Montpelier Rivers Edge Action Plan RFP Questions and Responses

- **Meetings with the Community Steering Committee are mentioned as part of the public engagement implementation. How many meetings are anticipated, and at what frequency?**

This group will likely meet monthly from January through October, so at most a total of 10 meetings. While some of these meetings may be primarily in-person, there will likely be a virtual option to attend.

- **How many public engagement events are anticipated, and which should the consultant attend or present at?**

In addition to the Community Steering Committee meetings, the consultant will be expected to attend and/or present at up to 3 additional public engagement events.

- **Are any other recurring meetings anticipated, such as City staff, City Council or other stakeholder meetings? If so, how many?**

There will need to be regular project management meetings with staff from Foundation for a Resilient Montpelier. Frequency and duration of these meetings will be subject to discussion, but at a minimum will be monthly over the course of the project. It is possible that a subset of other local project participants that could be considered stakeholders will participate in some of these meetings.

- **Will there be a public presentation to share the final plan, or will the final plan and report be delivered as documents only?**

While the format is yet to be determined, there will likely be a public event to mark the completion of the planning process and to celebrate the release of a final plan and report. Presence of the consultant would not be required, though there may be a role in preparing materials.

- **Does the City and Foundation for a Resilient Montpelier already have candidate sites in mind? Is the consultant expected to evaluate the entire riverfront citywide or focus on specific areas?**

Somewhere between these two scenarios. There are large swaths of the riverfront that are not good candidates for assorted reasons, so evaluation would be minimal. On the other hand, we are not initiating this process with a narrowed list of 2 - 3 sites in mind. For efficiency, we expect it will be possible to narrow the list to a smaller subset of around 10.

- **Would the City and Foundation for Resilient Montpelier be willing to consider a public engagement process that begins after a technical analysis by the design team has been conducted to narrow down potential sites that make sense from a resiliency, access, and land use context?**

We are open to this scenario as long as the proposed process allows for enough time for meaningful public engagement and a completed plan by November 30, 2027.

- **To make the most of the available budget, would the City prefer the consultant dedicate more resources to technical analysis/design or public engagement?**

Balanced between these two options, the preference is that more resources be focused on technical analysis and design. The intention is for Foundation for a Resilient Montpelier to carry a significant portion of the public engagement role, drawing on the consultant on an as-needed basis.

- **What is the level of detail expected for recommendations for city-wide property buy-out policies, urban design, and riverfront guidelines? For city-wide property buy-out policies, is the expectation for strategic guidance, decision criteria, implementation procedures, or draft municipal policy language?**

Realistically we are looking for higher level policy and design guidance rather than technical design specifications or detailed guidelines.

- **Will the consultant engage directly with project stakeholders in the planning process? If so, which stakeholders and how many meetings should be assumed outside of committee meetings? Is the consultant expected to attend any public meetings?**

See answers above. The consultant will be expected to participate in monthly Community Steering Committee meetings, and to participate in up to 3 public engagement events. Steering Committee participation can likely be virtual.

- **The page limit indicates it encompasses "items 1-6 above… including cover letter, table of contents, project lists and contacts." There are seven items above this statement. The cover letter is the first item on the list, and contacts (references?) is the seventh item. Which six of the seven items does items 1-6 refer to?**

Oops. This should read “Items 1 - 7 above.” Please include all 7 bolded items.

- **Assuming they demonstrated their experience and ability, could an academic institution - whose sole focus is graduate-level education on sustainable, climate-resilient landscape planning and design - be considered a "qualified consultant"?**

We are open to this possibility.

- **Would the consultant be considered a co-creator of the public engagement plan, or would it be expected that the consultant defer to the Foundation for a Resilient Montpelier?**

The consultant will be involved in the drafting of a public engagement plan, but ultimately it will be the responsibility of Foundation for a Resilient Montpelier. Input on the public engagement plan will also come from the Community Steering Committee.

- **If the proposed schedule were to occur over a concentrated 12-week period, coincident with the institution's academic term (4/7/27-6/25/27), would this influence the evaluation of the consultant's application?**

Yes. While it is difficult to imagine this planning process being accomplished over a 12-week period, we are open to the possibility if a compelling case can be made for the effectiveness and inclusiveness of a shorter time-span.