

**TOWN OF GLASTONBURY
REQUEST FOR QUALIFICATIONS (RFQ)
OPEN SPACE AND WOODLAND MANAGEMENT PLAN
RPGL-2022-33**

DUE DATE AND TIME: APRIL 13, 2022 by 11:00 AM

The Town of Glastonbury will be accepting proposals from qualified respondents interested in assisting the Town with developing an Open Space and Woodland Management Plan throughout certain sections of Town-owned land located in the town.

Interested individuals and firms should obtain the complete Request for Qualifications (RFQ) and related information from the Town website at www.glastonburyct.gov/rfp. Proposal responses must be submitted electronically by 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-2022-33 – Open Space and Woodland Management Plan*”. 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.

The Town of Glastonbury is 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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- Attachment A – Town of Glastonbury Proposal Response Page
- Attachment B – Statement of Non-Collusion
- Attachment C - Standard Outline of Open Space and Woodland Management Plan
- Attachment D – Open Space Parcels – Property Maps and Cards

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SECTION I – GENERAL INFORMATION

OVERVIEW and BACKGROUND

The Town of Glastonbury (the “Town”) intends to contract for the services of an experienced Respondent to assist the Town with developing an Open Space and Woodland Management Plan (“Plan”) on designated Town-owned open space parcels. The Town will follow a phased approach towards developing the Plan, and this RFQ is designed to identify Respondents who possess the qualifications necessary to create an effective Open Space and Woodland Management Plan. The Plan will ultimately seek to manage the various Town-owned Open Space parcels with the following goals: woodland management, soil conservation, invasive non-native species management, plant and animal habitat preservation and improvement, public access, and trail management and expansion, as applicable. The Town seeks a qualified Respondent with demonstrated experience in developing such a Plan that aligns with limitations or use opportunities as dictated by conservation easements, natural resources, and other considerations.

The Plan should recommend specific actions that should be taken and outline an implementation timeframe with cost estimates. The Plan must be based upon the Respondent’s assessment of natural resources and public use opportunities.

SECTION II – SCOPE OF WORK

Through this request for qualifications (RFQ), the Town of Glastonbury is seeking to identify Respondents who possess the experience and expertise necessary to develop an effective Open Space and Woodland Management Plan. It is the Town’s intention to work with the selected Respondent to develop the Plan for various Town-owned open spaces in the community. Specific open space parcels of interest will be determined in the subsequent phase of this project, but may include: the “former MDC parcel”, (a 542 acre parcel comprised primarily of forestlands); the J.B. Williams Park site, (a 119 acre parcel containing a number of community amenities such as a pavilion/event space, picnic areas, playgrounds, and hiking trails, as well as a vast woodland area); and Blackledge Falls, (an 80 acre parcel of woodlands). Please see **Attachment D** for more details on these properties. Respondents are encouraged to visit the [Town GIS](#) to view these properties as well. To do so, visit www.glastonburyct.gov/gis and click on the Layers tab at the bottom left to modify your view to include various layers. Helpful layers to review include, but are not limited to: Topography; Soil; Natural Resources, Zoning/Regulatory Layers; and Parks and Trails.

SPECIFIC SERVICES

This RFQ will serve as the first step of a multi-phased project to identify Respondents who possess the qualifications necessary to develop a comprehensive Open Space and Woodland Management Plan. The Plan should address the elements outlined below and listed in **Attachment C**, therefore Respondents should demonstrate experience and expertise in:

- Conducting and completing field investigations to assess flora and fauna diversity, population, distribution and overall ecosystem health. The identification and

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management proposal for invasive species, arranged by priority of ease of removal and effect on the ecosystem.

- Assessing trail system condition, location, maintenance, and potential expansion. Evaluating and creating a design plan to minimize conflicts and challenges regarding public access and use for passive recreation.
- Creating a comprehensive long term (10 year minimum) property plan designed to protect, conserve, restore, and enhance natural resources (including flora and fauna) while maintaining public access and use of the property for the purpose of passive recreation.

Proposed Project Phases

The Town is anticipating that this project will be structured as outlined below. The selected Respondent will be expected to participate in meetings with Town staff and review findings and recommendations with elected/appointed boards and commissions and the community. Such meetings may take place at Town Hall or other locations throughout town.

