

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS FOR ECONOMIC DEVELOPMENT –
PLANNING SERVICES**

**TOWN CENTER SUSTAINABLE LAND USE AND DEVELOPMENT STUDY
RPGL # 2010-13**

The Town of Glastonbury will be accepting qualifications statements to provide economic development and planning services for a Town Center Sustainable Land Use and Development Study. Interested individuals and firms can download the Instructions for Qualification Statement and Project Details from the Town's website at www.glastonbury-ct.gov or request them from the Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033.

There will be a **PRE-PROPOSAL MEETING HELD ON Tuesday, August 4th, 2009 at 2:00 P.M. at the Glastonbury Town Hall, 2155 Main Street, 2nd Level, Glastonbury, CT 06033. Attendance is not mandatory.**

Proposals must be submitted to the Purchasing Agent no later than 11:00 AM on **September 4th, 2009. LATE PROPOSALS WILL NOT BE ACCEPTED.**

Mary F. Visone
Purchasing Agent

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS FOR ECONOMIC DEVELOPMENT –
PLANNING SERVICES**

**TOWN CENTER SUSTAINABLE LAND USE AND DEVELOPMENT STUDY
RPGL # 2010-13**

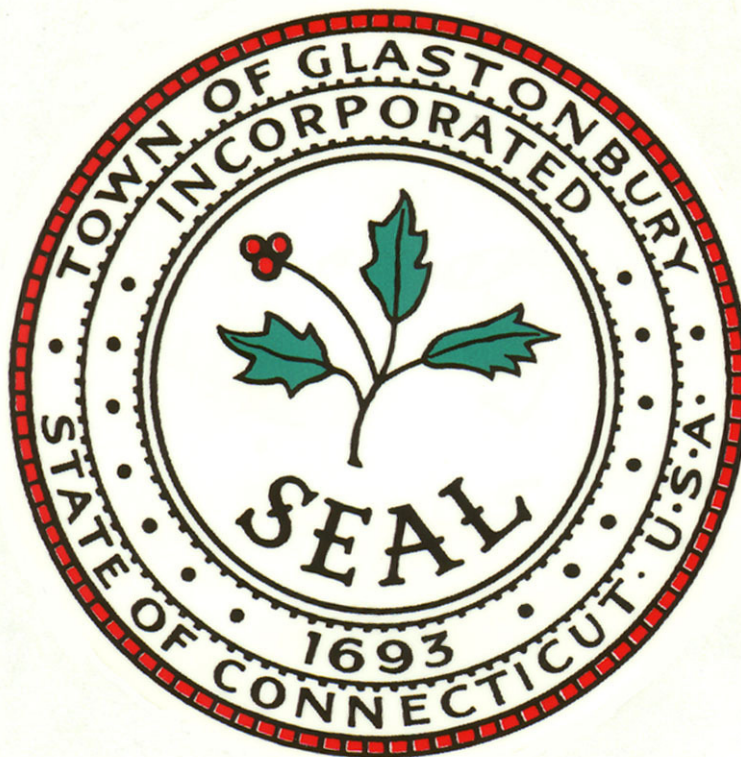


Table of Contents

RPGL # 2010- 13

Section	Page
1. General Information	
A. Introduction	1
B. Background	1
C. Evaluation Criteria and Selection Process.....	1
D. Term of Service	2
2. Scope of Services	
A. Scope of Work	3
B. Project Deliverables	4
C. Insurance	5
3. Submission Requirements and Administrative	
A. Proposal Instructions	7
B. Contacts.....	11
C. Schedule of RFQ Events	12

Attachment 1: List of Qualifying Projects Form

Attachment 2: Proposal Response Form

Attachment 3: Non Collusion Statement

Appendix A: Town Center Study Area Map

Appendix B: Business Listing of Glastonbury's Central Business District

Section 1 – General Information

A. Introduction

The Town of Glastonbury will be accepting qualification statements from qualified firms to provide economic development – planning services to complete a Town Center Sustainable Land Use and Development Analysis. An overview of project requirements and expectations, desired qualifications, evaluation criteria, and other background information is provided in this Request for Qualifications (RFQ).

