

**REQUEST FOR PROPOSALS (RFP)
CONSULTANT SERVICES**
The Right Side of the Tracks
Windsor, Vermont

Summary of RFP-related questions and corresponding answers:

Q1: What is the expectation for video production in this project?

A1: A component of this work will be to compile and review existing relevant videos in order to understand the community's vision for the downtown and the work that has been accomplished to date, such as:

- <https://vimeo.com/213898711>
- <http://woa-tv.org/site/2014/07/16/around-windsor-with-tom-marsh-13-judy-hayward/>
- <http://woa-tv.org/site/2013/11/21/windsor-of-the-future-a-walking-tour-with-bob-haight/>
- <http://woa-tv.org/site/2012/02/29/downtown-windsor-program-8-strategy-sessions-where-do-we-go-from-here/>

The Town is also interested in having project deliverables to be digital and web-based, including the utilization of video to describe aspects of the project outcomes. The Town offers the following video from Pawtucket, RI as a good example of the kind of thing that would be useful for this project in Windsor:

- http://www.elocallink.tv/m/v/player.php?pid=Q8xBBN84&fp=ripa14_welrev3_iwd

Q2: Do you think that a market assessment would be necessary to develop redevelopment scenarios for the key properties? Or has work been done already?

A2: The Town did not intend for a marketing assessment to be conducted as part of this effort. Their primary interest is for the consultant to begin with some of the ideas that were identified during the recent past (e.g. downtown master plan), and then evaluate constraints, such as floodplain, wetlands, brownfields, etc. The town is more interested in identifying appropriate building locations and massing, etc., as opposed to land use opportunities/market assessments.

Q3: Could you provide a list of the specific previous reports and plans that currently exist that might in some way be relevant to the study area?

A3: Some of the relevant documents include the Town Plan, a recent bicycle and pedestrian feasibility study, and a variety of Brownfield site assessment documents. There are a variety of other studies that have been completed, but are available in varying forms. Please see the attached description.

Q4: Task 5 calls for integrated AutoCAD drawings as one of the products. The mapping and graphics standard portion of the RFP indicates that the project will use GIS, In Design, and Photoshop and that the final products will be in GIS shape files and PDF formats. Could you please clarify where and/or how AutoCAD will fit into this mix?

A4: The Town has a variety of existing site plans and concept drawings in CAD. One aspect of this project will be to combine all of the various CAD files to create one file for this part of the downtown. The Town would prefer the outcome of that to remain in CAD format, with PDF images to be viewed on a website, etc. The Town also has the ability to work with Sketch Up and Photoshop. Project deliverables do not need to be in a GIS format, but the resulting CAD drawings should enable easy export into a GIS shapefile(s).

Q5: *The RFP mentions that the Town is working with Amtrak on several projects, but does not mention discussions about rail access to the commercial properties in the study area. Has the Town had any discussion with New England Central Railroad on this topic and if so, what has been the response so far?*

A5: Yes, the Town has been talking to the railroad and has had a good response so far. Discussions have talked about two different proposals to take advantage of existing rail sidings. A desired component of this project is to evaluate opportunities for new rail sidings.

Q6: The RFP appears to interchange the use of “activities” and “projects,” based on what is presented in Completed, Funded and In-Progress Activities plan, Could you clarify if this is indeed the case or if not, what are considered to be activities and what are considered to be projects, since Task 1 references them both as seemingly separate things.

A6: See the discussion under A8.

Q7: Work in Task 3 is expected to produce a concept plan for the commercial properties. The list of what the final plan will include on page 1 of the RFP notes that it will have redevelopment scenarios for key properties. Task 5 also indicates that site plans for many aspects of the properties have been prepared. How flexible are the site plans and can they be modified, if appropriate and found to be advantageous to the properties’ marketability or the success of the overall plan?

A7: See the attached for a description of existing site plans. These are intended to be a good starting point for this project, but these initial site plans may need to be modified based upon input received and/or in order to coordinate the redevelopment plans with adjacent areas.

