

**TOWN OF TRUMBULL  
REQUEST FOR QUALIFICATIONS  
CONSULTING SERVICES  
PLANNING LONG HILL GREEN VILLAGE AREA**

RFQ # 6240

DUE: May 16 @ 2 pm

**GENERAL INFORMATION**

The Town of Trumbull is seeking consultant services to develop a detailed plan for the Long Hill Green Village Area. The Offices of Economic and Community Development and Planning and Zoning shall interview and retain the consultant or consultant team. The Long Hill Green Village Area Plan (herein after referred to as "Plan") will be compatible with the 2014 Plan of Conservation and Development available on the Town of Trumbull website [www.trumbull-ct.gov](http://www.trumbull-ct.gov). The Plan will include concept renderings to accompany recommendations. The Plan will consider traffic improvements, pedestrian and bicycle (multi-modal) access improvements, signage/demarcation design for the area, lightening, use of green space to support businesses and residents, storm water and low impact development solutions and other aesthetic improvements. The consultant must have experience with best practices in place making and village style development. Access to a landscape architect is essential for the project.

**Job Description:**

1. The Consultant shall review the 2014 Plan of Conservation and Development.
2. The Consultant shall review traffic studies that address the area.
3. The Consultant shall review the current Business Commercial Long Hill Green Village District Zoning Regulations.
4. The Consultant shall facilitate focus groups with businesses, property owners, residents and Board and Commission members to identify challenges in the area and to gain an understanding of what each stakeholder group might like to see in the area.
5. The Consultant shall interface with utility companies to explore options for pole repositioning.
6. The Consultant shall summarize stakeholder input and offer best practices and suggestions to address challenges.
7. The Consultant shall work with Town staff to refine elements, ideas and potential projects/solutions for the area.
8. The Consultant will make recommendations for implementation for grants received to make improvements to the area.
9. The Consultant may develop, in consultation with staff, recommendations for Zoning Regulation updates or amendments to accompany the plan and forward the vision for the Village District.
10. At the direction of the Economic Development and Planning and Zoning Departments, the consultant shall otherwise provide the full range of planning services necessary for the completion of the Long Hill Green Village Area Plan.
11. The Consultant shall present the final Plan to relevant Boards and Commissions prior to approval.

One Original and Two (2) copies of the qualification proposal must be submitted to Mr. Kevin Bova, Purchasing Agent, 5866 Main Street, Trumbull, CT. 06611 no later than Two pm (2 pm) on May 16, 2017. Submissions must include the following information:

- a. Background statement of the firm and/or individual, including a brief history, discipline capabilities, principals, location, and organizational financial stability.
- b. Resumes outlining position, qualifications and relevant experience of individuals assigned to the project.
- c. Availability of personnel, the date the firm is available to commence the project and estimated length of time necessary for completion as noted on a project timeline.

- d. List of related plans prepared for other CT municipalities with dates of completion, reference names, addresses and phone numbers, as well as copies of other plans for staff review and inspection.
- e. Evidence that the firm or individual understands the tasks involved and description of assistance required of the Town of Trumbull.
- f. Firm's professional liability insurance, the specified requirements or limitations to be reviewed by the Town Attorney.
- g. Firm's hourly rate and projected number of hours to achieve the job description. If rates fluctuate across team members provide specifics for each team member and the amount of time they will contribute to the project. Attach separately page for you rates.

#### AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Additional information is available by contacting Ms. Rina Bakalar, Economic and Community Development Director, 203-452-5043 or Mr. Roberto Librandi, Planning and Zoning at 203-452-5047.

No oral, telephonic, emailed, or faxed responses shall be considered. No oral, telephonic, emailed, or faxed corrections, deletions, or additions to any response 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 responses received after the above scheduled due date and time shall not be accepted or opened.

Please be advised that the person signing the formal qualification proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations.