B. Background

The Town of Glastonbury is located approximately 8 miles southeast of Hartford and encompasses approximately 52.5 square miles with a population nearing 34,000 persons. Glastonbury is a highly successful, desirable Capitol Region suburb with a strong history and tradition of quality growth and economic development, outstanding education, environmental protection, historic preservation, high quality town programs and services, outstanding property values and all other characteristics of a highly successful suburban community. The October 1, 2008 Grand List is valued at \$4.098 billion and the Town enjoys an AAA Standard & Poor's and Aa1 Moody's credit rating.

Glastonbury's Town Center is vibrant and diverse containing over 90% of the Town's business establishments with over 175 located within the Central Business District located adjacent to the intersection of Main Street and Hebron Avenue. Throughout the Town Center there is a variety of housing types including single family, multifamily, apartments, condominiums, and Housing Authority units. These combine for approximately 1300 residential units within the study area with an additional 155 unit upscale rental project approved. Also prominent are general and professional offices, business services, and public facilities such as the Town Hall, Police Station, Library, two schools, several recreation areas and parks, a prominent residential historic district on the southerly side, and the Connecticut River to the west.

C. Evaluation Criteria and Selection Process

Firms interested in being considered for this project shall clearly demonstrate that they have successfully met the following criteria:

- Completed a minimum of **three** similar projects over the past 5 years (Stronger consideration will be given to project teams having successfully completed the following):
 - Economic and planning analysis for communities with similar characteristics to Glastonbury including business retention and development, economic sustainability and viability, integrated with housing, parking, traffic and pedestrian circulation.

- Similar projects assisting communities in developing a shared vision-concept accommodating the factors noted above through facilitated workshop and/or other successful process as applicable.
- Recent overall experience with work of similar nature and scope
- Organizational and team structure and experience
- Approach to the anticipated project scope
- Proposed work schedule for project
- Specific **project team** * experience in assisting communities in developing a shared vision-concept involving the factors noted above including economic analysis, parking, traffic and pedestrian circulation, housing and other similar factors and amenities; including a community workshop process
- Demonstrated ability to successfully integrate economic viability and sustainability of Town Center in coordination with a community's Plan of Conservation and Development and land use regulations
- Ability to coordinate and manage the process and the project prescribed herein and adherence to project schedules.

****Firms shall identify the related project team experience of the individuals that will be assigned to the Glastonbury project.***

This request for qualifications does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request for qualifications become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional period, or to cancel in part or in its entirety the request for qualifications, and to waive any informality if it is in the best interests of the Town to do so.

Proposals and qualifications statements will be reviewed to identify and select a short list of individuals or firms considered to be the most qualified to perform this project, to be invited for interview with a Town selection committee. Following review and evaluation of proposals, the Town reserves the right to request certain additional information. Respondents are advised that interviews of the top rated firms will be held the week of **September 21, 2009 (tentative date)**.

Based on the results of the interview process, selected firms will be asked to submit a detailed fee proposal based on a specific scope of services. The Town Manager will review the Scope of Services, proposed fee structure, and other factors with the top rated firm(s) and negotiate a specific agreement and final fee based on these discussions.

D. Term of Service

The selected firm will be expected to commence services within 15 days of contract execution or on such other schedule as may be agreed to with the Town. The Town anticipates allocating up to 6 months of overall time for the project described herein including public workshops, meetings, consultant preparation, etc. The Town of Glastonbury reserves the right to cancel this proposal process at any time should any of the following conditions exist:

- Funds are not appropriated to allow continuance of this contract.
- The Town, through changes in its requirements or method of operation, no longer has a need for this service.
- The Town is not satisfied with the level of services provided under the contract or the contractor fails to comply with any of the terms and conditions outlined in the contract.

