



Town of
Windham
Connecticut

**REQUEST FOR PROPOSAL FOR UPDATE OF
PLAN OF CONSERVATION AND DEVELOPMENT**

**Proposals will be received
until 4:00 p.m. on Monday, February 22, 2016**

submitted to:

**Town Manager
Windham Town Hall
979 Main St
Willimantic, Connecticut**

INTRODUCTION

The Town of Windham Planning and Zoning Commission is accepting statements of qualifications, generalized scope of services, and a sealed formal cost proposal from qualified individuals or consulting firms to update the Town's 2007 Plan of Conservation and Development (POCD), including all requisite associated documents, presentations, plans and maps. Consultants/ firms shall have extensive experience and knowledge in the fields of municipal planning and zoning including but not limited to land use, traffic, economic, environmental and development trends.

The town of Windham is an eastern Connecticut community located on Route 6 and 32, approximately 27 miles east of Hartford and 27 miles north of Norwich. The town is 27.9 square miles in area and includes the historic mill city of Willimantic and three rural villages.

The majority of the Town's population of 25,268 (2010) resides in Willimantic. The Town is home to Eastern Connecticut State University, three historic districts, 3rd Thursday Street Fests, the Victorian Neighborhood Association, The Garden on the Bridge, Willimantic Whitewater Partnership, Connecticut Eastern Railroad Museum, Windham Mill Museum, Windham Theatre Guild, the annual 4th of July Boom Box Parade and is on the East Coast Greenway.

Preservation of the historic and rural character of the villages, preservation of valuable natural resources, strengthening downtown Willimantic and increasing employment opportunities are priorities.

It is the intent of the Town to enter into a contract with the selected consultant to assist in the update of the Town POCD so that it can be adopted by August 23, 2017. The updated POCD shall contain all of the statutory requirements set forth in Section 8-23 of the Connecticut General Statutes.

PROJECT BACKGROUND & OBJECTIVE

The Town's 2007 POCD addressed many policies and goals that are still important to the community and can serve as the basis for the update. For planning purposes, the Town has relied on several plans including *City Rivers, Willimantic! Putting the Pieces Together, Plan of Revitalization of Downtown Willimantic and the Windham Open Space Plan*. The current POCD may be found on-line at: <http://www.windhamct.com/plancon.htm?m=main>
Windham uses Southeast Connecticut Council of Government (SECCOG) for GIS data.
<http://www.mapgeo.com/SCCOGCT/>

It is anticipated 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. The Windham Planning & Zoning Commission will work closely with the chosen firm to identify the scope of the update from input at initial stages. As such, it will be important for the consultant

to demonstrate an ability to facilitate a process that includes community outreach and public participation

The 2017 POCD should provide a meaningful guide to future planning, zoning, development and conservation. The Plan update will focus on (1) identifying key issues and (2) developing goals and objectives that are both attainable and within the ability of the Town to implement. Other plans of town boards/commissions should be integrated/incorporated into the Plan of Conservation and Development as appropriate.

FORMAT FOR SUBMITTING STATEMENTS OF QUALIFICATION

Six copies of each of the following items must be submitted not later than the date and time specified in this Request.

- A. Company Background Materials: information concerning the background, experience and reputation of the Consultant.
- B. Ability to Perform: examples of previous work on similar projects to demonstrate the Consultant's understanding and familiarity with projects of this type. Firms shall list all plans of conservation and development of comparable type that have been completed in the last five years.
- C. Personnel to be Assigned: resumes of the professionals to be assigned to this project, including information regarding the qualifications of any proposed subcontractors.
- D. Project Approach: 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 preparation of Windham's Plan of Conservation and Development.
- E. Project Fee: A proposed fee should be clearly outlined for a specific scope of services if the update were to be handled completely by the consultant.
- F. References: previous and current contracts which are similar to the Town's scope of services. The list shall include the following:
 - Dates of contract duration;
 - Services performed and fees for services;
 - Name, address, telephone numbers of clients who may be contacted for verification of data submitted;
 - Statement as to whether project was completed on time and within budget.
- G. Extent of knowledge of Windham and/or communities experiencing similar characteristics, development patterns and issues: Demonstrate a working knowledge of issues typically facing a community like Windham and its potential in the context of a larger region, and discuss how these factors may influence the planning process.

SUBMISSION

The Town of Windham Planning and Zoning Commission is requesting that interested, qualified professional planning consultants/firms submit Statements of Qualifications and Proposal for the Town's review. Submittals are due no later than 4 p.m. on Monday February 22, 2016 at the Town Manager's Office, 979 Main Street, Willimantic, CT 06226. Questions should be directed to James Finger, Town Planner at 860-465-3045 or jfinger@windhamct.com.

CONSULTANT SELECTION

A panel of two Planning and Zoning Commissioners and Town Staff (Director of Code Enforcement, Economic Development Director and Town Planner) will review the Qualifications Statements received and will select a short list of firms for interviews by the Planning & Zoning Commission. After the interviews, the Commission will then determine the ranking of the selected firms. Negotiations will be conducted to arrive at a fair, competitive and reasonable fee for an agreed-upon Scope of Services. If the top-ranked firm and the Town cannot agree upon contract terms, the Town will initiate negotiations with the next ranked firm.

This Request for Proposals 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 Proposal, if it is in the best interest of the Town to do so.

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.