

TOWN OF WOODSTOCK, VERMONT
ECONOMIC DEVELOPMENT COMMISSION
REQUEST FOR PROPOSAL
VILLAGE REVITALIZATION PROJECT
Issued: February 10, 2018

GOAL AND OBJECTIVES

The Town of Woodstock, in conjunction with Woodstock Economic Development Commission, is seeking proposals from qualified firms or consultants to prepare a conceptual plan for a Village revitalization project. The plan is to enhance, identify and increase access to the inherent recreational and commercial opportunities available in the town of Woodstock. To meet that goal, the following objectives have been established under this RFP:

1. Review, examine and enhance existing conditions.
2. Prepare documentation with all the relevant information necessary to attract qualified installers to implement the plan in stages or parts, and garner community support.

BACKGROUND

Woodstock Vermont has been identified as a must-see tourist attraction in numerous national publications. However, the infrastructure of the town's commercial district is in need of aesthetic and streetscape improvements to encourage a vibrant commercial district and pedestrian flow.

SCOPE OF WORK

Consultants should review map provided (see addendum A) for the geographic scope of the project. If based on the consultant's knowledge and experience, the consultant believes the required scope of work should be changed or amended, those suggested changes should be outlined in the proposal.

SPECIFIC REQUIREMENTS

- A. Executive Summary (Narrative)
- B. Design elements should capitalize and embrace all four seasons. These should include, but not be limited to:
 - a. Tree scape
 - b. Public open spaces
 - c. Trash barrels
 - d. Benches
 - e. Sidewalks
 - f. Tables
 - g. Wayfinder signage
 - h. Gardens
 - i. New parks
 - j. Pedestrian flow
- C. Comprehensive base map. This map may be produced as multiple maps.
- D. Timeline for how the project can be implemented in stages or parts.

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MUNICIPAL AND STAKEHOLDER INVOLVEMENT

Successful revitalization will require communication and cooperation with a variety of stakeholders: Village government and boards, commercial storefront owners, residents and others. Proposals should describe any documents they anticipate requiring to facilitate the project. The Woodstock Economic Development Commission will work with the stakeholders using those documents.

COMPENSATION

The contract amount for the proposed work will not exceed a maximum of \$20,000 for project completion, including all expenses.

PROJECT TIMELINE

Consultants should include a timeline for completion of the proposal.

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 Select Board. 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

SUBMISSION

Proposals must be submitted electronically in PDF format by 4:00pm on March 9, 2018 to:

Mica Seely
wedcproposal@gmail.com

Questions can be directed to Joe DiNatale at 802-356-5881 or Michael Malik at 508-243-8398