



Town of Wethersfield
505 SILAS DEANE HIGHWAY
WETHERSFIELD, CONNECTICUT 06109

MICHAEL J. O'NEIL
DIRECTOR OF FINANCE

REQUEST FOR PROPOSALS

**Consultation Services
for the Evaluation of the
KYCIA FARMS PROPERTY**

#2020-03

December 19, 2019

The Town of Wethersfield seeks proposals from Consulting Firms that can provide expert advice and a detailed developmental/feasibility study for the potential town re-use of the Kycia Farms property, including all financial aspects. Said consultant(s) shall be knowledgeable of grants, tax credits, land use, preservation and real estate development. A copy of the Request for Proposals will be available on-line no later than Thursday, December 19, 2019 at 1:00 p.m. or by e-mailing the Finance Department at purchasing@wethersfieldct.gov. The Town must receive your proposal in the Finance Department no later than 2:00 p.m. on Tuesday, January 21, 2020. Proposers must submit twelve (12) copies of their proposal and one (1) digital copy. The Town reserves the right to reject any proposal deemed not to be in its best interest and waive minor technicalities. Postmarks, faxes, and email proposals will not be considered.

Purpose

The Town of Wethersfield is seeking a consultant who can provide expert advice on the disposition, potential development, and/or reuse of the Kycia Farms Property. The Town has recently acquired the property and expects to develop a plan for its future use. The Town is seeking a professional consultant to provide the town with realistic recommendations on appropriate and financially feasible options for re-purposing the site and/or the buildings on the property. The consultant will help determine local and/or regional needs or capacity of the community and how the use of the site may meet these needs. The consultant will assist the Town in formulating a real estate development strategy for the possible options. This will include, but is not limited to understanding traffic considerations and overall market viability to support the proposed uses. The consultant should be able to provide possible conceptual plans and renderings of potential re-use. In short, the Town needs a vision, a plan to get there, and sufficient hard data to understand how any re-use may impact the Town.

We encourage the consultant to look creatively at the entire property and to consider a wide range of options including, but not limited to, potential municipal use, mixed use, open space, active/passive recreation, farming/gardening, and/or education. This could also include saving existing buildings as well as demolishing part or all of the buildings. The consultant will be charged to propose realistic options with possibilities for implementation.

Budget

A budget has yet to be approved by the Town Council for this project.

Property Description

In 2018, The Town of Wethersfield (the Town) voted to acquire a multi-parcel site spread out over an estimated 35 acres. As such, it is necessary to retain a consultant to help the Town determine viable re-uses for the Kycia Farms Property (the property). The parcels are situated in a neighborhood of single family homes, with abutting park and recreation space and approximate to an elementary school. A barn and greenhouse remain on one parcel; a 2000 square foot, single family residence on another; and there are a mix of conditions and topography. The property is located approximate to 241 Highland Street and across the street between 334 Highland Street and 95 Highcrest Road.

More specifically, the Kycia Farm property is made up of four parcels of land totaling approximately 34 acres located at 303 and 310 Highland Street. It includes approximately 26.26 acres on the north side of Highland Street along with the house lot (.87 acres) and approximately 5.33 acres on the south side of Highland Street together with the barn and outbuildings; excluding an approximately 0.5 acre parcel on the northwest corner of the property with frontage on Collier Road. Of the 32 acres, about 5.1 acres contain wetland soils.

The property is zoned Single Family Residential. This zone is primarily for single family residences; however, there are other uses permitted in the zone that are allowed As-of-Right and by Special Permit.

Available Background Information

- An Environmental Phase I and II have been completed for the parcel as it was previously used for farming
- The site has also been surveyed and the wetland soils have been delineated
- Parks and Recreation is completing a needs assessment related to athletic fields – minutes and reports will be available for review/use
- Property Appraisals

The Town's Recent History with Kycia Farms

The Town purchased the property through referendum completed in November, 2018. The closing took place in August, 2019 and is maintained by the Town's Physical Services Department. A portion of the land is being maintained by a private resident who does farming as a hobby.

The Town recently created an ad hoc committee to review the options for the property. The committee will provide recommendations to the Council, through the Town Manager's Office, on possible re-use scenarios of Kycia Farms. The consultant will aid the committee in ensuring a transparent process, using open meetings, public forums and town-wide visioning sessions.