Phase I – Identification and Assessment

- Meet and engage with Town staff for parcel identification and assessment
- Conduct in-depth, comprehensive field research and evaluation of identified parcels
- Present initial assessment for discussion with Town staff / elected and appointed officials and community for next steps
- **Phase I Deliverables:**
 - Presentation of initial assessment, including an electronic file for Town records.

Phase II - Report Development

- Develop Plan document (PDF) of recommendations in priority order. Plan should represent field work and evaluation supplemented by Town-provided documentation.
- Create Supplemental Maps – Specific maps, including desired format, to be determined by the Town during Phase I.
- **Phase II Deliverables:**
 - Develop Plan document (PDF) of recommendations in priority order.
 - Supplemental Maps – Specific maps, including desired format, to be determined by the Town during Phase I.

PROJECT COORDINATION

The Respondent will work closely with the Town Manager or designee(s) through all phases of the project. The Town will provide access to the selected properties and make any required site data available as applicable.

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SECTION III - SUBMISSION OF PROPOSAL

MINIMUM REQUIREMENTS

The Respondent shall

- Have demonstrated experience with conducting field assessments and developing written Open Space and Woodland Management Plans within the past 10 years, preferably in the subject areas noted previously in the ‘Scope of Services’ section.
- Demonstrate sufficient staff resources to perform the work; and the ability to assign a project manager to oversee project work and serve as liaison to the Town. The Respondent shall submit detailed resumes/references for any proposed staff, in-house or sub-contracted.
- Possess the necessary licenses or certifications to perform the services required. Documentation of qualifications shall be submitted with the RFQ response.

TERM OF SERVICE / TIME FOR COMPLETION

The selected Respondent will be expected to commence services within 30 days of contract execution, or on such other schedule as mutually agreed upon with the Town. The Town anticipates allocating up to 6-12 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 completed Plan no later than calendar year end 2022. 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 they have thoroughly examined, and become familiar with the Scope of Services outlined in this RFQ and are capable of performing the work necessary 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-2022-33 – Open Space and Woodland Management Plan**”. 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>

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- Respondents will be required to upload their response as **ONE (1) consolidated pdf file** to include 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 Respondent’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 Respondent 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 Respondent 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 Open Space and Woodland Management Plans successfully completed within the last 10 years, including 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 Respondent.
 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 – Scope of Work and any subsequent phases as may be required by the Town.
 8. Schedule and Availability: Provide an overview of the Respondent’s availability to begin discussions with Town staff and a proposed schedule for completion of services identified in the initial phase.

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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 Richard J. Johnson, Town Manager by email at richard.johnson@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 website at www.glastonburyct.gov/rfp. (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.

Any and all information received from Respondents is subject to the Freedom of Information Act (FOI) and may be disclosed to the general public. Respondents should not include any information deemed proprietary in their proposal.

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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 Respondent 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.
- The background & experience of the Respondent in providing similar services elsewhere.
- 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 implementation of the project described herein including the respondent’s ability to provide all of the services identified in the project scope.
- Schedule & Availability and demonstrated commitment to the Town of Glastonbury’s timetable for the project.
- 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 and project deliverables 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

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cancel in part or in its entirety the request for proposals, 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 Respondents whose proposals best meet all criteria required and may conduct interviews with these Respondents. Upon completion of interviews, the Selection Committee will forward to the Town Manager a list of Respondents recommended for further consideration.
- Based on the results of the interview process, the Town Manager will review the Scope of Services and other factors with the top-rated respondent(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	MARCH 23, 2022
RFQ Due Date	APRIL 13, 2022 @ 11:00 A.M.
Interviews with Top Respondents	APRIL 28, 2022
Contract Effective Date	June 1, 2022 (Subject to Change)

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:

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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

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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.

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ATTACHMENT A
PROPOSAL RESPONSE PAGE



PROPOSAL NO: RPGL-2022-33 DATE DUE: MARCH 23, 2022
DATE ADVERTISED: APRIL 13, 2022 TIME DUE: 11:00 AM
NAME OF PROJECT: OPEN SPACE AND WOODLAND MANAGEMENT PLAN

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#

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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: _____

