

CITY OF GROTON  
REQUEST FOR PROPOSALS  
UPDATE OF THE PLAN OF CONSERVATION AND DEVELOPMENT

PURPOSE

The City of Groton, CT is accepting statements of qualifications and generalized scope of services and fee proposals from qualified professional planning consultants/firms for the preparation of an update of the City's 2008 Plan of Conservation and Development in accordance with the Connecticut General Statutes. The update must include requisite associated documents, plans and maps, including the new Zoning Map.. Interested consultants/firms shall have extensive experience and knowledge in the fields of municipal planning and zoning including, but not limited to, land use, housing, transportation, environmental/coastal resiliency and economic development trends.

BACKGROUND

The current Plan of Conservation and Development was the result of a comprehensive planning process and includes prioritized recommendations, and implementation schedules. . It remains a relevant document and reflects much of the current planning vision of the City of Groton. The City of Groton's 2008 Plan of Conservation and Development is on line at <http://cityofgroton.com>

The City is seeking a consultant to work closely with Planning staff and the Planning and Zoning Commission to coordinate a review of all elements of the current Plan and assist the City in the formation of recommended updates and revisions for consideration and approval. The update must insure conformity with Connecticut General Statutes Section 8-23, as amended, and should include recommendations for considering appropriate climate adaptation and resiliency measures with particular focus on coastal issues.

Limited funding is available for this project. Those responding should assume attendance at no less than 2 public meetings, which will include at least one public hearing. The Planning Department will provide in-house assistance, fieldwork, and provision of technical data as required. The City anticipates receipt of a draft plan revision by September 2018 and a final plan revision by November of 2018. Draft and final plans are to be available in PDF format for posting on the Municipal website

SCOPE OF SERVICES

The final scope of the project, including deliverables, is anticipated to be clarified once a consultant/firm is selected, however, the project will include at least the following components and all other tasks necessary to meet the statutory requirements:

- a) Data Update and Assessment: Update and add relevant data including, but not limited to, demographic, land use, economic, housing, transportation, facilities, utilities, preservation, and historic resources, and other similar data. All relevant mapping shall be updated. In addition, all necessary and pertinent documents since the 2008 POCD including studies and plans by

the Town of Groton, and the Southeastern Connecticut Council of Governments, new City Zoning Regulations and any relevant changes in state laws, policies and procedures will be included or referenced, where appropriate.

- b) Public Participatory Process: In coordination with the Planning Staff and Planning and Zoning Commission, the consultant/firm will create and manage a public participation process that leads to generating input among citizens relative to the goals and recommendations of the POCD.
- c) Revisions to the POCD Document: The consultant/firm will review, refine, incorporate recommendations to the 2008 POCD's goals, objectives, priorities and strategies, as well as update or add tables, graphics, statistics and mapping, as necessary.

### GENERAL

The selected consultant/firm must meet all State and Federal affirmative action and equal employment opportunity practices.

The consultant/firm shall obtain and maintain, at its expense, Professional Liability Insurance in a minimum amount of \$1,000,000. The consultant/firm shall obtain and maintain, at the consultant's/firm's expense, such insurance as will protect the consultant's/firm's employees in their functions and services to the City. Limits of insurance shall be \$1,000,000 per occurrence, \$2,000,000 aggregate. Workers' Compensation shall be in accordance with Connecticut Statutes. The selected consultant/firm shall, within five (5) days of award, provide proof of this insurance. The City of Groton shall be listed as an additional insured.

### SELECTION PROCESS

After review of the Request for Proposals received, the City of Groton will conduct interviews of the consultants/firms it judges to be the most qualified based upon the criteria in this RFP. The following factors will be evaluated:

- The technical competence of the consultant/firm and qualifications and experience of key personnel
- The consultant's/firm's experience on similar projects of a size comparable to the City of Groton and references
- The consultant's/firm's ability to schedule the project within the time constraints
- An evaluation of the proposed preliminary Scope of Services and fee proposal

The City of Groton reserves the right to reject any and all proposals. It shall be understood that the award made by the City of Groton shall be final and conclusive and without recourse or appeal by the remaining consultants/firms.

Negotiations for a Final Scope of Services and fee will follow selection by the City and acceptance by the consultant/firm. The successful consultant/firm will be expected to execute a standard contract for professional services as approved by the City.

#### SUBMITTAL DOCUMENTATION SUBMITTAL LETTER

Interested consultants/firms shall submit a cover letter addressed to: Chairman, Planning and Zoning Commission, c/o Human Resources, 295 Meridian St, Groton, CT 06340, signed by an authorized principal or agent of the firm. The letter shall provide an overview of the consultant's/firm's proposal, as well as the name, title, phone and fax numbers, and email address of the contact person. The following shall be included:

- History and Resumes

The consultant/firm must include a brief history of the company including:

Consultant/firm size and organization

Length of time the consultant/firm has been in business

Products and services offered

Resumes of key individuals that will be assigned to this project

- Scope of Services

The consultant/firm shall provide a proposed Scope of Work including an overall project schedule which outlines various services it will provide for the project. Each consultant/firm is requested to submit an estimate of total lump sum fee for completion of the POCD project. The proposal should include a separate line item for estimated expenses. Any services not specifically mentioned in the RFP, which are necessary to ensure that the intent and scope of services are met, shall be included in the Proposal. The proposal, project schedule and scope of service shall reflect the number of meetings with the Commission, no fewer than 2 public meetings and list of deliverables.

- Key Issues, Experience, and Ability to Perform

The consultant/firm shall provide examples of previous work on projects similar to the City's POCD update, to demonstrate the consultant's/firm's understanding and familiarity with projects of this type. Include a list of POCD projects of comparable type for Connecticut communities which have been completed in the last five years, resume's for professionals to be assigned to this project including information regarding the qualifications of any proposed consultants. Include a proposed approach to the project. Identify the lead project manager.

- References

At minimum, a list of at least 3 previous and/or current contracts which are similar to the City's scope of services, including:

Dates of contract duration,

Services performed

Name, address, telephone numbers of clients which may be contacted

Statement as to whether project was completed on time and within budget.

SUBMISSION

Please mark the submittal information as “RFP for POCD Update” and submit four (4) copies and one (1) pdf, electronic copy (submitted via email to [goodrichb@cityofgroton-ct.gov](mailto:goodrichb@cityofgroton-ct.gov)), to Chairman, Planning and Zoning Commission c/o Human Resources, 295 Meridian St., Groton, CT 06340. no later than 4:00 p.m. on September 22, 2017. Late proposals will not be considered. A short list of candidates will be developed by and interviews will be held the within three weeks of the RFP closing date. Selection of the final consultant/firm will be made by the Interview Committee and recommended to the full Planning and Zoning Commission and Mayor and Council for review and approval. All costs incurred in the preparation and presentation of the Proposal shall be wholly absorbed by the respondent. Any material submitted shall become the property of the City of Groton and is available for review under the Freedom of Information Act.

POINT OF CONTACT

Questions may be directed to Barbara Goodrich, City Planner, 860-446-4169, or email at [goodrichb@cityofgroton-ct.gov](mailto:goodrichb@cityofgroton-ct.gov).