



Request for Qualifications

#2053 – 08/8/2019

Consultant Services

Preparation of a Plan of Conservation and Development for the Town of Vernon, Connecticut

Due: 11:00 am on August 8, 2019

General Information

The Town of Vernon, CT ("Town") is seeking the services of a qualified consulting firm ("Consultant") engaged in the practice of these services in New England for the development of a Plan of Conservation and Development. Interested firms should respond to this request on or before the time due for submission.

Following the receipt of the qualification and experience statements, the Selection Committee ("Committee") will evaluate the statements and select firms to interview. The Committee will invite one or more of those interviewed to submit a proposal detailing a scope of services and a fee.

Statement Submission

Ten (10) copies of statements must be submitted in a sealed envelope, clearly marked "# 2053– Plan of Conservation and Development Statement of Qualifications - DO NOT OPEN – and be delivered to Michael J. Purcaro, Town Administrator, 14 Park Place Vernon CT 06066 no later than 11:00 am on Thursday, August 8, 2019 at which time qualifications will be opened. Emailed, faxed or late submissions will not be accepted.

Guidelines

It is the policy of the Town that contracts are awarded only to responsible vendors. In order to qualify as responsible, a prospective Consultant must meet the following standards:

- a. Have the adequate financial resources for performance or have the ability to obtain such resources as required during performance;
- b. Demonstrate an ability to approach the development of a plan of conservation and development and facilitation of public input in an innovative way;

- c. Demonstrate the necessary experience, organization, technical and professional qualifications, skills and facilities to perform the work;
- d. Demonstrate the ability to perform the work in a timely manner;
- e. Demonstrate a satisfactory record of past performance.

Limitations

This Request for Qualifications does not commit the Town to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies.

The Town reserves the right to accept or reject any or all statements received as a result of this request, or to cancel in part or in its entirety this Request for Qualifications, if in the best interest of the Town to do so.

Project Background

The Town of Vernon has identified the need for a new Plan of Conservation and Development for the Town. As the last plan adopted by the Commission in 2012 addresses issues that may have substantially changed, it is the Commission’s desire to prepare a new plan.

It is anticipated that the selected consultant will work with town staff to assemble existing conditions information and mapping, demographic information and trends, and to gather existing reports and plans that relate to the community planning effort.

It is expected that the community planning effort will be a participatory process that leads to consensus among the citizens of the Town relative to a long-term vision for the community. As such, it will be important for the consultant to demonstrate an ability to facilitate a process that includes community outreach and public participation.

Statement Preparation and Evaluation

The following outline must be followed by the Consultant submitting the qualifications and experience statement. Statements that do not follow the outline, or do not contain the required information may be considered as unresponsive. Additional information may be annexed to the main body of the reply. The information submitted will be used as the basis for evaluation.

a. Company Background Materials

Provide information concerning the background, experience, and reputation of the Consultant.

b. Ability to Perform

Provide examples of previous work on similar projects to demonstrate the Consultant's understanding and familiarity with projects of this type. Firms shall list all plan of conservation and development projects of comparable type which have been completed in the last five years.

Information regarding the team of professionals to be assigned to this project, including information regarding the qualifications of any proposed subcontractors.

c. Project Approach

Outline a proposed approach to the project, including information on community outreach, consensus building and innovative approaches to community planning. Provide information on the Consultant's planning philosophy and proposed approach to the development of Vernon's plan of conservation and development.

d. References

Provide a list of previous and current contracts which are similar to the Town's scope of services. The list should include the following:

- Dates of contract duration;
- Services performed and fees for services;
- Name, address, telephone numbers of clients which may be contacted for verification of data submitted;
- Statement as to whether project was completed on time and within budget.

e. Extent of local knowledge of Vernon and/or communities experiencing similar characteristics, development patterns, and issues.

Demonstrate a working knowledge of issues typically facing a community like Vernon and its potential in the context of a larger region, and discuss how these factors may influence the planning process.

Selection Criteria

The following criteria will be used in evaluating qualification statements:

- Previous experience in the services required and overall qualifications of the consultant, including the relevant experience of key personnel to be assigned to the project.
- Presentation quality and readability of previously prepared town plans.
- Ability to approach the development of the Plan and facilitation of public input in an innovative way.
- Ability to perform the work in a timely manner.
- Reasonable proximity to the town to avoid undue travel costs.

Reference materials, including the current Vernon Plan of Conservation and Development, Zoning Regulations, Town maps, etc. are available online at <http://www.vernon-ct.gov/legal-notices>.

All questions regarding this RFQ should be directed to Shaun Gately, Interim Director of Planning and Development, by email to sgately@vernon-ct.gov not later than 1:00 PM, Thursday, August 1, 2019. Answers to questions will be posted online on the Town and DAS websites by Monday, August 5, 2019 referencing Contract #2053 - Consultant Services.