

Essex Junction Economic Development RFP Questions & Answers – 7/13/2026

- The City seeks a practical framework for establishing an economic development program and a phased roadmap for implementation. Does the City have a desired timeframe for the roadmap, or a time by which it would like to begin measuring success of the recommended framework?

Answer: The City anticipates that implementation of the roadmap will require additional funds or staff resources. The City Council will begin reviewing the draft FY28 (7/1/27 to 6/30/28) budget in November 2026, and therefore we would like to have a handle on what those additional resources will be so they can be considered in the FY28 budget. We also intend to start implementing the roadmap in FY27 (current fiscal year) if there are tasks we can get started without additional resources.

- Does the city have specific organizational structures or governance model stakeholders are particularly interested in exploring? Are there any peer communities the City is particularly interested in looking at?

Answer: We are not certain what the best starting place is, but the examples we've thought about include: a Main Street organization (Winooski Downtown is an example), a local Business Association (South Burlington has an example), a municipal Economic Development Committee (Essex Town as an example), and/or a grassroots business driven effort (Experience Shelburne is an example).

- The RFP states that stakeholder engagement will likely happen through a working committee. Could you please clarify—does that mean the consultant will guide the committee on topics for conducting the outreach without a primary role, or that the committee will advise on appropriate parties and the consultant will conduct the outreach?

Answer: The latter if possible.

- Is it acceptable that we include benchmarking as one of the research and discovery components in our RFP response?

Answer: Yes.