

**Town of Weston, Connecticut**

**Request for Proposals for the**

**Drafting of Village District**

**Zoning Regulations**

**Proposals must be received by the Town of Weston no later than 4:00 pm Eastern Time on August 7, 2020.**

## **1. PURPOSE**

The Town of Weston, Connecticut (the “Town”), is accepting proposals from qualified professional planning consultants and firms to develop, in consultation with the Weston Planning & Zoning Commission (the “Commission”), regulations establishing a Village District for the Town. Interested consultants and firms (the “Consultant”) shall possess extensive experience and knowledge in the fields of municipal planning and drafting Village District Regulations.

## **2. OVERVIEW**

Effective July 1, 2020 the Commission adopted the 2020 Plan of Conservation and Development for the Town of Weston (the “POCD”), a significant aspect of which was to propose the creation of a Village District for the Town. The parameters and purposes of the proposed Village District are outlined in the POCD.

The POCD is available for review on the Town website at the following link:

<https://www.westonct.gov/home/showdocument?id=1171>

The next step in the creation of the Village District is to promulgate zoning regulations that set the conditions applicable to the Village District, including the architectural design aspects thereof.

**Responses to this RFP must be received by the Town of Weston no later than 4:00 pm Eastern Time on August 7, 2020.**

## **3. SCOPE OF SERVICES**

The Consultant will be expected to review the POCD and draft proposed regulations establishing the Village District. The process will include consultation with the Commission and public engagement to educate and seek additional input from the public.

The Consultant will provide an implementation schedule outlining responsible parties and timeframes for completion of the Village District regulations.

It is anticipated that the project will commence shortly after the Consultant selection process has concluded and contract execution occurs. The estimated completion date will be prior to February 28, 2021.

## **4. GENERAL**

In order to be awarded this assignment, the selected Consultant must meet any and all State and Federal affirmative action and equal employment opportunity practices.

The Consultant shall obtain and maintain, at its sole expense, Professional Liability Insurance in a minimum amount of \$1,000,000. The Consultant shall also obtain and maintain, at the Consultant's sole expense, such insurance as will protect the Consultant from claims under Workers' Compensation and Comprehensive General Liability Insurance that will protect the Town from all claims of bodily injury, death or property damage which may arise from the performance by the Consultant or its employees in their functions and services to the Town. Limits of insurance shall be \$1,000,000 per occurrence, \$2,000,000 aggregate. Workers' Compensation shall be in accordance with Connecticut Statutes. The Consultant shall, within five (5) days after the Notice of Award date, provide proof of this insurance. The Town shall be listed as an additional insured.

After review of the Request for Proposal (RFP), the Town will conduct interviews of those Consultants it identifies as potential candidates. The following factors will be evaluated and weighted appropriately in the selection process:

- Technical competence of the Consultant
- Consultant's experience on similar projects
- Consultant's qualifications and experience of its key personnel
- Reputation of the Consultant based on references
- Consultant's ability to schedule the project within the time constraints
- Evaluation of the fee proposal

The Town of Weston reserves the right to reject any and all proposals, and to reject any part of any proposal. The Town of Weston reserves the right to waive any informalities in any and all proposals deemed not in the best interest of the Town. The Town of Weston reserves the right to negotiate with any Consultant any amendments to the contract. The Town may choose to award separate contracts for work defined herein to individual Consultants, if deemed in its best interest.

It shall be understood that the award made by the Town shall be final and conclusive and without recourse or appeal by the remaining Consultants. The award of the contract, if made, is anticipated to be made within 60 days after opening of the proposals. The Town will not award the contract to any Consultant that is in arrears or in default to the Town with regard to any tax, debt, contract or any other obligation.

The selected Consultant will be expected to execute a standard contract for professional services, as proposed by the Town, within ten days following the Notice of Award. The Notice of Award does not provide any rights to the Consultant and does not impose on the Town any obligations. The Town may withdraw the award at any time, and for any reason, prior to the signing of the contract by the Town.

