

**TOWN OF GLASTONBURY
REQUEST FOR QUALIFICATIONS
TOWN CENTER AREA DESIGN GUIDELINES
RPGL-2022-09**

DUE DATE AND TIME: AUGUST 24, 2021 by 11:00 AM

The Town of Glastonbury will be accepting proposals from qualified architectural, urban design or planning firms or teams of professionals to assist in creating design guidelines for the Town of Glastonbury's Town Center Planning Area as identified in the Glastonbury 2018-2028 Plan of Conservation and Development (POCD).

Interested individuals and firms should obtain the complete RFQ and related information from the Town's website at www.glastonburyct.gov. Responses to the Proposal must be submitted electronically no later than the time and date indicated above. **LATE PROPOSALS WILL NOT BE CONSIDERED.**

Responses can be submitted at the following link: <https://app.negometrix.com/buyer/2832>, under the RFQ title "*RPGL-2022-09 – Town Center Area Design Guidelines*". Respondents will be required to create a profile before submitting their proposal. Step-by-step instructions on how to register as a vendor are available at this website:

<https://help.negometrix.com/en/support/solutions/articles/9000177626-register-on-negometrix4>

The Town reserves the right to waive informalities or reject any part of, or the entire proposal, when said action is deemed to be in the best interests of the Town.

An Affirmative Action/Equal Opportunity Employer. Minority/Women/Disadvantaged Business Enterprises are encouraged to submit a proposal.

Mary F. Visone
Purchasing Agent

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Attachments

- Attachment A – Town of Glastonbury Response Page
- Attachment B – Statement of Non-Collusion

SECTION I – GENERAL INFORMATION

OVERVIEW

The purpose of this Request for Qualifications ("RFQ") is to solicit proposals from qualified architectural, urban design or planning firms or teams of professionals to assist in creating design guidelines for the Town of Glastonbury's Town Center Planning Area as identified in the Glastonbury 2018-2028 Plan of Conservation and Development (POCD).

BACKGROUND

The Town of Glastonbury's POCD identified the Town Center Planning Area as the Town's most diverse planning area. It is the Town's retail, business and civic center, and is home to a variety of mixed-use and residential neighborhoods, three National Register Historic Districts and significant floodplain area. The Town Center Planning Area is generally defined as the area between the Connecticut River to the west and Routes 2, 3 and New London Turnpike to the east, and between the East Hartford town line to the north and Hubbard Street to the south. It encompasses several zoning districts including Town Center, Town Center Mixed Use, Planned Business, Residence A, Flood Zone, and Planned Area Development. The POCD's policies emphasize high quality design, preservation and enhancement of architectural features, rehabilitation of older commercial buildings, and promoting pedestrian friendly streetscape enhancements in the Town Center Planning Area.

The main objective for this project is to preserve, maintain and enhance Glastonbury's unique Town Center Planning Area while still allowing for variety and creativity in development. Design guidelines are intended to assist landowners, potential developers and land use commissioners by establishing parameters for high quality design, particularly with respect to architectural design. The Town seeks to engage the community throughout the process of developing design guidelines to ensure overall success.

SECTION II – SCOPE OF WORK

SPECIFIC SERVICES

The purpose of this project is to develop and adopt design guidelines for all or portions of the Town Center Planning Area, as identified in the Glastonbury 2018-2028 Plan of Conservation and Development. The selected consultant will be expected to coordinate with Town staff and an appointed Project Steering Committee to facilitate the following anticipated work items.

- Review existing commercial, mixed-use and residential development within the Town Center Planning Area to assess the current aesthetic and evaluate the cohesiveness of existing design and/ or areas of distinct design character.
- Review existing land use regulations for the Town Center Planning Area and current Special Permit with Design Review application review policies and procedures for baseline information.
- Evaluate the potential for design guidelines for the entirety of the Town Center Planning Area and/or sub-districts based on current development and regulatory conditions.
- Assess community preferences and appropriate aesthetic and design standards through public education and outreach efforts.
- Develop specific design objectives and a recommended approach to establishing design guidelines and their administration in conjunction with the Project Steering Committee.
- Draft design guidelines with maps, graphics, images and models (in accordance with the established approach) that address site planning; landscaping and site elements; building design, architecture and materials; streetscape; public and private space; pedestrian and vehicle space; etc.
- In collaboration with Steering Committee, finalize recommended design guidelines for adoption by the Town Planning & Zoning Commission and the Town Council.
- Recommend approach for effective administration of design guidelines, including changes to land use application review policies and procedures.