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ATTACHMENT C

Standard Outline of Open Space and Woodland Management Plan

- I. Maps
 - A. Topographic map (include with narrative as locator map) 1" =1000'
 - B. Stand identification base map of (roads, bounds, brooks and trails) 1" =1000'
 - C. Site Quality map 1" =1000'
 - D. Forest type, size, quality map 1" =1000'
 - E. Special features map 1" =1000'
 - 1. Cultural
 - 2. Recreation
 - 3. Natural Areas and old Forest Land Management Sites
 - 4. Critical Habitat
 - F. Work Plan 1" =1000'
- II. Title Page
 - A. Forest
 - B. Town
 - C. Acres
 - D. Management Period Covered
 - E. Author
 - F. Acknowledgements
- III. Table of Contents
- IV. Body
 - A. Executive Summary
 - B. History
 - 1. Reason(s) for acquisition and funding sources
 - 2. Development of resource prior to and after acquisition
 - 3. Changes in the last 10 years
 - C. Acres and Access
 - 1. Acres
 - 2. Present access (roads for public and truck roads) (gates)
 - 3. Inaccessible areas (acres) and access potential
 - 4. ROWs
 - 5. Boundary conditions and total miles of boundary
 - 6. Known boundary problems
 - D. Special Use Areas
 - 1. Lakes and ponds
 - 2. Rivers and streams
 - 3. Cultural sites
 - 4. Recreation and scenic sites – trails and signs
 - 5. Critical Habitat (State listed rare or endangered plants and animals)
 - 6. Natural Areas/Natural Area Preserves
 - 7. Old Forestland Management Sites
 - 8. Research Areas
 - 9. Miscellaneous (sugarbush, homeowner firewood, water mains, aqueducts, gravel sources)

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- E. Resource Management Concerns
 - 1. Trails
 - 2. Unauthorized or illegal activity
 - F. Wildlife Habitat – DEEP wildlife (note author if assistance is provided)
 - 1. Investment in habitat improvement
 - 2. Existing diversity situation – wetlands
 - 3. Landscape context – DEEP Wildlife
 - 4. Wildlife Based Recreation – DEEP Wildlife
 - G. Vegetative Condition
 - 1. Forest type, size class, and condition class on areas to be managed including unique understory vegetation where such exists

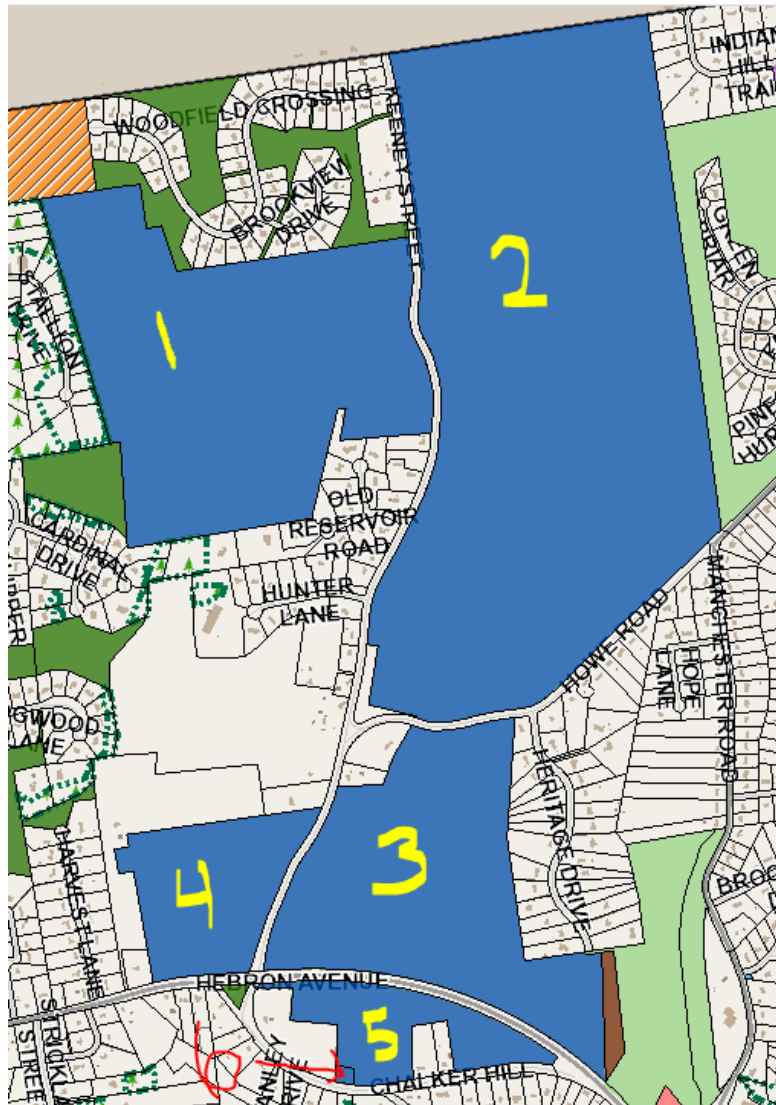
 - 2. Forest Health-Understory concerns, invasive exotic plants, insect and disease concerns, and weather-related damage.
 - H. Landscape Context – Forestry – adjacent land uses
 - I. Specific Acquisition Desires
 - J. Public Involvement
 - K. Adaptive Management
 - L. 10 Year Goals
 - M. Work Plans [Note which Division is responsible for work when appropriate]
 - 1. Road Maintenance and /or Road Construction, gates and signs
 - 2. Boundary marking
 - 3. Stream improvement
 - 4. Cultural site maintenance
 - 5. Recreation or scenic site work
 - 6. Improvement of critical habitat
 - 7. Trail maintenance
 - 8. Wildlife habitat improvement (Upland wildlife opening work or leasing)
 - 9. Wildlife population control methods
 - 10. Forest stand harvests [list or table] thinning, regeneration, conversion, tsi, planting, chemical controls, burning, pre-fire suppression work, Rx burns
- V. Appendices
- A. Comments
 - B. References
 - C. Additional appendices

