



## **TOWN OF WESTMINSTER**

Louis Bordeaux, Town Manager  
P.O. Box 147  
Westminster, VT 05158  
Tel. 802-722-4255 Fax 802-722-9816  
Manager@westminstervt.org

### **Town of Westminster, Vermont Request for Proposals Town Plan Development**

---

**Contact:** Louis Bordeaux, Town Manager  
Town of Westminster  
3651 US Route 5  
PO Box 147  
Westminster, VT 05158  
[Manager@westminstervt.org](mailto:Manager@westminstervt.org)

**RFP Issuance:** January 23, 2025

**RFP Response Deadline:** February 18, 2025, 2:00pm

---

#### **INTRODUCTION**

The Town of Westminster and Westminster Planning Commission are seeking proposals from qualified land use planning consultants and/or firms who can provide professional support and counsel in the development of a new Town Plan.

Westminster is a town of over 3,000 people located just south of Bellows Falls, 25 miles north of Brattleboro, and on the Connecticut River. With ample employment, recreation, and cultural amenities in the area, the community is seeking to develop a robust town plan that will contribute to improved economic outcomes and community cohesion.

A successful bidder will be able to demonstrate expertise in rural land use planning, an understanding of Vermont's laws and regulations, and have the ability to support the volunteer Planning Commission throughout the Town Plan engagement and development process. The Town of Westminster has budgeted funds in excess of \$40,000 across FY26 and FY27 to support the development of a Town Plan and is seeking state grant funding for additional resources as needed to accelerate and support the development of a successful plan.

#### **SCOPE OF WORK**

##### **Town Plan Outreach and Development**

- Planning and execution of highly accessible and engaging public engagement sessions, taking place both in-person and online
- Drafting and publication of a report to the Planning Commission and Selectboard on shared town goals and objectives, following public input

- Strategic guidance to the Planning Commission, Selectboard, and Town Manager throughout the Town Planning process
- Drafting and editing of a new Town Plan in partnership with the Planning Commission and informed by public feedback
- Virtual staffing of monthly Planning Commission meetings throughout the development process

### **PRE-BID MEETING**

No Pre-Bid meeting will be scheduled. Specific questions should be submitted to the Town Manager (manager@westminstervt.org).

### **INSTRUCTIONS TO BIDDERS**

#### **1. Proposals:**

1. All proposals must be submitted: 1) electronically via e-mail to manager@westminstervt.org, or 2) via postal mail or courier, printed in ink and sent to Westminster Town Hall (address below). Officials of corporations shall designate their official title. Partners or sole owners shall so state, giving the names of all interested parties. The person signing the bid shall initial any corrections.
2. Bids should include a summary of relevant experience and qualifications, any applicable case studies, and three references from similar projects completed within the last five (5) years.
3. Acceptance of any bid by the Town of Westminster within 60 days of the Response Deadline constitutes a contract between the parties. No work shall commence until a purchase order has been approved by the Town Manager and Selectboard and a Notice to Proceed has been issued.
4. All bids, at a minimum, shall include proposed project Costs and a Project Schedule.

Unless submitted by email, proposals must be submitted in a sealed envelope with the contractor's name, address and phone number. Proposals received after the stated deadline will not be accepted. Proposal packages are to be delivered to:

#### **Town of Westminster**

Attn: Louis Bordeaux, Town Manager

**"Westminster Town Plan Development"**

3651 US Route 5

Westminster, VT 05158

**NOTE:** All proposals must be received no later than 2:00pm on February 18, 2025. Proposals and/or modifications received after this time will **not** be accepted or reviewed. Facsimile-machine produced proposals will **NOT** be accepted. The Town of Westminster reserves the right to extend any contractual agreement, based on this RFP, for two additional years.

Questions about the project should be directed to Louis Bordeaux at:

Telephone: 802-722-4255    Email: manager@westminstervt.org

All proposals become the property of the Town of Westminster upon submission. The expense of preparing and submitting a proposal is the sole responsibility of the Contractor. The Town reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of Town of Westminster. This solicitation in no way obliges the Town to award a contract.

By submission of the proposal, applicant certifies that the proposal has been arrived at independently, without consultation, commitment or agreement as to any matter relating to proposal with any other BIDDER or with any competition.

The Scope of Work by the Contractor for each item shall include furnishing all supervision, technical personnel, layout, labor, materials, tools, appurtenances, equipment, traffic control, erosion control, staging, disposal sites and services, mobilization/demobilization, sweeping, insurances, and services required to perform the work as described in this Request for Proposals.

### **INSURANCE REQUIREMENTS**

#### **WORKERS COMPENSATION:**

The CONTRACTOR is required to carry full and complete Workers' Compensation insurance for all employees engaged in work on this project. The same requirements for Workers' Compensation insurance shall apply to any subcontractor engaged on this project. The Chosen Contractor shall, prior to a Purchase Order being issued, produce a certificate of insurance demonstrating same to the Town. The Chosen Contractor shall keep said insurance, and the Town's additional insured status, in full force throughout the course of the project. This Certificate of Insurance does not have to be provided at the time bids are submitted.

***The Contractor must show evidence of Workers Compensation and Employers Liability Insurance Coverage.***

#### **GENERAL LIABILITY:**

The Chosen Contractor shall supply the Town with a Certificate of Insurance showing liability coverage no less than \$1,000,000. The Chosen Contractor shall cause the Town to be made an additional insured on the Chosen Contractor's liability insurance, on a primary and non-contributing basis. The Chosen Contractor shall, prior to a Purchase Order being issued, produce a certificate of insurance demonstrating same to the Town. The Chosen Contractor shall keep said insurance, and the Town's additional insured status, in full force throughout the course of the project. This Certificate of Insurance does not have to be provided at the time bids are submitted.

***The Contractor must list the Named Member as Additional Insured on their Commercial General Liability Policy***