Section 2 – Scope of Services

A. Scope of Work

The purpose of this project is to assist the Town in developing a shared vision/concept for the general Town Center area as defined in **Appendix A (Town Center Study Area Map)** The shared vision/concept will include the items noted previously including economic development, housing, circulation, parking and other improvements and amenities.

The Town recently published the updated Plan of Conservation and Development (Plan) for the 10 year period 2007-2017. In accordance with applicable General Statutes, the Plan was developed and adopted by the Town Plan & Zoning Commission (TP&Z) and received unanimous support of the Town Council (Council). Based on the updated Plan, a joint Council/TP&Z subcommittee was appointed to integrate desired and required changes to the Town's Building-Zone Regulations to reflect recommendations identified in the Plan. The Council serves as the Final Zoning Authority and, therefore, will enact any changes to the Building-Zone Regulations subject to a report and recommendation by the TP&Z.

The Town has also completed a detailed Traffic Study for a portion of the Town Center area. The purpose of this study was to identify recommended infrastructure improvements to be phased over coming years to accommodate current and projected vehicular traffic demands. The initial work on a number of improvements which are identified in the Traffic Study are proposed over the next 1-3 years.

Ongoing work by the Council/TP&Z subcommittee noted above has confirmed the need to better develop a shared vision/concept for the Town Center area. Essentially, to better integrate economic sustainability and development, potential new housing

opportunities, vehicular and pedestrian circulation, parking and other such factors. This process will involve the Council, TP&Z, Chamber of Commerce, business and land owners and others through a series of facilitated workshops.

The **Plan of Conservation and Development, Traffic Study** and **Building-Zone Regulations** are available at the Town's official web site www.glastonbury-ct.gov. When entering the website click on the following:

For the Plan of Conservation and Development:

Departments, Community Development, Community Development Planning & Environmental, 2007 – 2017 Plan of Conservation and Development
<http://www.glastonbury-ct.gov/index.aspx?page=122>

For the Traffic Study:

Departments, Physical Services, Engineering, Town Center Traffic Study
<http://www.glastonbury-ct.gov/index.aspx?page=1253>

For the Building-Zone Regulations:

Departments, Community Development, Building Inspection/Zoning Enforcement, Building Zone Regulations
<http://www.glastonbury-ct.gov/index.aspx?page=109>

Based on discussions throughout the review and selection process, the actual study area could be modified to include subset(s) of the Town Center area or a phased approach could be desired.

B. Project Deliverables

The general project description summarized below has been developed to outline the general intent of the Town Center Economic and Planning Analysis. A written report, plans, mapping and other materials to accurately transmit study results and conclusions will be required. Specific project deliverables will be reviewed with the selected consultant to best identify how project findings and conclusions can be presented.

To produce a Town Center shared vision/concept that establishes a foundation for sustainable economic development and business expansion with a built infrastructure that provides safe and efficient vehicular operations; improved pedestrian, public and bicycle transit; customer convenient and business friendly parking; enhanced lighting; new streetscape amenities; and the integration of new residential opportunities.

- Confirm current economic base and existing housing opportunities.
- Develop shared vision for Town Center consistent with 2007-2017 Plan of Conservation & Development (community or regional destination).
- Identify actions to support and ensure successful, sustainable Town Center business environment with continued growth opportunities consistent with overall plan and community vision. Include business retention strategies.
- Identify and develop strategies to encourage additional housing opportunities throughout the Town Center area to complement and integrate with the business community.
- Incorporate pedestrian, traffic and parking to support vibrant, accessible business and housing environment.
- Integrate streetscape, lighting, landscaping concepts in support of overall plan.
- Review and integrate recent traffic study, as applicable, to overall concept plan.

The Town recognizes that the analysis could identify and recommend amendments to the Plan of Conservation and Development and Building-Zone Regulations.