PROJECT COORDINATION

The Respondent will work closely with the Town Manager, Richard J. Johnson and the Director of Planning and Land Use, Services Rebecca Augur throughout the project.

PROJECT DELIVERABLES

- Community engagement materials
- Draft and Final Design Guidelines for adoption
- Recommendations for implementation to ensure success

The consultant will be expected to be present for some or all of the meetings which may need to be conducted with the Project Steering Committee and/or other boards and commissions at Town offices, on site, or elsewhere.

SECTION III - SUBMISSION OF PROPOSAL

MINIMUM REQUIREMENTS

- The Respondent shall have an assigned project manager to oversee this work and act as liaison to the Town. The Respondent shall list all proposed staff. The Respondent shall submit detailed resumes/references for any proposed staff, in-house or sub-contracted.
- The Respondent shall demonstrate sufficient staff resources to perform the work.
- The Respondent shall possess the necessary licenses or certifications to perform the services required, documentation of qualifications shall be submitted with the RFQ response.
- The Respondent shall have demonstrated experience with developing design guidelines within the past ten (10) years, particularly with communities of similar size and physical site characteristics of the study area.

TERM OF SERVICE / TIME FOR COMPLETION

- The selected firm will be expected to commence services within 15 days of contract execution or on such other schedule as mutually agreed to with the Town. The Town anticipates allocating up to 10 months of overall time for the project described herein including data collection, meetings, consultant preparation, etc. It is the intent of the Town to have a Draft Design Guideline in 5-6 months and a Final Design Guideline for adoption in 9-10 months. A schedule for completion will be mutually agreed upon between the Town and the selected respondent.

PROPOSAL INSTRUCTIONS

- By submitting a proposal, Respondent represents that he has thoroughly examined and become familiar with the Scope of Services outlined in this RFQ and are capable of performing the work to achieve the Town's objectives.
- Respondents submitting a proposal for this solicitation are directed to respond online through a secure e-Procurement portal. Responses can be submitted at the following link: <https://app.negometrix.com/buyer/2832>, under the RFQ title "***RPGL-2022-09 – Town Center Area Design Guidelines***". Respondents will be required to create a profile before submitting their proposal. Step-by-step instructions on how to register as a vendor are available at this website:

<https://help.negometrix.com/en/support/solutions/articles/9000177626-register-on-negometrix4>

Respondents will be required to upload their response as **ONE (1) consolidated pdf file** which includes the following:

1. Proposal Response as per the requirements herein
2. Attachment A - Town of Glastonbury Response Page
3. Attachment B - Town of Glastonbury Non-Collusion Statement

- All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.
 1. Table of Contents to include clear identification of the material provided by section and number.
 2. A letter of transmittal indicating the firm's understanding of the Scope of Services and interest in the project 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.
 3. Name, email address and telephone number of person(s) to be contacted for further information or clarification.
 4. Copy of license or certification to perform the work required, as applicable.
 5. A background statement including a description of relevant experience and qualifications of the firm/individual submitting the proposal and the number of years the respondent has been in business.
 6. Respondent shall provide a list of 3-5 references and examples of previous similar projects with Design Guidelines successfully completed within the last ten years particularly with communities of similar size and physical site characteristics of the study area, with the contact name, address and telephone number of the owners' representative in each project. The Town reserves the right to contact these organizations regarding the services performed by the firm.
 7. A high level overview of the respondent's approach to implementation of the project described herein including the respondent's ability to provide all of the services identified in Section II.
 8. A proposed schedule for the project.
 9. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
 10. Proposal Response Form (**ATTACHMENT A**).
 11. Description of any exceptions taken to this RFQ. If any proposal involves any exception from the stated requirements and specifications, they must be clearly noted as exceptions and attached to the proposal.

12. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003 and revised October 29, 2013 and effective November 28, 2013. Respondent shall acknowledge that they have reviewed the document in the area provided on **ATTACHMENT A**. The selected respondent will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Acknowledgment Form can be accessed at the Town of Glastonbury website at www.glastonburyct.gov. Upon entering the website click on the **Bids & Proposals Icon** which will bring you to the links for the **Code of Ethics** and the **Acknowledgement Form**.
13. Statement of Non-Collusion (**ATTACHMENT B**).
14. Any technical questions regarding this RFQ shall be made in writing and directed to Rebecca Augur, Director of Planning and Land Use Services by email at rebecca.augur@glastonbury-ct.gov. For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent, by email at purchasing@glastonbury-ct.gov. All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at www.glastonburyct.gov (Upon entering the website click on Bids & Proposals Icon, click on the **Bid Title** to view all proposal details and document links). **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 respondents 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.

