



Lower Connecticut River Valley Council of Governments

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REQUEST FOR PROPOSALS FOR THE COMPLETION OF THE REGIONAL PLAN OF CONSERVATION AND DEVELOPMENT

The Lower Connecticut River Valley Council of Governments (RiverCOG) is seeking a consultant to complete work on its first Regional Plan of Conservation and Development (RPoCD). The RPoCD project was officially kicked off in 2017 with a public involvement campaign including workshops, surveys, and pop-ups events. The RPoCD is looking at the region through a lens of resiliency and making recommendations to encourage policies and decisions that will result in a more resilient region. Working in cooperation with RiverCOG's Regional Planning Committee (RPC) chapters were written and completed. Understaffing has limited RiverCOG's ability to complete the RPoCD on its own and is seeking a qualified consultant to work with RiverCOG staff, RPC, COG members, and public in completing the plan.

The existing RPoCD work can be found at <https://www.dropbox.com/sh/h4fx32ycqyiwww3/AAAOo-gL5sYvLNyVLZGe5EUCa?dl=0>

Work to be Completed – Please provide timeline and detailed work plan.

Task 1: Review and Evaluate existing RPoCD work to create a timeline for project completion. The schedule will be adopted by the RPC and shall include public involvement events, municipal presentations, and adoption activities. A previous project schedule has been uploaded to Dropbox as an example of the type of timeline to be created and adopted by the RPC.

(https://www.dropbox.com/s/nt39l9fll052tcv/RPoCD%20Timeline%20Updated%201_10_19.xlsx?dl=0)

Task 2: Complete chapters of the RPoCD, including working with the RPC and staff on recommendations for each chapter.

Task 3: Assign mapping and photography and meeting preparation tasks to RiverCOG staff.

Task 4: Manage and Update the project website <https://www.rivercogregionalplan.org/>

Task 5: Plan and staff public involvement events including presentations to the RPC, RiverCOG, and to each of the seventeen municipalities. Consultant will author and distribute media releases and promote the planning process and draft plan comment period. Will staff a booth at the Middlesex Chamber Expo on 10/23/19.

Task 6: Manage a public comment process for the RPoCD including the documentation and incorporation of comments into the final document.

Task 7: Work with the adopted Adobe InDesign layout for the plan for the layout of the final document.

Task 8: Suggest interactive web mapping or other applications of the final adopted RPoCD that could be implemented to make the document more accessible to the public.

RiverCOG

Task 9: Guide RiverCOG in the RPoCD adoption process.

General Requirements

News Releases – Written approval by RiverCOG will be required **prior** to any public disclosure regarding this proposal, or any other subsequent awards.

Signature Requirements – Proposals must be signed by a duly authorized official of the firm. Consortiums, joint ventures, or teams submitting proposals will not be considered unless it is established that all contractual responsibility rests solely with one contractor or one legal entity, which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

Addenda and Supplements – In the event that it becomes necessary to revise any part of these instructions, a supplement will be posted to <http://www.rivercog.org/currentRFQ.html>. Respondents are free to amend or replace an already-submitted proposal up until the RFP submission deadline.

Rejection Rights – RiverCOG retains the right to reject all proposals and to re-solicit if deemed to be in their best interest to do so.

Cost of Proposal Preparation – No reimbursement will be made for any costs incurred for the preparation of a proposal or during the selection process.

Proposals To Be In Effect – Each proposal shall state that it is valid for a period of not less than sixty (60) days from the date of receipt.

Selection is also dependent upon the negotiation of a mutually-acceptable contract with the chosen firm.

Response Requirements

The following information should be submitted with the proposal. Any additional information should be contained in a clearly marked appendix.

1. Qualifications of the firm or individual proposing to conduct the project. Name, team size, and team organizational structure under which the firm(s) and personnel will conduct the projects must be included. Relevant experience in public engagement and writing regional and municipal PoCDs should be presented. All proposed sub-consultants must be clearly identified. The location of the primary office to be used in the project should be included. Also any work completed by the primary or sub-consultants for any of the seventeen Lower Connecticut River Valley municipalities should be listed.
2. Qualifications (resumes) of key personnel to be assigned to the project and a description of their responsibilities in conducting project tasks must be included.
3. Description of other similar or related experiences.

4. A timeline detailing the order and duration of listed tasks and the project as a whole, as well as which task will be completed under subcontract to others with a description of the subcontractors qualifications and experience. The timeline in the submission should be the basis for the timeline to be adopted as Task 1.
5. A detailed work plan.
6. A detailed budget.
7. The firm and its subcontractors must have appropriate insurance (general liability, auto, workers compensation, and/or professional liability coverage).
8. Statement of compliance with all federal and state laws and local ordinances.
9. Submittals: 5 hardcopy, and 1 email electronic submittal are required and must be received by 3 pm on Tuesday, September 3, 2019. Hardcopy may be mailed to RiverCOG, 145 Dennison Rd., Essex, CT, 06426, and electronic copy may be emailed to Eliza LoPresti at elopresti@rivercog.org

NOTE: RFP responses arriving late or not meeting these minimum requirements may be disqualified.

Inquiries

All questions regarding this RFP should be submitted in writing. Questions shall be submitted to Eliza LoPresti at elopresti@rivercog.org. RiverCOG staff will answer questions in writing. All questions received and answers given will be publically posted to <http://rivercog.org/currentRFQ.html>. The identity of persons submitting questions will not be posted.