CHITTENDEN COUNTY RPC
Communities Planning Together

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2027 Chittenden County Transportation Survey

Request for Proposals (RFP)

Responses due by Monday, December 7, 2026 at 4:00 pm
Send responses to: Bryan Davis, Transportation Planning Program Manager, at bdavis@ccrpcvt.org

1.0 Introduction

The Chittenden County Regional Planning Commission (CCRPC) invites qualified firms, or a team of firms, to submit written proposals to undertake a county-wide public opinion survey on transportation and related issues.

Survey results will provide a resource for the CCRPC's short and long-range planning work and continue a trend of regularly measuring the Chittenden County public's attitudes on transportation. Previous public surveys were undertaken in 2000, 2006, 2012 and 2018. Those survey reports are available here.

The new survey will largely replicate the previous versions to note any historical attitudinal shifts. The primary purpose of the survey is to objectively measure public opinion in Chittenden County regarding performance of the region's transportation system and identify strategies to address existing and future deficiencies. Relative to performance, questions will measure the public's opinion on how well the transportation system serves the public's travel needs, affects livability, promotes economic development and opportunity, and affects the environment. Relative to improvement strategies, public opinion will be sought on alternatives such as highway capacity, transit expansion, pedestrian and bicycle facilities, transportation demand management measures (TDM) and land use. Broader questions related to transportation policy and financing will also be included.

The primary objectives of the survey are to measure satisfaction with the County's transportation system among those who live and work in the county and to gather public opinion on how future transportation dollars should be spent – as well as to track any changes in public responses over time. By asking respondents their opinion on a wide range of transportation issues including road maintenance, sidewalk quality, public transportation, and bike infrastructure, the CCRPC will be better able to identify the public's desired transportation priorities.

1.1 Project Schedule

The project is anticipated to begin in early 2027 following consultant selection and contract execution. Work is expected to substantially be complete by June 2027, with preliminary survey results anticipated by April 2027 to inform development of the CCRPC's Metropolitan Transportation Plan (MTP).

2.0 Submission Requirements

Please submit a separate technical proposal and a cost proposal via email to Bryan Davis (bdavis@ccrpcvt.org) by **Monday, December 7, 2026 at 4:00 pm**. Proposals received after the deadline will not be accepted. Technical proposals are limited to **15 pages** for the project understanding, scope, team experience, allocation of team member hours for each task, and schedule; with an additional **up to 5 pages** allowed for summary of team members experience with similar projects. It is the respondent's responsibility to verify the proposal receipt with the CCRPC Project Manager.

Please indicate if you are licensed to do business in the State of Vermont; consultants are not required to be licensed to respond to this RFP, but they will be required to obtain the license prior to being awarded a contract.

2.1 Questions and Contact

Please email Bryan Davis at bdavis@ccrpcvt.org if you have any questions about this request for proposals. CCRPC will maintain a list of questions and answers on the CCRPC RFP website. Questions will be accepted until **Wednesday, November 18, 2026 at 3 PM** with responses posted by **Friday, November 20, 2026** to ensure all parties have adequate time to review the answers.

2.2 Technical Proposal

The Technical Proposal should demonstrate that the consultant understands the intent and scope of the project; the character of the deliverables required for completion; and the specific tasks that must be performed to supply these services. In addition, consultant qualifications necessary to successfully complete this project should be demonstrated. Please include the following information in the technical proposal:

Cover Letter & Project Abstract

This section should introduce the consulting firm and summarize the consultant's overall understanding of the project. It should briefly describe the proposed approach to be taken to achieve project goals and objectives.

Methodology

This section will address the overall project goals and specific tasks described in the introductory section of this RFP and the subsequent Scope of Work (SOW). In addition to the stated SOW tasks, consultants are encouraged to propose additional tasks and methodologies that are relevant and might enhance this project. The consultant should give a detailed description for each proposed task, deliverables and milestones.

Role of Key Staff, Qualifications & Timeline

The consultant should identify key individuals assigned to this project and describe their role and responsibilities in this work. Submit resumes for only those individuals who will participate in the proposed project. Clearly identify the project manager and other key individuals assigned to this project and include their function and/or responsibility along with their level of involvement in this project. Tables indicating estimated labor hours per task as outlined in the SOW should be provided. Include a Gantt chart indicating project timetable and major milestones (meetings and deliverables).

References

Please provide names and contact information for three references who can speak to your qualifications along with a brief description of the work performed for each reference.

2.3 Cost Proposal

The cost proposal should be emailed as a separate attachment and list the prime consultant and any sub-consultants separately and include the following:

- Assigned personnel hours and hourly/total costs for the completion of each task as detailed in the SOW, direct expenses, overhead rate, and fee. Please provide the same information for any new/proposed task.
- Detailed cost proposal for each proposed subconsultant.

3.0 Scope of Work

This Scope of Work section identifies major aspects and tasks associated with this project. CCRPC staff will manage the day-to-day activities of this project.

3.1 Services Required

The survey methodology is of the selected consultant's choosing. However, **results must be statistically comparable to the results from the 2000, 2006, 2012 and 2018 surveys**.