The purchase of this property was contingent upon referendum which stated:

“SHALL THE TOWN OF WETHERSFIELD APPROPRIATE \$2,470,000 FOR COSTS WITH RESPECT TO THE ACQUISITION OF THE KYCIA FARM PROPERTY ON HIGHLAND STREET FOR RECREATIONAL, OPEN SPACE AND OTHER MUNICIPAL PURPOSES, AND AUTHORIZING THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE SUCH APPROPRIATION?”

The Scope of Work

The scope of services that the Town is seeking is, in general, for a consultant to conduct sufficient fact finding and analysis to have a clear idea of what is feasible and what is not; work on consensus building; and outline potential development plans for review.

This will involve the following:

- Research and analysis;
- Conducting community meetings seeking input and presenting findings and options;
- Preparing a preliminary report outlining potential options for the property and strategies for proceeding; and
- Presenting findings and final recommendations in a final report.

The consultant will work throughout the process with Town staff and the Kycia Farms Committee.

Planning Process

The Consultant will:

- Meet regularly with the Kycia Farms Committee

- Hold a minimum of three public visioning sessions to solicit input from town boards, departments and residents;
- Present preliminary findings and ideas at a community forum as an initial report;
- Provide a final public presentation with a draft report; and
- Submit a final document for town-wide circulation

The consultant should also expect to complete a final presentation with a review of public comments received and with revisions to the draft report at a meeting with the Town Council.

These public meetings should not preclude additional meetings with town boards, town departments and residents as deemed necessary by town staff. The Town will assist in guiding this process by providing a venue and framework for public understanding of and participation in this activity.

We envision the work broken into 2 phases:

Phase 1 – Feasibility Analysis

The first phase involves the analysis of the development feasibility of the property for a preferred use or uses. The selected consultant is expected to provide the following services:

1. Existing conditions analysis – The consultant conducts an initial analysis and inventory of the development potential of the site taking into consideration natural and environmental constraints, access, land use, zoning, utilities, transportation, neighborhood conditions and recent land use trends.
2. Determine if it is financially feasible to use all or parts of the existing buildings and analyze the potential economic impact of preserving related components. This could also include saving existing buildings as well as demolishing part or all of the buildings
3. Needs Analysis - Determine the town's interest and desire for certain types of potential uses or redevelopment, especially addressing town needs, and the scale, intensity and economic market for those uses (e.g. potential municipal and/or community use, housing growth in region that may support re-use of space, mixed use, open space, active/passive recreation, agricultural/farming/gardening, and/or education).
4. Alternative property uses – This phase of the project will consider a minimum of three (3) alternative uses for the property as well as specific preferred development densities.
5. Conceptual cost and benefit analysis for each of the development alternatives
6. Identify the specific site constraints/challenges including both economic and site related (A Phase 1 environmental assessment has been performed).

Phase 2 – Preferred Option

The selected consultant is expected to develop more detailed and refined information for the implementation of the preferred development option that should include:

1. Description of preferred use supplemented by the market data
2. Conceptual development plan – Should include site layout, and the ability to develop in phases, if practical
3. Approvals/Permits or any conditions necessary to allow the preferred use
4. Identification of the public benefits that will result from the project
5. Fiscal Impact Analysis to include site improvements, remediation of any hazardous environmental conditions, maintenance, operating and carrying costs of the property and

- any income projections for the use of the property
6. Beneficial property ownership/lease scenarios including any public/private partnership options or other options as to how the proposed project can be best positioned to maximize the chances for success.
 7. Determine what grants, tax credits or public funds might be available for municipalities (such as community development grants) and how they could be applied to this property

Anticipated Work Products

At a minimum, the following deliverables are required:

1. Notes and/or minutes from all meetings conducted as part of the project.
2. A Phase 1 Report will be due from the consultant on an agreed upon date that outlines preliminary findings, initial ideas and plans for this property.
3. A Final Report - The report shall present the consultant's analysis of the situation; recommended plan for the property; recommendations for funding and implementation strategies; and an outline of proposed next steps. This report shall include an executive summary for the Town. Any assumptions made in the recommendations or proposed options in the report should be clearly stated. Similarly, all calculations in the report should be shown and the source of any values or variables should be noted.

Project Duration and Schedule:

The project shall start upon awarding of the contract and shall be completed no later than one (1) year from the date the contract is executed.

Proposal Submission and Deadline:

The Town must receive your proposal at the Finance Department no later than 2:00 p.m., January 21, 2020. Proposers must submit twelve (12) copies of their proposal and one digital copy. The Town reserves the right to reject any proposal deemed not to be in its best interest and waive minor technicalities.

