

**REQUEST FOR PROPOSALS (RFP)**  
*FOR*  
**LAND USE PLANNING CONSULTANT**  
**RFP NUMBER 2022-XXX**



ISSUE DATE: XXXXXXXXXXXXXXXX

ISSUED BY: TOWN OF WILTON  
238 DANBURY ROAD  
WILTON, CT 06897

INQUIRIES: MICHAEL E. WRINN, DIRECTOR OF PLANNING & LAND  
USE MANAGEMENT  
PHONE: 203-563-0185  
EMAIL: MICHAEL.WRINN@WILTONCT.ORG

SUBMISSION  
DEADLINE: Monday, XXXXXXXXXXXXXXXX, 11:00 AM

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RFP NUMBER XXXXXXXXXX

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## INVITATION TO BID

~~April 15, 2021~~

Sealed bids for a qualified CONSULTANT, RFP NO. ~~2021-05~~ to assist the Town in creating a an “Amenities Master Plan” will be received by the Town of Wilton until 11:00 A.M., Monday, ~~MAY 17, 2021~~ per the attached Notice to Bidders. No bids will be received after that hour.

Bids shall be rendered on the Bid Form provided and shall state clearly any exceptions to the Minimum Requirements and General Conditions. If required, clarification of the Minimum Requirements and General Conditions may be obtained via email by contacting the Town’s Director of Planning & Land Use Management, Michael Wrinn, at [michael.wrinn@wiltonct.org](mailto:michael.wrinn@wiltonct.org). To receive consideration, such questions must be received by FRIDAY, ~~April 30, 2021~~ at 11:00 A. M.

All bids are to be addressed to the Town of Wilton, First Selectwoman’s Office, Town Hall, 238 Danbury Road, Wilton, CT 06897 in a sealed envelope, which is clearly labeled: RFP – ~~2021-05~~ Amenities Master Plan CONSULTANT

We hope to entertain a bid from your firm on that date.

Sincerely,

Michael E. Wrinn, Director of  
Planning & Land Use Management

**TOWN OF WILTON  
NOTICE TO BIDDERS  
RFP NUMBER ~~2021-05~~**

Sealed bids for a qualified CONSULTANT will be received by the Town of Wilton until 11:00 A.M., MONDAY, ~~May 17, 2021~~. No bids will be received after that hour. Bid opening will take place in a TOWN HALL CONFERENCE ROOM IMMEDIATELY THEREAFTER.

Copies of the RFP documents and information may be obtained by downloading said documents directly from the Town of Wilton's website [www.wiltonct.org/bids](http://www.wiltonct.org/bids).

All bids are to be addressed to Town of Wilton, First Selectwoman's Office, Town Hall, 238 Danbury Road, Wilton, CT 06897 in a sealed envelope, which is clearly marked: RFP AMENITIES MASTER PLAN CONSULTANT.

Each bidder shall submit (1) one original and ten (10) printed copies plus two e-copies via USB Drives / memory sticks of its bid.

The Town of Wilton is an Affirmative Action/Equal Opportunity Employer.

Bidders shall comply with State mandated Guidelines, Equal Opportunity Employment Practices, and Safety and Health Regulations.

Oral, telephone and FAX responses will NOT be considered. A bidder may not withdraw a bid within ninety (90) days of the bid opening.

The Town reserves the right to reject any, or any part of or all bids for any reason; to waive informalities and technicalities; and to accept the bid which the Town deems to be in its best interest, whether or not it is the lowest cost bid. The Town reserves the right to review the bids and reject all bids or take no action or elect not to select any bid. The Town also reserves the right to cancel the RFP at any time and to reissue this or a substitute RFP at a later date. The Town reserves the right to review the bids and decide not to undertake the project. In its sole discretion and without prejudice, the Town will award a contract to the bidder that it feels is best suited to complete the project. The RFP does not constitute a contract or offer of employment.

Michael E. Wrinn, Director of Planning & Land Use  
Management  
~~April 15, 2021~~

TOWN OF WILTON  
RFP NUMBER ~~2021-05~~  
AMENITIES MASTER PLAN CONSULTANT

**PROJECT OVERVIEW AND BACKGROUND**

The Town of Wilton, through its Planning and Zoning Commission (the “Commission”) is seeking the services of a consulting firm or firms to undertake an Amenities Master Plan (Master Plan) . The plan will be a forward-looking visionary document, activating assets to ensure an appropriate balance of recreational facilities, programs and amenities, strengthening community and sense of place. The Town is seeking a system-wide approach to evaluating parks and open space, recreational facilities and amenities in order to develop goals, policies and guidelines along with achievable strategies. The plan will allow the Town to plan for future improvements and manage its parks, open spaces, recreation, programs and amenities according to leading industry practices and in a cost efficient manner.

