop Community Outreach Materials for use in additional public meetings	Consultant (w/ Staff & PC)	May-June			
5. Develop Community Engagement Survey in multiple formats	Consultant	June			
6. Coordinate and organize two Public Meetings on UDB-P1	Consultant (w/Staff & PC)	Aug-Sept			
7. Summarize changes to UDB-P1 based on Public Feedback	Consultant (w/Staff & PC)	Oct-Nov			
8. Draft Final Report incl. Survey Results, Outreach Materials, Changes to UDB-P1	Consultant	November			
9. Submit and present Final Report	Consultant	December			
<b>TOTALS:</b>					

**SUBMISSION REQUIREMENTS:**

Please provide one paper copy and an electronic file in Word or .pdf format of the following items:

1. A letter of interest (limit of one page).
2. A statement of your qualifications as a consultant to carry out the project. If a sub-consultant is involved, describe the qualifications of that person or firm.
3. Resumes of all the key individuals that will be involved in the project.
4. An example or examples of relevant projects that you and any sub-consultants have accomplished.

5. A minimum of three references with contact information.
6. A cost proposal with hourly rates and total hours for all individuals/consultants involved, and a not-to-exceed total for the entire project.
7. The proposal encompassing items 1-6 above, excluding item 4, shall not exceed 15 double-sided pages (30 total pages). Please submit materials electronically to [email address].

**Submissions are due by U.S. Mail at the address above or delivered to the Waterbury Municipal Offices located at 28 North Main St., Suite 1, Waterbury, VT 05676, by 4:00 p.m. on Thursday, March 23, 2023.**

**SELECTION PROCESS:**

The consultant qualifications will be reviewed and ranked by the Waterbury Planning Commission based on the following Selection Criteria. A short list of consultants may be interviewed. A final selection will be made by the Planning Commission and a contract developed with the successful consultant.

**SELECTION CRITERIA:**

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

1. Experience with writing and revising zoning regulations.
2. Experience with online mapping tools and websites for disseminating geospatial information (ArcGIS Online web maps and/or story maps or similar).
3. Experience with developing and processing the results for public opinion surveys including the use of on-line electronic tools such as Survey Monkey.
4. Experience with organizing and facilitating public meetings.
5. Visualization and graphic design materials demonstrating clear, accessible and easily understandable by the public.
6. Proven ability to work with a Planning Commission and other local boards and committees.
7. Availability to begin work upon completion of a contract for the services and to complete work within the envisioned timeline as outlined in the RFP.
8. Quality, completeness and clarity of submission.

**SCHEDULE:**

- The Proposals with all attachments due on March 23, 2023.
- Consultant selected and under contract by April 20, 2023.
- Work to begin by April 26, 2023.
- Complete project by December 31, 2023.

**FUNDING:**

A total of \$27,500 is available for consultant services for this statistical update project from the State of Vermont Municipal Planning Grant Program. The Town of Waterbury will pay separately for duplicating the draft Zoning Regulations and Maps and distributing it to the citizenry, businesses, and other interested parties in Waterbury for comment.

## **CONTRACT REQUIREMENTS:**

The following requirements will be explicitly included in in the consultant contract:

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 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 the State of Vermont as of the date the consultant signs this contract.
3. The consultant shall not assign or subcontract the performance of this agreement or any portion thereof to any other consultant without the prior written approval of the State. The consultant also agrees to include in all subcontract 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 practices, 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. as agreed to a 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.

## **INFORMATION:**

If you have questions or need additional information contact Steve Lotspeich, Planning & Zoning Director, at 802-244-1012 or by e-mail at [slotspeich@waterburyvt.com](mailto:slotspeich@waterburyvt.com), or Neal Leitner, Asst. Planning & Zoning Administrator, at (802) 244-1018 or by e-mail at [nleitner@waterburyvt.com](mailto:nleitner@waterburyvt.com).