



NOTICE

REQUEST FOR PROPOSALS

CITY OF DANBURY

2023 PLAN OF CONSERVATION AND DEVELOPMENT UPDATE

Bid # 03-19-20-01

The City of Danbury, Fairfield County, Connecticut is seeking the services of a qualified professional planning consulting firm or firms to prepare the City's 2023 Plan of Conservation and Development ("POCD") Update in accordance with a detailed Scope of Services and in compliance with Connecticut General Statutes ("C.G.S.") Section 8-23. Interested firms must demonstrate qualifications and expertise in the preparation of such plans. The detailed Scope of Services pursuant to this Request for Proposals, and other pertinent documents, are available on the City of Danbury website under the Resources tab at www.danbury-ct.gov.

Interested consulting firms submitting proposals, or the team comprised of several firms, must have expertise and experience in the preparation of municipal plans of conservation and development in Connecticut. Such expertise and experience must include data analyses, mapping capabilities, assessment of existing land use, housing, transportation and other relevant/pertinent conditions to plan development, goal formulation, implementation strategies, as well as extensive public engagement experience.

Interested firms are requested to submit eight (8) copies of their proposal for the City of Danbury 2023 Plan of Conservation and Development Update pursuant to the detailed Scope of Services, including qualifications and experience in same, to the Office of Purchasing Agent, 155 Deer Hill Avenue, Danbury, Connecticut, 06810 during normal office hours by no later than 2:00 p.m. on Tuesday, July 14, 2020.

The City of Danbury reserves the right to accept or reject any and all submissions, and/or waive technical defects, irregularities and omissions, and award the contract to the firm deemed, in its sole discretion, to be in the City's best interest. The City of Danbury is an affirmative action-equal opportunity employer in accordance with all applicable local, state and federal requirements and does not discriminate in its hiring. The City is committed to complying with the Americans with Disabilities Act (ADA).

All materials submitted in response to this Request for Proposals are subject to the terms of state laws relative to freedom of information.

Questions regarding this Request for Proposals can be emailed directly to Sharon B. Calitro, AICP, Planning Director at s.calitro@danbury-ct.gov on or before June 18, 2020.

Envelopes should be marked: “RFP – City of Danbury 2023 Plan of Conservation and Development Update.”

During this Covid-19 pandemic, the City will continue to receive responses from prospective bidders via the U.S. Postal Service or a private carrier/delivery service. Vendors may also drop off their bid in person on the solicitation due date between the hours of 8:30 a.m. and 2:00 p.m. in the main lobby area of City Hall. Please be aware that due to the Covid-19 health emergency, the U.S. mail and deliveries from private carriers/delivery services are not always received by the Purchasing Department on a daily basis. Therefore, any prospective bidder submitting a bid response is encouraged to notify Charles J. Volpe, Jr., Purchasing Agent, via email at c.volpe@danbury-ct.gov, or by cell phone at (203) 460-0085, that a bid response has been submitted by U.S. mail, or by a private carrier/delivery service. A bin will be available for the filing of proposals or bid submissions in person, in the lobby of City Hall, 155 Deer Hill Avenue, Danbury, CT, between the hours of 8:30 a.m. until 2:00 p.m. on the solicitation due date.

May 28, 2020

Charles J. Volpe, Jr.

Purchasing Agent



REQUEST FOR PROPOSALS
CITY OF DANBURY
2023 PLAN OF CONSERVATION AND DEVELOPMENT UPDATE
Bid # 03-19-20-01

The City of Danbury, Fairfield County, Connecticut is seeking the services of a qualified professional planning consulting firm or firms (hereinafter the “firm”) to prepare the City’s 2023 Plan of Conservation and Development (hereinafter the “POCD”) Update in accordance with the Scope of Services below and in compliance with Connecticut General Statutes (hereinafter “C.G.S.”) Section 8-23. Interested firms must demonstrate qualifications and expertise in the preparation of such plans. The firm shall have extensive experience and knowledge in the fields of municipal planning and zoning including, but not limited to, land use, transportation, housing, urban design, economic and community development, environmental resources, and conservation, and shall be capable of creating/preparing required land use mapping. The selected firm, specifically the individual(s) assigned directly to the project and with whom the City and the public will interact, shall have extensive expertise in the preparation of said plans, including technical knowledge, organizational skills, writing expertise, and significant experience in the design and effective execution of a community engagement/public participation process. It is the intent of the City that this 2023 POCD Update be the umbrella document for all future planning to improve the City’s form and function and serve as justification for decisions in terms of capital spending.

