



Vermont Agency of Commerce & Community Development
Department of Housing and Community Development
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Montpelier, VT 05620-0501

VERMONT ACCESSORY DWELLINGS & MISSING MIDDLE HOMES TOOLKIT

A “DESIGN & DO” TOOLKIT FOR SMALL-SCALE HOME BUILDERS, INVESTORS & COMMUNITY LEADERS

QUESTIONS AND ANSWERS

10/24/22

1. I'm wondering if this RFP is open to Municipalities?

Answer: Yes. Any entity may submit a bid. The RFP process is open to all to submit a response providing information/details through a Technical Response as outlined in the RFP.

2. Task 4 references a video recording of the training. Is this a recording of the Trainer Summit presentation or something pre-recorded for that event?

Answer: This is intended to be a video recording of the summit; however, not all elements of summit may lend themselves to a recording and this task may be better achieved and require less production time through the production of a stand-alone video to support the promotion of the toolkit and interactive audience components to put the toolkit into practice. The State will consider proposals that offer supplemental deliverables, suggest alternative strategies and/or offer an entirely different and creative approach to implementing the project and achieve the project objectives and outcomes described herein.

3. Re task 4, can you confirm that the State (rather than the consultant), will take primary responsibility for organizing the summit, with the consultant advising on the content and meeting format?

Answer: The State will assume the responsibility for securing a summit venue, publicizing the summit, managing summit registration and attendance, booking any summit food service, and may provide negotiated DHCD staffing/volunteer support for breakout facilitation. The consultant will be responsible for the training content, facilitation, materials, and other identified deliverables.

4. To what extent can the technical advisory group provide relevant statewide data, such as construction and real estate data?

Answer: The State intends for the technical advisory group to be able to answer relevant questions that assist the vendor in grounding the products in Vermont's context, conditions, and marketplace, which may include providing average construction and real-estate data for regional markets or site-specific examples seen in their work, as well as reviewing products from the vendor. These technical advisors may be provided an honorarium but will be principally serving as unpaid volunteers with a strong interest in the success of this product -- but limited time. Accordingly, the State intends to monitor and act as an intermediary to ensure that the technical advisory team is used efficiently and appropriately for volunteers. The State welcomes proposals that outline how to best optimize the use of the technical advisors.

5. Will individual group members be accessible for interviews beyond the larger technical group meetings?
Answer: The State welcomes proposals that outline how to best optimize the use of the technical advisors, which may include one-on-one and group interactions, but should principally rely on online platforms to reduce time spent on travel or in-person meetings. A primary responsibility of the technical advisors will be to ensure that concepts and recommendations included in all deliverables are possible and realistic in Vermont.
6. We are interested in submitting a response to the RFP for Vermont Accessory Dwellings and Missing Middle Homes Toolkit. However, we understand the budget is capped and appreciate the clarity there – as well as in the detailed scope for consideration. With that in mind, we would like to submit the following question: Given the detailed outline of tasks and the budget maximum stated, we are wondering if any revisions to the scope of work will be considered particularly in regard to the Task 6.3.1 for the community infill designs.
Answer: The State will consider proposals that offer supplemental deliverables, suggest alternative strategies and/or offer an entirely different and creative approach to implementing the project and achieve the project objectives and outcomes described herein – including the deliverables in 6.3.1.