C. Insurance

The Consultant shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the Consultant and all of its agents, employees, sub-contractors and other providers of services and shall name the Town, its employees and agents as an Additional Insured on a primary and non-contributory basis to the Consultant's Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Consultant's Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all Carriers are subject to approval by the Town. Minimum limits and requirements are stated below:

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Building Damage
Each Occurrence \$1,000,000
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Limit of Liability for Bodily Injury and Building Damage:
Per Accident \$1,000,000

4) Errors and Omissions Liability or Professional Services Liability Policy

- Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim. The Town, its employees and agents shall be named Additional Insured for this specific Project. The certificate shall specify that the Town and Board of Education shall receive 30 days advance written notice of cancellation or non-renewal specific to this Project.
- The Consultant agrees to maintain continuous professional liability coverage for the entire duration of this Project, and shall provide for an Extended Reporting Period in which to report claims for five (5) years following the conclusion of the Project.

The Consultant shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, and statutory Worker's Compensation and Employer's Liability coverages.

The Consultant shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Certificate shall specify that the Town shall receive 30 days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation. The Consultant shall provide the Town copies of any such Policies upon request.

Indemnification

To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless the Town and the Board of Education and their respective consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the Consultant's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Consultant, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Consultant to perform or furnish either of the services, or anyone for whose acts the Consultant may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

As to any and all claims against the Town or any of its consultants, agents or employees by any employee of Consultant, by any person or organization directly or indirectly employed by Consultant to perform or furnish any of the work, or by anyone for whose acts Consultant may be liable, the indemnification obligation under this Article V shall not be limited in any way by any limitation on the amount of type of damages, compensation or benefits payable by or for Consultant under worker's or workman's compensation acts, disability benefit acts or other employee benefit acts.

The above insurance requirements are the Town's general requirements. Insurance requirements with the awarded respondent are subject to final negotiations.

Section 3– Submission Requirements & Administrative

A. Proposal Instructions

By submitting a proposal, you represent that you have thoroughly examined and become familiar with the scope of services outlined in this RFQ and you are capable of performing the work to achieve the Town's objectives.

There will be a **PRE-PROPOSAL MEETING HELD ON Tuesday, August 4th, 2009 at 2:00 P.M. at the Glastonbury Town Hall, 2155 Main Street, 2nd Level, Glastonbury, CT 06033. Attendance is not mandatory.**

All firms are required to submit a **clearly marked** original and ten (10) copies of:

1. Statement of Qualifications in the format outlined in paragraph B of this section

These shall be submitted to Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033 not later than **September 4, 2009 by 11:00 AM**. Qualifications submissions will be opened and recorded as received. Proposers may be present at the opening however, there will be no public reading. Submissions received later than the time and date specified will not be considered.

**SEALED REQUEST FOR QUALIFICATIONS
 ECONOMIC DEVELOPMENT-PLANNING SERVICES
 TOWN CENTER SUSTAINABLE LAND USE AND DEVELOPMENT STUDY
 TOWN OF GLASTONBURY
 RPGL # 2010 - 13
 DATE: September 4, 2009
 TIME: 11:00 AM**

B. Submission Requirements

All respondents are required to submit:

1. Statement of Qualifications in the format outlined below

The Statement of Qualifications shall provide the information and be formatted as detailed below. Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating the proposals. Each section must be addressed and shall not exceed the maximum number of pages given. The Town reserves the right to reject responses which do not follow the format given, which shall be deemed non-responsive.