Danbury is Connecticut’s seventh largest City with a 2018 population estimated to be 86,000 persons. Since 2000, the City’s population has increased by more than 13%. While other Connecticut municipalities are declining in population, Danbury’s continues to increase, an indication of its attractiveness in terms of the lifestyle and quality of life amenities it offers; stable, diverse and growing economic base; location and ease of access by various modes of travel; residential diversity and affordability; recreational opportunities; and commitment to public services. The City must build upon these positive attributes to improve its livability and the prosperity of its residents and businesses, and protect its resources. Growth has brought the City continued economic success but also threatens to overwhelm the resources, quality of life, and sense of place that have been hallmarks of the community.

As part of its POCD Update, Danbury will need to examine the issues it faces today and address the challenges ahead in terms of managing where and how growth occurs, balancing growth with infrastructure, protecting and enhancing natural resources, implementing green and sustainable building practices, focusing on growing successful neighborhoods, expanding affordable housing opportunities, defining a transit future by coordinating land use and transportation, assessing new infill development opportunities and areas, promoting the renaissance of its historic downtown,

and increasing cooperation within the region. All these represent challenges as well as opportunities for this thriving and culturally diverse City. The POCD Update should identify what the City will do, encourage, and support to achieve its vision for the future. New themes may also emerge during the planning process.

A major shift in the City's planning approach occurred in 2002 with the preparation of the Comprehensive Planning Program and adoption of the 2002 Plan of Conservation and Development. The 2002 POCD was the planning component of the Comprehensive Planning Program. In 2013, as required by statutes, the City amended the 2002 POCD.

As land use and demographic changes have occurred since the last POCD Amendment, the 2023 POCD Update should reflect the existing state of the City, present the City's community vision for its future, and provide clear recommendations and strategies to achieve its planning goals and realize its vision. Using the 2013 POCD as a foundation, the POCD Update should include appropriate demographic and economic analyses and an evaluation of existing conditions in Danbury intended to inform the overall planning process, constitute amended planning studies on relevant issues, and provide the baseline for new or revised planning goals and recommendations.

The 2013 POCD is available for review on the City's website through the Department of Planning & Zoning link. Additionally, the *2005 Transportation Plan*, *2010 Downtown Danbury: Issues and Recommendations Report of the Main Street Renaissance Task Force*, and the *2019 Downtown Danbury Transit-Oriented Development Study*, all of which have been instrumental in planning activities throughout the City and in particular in the downtown, are also available for review through this link.

The firm will work under the direction of the City of Danbury Planning Director. The work is intended to be highly hands-on with City Planning staff.

Scope of Services

The work of the firm shall consist of five main Tasks as described below:

- Task 1:** Preparation of all planning documents, studies, maps and other relevant material associated with, and the writing of, the 2023 POCD Update document consistent with C.G.S. Section 8-23;
- Task 2:** Attendance at meetings with the POCD Oversight Committee, facilitation of discussion at said meetings, and review of work products and findings during the POCD plan process;
- Task 3:** Creation and management of the public engagement process, including the development and administration of online surveys and analysis of survey results/feedback;
- Task 4:** Presentation of the POCD Update document and findings to the Planning Commission. Presentation may also be required to the City Council; and
- Task 5:** Revisions to the Draft POCD Update document which shall comprise the final document(s), and transmittal of all deliverables to the City.

Main Task Details

Task 1. Work of the firm shall consist of preparation of all planning documents, studies, maps and other relevant material associated with, and the writing of, the 2023 POCD Update document consistent with C.G.S. Section 8-23. Pursuant to State statutes, the POCD shall:

- A. Be a statement of the policies, goals, and standards for the physical and economic development of the City;
- B. Provide for a system of principal thoroughfares and a multi-modal transportation system consisting of various opportunities for travel;
- C. Be designed to promote, with the greatest efficiency and economy, the coordinated development of Danbury and the general welfare and prosperity of its people and identify areas where it is feasible and prudent (i) to have compact, transit accessible, pedestrian-oriented mixed use development patterns and land reuse, and (ii) to promote such development patterns and land reuse;
- D. Recommend the most desirable use of land for residential, recreational, commercial, industrial, conservation, agricultural and other purposes and provide a map(s) showing such proposed land uses;
- E. Recommend the most desirable density of population throughout the City;
- F. Note any inconsistencies with the growth management principles of the State of Connecticut as provided in the State Plan of Conservation and Development 2013-2018 and the Western Connecticut Council of Governments 2020-2030 Regional Plan of Conservation and Development, as may be amended;
- G. Make provisions for the development of housing opportunities for multifamily dwellings as outlined in C.G.S. Section 8-23(e)(1)(G);
- H. Promote housing choice and economic diversity in housing, including housing for both low and moderate income households, and encourage the development of housing which will meet the housing needs identified in the State's consolidated plan for housing and community development prepared pursuant to C.G.S. Section 8-37t and in the housing component and the other components of the State Plan of Conservation and Development;
- I. Consider allowing older adults and persons with a disability the ability to live in their homes and communities whenever possible; and
- J. Consider focusing development and revitalization in areas with existing or planned physical infrastructure.

