

**Request for Proposal**  
**Business Feasibility Study Consultant**  
**Date of Issue: January 20, 2023**  
**Proposal Deadline: February 6, 2023**

**Project:** The Danville Train Station – Feasibility Study

**Date:** January 20, 2023

**Project Description:**

The Danville Train Station Committee (DTSC) of the Town of Danville is seeking a qualified individual(s) to conduct a business feasibility study for the purpose of identifying the highest and best adaptive reuse for its historic Train Station located on Peacham Road and the Lamoille Valley Rail Train in Danville. The study should evaluate recreational related uses appropriate to the site. Outcomes of the study will provide critical information to the Town for continued investment in the building, identify major barriers to entering specific markets and determine if the uses are viable. The Town has a strong desire to identify uses that fit within the character of the Town, align with Town recreation and economic development plans and support existing local businesses. Recommendations to potential business operators should communicate that the Train Station will serve as the Town’s Recreation Hub and serve in part as a welcome center and wayfinding point along the Lamoille Valley Rail Trail helping to direct visitor traffic into our Village Centers. The Train Station will include trail user amenities such as public restrooms, and an information kiosk. The Danville Historical Society and the Danville Chamber of Commerce will have a presence in the passenger side of the station.

The feasibility study will be completed in tandem with the restoration of the Danville Train Station project, the Town’s recreation initiatives and planned completion of the Lamoille Valley Rail Trail. Together with identifying a private commercial and/or nonprofit entity for the space, the DTSC is working to establish community-based programming and operations at this location, which should also be considered. While the Town of Danville intends to remain the owner of the Train Station, the preferred arrangement is to lease the freight room to a private commercial and/or nonprofit entity. The size of the freight room is approximately 750 square feet.

**Background:** In 2018, The Town of Danville was awarded a Better Connections grant from the Vermont Agency of Commerce and Community Development. The grant funded a 14-month public engagement and planning process that resulted in the Danville Village to Village Activity Center Plan. The plan serves as a tool and roadmap for the community to enhance and improve connections within the community and to the Lamoille Valley Rail Trail. This effort included an economic analysis, proposed wayfinding plan, recommendations for multimodal transportation improvements and visioning for Danville’s Historic Train Station. A Small Grants for Smart Growth was awarded from the Vermont Natural Resources Council to support the visioning work

of the Train Station and funded a “Reimagine the Train Station” event. This open house event invited the community to gather in the station to share ideas for the future. Feedback from the public, together with trail user surveys, captured desired trail amenities and potential new uses for the station. The Danville Train Station Committee was then formed in December 2020 and is the lead group together with the Town of Danville that is overseeing the restoration of the building. To date, the committee has secured grants, hired an architect and engineering team and construction manager and identified its first phase of use in the passenger side of the station. A Vermont Outdoor Recreation Collaborative grant awarded to the Town from the Vermont Department of Parks and Recreation is funding this study.

### **Scope of Services**

- Meet with the DTSC to refine the scope of work.
- Review and discuss public feedback, trail user surveys, plans and current initiatives with the DTSC.
- Together with input from the DTSC, evaluate recreation-related uses appropriate to the site including a typical footprint for the uses, acceptable cost per square foot for the uses and overhead expenses.
- Determine the potential market support for the uses, expected annual revenues and identify any limitations to development.
- Determine space and fit-up needs, cost estimate of tenant improvements, establish parking requirements, and identify a multi-year cash-flow with break-even lease rates.
- Compare business models and organizational structures (public-private partnership vs. nonprofit) and recommend the most viable and sustainable option.
- Hold at least one community meeting in partnership with the DTSC.
- Interview businesses to identify a long-term tenant to occupy the space.
- Provide sample lease language and an operating agreement.

### **Deliverables**

- Comprehensive Business Feasibility Study Report. The final report should include written documentation of the approach, findings, and recommendations associated with this project. The consultant shall meet with the DTSC throughout the project and a final presentation of the findings and recommendations to the DTSC will be required.
- To align with the Train Station construction schedule, the feasibility study should be completed no later than June 30, 2023. Construction on the Danville Train Station is scheduled to commence in May of 2023 with an anticipated completion date in October 2023.
- All deliverables must contain the following text *“Funding for this project was provided by the Town of Danville through a Vermont Outdoor Recreation Economic Collaborative grant from the Vermont Department of Parks and Recreation.”*

## **Project Team**

The oversight of this project will be the responsibility of the DTSC, a committee of the Town of Danville. The Danville Train Station Use Committee will be assisting the consultant with refining the scope of work, background studies, local contacts, and will participate in regular check-ins and meetings as work progresses.

## **Submission Requirements**

All responses to the RFP should include the following information:

- Cover Letter
- Consultant qualifications and resumes
- A project budget with subtotals for each project task/component. The budget should include all labor costs, materials and expenses as well as a not-to-exceed total project fee.
- Workplan outlining tasks, approach and timeline
- Examples of three comparable past projects should be provided

All information submitted becomes property of the Town of Danville upon submission. The Town of Danville reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP or withdraw the RFP. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The Town of Danville reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety. This solicitation of proposals in no way obligates the Town of Danville to award a contract.

## **RFP Schedule Summary:**

RFP Release Date: January 20, 2023

Proposals Due: February 6, 2023 by 4:00 pm

Meeting with DTSC Team: Week of February 6, 2023

Consultant Selection Date: Week of February 17, 2023

Initial Project Kick-Off meeting with DTSC Use Team: Week of February 20, 2023

Please expect a confirmation email upon receipt of your proposal.

**The DTSC** will make a selection based on the consultant's overall qualifications and ability to carry out the project within the budget and timeframe. Cost will be a consideration in our proposal. The Town of Danville reserves the right to reject any or all proposals.

Qualified, interested firms or individuals should submit proposals to the **DTSC by 4:00pm Monday, February 6, 2023**. Proposals and inquiries should be emailed to: **Kate Whitehead, [kwhitehead.danvillevt@gmail.com](mailto:kwhitehead.danvillevt@gmail.com)**

## Attachments

- Danville Activity Center Master Plan 2019
- Economic Analysis 2019
- LVRT Trail User Surveys 2019
- Danville Train Station Architectural Schematic Designs 2022
- LVRT Economic Impact Study 2022