

TOWN OF GUILFORD

**REQUEST FOR QUALIFICATIONS AND PROPOSALS
RFQ/RFP #2-1920**

REDRAFT ZONING AND SUBDIVISION REGULATIONS

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I.

**LEGAL NOTICE
TOWN OF GUILFORD**

**REQUEST FOR QUALIFICATIONS AND PROPOSALS
RFQ/RFP #2-1920
REDRAFT ZONING AND SUBDIVISION REGULATIONS**

The Town of Guilford, in conjunction with the Town Planner, is seeking to hire an experienced firm to comprehensively redraft the Zoning and Subdivision Regulations so that the regulations are (i) current with applicable laws and best practices; and (ii) more manageable for users. The firm shall also be responsible for facilitating the adoption of such regulations by the Planning and Zoning Commission. Respondents are required to submit two (2) copies and one (1) compact disc (or flash drive) of their (i) fee proposal (in a separate sealed envelope); and (ii) qualification statements in a second sealed envelope by no later than **Wednesday June 26, 2019 at 2:00 p.m. in the Office of the First Selectman, Second Floor, 31 Park Street, Guilford, Connecticut 06437**. Late submittals will be rejected. All submittals should be labeled with RFQ/RFP number and title.

The complete RFQ/RFP package may be obtained at the Office of the First Selectman or may be accessed from the Town of Guilford's website at www.ci.guilford.ct.us and the Connecticut Department of Administrative Services procurement website.

Each respondent shall honor their proposal for ninety (90) business days from the date of proposal opening, without modification. Upon award of the RFQ/RFP, the winning respondent shall be bound by the proposal price throughout the contract period.

The Town of Guilford reserves the right to reject any or all proposals; or to waive defects in same, if it deems such to be in the best interest of the Town. The Town of Guilford is an affirmative action, equal opportunity employer.

Matthew T. Hoey III
First Selectman

Publish one time only in the New Haven Register under LEGAL NOTICES on June 12, 2019.

II. GENERAL SPECIFICATIONS

Working with a Selection Committee, comprised of Planning and Zoning Commission Members and possibly the Town Planner, the Zoning Enforcement Officer, and other Town staff, the consultant will draft new Zoning and Subdivision Regulations and participate in public meetings and public hearings related to its adoption as required by Law.

More specifically the consultant will:

- Review the current regulations.
- Identify inconsistencies between the regulations and current law.
- Identify inconsistencies between the regulations and current best practices as found in other Towns in Connecticut and in the professional literature.
- Identify contradictions within the current code and confusing terminology and standards.
- Identify issues with understanding and using the current regulations based on hearings and review of users of the regulations (e.g. design professionals, engineers, real estate professionals and developers and homeowners).
- Based on the above draft new regulations to be completed in approximately six to nine months from RFQ/RFP award.

The consultant will work closely with and be assisted by, the Town Planner and the Zoning Enforcement Officer, in all of the above work. Hearings and meetings will be facilitated by Town staff. The purpose of this work is to establish clarity and consistency and ease of use of the current standards.

III. SUBMISSION OF QUALIFICATION STATEMENTS /FEE PROPOSALS

A. QUALIFICATION STATEMENT

The qualification statement shall be organized in the following format and include the following information (missing or incomplete information may be grounds for disqualification):

1. **Letter of interest** from authorized contact person
2. **Company Information** - The company shall provide a brief summary of their firm, including the following information:
 - Name of company and parent company, if any
 - Name of company primary areas of service
 - Address of principal office and office which will provide the services
 - Name, address, and telephone number of the principal contact person to receive notifications.
 - Date established
 - Legal form of ownership. If a corporation, where incorporated
 - Years engaged in above services under your present name

