

Town of Newington
Request for Qualifications

The Town of Newington is requesting Statements of Qualifications from individuals, organizations or consulting firms to assist the Town in updating its land use regulations, ordinances and procedures. The purpose of the project is to revise Newington's land use guidelines to include "Low Impact Development" (LID) practices. LID practices are construction techniques that reduce site disturbance and minimize stormwater runoff into rivers and streams. The successful applicant will assist the LID "Local Land Use Committee" in analyzing Newington's current land use regulations, ordinances and procedures, and develop appropriate LID practices for inclusion in those regulations, ordinances and procedures. Please obtain a detailed Request for Qualifications before responding. They are available in the Town Manager's Office, 131 Cedar Street, Newington, CT 06111 and on line at the Town's website, www.newingtonct.gov, under Doing Business, Bid Opportunities. Qualifications statements will be received until 2:30 PM on February 6, 2013 in the Town Manager's Office. The Town of Newington reserves the right to reject any or all submittals and proposals. This project is funded in part by the Connecticut Department of Energy and Environmental Protection. The Town of Newington is an Affirmative Action/Equal Opportunity Employer. Women and Minority Owned Business Enterprises are encouraged to submit Qualifications Statements.

John L. Salomone
Town Manager

RFP No. 6, 2012-13

TOWN OF NEWINGTON

REQUEST FOR PROPOSALS NUMBER 6, 2012-13

REQUEST FOR QUALIFICATIONS

LOW IMPACT DEVELOPMENT (LID) REVISIONS TO TOWN OF NEWINGTON
LAND USE REGULATIONS AND PROCEDURES

I. SCOPE OF SERVICES

The following constitutes a preliminary scope of services. A more detailed scope will be negotiated upon selection of the most qualified consultant. The scope of services is not intended to solicit pricing and is for reference in the preparation of the submittal of your qualifications only.

A. OBJECTIVE

The purpose of this project is to amend Newington's zoning regulations, subdivision regulations, inland wetland regulations, Town ordinances, and departmental procedures (hereinafter referred to as "land use procedures") to incorporate Low Impact Development (LID) practices. LID practices are construction techniques that reduce site disturbance and minimize stormwater runoff into rivers and streams. The project will receive direction from the LID Local Land Use Committee (the "Committee"). The selected consultant will help the Committee analyze Newington's current land use procedures; develop appropriate LID practices for inclusion in those procedures; oversee public awareness of LID practices; and facilitate adoption of LID practices by the respective land use boards and other Town agencies.

B. ELEMENTS

- 1) A review of Newington's land use procedures to identify deficiencies in stormwater management and other LID-related construction techniques.
- 2) A review of known LID techniques.
- 3) Increased public awareness of the benefits of LID techniques. This will involve workshops, special meetings, charettes, or other outreach methods.
- 4) Proposed amendments to appropriate land use procedures, to be presented by the Committee to the respective land use board or Town agency for adoption.

C. PROJECT OVERSIGHT

Overall management of the project will be by the Committee, with day-to-day management performed by the Town Planner. The selected consultant will work with and report to Town staff. All proposed amendments will be reviewed by the Town Attorney prior to submission to the respective land use board or Town agency.

D. DELIVERABLES

- 1) An analytical report of Newington's current regulatory weakness and strengths relative to storm water management and LID Techniques. This report will provide an overview of the regional, geological and hydrological characteristics of the Town of Newington giving due consideration to rivers, streams, waterbodies and drinking water resources such as groundwater aquifers.
- 2) A detailed study of LID strategies suitable to the regional, geological and hydrological characteristics of the Town of Newington giving due consideration to the protection of rivers, streams, waterbodies and drinking water resources such as groundwater aquifers.
- 3) An analysis of those strategies best suited to Newington's unique characteristics including a description of the recommended individual LID practices.
- 4) Draft land use procedure text amendments to implement the LID practices selected by the Committee, in the appropriate format, including illustrations as appropriate.

E. PUBLIC MEETINGS

The selected consultant shall meet and confer with the Town Planner on an as needed basis.

