

REQUEST FOR PROPOSAL

January 2025

Chittenden Energy and Climate Committee was established in December 2023 as a subcommittee of the Chittenden Selectboard. The Town of Chittenden has both challenges and opportunities. It is challenged by geography, with 74.2 square miles in area, a population of 1237, and few businesses scattered across its mountainous terrain. It's bordered on two sides by the Green Mountain National Forest and has a distinct north/south divide. Chittenden does, however, have a Village Center designation in the south and a community building, the Grange Hall, in the north. These provide focal points for bringing people together.

Vision and Mission

The vision of the Chittenden Energy and Climate Committee is to build collaboration to work towards solutions of complex energy and climate issues that impact Chittenden, the surrounding region, and all of Vermont.

The mission of the Chittenden Energy and Climate Committee is to interface with residents, businesses, organizations, and the town government in Chittenden on topics of climate and energy, such as:

- *Share information and educate*
- *Identify areas and ways to implement reducing energy consumption*
- *Increase renewable energy use*
- *Advance other climate resilience strategies for our community*

We are seeking a consultant skilled at community engagement who can work with the committee and the community to gain insights and information that will guide our activities in the coming years. The independent consultant will work with us to ensure that we remain mission-driven and achieve our desired outcome of a resilient community working together toward building climate and energy solutions.

Consultant Scope of Work

The consultant will support the committee in all of its activities, but most particularly in community education, outreach and engagement. The consultant will help to get answers and feedback from residents using various methods, including but not limited to:

- Surveys, delivered online and via mail
- Door-to-door visits
- Public meetings
- Focus groups
- Articles in the local "Chit Chat"
- Participation at town events
- Tabling at various town locations (i.e, transfer station, library, store, etc.)
- Creating marketing collateral (brochures, rack cards, infographics, posters, flyers, etc.) in collaboration with committee

The consultant will be responsible for compiling community feedback in a useful and usable format and presenting to the committee on a regular basis. The committee and consultant will, together, begin to develop programs and initiative that address the needs and translate vision to action.

Through outreach activities, the consultant will assist the committee in increasing its internal capacity to help ensure success in its future endeavors. The consultant shall also offer strategies to:

- Expand the number of committee members
- Identify particular expertise within the community
- Establish sub-committees focused on specific achievable outcomes
- Identify resources and potential networks across the region

The committee may also seek consultant insights on questions, such as:

- How do we remain relevant in the future?
- How do we continue to keep committee members engaged?
- What are the human and financial resources required?
- How do we enhance our brand recognition and increase our visibility?

The committee meets on a monthly basis from 4-5:30pm. Consultant should anticipate attending committee meetings (in-person or virtual) on a bi-monthly basis, at minimum, and providing reports of progress on a monthly basis. It is anticipated that this work will commence in April 2025 and be completed prior to December 31, 2026.

The outreach consultant will be funded through a grant from the Department of Public Service at a cost not to exceed \$30,000.

Proposal Requirements

Proposals should include relevant outreach experience, strategies employed to accomplish committee outcomes, rate of pay and expected hours of work, two professional references, and availability to begin work.

Please submit proposal with cover letter addressed to the Town of Chittenden, Energy and Climate Committee by 3PM on February 21, 2025.

Submission may be via mail to:

Town of Chittenden, Selectboard
260 Chittenden Rd.
Chittenden, VT 05737

Or via email to:

Alyssa Reynolds, Chittenden Town Treasurer (treasurer@chittendenvt.org)
Kathleen Pratt, Selectboard Chair (kpratt.selectboard@chittendenvt.org)

With CC to:

Kathleen Wanner (kmwanner@comcast.net)
Christie Garofano (chittendenenergycommittee@gmail.com)

Questions regarding the RFP should be directed to Kathleen at the e-mail listed above.

Consultant Selection

The Energy Committee will review proposals and make a recommendation to the Selectboard by March 15, 2025. Particular attention will be focused on experience with previous municipal and community engagement projects especially in rural communities like Chittenden. Consultant selection must also be approved by the Department of Public Service prior to the award of a contract.