



REQUEST FOR PROPOSALS (RFP): COMPREHENSIVE PLAN UPDATE

City of Essex Junction, Vermont

Issued November 6, 2027

Staff Response to Questions from Interested Parties

1. The current Comprehensive Plan does not expire until August 12, 2027 but the RFP notes that the project shall be substantially completed by the Municipal Planning Grant agreement end date of April 30, 2027. Does this mean the plan must be adopted by this date, or is this the deadline for delivery of a final draft for City Council public hearings?

Staff Response: April 30 2027 is the deadline for delivery of a final draft for the City Council public hearings. We anticipate that adoption will occur in the months between April and August.

2. Are there other municipal events (Annual Meeting, budget development, Councilor elections, etc.) that may affect the Comprehensive Plan adoption timeline?

Staff Response: We do not anticipate any impact on the adoption schedule.

3. The Task 4 description notes that a UVM student intern may provide assistance in Fall 2025. Is this assistance currently being provided, and if so, is the selected consultant expected to coordinate with this intern?

Staff Response: Since the issuance of the RFP, staff has learned that the UVM student intern is no longer assigned to this project and no longer available to help.