

# Municipal Planning Grants, RFP Template

*A Request for Proposals (RFP) is a common method used to solicit consultants for a project. It requires respondents to describe their approach to the grant project with a detailed scope of services, schedule, and budget as part of their initial submission. (See [RFQ Template](#) for a simpler method, recommended for most MPG projects.) The municipality and selection committee will review and compare proposals and select the best candidate using an established evaluation and selection process. The template below can be used as a guide in developing your local RFP.*

***Items in orange italics are intended to be informational only, and should be replaced and/or deleted before the RFP is finalized***

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## REQUEST FOR PROPOSALS

***[Type of Consultant Services Sought] for [Project Name]  
[Municipality Name], Vermont***

***[DATE ISSUED]***

**Proposal Due on *[DATE]***

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### PROJECT DESCRIPTION

#### Overview

*[Provide a concise summary of the overall project and the consultant services sought in this Request for Proposals (RFP)]*

#### Context and Background

*[Describe the background for the project and the context in your community. Include any maps and plans that would help to explain the context and reference any documents available online that can provide further context.]*

#### Funding

A total of *[Enter Total Project Amount]* is available for consultant services from the Municipal Planning Grant Program administered by the Vermont Agency of Commerce and Community Development and *[List any other sources of funding]*.

#### Work Plan

*[Provide the work plan for the project broken down by task. Use the work plan attached to your MPG grant agreement and if needed, expand by adding further details to clarify the specific consultant services desired by the municipality. Minor changes to the Work Plan are permissible but please contact [jennifer.lavoie@vermont.gov](mailto:jennifer.lavoie@vermont.gov) before issuing the RFP if you anticipate substantive changes to the MPG work plan.]*

#### Timeframe

*[Provide at least a proposed project start and ending date, and any interim dates if needed.]*

#### Deliverables

*[Define what specific items the consultant will be expected to produce.]*

## Additional Information

*[Add any additional information here on general process, roles, goals and structure of the project, etc.]*

## PROPOSAL REQUIREMENTS

### Submission Requirements

All responses to the RFP shall include the following information: *[customize as needed]*

1. **Cover Letter** – A letter of interest and a summary of qualifications, recommended approaches, scope of work, processes and deliverables for the project.
2. **Scope of Work** – Provide a detailed scope of work based on the work plan provided above, broken down by task. Describe the approach to the project and proposed methodology including:
  - a. a detailed scope of work with associated list of tasks broken down by task and team member
  - b. description of the proposed deliverables.The consultant may also propose additional supplemental items to the scope of work. While the work plan above conforms with the requirements of the Municipal Planning Grant, feel free to propose new/creative approaches to this project. (If chosen, alternative approaches may require approval from the state.)
3. **Proposed Schedule** – Provide a schedule that includes completion of work tasks and deliverables including key meetings and complies with the timeframe provided above.
4. **Project Budget** – Provide a detailed budget broken down by task and team member. Include your overhead and hourly rates for the individuals involved.
5. **Qualifications and Staffing** – Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the role of each consultant on the team with organizational staffing chart and percentage of time devoted to the project by each consultant. Also provide detailed information on each consultant, including contact information, the name of the firm, year established, including a description of relevant experience on similar projects for each firm and listing of their individual work experience in this role on similar projects
6. **References** – A minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.
7. **Page Limit** – The proposal, encompassing items 1-6 above, shall not exceed 20 double-sided pages (40 total pages) including cover letter, table of contents, project lists and contacts.

All information submitted becomes property of the *[municipality name]* upon submission. The municipality *[municipality name]* reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP or withdraw the RFP. Once submitted, the consultant team (including specific staff assigned to the project) may not be changed without written notice to and consent of *[municipality name]*. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant.

The *[municipality name]* reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of the *[municipality name]*. This solicitation of proposals in no way obligates the *[municipality name]* to award a contract. *[Customize as needed]*

### **Submission Requirements**

Respondents should submit one (1) digital copy (PDF) and *[enter number (#)]* printed copies of the proposal by *[Enter Date]* to:

#### **Municipality/Local Project Manager Contact Information**

*[Municipality Name]*

*[Contact Name and Title]*

*[Mailing Address]*

*[Phone]*

*[Email]*

Please expect a confirmation email upon receipt of the proposal by *[municipality name]*.

If you have any questions about this project or the RFP, please address them in writing either via U.S. mail or email to *[local project manager]*. We will respond to all questions in writing within *[enter #]* days. Both the question and response will be shared with the other consultants.

### **RFP Schedule Summary**

Proposals due *[enter date]*.

Interviews on *[optional, enter date]*.

Consultant selection by *[enter date]*.

Project Work to begin *[enter date]*.

Complete project on or by *[enter date]*.

**Proposal Selection** *[Customize as needed]* Proposals will be reviewed by a selection committee comprised of representatives from *[municipality and name any others]*. A short-list of consultants may be selected for interviews. *[Optional – only if interview is desired by the municipality]*

### **Proposal Evaluation** *[Customize as needed]*

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) - 40%
2. Scope of work, fees, methodology and schedule - 40%
3. Proposal quality, completeness and clarity - 20%

### **Interview Framework** *[Optional, only if interview is desired by municipality]*

The *[municipality name]* reserves the right to select the top two to three highly scored consultants and invite them for an interview prior to awarding the contract. In this process, the selection committee may ask the respondents to give an oral presentation of their respective proposals. The purpose of this oral presentation is to provide an in-depth analysis of certain qualifications, experience in performing similar services, and an opportunity for the consultant to clarify or elaborate on their qualifications without restating the proposal. The interview and presentation is merely to present facts and explanation to the review committee and allow the selection committee to ask targeted questions of the

consultant team. The interview and presentation, if deemed necessary by the review committee, will be held at the *[meeting location]* in *[municipality]* Vermont. The day and time will be notified to the respondents at least *[#]* week(s) prior to the meeting. Each interview will last *[number]* minutes, and will be comprised of a presentation and Q&A. The interviews will be conducted by a selection committee comprised of representatives from *[entities involved]*. All costs and expenses incurred in traveling for the purpose of interview and presentation shall be the responsibility of the consultant.

**Final Consultant Selection** *[customize as needed]*

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