Town of Brattleboro
RFP for Facilitation Services for Community Safety Review
Addendum #1
September 1, 2020

The following are questions Town staff has been asked and the answers to those questions:

1. Does the town have a budget allocated for this project? Has the town outlined a framework for how money will be allocated to specific tasks? Or is it planned that such allocation(s) will be at the contractor’s discretion? There is no preset budget for this project. Each proposal should specify how much money will be needed and on what that money will be spent.

2. Are there any specific issues of concern with respect to the pricing structure for the assessment and examination of community safety within the Town of Brattleboro? No. Each proposal should address this in a manner that is consistent with the overall content of the proposal.

3. The RFP indicates that meetings to engage public participation is a significant component of the process. Will the town arrange for outreach to the community for the meetings (e.g. advertisement and/or public notices)? Will the town also arrange for, or provide the funding for, meeting space as well as the other considerations for an open, accessible, and affirmative process? All of these things should be addressed in the proposal’s content and budget. The Town has not predetermined any of them and will need to see how each individual proposal addresses them. Town staff will provide technical assistance to the facilitator(s), as needed, to ensure that the meetings are held in compliance with Vermont’s Open Meetings Law.

4. We have reviewed the minutes of the Selectboard meetings for June 16th, July 7th, and July 21st, 2020. The August 6th minutes, referenced in the RFP, were not available online. Can you indicate when the August 6th minutes will be posted? Are there any other documents that we should review or anyone we should speak to prior to responding to the RFP? The draft August 6 minutes are available here: https://www.brattleboro.org/vertical/sites/%7BFABA8FB3-EBD9-4E2C-91F9-C74DE6CECDFD%7D/uploads/09-01-20_Back-Up_Materials.pdf. They are expected to be approved at the September 1 Selectboard meeting. If that happens, they will be posted as approved minutes on September 2.

5. Are there any special circumstances or “hot button” issues we should be aware of, other than the issues and topics addressed in the minutes and outlined in the RFP? No.

6. What is the timeline for the selection of the facilitator(s)? The Selectboard will consider the proposals at the September 15 Selectboard meeting. If the selection process extends beyond that meeting, the Selectboard will determine next steps in that process.

7. Per the RFP, it is expected that the facilitator(s) will complete its assessment and that the facilitator(s), and the Community Safety Review Committee will make recommendations by December 31, 2020. The RFP also indicates that the engagement will end in March 2021. What tasks are envisioned to take place between January 1, 2021 and March 2021? In January of 2021, the Selectboard will consider the Committee’s recommendations in a series of public meetings. Matters that require action by Representative Town Meeting will be addressed at the Representative Town Meeting on March 20, 2021.

8. What additional phases of work are anticipated and envisioned beyond March 2021, as referenced in the RFP? Those will be determined by the Community Safety Review process and by the actions taken by the Selectboard and Representative Town Meeting.