<ul style="list-style-type: none"> ▪ Table of Contents 	<p>Table of contents to include clear identification of the material provided by section and number (1 page).</p>
<ul style="list-style-type: none"> ▪ Letter of Transmittal 	<p>A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract and must also affirm that the firm or their representative has made themselves knowledgeable of those matters and conditions in the Town which would influence this Proposal. (1 page)</p>
<ul style="list-style-type: none"> ▪ Executive Summary 	<p>Briefly describe the respondent, the approach to the project, staffing available and envisioned for the project, and respondent's capability to execute to the anticipated schedule while providing the services required. (2 pages)</p>
<ul style="list-style-type: none"> ▪ Synopsis of the Respondent 	<p>Describe the respondent's organization. Specify the personnel (including years of experience in their current position, communities served and their roles providing these services). Supply resumes of principal personnel and document the chain of command for these individuals as an appendix. Indicate contact person for the proposal, including telephone and fax numbers and e-mail address. (Synopsis: 2 pages, Appendix: as required)</p>

Information provided in this section shall address the respondent's ability to meet the following specific criterion from Section 1. Paragraph C, "Evaluation Criteria."

- ***Organizational and team structure and experience***

▪ **Qualifications**

Complete the Attachment 1 form listing, as line items 1 through 3, the successful completion of three projects most similar to the Glastonbury project completed over the past 5 years satisfying the qualifications criteria listed in Section 1, Paragraph C.

Provide, on Attachment 1, information for additional projects that demonstrate the respondent's ability to satisfy the criteria listed in Section 1, Paragraph C. List those projects as line items 4 through 10, as required on Attachment 1.

Provide, as an appendix, documentation to expand on how the projects listed on Attachment 1 support the criteria listed. Highlight significant accomplishments and awards as well as alliances or partnerships with other firms, agencies, professionals, and communities.

The Town reserves the right to contact specific communities, project owners and other organizations regarding the services performed by the firm. (Attachment 1: 1 page. Appendix: as applicable)

Information provided in this section shall address the respondent's ability to meet the following specific criteria from Section 1, Paragraph C, "Evaluation Criteria."

Firms interested in being considered for this project shall clearly demonstrate that they have successfully met the following criteria:

- **Completed a minimum of three similar projects over the past 5 years (Stronger consideration will be given to project teams having successfully completed the following):**

-
- **Economic and planning analysis for communities with similar characteristics to Glastonbury including business retention and development, economic sustainability and viability, integrated with housing, parking, traffic and pedestrian circulation.**
 - **Similar projects assisting communities in developing a shared vision-concept accommodating the factors noted above through facilitated workshop and/or other successful process as applicable.**

(Complete and provide the Attachment 1 form)

- **Recent overall experience with work of similar nature and scope**
- **Specific *project team** experience in assisting communities in developing a shared vision-concept involving the factors noted above including economic analysis, parking, traffic and pedestrian circulation, housing and other similar factors and amenities; including a community workshop process**
- **Demonstrated ability to successfully integrate economic viability and sustainability of Town Center in coordination with a community’s Plan of Conservation and Development and land use regulations**

****Firms shall identify the related project team experience of the individuals that will be assigned to the Glastonbury project.***

▪ **Approach to the Project**

Describe the respondent’s approach to the project commencing with award of consultant’s contract and concluding with final report/deliverables completion. Detail any specific data your firm would require from the Town to implement this work. (3 pages)

Information provided in this section shall address the respondent’s ability to meet the following specific criteria from Section 1, Paragraph C, “Evaluation

Criteria.”

- **Approach to the anticipated project scope**
- **Ability to coordinate and manage the process and project described herein and adherence to project schedules**

▪ **Work Schedule**

Provide a proposed schedule indicating major milestones for work accomplishment. Specific project work plan and completion dates to be determined with the Town upon contract execution with the selected firm. (2 pages)

Information provided in this section shall address the respondent’s ability to meet the following specific criteria from Section 1, Paragraph C, “Evaluation Criteria.”

- **Proposed work schedule for project**

▪ **Code of Ethics**

Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8th, 2003 and effective August 1, 2003. Respondent shall acknowledge that they have reviewed the document in the area provided on the proposal response page (BP). The selected Respondent will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgement Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov. Upon entering the website click on Bids & RFPs, which will bring you to the links for the Code of Ethics and the Consultant Acknowledgement Form. If the Respondent does not have access to the internet a copy of these documents can be obtained through the Purchasing Department at the address listed within this proposal.