3. **References** - List no less than three (3) client references (Preferably Connecticut Municipalities) for whom services similar to this RFQ/RFP are currently or have previously been provided. The Town reserves the right to contact the references.
4. **Default** - Have you ever defaulted on a contract? If so, where and why.
5. **Litigation** - Describe any pending litigation in which your firm may be involved.
6. **Relevant Experience** - Provide descriptions of three similar projects in New England (with at least one in Connecticut), completed in the last five years, for which the firm has provided similar services. The description of each project should include pertinent information such as the project type, size, and scope of work performed and any pertinent features.
7. **Team Format** – Please provide details on any services that will not be provided in house. If Consultants are to be proposed for use in response to this RFQ, please provide names of any and all consultants; named consultants may not be changed without prior notice and approval of substitution. Provide details on any prior work with the named consultant(s).
8. **Experience of Key Personnel** - Provide a list of the key personnel to be assigned to this project (including consultants, if applicable) and a **brief** description of the work they will perform. The location of the office to be used by key personnel listed shall be indicated. Resumes of the key personnel (including consultants) who will be directly involved in the project shall be included and be specific to the type of project and include at a minimum:
 - Current job title, responsibilities, type of work performed, and time at current firm
 - Educational background, academic degrees, and professional associations
 - Experience on projects similar to that described in this RFQ
9. **Work Plan** - Each respondent shall prepare a project work plan which shall state the tasks to be completed, as well as a description of how the project is anticipated to be scheduled. The plan should include a timeline of completion of each stage/step of the process.

B. FEE PROPOSAL

See attached form and submit in separate sealed envelope.

C. AFFIDAVITS

Non-Collusion Non-Conflict Affidavit and EEO/Affirmative Action Affidavit (see attached)

IV. METHOD OF SELECTION/CRITERIA FOR AWARD

A. MINIMUM REQUIREMENTS

The firms will be evaluated on their qualifications by a selection committee, using the following criteria:

1. Technical competence
2. The firm must have completed a minimum of three (3) similar projects in New England with at least one in the State of Connecticut in the past five (5) years.

3. The firm shall be properly insured and maintain any applicable licenses required by the State of Connecticut.
4. Experience in working with local government entities and attendance/participation in public hearings.
5. Past record of performance on contracts with respect to such factors as schedule, cost control, work quality and cooperation with client.
6. The RFQ should also demonstrate the firm's familiarity and experience with the applicable local, state and federal laws and regulations pertaining to Connecticut municipal land use.

A Selection Committee will recommend to the Board of Selectmen the award of the contract to the Selection Committee's selected firm, based on the above criteria. Upon award by the Board of Selectmen, the firm will enter into a contract prepared by Town attorney, in a form acceptable to the Town.

V. TENTATIVE TIMELINE OF THE RFQ/RFP PROCESS

The following is *tentative* timeline:

RFQ and separate fee proposal envelope due	June 26, 2019, 2:00pm
Selection committee review and optional interviews of firms	Early July, 2019
BOS award and notice to all firms (subject to successful contract negotiation)	Late July/early August, 2019

All inquiries relative to the scope of services listed herein as well as clarification of any information contained in the RFQ/RFP must be made in writing **on or before noon on June 20, 2019** to George Kral, Town Planner at kralg@ci.guilford.ct.us and to the Town Purchasing Department at millmanp@ci.guilford.ct.us and ahernv@ci.guilford.ct.us. Addenda will be issued and posted on town website and State DAS website. Websites should be monitored by respondents.

VI. GENERAL TERMS AND CONDITIONS

A prospective Respondent must be willing to adhere to the terms and conditions of this request, including the following:

1. Ownership of Documents – All qualification statements submitted in response to this Request for Qualifications and Proposals (RFQ/RFP) are to be the sole property of the Town and subject to the provisions of Section 1-200 et seq. of the Connecticut General Statutes (re: Freedom of Information).

2. Ownership of Subsequent Products – Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ/RFP is to be the sole property of the Town unless stated otherwise in the RFQ/RFP or contract.
3. Timing and Sequence – Timing and sequence of events resulting from this RFQ/RFP will ultimately be determined by the Town.
4. Oral Agreements – The Town will not be responsible for any alleged oral agreement or arrangement made by a respondent with any agency or employee.
5. Amending or Canceling Requests – The Town reserves the right to amend or cancel this RFQ/RFP prior to the due date and time, if it is in the best interest of the Town to do so.
6. Rejection for Default or Misrepresentation – The Town reserves the right to reject the proposal of any Respondent that is in default of any prior contract or for misrepresentation.
7. Clerical Error-The Town reserves the right to correct inaccurate awards resulting from its clerical error.
8. Rejection of Qualification Statements - Qualification statements are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFQ/RFP.
9. Changes to Qualification Statements - No additions or changes to the original qualification statement will be allowed after submittal.
10. Contract Requirements – A formal agreement will be entered into with the Respondent. The contents of the proposal submitted by the successful Respondent and the RFQ/RFP will become part of any contract award.
11. Rights reserved to the Town – The Town reserves the right to award in part, to reject any and all qualification statements in whole or in part, to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the Town will be served.
12. Withdrawal of Qualification Statements – Negligence on the part of the Respondent in preparing the qualification statement confers no right of withdrawal after the time fixed for the acceptance of the qualification statement.
13. Assigning, Transferring of Agreement – The successful Respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement, its rights, title or interest therein or its power to execute such agreement by any other person, company, or corporation without the prior consent and approval in writing by the Town.
14. Cost of Preparing Qualification/Proposal Statements – The Town shall not be responsible for any expenses incurred by the organization in preparing and submitting a qualification statement. All qualification statements shall provide a straightforward, concise delineation of the firm’s capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

