

Request for Qualifications

The Town of Lisbon, Connecticut is accepting submissions for the following:

Update of 2004 Plan of Conservation and Development

Submissions will be received until **11:00 am, August 22, 2014**

(Town Clerk's Office)

Attention: Robert Adams, Chairman, Lisbon Planning and Zoning Commission

Date issued: July 24, 2014

Request for Qualifications

Update of 2004 Plan of Conservation and Development

The Town of Lisbon is seeking submissions from consulting firms for the preparation of an update to the Town of Lisbon's 2004 Plan of Conservation and Development.

The scope of services and submission requirements are available from;

Robert Adams, Chairman
Lisbon Planning and Zoning Commission
1 Newent Road
Lisbon, CT 06351

Between the hours of 9:00 am and 3:00 pm Monday through Thursday and 9:00am and noon on Friday, or by downloading from the website noted below.

Lisbonct.com

Submissions will be accepted by the **Town Clerk until Friday, August 22, 2014 at 11:00 am;** submissions received after this date and time will not be considered. The Town reserves the right to waive any informalities in any submission, to reject any and/or all submissions, and to accept the submittal(s) that in its judgment is in its best interest. Each submission shall contain one original and six copies as well as a digital copy (pdf or similar format) of the proposal, and shall be in a sealed envelope or package clearly identified as "RFQ 2015 Plan of Conservation and Development Update" delivered to the address noted above.

REQUEST FOR QUALIFICATIONS TOWN OF LISBON, CONNECTICUT

Update of 2004 Plan of Conservation and Development

I. PROJECT SPECIFICATIONS

1. INTRODUCTION

This request for qualifications (RFQ) is being issued by the Lisbon Planning and Zoning Commission on behalf of the Town of Lisbon. The Commission is responsible for coordinating the solicitation and review process to select a qualified individual or firm to provide consulting services relative to the preparation of an update of the Town's 2004 Plan of Conservation and Development.

The lead agency for this work is Lisbon Planning and Zoning Commission. The selected consultant will work under the general direction of and report to the Town Planner and/or his designee.

2. BACKGROUND INFORMATION

The Town of Lisbon is located in Southeastern Connecticut and has a population of approximately 4,306 residents encompassing 16.7 square miles. The town's population resides in approximately 1,777 residential structures. Although primarily residential in nature, Lisbon is home to two of the areas larger retail developments, Lisbon Landing (690,000 square feet) and the Crossing at Lisbon (325,000 square feet) located on Route 12, just south of interstate 395.

Lisbon has limited industrial development activities. The Quinebaug River runs from north to south along the easterly border of the Town and the Shetucket River flow north to south along the westerly border of the Town. The Town has limited sewer and water available.

The current Plan of Conservation and Development, adopted in 2004, is available for review on the Town's website; Lisbonct.com

3. SCOPE OF SERVICES

It is anticipated that the work program and final scope of services will include at least the following basic components:

Database Update and Assessment

Update relevant socio-economic data using 2010 US Census information, including but not limited to, demographic, population, economic, labor/employment, income, housing and similar data.

Update physical data including, but not limited to, land use, transportation, public facilities, utilities, parks and open spaces, historic resources, and related GIS map layers and data tables.

Document review, focusing on relevant studies, plans and research developed since the 2004

Plan. This will likely include the 2004 Plan itself, the Town's 10-Year Capital Improvement Plan, Town budgets, regional and State plans, relevant changes in State statutes, policies and guidance, building permits and similar data.

Public Participation Process

At the direction of the Land Use Office, create and manage an efficient and effective public participation process, including the use of innovative means/methods having clear objectives keyed to the approved project timeframe/budget/scope.

Updates to Plan of Conservation and Development

Using the data analysis and public participation process, develop, provide, refine and finalize recommended edits to Plan concepts, goals, objectives and strategies, as well as updated data tables, graphics, mapping and implementation tasks/ schedules/assignments.

