

## REQUEST FOR PROPOSALS

Town of , Vermont

February 7, 2002

### Project Description:

### Submission Requirements:

Please provide      copies of the following items (please make double sided copies).

*Optional:* Please do not submit any more than      (ten) pages.

1. A short letter of interest.
2. Statement on consultant qualifications. If more than one firm is involved, describe working relationship.
3. Detailed scope of services incorporating the consultant elements of the work plan outlined below.
4. Schedule for completing each task in the scope of services.
5. Estimated budget for each task.
6. Fee structure and estimate of total cost for performing the scope of services.
7. Summaries of relevant projects, including the names and telephone numbers of references.

Submissions are due at the address above, or delivered to the      Town Hall by      , 2002. Please address envelope to      .

### Selection Process:

Proposals will be reviewed and ranked by      . A short-list of consultants will be selected for interviews.

### Selection Criteria:

A collaboration between a planner and      is desired. Qualifications required for selection include:

- Experience with      .
- Ability to      .
- Knowledge of      .
- Understanding of      .
- Proven ability to work with committees and conduct public workshops.
- Availability to begin work immediately.

### Schedule:

- Requests for Proposals due      .

- Interviews on .
- Consultant selection by .
- Work to begin .
- Complete project on .

**Funding**

A total of \$ is available for consultant services from the State of Vermont Municipal Planning Grant Program.

**Information**

Call , at or e-mail at .

**WORK PLAN**  
*Name of Project*