VII.

NON-COLLUSIVE/NON-CONFLICT AFFIDAVIT OF BIDDERS

FOR RFQ/RFP #2-1920 REDRAFT ZONING AND SUBDIVISION REGULATIONS

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

1. the bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition;
2. the contents of the bid have not been communicated by the bidder and its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid;
3. no Selectman or other officer or employee or person whose salary is payable in whole or in part from the Town of Guilford, nor any immediate family member thereof, is directly or indirectly interested in the Bid/Proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any profits thereof; and
4. bidder has read the Guilford Code of Ethics, set forth in Chapter 31 of the Code of the Town of Guilford, which is available on the Town website and he/she agrees on his/her behalf and on the behalf of his/her firm/company that he/she and his/her firm/company are in compliance with the Code with respect to this bid. Bidder further warrants that they will continue to comply with the Guilford Code of Ethics with respect to their obligations under this bid and possible future contract award.

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

Legal Name of Bidder: _____

Business Name: _____

Business Address: _____

Signature and Title of Person

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

Notary Public

My Commission Expires _____
Date

AFFIRMATIVE ACTION/EEO AFFIDAVIT

FOR RFQ/RFP #2-1920 REDRAFT ZONING AND SUBDIVISION REGULATIONS

Concerning Equal Employment Opportunities and/or Affirmative Action Policy

I/we, the respondent, certify to the TOWN OF GUILFORD that:

1. I/we are in compliance with the equal opportunity clause as set forth in Connecticut state law (Executive Order No. Three, <http://www.cslib.org/xeorder3.htm>).
2. I/we do not maintain segregated facilities.
3. I/we have filed all required employer's information reports.
4. I/we have developed and maintain written affirmative action programs.
5. I/we list job openings with federal and state employment services.
6. I/we attempt to employ and advance in employment qualified handicapped individuals.
7. I/we are in compliance with the Americans with Disabilities Act.
8. I/we (check one)

_____ have an Affirmative Action Program, or
_____ employ 10 people or fewer

Legal Name of Bidder: _____

Business Name: _____

Business Address: _____

Signature and Title of Person

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

Notary Public

My Commission Expires _____
Date

VIII. FEE PROPOSAL FORM

**Board of Selectmen
Town of Guilford
31 Park Street
Guilford, CT 06437**

**Attention: Purchasing Department
SECOND FLOOR**

Re: RFQ/RFP #2-1920 REDRAFT ZONING AND SUBDIVISION REGULATIONS

Bid Opening Date: Wednesday June 26, 2019 at 2:00 p.m.

RESPONDENT

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Contact Person: _____ Title: _____

To the Board of Selectmen:

We submit for your consideration our RFQ/RFP for #2-1920. We have read the RFQ/RFP documents and are submitting our bid in full compliance with all terms and conditions except as noted below under "Exceptions." *We acknowledge receipt of all addendums to the bid documents and assume full responsibility to access those addendums from the Town website and/or DAS website, as applicable.*

Upon notification of the award, we will provide the following within five (5) business days after receipt of such notice:

(i) the requested Certificate of Insurance from the following company:

_____ ; and

(ii) two original contracts, in a form provided by the Town, executed by authorized officer of awarded Respondent.

FEE PROPOSAL FORM CONTINUED

We agree to provide the services in the RFQ specifications for the following Base Bid amount _____ [write out sum] (\$ _____) [insert dollar amount].

Exceptions: _____

The undersigned authorized representative hereby submits the above bid to the Town of Guilford.

Name of Contractor Entity: _____

By _____

Print Name and Title: _____

Duly authorized