The proposals shall be delivered to:
Town of Wethersfield, Finance Department
Miguel Robles, Purchasing Agent,
505 Silas Deane Highway
Wethersfield, CT 06109

Postmarks will not be accepted in lieu of actual receipt. All documents must be delivered by January 21, 2020 at 2:00 p.m.

Proposals shall be placed in a sealed envelope. Fees shall be placed in a separate, sealed envelope that is clearly marked to match the proposal. The envelopes should be clearly marked, appropriately as “Proposal” and the other marked “Fees”, bearing the name and address of the respondent and addressed:

REQUEST FOR PROPOSAL #2020-03
CONSULTANT SERVICES - Kycia Farms Property

Late proposals will not be accepted.

RFP Questions

Questions about this RFP may be directed, in writing, to purchasing@wethersfieldct.gov no later than Monday January 13, 2020 at 12:00 p.m. Responses to questions will be listed on the town website no later than Wednesday, January 15, 2020 at 5:00 p.m.

Proposal Contents

The proposal should, at a minimum, contain the information identified below:

1. Name and address of firm.
2. Name and title of project manager and contact information
3. Size of firm and organizational structure
4. Statement of project staff organization
5. Statement of understanding of the project scope
6. Describe the preferred approach to complete the analysis and plan
7. A defined project schedule, including an anticipated meeting schedule.
8. Examples of any similar work experience within the past 5 years
9. Resumes of proposed project personnel
10. Personnel participating in project including roles and responsibilities
11. Contacts for professional references
12. Listing of all proposed project deliverables
13. A listing of all workshops and meetings required to complete the scope of services and build consensus regarding any recommendations
14. Any other information required to demonstrate that the consultant is responsive to the Consultant Selection Criteria below.
15. Completion of the attached FAIR EMPLOYMENT PRACTICES QUESTIONNAIRE
16. Completion of the attached NON-COLLUSIVE AFFIDAVIT OF PROPOSER.
17. Completion, if applicable, of AFFIDAVIT PURSUANT TO THE ORDINANCE PROVIDING FOR LOCAL PREFERENCE. (See Appendix IV and Appendix V)
18. Concluding statement as to why vendor is best qualified to meet the needs of the Town of Wethersfield and should be selected.

Cost Proposal

Submit a not-to-exceed cost proposal to accomplish the work as described in the “Scope of Work” on the Cost Proposal Form included within this package (Appendix VI). The proposed fee structure on a line item basis within the overall fee proposal. The proposal shall include hourly rates of principals, estimated number of hours per principal per task and include the approved bid sheet.

Consultant Selection Criteria:

1. All proposals will be evaluated to determine if they meet the required format and be in compliance with all the requirements of the RFP.
2. The consultant should have prior experience and expertise working with municipalities on planning for the redevelopment of challenging properties, and experience with catalyzing similar projects.
3. In selecting the consultant, the following factors will be considered:

- a. Proposed cost of service. Information of fees is only for assessing the firm's understanding of the project and is not part of the negotiating process. That phase will be conducted by the Town Manager or Designee.
- b. Balanced professional expertise and sufficient technological resources of the applicant and any named sub-contractors to perform the work required to complete the project within the specified time period
- c. Vendor's knowledge, qualifications and experience in handling similar size and type projects involving re-use planning and/or sight design of vacant land as well as project financing
- d. Experience in working with projects that lead to public-private-partnerships.
- e. Demonstrated ability by the applicant and any named sub-contractors to conduct a public process, including consensus building and conflict resolution
- f. Number of years the firm has been in business
- g. Years of professional experience of personnel assigned to the Project
- h. Demonstrated experience by the applicant and any named sub-contractors in performing similar work in other communities. Please provide a list of towns where work was completed
- i. Review of the applicant's supporting references
- j. Content, organization and presentation of the proposal that demonstrates capacity to do the scope of services included in this RFP
- k. Responsiveness of the applicant during interviews
- l. Knowledge of community needs

Interviews

The top applicants will be expected to attend a meeting with the Kycia Farms Committee for an interview.

The town reserves the right to reject any and all proposals it deems not to be in the best interests of the Town of Wethersfield. The award of this contract will be based on the consultant qualifications as demonstrated through review of the written proposals and interviews.

Insurance and Indemnity Requirements

See Appendix III.