▪ **Proposal Response Form**

Attachment 2

▪ **Signed Non-Collusion Statement**

Attachment 3

2. A fee proposal is not required as part of the Request for Qualifications process. However, each respondent should provide a general overview of their approach to the fee for a project as described in this RFQ.

C. Contacts

For administrative RFQ and other procurement related questions please contact:

Name: Mary F. Visone
Title: Purchasing Agent
Phone: (860) 652-7588
Fax: (860) 652-7590

For technical questions please contact:

Name: Richard J. Johnson
Title: Town Manager
Phone: (860) 652-7500
Fax: (860) 652-7505

Specific contract questions shall be made in writing (email acceptable). All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at www.glastonbury-ct.gov (Upon entering the website click on Bids & RFPs). **It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.**

Note: Responses to requests for more specific contract information than is contained in the RFQ shall be limited to information that is available to all Offerors and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

F. Schedule of RFQ Events

Publicize RFQ	July 15, 2009
Pre-proposal Meeting Date / Time	August 4, 2009 at 2:00 PM
RFQ Response Due Date / Time	September 4, 2009, at 11:00 AM
Interviews with Top Respondents (tentative)	Week of September 21, 2009
Selection of Consultant	Early - October 2009
Contract Effective Date	Mid - October 2009

END OF REQUEST FOR PROPOSAL TEXT

List of Qualifying Projects

Consultant Name _____

Note: Projects used to satisfy the criteria of the RFQ shall be listed as line items 1 through 3. Firms may list additional projects to satisfy the criteria as line items 4 through 10, as required.

Line No.	Community Project Title / Description	Owner Point of Contact Name/Phone #	Project Budget	Date of Project Completion
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



Attachment 2

**TOWN OF GLASTONBURY
 BID / PROPOSAL**

RPGL # 2010- 13

DATE ADVERTISED

July 15,2009

DATE/ TIME DUE

**September 4, 2009 by
 11:00 AM**

NAME OF PROJECT

**TOWN OF GLASTONBURY
 PROFESSIONAL SERVICES PROCUREMENT NOTICE
 REQUEST FOR QUALIFICATIONS FOR ECONOMIC
 DEVELOPMENT – PLANNING SERVICES**

**TOWN CENTER SUSTAINABLE LAND USE AND
 DEVELOPMENT STUDY**

Insert this completed form in respondent’s proposal

CODE OF ETHICS:

I/ We have reviewed a copy of the Town of Glastonbury’s Code of Ethics and agree to submit a Consultant Acknowledgement Form if I/We are selected. Yes _____ No _____ *

*Bidder is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the bidder has not agreed to the above statement.

The Respondent acknowledges receipt of the following Addendums:

Addendum #1 _____ Date: _____
 Addendum #2 _____ Date: _____
 Addendum #3 _____ Date: _____

Type or Print Name of Individual

Doing Business as (Trade Name)

