

**TOWN OF TRUMBULL
REQUEST FOR QUALIFICATION
PLANNING & ZONING WITH
ECONOMIC & COMMUNITY DEVELOPMENT
Trumbull Incentive Housing Zone Planning Project**

RFP: #6193 DUE: JUNE 16, 2016 @ 2 pm

GENERAL INFORMATION

The Town of Trumbull, Connecticut (hereinafter referred to as Town), is seeking the services of a qualified consultant or team of consultants, who are professionals in the field of land use planning and community development, to assist in studying a feasibility and implementation of an incentive housing zone(s) in conjunction with the CT Department of Housing's Housing of Economic Growth Program. The consultant must be familiar with the requirements of the Incentive Housing Zone Statutes and the Home Economic Growth program. The funding available for this project will be provided through a \$20,000 Housing for Economic Growth Pre Development grant awarded to the Town.

PREPARATION OF QUALIFICATION & SUBMISSION

Three copies (3) of the qualifications statement must be submitted to Mr. Kevin Bova, Purchasing Agent, and 5866 Main Street, Trumbull, CT. 06611 no later than 2:00 pm on JUNE 16, 2016. Submissions must include the following information: 1) ORIGINAL and Two (2) EXACT COPIES. Qualifications should be prepared in a clear, concise and legible manner to permit proper evaluation of responsiveness

1. Detailed information of the firm's relevant background and experience.
2. Fee schedules for the individual or individuals potentially to be involved in the project

BID SUBMISSION

Bids are to be submitted in a sealed envelope addressed as follows:

RFQ 6193 Due JUNE16,2016 @ 2pm
Kevin Bova Purchasing Agent
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

INFORMATION & INQUIRIES

All inquiries regarding this request shall be answered up to close of business on June 9, 2016 after which time no additional questions will be accepted.

It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this request have been made. All and any addendums will be posted on the Town of Trumbull – Purchasing department website. www.trumbull-ct.gov

All inquiries regarding this RFQ must be in writing / Email and must be delivered by and addressed to:

Rina Bakalar Director of Economic & Community Development & or Rob Librandi Town Planner (rilibrandi@Trumbull-ct.gov)
Trumbull Town Hall
5866 Main Street
Trumbull, CT 06611

No oral, telephonic, emailed, or faxed submissions shall be considered. No oral, telephonic, emailed, or faxed corrections, deletions, or additions to any submission shall be accepted. The Town reserves the right to reject any or all responses, and to waive any or all formalities in connection with this request. Any submissions received after the above scheduled due date and time shall not be accepted or opened. Please be advised that the person signing the submission must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations.

SELECTION PROCESS

The Town will follow a Qualifications Based Selection (QBS) process for selecting the preferred All submissions received by the Town will be reviewed and evaluated by a selection committee. A recommendation of the preferred consultant will be made by the selection committee and the Town will be authorized to communicate to the selected consultant and begin contract negotiations. The firm awarded the contract as a result of being pre-qualified under this RFQ, must meet all Municipal, State and Federal affirmative action and equal employment opportunity practices. This will include compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

The selected consultant firm will be required to complete assignments in a timely manner while working in conjunction with Town of Trumbull officials. The consultant will assist in the Town to complete and any identify any problems that might affect any assignments or projects.

TOWN OPTIONS

- a) The Town reserves the right to reject any or all Qualification Statement submissions, and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.
- b) The Town shall be under no obligation to accept the lowest rates if it is deemed to not be in the best interest of the Town to do so.
- c) The Town reserves the exclusive right to determine whether or not the qualifications of a prospective consultant meet the requirements of the engagement.

PERSONNEL

The Consultant shall provide the professional services identified in this scope of services and requested by the Town. The submission must identify the person or persons who will be responsible for conducting the work as listed in this scope of services, and include a copy of each person's experiences with municipal/government clients and listing of references.

MISCELLANEOUS

1. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting by a proposer, bidder, supplier, or contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with a Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

2. TAXES

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A Town Tax Exemption Certificate shall be furnished upon request.

AWARD AND AUTHORITY

The requested services shall be awarded to the consultant whose proposal is deemed to best provide the services desired, taking into account the requirements, terms and conditions contained in the request for proposals and the criteria for evaluating proposals. The purchasing authority shall issue notification of award in writing.