APPENDIX I
FAIR EMPLOYMENT PRACTICES FOR QUALIFICATIONS OF BIDDERS
TOWN OF WETHERSFIELD, CONNECTICUT

This questionnaire on fair employment practices for the qualifications of bidders is part of this bid document and must be returned with your proposal. Failure to complete this form may be sufficient cause for rejection of your bid. It will be necessary to submit this form on an annual basis in order for the town to maintain and up-to-date file on your progress in equal opportunity employment. As required by federal and state laws and regulations, the town may request additional equal employment opportunity information from you.

“Fair” or “equal employment” means the practice of not discriminating among persons on the basis of race, color, sex, national origin or age.

This questionnaire will be evaluated by the purchasing agent and his recommendations will be a factor in determining whether your firm is to be retained on the town’s bid list.

Section A

Please answer all the following questions:

Name of firm _____
Address _____
Telephone number _____
Nature of business _____
Number of full time employees _____
Person completing this form _____
Title _____

Section B

Do you have a written equal employment policy? Yes ___ No ___

If yes, please attach copy

If no, do you plan to adopt one in the near future? Yes ___ No ___

Section C

Do you have a written affirmative action policy? Yes ___ No ___

If yes, please attach copy

If no, do you plan to adopt one in the near future? Yes ___ No ___

Section D

Do you utilize affirmative action in employment practices, such as advertising all positions with the equal opportunity clause, making special efforts to recruit minority and female job applicants and reviewing job-testing procedures to ensure that no discriminatory biases exist? Yes _____ No _____

Section E

Please fill out the data requested in the following table for all full-time employees of your organization. The

statistics used must be no older than 3 months from the time this proposal is submitted.

Employment status as of _____

Male						Female					
White (non Hispanic)	Black (non Hispanic)	Hispanic	Asian/pacific islander	American Indian	Total male	White (non Hispanic)	Black (non Hispanic)	Hispanic	Asian/pacific islander	American Indian	Total female

Officers/Managers											
Professionals											
Technicians											
Sales workers											
Office/Clerical											
Craftsmen (skilled)											
Operators(semi-skilled)											
Laborers(unskilled)											
Service Workers											

Section F

Name of officer of firm _____

Signature of officer _____

Date _____

Appendix II
NON COLLUSIVE AFFIDAVIT OF PROPOSER
TOWN OF WETHERSFIELD, CONNECTICUT

The undersigned proposer, having fully informed themselves regarding the accuracy of the statements made herein certifies that;

- (1) the proposer developed the bid independently and submitted it without collusion with, and without any agreement, understanding, or planned common course of action with any other entity designed to limit independent bidding or competition, and
- (2) the proposer, its employees and agents have not communicated the contents of the bid to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal.

The undersigned proposer further certifies that this statement is executed for the purpose of inducing the Town of Wethersfield to consider the proposal and make an award in accordance therewith.

Legal Name of Proposer/Firm

Business Address

Signature and Title

Date

Printed Name of Title Person

Subscribed and sworn to me this ____ day of _____, 20____.

Notary Public
My Commission Expires

APPENDIX III
INSURANCE AND INDEMNITY REQUIREMENTS
TOWN OF WETHERSFIELD, CONNECTICUT

The Firm shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure the Firm's obligations under this contract with an insurance company or companies with an AM Best Rating of A-: VII or better licensed to write insurance in Connecticut and acceptable to the Town of Wethersfield. Where no insurer so licensed in Connecticut will provide the required coverage, the insurer shall, at minimum, be approved to do business in Connecticut (listed on the current "White List" of the Connecticut Insurance Department).

As to all insurance required, the insurer shall provide the Town of Wethersfield, with Certificates of Insurance prior to the execution of this contract, describing the coverage and providing that the insurer shall give the Town of Wethersfield written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage.

Deductibles and self-insurance shall be declared in the Certificate of Insurance and are subject to the approval of the Town of Wethersfield.

Such insurance or renewals or replacements thereof shall remain in force during the Firm's responsibility under this Agreement. The kinds and amounts of such insurance coverage shall not be less than the kinds and amounts designated herein, and the Firm agrees that the stipulation herein of the kinds and minimum amounts of insurance coverage, or the acceptance by the Town of Wethersfield of Certificates of Insurance indicating the kinds and limits of coverage shall in no way limit the liability of the Firm to any such kinds and amounts of insurance coverage.

