

Request for Proposals

The Town of Newington is requesting proposals from qualified firms or individuals to assist the Town Plan and Zoning Commission with updating the Town's Plan of Conservation and Development. All proposals must be submitted in accordance with Town requirements, as set forth in the Request for Proposals documents, which are available in the Office of the Town Manager, 131 Cedar Street, Newington, CT 06111 and on line at the Town's website, <https://www.newingtononct.gov> under Doing Business, Bid Opportunities. Proposals will be received until 2:30 P.M. on March 6, 2019 in the Office of the Town Manager. The Town of Newington reserves the right to reject any or all proposals.

Tanya D. Lane
Town Manager

RFP No. 4, 2018-19

TOWN OF NEWINGTON
REQUEST FOR PROPOSALS No. 4, 2018-19
UPDATE OF PLAN OF CONSERVATION AND DEVELOPMENT

1. PURPOSE

The Town of Newington, CT is accepting proposals from qualified professional planning consultants/firms (the Consultant) for the preparation of an update to the Newington 2010–2020 Town Plan of Conservation and Development (POCD), including all requisite associated documents, presentations, plans and maps. The firm or individual selected will assist the Town Plan and Zoning Commission (TPZ) with updating the POCD in accordance with the provisions of Section 8-23 of the Connecticut General Statutes.

2. EXPERIENCE REQUIRED

The Consultant shall have extensive experience and knowledge in the fields of municipal planning and zoning including, but not limited to, land use, transportation, housing, economic, environmental and development trends and be able to demonstrate their ability to facilitate the process of updating and adapting comprehensive updates to the POCD as required by the Connecticut General Statutes.

3. OVERVIEW

The current POCD is available for review on the Town of Newington website at the following link:

<https://www.newingtonct.gov/DocumentCenter/View/121/2020-Plan-of-Conservation-and-Development-Full-Version-PDF>

The lead agency for this work will be the Town Plan and Zoning Commission (TPZ). The selected Consultant will work with and under the general direction of the Town Planner.

4. SCOPE OF SERVICES

The work program and final scope of the project, including deliverables, will be clarified once the Consultant is selected; however, the project will include at least the following components and all other tasks necessary to meet the statutory requirements:

- a) **Data Update and Assessment:** Update and add relevant data including, but not limited to, demographic, land use, economic, housing, open space, transportation, facilities, utilities, preservation, historic resources, and other similar data. All relevant mapping shall be updated with the assistance of the Town's Information Technology department. In addition, all necessary and pertinent documents created since the adoption of the 2010-2020 POCD including studies, plans, zoning amendments, capital improvement plans, regional and state plans and any relevant changes in state laws, policies and procedures will be reviewed and included where appropriate.
- b) **Public Participatory Process:** In coordination with the Town Planner, the consultant/firm will create and manage a creative an interactive public participation process within the

project time-frame and budget, which shall include innovative means and methods that lead to consensus among citizens of the Town relative to a long-term vision for the community. This public participation process shall include, but not be limited to, public meetings and digital and social media, and may include mailings and the development of focused surveys if the budget allows.

- c) **Revisions to the POCD Document:** The Consultant shall develop, refine, finalize and incorporate recommendations to the goals, objectives, action items and strategies in the POCD, as well as update or add tables, graphics, statistics and mapping as necessary. The Consultant will also provide an Implementation Schedule outlining goals/policy priorities, responsible parties and timeframes for completion which shall be incorporated into the Plan. It is expected that the new POCD will serve as an actionable and guiding document, and that the Town will have the ability to implement and execute the recommended goals over the next ten years.
- d) **GIS Coordination:** In the course of carrying out the scope of work, including deliverables, the consultant/firm shall coordinate with and utilize the Town of Newington's Information Technology (IT) Department and the IT Department's GIS Technician.

5. PROJECT SCHEDULE AND MANAGEMENT

It is anticipated that the project will commence immediately after the Consultant has been selected and a contract has been executed. It is expected that the public participation phase of the development of the draft Plan shall be substantially complete by October 31, 2019 and that the draft Plan will be approved by TPZ by December 31, 2019 and immediately forwarded to the Newington Town Council and to the Capitol Region Council of Governments (CRCOG) for their respective reviews. TPZ adoption of the final Plan must occur no later than June 30, 2020.

6. GENERAL

a. Nondiscrimination

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 disability, 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.

b. Insurance

The successful respondent shall furnish a certificate of insurance to the Town Manager for the following insurance coverage within ten (10) days from notice of award. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut and that has a current A.M. Best's rating of A-(VII) or better. Insurance coverage shall remain in full force for the duration of the award/contract term including any and all extensions. All insurance, except for Professional Liability Insurance, shall be carried on an occurrence basis. 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
\$2,000,000 Aggregate

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

Such policy shall name the Town as additional insured.

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.

