Request for Qualifications

Consulting Services for Regional and Municipal Housing Needs Assessment and Planning

Issue Date: Tuesday, November 3, 2026

Qualifications Deadline: Tuesday, December 1, 2026, 4:00 PM EST

Questions Due: Monday, November 16, 2026

Answers Posted: Wednesday, November 18, 2026

Questions and Submissions sent to:
Anne Nelson Stoner
anstoner@ccrpcvt.org

CHITTENDEN COUNTY RPC
Communities Planning Together

110 West Canal Street, Suite 202
Winooski, Vermont 05404-2109
802-846-4490
www.ccrpcvt.org

RFQ for Consulting Services for Regional and Municipal Housing Needs Assessment and Planning

Introduction and Background

The Chittenden County Regional Planning Commission (CCRPC) is issuing this Request for Qualifications (RFQ) for Consulting Services for Regional and Municipal Housing Needs Assessment and Planning. The CCRPC seeks to select a qualified and innovative consultant to assist with a project that will include the following:

- A regional plan housing element to replace CCRPC ECOS Regional Plan – Supplement 7 and that complies with 24 V.S.A. 4348a(a)(9) by providing a regional housing profile and 19 municipal housing profiles that establish housing needs. This deliverable will specifically identify and characterize future regional housing gaps and consider housing type, quality, unit and household size, affordability, tenure, accessibility, and other relevant characteristics by different geographic settings within the County;
- A report and/or materials explaining the purpose and role of both the CCRPC Demographic and Economic Trends & Forecasts Report 2025-2050 and the 2050 Chittenden County regional and municipal housing targets, in plain language, and their relation to the achievement other regional goals related to affordability, economic development, climate resilience, public health, land use, and transportation in 2050; and
- A municipal housing action plan to determine how to achieve the low and mid 2050 municipal housing targets in one Chittenden County community (South Burlington) that will serve as a model for municipal housing actions plans in other Chittenden County communities to be developed in FY28 and future years.

CCRPC will work collaboratively with the selected consultant to negotiate a specific project timeline. CCRPC's desire is to have the above work completed in early FY28 to allow project deliverables to be used in the development of the 2028 ECOS Regional Plan Amendment to be adopted in spring 2028.

Statement of Qualifications Format and Submission

All consultants are required to prepare a **Statement of Qualifications (SOQ)** and a **Cost Proposal** as part of this submission. To be considered responsive to this RFQ, qualifications must conform to the following requirements:

- Submit an electronic copy of the SOQ via email in pdf format. The SOQ shall not exceed 15 pages, not including resumes.
- Submit an electronic copy of the Cost Proposal as a separate pdf email attachment.
- Submit an electronic copy of the Contractor Financial Background Questionnaire as a separate pdf email attachment.

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The email should clearly indicate that the response is for Consulting Services for Regional and Municipal Housing Needs Assessment and Planning. The email should identify the name and address of the prime consultant.

Submissions must be sent to Anne Nelson Stoner (anstoner@ccrpcvt.org) by 4:00 p.m., Tuesday, December 1, 2026.

A confirmation email will be sent upon receipt of the qualifications. Qualifications received after the deadline will not be accepted.

Questions and Answers

Questions regarding this RFQ should be directed to Anne Nelson Stoner at anstoner@ccrpcvt.org. The CCRPC will maintain a list of questions and answers on the CCRPC RFP/RFQ website (https://www.ccrpcvt.org/resources/rfprfqgrants/). Questions will be accepted until November 16 with answers posted by November 18 to ensure all parties have adequate time to review the answers.

Statement of Qualifications Requirements

The SOQ should clearly demonstrate that the contractor understands the topic area, the character of the deliverables, the services required for their delivery, and the specific tasks that must be performed.