In addition, the firm's work to prepare the City of Danbury 2023 POCD Update document shall include, but not be limited to:

- K. a review of the completed and ongoing plans undertaken by various City departments/agencies including Public Works, the Board of Education, and the Department of Health and Human Services and a coalescing of the outstanding elements from each department/agency plan to determine if and how such elements relate to or impact future planning goals (e.g., DataHaven has issued the Fairfield County Community Wellbeing Index 2019 that provides indicators of social progress, economic opportunity, and population well-being in Fairfield County neighborhoods which such indicators may be analyzed in assessing planning-related goals);

- L. a detailed examination of demographic data and patterns including, but not limited to, past, current, and projected population, household size, and employment;
- M. an assessment of infrastructure impacts and demands in light of current and projected development, population and job growth;
- N. the identification of the general location and extent of any areas served by existing sewage systems, areas where sewerage systems are planned, and areas where sewers are to be avoided. In identifying such areas, consideration shall be given to State-identified priority funding areas pursuant to the provisions of C.G.S. Chapter 297a;
- O. an analysis of future build-out considering present regulations as well as ongoing planning studies focusing on development opportunities near transit;
- P. the preparation and administration of two thought-provoking and visually-appealing online surveys to (i) solicit community input affecting the planning for Danbury's future, and (ii) provide feedback on a draft document;
- Q. compilation/analysis of all survey results;
- R. provision of a summary of the status, challenges, desires and goals for Danbury's diverse neighborhoods;
- S. the formulation of sustainable living and development practices and recommendations for incorporation into City policies;
- T. provision of options for a future (modern) transportation network that considers all modes of transit, and a transportation network that also serves as the basis for economic and housing development;
- U. coordination with ongoing City measures to incorporate best management practices as it relates to municipal handling of storm water drainage and other related MS4 permit requirements;
- V. a review of and recommendations for the use of City parks and recreational areas;
- W. exploration of future opportunities for land conservation and ridgeline protection;
- X. provision of a framework for a City-wide sidewalk, foot-path, and bicycle lane plan;
- Y. analysis and recommendations regarding energy sources, energy use and energy consumption in light of potential climatic changes, rising energy costs, and the availability of future energy sources;
- Z. the exploration of whether there are alternate regulatory approaches to the existing Zoning Regulations within the City, such as the possibility of a form-based code or a hybrid form-based/Euclidian code, and a commensurate assessment of how such regulatory framework would apply in Danbury;
- AA. the provision of unique land use and regulatory recommendations that have been utilized in other communities that, in the firm's opinion, will benefit the City;
- BB. preparation of an implementation plan, prioritizing recommendations, and assignment to the department(s)/agency(ies) responsible for implementation, and a proposed time frame and anticipated budget for each recommendation;
- CC. provision of recommendations and examples of best practices for the implementation of recommendations contained within a plan of conservation and development; and
- DD. preparation of all relevant and statutory mapping in ArcGIS and PDF formats including, but not limited to, the updating of the 2002 POCD maps.

All services not specifically mentioned in this RPF which are necessary to ensure that the intent and scope of services are met shall be included in the firm's proposal.

The firm shall deliver to the City all draft documents for review during the POCD Update process.

Task 2: POCD Oversight Committee Facilitation

It is anticipated that a 2023 POCD Update Oversight Committee will be established to assist the Planning Commission in developing and making recommendations for the POCD Update pursuant to State statutes. The firm shall prepare all necessary presentation material on findings and present said findings to the Oversight Committee for discussion and feedback. The firm should expect the Oversight Committee to meet a maximum of 18 times during the contract period (see Schedule section on following page).

The Planning Director shall administer the activities of the Oversight Committee.