The Firm agrees that, to the fullest extent permitted by law, it shall hold harmless and indemnify the Town and all of its officers, agents and employees (hereinafter collectively called the "Indemnitees") and shall defend and protect the Indemnitees from and against any and all loss, cost, liability, claim, damage and expense including, without limitation, reasonable attorney's fees and expenses, incurred in connection with or arising from or alleged to have occurred in connection with or arisen from (1) any injury, illness or death to any person or damage to any person or property occurring with respect to, in connection with or as a result of and to the extent caused by the negligent acts or omissions of the Firm, its employees, or any other person or entity for whose acts the Firm may be liable, and any litigation, whether material or immaterial, with respect to any negligent act or omission of the Firm, its employees, or any other person or entity for whose acts the Firm may be liable, or with respect to or in connection with Firm's performance or non-performance of its obligations under this agreement. As used above, the Firm's duty to "defend and protect" shall be by counsel reasonably acceptable to the Town and "attorneys fees and expenses" shall include both reasonable attorney's and paralegals' fees and expenses. In case any action or proceeding is brought against any of the Indemnitees by reason of any such claim or liability, the Firm, upon notice from the Town, shall protect and defend at the Firm's sole expense such action or proceeding by counsel reasonably satisfactorily to the Town and the Town agrees to cooperate in such defense. The Firm will pay any judgments entered against the Indemnitees or any of them after exhaustion of all appeals thereof as the Firm shall reasonably determine to undertake. The Firm will also pay all amounts payable in settlement or compromise of any such action or proceeding, and the Town agrees not to settle any such action or proceeding without the Firm's consent, which will not be unreasonably withheld. In the event the Firm shall fail to protect and defend any of the Indemnitees, the Town may undertake to protect and defend such Indemnitees and the Firm shall pay to the Town, upon demand, all reasonable costs and expenses incurred by the Town in connection therewith, including, without limitation, all reasonable attorneys fees and expenses.

1. The Firm shall procure and maintain, at its own expense, the following insurance:

- a. Worker’s Compensation with minimum statutory limits on Employer’s Liability Part B and Occupational Disease. Workers Compensation shall include waiver of subrogation in favor of the Town and alternate employer endorsement.
 - b. General Liability Insurance on an occurrence basis with minimum limits of:
\$1,000,000 Bodily Injury Per Occurrence
\$1,000,000 Property Damage
or
\$1,000,000 Combined Single Limit
The Town shall be listed as an additional insured as regards both premise operations and products/completed operations.
Coverage shall include Broad Form Property Damage, Contractual Liability and Completed Operations coverage, Professional Liability where applicable and such other insurance as the Town may require. The Town requires that these aggregate limits be maintained by the Firm as required. Firms insurance shall be primary and non-contributory and include waiver of subrogation. It is the responsibility of the Firm or his representative to notify the Town if ever or whenever the policy limits go below those required above. If the aggregate limits include defense costs, the Town should be so notified. It is the responsibility of the Firm and his insuring agent to provide the Town with current certificates throughout the contract period, keeping the required limits in full force and effect. The Town of Wethersfield reserves the right to modify or change the requirements at any time if it is in the best interest of the Town to do so.
 - c. Auto Liability Insurance with minimum limits of:
\$1,000,000 Bodily Injury
\$1,000,000 Property Damage
or
\$1,000,000 Combined Single Limit
All insurance shall be evidenced by a certificate of insurance showing the Firm’s insurance is in force and the carrier shall notify the Town that the policies will not be canceled with less than 30 days written notice to the Firm. Firms Insurance shall be primary and non-contributory and include waiver of subrogation.
2. On purchase orders where the cost of the work, or contract price, exceeds \$100,000 or is hazardous in nature, there shall also be a \$4,000,000 umbrella or excess liability layer over the underlying described above. In such case there shall also be required an Owners and Firms Protective Liability policy issued naming the Town as named insured, with a \$1,000,000 per occurrence limit.
The wording for both named insured and additional insured shall read as follows:
The Town of Wethersfield and its respective officers and agents.
 3. Professional Liability, \$5,000,000 limit (Architects, Engineers, Attorneys including Town Council, Accountants, Actuaries, Agent of Record).
Additional Coverage and Limits may be required based upon the particular services contracted.

Other Conditions

Claims Made Coverage Guidelines - General or Professional Liability

The Town requires that the Certificate of Insurance include the retroactive date of the policy. Retroactive dates must be either before or coincident with the Contract’s inception.