The following activities and deliverables are expected from this project:

Provide a project schedule identifying the main tasks and deliverable dates. Desired project completion no later than the end of June 2027 with preliminary survey results available in April 2027. The goal is for the survey to inform development of the CCRPC's MTP, the region's long-range transportation plan. Please explain if this timeline is unrealistic.

Develop Survey Instrument – Question development will be closely coordinated with CCRPC staff and replicate questions from the past surveys.

Conduct survey – Apply proposed methodology following approval of CCRPC staff. Results must be statistically reliable when extrapolated to the total population of Chittenden County within an agreed to margin of error.

Prepare draft survey report – This report will describe survey methodology, document survey findings, highlight key observations, and compare results to the 2000, 2006, 2012 and 2018 surveys.

Present survey results and draft report to the CCRPC Transportation Advisory Committee (TAC).

Prepare Final Survey Report – Following CCRPC staff and TAC input, report revisions will be made, and a final survey report submitted.

Present the final survey report to the CCRPC Board.

Assemble presentation of survey results at both draft and final report phases – With CCRPC staff assistance, the consultant will prepare PowerPoint presentations for TAC and Board and for subsequent use to other interested parties.

4.0 Proposal Evaluation and Consultant Selection

All Technical Proposals will be reviewed and evaluated by a Review Committee consisting of CCRPC staff and members from the CCRPC Transportation Advisory Committee (TAC). All Technical Proposals will be evaluated against the proposal requirements outlined in Section 2.0. Proposals that fail to comply with the requirements may be rejected and not considered further in the evaluation process.

4.1 Evaluation Criteria

Responses will be scored using a predetermined point methodology for each of the factors below for a total of 100 points.

a. Responsiveness to the scope of work – 10 points
b. Project understanding, approach and methodology – 35 Points
c. Project schedule and work plan – 15 points
d. Proposer team and specific experience of the proposed staff – 20 points
e. Proven record of successfully completing similar projects – 20 points

Once the technical proposal is reviewed and scored, the cost proposal information will be reviewed for consistency with the technical proposal. Project cost will be considered in the selection but is not the deciding factor. Specific attention will be given to the commitment of key staff and the overall labor effort proposed, and their relationship to the estimated project cost.

4.2 Interviews and Presentations

CCRPC reserves the right to invite top-ranked consultants for interviews prior to awarding the contract. In this process, the review committee may ask the respondents to give an oral presentation of their respective proposals. The purpose of this oral presentation is to provide an in-depth analysis of certain qualifications, experience in performing similar services, and an opportunity for the proposer to clarify or elaborate on their qualifications without restating the proposal to the review committee. The optional interview and presentation are merely to present facts and explanation to the review committee but not to negotiate any terms of the contract or selection process. The interview and presentation, if deemed necessary by the selection committee, could be held either virtually or in-person. The consultants will be notified of the day and time at least 1 week prior to the meeting.

4.3 Contract Award

The contract will be awarded based on a competitive selection and scoring process. The technical proposal evaluation, cost proposal review and interviews and presentations (if held) will be taken into account in making a final decision to award the contract. It should be noted that the consultant with the lowest cost proposal will not necessarily be awarded the contract.

5.0 General Terms and Conditions

5.1 Contract Requirements

This project is using funds from the Federal Highway Administration and/or the Federal Transit Administration. The awarded contractor will be subject to the contracting requirements outlined in 2 CFR 200. Consultants may have standard terms and conditions which are required to be submitted with

the proposal, however, the CCRPC reserves the right to negotiate such terms and conditions and will not accept the Consultant's standard form in lieu of the Standard State Provisions for contracts and grants.

The CCRPC will enter into a contract with the selected consultant that will pay for approved services to achieve the deliverables as articulated in the scope of work, as well as expenses and materials used during the period of the agreement.

5.2 Confidentiality

The successful response/proposal will become part of the contract file and will become a matter of public record, as will all other responses received. If a proposer includes any material that is considered to be proprietary and confidential under Title 1 Vermont Statutes Annotated Chapter 5, the proposer 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.

5.3 Public Participation Plan

The CCRPC adheres to the 2014 Public Participation Plan (http://www.ccrpcvt.org/aboutus/public/) for all its activities. The Plan outlines the CCRPC's principles and goals, aligns our strategies and activities with specific levels of engagement appropriate to each, and provides evaluation methods for determining the effectiveness of our initiatives. Consultants on this project are also expected to utilize the South Burlington Equity in Planning Outreach Toolkit to guide development of the Public Engagement Plan and the execution and integration of public engagement into analysis.

5.4 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.

5.5 Proposal Conditions

The CCRPC may issue addenda/amendments to this RFP which will be available on the CCRPC website at http://www.ccrpcvt.org/resources/rfprfqgrants/. It is the proposer's responsibility to check for updated information on the website and submit the amendments available on the CCRPC website.

All proposals shall be submitted in accordance with requirements set forth in this RFP for consideration. It is the consultant's responsibility to ensure timely submittal of the proposal 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 proposal in response to this RFP. The cost of preparing, submitting, and presenting the proposal is at the sole expense of the consultant. All proposals become the property of the CCRPC upon submission. The CCRPC reserves the right to seek clarification of any proposal submitted and to select the proposal that best promotes the public interest.

The CCRPC reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities, or to cancel the RFP in part or in its entirety. This solicitation of proposals in no way obligates the CCRPC to award a contract.