Project Schedule and Management

It is anticipated that project "kick off" will occur no later than August 2014 and that the entire project will be completed within eight (8) months of the kick off date. The contract will be administered and managed by the Town of Lisbon Planning and Zoning Commission, with principal support provided by the Town Planner or his designee.

4. DELIVERABLE PRODUCTS

The consultant will provide up to fifteen (15) print copies and one digital copy of all draft documents, including technical reports, memos, etc. The consultant will provide one reproducible copy of the final plan as approved by the Lisbon Planning and Zoning Commission. The consultant will also provide all draft documents and the final report in electronic form via CD, USB, or e-mail in both Microsoft Word format and PDF format (utilizing the latest version of Adobe Acrobat). The actual number of print copies of the final approved plan will be decided and agreed upon by the Town and the consultant prior to the commencement of work. For the purpose of proposal submission, firms shall assume that provision of fifteen (15) printed copies and one digital copy will be required.

5. RESOURCES AVAILABLE

The Town will make available to the consultant the following information as it relates to the work:

- Plan of Conservation and Development completed by Planimetrics and adopted by the Town of Lisbon in 2004
- Traffic data as prepared by the State of Connecticut Department of Transportation ("ConnDOT")
- GIS data, inclusive of shape files based on land parcels shown in the Assessor's Office; centerline data, buildings data, zoning designations
- Lisbon Zoning Regulations and Subdivision Regulations

The Town will provide other additional information in its possession as may be needed by the consultant, if such information is currently and readily available.

The Town Planner and/or his designee will serve as the primary liaison between the consultant and other town departments when the consultant is seeking information, and as the primary liaison among the Planning and Zoning Commission, residents and other stakeholders, and the consultant.

6. PROJECT SCHEDULE

The following is the proposed schedule for the selection process and work program:

Submittals due	August 22, 2014
Short list to be finalized by	September, 2014
Interviews conducted	September, 2014
Recommendation of Contract Award	September, 2014
Contract finalized by	September, 2014

It is expected that the update will take approximately 8 months.

II. SUBMISSION REQUIREMENTS

1. SUBMISSION DUE DATE

Submittals will be accepted at the Town Clerks Office, 1 Newent Road, Lisbon, Connecticut, 06351 until **11:00 am, August 22, 2014**. Submittals received after that time will not be considered. Submittals may be withdrawn 90 days after opening if no award has been made.

The Town plans to invite a short list of responding firms for an interview based upon its review of the written submissions. Your firm should have July xxxx, 2014 available if selected for an interview; your firm will be notified no later than July 7, 2014 if your firm is selected.

Unless otherwise indicated, submittals that are submitted are assumed to be valid for ninety (90) days from the date that submittals are due.

2. DIRECTIONS FOR WRITTEN SUBMISSION

Interested firms are required to submit **one original and six (6) copies** as well as a digital copy (pdf or similar format) of the submission to Robert Adams, Chairman, no later than the date and time noted above.

Submittals shall consist of the following:

- a. A transmittal letter signed by the appropriate officer of the firm offering the submittal and certifying that the submittal and any cost projection included will remain in effect for 90 days after the due date.
- b. A concise and complete description of the work to be performed, including:
 1. An explanation of your firm's understanding of the project, its approach to the work, the key issues to resolve and the level of detail that can be accomplished within the available budget.
 2. A detailed work program and time schedule for each phase of the project, including milestones for periodic review of the work with the Town Planner and/or his designee and the Planning and Zoning Commission.
 3. An explanation of the methodology that will be used to conduct the various work components.
 4. A list of personnel who will be assigned to the project, including resumes for professionals expected to provide at least 20% of staff time on the project. Support staff contracted by your firm for this project should additionally be included for review and consideration.
 5. A description of similar projects which your firm has been involved in, including references.