The Plan

The Town adopted a Plan of Conservation and Development entitled **Wilton 2019** (the “POCD”) on September 23, 2019. The forward looking POCD recognized that the parks and recreational facilities are valued amenities and critical to the quality of life in Wilton and that the Town should continue to provide high quality recreational amenities for residents. The POCD is available online at <https://www.wiltonct.org/home/news/2019-plan-conservation-development>.

The Commission anticipates completion and adoption of the proposed master plan no later than XXXX from date of project commencement.

BACKGROUND: Wilton is a town of approximately 18,000 residents located in lower Fairfield County in the southwest quadrant of Connecticut. Neighboring communities include Norwalk, Westport, Weston, Redding, Ridgefield, New Canaan and Lewisboro, New York.

Parks and Recreation Resources: ***Include a general description of facilities, from Steve Pierce*** – There are XX town -owned parks and preserves with public access and the town maintains XX miles of trails. The Town maintains X acres of parks, # of turf fields, # of schools, etc..... then specific

Other resources include: ***HIGHLIGHT A FEW MAJOR, include amenities***

The Norwalk River Valley Trail (NRVT), a proposed 30 mile, 10’ multiuse trail from the Norwalk shore to Danbury of which X miles have been completed in Wilton and X miles expected to be started shortly.

Nick Zeo Fieldhouse – One of the few field houses in Fairfield County

Number of Town

The Town has traditionally placed great emphasis on its planning initiatives. Issues of both past and continuing interest include the community's ability to protect its natural, scenic and ecologically-sensitive resources, preserve its historical assets, provide quality and responsive services and promote an overall high quality of life for those who choose to make Wilton their home.

OBJECTIVES:

## SCOPE OF WORK

The

A. The scope of work will include the following.

- Needs and Trends assessment: Inventory and map all existing parks, athletic fields, open space, trail assets and amenities
- Develop a Master Plan that fosters excellence and creativity in achieving design, sustainability and resiliency goals.
- Develop an action and implementation plan for the Amenities Master Plan.

B. The anticipated role of the consultant in developing the Amenities Master Plan includes:.

- Public Engagement and visioning: develop a public engagement strategy and program to include surveys, social media, Zoom and in person participatory workshops to solicit input from stakeholders
- Identify a comprehensive strategy that involves the
- Analyze data in the preparation of the plan, to include:
  - Town GIS data;
  - Existing plans and policies of all community facilities, Town property, open space, recreational facilities, athletic fields, .....
  - Data obtained through the 2019 POCD;
  - Current Town Assessor's data; and
  - Observations made during field visits
  - .
- Prepare document mapping, as deemed necessary by the Commission.
- Work with the Commission and/or Master Planning Sub-Committee, Town Planner and other municipal entities (including other Town boards and commissions, such as Parks and Rec, Board of Education, etc), as requested, in reviewing and/or consulting as work continues.
- Prepare drafts as directed by the Commission and/or Master Planning Sub-Committee.

- Attend and facilitate public hearings of the Commission and/or Master Planning Sub-Committee to present findings and recommendations.

C. The Amenities Master Plan should include, at minimum:

- An inventory of the existing facilities, the built environment, including community facilities, businesses, transportation and connectivity, historic and open space resources and vacant and underutilized land;
- A transportation plan to improve traffic, walkability, bikeability, connectivity to the Norwalk River Valley Trail, and other community facilities
- Comprehensive implementation strategy and timeline, prioritize steps to be taken.

D. The Amenities Master Plan should include measures to:

- Preserve Wilton's historic resources;
- Provide sustainable development practices;
- Analyze infrastructure constraints and opportunities

E. The consultant will be expected to prepare and present a draft of the Amenities Master Plan, which will include, at minimum:

- Recommended design guidelines;
- Conceptual planning of facilities
- Recommended infrastructure improvements;
- Prioritization of tasks to be undertaken;
- A timeline for implementation, prioritizing short and long term goals and identifying incremental and or phased steps towards implementation;
- Identification of organizations needed to complete tasks.

## QUALIFICATIONS

The Town seeks a firm(s) with a demonstrated track record of parks and recreation and amenities master planning expertise in peer communities of a similar size and demographics. The firm should have a broad range of planning professionals, with specific expertise in developing a comprehensive inventory, an analysis of forecasted and desired needs and implementation strategies. In addition, the firm must have working knowledge of the issues raised above and the ability to provide innovative approaches for funding future improvements that have worked in other communities.

Other critical experience is as follows.

**Communication Capabilities** – Ability to present material and proposals to the Master Planning Sub-Group, Commission and the Board of Selectmen, in a public forum.

**Graphics Capabilities** – Experience in using GIS and other appropriate computer assisted techniques to meet the following objectives: (1) Expressing complex ideas and alternate scenarios in visual form for use in presentations and reports; and (2) Developing graphics to visually show the different potential buildout of facilities, trail expansion, etc and

**Drafting Capabilities** - Demonstrated ability to clearly and effectively draft a visually engaging plan, including visual depictions of proposed facilities and familiarity with applicable sections of the Connecticut General Statutes.

