

PLEASE DO NOT REMOVE ANY SHEETS FROM THIS DOCUMENT

**Town of Vernon
Request for Qualifications - #2145**

**Professional Services related to the
Comprehensive Zoning Regulations Update**



Submittal Date – August 29, 2024

LATE PROPOSALS WILL NOT BE ACCEPTED

**Contract # 2145 - Professional Services related to the Comprehensive
Zoning Regulations Update
Legal Notice
Request for Qualifications**

The Town of Vernon, Connecticut is seeking responses to this Request for Qualifications for Professional Services related to the Vernon Planning & Zoning Commission's substantial review and revision of the Zoning Regulations and Map. In addition to implementing recommendations of the 2021 POCD, the Commission seeks to make the regulations more up to date, organized, user friendly, and aligned with current planning, zoning, and engineering practices, environmental and climate change knowledge, and changes in State law. This effort is intended to simplify and modernize the regulations and to bring them into alignment with current state statutes. This effort will also include any corresponding map changes that may be required.

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. It is expected that the duration of the project will be between one and two years.

Questions about this RFQ should be emailed to Ashley Stephens, Vernon Town Planner, at astephens@vernon-ct.gov no later than 3:00 pm on Thursday, August 8, 2024. Answers to questions received will be posted by Thursday, August 15, 2024, on the Town's website at <https://www.vernon-ct.gov/government/bid-opportunities> and at the Connecticut State Department of Administrative Services (DAS) at <https://portal.ct.gov/DAS/CTSource/CTSource> by referencing Contract # 2145. It is the sole responsibility of the respondent to review any or all addendum or question responses related to this RFQ.

Three (3) copies of all the materials should be submitted in a sealed envelope, clearly marked "**BID DOCUMENT– DO NOT OPEN – CONTRACT #2145 – Professional Services related to the Comprehensive Zoning Regulations Upgrade**" on the outside of the envelope and delivered to: Michael J. Purcaro, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, 3rd Floor, Vernon, Connecticut 06066 no later than **10:30 am on Thursday, August 29, 2024**. Emailed, faxed, or late bids will not be accepted.

Received qualifications will be opened publicly in person on 10:30 am on Thursday, August 29, 2024. All interested parties are welcome to be present. Results will be posted on the Town website.

This contract is subject to state set-aside and contract compliance requirements. The selected firm must meet all municipal, state, and federal AA and EEO practices and requirements. MBE's, WBE's, SBE's are encouraged to apply. The Town reserves the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any contractor for any services mentioned in this RFQ; if it is deemed to be in the best interest of the Town. This contract is subject to state set-aside and contract compliance requirements.

Confidentiality - If Respondent believes that any information in its proposal should be treated as confidential that material shall be clearly marked. The Town shall endeavor to protect confidential material from disclosure to non-Town employees to the extent permitted by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFQ.

Michael J. Purcaro Town Administrator

**Contract # 2145 - Professional Services related to the Comprehensive
Zoning Regulations Update
Specifications**

The Town of Vernon, Connecticut is seeking statements of qualifications for Professional Services from qualified consultant firms to the comprehensive zoning regulations update.

Respondents must have demonstrated experience and knowledge in the field of municipal planning and zoning in CT. Qualified candidates must show relevant experience in the writing and updating of zoning regulations in Connecticut communities and must have the ability to update the Zoning Map using programs compatible with the Town GIS system.

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.
- f. Identify the project team that will be assigned to Vernon for the duration of the project

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.

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 zoning regulation updates/ re-write projects of comparable type which have been completed in the last five years.

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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 a comprehensive update to Vernon's Zoning Regulations.

Provide a timeline of the project.

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.

f. Project Team

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 comprehensive regulation update 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, such as the current Vernon Plan of Conservation and Development, Zoning Regulations, Town maps, etc. are available for review online or in the Planning Department's office. Background information is available on the Town of Vernon's web site at www.vernon-ct.gov. Questions should be submitted in writing to Ashley Stephens, Town Planner, 55 West Main St, Vernon, CT 06066, or by email at astephens@vernon-ct.gov.

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The Town of Vernon will accept letters of interest and qualification statements from qualified land use consultants with expertise in the field of municipal planning & zoning, as well as zoning law. Statements of Qualifications should include at a minimum the resumes of Key Personnel to be assigned to the project, a list of Subcontractors if necessary to supplement the respondent's core staff, detailed work experience on similar projects during the last three (3) years with contact information for the owners of these projects. MBEs/WBEs/SBEs are encouraged to apply.

Questions about this RFQ should be emailed to Ashley Stephens, Vernon Town Planner, at astephens@vernon-ct.gov no later than 3:00 pm on Thursday, August 8, 2024. Answers to questions received will be posted by Thursday, August 15, 2024, on the Town's website at <https://www.vernon-ct.gov/government/bid-opportunities> and at the Connecticut State Department of Administrative Services (DAS) at <https://portal.ct.gov/DAS/CTSource/CTSource> by referencing Contract # 2145. It is the sole responsibility of the respondent to review any or all addendum or question responses related to this RFQ.

Respondents must be licensed in the State of Connecticut and be in good standing to perform such services. The Selected Firm must meet all municipal, state, and federal AA and EEO practices and requirements. Three (3) copies of the of all materials, as well as one digital copy, should be submitted in a sealed envelope marked "**BID DOCUMENT- DO NOT OPEN - RFQ# 2145 – Professional Services related to the Comprehensive Zoning Regulations Upgrade**" clearly marked on the outside of the envelope to: Michael J. Purcaro, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, 3rd Floor, Vernon, Connecticut 06066 no later than **10:30 AM on Thursday, August 29, 2024**. Emailed, faxed or late bids will not be accepted.

Received qualifications will be opened publicly in person on 10:30 am on Thursday, August 29, 2024. All interested parties are welcome to be present. Results will be posted on the Town website.

The Town of Vernon will review all materials submitted and develop a 'short' list of candidates to be invited to make presentations after the initial review is complete. During the interview, the candidate will present further details on their work history, approach to the specific assignment and a rough approximation of their fee schedule to complete each task.

The Town of Vernon reserves the right to reject any or all applications in whole or in part, to award any one service or group of services or all services, to negotiate with any or all companies submitting qualifications, and to enter into an agreement with any company for any services mentioned in this RFQ if it is deemed to be in the best interest of the Town of Vernon.

The Town of Vernon is subject to the requirements of the Freedom of Information Act. If a respondent believes the information contained in its qualifications statement should be treated as confidential, that material shall be clearly marked. The Town shall endeavor to protect confidential materials from disclosure to non-Town employees or contractors to the extent allowed by State or Federal Law. In no event will the Town be responsible for the inadvertent disclosure of a response to the RFQ.