

TOWN of WOODSTOCK, VERMONT
REQUEST FOR PROPOSAL
Preparation of an EAST END DEVELOPER PACKAGE
Issued: February 8, 2016

GOAL AND OBJECTIVES

The Town of Woodstock, in conjunction with Sustainable Woodstock, is seeking proposals from qualified firms or consultants to prepare a Developer Package for the East End of Woodstock. The principal goal of the project is to create the documentation necessary to attract appropriate development to long underutilized East End properties. To meet that goal, the following objectives have been established under this RFP:

1. Review existing documentation, update data, and add relevant information needed to provide a complete picture of current conditions in the East End of Woodstock Village.
2. Prepare one document with all the relevant information necessary to attract developers by quantifying unknowns and demonstrating community support for appropriate development.
3. Acknowledge the community role in East End development, including working relationships established with current landowners and work done by both Sustainable Woodstock and the Village.

BACKGROUND

Woodstock's East End is a blighted area. Once home to a dozen commercial enterprises, the area has been an underutilized resource for decades. If properly developed, it is a potential source of economic vitality bringing Woodstock visitors and jobs and tax revenue, in addition to aesthetic improvements. The goal is to attract major investment to develop the area with highest and best use of properties rather than jumbled and incompatible piecemeal initiatives that have yet to be realized.

Over the years, many community groups as well as private investors have tackled the redevelopment of this area without success. But in the past six years, Sustainable Woodstock has been working steadily on the complex aspects of redevelopment and is realizing some success. To remove a long-standing impediment to redevelopment, Sustainable Woodstock has been working with the Village Trustees to relocate the snow dump away from the riverfront and build a park on the Village owned property. With state grants and volunteer labor, work on the park has progressed, as have plans for relocating the snow dump, also with grant money secured. As that work continues, Sustainable Woodstock has convened meetings with East End property owners and community stakeholders, who are now ready for the next step.

A Developer Package is a requisite in order to attract thoughtful and appropriate development that is compatible with local economic realities as well as community needs and desires. Viewed as a whole, the East End is complex. It comprises varied topography, historical land uses, and multiple land owners of disparate-sized parcels. Potential developers have been further deterred by a myriad of "unknowns" including zoning restrictions, easements, and environmental concerns. To address these complexities and move development forward in a way that is supported by the community, a Developer Package is a necessary first step.

SCOPE OF WORK

Consultants should review previous documentation (see Addendum A) to be sure that their responses are informed by previously completed documents as well as the Vision statement and Goals of Sustainable Woodstock and its community partners.

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SCOPE OF WORK *continued*

Consultants will be required to complete the entire scope of work outlined in this RFP. If, based on the consultant's knowledge and experience, the consultant believes the required scope of work should be changed in any way, the suggested changes should be outlined in the proposal.

SPECIFIC REQUIREMENTS:

Upon completion of this project, the Town of Woodstock and Sustainable Woodstock will have a synthesized Developer Package. This package, excluding the base map, should be produced electronically in an 8 ½ x 11 format and include the following deliverables:

A. EXECUTIVE SUMMARY (Narrative)

The narrative should include mention that development of larger or smaller parcels is invited.

B. Comprehensive BASE MAP (1"=50' scale) that is layered with the following data, working from readily available existing information from public and private sources. This map may be produced as multiple maps. There is no requirement of land records search or onsite survey.

1. For all parcels on attached map include:

a) Property boundaries and ownership

2. For all parcels outlined in red include:

a) Major site features such as buildings and historic foundations

b) Roadways, utilities, and easements

c) Topography, at 10-foot contours, including floodway designations

d) Environmental hazards

e) Wetlands walkover

f) Mapped features from ANR's Natural Resource Atlas

C. SUPPORTING DOCUMENTATION

1. Properties currently on the market, including list price

2. Zoning constraints, including parking, and opportunities such as Planned Developments

3. Easements and other restrictions

4. Historic designations

5. Current status of known environmental hazards (to be prepared by Two Rivers Ottauquechee Regional Planning Commission)

6. Status of riverfront park and snow dump relocation

7. Summary of existing traffic data from VTrans and other public sources

8. Aerial photography as available through public sources

9. Description of market and demographics of Woodstock

10. History and background of East End work by Sustainable Woodstock, including vision and goals

11. East End Development Community Support

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SPECIFIC REQUIREMENTS *continued*

D. LIST of RESOURCES

Sustainable Woodstock has provided a list of resources and contacts that are available in Addendum A. The proposer is required to include additional information to create a more complete picture of the relationships and restraints that might be of importance to prospective developers.

