



REQUEST FOR QUALIFICATIONS (RFQ)

PREPARATION OF ZONING AND SUBDIVISION REGULATIONS

SUBMISSION DEADLINE: Friday, November 8, 2019 12:00pm EST

SUBMISSION CONTACT AND ADDRESS:

Linda Painter, AICP
Director of Planning and Development
Mansfield Department of Planning and Development
4 South Eagleville Road
Mansfield, Connecticut 06268-2599
(860) 429-3344
PainterLM@mansfieldct.org

Proposals will be accepted in electronic or print format.

An Affirmative Action/Equal Opportunity Employer

The Town of Mansfield hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation, and they will not be discriminated against on the grounds of race, color, national origin or sex, in consideration for an award. Minority/Women's Business Enterprises are encouraged to apply.

Purpose

The Town of Mansfield is soliciting proposals from qualified firms to assist the Planning and Zoning Commission in rewriting the Town's Zoning and Subdivision Regulations.

Project Description

The Consultant will provide professional assistance to the Planning and Zoning Commission in its rewrite of Town Zoning and Subdivision Regulations. It is expected that this will be a collaborative undertaking; Town staff and Commission will work with the selected consultant to complete the project. Examples of services requested include: drafting of regulations, graphic design and layout, and community education and outreach.

Qualification Requirements

Respondents to this RFQ must meet the following minimum requirements:

- Have extensive, successful experience in preparation of Zoning and Subdivision Regulations, particularly in the State of Connecticut;
- Ensure that any appropriate licenses or certifications required by the State of Connecticut are maintained for the duration of the contract;
- Meet all municipal, state and federal affirmative action and equal employment opportunity practices;
- Ensure that all insurance requirements required by the Town of Mansfield are maintained for the duration of the contract;

Background

The Town of Mansfield, Connecticut has a population of approximately 26,600 (roughly 14,000 year-round) and is located in the northeastern corner of the state, approximately 25 miles east of Hartford. The Mansfield Planning and Zoning Commission (PZC) has been working over the past several years to completely rewrite its Zoning Regulations. While initial efforts focused on a reorganization of content with some edits and introduction of new concepts, it was subsequently determined that little of the existing content could be reused in its current form. Additionally, recent discussions have also established interest in establishing a new zoning scheme to that would involve elimination of many existing zoning districts.

An RFQ/RFP was originally issued in June 2019 for this project. Questions raised by prospective firms in response to that RFQ/RFP led to additional discussion and consideration of the best way to approach this project. As a result of those discussions, the Town is no longer requiring submission of detailed proposals. The Town intends to “short-list” firms responding to this RFQ and to interview one or more firms to accurately assess their qualifications. The Town will negotiate a scope of services and a fee proposal with the selected firm.

The Town will evaluate and select the firm based on qualifications, experience and performance with similar projects, ability to work with staff and lay committees, references, ability to provide timely services, awareness of project issues, opportunities and constraints, and estimated fees and expenses. The selected firm must be able to meet all municipal, state and federal affirmative action and equal employment opportunity practices and guidelines.

Scope of Services

The Town invites submittals from appropriately qualified firms to assist the Planning and Zoning Commission and its staff in rewriting the Town’s Zoning and Subdivision Regulations. The final scope of services will be negotiated with the selected consultant. Unless otherwise negotiated, mapping of new zoning districts and legal review of proposed regulations shall be the responsibility of the Town.

The final negotiated scope of work is anticipated to include consultant assistance in the following areas:

1. Content Production

- Review of work done to-date including overall document structure and content of various chapters and making recommendations to simplify and/or improve regulations in accordance with statutory provisions and best practices.
- Provide guidance from with regard to specific regulations. Examples include but are not limited to: determinations of significant traffic impacts/traffic study requirements; landscaping requirements (with an emphasis on native plants); and form-based design standards.
- Preparation of remaining content based on goals provided by the Planning and Zoning Commission’s Regulatory Review Committee and/or Planning and Zoning Commission as well as legal requirements and best practices.
- Preparation of final regulations post adoption.

2. Document Layout and Design

- Development of document layout and organization that is easy to navigate. Digital formats that make use of hyperlinks and enhanced search capabilities are preferred.
- Development of illustrations to help readers visualize and understand various definitions and regulations.

3. Community Education/Outreach

- Development of presentation materials to assist the Commission in obtaining community feedback Assistance in presenting draft regulations at public information sessions.
- Presentation of draft regulations as part of the public hearing process.
- Assistance to the Commission with regard to feedback received through the hearing process.

Timeline

The following is a tentative timeline for the evaluation and award of the contract to provide assistance in completing the rewrite of the Zoning and Subdivision Regulations. The Town reserves the right to change these dates as needed.

- **November 8, 2019** – Qualifications due from interested consultants
- **November 15, 2019** – Finalists Selected
- **December 6, 2019** – Finalist Interviews
- **December 13, 2019** – Consultant Selection
- **December-Mid-January** – Negotiation of Scope and Fee

Summary

The firm should submit by email or hard copy: a letter of interest containing general information on the firm; the firm's brochure; resumes for key personnel and information regarding the consultant's experience conducting similar business; references; and rates for work performed. Submissions should be directed to: Linda Painter, Director of Planning and Development, not later than **Friday, November 8, 2019, 2019 at 12:00 pm EST.** (Please submit two copies if utilizing traditional mail.)

The Town does not expressly state or imply any obligation to reimburse responding firms for any expenses incurred in preparing submissions in response to this request. The Town reserves the right to reject any or all submissions, to select a firm in a manner that is advantageous to the district and to waive all formalities in the bidding.

Please address any questions related to this RFQ to Linda Painter, Director of Planning and Development, at (860) 429-3330 or via email at PainterLM@mansfieldct.org.