Task 3: Public Engagement Process

Community involvement in the planning process, from POCD Update plan inception through adoption, is a critical element that helps ensure achievement of goals. Part of Danbury's diversity is the many neighborhoods throughout the City. The physical, cultural, and economic differences of each of these neighborhoods must be considered when developing a comprehensive POCD for the City. The firm shall propose and administer a community engagement and public participation process to maximize community participation and facilitate consensus throughout this planning process understanding the dynamics of planning for a multi-cultural community. The firm shall attend all public meetings as well as individual meetings with various neighborhoods, community groups, and other stakeholders unless otherwise determined by the Planning Director. The firm shall also provide to the City information/data/material/findings related to the POCD Update process for the City to upload onto its Web page as well as offer innovative measures for the communicating the findings of the POCD Update process to keep the public informed. The lead project person responsible for the public engagement process shall possess and document significant public engagement experience.

The firm shall also prepare, administer, and evaluate responses to any online surveys as noted in Tasks I.P. and Q., above.

Task 4: Presentation of the POCD Update to the Planning Commission; City Council

The firm shall present the 2023 POCD Update to the Planning Commission. If warranted, as determined by the Planning Director, the firm will also be expected to present the 2023 POCD Update plan to the City Council. Additional meetings with the Planning Commission or City Council may be necessary during the adoption process.

Task 5: Completion and Delivery of Final 2023 POCD Update Document(s)

Deliverables shall include one (1) original printed unbound and twenty (20) printed bound color copies (hard stock for front and back covers) of the final 2023 POCD Update document, including any appendices, in addition to electronic versions of each in a PDF format.

Additionally, the firm shall provide to the City an electronic version of each document in high resolution with crop marks for additional professional printing by the City. All maps shall also be delivered to the City separately in both an ArcGIS and final PDF format.

Fee

The City has allocated \$300,000 to prepare the 2023 POCD Update, including all reimbursables. The firm shall execute a lump sum contract for work outlined in the Scope of Services. The firm shall submit monthly invoices for the percentage of work completed under each Task.

The City will not be held responsible for any costs incurred for work performed in preparation of a proposal, or for any work performed prior to the execution of a contract.

Schedule

Firm proposals must include a projected schedule outlining the Tasks of the 2023 POCD Update process. Tasks 1-3 are expected to take approximately 18 months to complete once the firm is retained and a contract is executed with the City. Presentation of the 2023 POCD Update to the Planning Commission as required by statutes, as well as any meeting with the City Council to present the Update, shall extend beyond such 18 month period. The firm shall revise the 2023 POCD Update document(s) to address comments during the adoption process, as directed by the Planning Director, and complete and submit the final documents. The City expects the POCD Update process, including the statutory adoption process, to be complete by early 2023. Firms may propose an alternate schedule, but in no case shall said schedule extend beyond the noted completion date.

The schedule submitted by the firm shall provide projected dates for public meetings, surveys, and topics for discussion at each such meeting.

Firm Qualifications

The City seeks a firm with demonstrated experience and planning expertise in the preparation of municipal plans of conservation and development in communities similar in size to Danbury as well as similar both demographically and geographically. The firm should not only have a working knowledge of major POCD themes but innovative approaches to the preparation of plans of conservation and development. The selected firm must have a strong track record in conducting public outreach including, but not limited to, facilitating public meetings, web surveys, social media, stakeholder interviews, meetings with committees, and reaching consensus in a diverse urban community.

The firm shall possess a broad range of planning professionals. Specific expertise must include urban planning and design, multi-modal transportation, housing, historic preservation, conservation practices, infrastructure, sustainability, statistics and demographic data, and economic development. As noted, the firm and the personnel assigned to this project must have extensive and specific expertise in the preparation of plans of conservation and development, including technical knowledge and commensurate writing skills.

Proposal Format and Components

ALL PROPOSALS ARE DUE TO THE OFFICE OF THE PURCHASING AGENT, CITY OF DANBURY BY 2:00 PM ON TUESDAY, JULY 14, 2020.

Interested firms shall submit eight (8) copies of its response to this Request for Proposals, inclusive of all required materials, to the Office of Purchasing Agent, 155 Deer Hill Avenue, Danbury, Connecticut, 06810 during normal office hours by no later than 2:00 p.m. on Tuesday July 14, 2020.

Proposals from a team of firms will also be accepted. In such cases, a lead firm must be identified for contracting purposes, and the lead firm will be legally responsible to the City for performance under the total contract. The lead firm will be responsible for all payments to other firms or sub-consultants on its team. Qualifications must be submitted for each member of a team of firms and each firm must clearly identify who from their firm will work on the project. Each person assigned to work on this project from any firm must have expertise and experience to conduct such relevant work.