MUNICIPAL and STAKEHOLDER INVOLVEMENT

Because of the complexities of the East End, successful redevelopment will require communication and cooperation with a variety of stakeholders: Village government and boards, Sustainable Woodstock, property owners, and others. Proposers should describe in detail any documents or assistance they anticipate requiring from the municipality or from Sustainable Woodstock to facilitate project development.

It is expected that the successful proposer will meet with Sustainable Woodstock, who will provide much of the historical documentation required in this project (see Addendum A). Sustainable Woodstock will also do the legwork of collecting documents as well as facilitating connections within the community.

COMPENSATION

The contract amount for the proposed work will not exceed a maximum of \$12,000 for project completion, including all expenses. If the proposer recommends changes to this RFP, the associated cost changes must be described.

PROJECT TIMELINE

Proposers should include an anticipated timeline for development of the project. From date of contract award, the project must be completed within four months.

EVALUATION PROCESS and GUIDELINES

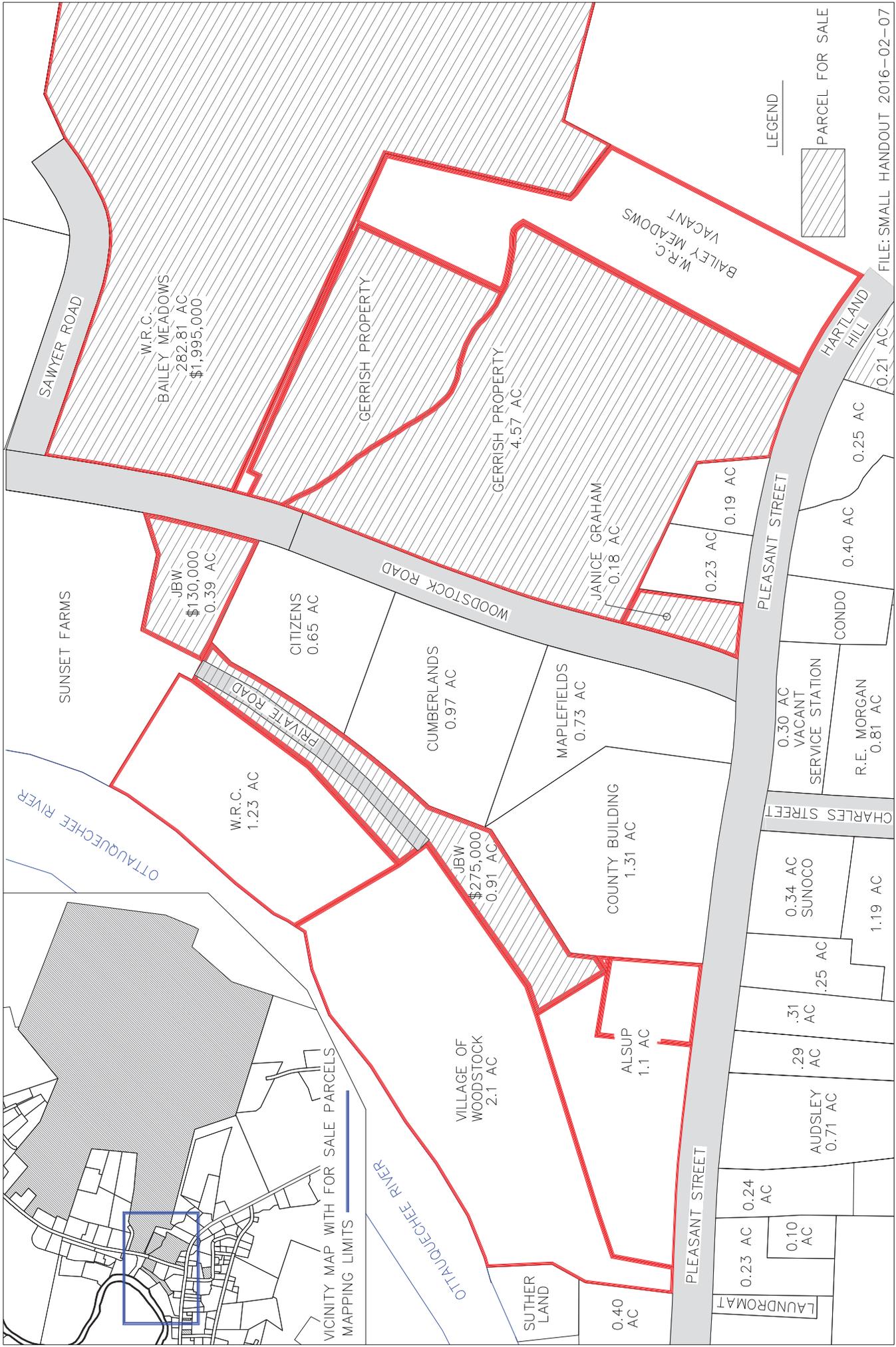
This project is funded by the Woodstock Economic Development Commission from revenue collected under a 1% options tax in Woodstock. Final selection will be approved by the Woodstock Selectboard.