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ATTACHMENT D
Open Space Parcels – Property Maps and Cards

The links and images below provide additional information about a selection of potential properties for consideration with this project. As noted previously, additional information for all Town parcels, (e.g. topography, soil, natural resources) can be found on the Town GIS using the Layers feature.

The Former MDC Land

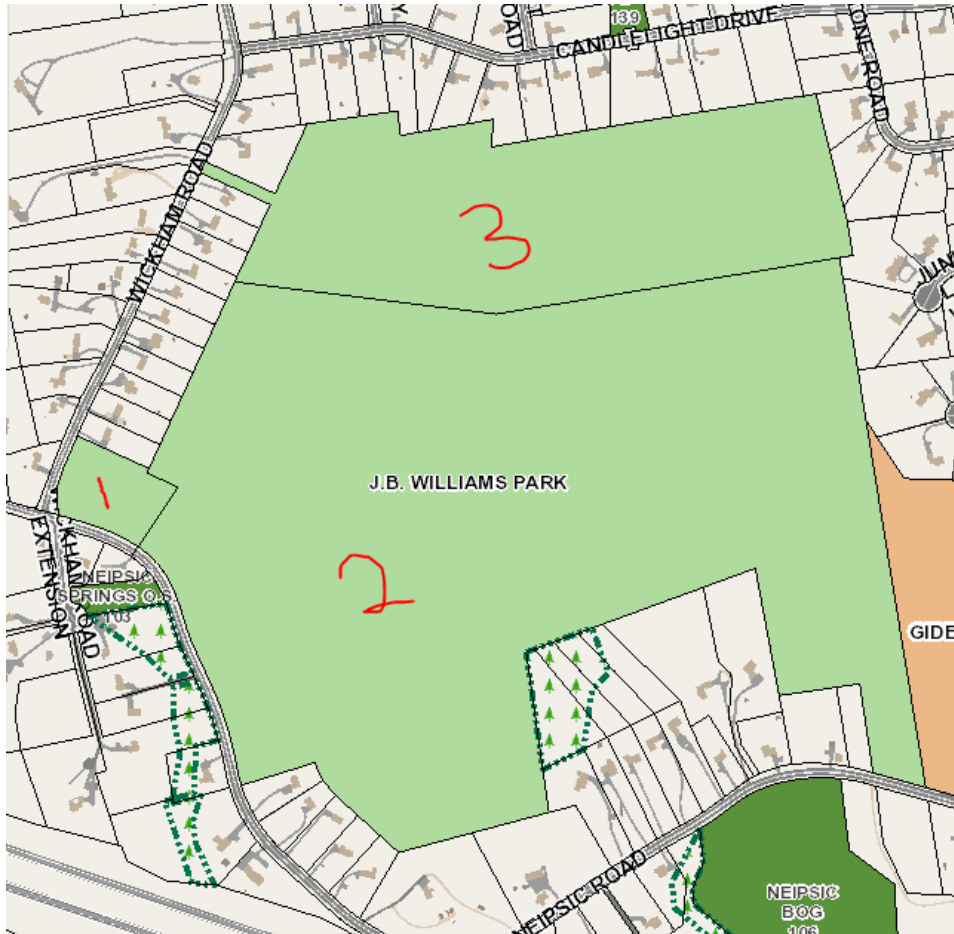


- 1) <http://gis.vgsi.com/glastonburyct/Parcel.aspx?pid=9225>
- 2) <http://gis.vgsi.com/glastonburyct/Parcel.aspx?pid=9224>
- 3 and 5) <http://gis.vgsi.com/glastonburyct/Parcel.aspx?pid=9223>
