

TOWN OF NEWINGTON

Request for Proposals

The Town of Newington is requesting proposals from community planning consultants for professional services to assist the Town Plan and Zoning Commission with the preparation of the 2006-2016 Plan of Conservation and Development. All firms wishing to be considered for this appointment shall submit ten (10) concisely written responses based on the requirements set forth in the request. The RFP's specifications are available in the Town Manager's Office, 131 Cedar Street, Newington, CT 06111 and in electronic form under the Purchasing Current Bids link at <http://www.newingtonct.gov/townmanager> . Proposals will be received until 2:30 p.m. on December 3, 2008. The Town reserves the right to reject any and all proposals. The Town of Newington is an Affirmative Action / Equal Opportunity Employer. Women and minorities are encouraged to submit proposals.

John Salomone
Town Manager
RFP No. 4, 2008-09

TOWN OF NEWINGTON

2006-2016 Plan of Conservation and Development

Specifications

I. General Information

The Town of Newington is requesting proposals from community planning consultants for professional services to assist the Town Plan and Zoning Commission prepare the 2006-2016 Plan of Conservation and Development.

The selected consultant will work under the direction of the Town Planner and will be expected to demonstrate professional experience in the preparation and presentation of the community planning data to the Town Plan and Zoning Commission and at public workshops during the preparation of the draft plan.

II. Tasks to be Performed

The tasks to be performed include:

- A. Data collection and written analysis for the presentation of community demographic, economic, housing and municipal fiscal trends and forecasts for Newington. Using the 1995-2005 Plan of Conservation and Development as a guideline, examples of the work products include, but are not limited to, demographic characteristics, population comparisons and projections, analysis by age-cohort; economic and employment characteristics, labor force and employment categories, work place and work commuting, education levels, unemployment, major employers by sectors, jobs in Newington by sector; household and family characteristics, age-of-households, size, income levels, housing characteristics, tenure by owner-renter, sale prices and rental rates, age of housing stock, affordability of housing; municipal fiscal characteristics, grand list changes and components of grand list, sources of revenue.
- B. Assistance with the formulation of draft plan goals, strategies and recommendations for future land uses consistent with the requirements of Section 8-23 of the Connecticut General Statutes, Plans of Conservation and Development.
- C. Prepare a conceptual future land use map to illustrate ten year plan recommendations.
- D. Attend a minimum of three (3) Newington Town Plan and Zoning Commission workshops to present planning data observations, findings and recommendations.

III. Work Products to be Delivered

Each task report shall be submitted to the Town Planner both in electronic form and black and white copies (15 minimum). The draft concept future land use plan map shall be submitted in electronic form and a minimum five (5) colored prints, prepared at the scale of 1"=600'.

IV. Project Schedule

The selected consultant shall complete this project within one hundred twenty (120) calendar days following receipt of written authorization to proceed by the Director of Administrative Services, either in the form of a written Notice to Proceed or a Town purchase order. The selected consultant shall meet with Town Planner and together they shall prepare a project work schedule for review and approval by the Town Plan and Zoning Commission.

V. Proposal

- A. All firms wishing to be considered for this project shall submit ten (10) concisely worded proposals based on the format and requirement set forth herein. In order to provide the requested service to the Town the respondent must be able to demonstrate the expertise to successfully complete this project.
- B. Submittals shall be clearly marked "RFP No 4, 2008-09 Preparation of Plan of Conservation and Development" and submitted to the Town Manager's Office, 131 Cedar Street, Newington, CT 06111, prior to 2:30 p.m. on December 3, 2008.
- C. The proposal shall contain a detailed listing of the qualified individuals who will be assigned to this project. The listing shall also reflect the method of internal management of the project necessary to insure efficient, cost effective use of staff.
- D. If the proposal contains a joint venture approach, overall responsibility must be clearly identified, and a detailed plan of delineation of work assignments shall be provided. The Town will only contract with one principal firm.
- E. The proposal should be submitted in the following format:
 1. Letter of Transmittal
 2. Description of the firm's experience preparing community planning data and municipal plans of conservation and development.
 3. Explanation of firm's project management as it will relate to the proposal, a list of the personnel that will be in charge of the project, their resumes and a summary of similar experience as it relates to the individual's assignment on this project.

4. Project Fee. This section shall also contain the respondent's anticipated payment schedule. All charges for overhead, insurance, travel, telephone calls, postage, shipping, photo copies, reproductions and any other miscellaneous expenses shall be included in the fee presented.

The selected consultant will be expected to enter into a fixed price contract for its professional services and for completion project on schedule in accordance with an agreement signed by the Town Manager.