Q8: Could you provide a legend for the two plans at the end of the RFP that explain what the various shadings, colors and lines specifically mean?

A8: The RFP includes two plans. The color schemes used on both plans are only differentiated in order to delineate the separate components. The first plan shows projects that are either recently completed or funded and in-progress. The expectation is that these will be included in the existing conditions plans, and the consultant will help to identify additional improvements to tie these pieces together into one cohesive master plan for this portion of the downtown. The second plan depicts the overall limits of this project (all things in aggregate) as well as the individual components that should be considered as part of this planning effort. The grey dots generally represent the completed and in-progress efforts. The red dots show components that should be incorporated into the concept plans resulting from this study. The dashed lines are showing ideas for transportation connections, most of these are labeled (e.g. rail siding, access improvement, pathway connection). The dashed blue line in the Riverfront neighborhood shows ideas for roadway connections.

Q9: *Could you clarify what the concept plan for Task 2 would be for and what it should contain?*

A9: Under this task, the consultant will compile existing information from the town (i.e. Riverfront neighborhood plan, pilot project to improve flood resiliency of three structures) to serve as the basis. The consultant will assist with outreach activities as discussed in the RFP. The concept plan will then be modified to incorporate ideas for neighborhood improvement focusing on the public realm, such as road connections, sidewalks, parking, access to the river, and any other relevant ideas.

Q10: *How much interest have you had in the RFP?*

A10: We have been contacted by about 12 firms so far, and 4 firms have submitted questions.

Q11: *Regarding the redevelopment scenarios, would the property owners be involved in the planning process?*

A11: Yes, it is expected that the consultants will help to coordinate with key property owners. The key property owners include the Windsor Improvement Corporation and the Cone-Blanchard owners.

Q12: *Can you clarify what Windsor envisions with regard to "redevelopment scenario"?*

A12: The RFP calls for "redevelopment scenarios" for key properties, including the Cone-Blanchard, Goodyear, and Railyards properties. Site plans for many aspects of these properties have been developed already. The consultant is expected to compile the existing site plans into CAD, evaluate constraints, and engage with town officials, property owners and the general public to identify opportunities for redevelopment. The town is interested in the outcomes of this process to be limits of constraints; preferred locations for buildings, building mass/scale, etc.; and how the scenario relates to the neighborhood in which it is located. The final outcome will be depicted on a site plan and with illustrations.

Q13: *Regarding the "Integrated AutoCAD drawings", what does this "common base" look like? The web? A video? A .pdf?*

A13: Site plans are intended to be in a CAD format, and vignettes in Sketch Up or something similar. All images will also be provided in a PDF format for use on a website. A video that summarizes the project would be very interesting, but is not necessarily required. The consultants are welcome to make a suggestion about the best way to present this information. Firms might consider including optional elements with an itemized cost estimate.

Q14: *Can you confirm that the key properties are the Cone Blanchard Site, Goodyear Site and Windsor Railyards (are they indicated in the yellow, blue and green shaded areas? And are these sites the "3 abandoned buildings" referred to in the RFP?*

A14: Yes, the key properties are Cone Blanchard (in yellow), Goodyear (in green) and Windsor Railyards (no color). The Windsor Railyards is located off of the very end of Depot Avenue, generally located in the white tri-angular area behind the Windsor Station restaurant.

Q15: *We were somewhat unclear on the study area for the Transportation Planning Component? And to that end, to the yellow and orange lines indicate new roads or travel ways?*

A15: See the response under A8. A number of the proposed elements on the Project Deliverables map are based upon other recent work, such as the bicycle and pedestrian feasibility study. The Town has ideas already in mind for some of the other elements, such as the river overlook and boat landing.

Q16: *Is there a discrete project deliverable for each of the red dots on the Deliverables map?*

A16: These are components that should be included in the resulting master plan.