The proposal must include:

1. A cover letter detailing the interest of the firm and a description of current workload (to demonstrate capability to undertake the work as required);
2. An overview of the firm's proposal as well as name, title, phone number, and email address of the contact person to whom all questions concerning the proposal may be directed.
3. A company profile including firm size and length of time in business.
4. Identification of the project team, including the lead project manager and any sub-consultants, and their associated resumes. Experience of each individual team member must be provided as well as roles and responsibilities, and disclosure of any shared interests among the firm and proposed sub-consultants, e.g. parent-subsidiary, joint ventures, formal affiliations.
5. A description of related experience in the preparation of municipal plans of conservation and development including the submission of a minimum of two (2) examples of plans of conservation and development prepared by the firm for a municipality similar to Danbury, which the firm contends exemplifies its best work relative to preparation of a POCD.
6. A proposed project schedule.
7. An outline of a proposed project approach to the preparation of the City of Danbury POCD Update and a proposal for a public engagement process.
8. An overview of how the firm intends to ensure that the 2023 POCD Update complies in all relevant respects with C.G.S. Section 8-23;
9. A minimum of three (3) references for work on a Plan of Conservation and Development and contact information.
10. A detailed budget breakdown by main Task as described herein, including the assignment of key personnel, and the total not to exceed budget.

Proposals must be signed by a representative of the firm having legal authority to contract on behalf of the firm. Proposals shall be considered legal offers and must remain open for a period of 90 days from the closing date of submissions.

During this Covid-19 pandemic, the City will continue to receive responses from prospective bidders via the U.S. Postal Service or a private carrier/delivery service. Vendors may also drop off their bid in person on the solicitation due date between the hours of 8:30 a.m. and 2:00 p.m. in the main lobby area of City Hall. Please be aware that due to the Covid-19 health emergency, the U.S. mail and deliveries from private carriers/delivery services are not always received by the Purchasing Department on a daily basis. Therefore, any prospective bidder submitting a bid response is encouraged to notify Charles J. Volpe, Jr., Purchasing Agent, via email at c.volpe@danbury-ct.gov, or by cell phone at (203) 460-0085, that a bid response has been submitted by U.S. mail, or by a private carrier/delivery service. A bin will be available for the filing of proposals or bid submissions in person, in the lobby of City Hall, 155 Deer Hill Avenue, Danbury, CT, between the hours of 8:30 a.m. until 2:00 p.m. on the solicitation due date.

Proposal Evaluation Criteria

Proposals will be vetted by a selection committee of City representatives in accordance with the following criteria:

Qualifications & Experience:

- Technical competence of the firm and qualifications of key personnel assigned to this project (20 points).
- Experience in the preparation of POCDs for municipalities comparable in size to Danbury and in accordance with Connecticut General Statutes (15 points).
- Thoroughness and clarity of approach demonstrating understanding of the POCD process and City's objectives (15 points).
- Creative and established successful interactive public engagement experience (15 points).
- Demonstrated strength in expressing information in written and graphic form (20 points)

Schedule:

- Capacity and ability to meet the project schedule with in the stated timeframe (10 points).

Financial:

- Ability to complete the project within the proposed budget (5 points).

Based on the quality and quantity of RFP responses, the City will select no more than four (4) firms to be interviewed. It is required that the lead project manager, author of the document (if different), and the person who will lead the public engagement process be present at the interview. The interviews are anticipated to take place the week of August 17, 2020.

The City of Danbury reserves the right to accept or reject any and all submissions, and/or waive technical defects, irregularities and omissions, and award the contract to the firm deemed, in its sole discretion, to be in the City's best interest. The City of Danbury is an affirmative action-equal opportunity employer in accordance with all applicable local, state and federal requirements and does not discriminate in its hiring. The City is committed to complying with the Americans with Disabilities Act (ADA). The award of the bid is subject to negotiation of a contract the terms of which are in form and substance satisfactory to the City, including but not limited to, pertinent insurance provisions.

Freedom of Information

All materials submitted in response to this request for proposals are subject to the terms of State laws relative to freedom of information.

Questions Regarding RFP

Questions regarding this Request for Proposals must be directed to Sharon B. Calitro, AICP, Planning Director, Office of the Department of Planning and Zoning, via email on or before June 18, 2020 at s.calitro@danbury-ct.gov and cc'd to Charles J. Volpe, Jr., Purchasing Agent, at c.volpe@danbury-ct.gov.