The SOQ shall include the following:

1. **Cover Letter** providing a brief introduction to the firm along with an overview of the contractor's understanding of the topic area.
2. **Introduction to the Consultant** with the following information relative to their firm:
    a. Firm name and business address, including telephone number and email contact. Include former firm names and year established, if applicable. Identify the state in which the firm was organized or incorporated and the year the firm was established.
    b. Type of ownership, and name and location of parent company and subsidiaries, if any.
    c. Indication of whether the consultant is licensed to do business in the State of Vermont. Consultants are not required to be licensed to respond to this RFQ, but they will be required to obtain the license prior to being awarded this contract.
    d. Number of full-time employees. Part-time employees routinely engaged by the respondent may be included if clearly identified as such.
    e. A description of the consultant's commitment to, and experience with, engaging all populations.
3. **Qualifications and Experience for Specific to Forecasting, Housing Needs Assessments, and Housing Action Plans.**
    a. A description of the consultant's general qualifications, including experience with similar types of contracts. Provide a description of relevant specific skills and services offered.
4. **Qualifications of and Experience of Key Staff with Forecasting, Housing Needs Assessments, and Housing Action Plans.**

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   a. Consultants shall identify key staff that would be assigned to assist CCRPC on future projects and provide summaries of the past experience of these key staff, with an emphasis on previous experience on similar projects. Include resumes of the ***key staff*** as an appendix (resumes do not count toward qualifications page limit).

5. **References** (provide a minimum of three)
   a. Please provide names and contact information for at least three references who can speak to your firm's qualifications.

Cost Proposal Requirements

The Cost Proposal shall include:

- An hourly rate schedule for all job categories that may be utilized under this contract; and
- Overhead rate and fee.

Selection Procedure

Qualifications will be evaluated separately considering the criteria listed below by a selection committee consisting of members of CCRPC staff and City of South Burlington staff. A list of qualified consultants under each topic area will be developed based on the following criteria:

- Responsiveness to the RFQ: 10 points
- Overall understanding and firm's perspective of work to be completed related housing and housing needs assessments: 20 points
- Qualifications of the contractor and assigned personnel related to housing and housing needs assessments: 30 points
- Proven record of successfully completing similar projects: 40 points

Following scoring and discussion of the SOQs, the cost proposals will be reviewed. The CCRPC reserves the right to seek clarification of any qualifications submitted and to select consultants that best promote the public interest.

General Terms & Conditions

The CCRPC may issue addenda/amendments to this RFQ which will be available on the CCRPC website. It is the consultant's responsibility to check for updated information on the website and submit the amendments available on the CCRPC website.

All qualifications shall be submitted in accordance with the requirements set forth in this RFQ. It is the consultant's responsibility to ensure timely submittal of the qualifications on or before the due date and time.

The CCRPC is not responsible, in part or whole, for costs incurred in the preparation of the qualifications in response to this RFQ. The cost of preparing, submitting, and presenting the qualifications is at the sole expense of the consultant. All qualifications become the property of the CCRPC upon submission. The CCRPC reserves the right to seek clarification of any qualifications submitted and to select the consultant that best promotes the public interest.

The CCRPC reserves the right to reject any and all qualifications received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or

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to cancel the RFQ in part or in its entirety. This solicitation of qualifications in no way obligates the CCRPC to award a contract.

Project Policies, Guidelines and Methodologies

Once selected by CCRPC, consultants shall comply with all applicable laws, regulations, policies, standards, and guidelines, which may be created or changed periodically. It is the responsibility of the consultant to ensure adherence and to remain abreast of new or revised State and federal laws, regulations, policies, standards, and guidelines affecting project execution.

Selected consultants will be required to submit an insurance certificate in compliance with the State of Vermont Standard Contract and Grant Provisions Attachment C (see Attachment 2) as well as a W9 to complete the agreement/contracting.

Confidentiality

All responses will become part of the contract file and will become a matter of public record. If a consultant includes any material that is considered to be proprietary and confidential under 1 VSA, Chapter 5, the consultant shall clearly designate the material as such, explaining why such material should be considered confidential. Under no circumstances can the entire response or cost proposal be marked confidential.

Non-Discrimination And Title VI

CCRPC and the consultant shall comply with the provisions of the Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and subsequent related acts, and all other federal statutory laws which provide in whole or in part that no person or entity on the grounds of race, color, national origin, sex, physical disability, or veteran status be excluded from participation in, be denied the benefits of, or be otherwise discriminated under the State and federal assisted contracts, programs and activities.

RFQ Schedule

Tuesday, November 3, 2026	Release RFQ
Monday, November 16, 2026	All questions due
Wednesday, November 18, 2026	Responses posted
Tuesday, December 1, 2026	Qualifications due by 4:00 pm EST
Mid December	Consultant interviews (if needed)
Late December	Consultant selection