#### 1. PROPOSAL TIME AND SUBMISSION

- a) Qualification Proposals shall be received at the office of the Purchasing Agent, 5866 main Street Trumbull CT 06611 @Town Hall, prior to the advertised hour of opening.
- b) A firm may withdraw a proposal at any time prior to the above scheduled date and time. Any proposal received after the above scheduled date and time shall not be considered or opened.
- c) Three (3) complete sets of the qualification proposal (responses) are to be submitted in a sealed envelope to the Purchasing Agent and clearly labeled and addressed as follows:

#### 2. TOWN OPTIONS

- a) The Town reserves the right to reject any or all proposals 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 financial proposal if it is deemed in the best interest of the Town to do so.
- c) If a responder's qualifications and proposal do not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.
- d) The Town reserves the exclusive right to determine whether or not qualifications and a proposal meet or exceeds the stated specifications.

#### 3. 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 proposal prices. A Town Tax Exemption Certificate shall be furnished upon request.

#### 4. INQUIRIES AND ADDENDA

- a) All inquiries regarding this request must be submitted in writing to the following (faxed or emailed questions are acceptable) and shall be answered up to the close of business on May 05 2017, after which time no additional questions will be accepted.

- b) To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all proposers will be made available in writing or by Fax as appropriate to all proposers.
- c) All inquiries may be directed to Kevin J Bova, Purchasing Agent (203.452.5042) [kbova@trumbull-ct.gov](mailto:kbova@trumbull-ct.gov)
- d) Additionally, after inquiries are received, the Town reserves the right to communicate with any or all of the proposers to clarify the provisions of Proposals.
- e) **It is the sole responsibility of the responding firm to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Any notice of addendum shall be published on the Town website [www.trumbull-ct.gov](http://www.trumbull-ct.gov) (Purchasing Department). Failure to submit a proposal that does not address any changes or addendums may result in a disqualification of a proposal submission.**

5. **AWARD AND AUTHORITY**

- a) The requested services shall be awarded to the consultant whose qualification proposal is deemed to best provide the services desired, taking into account the requirements, terms and conditions contained in the request for qualifications and the criteria for evaluating proposals.
- b) The Town Purchasing Agent will issue notification of award in writing.

6. **PRICING**

All rates/prices quoted are to be firm for a period of one hundred and twenty (120) days following opening. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

7. **ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any assignment or subcontracting for work to be performed related to this request, in whole or in part, and any other interest in conjunction with Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

8. **HOLD HARMLESS CLAUSE**

The consultant 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 an agreement with the Town, whether or not due in whole or in part of any act, omission or negligence of the Town or any of his representatives or employees.

9. **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.

10. **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) day's 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.

11. **AGREEMENT**

- a) The specifications of the proposal received from the selected firm and the 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.

12. **CANCELLATION OF AGREEMENT**

The Town reserves the right to cancel any contract/agreement, at any time, with thirty (30) days prior written notice to the consultant, should any of the following conditions exist:

- Funds are not appropriated by the Town for continuance of this agreement.
- The Town, through changes in its requirements, method of operation, or program operation no longer has a need for the service.

13. **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.

14. **REJECTION OF PROPOSAL**

The Town reserves the right to reject any or all proposals in whole or in part or to waive any informality or technicality, irregularity or omissions if, in its judgment, the best interest of the Town shall be served.

15. **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.

16. **TERMINATION FOR DEFAULT OR FOR THE CONVENIENCE OF THE CONTRACTING AGENCY**

Performance under this contract resulting from this RFP 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. Meeting 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.

17. **AMBIGUITY IN THIS REQUEST FOR QUALIFICATIONS**

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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**REFERENCES**

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

Please include references for similar consulting services provided for at least five (5) 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 & Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Description: \_\_\_\_\_

**CLIENT 2:**

Organization Name & Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Description: \_\_\_\_\_

**CLIENT 3:**

Organization Name & Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Description: \_\_\_\_\_

**CLIENT 4:**

Organization Name & Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Description: \_\_\_\_\_

**CLIENT 5:**

Organization Name & Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Description: \_\_\_\_\_