

**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