## **5. SUBMITTAL REQUIREMENTS**

a) Cover Letter: Interested Consultants shall submit a cover letter addressed to Jonathan Luiz, Town Administrator, Weston Town Hall, 56 Norfield Road, Weston CT 06883, signed by an authorized principal or partner of the Consultant, which provides an

overview of the Consultant's proposal (the "Proposal"), as well as the name, title, phone and fax numbers, and email address of the person to whom questions concerning the Proposal may be directed.

b) History and Resumes: The Consultant must include a brief history of the Consultant including:

- Size and organization;
- Length of time the Consultant has been in business;
- Products and services offered by the Consultant;
- Resumes for all professionals to be assigned to the project, including resumes of any subcontractors and all professional licenses held by principals and employees of Consultant;
- Identification of the lead project manager, who shall be a Certified Planner by The American Institute of Certified Planners.

c) Scope of Work: The Consultant shall provide a detailed Scope of Work that outlines the services it will provide for the project. All services not specifically mentioned in this document, which are necessary to ensure that the purpose and scope are met, shall be included in the Proposal. The Proposal, project schedule and scope of work shall reflect the number of anticipated meetings with the Commission, other public meetings, and a list of all deliverables.

d) Experience and Ability to Perform: The Consultant shall provide examples of previous work on similar projects to demonstrate the Consultant's understanding and familiarity with projects of this type, including providing a list of Village District projects for comparable Connecticut communities that have been completed in the last five (5) years. Examples shall include adequate details that demonstrate the Consultant's ability to meet the requirements and purpose of the project.

e) Project Approach: The Consultant shall outline a proposed approach to the project, including information on community outreach and methodologies and consensus building.

f) References: The Consultant shall provide a list of at least three (3) previous contracts which are similar to the Town's purpose and scope of services, including:

- Dates of contract and duration
- Services performed and fees for services
- Names and contact information of the lead professional and other professionals who performed services for the contract, including the names and contact information of subcontractors
- Name, address, telephone numbers of clients who may be contacted for verification of information submitted
- Statement as to whether projects were completed on time and within budget

g) Fees: The Consultant is requested to submit a total, all-inclusive cost for completion of the project. The fee proposal must include a breakdown of the tasks to be completed, anticipated completion dates of each major task, and a breakdown of the remainder of the tasks to be completed. The all-inclusive cost shall include but not be limited to incidental costs such as travel expenses, copying fees, etc...

## **6. SUBMISSION**

All proposals and the information required for this project must be submitted in sealed envelopes, clearly identified as "RFP for Drafting Village District Zoning Regulations", labeled with the name and address of the proposing Consultant, and must be submitted with four (4) paper copies and one USB flash drive copy to Jonathan Luiz, Town Administrator, Weston Town Hall, 56 Norfield Road, Weston CT 06883, no later than 4:00 pm Eastern Time on Friday, August 7, 2020 at which time the proposals will be publicly opened. Proposals received prior to the time established herein for the receipt and opening of the same will be securely kept unopened. The proposals will be opened via Google Meet. The public can participate in the public opening via internet at [meet.google.com/jss-qddz-ojf](https://meet.google.com/jss-qddz-ojf) or via phone by dialing (601) 640-1052. The Google Meet pin is 649786115#.

No responsibility will be attached to any Town officer for premature opening of a proposal not properly addressed and identified.

Proposals submitted after 4:00 pm Eastern Time on Friday, August 7, 2020 or not in accordance with these instructions will not be considered. Telegraphic or faxed proposals will not be considered. Any proposal may be withdrawn by a written, electronic or fax request received at least one hour prior to the hour fixed for opening the proposals. All costs incurred in the preparation and presentation of the Proposal shall be wholly absorbed by the Consultant. Any material submitted shall become the property of the Town and available for review under the Freedom of Information Act.

## **7. POINT OF CONTACT**

For questions about the services to be provided via this RFP, please contact Tracy Kulikowski, Land Use Director, Weston Town Hall, 56 Norfield Road, Weston CT 06883, 203-222-2530, [tkulikowski@westonct.gov](mailto:tkulikowski@westonct.gov)