HOLD HARMLESS CLAUSE

Any contractor or subcontractor of the Town agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this request and subsequent Contract, whether or not due in whole or in part of any act, omission or negligence of the Town or any of its representatives or employees.

WORK REGULATIONS AND STANDARDS

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations.

ADDENDUMS: It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this have been. All and any addendums will be posted on the Town of Trumbull – Purchasing department website. www.trumbull-ct.gov.

CONFLICT OF INTEREST

Public officials shall be prohibited from receiving any town work procured through a public Bid or bid waived process so as to avoid any appearance of impropriety or conflict of interest; And; Public officials cannot circumvent the intent of this ordinance by receiving town work Through a bid waiver, as proscribed by the Trumbull Town Charter.

ORAL PRESENTATIONS

During the evaluation process, the Board may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

PRICING

All rates/prices quoted are to be maintained for the entire contract period.

INSURANCE

- a) The successful shall furnish a Certificate of Insurance naming the Town of Trumbull as the additional insured. The insurance is to include Contractor's Liability and Worker's Compensation, thereby holding the Town of Trumbull harmless from all eventualities that may occur relative to this Proposal and the resulting purchase order or contract. The Certificates of Insurance will be provided by companies licensed in the State of Connecticut and will be in amounts of \$1,000,000 General Aggregate, \$1,000,000 Automobile Liability and Worker's Compensation, and Employer's Liability \$100,000 (each accident) to the Town of Trumbull. Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) days prior notice of such change or cancellation shall be made to the owner.
- b) Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Town of Trumbull, Town Hall, Trumbull, Connecticut 06611. In the event of cancellation, the contractor shall cease all operations on or before the effective date of said cancellation and he shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the office of the Owner's Purchasing Department.
- c) The Consultant, shall also, deliver to the Town proof of professional liability insurance in the sum of one (\$1,000,000) million dollars issued by a reputable insurance company. This insurance must be maintained throughout this engagement and proof thereof must be provided upon request.

AGREEMENT

- a) The specifications of the proposal received from the selected firm and the NOT TO EXCEED purchase order issued to the consultant shall serve as the agreement.
- b) The Town reserves the right, subject to mutual agreement with the successful consultant, to extend the terms of this request, at the proposed rate, for a mutually agreed upon period of time.

INCURRING COST

The Town will not be held responsible for any costs incurred by the firm for work performed in the preparation and production of the proposal or for any work performed prior to the issuance of a contract.

PROPRIETARY INFORMATION

The Town will not disclose any portion of the proposals except to members of an Evaluation Team prior to contract award. The Town retains the right to disclose the name of the successful consultant, the financial considerations, and any other information in the proposal that is pertinent to the selection of the Consultant.

TERMINATION FOR DEFAULT OR FOR THE CONVENIENCE OF THE CONTRACTING AGENCY

Performance under this contract resulting from this RFQ may be terminated by the Town whenever:

- a. The Consultant, in the sole opinion of the TOWN, is in default of the performance of the contract and shall fail to correct such default within the period specified by the TOWN in a notice specifying default; or the TOWN shall determine that the termination is in its best interest.

b. Termination will be effected by delivery to the Consultant of a notice to terminate, stating the date upon which the termination becomes effective. Upon receipt of the notice to terminate, the Consultant shall: I. Prepare to stop all work by the termination date. II. Meet with the Town's representative to review work in progress to determine time critical tasks and to take such action as is necessary to protect the Town's rights. III. Cooperate and participate when needed in the orderly transition of the work being performed by the Consultant.

AMBIGUITY IN THIS REQUEST FOR PROPOSAL

Prior to submitting a response to this request, it is the responsibility of the Consultant to bring to the attention of the Town any ambiguity in this request. Not to do so shall result in the Consultant forfeiting any claim for adjustment based on such ambiguity as should have been noted by a prudent Consultant.

