

Request for Economic Development Consultation for Town of Johnson

The Town of Johnson, Vermont, is seeking qualified individuals or firms for Economic Development Services. The winning candidate will undertake projects which may include marketing, business recruitment, strategic planning and/or other priorities as identified by the Selectboard.

Candidates must submit resumes and all other required documentation (see APPLICATION REQUIREMENTS) to:

Brian Story, Town of Johnson Administrator,
PO Box 383, Johnson, VT 05656

Or to:

Brian Story, tojadministrator@townofjohnson.com

The Town of Johnson reserves the right to reject any or all applications. Candidates will be evaluated by the Town based on experience and reputation, understanding of Town requirements, and cost for service. During the evaluation process, the Town reserves the right, where it may serve in the Town's best interest, to request additional information or clarification from applicants. At the discretion of the Town, applicants may be requested to make oral presentations as part of the evaluation process.

Please direct all questions regarding this opportunity to:

Brian Story, 802-635-2611 or tojadministrator@townofjohnson.com.

NATURE OF SERVICES REQUIRED

A great opportunity for an innovative team player, the Town of Johnson, Vermont, is seeking an experienced economic development professional with a minimum of five (5) years of experience in municipal economic development.

The Town has an estimated \$40,000 in taxpayer funds raised for economic development purposes. The town wants to maximize the impact these funds can have and will determine the specific tasks based on the qualifications of the winning application.

Tasks will be assigned by the Selectboard and may include:

- Development of the Light Industrial Park parcel and attracting tenants to purchase the lots.
- Expand partnerships with key entities, such as the Vermont State University, Vermont Studio Center, and others.
- Attracting new borrowers for the Town's Revolving Loan Fund.
- Assist in development of any economic development policies.
- Other services that may be required by the Town.

DESCRIPTION OF THE TOWN

The Town of Johnson has a population of approximately 3,500 people. The Town provides highways and street maintenance, public improvements, culture, recreation, planning, and general administrative services that via a town administrator and town clerk. The Town provides public safety protections by contract with the Lamoille County Sherriff's Department for police services, the Village of Johnson for fire services, and Northern Emergency Medical Services for ambulance services. The Town has 15 full-time and full-time equivalent employees. Approved budget for the most recent completed fiscal year (FY21) is \$3,072,354.

The Town hosts the Johnson campus of the Vermont State University, the Vermont Studio Center, Vermont Electric Co-op, the Forget-Me-Not Shop, the Sterling Market, the Johnson Woolen Mill, and other key partner institutions. We have an active local business group, Johnson Works, and many local volunteer groups.

APPLICATION REQUIREMENTS

Interested parties shall submit applications to demonstrate their qualifications, competence and capacity to lead economic development activities.

The application shall provide the necessary information in the following sequence:

- Background of the candidate: The application shall describe the candidate via a resume.
- References for similar engagements with other government entities: The application shall describe up to five of the most significant engagements performed in the last five years that are similar to the engagement described in this opportunity. Indicate the scope of the work and the name and telephone number of the client contact.
- Economic development projects that the applicant can complete under the \$40,000 budget.

EVALUATION CRITERIA

The final selection of an economic development candidate will be based on criteria including technical qualifications and efficient use of available funds. The approach of the candidate and the plan for implementation will also be scrutinized.

There is no expressed or implied obligation on the part of the Town of Johnson to reimburse responding applicants for any expenses incurred in preparing or presenting applications in response to this request. The Town of Johnson reserves the right to retain all of the applications and to use any ideas in an application regardless of whether the application is selected. Submission of an application indicates acceptance by the applicant of the conditions contained in this document, unless clearly stated to the contrary and specifically noted in the application submitted and confirmed in the contract between the municipality and the selected applicant.

The Town of Johnson reserves the right to accept or reject any candidate, at their sole discretion, and to award a contract based solely on their determination of the best application considering all of the circumstances.