6. A summary of your firm as outlined in Section II.3 of this document.
 7. An overview of the process for public participation during the project.
- c. A fee schedule for the services, and/or method for fee schedule development. Please note that evaluation and subsequent award of a resultant contract is primarily based on qualifications and not based on fee schedule; however, the cost for your firm's services is one of the criteria outlined in this document. If your firm is selected for an interview, and as a result of the interview certain clarifications and adjustments need to be made to the fee schedule submitted, your firm will be allowed to adjust the fee schedule submitted, if so directed by the Town.

Submittals shall be delivered to the Town Clerk, 1 Newent Road, Lisbon, CT 06351 and clearly marked as "RFQ 2015 Plan of Conservation and Development Update".

3. RESPONDER INFORMATION

A. Responder Overview

Please provide the following:

- The name and location of your company, including the office location that will be serving the Town.
- A brief general description of your business.
- The number of years your company has been in business.
- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
- The primary line of business of your firm.

B. Client Base

Provide specific reference information for three clients you have served, relevant to the work proposed, to include:

- Client name and location
- Starting date of service
- Contact name, title and telephone number

The references must be relevant to service in the last forty-eight (48) months, and shall include specific details on how the project represents a project of similar scope. Information on your firm's specific role must be included.

Any corporation whose Proposal is being considered for acceptance by the Town may be required, if requested, to provide a "Certificate of Good Standing" from the Secretary of the State's Office for Connecticut.

4. ADDENDA

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document.

This document includes an acknowledgement page; this page must be faxed back to the First Selectmen's Office, to ensure proper notification of changes to the published documents. The Town of Lisbon does not assume responsibility for any vendor that does not receive revisions or addenda, where the responder has not acknowledged receipt of any portion thereof.

Technical questions regarding this RFQ should be directed in writing to James D. Rabbitt, AICP, Town Planner, at jrabbitt@seccog.org with copy to Robert Adams at <adam.rest.equip@snet.net

5. EVALUATION CRITERIA

Selection of the consultant will be the responsibility of a committee consisting of three members of the Lisbon Planning and Zoning Commission, and the Town Planner and/or his designee. The evaluation will be based upon the written proposals and consultant presentations and interviews. The factors which will be evaluated include:

- a. The specialized experience of the consultant and the consultant's assigned personnel on similar projects.
- b. The consultant's understanding of and technical approach to the project.
- c. The consultant's fee schedule and the method of payment.
- d. The consultant's ability to perform the work in a timely manner.
- e. The consultant's schedule, including milestones showing public participation in the process.
- f. The consultant's GIS capability and its compatibility with ESRI GIS software.
- g. The consultant's approach to and demonstrated experience with public participation.
- h. The consultant's working knowledge of and ability to introduce contemporary planning and development concepts consistent with the six "Smart Growth" principles of the 2013-2018 Connecticut Conservation and Development Policies Plan Update

The Town reserves the right to invite a short list of responding firms for an interview based upon its review of the written submissions. **Your firm should have July xxx, 2014 available** if selected for an interview.

Final recommendations regarding award of contract(s) for services will be made after the Town and firm(s) have negotiated reasonable fee schedule(s) for services to be provided, and have concurrence on the methods to be used for payment for services rendered.

III. CONTRACT CONSIDERATIONS

1. EQUAL OPPORTUNITY – AFFIRMATIVE ACTION

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be

required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age.

Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

2. INDEMNIFICATION

The awarded firm agrees to indemnify, defend, and save harmless, the Town of Lisbon, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract, except to the extent caused by the negligent acts of the Town of Lisbon or its officers, agents or employees.

The Town, as a sovereign government, cannot indemnify businesses or individuals.

3. INVOICING AND PAYMENT

Invoices shall be paid promptly by the Town unless any items thereon are questioned, in which case payment will be withheld pending verification of amount claimed and the validity of the claim. Standard payment terms are Net 30 Days from receipt of properly executed invoice(s). If your firm submits a proposal that includes payment schedules based on the completion of designated phases, those stages must be clearly outlined in your submittal. The Town cannot make payments for "execution of contract" (payments due upon contract signing).