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OVERVIEW-SCOPE – REQUIREMENTS – SPECIFICATIONS

Project Title:

Trumbull Re-Development Study for Incentive Housing Zones

Project Description:

The Town of Trumbull is seeking the services of a qualified consultant or team of consultants, who are professionals in the field of land use planning and community development, to assist in studying a feasibility and implementation of an incentive housing zone(s) in conjunction with the CT Department of Housing's Housing of Economic Growth Program. The consultant must be familiar with the requirements of the Incentive Housing Zone Statutes and the Home Economic Growth program. The funding available for this project will be provided through a \$20,000 Housing for Economic Growth Pre Development grant awarded to the Town.

Background: The Town of Trumbull has established Goals and Objectives in its recently adopted 2014 Plan of Conservation and Development (POCD) concerning affordable housing. Included in the Residential Development Section of the POCD is a goal to "Encourage new housing opportunities for the elderly and encourage housing affordable to working families and single individuals." The 2014 Plan of Conservation and Development is available on the Town's website at:

[http://www.trumbull-ct.gov/filestorage/7112/7187/Plan_of_Conservation %26_Development \(2014\).pdf](http://www.trumbull-ct.gov/filestorage/7112/7187/Plan_of_Conservation_%26_Development_(2014).pdf)

The budget for the Incentive Housing Zone Planning Project is \$20,000 solely funded by the grant award.

The estimated time of completion is October 2016.

Scope of Work:

1. Prepare a Planning Study to include the identification and analysis of potential sites for Incentive Housing Zones in Trumbull.
2. Develop Incentive Housing Zone regulations and associated text and map amendments through public engagement and GIS analysis and research.
3. Conduct a minimum of 2 public workshops to solicit input for the study and present the Incentive Housing Zone Planning Study.
4. Attend meeting to the Trumbull Planning and Zoning commission, Town Council and other relevant commissions as required.

The Trumbull Planning and Zoning Staff will be available to consult and direct in the data gathering, meeting and event planning.

The Town and the awarded consultant may agree to mutually amend the scope of services in order to accomplish the project as described. All amendments to the scope of work shall be in writing.

Requirements:

Firms wishing to be considered for the study are expected to be planning consultants with expertise in mixed land-use development and incentive housing. They must also possess the ability to speak publically and to engage an audience in a dialog about affordable housing, be creative in design and regulatory approaches. The consultants are expected to have expertise in drafting regulations that will be legally sufficient and approvable by the CT Department of Housing.

Submissions shall include:

1. A general statement of qualifications.
2. Information on specific experience with similar projects including any experience with Incentive Housing Zone projects. Copies of any completed Incentive Housing Zone feasibility studies or website links where they are posted.
3. Demonstration of experience in working with local planning and zoning commissions in Connecticut.
4. Demonstration of experience in working with the public in a similar planning study process. Description of experience with public outreach and approach to running a successful public planning event.
5. A list and curriculum vitae of the specific staff, to be assigned to the project.
6. A list of references for on-going and recently completed municipal planning projects including contact person and phone number.
7. A description of the proposed Scope of Services as understood by the consultant and recommendations for the management of the project.
8. Any additional information that will assist in evaluating the applicant's qualifications.
9. A fee proposal for the scope of work.
10. Estimated timetable for the work involved including completion of the scope of work.
11. Certificate of insurance for workers' compensation and professional liability (errors and omissions) with limits of not less than \$1,000,000.
12. Local Vendor Preference Affidavit if applicable.

Evaluation and Award:

A. Selection Process:

A consultant selection committee comprising Town staff and members of relevant boards and commissions will be formed to review the proposals, short list and possibly interview the applicants. The selection committee will make a final selection of the successful consultant for this project. The RFQ will not be deemed to be awarded until a written contract, in a form acceptable to the Town, has been fully executed by both parties.

B. Evaluation Criteria:

1. Qualifications and experience of the firm and any proposed sub-consultants.
2. Qualifications of key personnel, inclusive of any outside consultants to be assigned to the project.
3. Direct experience with Incentive Housing Zone projects and experience in working for CT Towns of similar size and character as Stonington.
4. Ability to reach consensus through public engagement that results in zoning regulations, design criteria and locations for affordable housing.
5. Demonstrated ability to meet schedules and deadlines. Some priority will be given to applicants who can commence work immediately.

6. Proposed cost of work to be performed. Cost shall not be the sole basis for selection. Extra consideration is given to factors such as quality, the vendor's performance history and reputation.

