

# REQUEST FOR PROPOSALS

## Housing Planning and Pre-Development Services

### Woody Avenue Development Project

Town of Waterbury, Vermont

<b>RFP Issue Date:</b>	April 17, 2026
<b>Questions Due:</b>	May 1, 2026
<b>Proposal Submission Deadline:</b>	May 29, 2026
<b>Expected Selection Date:</b>	June 2, 2026

**Project Budget: \$299,985**

### Overview of Requested Planning Services

The Town of Waterbury is seeking qualified consulting firms to provide comprehensive housing planning and pre-development services for the Woody Avenue Development Project. This work will prepare a 3.5-acre municipally-owned site for future residential development, with particular emphasis on creating affordable housing opportunities for low- and moderate-income households.

This project is funded through a CDBG-DR Planning Grant in response to the July 2023 flooding disaster (DR-4720-VT). The goal is to deliver a largely shovel-ready site to potential developers experienced in multi-family affordable housing development.

The selected consultant(s) will conduct feasibility studies, site planning, environmental assessments, engineering analysis, and community engagement to determine optimal development approaches for the site while addressing barriers to construction and ensuring flood resilience. Consultant is also responsible for CDBG-DR grant compliance management.

### Project Overview

#### Project Location and Site Characteristics

The Woody Avenue site is a 3.5-acre town-owned property located at 50 Woody Avenue, Waterbury, VT 05676 (Geo ID: 50023971000). The site is characterized by the following:

- Located outside of mapped flood hazard areas
- Served by existing municipal water and sewer infrastructure
- Zoned for residential use under current Unified Development Bylaws
- Walking distance to downtown business district and adjacent to Thatcher Brook Primary School
- Contains an existing storage facility requiring relocation or demolition (with asbestos shingle roof)
- Phase 1 Environmental Assessment completed; Phase 2 may be required

## **Project Context and Need**

The July 2023 flooding (DR-4720-VT) severely impacted Waterbury, damaging over 180 residential and commercial structures. The disaster highlighted the critical shortage of safe, affordable housing outside of flood-prone areas. Key statistics include:

- Estimated damages between \$2.8 million and \$12.9 million in Waterbury
- Nine FEMA buyouts approved, with only one completed due to lack of alternative housing
- Washington County requires 1,509 new rental units by 2029 per Vermont's Housing Needs Assessment
- 18% of Washington County renter households are cost-burdened; 12% are severely cost-burdened
- Waterbury residential permit activity has flatlined since 2016

## **Project Funding**

This planning work is funded through a CDBG-DR Planning Grant totaling \$299,985. The work must comply with HUD regulations under 24 CFR Part 58 and all applicable federal authorities.

Funding for subsequent development phases will be sought through Vermont Housing Finance Agency (VHFA), Vermont Housing & Conservation Board (VHCB), Low-Income Housing Tax Credits, and other state and federal affordable housing programs.

## **Scope of Services**

The selected consultant team will provide comprehensive planning and pre-development services organized into the following work areas. Proposals may address one or multiple service areas; multi-disciplinary teams are encouraged.

### **1. Civil Engineering and Site Planning**

The civil engineer will conduct comprehensive site analysis and develop feasible site plan options for residential development.

#### **Site Analysis Requirements:**

- Zoning compliance analysis and allowable density calculations under current Unified Development Bylaws

- Stormwater management requirements and design
- Soil analysis for construction suitability
- Floodplain and river corridor mapping and compliance
- Environmental constraints assessment
- Archaeological sensitivity review
- Utility infrastructure assessment (water, sewer, electric, telecommunications)
- Access and circulation analysis including pedestrian connectivity

#### **Site Planning Deliverables:**

- Comprehensive site analysis report identifying barriers and solutions
- Detailed site maps showing topography, utilities, constraints, and opportunities
- Minimum of two conceptual site plan options showing various development scenarios (unit count, building types, parking, open space)
- Comparison matrix evaluating site plan options against project goals
- Final recommended site plan with preliminary engineering specifications

## **2. Environmental Review and Assessment**

The environmental engineer will conduct all required environmental reviews in compliance with HUD regulations and determine any remediation requirements.

#### **Environmental Review Requirements (as required):**

- Full Environmental Assessment in compliance with 24 CFR Part 58
- NEPA environmental impact analysis
- Federal authorities compliance review including:
  - Floodplain management and wetlands protection
  - Historic resources (Section 106 consultation)
  - Endangered species assessment
  - Noise impact evaluation
  - Contamination and hazardous materials
- Phase 2 Environmental Site Assessment if determined necessary
- Evaluation of Corrective Action Alternatives (ECAA) report if contamination is identified
- Corrective Action Plan (CAP) if remediation is required

#### **Coordination and Compliance:**

- Wetlands and surface water assessment
- Floodplain compliance documentation and 8-Step Process coordination if required
- Identification and documentation of required mitigation measures
- Public notice and comment period support
- Coordination with Town, State agencies, HUD, and regulatory agencies
- Response to agency and HUD comments through final approval

### **3. Geotechnical Engineering**

The Phase 1 Environmental Evaluation revealed potentially challenging soil conditions. The geotechnical engineer will determine construction barriers and remediation strategies.