The selected consultant shall participate in the following public meetings: (1) at least two public awareness sessions as described in Element 3; at least five Local Land Use Committee meetings consisting of a kickoff meeting and one meeting to present each of the four "deliverables"; and (3) at least four regular land use board meetings to facilitate adoption of the Committee's recommended LID practices by the respective land use boards.

II. QUALIFICATION STATEMENT

- A. In order to provide the requested service to the Town, the respondent must be able to demonstrate that it has the expertise, flexibility, and personnel available to successfully complete this project.
- B. The qualification statement shall contain a detailed listing of the qualified individuals who will be assigned to this project. The listing shall also reflect the method of internal management necessary to insure efficient, cost effective use of staff. Resumes of all individuals to be associated with this award shall be provided. Resumes shall include similar experience and responsibility for that activity to be performed under this award.
- C. The qualifications statement shall demonstrate the ability of the firm to respond to the needs of the Town in a timely manner. If the proposal contains a joint-venture approach, overall responsibility must be clearly identified, as well as a detailed plan of delineation of work assignments. The Town will only contract with one principal firm.
- D. The qualifications statement format should contain a letter of transmittal and the experience of the firm. This section (experience of the firm) should address the firm's skills and experience in municipal projects, Low Impact Development projects, and land use regulations projects.

- E. Fees should not be included in the respondent's qualifications statement. Only finalists invited for interviews or selected by the Town shall provide fees. Those who are interviewed or selected to provide fees shall be requested to identify the fees that will be charged to the Town. All charges for overhead, insurance, travel, telephone calls, postage, shipping, photocopies, and any other miscellaneous expenses shall be included in the rates and fees for services requested above.
- F. Respondents shall identify the project team that they propose to provide for this project, including resumes of key personnel.
- G. Respondents shall provide an overview of their performance over the past five years with respect to project delivery, i.e. delays, cost over runs, and legal suits.
- H. Respondents shall provide at least three references from completed projects with contact information, including name, current title, current telephone number, current e-mail, and identification of the project or projects referenced.
- I. Respondents shall state what they feel is unique about their firm that, in their opinion, would give them "an edge" and have them stand out as the firm that the Town of Newington should hire to be a partner on this assignment.

III. SELECTION PROCESS

All firms wishing to be considered for this appointment shall submit ten (10) concisely worded replies based on the format and requirements set forth in this request for proposals to the office of the Town Manager, 131 Cedar Street, Newington, CT 06111, before 2:30 p.m., February 6, 2013. All submittals shall be clearly labeled "RFP No. 6, 2012-13, Low Impact Development Land Use Regulation Services". The Town, at its sole discretion, shall determine those respondents that best meet its needs. Those firms shall be invited for interviews and/or fee proposals at a date and times to be determined. One or more finalist shall be selected following interviews.

IV. OTHER

Services to be provided under this RFP shall only be provided after written authorization is received from the Town. The Town of Newington reserves the right to utilize some, all, or none of the various services outlined herein. The Town reserves the right to reject any and all proposals when it deems such action is in the best interests of the Town and also to select one or more respondents that the Town determines best meets its needs. All responses and submittals received as a result of this Request for Proposals shall become the property of the Town upon receipt. All work products provided to the Town following award shall also be the sole property of the Town upon receipt. The Town shall not be responsible for any expenses incurred in preparing and submitting a response to this Request for Proposals.

V. QUESTIONS

All questions regarding this request for qualificationss shall be directed to Craig Minor, AICP, Town Planner, Town of Newington, 131 Cedar Street, Newington, CT 06111, telephone (860) 665-8575, fax (860) 665-8577. Office hours are 8:30 to 4:30, Monday

through Friday. All questions shall be presented at least four business days prior to the submission deadline to allow for the preparation and distribution of addenda. Any addenda will be posted on the Town's website, www.newingtonct.gov under Doing Business, Bid Opportunities, at least forty eight hours prior to the response deadline. It is the responsibility of each respondent to check this web site for the presence and content of any addenda.