The following criteria will be used to evaluate proposals:

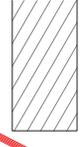
- 1) Relevant experience and successful past performance by the respondent on similar projects
- 2) Experience of qualified personnel assigned to the project
- 3) Understanding of scope of work and responsiveness to RFP
- 4) Ability to meet timeline
- 5) Amount of work to be accomplished within budget amount if respondent proposes adjustments to scope of work provided in the RFP

SUBMISSION

Proposals must be submitted electronically in PDF format by 4:00 p.m. on March 7, 2016 to Sally Miller, Executive Director, Sustainable Woodstock
PO Box 611, Woodstock VT 05091
eastend@sustainablewoodstock.org
802.457.2911



LEGEND



PARCEL FOR SALE

VICINITY MAP WITH FOR SALE PARCELS
MAPPING LIMITS

ADDENDUM A – List of Resources

2/4/2016

- * Available in Dropbox

General Information:

- * East End Listings, 2-3-16

Studies and Proposals

- * Protecting and Restoring the Historic Entranceway, Woodstock Community Trust, 1999
- * A Master Plan for Woodstock East End, Landworks, 2000
 - Trail Design Plans for the Woodstock Riverwalk, Robert White and Associates, 2000
 - Woodstock Village Parking Study, TND Engineering, 2003
 - Woodstock Bicycle and Pedestrian Plan, Woodstock Conservation Commission 2003
- * Woodstock Community Visit – Vermont Council for Rural Development, 2005
- * Visitor Center and Workforce Housing, Architectural Heritage Foundation, 2005

Zoning:

- * Village Zoning Districts Map, 2012
- * Village Historic District, 1972
- * East End Guidelines, 2011

Individual Parcel Information:

Alsup:

The Station, 60 Pleasant St, AJ Alsup, 2014

Gerrish:

- Boundary Survey for Kurt Gerrish, Bruno Associates, 1984
- * Act 250 Permit, 2015
- * COC Signed, 2012
- * Plan

Graham:

- * Harper Environmental Phase 1, 2012

Village:

- * Woodstock Community River Park, Jack Rossi Landscape Design, 2013
- Village of Woodstock Park and Ride, Pathways Consulting Inc., 2015
- * 2013 ERP Grant
- * 2014 ERP Grant
- * CDBG Award, 2014
- * ANR Basin 10 Report, 2012
- * Quitclaim - Sutherland, 2011