#### **Geotechnical Requirements:**

- Comprehensive subsurface investigation and soil borings
- Soil classification and bearing capacity analysis
- Groundwater assessment
- Foundation design recommendations
- Site preparation and earthwork specifications
- Pavement design recommendations for roads and parking areas
- Cost estimates for soil remediation and site preparation

### **4. Architectural Site Design**

The project envisions engaging the services of an architect to provide visualizations in support of public outreach.

#### **Architectural Services:**

- Conceptual massing and building placement studies
- Visual simulations and perspective renderings
- Coordination with the Planning Commission, Design Review Board, and Housing Task Force
- Facilitation of design charrettes and community workshops
- Development of design guidelines for future developer selection

### **5. Construction Management Consultation**

A construction manager will provide early-phase input to ensure site planning decisions align with current construction practices and market realities.

#### **Construction Management Services:**

- Constructability review of site planning options
- Cost estimating for site development and building construction
- Construction phasing recommendations
- Value engineering suggestions
- Market analysis of labor and material availability

### **6. Housing Finance Consulting**

The housing finance consultant will evaluate financing options and development models to maximize affordable housing creation while ensuring project viability.

#### **Housing Finance Analysis:**

- Assessment of federal and state affordable housing financing programs including:

- Low-Income Housing Tax Credits (9% and 4%)
- State Rental Housing Tax Credits
- State Homeownership Tax Credits
- Middle-Income Homeownership Development Program
- Rental Revolving Loan Fund
- Community Housing Improvement Program (CHIP)
- Waterbury Housing Trust Fund
  
- Development model analysis:
  - Multi-family rental development
  - Homeownership (fee simple)
  - Shared equity homeownership
  - Condominium ownership
  - Mixed-income rental development
  
- Financial pro forma development for various scenarios
- Affordability targets and income mix recommendations
- Development partnership structure recommendations
- Coordination with regional housing developers (Downstreet Housing, Evernorth, etc.)

## **7. Community Engagement**

The public engagement specialist will facilitate meaningful community participation, with particular emphasis on engaging low- and moderate-income residents who would benefit from the development.

### **Community Engagement Activities:**

- Coordination with existing community organizations:
  - Waterbury Planning Commission
  - Waterbury Development Review Board
  - Waterbury Housing Task Force
- Outreach to organizations serving LMI households
- Public meetings and design workshops (minimum 3 sessions)
- Online engagement tools and surveys
- One-on-one stakeholder interviews with potential beneficiaries
- Visual preference surveys for site design options
- Preparation of public presentation materials
- Documentation of community input and preferences

## **8. Program Delivery and Grant Management**

Professional grant management services to ensure full compliance with CDBG-DR requirements throughout the planning process.

### **Program Delivery Services:**

- CDBG-DR grant administration and compliance monitoring
- Procurement support for professional services

- Financial management and drawdown coordination
- Progress reporting (financial and programmatic)
- Documentation of all required activities and deliverables
- Coordination with Town staff and Vermont ACCD
- Final project closeout and reporting

## **Submission Requirements**

Proposals must include the following elements. Incomplete submissions will not be considered.

### **1. Firm/Team Background and Qualifications**

- Firm(s) name, address, and contact information
- Firm(s) history, size, and organizational structure
- Professional certifications and licenses
- Insurance coverage (professional liability, general liability, workers' compensation)
- Experience of firm or team with CDBG-DR or similar HUD-funded projects

### **2. Technical Approach and Methodology**

- Detailed description of approach to each proposed service area
- Work plan with tasks, deliverables, and timeline
- Quality control procedures
- Coordination strategy with Town staff and other consultants
- Innovative approaches or value-added services

### **3. Comparable Project Experience**

- Minimum of three (3) comparable projects completed in the last five years
- For each project, include:
  - Project name and location
  - Client name and contact information
  - Project scope, budget, and timeline
  - Specific services provided
  - Key challenges and how they were addressed
  - Project outcomes and results

### **4. Project Team and Key Personnel**

- Organizational chart showing team structure and reporting relationships
- Resumes for all key personnel including:
  - Education and professional credentials
  - Years of experience in relevant disciplines
  - Role and responsibilities on this project
  - Relevant project experience

- Identification of project manager and primary point of contact
- Description of any subconsultant relationships and their roles

## 5. Project Schedule

- Detailed project schedule showing:
  - Major tasks and subtasks
  - Key milestones and deliverables
  - Critical path activities
  - Dependencies and coordination points
- Estimated duration from notice to proceed to final deliverable submission

## 6. Cost Proposal

- Detailed fee breakdown by service area and task
- Labor hours and hourly rates by personnel classification
- Reimbursable expenses (itemized)
- Subconsultant costs (if applicable)
- Total not-to-exceed fee
- Payment schedule tied to deliverables

