

**REQUEST FOR QUALIFICATIONS**  
**Design Services Sought for Village Parking Scoping Study**  
**Town of Danville, Vermont**

May 23, 2025

**RFQ Due June 6, 2025, 4:00 p.m.**

---

**PROJECT DESCRIPTION**

**Overview**

Using a robust, citizen-led public engagement process, the Town will hire design consultant(s) to identify landscaping and stormwater solutions, permitting requirements, and develop a cost estimate and funding strategy for a shared use parking facility with solar canopy and EV charging, as well as multi-modal connections. The site in question is a vacant lot adjacent to the Town Hall, 36 US 2 West, Danville.

**Context and Background**

Danville Village is an exceptionally compact and walkable hub of commercial and community activity. Civic and community functions, restaurants, and personal services are concentrated tightly around a Village Green with year-round functions that include a farmer's market, Danville Fair, and Autumn on the Green, which draws thousands of visitors every year. The beautiful historic setting has an authentic sense of place, as residents and visitors both regularly access businesses and services there. Visitor traffic is also increasing, thanks to the completion of the Lamoille Valley Rail Trail, which crosses the Peacham Road less than a half-mile from the core.

The Village's historic setting, however, also poses some challenges. The tight infill development affords few opportunities for on-site parking. Existing parking configurations are largely on-street, causing congestion in and around the Green and along Hill Street, which has the potential to block first responder access. The Town acquired land adjacent to the Town Hall years ago that could provide a creative off-site parking solution for about 25-29 cars, allowing the Town to reconfigure parking along Hill Street to make it safer and more walkable. The shared use parking lot, which will feature a solar canopy and EV charging, needs to be fully scoped to manage stormwater runoff, identify and address permitting requirements, and provide appropriate landscaping.

Fully scoping this shared use lot will enable the Town to achieve a long-awaited project, allowing for further growth and expansion of businesses and mixed-use housing opportunities in the Village. The preconstruction and design process must be fully vetted in a robust public planning process that involves multiple stakeholders, because parking has become a hotly contested issue at times. Stakeholder involvement will therefore be led by a project team

composed of multiple committees and entities in the community. An intercept/user survey, a design charrette, and a series of open houses will not only build consensus on parking lot design and means of paying for it but will lend insight into potential usership and smart parking management strategies throughout the Village. The project team will lead public outreach efforts but will rely on the consultant to provide appropriate support services for the design charrette.

### **Funding**

A total of \$32,395 is available for consultant services from the Municipal Planning Grant Program administered by the Vermont Agency of Commerce and Community Development.

### **Work Plan**

The project will be structured around these milestones:

- Project kickoff: Selected consultant(s) to meet with project team and identify stakeholders. The project team will conduct an intercept/usership survey for Danville residents, but the consultant can provide feedback on ways to make the survey more useful.
- Site survey: Selected consultant(s) will provide a site, utility, and boundary survey of the project and base map.
- Design charrette: Consultant(s) will design professional(s) to capture public input at a well-publicized event.
- Civil and electrical engineering: Consultant(s) will produce schematic designs, along with an associated opinion of conceptual cost. Please note that the Town of Danville is currently working with the Agency of Natural Resources to develop a stormwater master plan. The selected civil engineering consultant will be expected to liaise with ANR's engineering firm. Progress designs will be shared and publicized by the project team.
- Final Public Presentation

### **Timeframe**

Work is expected to commence the week of July 7, 2025. As per the requirements of the grant program, all work must be complete by April 30, 2027.

### **Deliverables**

Final plans sections, photo, and other illustrations to show the view from road and how it fits into the Village, an associated opinion of cost, and identification of potential funding sources.

## **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, the proposed role of each consultant on the team. Also provide detailed information on each consultant, including the name 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 past 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 Danville upon submission. The Town of Danville 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.

#### **Submission Requirements**

Respondents should **email** one (1) digital copy (PDF) by *4:00 p.m. of the due date* to:

##### **Municipality Contact Information**

*Town of Danville  
Audrey DeProspero, Selectboard Assistant  
(802) 684-3426  
adeprospero@danvillevt.gov*

*Please expect a confirmation email upon receipt of the qualifications by Audrey DeProspero.*

If you have any questions about this project or the RFQ, please email to Audrey. We will respond to all questions in writing within two (2) days. Both the question and response will be shared with the other consultants.

**Selection Process** Qualifications will be reviewed by a selection committee comprised of representatives from the municipality (staff, elected officials, and town committee members). A short list of consultants will be selected to submit detailed proposals for the project with a project approach, scope of services, schedule and budget with details on staffing, hourly costs and overhead.

#### **RFQ Schedule Summary:**

Qualifications due June 6, 4 :00 p.m.  
Consultants selected for short-list: June 10, 2025  
Proposals due: June 24, 2025  
Consultant selection by June 27, 2025.

Project work to begin July 7, 2025.  
Complete project on or by April 30, 2027.

### **Evaluation of Qualifications**

Respondents will be evaluated according to the following factors:

1. Consultant Qualifications (experience with similar projects, ability to work with municipalities to attain desired outcomes, and knowledge of the topic) - 85%
  - a. Experience with municipal construction projects.
  - b. Ability to liaise with members of the public and relay design concepts in a language that is understandable to a general audience.
  - c. Knowledge of civil engineering, landscape design, and electrical engineering.
  - d. Understanding of factors that can drive project costs.
  - e. Proven ability to work with committees and conduct public meetings
  - f. Availability to begin work on project start date
2. Quality, completeness and clarity of submission - 15%

### **Interview Framework**

The Town of Danville reserves the right to select the top two to three highly scored consultants and invite them for an interview. The preferred format for this interview will be virtual.

### **Final Consultant Selection**

Following the selection process, one team will be selected to negotiate a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract. The final project team may also be modified through negotiation of the final contract. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.

### **Contract Requirements**

The consultant contract will be subject to the terms of Attachment D of the Municipal Planning Grant Agreement (Procurement Procedures and Other Grant Requirements). A sample contract meeting these requirements is available [here](#).