Employers Liability Limit

- \$500,000 each accident for bodily injury by accident
- \$500,000 for each employee for bodily injury by disease

7. PROCESS

After review of the Request for Proposals received, the Town will interview the consultants/firms it judges to be the most qualified to perform the required services based upon the criteria in this RFP. The following factors will be evaluated and weighted, as the Town deems appropriate, in the selection process:

- The technical competence of the consultant/firm;
- The consultant's/firm's experience on similar projects with towns comparable to Newington;
- The consultant's/firm's qualifications and the experience of key personnel;
- The consultant's/firm's proposal to work with and engage the public in a creative and interactive manner;
- Reputation of the consultant/firm based on references;
- The expected quality and description of the deliverables that the consultant can provide for the established budget;
- The consultant's/firm's ability to schedule the project within the time constraints;
- An evaluation of the fee proposal.

The Town of Newington reserves the right to reject any and all proposals, including any or all options within proposals, and to waive any technicality or informality in the process. It shall be understood that the award made by the Town of Newington shall be final and conclusive and without recourse or appeal by the remaining consultants/firms. The Town shall accept the proposal deemed to be in the best interests of the Town of Newington.

The successful consultant/firm will be expected to execute a standard contract for professional services as approved by the Town of Newington. Contractual language that limits liability will not be considered acceptable.

It is the sole responsibility of the respondent to see that the proposal is in the hands of the proper authority prior to the response deadline.

All addenda will be posted on the Town's website, <https://www.newingtonct.gov>, under Doing Business, Bid Opportunities. It is the responsibility of the respondent to check the website for the presence and content of all addenda prior to submission of any proposal. Failure to address any RFP addenda may disqualify the submitted proposal. All questions shall be submitted to the Point of Contact, Town Planner Craig Minor, at least four business days prior to the response deadline, in order to allow for the timely preparation and posting of addenda.

8. SUBMITTAL DOCUMENTATION

- a) **Cover Letter:** Interested consultants/firms (the respondent) shall submit a cover letter addressed to Jeff Baron, Director of Administrative Services, 131 Cedar Street, Newington, CT 06111, signed by an authorized principal or agent of the firm. The letter shall provide an overview of the respondent's proposal, as well as the name, title, phone number and email address of the person to whom questions concerning the proposal may be directed.
- b) **History and Resumes:** The respondent must include a brief history of the company including:
 - Consultant/firm size and organization;
 - Length of time the consultant/firm has been in business;
 - Products and services offered by the consultant/firm;
 - Resumes of all professionals to be assigned to this project;
 - Identification of the lead project manager, who shall be a Certified Planner through the American Institute of Certified Planners.
- c) **Scope of Work:** The respondent shall provide a detailed Scope of Work including an overall project schedule which outlines various services the respondent will provide for the project. All services not specifically mentioned in the RFP, which are necessary to ensure that the intent and scope of services are met, shall be included in the Proposal. The proposal, project schedule and scope of work shall reflect all meetings with the Town Plan and Zoning Commission, public participation meetings, and a list of all deliverables.
- d) **Experience and Ability to Perform:** The respondent shall provide examples of previous work for municipalities similar to Newington that demonstrate the respondent's understanding and familiarity with projects of this type, including a list of POCD projects at comparable Connecticut communities which have been completed in the last five years. It is expected that the person who will lead the public participation process will also participate in the interview process.
- e) **Project Approach:** The respondent shall provide an outline of the proposed approach to the project, including information on community outreach and methodologies, consensus building and innovative approaches to community planning. The respondent shall provide information on the consultant's/ firm's planning philosophy and proposed approach to updating the POCD to meet the requirements and purpose of the project.
- f) **References:** The respondent shall provide, at minimum, a list of at least 3 previous and/or current contracts which are similar to the Town's scope of services, including:
 - Dates of contract duration;
 - Services performed and fees for services;
 - Name, address, telephone numbers of clients which may be contacted for verification of information submitted;
 - Statement as to whether project was completed on time and within budget.

g) Fees: The respondent shall submit a fee proposal, including an estimated total cost for completion of the project. The fee proposal must include a breakdown of the tasks to be completed and the anticipated completion dates of each major task.

9. SUBMISSION

The information required for this Request for Proposal shall be submitted in sealed envelopes identified on the outside as “RFP No. 4, 018-19, POCD Update”. Respondents shall submit four (4) paper sets and one (1) electronic set (submitted on a CD or flash drive), to Jeff Baron, Director of Administrative Services, Town Manager’s Office, 131 Cedar Street, Newington, CT 06111, no later than 2:30 p.m. on March 6, 2019. Late proposals will not be considered. All costs incurred in the preparation and presentation of the Proposal shall be wholly absorbed by the respondent. Any material submitted shall become the property of the Town of Newington and is available for review under the Freedom of Information Act.

10. POINT OF CONTACT

Questions may be directed to Town Planner Craig Minor at 860-665-8578 or cminor@newingtonct.gov.