## 7. References

- Minimum of three (3) client references for comparable projects
- Include client name, project title, contact person name, phone number, and email address

## Project Schedule

The Town anticipates the following overall project timeline:

<b>Environmental Review Clearance</b>	April/May 2026
<b>Consultant Procurement</b>	June 2026
<b>Contract Execution and Project Kickoff</b>	June 2026
<b>Feasibility Work Completion</b>	Fall 2026
<b>Developer Due Diligence Period</b>	Fall 2026
<b>Development Funding Applications</b>	Fall 2026 / Spring 2027

## Submission Deadline and Format

Proposals must be submitted electronically in PDF format to [bwoodruff@waterburyvt.com](mailto:bwoodruff@waterburyvt.com) by 5:00 p.m. May 29, 2026.

The proposal should not exceed 30 pages (excluding resumes and reference materials). Use 11-point or larger font with one-inch margins.

Subject line must read: 'Woody Avenue Planning RFP - [Firm Name]'

Proposals will be acknowledged upon receipt.

## Questions Regarding this RFP

Questions concerning this RFP must be submitted via email to: [bwoodruff@waterburyvt.com](mailto:bwoodruff@waterburyvt.com) or [nleitner@waterburyvt.com](mailto:nleitner@waterburyvt.com)

**Questions Deadline:** May 1, 2026

**Subject Line:** "Woody Avenue Housing - Planning RFP Question"

A digest version of all questions and answers will be emailed to all applicants.

No oral communications regarding this RFP will be binding on the Town. Direct contact with Town officials or staff other than through the designated email is prohibited and may result in disqualification.

## Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

Evaluation Category	Points
Firm Qualifications: Experience with affordable housing development, HUD-funded projects, Vermont regulatory environment, and interdisciplinary collaboration	30
Project Team: Qualifications, experience, and availability of key personnel; team structure and communication plan	25
Technical Approach: Quality and appropriateness of methodology; innovation; understanding of project challenges; community engagement strategy	20
Past Performance: Quality of comparable project examples; strength of references; demonstrated ability to meet deadlines and budgets	10

Cost Proposal: Reasonableness of fees; value for services offered; budget management approach	10
Local Knowledge: Familiarity with Waterbury, Central Vermont housing market, and regional development context	5
<b>TOTAL</b>	<b>100</b>

## Selection Process

A Selection Committee will review proposals submitted in response to this RFP. The Town of Waterbury intends to make its decision on the choice of an engineering consultant as soon as possible. The Town may choose to interview candidates before making its final decision. The most qualified respondent will be selected, subject to negotiation of fair and reasonable compensation.

The selection of a consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The Town of Waterbury is an Equal Opportunity Employer and encourages proposals from qualified minority and woman-owned businesses.

The Town anticipates selecting a consultant(s) by June 2<sup>nd</sup>, 2026 and executing a contract shortly thereafter. However, the Town reserves the right to modify this schedule as needed.

Award is subject to successful contract negotiations and completion of any required procurement procedures under CDBG-DR regulations.

## Terms and Conditions

- The Town reserves the right to reject any or all proposals, to waive informalities or irregularities in any proposal, and to accept or reject any item or combination of items.
- The Town reserves the right to request clarification or additional information from proposers.
- Issuance of this RFP does not commit the Town to award a contract or to pay any costs incurred in proposal preparation.
- All proposals become the property of the Town and will not be returned.
- Proposals may be subject to disclosure under Vermont Public Records Law.
- Selected consultant(s) must comply with all applicable federal, state, and local laws and regulations, including CDBG-DR requirements, prevailing wage laws, and equal opportunity provisions.
- The Town is an Equal Opportunity Employer and encourages proposals from minority and women-owned businesses.

- Selected consultant(s) may not subcontract any portion of the work without prior written approval from the Town.

## **Disclaimers**

1. Those submitting proposals do so entirely at their own expense. There is no express or implied obligation by the Town of Waterbury to reimburse any entity or individual for any costs incurred in preparing or submitting proposals, preparing or submitting additional information requested by Selection Committee, or participating in any selection interviews.

2. All information submitted becomes property of the Town of Waterbury upon submission. Waterbury 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. The cost of preparing, submitting and presenting the response to this RFP is the sole expense of the consultant. The Town of Waterbury reserves the right to alter the potential deliverables based on funding. The Town of Waterbury additionally reserves the right to alter the anticipated schedule based on the timeline of grant awards or internal funding. This solicitation of qualifications in no way obligates the Town of Waterbury to award a contract.

## **Additional Information**

The following materials are available upon request and may be helpful in preparing proposals:

- Town of Waterbury Municipal Plan (2018)
- Waterbury Unified Development Bylaws (2024)
- Phase 1 Environmental Assessment (in progress)
- Vermont Housing Needs Assessment (2024)
- CDBG-DR Disaster Recovery Action Plan
- Site maps and property ownership documentation
- Community flood damage documentation

The Town of Waterbury looks forward to receiving your proposal and working together to create much-needed affordable housing for our community.