No other Glastonbury Town employee, elected official, or evaluation committee member should be contacted concerning this RFQ during the proposal process. Failure to comply with this requirement may result in disqualification.

Failure to include any of the above-referenced items in the submitted proposal may be grounds for disqualifying said proposal.

EVALUATION CRITERIA

The Town of Glastonbury shall select the responsible and responsive proposal which is determined by the Town to be the best suited, most advantageous, and provides the best value to the Town on the basis of the criteria included in this Request for Qualifications. The Town shall not be obligated to accept any proposal and the Town shall reserve the sole right to determine the appropriateness of any proposal for this work. The Town expressly reserves the right to negotiate with the selected firm prior to an award of any contract pursuant to this RFQ. Best value shall be determined by consideration of the following factors.

- The Respondent's technical understanding of the scope of services evidenced by the quality of the proposal submitted and responsiveness to the Town's requirements as summarized herein, including completeness, clarity, and visual appeal of the response.
- The relevant background & experience of the Respondent in providing similar services elsewhere particularly with communities of similar size and character.

- The specific background, qualifications and relevant experience of the individuals designated to provide services, especially those of the designated account representative, and other key personnel to be assigned to the project.
- Respondent's approach to the work and services to be provided for the project described herein including the respondent's ability to provide all of the services identified in the project scope.
- Proposed schedule and demonstrated commitment to the Town of Glastonbury's timetable for the project.
- Demonstrated ability to design and implement meaningful community engagement processes.
- The Respondent's responsiveness and compliance with the RFQ requirements and specifications, including any exceptions attached or contained in the proposal.

REFERENCES

As part of the overall evaluation, The Town of Glastonbury shall review references provided in the respondent's proposal to determine the quality of services performed for other clients.

SELECTION PROCESS

- 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 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 RFQ, if it is in the best interests of the Town to do so.
- A Selection Committee, appointed by the Town Manager, will evaluate all proposals received for completeness and the respondent's ability to meet all requirements as outlined in this proposal. The Committee will then short list the specific firms whose proposals best meet all criteria required and may conduct interviews with these firms. Upon completion of interviews, the Selection Committee will forward to the Town Manager a list of firms recommended for further consideration.
- Based on the results of the interview process the top-rated firms will be invited to submit a proposed Scope of Services and fee proposal. The Town Manager or his designee will review the Scope of Services, fee proposals, and other factors with the top-rated firm(s) and negotiate a specific agreement based on these discussions.
- Additional technical information may be requested from any respondent for clarification purposes, but in no way changes the original proposal submitted.

TIMELINE

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFQ	July 20, 2021
RFQ Due Date	August 24, 2021 @ 11:00 A.M.
Interviews with Top Respondents	Week of September 13, 2021
Contract Effective Date	TBD

INSURANCE REQUIREMENTS

INSURANCE

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverages covering the Respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Glastonbury and their employees and agents as an Additional Insured** on a primary and non-contributory basis to the Respondent’s Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Respondent’s Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best’s Rating of A-VIII with all policies written on an occurrence form basis. 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
- \$1,000,000 each accident/\$1,000,000 disease-policy limit/\$1,000,000 disease each employee
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and their employees and agents.

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 in favor of the Town of Glastonbury and their employees and agents.

3) **Automobile Insurance:**

- Including all owned, hired, borrowed and non-owned vehicles
- Evidence of Combined Single Limit of Liability for Bodily Injury and Building Damage:
Per Accident \$1,000,000
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and their employees and agents.

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 awarded Consultant(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation of any insurance policy.

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 seven (7) years following the conclusion of the Project.

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

The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Respondent(s) will be responsible to provide written notice to the Owner 60 days prior to cancellation or non-renewal of any insurance policy. The Certificate shall evidence all required coverages including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation on the General Liability policy. The respondent shall provide the Town copies of any such insurance policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town and their employees and agents 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) to the extent arising out of or resulting from the performance of the Respondent'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 Respondent, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable.

**ATTACHMENT A
PROPOSAL RESPONSE PAGE**



BID / PROPOSAL NO: RPGL-2022-09 **DATE DUE:** August 24, 2021
DATE ADVERTISED: July 20, 2021 **TIME DUE:** 11:00 AM
NAME OF PROJECT: TOWN CENTER AREA DESIGN GUIDELINES

THE RESPONDENT ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA:

Addendum #1 _____(Initial/Date) **Addendum #2** _____(Initial/Date) **Addendum #3** _____(Initial/Date)

It is the responsibility of the respondent to check the Town's website for any Addenda before submitting the 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 _____ *

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

_____	_____
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 B
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: _____