

# Municipal Planning Grant Guidance on Publicizing Requests for Proposals (RFP) and Qualifications (RFQ)

Municipalities should publicize their RFP/RFQs widely through various media outlets and websites to reach as many qualified professional consultants working in Vermont and New England as possible. DHCD maintains a [Consultant Directory](#) that can be used to contact consultants directly, but the list is not comprehensive so other avenues should be pursued as well, especially for large projects. Depending on the size and nature of the project, consider advertising RFP/RFQs through some or all of the following outlets. Some outlets are free while others charge a fee.

## RFP/RFQ advertisement for Free:

- **[VT Business Registry and Bid System](#)** – [Click here](#) for instructions on how to post your RFP/RFQ to the Bid System. [ <http://www.vermontbidsystem.com/> ]
- **[Vermont Planners Association \(VPA\)](#)** – VPA members can post RFP/RFQs on their list serve to reach professional planners and consultants in Vermont. If you are not a member, check with your Regional Planning Commission to see if staff can post the RFP/RFQ to the VPA list serve. [ <http://www.vermontplanners.org/> ]
- **[Northern New England Chapter of the American Planning Association](#)** – (Covering Vermont, New Hampshire and Maine) To post the RFP/RFQ to the [NNECAPA Job/RFP listings](#), send a WORD document to Ben Frost, Public Information Officer at: [nnecapa.pio@gmail.com](mailto:nnecapa.pio@gmail.com) [ <http://nnecapa.org/blog/category/jobrfp-listings/> ]
- **[New York Upstate Chapter of the American Planning Association](#)** – The New York Upstate Chapter of the American Planning Association provides free postings of RFP/RFQs to their website. To submit a job or RFP/RFQ posting request, please email the information to [nyupstate.apa@gmail.com](mailto:nyupstate.apa@gmail.com).
- **[Connecticut Chapter of the American Planning Association](#)** – The Connecticut Chapter of the American Planning Association provides free postings of RFP/RFQs to their website. To submit a job or RFP/RFQ posting request, please email the information to [employment@ccapa.org](mailto:employment@ccapa.org) [ <http://www.ccapa.org/jobs-information/rfp-rfq/> ]
- **[American Planning Association \(APA\)](#)** – APA posts RFP/RFQs as a free service to the public. Post your RFP to APA website. [ <https://www.planning.org/consultants/requestpost.htm> ]
- **[American Society of Landscape Architects \(ASLA\)](#)** – The American Society of Landscape Architects is a national professional association representing landscape architects. Post a RFP/RFQ to the ASLA website for free here. [ <https://www.asla.org/SubmitEvent.aspx> ]

### RFP advertisement for a Fee:

- **Local and Regional Newspaper in Vermont and surrounding New England States** – a listing of newspapers in Vermont. [ <http://www.onlinenewspapers.com/usstate/usvermon.htm> ]
- **Planetizen** – is a national public-interest information exchange for the community planning and design community. Planetizen provides a forum to advertise your RFP/RFQ to reach thousands of professionals across the nation. Planetizen charges \$100.00 to advertise your RFP/RFQ and rates can be found [here](#). [ <http://www.planetizen.com/announce/submit> ]
- **Congress for New Urbanism (CNU)** – The Congress for New Urbanism is a national nonprofit that helps create vibrant, walkable cities, towns, and neighborhoods. Post a RFP/RFQ to the CNU website for \$50.00. [ <https://www.cnu.org/resources/jobs-rfps> ]