C. Additional Information:

1. Any and all modifications to the RFQ must be written and not oral.
2. The Town of Trumbull reserves the right to reject any and all bids in whole or in part or to waive any informality in bidding if it is determined by the Town to be in the best interest of the Town of Trumbull.
3. Bids may be held by the Town of Trumbull for a period not to exceed ninety (90) days from the date of the opening of bids for the purpose of reviewing the bids and investigating the qualifications of the bidder prior to awarding the contract.
4. The proposer is required to prepare its proposal in accordance with the RFQ, including any modifying addenda. Proposers must disclose in writing any exceptions to the RFQ.
5. Proposers must inform the Town of information concerning any:
 - a. Listing on the State's Disbarment List.
 - b. Ineligibility, per Connecticut General Statute Section 31-57b to be awarded the contract because of occupational safety and health violations.
 - c. Arbitrations and litigation.
 - d. Criminal proceedings.
 - e. State or local ethics law, regulation, ordinance and /or policy violations.
6. The Town reserves its right to request additional information from proposers, subsequent to the opening of bids.
7. The proposer is solely responsible for the costs of its proposal.
8. Submitted proposals are the Town's property and will not be returned.
9. The proposer is presumed to have full knowledge of the RFQ and any addenda, the project scope or work to be done, and all applicable laws.
10. Any and all information received from proposers is subject to the Freedom of Information Act (FOI) and may be disclosed to the general public. If any information is deemed to be proprietary and confidential by the proposer, the proposer should be prepared to defend not disclosing such information pursuant to a FOI request.
11. The making of a preliminary award to a proposer does not constitute a contract and does not provide the proposer with any rights and does not impose upon the Town any obligations. A proposer has rights, and the Town has obligations, only if and when a Contract is executed by the Town and the proposer.
12. Any questions related to this RFQ should be directed in writing to Rob Librandi Town Planner (rlibrandi@Trumbull-ct.gov); no questions will be accepted after close of business June 9, 2016.

D. Submission of Proposals and Deadline:

In order to be considered for consulting work pursuant to this RFQ/RFP, firms must return **Three (3)** hard copies of proposals in a sealed envelope of all submission materials by 2:00 PM on **June 16, 2016** to the office below:

Town of Trumbull

Kevin Bova Purchasing Agent

Purchasing Department

5866 Main St.

Trumbull CT 06611

Responses received after the time and date listed above will not be considered.

E. Right to Annul or Terminate:

The Town reserves the right to amend or terminate the RFQ/RFP at its sole discretion, before or after receiving proposals.

F. Non-Discrimination Clause:

During the performance of any work that results from this RFQ/RFP, the proposer and its subcontractors shall not deny the agreement's benefits to any person on the basis of religion, color, ethnic group identification, sex, age, sexual orientation, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sexual orientation, physical or mental disability, medical condition, marital status, age or sex. The proposer shall insure that evaluation and treatment of employees and applicants for employment are free of such discrimination.

The successful proposer shall indemnify the Town, its officers and employees against liability for injury or damage cause by any negligent act or omission of any of its employees or volunteers or agents in the performance of this agreement and shall hold the Town harmless for any loss occasioned as a result of the performance of this contract by the proposer.

The Town of Trumbull is an Equal Opportunity Employer.

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REFERENCES

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least three (3) clients in the past five (5) years (attach any other client references if desired). **PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

CLIENT 1:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 2:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 3:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

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ADDENDA

The following Addenda(s) have been received. The modifications to the Qualifications/ Proposal Documents noted therein have been considered and all costs thereto are included in the Base Proposal.

Addenda # _____, _____, _____, _____, _____

Fee schedules for the individual or individuals potentially to be involved in the project

Proposed Hourly Rate Per/Man/Per Hour: _____ per Man/Per Hour

Above Price Shall Remain Firm for: 180 Days

THE UNDERSIGNED AFFIRMS AND DECLARES that this proposal is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this proposal for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals or waive any formalities in this request.

This proposal is submitted in full compliance with all Specifications /General information Terms and Conditions

Company Name

by (Signature)

Address

Print Name

City, State, Zip code

Title

Phone #

FAX

Email

END OF PROPOSAL FORM