4. AWARD CONSIDERATIONS

The Town may reject any or all submittals for such reason as it may deem proper. In acceptance of submittals, the Town will be guided by consideration of the interests of the Town. The Town also reserves the right to negotiate further with one or more of the firms as to any features of their submittals and to accept modifications of the work and price when such action will be in the best interests of the Town.

Firms selected for interview will be provided with the content of the interview panel; the selected firms will be required to submit affidavits relating to their relationship(s) with members of the panel. The names of interview committee members will be released solely for the purpose of preparation of affidavits; the selected firms shall not directly contact the panel members prior to or immediately following the interview process.

The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a submittal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the Town of Lisbon is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interests of the Town of Lisbon.

Unless otherwise noted within a submittal, submittals received in response to this document are assumed to be valid and binding for one hundred and twenty (120) days from receipt of the submittal. If award is not made within such time, the submittal can be deemed to be either no longer valid, or can be extended with mutual consent of the Town and the firm submitting the submittal.

All submittals are subject to public inspection, subject to provisions of Section 1-210 of the Connecticut General Statutes (Freedom of Information). Copies of information resulting from this RFQ are generally not available until a contract has been formally awarded.

**REQUEST FOR QUALIFICATIONS
TOWN OF LISBON, CONNECTICUT 06351**

Update of 2004 Plan of Conservation and Development

Due Date: 11:00 am, August 22, 2014

Robert Adams, Chairman
Lisbon Planning and Zoning Commission
1 Newent Road
Lisbon, CT 06351

In accordance with the Town's requirements, the undersigned agrees to provide services as defined herein.

The undersigned is familiar with the conditions surrounding this Request for Qualifications, is aware that the Town reserves the right to reject any and all submittals, and is making submission without collusion with any other person, individual or corporate.

_____ Witness			_____ Signature		
_____ Company Name			_____ Printed Name		
_____ Address			_____ Title		
_____ Town		_____ State		_____ Zip	
_____ Federal ID #			_____ Date		
_____ Telephone Number			_____ Fax Number		
_____ Email address			_____ Fax Number		

RETURN THIS FORM IMMEDIATELY!

Acknowledgment: Receipt of RFQ Documents

Request For Qualifications 2015 Update of 2004 Plan of Conservation and Development

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit submittals.

Date issued: _____/_____/2014

Date documents received _____/_____/2014

Do you plan to submit a response? Yes _____ No _____

Print or type the following information:

Company Name: _____

Address: _____

Town/State: _____

Phone: _____

Fax: _____

Email: _____

Received by: _____

Submittal Check List

This form need not be returned with your submittal. It is suggested that you review and check off each action as you complete it.

- ____ 1. The submittal has been signed by a duly authorized representative of the company.
- ____ 2. Any fee schedule you have offered has been reviewed and verified.
- ____ 3. Standard payment terms are net 30 days. Net terms for periods less than 30 days may result in submittal rejection. (You may offer cash discounts for prompt payment).
- ____ 4. Any technical or descriptive literature, drawings or proposal samples that are required have been included with the submittal.
- ____ 5. Any addenda to this document have been acknowledged and included.
- ____ 6. The envelope has been addressed to:

Robert Adams, Chairman
Lisbon Planning and Zoning Commission
1 Newent Road
Lisbon, CT 06351

- ___ 7. The envelope has been clearly marked with the submittal number and opening date.
- ___ 8. If additional copies are required as part of your response, make sure the original is clearly marked.
- ___ 9. All submittals must be mailed or hand-delivered in time to be received no later than the designated opening date and time. Late responses will **NOT be** accepted under any circumstances. Faxed responses will not be accepted. Please allow enough time if mailing your submittal.