Signature of Individual

Street Address

Title

City, State, Zip Code

Date

Telephone Number / Fax Number

E:mail Address

SS # or TIN#

Attachment 3

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS FOR ECONOMIC DEVELOPMENT –
PLANNING SERVICES**

**TOWN CENTER SUSTAINABLE LAND USE AND DEVELOPMENT STUDY
RPGL # 2010-13**

NON-COLLUSION STATEMENT

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

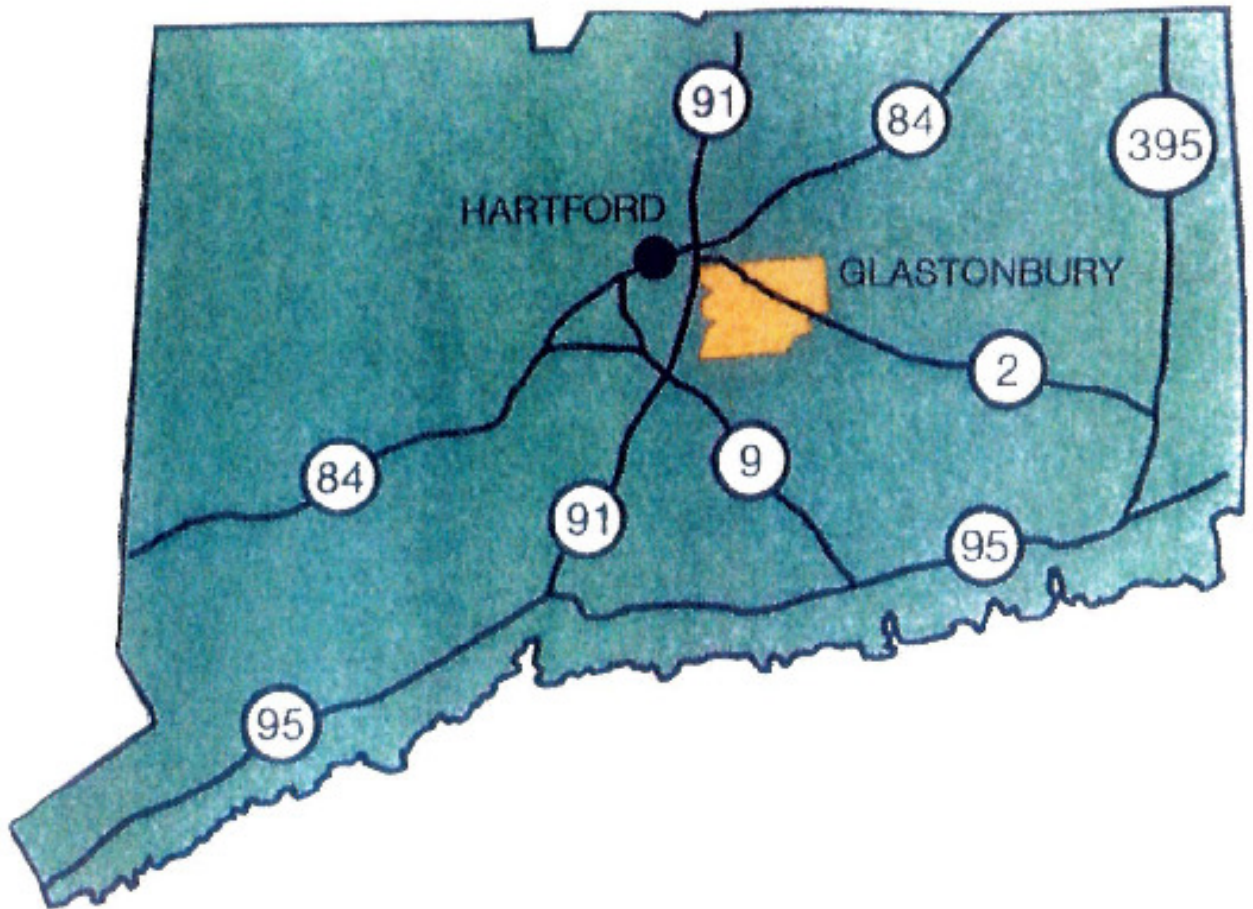
Name and Title of Agent: _____

By (SIGNATURE): _____

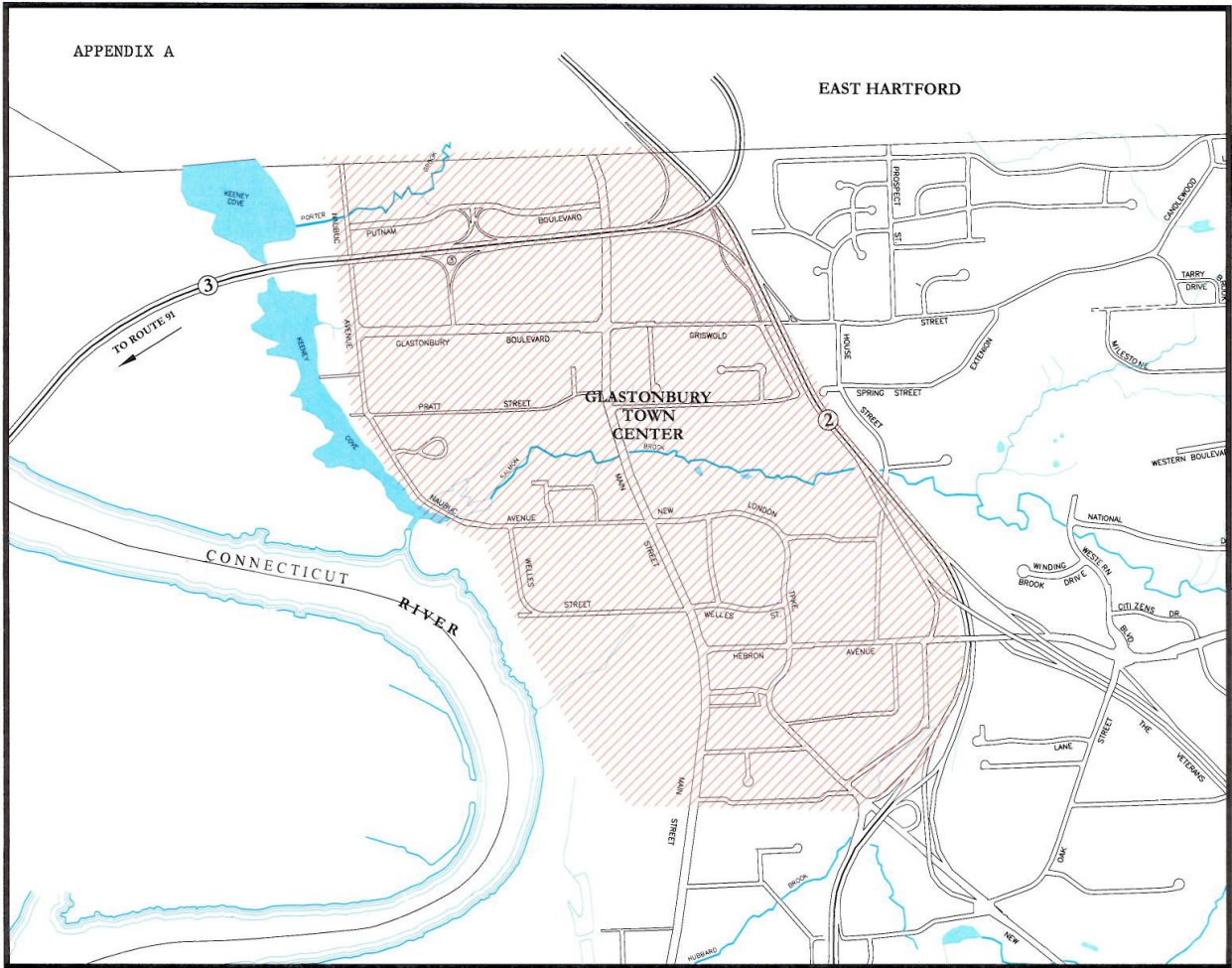
Address: _____

Telephone Number: _____

Town of Glastonbury, Connecticut



APPENDIX A



Appendix B: Business Listing of Glastonbury's Central Business District

Town Center Fox Run Mall South to School Street Hebron Avenue East to New London Turnpike

Accountants, engineers, insurance and other offices	29
Attorneys	19
Auto service, gasoline	4
Banks	6
Catering	1
Laundromat	1
Martial arts studio	1
Medical / dental offices	18
Personal Services – hair, nails, spas	17
Photography studios	2
Places of worship	5
Realtors	6
Restaurants – food/beverage	22
Retail - general merchandise	32
Retail - liquor	3
Veterinary	2