

**CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION
REQUEST FOR QUALIFICATIONS
FOR CONSULTANT SERVICES FOR DEVELOPMENT OF
INTERPRETIVE PLANS AND SIGNAGE PLANS FOR
SELECT TOWN OF SHELBURNE, VERMONT PARKS**

Deadline: 3 p.m., Friday, October 15, 2010

The Chittenden County Regional Planning Commission (hereinafter “CCRPC”) is requesting qualifications for Consultant services to provide the Town of Shelburne (hereinafter “Town”) with ideas and cost estimates for the development and construction of interpretive signage and directional signage for two Town properties, Shelburne Bay Park and LaPlatte Nature Park. These plans will aid in the development of improvements to better serve travelers to the Lake Champlain Byway of which the Town is a part.

Background information on each property can be viewed at <http://www.shelburnevt.org/departments/339.html>. Shelburne Bay Park has a large gateway sign, an interpretive panel near its entrance, and two parking lots. It also has rudimentary directional and distance signage at some locations within the Park. LaPlatte Nature Park has an easily-overlooked gateway sign, limited off-street parking, and no interpretive or directional signage.

The requested services will help to inform the Shelburne Natural Resources and Conservation Committee as it works to develop draft management plans for both properties. The Committee’s recommendations for trails will also be coordinated with the Town’s Paths Committee and Recreation Department. Preliminary versions will be completed within the next several months, and they will be made available to the public via the Shelburne town website (<http://www.shelburnevt.org>).

Scope of Work

A) Within 5 business days of the start of a contract, hold a 1 hour scoping meeting with CCRPC and Town staff to understand the needs and goals of the Town with regards to the project.

B) Within 10 business days of this scoping meeting, meet on one day for 2-3 hours with Town staff and others to visit the two properties to gather additional information.

C) Within 45 business days of the sites visit, provide the Town with a draft report in PDF format. The scoping meeting will define the exact deliverable to be included in the report. At this time, it is anticipated that the report would include the following:

a) for LaPlatte Nature Park, recommendations on type, number and exact location of 1) wayfinding signage to off-street parking lot and primary trailhead; 2) directional and/or “distance to” signage along trail; 3) interpretive information and “area rules” on panels at trailhead; 4) interpretive information at key locations (either via simple location numbering system linked to descriptive brochure, interpretive panels or both).

b) for Shelburne Bay Park, recommendations on type and number of 1) directional and/or “distance to” signage along trail; 2) interpretive display(s) and “area rules” display at trailhead; 3) interpretive information at key locations (either via simple location numbering system linked to descriptive brochure, interpretive panels or both).

c) estimates of the amount of text space available and associated word counts for any recommended interpretive displays or “area rules” as well as recommendations on size (e.g. “upright, double-sided trailhead kiosk, display space for each side, approx. “24” wide by 48” tall” or “trailside interpretive panel, 12”x18”, fabricated digital HPL, mounted on 45% angle on single 3” square cedar post, available word count equals 100-150 words”).

d) simple sketches and rough hypothetical sizes of each type of sign or display recommended.

e) cost estimates for each of the types of signage recommended. The Consultant shall seek to recommend products commonly in use, such as aluminum, Dibond, digital High Pressure Laminate for signage and pressure-treated wood, extruded aluminum, or galvanized steel for posts and pedestals.

D) The Town and the CCRPC shall have 15 business days to review the report and provide comments to the Consultant. Within 5 business days of the receipt of these comments, the Consultant shall provide a Final Report (one PDF and one paper copy each) incorporating the comments or concerns of the Town.

Submission Requirements

In order to be considered responsive to this RFQ, each statement of qualifications shall include the following:

1. No more than 2 pages of text describing the consultant's experience with the planning of interpretive and directional signage similar to the proposed scope of work.
2. No more than 3 pages showing color photos of similar interpretive displays or signage the consultant has conceptualized and designed or recommended.
3. Hourly billing rates per person including rate for travel time. Due to the small size of this contract, the Consultant will not be reimbursed for any related expenses such as mileage, equipment, postage, printing, etc.
4. Curricula Vitae of the persons or persons who would work on the project.

3. All materials shall be submitted by the above deadline in 1 combined PDF document to:

Dan Senecal-Albrecht, Senior Planner
Chittenden County Regional Planning Commission
dsenecal-albrecht@ccrpcvt.org

Please use the header, Shelburne Signage Scoping RFQ, in your message

No phone calls please. Proposals received after the deadline will not be accepted.

All information received in response to this Request that is marked Proprietary will be handled accordingly. Responses to the Request will not be returned. Responders are solely responsible for all expenses associated with responding to this Request.

Price Quotation Review Criteria and Award

1. **The maximum amount of funds available for this contract is \$2,500.** CCRPC anticipates making a preliminary award no later than October 21, 2010.
2. Contracts shall be awarded based upon a combination of factors including hourly rates and the contractor's relevant experience. The contract will specify a maximum amount, a detailed scope of services and agreed upon charge-out rates to be used by the contractor.
3. The CCRPC reserves the right to seek clarification of any qualifications submitted, waive any formality and any technicality, and/or select the consultant that, in its sole discretion, best promotes its individual needs and interests. The CCRPC reserves the right to reject any and all qualifications received as a result of this solicitation or cancel this solicitation if it is in the best interest of the CCRPC. This solicitation of quotations in no way obligates the CCRPC to award a contract or con

Project Requirements

The Consultant awarded this contract shall, upon notification of award, apply for registration with 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, 109 State St. Montpelier, VT 05609-1104. The fee is approximately \$20.00. The Telephone number is (802) 828-2386. 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 subconsultant named in the proposal upon award of this contract.

The Consultant's attention is directed to the VTrans DBE Policy Requirements as outlined in Section 203.07 of the Specifications for Consultant Services. These requirements outline the State's and the Consultant's responsibility with regard to the utilization of Disadvantaged Business Enterprises (DBE) for the work covered in the RFQ. Copies of the VTrans current DBE Registry are available upon request from VTrans. It is expected that all Consultants will make good faith efforts to solicit DBE subconsultants.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the attached Standard Contract Provisions. Note that references in these provisions to "Municipality" should be considered as referring to the CCRPC. The certificate of insurance coverage shall be documented on forms acceptable to the CCRPC.

.