VI. Other

- A. Questions may be addressed to Edmund Meehan, AICP, Town Planner, Town of Newington, 131 Cedar Street, Newington, CT 06111, Telephone (860) 665-8575, e-mail emeehan@newingtonct.gov All questions must be presented prior to Thanksgiving Day (before November 27, 2008) in order to allow for preparation of any addenda. If an addendum is required, it will be posted under the Purchasing Current Bids link at <http://www.newingtonct.gov/townmanager> no later than the close of business on December 1, 2008. It is the sole responsibility of the respondent to check this link for addenda. Town offices are closed November 27 through November 30, 2008.
- B. Copies of the 1995-2005 Plan of Conservation and Development are available in the Office of the Town Planner. Office hours are 8:30 a.m. to 4:30 p.m. They are not available in electronic format. There will not be any charge to obtain this document, but distribution will be limited to one copy per firm.
- C. Services to be provided under this Request for Proposals shall only be provided after written authorization is received from the Town. The Town of Newington reserves the right to utilize some, all, or none of the various services outlined herein.
- D. The Town reserves the right to reject any and all proposals when it deems such action is in the best interests of the Town and also to select a respondent that the Town determines best meets its needs. The Town further reserves the right to reject the proposal of any respondent who is in default of any prior contract for misrepresentation. The Town reserves the right to correct inaccurate awards resulting from its clerical errors. Proposals are subject to rejection in whole or in part if they limit or modify any of the terms, conditions and/or specifications of this Request for Proposals.
- E. All services performed as a result of this Request for Proposals shall be completed to the satisfaction of the Town Manager. The Town reserves the right to terminate any agreement within ten (10) calendar day's written notice of failure by the Consultant to provide service to the satisfaction of the Town Manager.
- F. All exceptions of the respondent to the terms and requirements of this Request for Proposals shall be made in writing and submitted in full with the

proposal. For all other terms and requirements, submission of a proposal constitutes acceptance by the respondent.

- G. The Town of Newington is not liable for any cost incurred for any purpose prior to the execution of a signed contract. Any oral agreement or arrangement made by any respondent with the Town or any employee shall be superseded by the written agreement. The Town reserves the right to amend, extend, curtail or otherwise change the terms of the resultant contract prior to execution, upon determination that such action will be to the advantage of the project effort. No cost chargeable to the proposed contract may be incurred before receipt of either a fully executed contract or a specific written authorization from the Town Manager.
- H. All proposals submitted in response to this Request for Proposals shall be the sole property of the Town of Newington and subject to Freedom of Information laws and the Connecticut General Statutes. No report or document produced in whole or in part in connection with this project, whether acceptable or unacceptable, shall be the subject of an application for copyright by, or on behalf of, the Respondent. The Town may make use of such material, including any idea contained therein, for such purposes as it may deem appropriate. The right to publish and distribute any report or document produced, or any part thereof, shall accrue to the Town of Newington without recourse.
- I. Submission of a proposal constitutes admission on the part of the Respondent that the proposal submitted is not made in connection with any competing individual or firm submitting a separate response, and is in all respects fair and without collusion or fraud. It further constitutes admittance that the Respondent did not participate in the Request for Proposals development process and had no knowledge of the specific contents of the Request for Proposals prior to its issuance, and that no employee of the Town participated directly or indirectly in the Respondent's proposal preparation.
- J. The Consultant shall agree and warrant that it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of Newington.
- K. The Consultant agrees to indemnify, defend and hold harmless the Town of Newington and its respective officers, employees, agents and/or servants against all demands, claims, actions or causes of actions, losses, damages, liabilities, costs and expenses, including without limitation, interest, penalties, court costs and reasonable attorney's fees, asserted against, resultant to, imposed upon or incurred by the Town of Newington resulting from or arising out of:
 - 1. Any breach by the Consultant of the terms of the specifications, or

2. Any injuries (including death) sustained by or alleged to have been sustained by the officers, employees, agents and/or servants of the Town of Newington or the Consultant or Sub-consultants or material men, or
3. Any injuries (including death) sustained by or alleged to have been sustained by any member of the public or otherwise any or all persons, or
4. Any damage to property, real or personal, (including property of the Town of Newington or its respective officers, agents and servants)

caused in whole or in part by the acts or omissions of the Consultant, any subcontractor, or any material men, or anyone directly or indirectly employed by them while engaged in the performance of any work for the Town of Newington.

- L. The contract that is produced as a result of this Request for Proposals may adhere to a professional association contractual format, but that format will be modified to remove arbitration as a method for dispute resolution, and to conform to the other requirements of this Request for Proposals.

M. Insurance

The successful respondent shall furnish a certificate of insurance to the Town Manager for the following insurance coverage within ten (10) days from contract execution. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. Such certificate of insurance shall specify that the Town of Newington will receive thirty (30) days' notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

1. Commercial General Liability including Premises-Operations, Independent Contractors, Blanket Contractual, Products and Completed Operations:

\$1,000,000 Each Occurrence
\$1,000,000 Aggregate

Combined Single Limit for personal injury or property damage or both combined.

2. Comprehensive Automobile Liability covering owned non-owned, hired or leased vehicles.

\$1,000,000 Each Accident

Combined Single Limit for bodily injury or property damage or both combined.

3. Workers Compensation Insurance in accordance with Connecticut State Statutes, minimum of \$100,000.

The certificate of insurance shall contain the project description and name the Town of Newington as an additional insured for Commercial General Liability coverage.