



Request for Proposals

Development Consultant for VLCT Headquarters and Vermont Association Hub

RFP Issued	February 18, 2025
Proposal Due Date	March 31, 2025
Questions Due	March 15, 2025
Anticipated Award Notification	May 2, 2025

Contact for RFP	Betsy Bishop VLCT Consultant Betsybishop2.0@gmail.com
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VLCT is an equal opportunity employer and is committed to equal opportunity in its contracting process. Auxiliary aids and services are available upon request to individuals with disabilities.

I. Introduction

The Vermont League of Cities and Towns (VLCT) seeks proposals from qualified real estate development consultants to assist in the development of a new headquarters for VLCT that will be collocated with other membership-focused, non-profit associations in Montpelier, Vermont – The Vermont Association Hub (the “Hub”). This project is an exciting opportunity to create a dynamic and synergistic environment for association management organizations to share space and resources to optimize the delivery of their services to their memberships. VLCT intends to work with the development consultant to assist them in determining the feasibility of alternatives, identifying the preferred alternative, developing a project pro forma and, if appropriate, negotiating site control.

II. Vision

VLCT is spearheading an effort to create a new Vermont Association Hub; a modern, flexible, and affordable space for VLCT’s own headquarters and those of other Vermont membership organizations. The Hub will be in downtown Montpelier near the State House and the State government complex which will complement the advocacy mission of the participating associations. It will provide a welcoming environment for Hub staff and visitors for meetings, collaboration, and events.

The pandemic shifted where many employees work, and like many other office workers, Hub members’ employees enjoy the flexibility of remote work. The goal of this project is to create a world class office environment – where employees will choose to work, gather and collaborate and where all feel welcome and appreciated. Membership associations need all the amenities of Class A office space that accommodates their entire workforce, boards, and membership, but it seems unreasonable to build such a space and only use it a few days a month. This project aims to create a membership organization ecosystem that both meets modern needs and the realities of prudent budgeting. The Hub concept is designed to pool assets and address the obligations of associations with similar core competencies including board engagement, membership recruitment and retention, budgeting, communications/marketing/events, advocacy, finance and IT.

The project will include either rehabilitating an existing space or constructing a new 15,000 to 20,000 square foot building within the Urban Center 1 Zoning District in Montpelier, Vermont (additional details in the Scope of Work that follows in Section IV). VLCT will entertain an ownership structure that optimizes initial investments but intends to be the full owner of the project at the conclusion of the financing period. VLCT will contract professional property management services upon occupancy of the project.

III. Background

VLCT has worked with a consultant to conduct a market analysis of the Urban Center 1 Zoning District in Montpelier. This analysis included the identification of eighteen (18) properties and the initial due diligence of these properties based on VLCT's project specifications. This list was narrowed down to three (3) properties that could potentially serve as the project site, however, the market has been dynamic since the completion of the analysis:

- 110 State Street, Montpelier, VT
- 105 State Street, Montpelier, VT
- 144 and 146 State Street, Montpelier, VT

VLCT would consider other properties in downtown Montpelier and will work with the development consultant to ensure any and all viable sites are explored.

VLCT recognizes that the three (3) potential properties listed above, as well as the general location of interest, pose unique challenges to development, including flood proneness, navigating city and state development review, and associated development restrictions.

VLCT estimates a need for 15,000 to 20,000 SF of space, but intends to work with the consultant to refine this. It is envisioned that the Hub would include:

- Shared workspaces to accommodate about 50 people
- A conference / training room capable of seating at least 75-100 people equipped with technology to facilitate hybrid meetings and trainings
- Multiple small meeting spaces, each to accommodate twelve (12)
- Multiple small offices to accommodate anchor tenants with permanent office needs for sensitive work
- Focus rooms or pods for privacy
- Reception desk and seating area
- Common spaces for informal meetings
- Copy and production space
- Private bathrooms
- Kitchen
- Storage
- A minimum of fifteen (15) parking spaces
- Convenient access to public parking

IV. Scope of Work – Phase 1

The consultant will work with VLCT to complete the following elements of Phase 1:

- Advise VLCT on the potential structure and strategy for entering into public-private partnerships to support the development and operational goals of the VT Association Hub.
- Develop specifications for the project.
- Assess the three (3) identified properties and provide expert advice on the viability of each for the project. Alternatively, the consultant may propose one or more alternative sites for further analysis.
- Assist VLCT to select the preferred alternative.
- Assist VLCT to negotiate and secure site control to the selected property.
- Perform high level evaluation of the physical characteristics of the development site, including topography, zoning regulations, utilities, historic preservation (as applicable), access points, title, environmental factors, permitting, and potential development constraints.
- Conceptualize the project design, considering building types, unit mix, layout, and potential design challenges based on the site constraints.
- Develop project pro forma; evaluate the use of tax credits, financing incentives, grants, etc. in the capital stack, as applicable and appropriate.
- Create a realistic timeline for the project from conceptualization to construction completion, ensuring that all necessary steps are taken to meet the project's goals.
- Recommendations on how to proceed beyond Phase 1.

V. Submission Requirements:

1. Proposal:

- A detailed approach to the Phase 1 Scope of Work.
- Identify and address mitigation measures to develop responsibly in areas prone to flooding.
- Propose strategies to ensure project success given high profile nature of development area.
- A timeline for Phase 1 completion and specific milestones.
- Fee structure for the services proposed and fee schedule for additional services.

2. Experience:

- Resumes and qualifications of key team members who will be working on the project.
- At least two representative projects completed in the last five years and contact information for the projects' owners. If possible, please include a project involving a historic building.

VI. Evaluation Criteria

VLCT will review proposals based on the following criteria:

- Demonstrated experience in similar commercial real estate acquisition, development, and advising on non-profit office spaces.
- Proven track record with public-private partnerships, tax credits, and grant funding.
- Understanding of the unique needs of non-profit organizations and the ability to ensure project success.
- Ability to meet the project timeline and budget.
- Competitive and transparent fees.

VII. Timeline & Process

- **RFP Release:** February 18, 2025
- **Deadline for questions:** March 15, 2025
- **Answers posted at vlct.org by:** March 24, 2025
- **Submission Deadline:** March 31, 2025
- **Interviews:** April 11-25, 2025
- **Selection:** May 2, 2025
- **Project Phase 1 Start:** June 3, 2025
- **Project Phase 1 Completed:** Fall 2025

Complete submissions will be reviewed by a selection committee comprised of representatives from VLCT and other partners.

VLCT reserves the right to select more than one highly qualified consultant and invite them for an interview. In this process, the selection 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 qualifications, experience in performing similar services, and an opportunity for the consultant to clarify or elaborate on their qualifications. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.

VLCT will work with the selected consultant to negotiate a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract.

VIII. Proposal Submission Instructions

All proposals must be submitted by **March 31, 2025, at 3:00 PM.**

VLCT will accept proposals submitted by mail or digitally via email.

Send mailed proposals to:

Vermont League of Cities and Towns (VLCT)
Attn: RFP for VT Association Hub
89 Main Street, Suite 4
Montpelier, VT 05602

Send digital proposals via email to:

jhill@vlct.org

For any inquiries related to this RFP, please contact
Betsy Bishop via email: betsybishop2.0@gmail.com

IX. Disclaimers

VLCT reserves the right to reject any or all proposals and is under no obligation to award a contract based on this RFP. The final consultant selection will be based on the best fit for the project's needs and budget.