

**REQUEST FOR QUALIFICATIONS**  
**Town of , Vermont**  
February 7, 2002

**Project Description:**

**Submission Requirements:**

Please provide        copies of the following items. Please do not submit any more than four pages.

1. A short letter of interest.
2. Statement on consultant qualifications. If more than one person is involved, describe working relationship.
3. 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**

Consultant qualifications will be reviewed and ranked by the        . A short-list of consultants will be selected for interviews. Those selected for interviews will be requested to prepare detailed proposals in response to the work plan.

**Selection Criteria**

A collaboration between a planner and a        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**

- Qualifications 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*