- 4) <http://gis.vgsi.com/glastonburyct/Parcel.aspx?pid=9222>

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6) <http://gis.vgsi.com/glastonburyct/Parcel.aspx?Pid=106926>

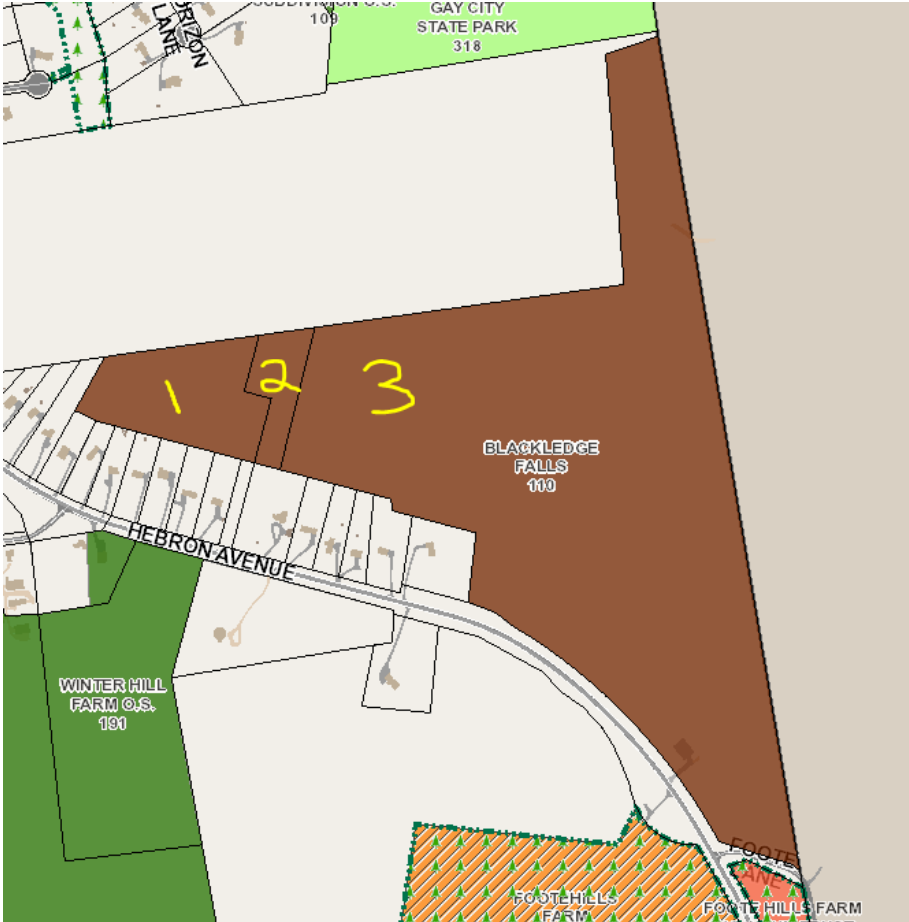
J.B. Williams Park



- 1) <http://gis.vgsi.com/glastonburyct/Parcel.aspx?pid=12833>
- 2) <http://gis.vgsi.com/glastonburyct/Parcel.aspx?pid=12861>
- 3) <http://gis.vgsi.com/glastonburyct/Parcel.aspx?pid=12835>

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Blackledge Falls



- 1) <http://gis.vgsi.com/glastonburyct/Parcel.aspx?pid=4553>
- 2) <http://gis.vgsi.com/glastonburyct/Parcel.aspx?pid=11957>
- 3) <http://gis.vgsi.com/glastonburyct/Parcel.aspx?pid=12784>