

Request for Proposal (RFP) ARPA Committee Facilitator
Town of St Johnsbury, Vermont
March 31 2022

Summary of Project

On March 11, 2021, President Biden signed the \$1.9 trillion American Rescue Plan Act (ARPA) which established the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF). This fund provides \$130.2 billion to local governments nationwide for COVID-19 pandemic recovery assistance. The Town of St Johnsbury is estimated to receive \$2,139,413.67. Based on recommendations from Vermont Leagues of Cities and Towns as well as the Town's Auditor, the Town will utilize the Revenue Loss Exemption in the US Department of Treasury's Final Rule, and the funds will ultimately be expensed as approved by the Select Board.

The Town of St Johnsbury Select Board has formed an ARPA Advisory Committee. The purpose of the committee is to come up with a list of projects and/or purpose that St Johnsbury can use these funds for. The ARPA Committee is seeking proposals of a qualified facilitator to facilitate the gathering of community input and develop an intake and review process that will serve as a blueprint for spending of funds in keeping with the best interest of the entire community. The facilitator will work with the Committee and interact with a wide range of organizational stakeholders throughout the plan development.

The specific goals of the process are to:

- Ensure that the Committee is guided and led in accordance with the Town Plan and previously gathered public input (i.e. the 2015 Vermont Council on Rural Development Community Visit), as well as regional planning documents.
- Gather and review community needs assessments prepared by local service providers.
- Review the Committee's current list of priority projects and initiatives to assure they are in line with these documents.
- To develop a communications strategy that provides opportunity to gather input from our entire population.
- Identify new and ongoing needs of the community.
- Examine trends in the region that may impact the Town of St Johnsbury.
- Develop an equitable process for reviewing funding requests.

Project Methodology

In submitting a response to this RFP, facilitators should include their proposed methodology for guiding the Committee's planning process that addresses, among other things:

- facilitating discussions and research to assist the Committee to fulfill its charge to develop an equitable review process;
- assisting in the creation of surveys to gather information from various stakeholder groups;
- conducting focus group discussions and documenting input in a written summary.

Project Deliverables

The facilitator will be expected to:

- Guide and stimulate discussions within the ARPA Committee, and prepare formal notes from these meetings to the Committee;
- Administer surveys and hold focus groups with various stakeholders and compile a summary of findings for the ARPA Committee to review;
- Lead strategic planning discussions and exercises at ARPA Committee meetings;
- Write a formal review process in collaboration with the Committee and present the plan to the Committee and Select Board.
- For the purpose of this proposal, the facilitator can assume three meetings with the ARPA Committee, and three public input meetings.

Selection Process

Selection Committee will make a recommendation to the Town Manager and the Town Selectboard to award a contract. The selection committee will review and evaluate all proposals based on the following criteria:

Review Criteria	Weight	Maximum Points	Weighted Points
Understanding the Scope of Work	5	5	25
Knowledge of Project Area	2	5	10
Qualifications/Experience of Proposed Staff	5	5	25
Project Budget	3	5	15
Reasonableness of Proposed Schedule	2	5	10
Proven Record of Successful Completion of Similar Projects	3	5	15
TOTAL			100

The Committee reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

The proposals will be evaluated and awarded based on the personnel presented in the Technical Proposal. Should the awarded consultant propose any substitutions to the project personnel they must submit a letter to the Municipality requesting approval of such a change.

The committee will select the consultant to perform the services outlined in the scope of work in approximately 2 weeks from the due date. The rates that are proposed will be in effect for the complete term of the contract.

Proposal Requirements

A proposal submitted in response to this RFP should contain sufficient detail to permit an evaluation of your firm’s capabilities and charges. For a proposal to receive consideration, it must contain the following six requirements:

1. A proposed work plan and schedule with an explanation of the methodology to be used and addressing all required deliverables;
2. Qualifications and credentials of the facilitator;
3. Pricing of every aspect of the proposal including estimated hours required, hourly rate and a “not to exceed” quote;
4. Availability for scheduling subsequent interviews and meetings;
5. Summary of experience with other organizations similar in size; and
6. A reference list of current and past clients of organizations similar to St Johnsbury.

Timetable

It is anticipated that facilitator selection and plan development will proceed as follows:

Process	Date
Proposals submitted	April 22, 2022
Facilitator Selected by the Committee	April 29, 2022
Estimated Date of First Committee Discussion	May 13, 2022
Committee Discussions, Surveys and Focus Groups	June-Oct. 2022
Draft of Written Plan	Nov. 15, 2022

Delivery of Responses/Contact Information

Proposals must be submitted electronically by noon on or before April 22, 2022. Proposals received after this deadline will not be considered. Extensions to this deadline will not be granted. Please direct questions and deliver response to Chad Whitehead, Town of St Johnsbury Town Manager at cwhitehead@stjvt.com

DISCLAIMER

All proposals are intended for the sole proprietary use of the Town of St Johnsbury. The purpose of this RFP is to provide applicants with information to assist in the preparation of their bid applications. The Town of St Johnsbury reserves the right to accept or reject any submitted

proposals for any reason. No RFP document is an agreement, nor is any RFP document an offer or invitation by Town to any other party. The terms on which the project is to be carried out will be set out in a separate agreement. The Town will not entertain any claim for expense related to the preparation of RFP submissions or any related matter, and all applicants by the submission of their bids agree not to seek any claim, compensation, damages, or any other consideration whatsoever in connection with any aspect of the RFP process or preparation and submission of proposals.