The Town requires prompt and immediate notice of the following:

1. Erosion of any aggregate limits.
2. Advance of any retroactive dates.

3. Cancellation or non-renewal. Prior 30 day notice.

The Town requires that any extended reporting period premium be paid by the named insured. The reporting of possible claims to the Town of Wethersfield is necessary and the Town retains the right to require that the extended reporting period be invoked by the Firm at his/her expense. The Town requires that if any excess coverage is secured to meet the requirements that the retroactive dates be concurrent with the primary policy and that the retro dates be either before or coincident with the inception of the Contract. If the retroactive date is moved, or if the policy is canceled or not renewed, the Firm must invoke the tail coverage option, at no expense to the Town but rather at the expense of the Firm, in order to adequately assure that the policy meets the above requirements.

If, at any time, any of the said policies shall be or become unsatisfactory to the Town, as to form or substance, or if a surety issuing any such shall become unsatisfactory to the Town, the Bidder shall promptly obtain a new policy, submit same to the Purchasing Agent for approval and submit a certificate thereof as hereinabove required. Upon the failure of the Bidder to furnish, deliver or maintain same, this contract, at the election of the Town, may be forthwith declared suspended, discontinued or terminated. Failure of the Bidder in the above shall not relieve same from any/all liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the Bidder concerning indemnification.

In the event that claims in excess of these amounts are filed by reason of any operations under this contract, the amount of excess of such claims, or any portion thereof, may be withheld from payment due or to become due the Bidder until such time as the Bidder shall furnish such additional security covering such claims as may be determined by the Town.

Note: Proof of insurance in accordance with these specifications must accompany bid submission.

APPENDIX IV
ORDINANCE PROVIDING FOR LOCAL PREFERENCE
TOWN OF WETHERSFIELD, CONNECTICUT

TOWN BASED BUSINESS

The term “town based business” shall mean a business with a principal business located within the Town of Wethersfield. A business shall not be considered a town based business, unless evidence submitted with each bid submitted by said business to establish that said business has a bona fide principal place of business in Wethersfield. Such evidence may include evidence of ownership of or a long term lease of the real estate from which the principal place of business is operated, or payment of property taxes on the personal property of the business to be used in performance of the bid.

LOWEST RESPONSIBLE BIDDERS

On any project the lowest responsible bidder shall be determined in the following order:

Provided that such town based resident bidder shall have met all other requirements set forth in this article, any town based resident bidder which has submitted a bid not more than ten (10) percent higher than the lowest most responsible bid may be awarded the bid provided such town based bidder agrees to accept the award of the bid at the amount of the lowest most responsible bid.

If more than one town based resident bidder has submitted a bid not more than ten (10) percent higher than the lowest responsible bid, the lowest responsible bidder shall be that one of the town based resident bidders which had submitted the lowest bid.

IMPLEMENTATION OF LOCAL BIDDER PREFERENCE

Any local vendor meeting the requirements of a local vendor as defined in the above ordinance responding to the solicitation shall be required to submit a signed Local Bidder Affidavit form with their bid submittal. Failure to submit an affidavit form, approved by the Town of Wethersfield, may result in your disqualification as a local vendor and ineligibility for contract award.

RESTRICTION OF USE OF LOCAL BIDDER PREFERENCE

This section shall not apply in those instances where the bid requested involves a cooperation purchasing arrangement between the town and other municipalities or the State of Connecticut.

APPENDIX V
AFFIDAVIT PURSUANT TO THE
ORDINANCE PROVIDING FOR LOCAL PREFERENCE
TOWN OF WETHERSFIELD, CONNECTICUT

(It is not necessary to submit this form unless you are a Wethersfield Town-based Business)

The undersigned, being duly sworn, disposes and says as follows:

1. That he/she is over the age of eighteen (18) years of age;
2. That he/she believes in and understands the obligations of an oath;
3. That he/she is submitting a bid as a “town based business”, pursuant to those conditions delineated in the Town of Wethersfield’s Ordinance Providing for Local Preference.

Name of Local Bidder
(Please Print)

Date

Signature of Local Bidder

APPENDIX VI – COST PROPOSAL FORM

<u>Name of Consultants/Sub-Contractors</u>	<u>Job Title</u>	<u>Hourly Rate</u>
<u>List Costs Related To:</u>	<u>Est. Hours</u>	<u>Est. Cost</u>
<i>Phase 1</i>		
Existing Conditions Analysis/Market Study		
Needs Analysis		
Conceptual Cost/Benefit Analysis		
Town-wide Visioning Sessions		
Kycia Farms Committee Meetings		
Additional Committee/Commission Meetings		
<i>Phase 2</i>		
Conceptual Development Plan(s)		
Preliminary Draft Report		
Final Document w/outlined costs, public benefits, & strategies		
Council Presentation		
Total Estimated Costs		