**Design and Visioning Capabilities** - Proven ability to design to the area, providing specific and unique planning proposals to meet the needs and goals of the Town, including, but not limited to, and the protection of environmental and historical assets.

## COMMENCEMENT AND COMPLETION

The project is anticipated to start in ~~July, 2021~~, and conclude no later than ~~April, 2022~~, or other mutually agreed upon time.

At minimum, the following milestone meetings/reviews on this project are required:

- A kick-off meeting will be held with the consultant and the Master Planning Sub-Committee to review the project, scope of work, and goals within two (2) weeks of contract execution; and
- Regular meetings, minimum of every 45 days, with the Planning and Zoning Amenities Sub-committee.
- Multiple public meetings to gather input from stakeholders.....

## MINIMUM REQUIREMENTS

The Town will reject Bids, which do not meet the following requirements.

1. The Bid must be delivered to the First Selectman's office before the submission deadline.
2. Bidder must be a firm of land use planning consultants.
3. Bidder must identify the name of the firm and any firms who will work as subcontractors as well as the date(s) of formation/incorporation, address(es) of nearest office(s) and names of principal owners.
4. Bidder must identify a project manager or lead consultant who will be the Town's point of contact and be responsible coordinating the firm's work.



5. Bidder must submit resumes / CVs of each person who will work on the project.
6. Bidder must submit information that clearly demonstrates the firm's qualifications to perform the scope of work described above, including master planning activities, development of regulations, mapping, and descriptions of similar projects, including links to (or copies of) prior master plans.
7. Bidder must submit information that: (a) clearly demonstrates the firm's understanding of the project's scope and purpose; (b) describes a recommended approach to the project, showing creative examples; and (c) includes a sample of a finished master plan showing text drafting, mapping and graphics abilities.
8. Bidder must state in writing whether or not there are any potential conflicts of interest that exist vis a vis entering into a contract with the Town or performing consulting services for the Town and identify any such potential conflicts of interest.
9. Bidder must submit a list of all Connecticut municipalities for which the Bidder has performed land use planning consulting services within the past five years, including
  - Client's Name
  - Client's Contact Telephone Number and E-Mail Address
  - Project Description
  - Project Date(s)

The Town reserves the right to contact the Bidder's references regarding services performed. By submitting a bid, the Bidder authorizes the Town to contact its references.

10. Bidder must identify any disputes or litigation arising out of performance of services for any Connecticut municipality within the past ten (10) years.
11. Bidder must submit a fee schedule, including hourly rates, for the consulting services and estimated staff hours per task. Direct expenses such as postage, copying, electronic presentation, and mailing shall be borne by the consultant. Fees for the professional services provided by the consultant shall be based on the completion of tasks and receipt of a deliverable product.
12. Bidder must submit a proposed budget broken down as follows:
  - (a) Fee for the GWC master plan; and
  - (b) Fee to develop a set of updated zoning regulations for the subject area being master planned.
13. Bidder must submit a project schedule, including a timeline for the project, including proposed start and completion dates and intermediate milestones.

## **GENERAL CONDITIONS**

1. **PREPARATION OF BIDS.** A Bid Form will be furnished by the Town. The Bidder is required to use the Bid Form to submit its bid. All blank spaces must be filled out and no changes shall be made to the Bid Form. The Bidder shall sign its Bid Form in the blank spaces provided. Supplementary narratives, information, drawings and documentation should be attached to the Bid Form. If the bid is made by a partnership or corporation, the name and address of the partnership or corporation shall be indicated together with the names and addresses of the partners or officers. If the bid is made by a partnership, it must be acknowledged by one of the partners, if made by a corporation, by one of the officers.
2. **EXEMPTION FROM TAXES.** Purchases made by the Town of Wilton are exempt from payment of Federal Taxes and Connecticut Sales and Use Taxes. Such taxes must not be included in the bid price of all items or materials permanently incorporated into the work or furnished to the Town.
3. **SUBMISSION OF BIDS.** Each bid submitted must be enclosed in a sealed envelope and the actual bids forms (pages 16, 17 & 18 of this RFP) be placed in a separate sealed envelope within the main sealed envelope. The envelope shall bear the name and address of the Bidder. All bids are to be addressed to Town of Wilton, First Selectman's Office, Town Hall, 238 Danbury Road, Wilton, CT 06897 in a sealed envelope, which is clearly marked: RFP – LAND USE PLANNING CONSULTANT.
4. **RECEIPT OF BIDS.** Bid Forms will be received until the submission deadline.
5. **WITHDRAWAL OF BIDS.** The Bidder may withdraw any bid prior to the submission deadline, provided the Bidder's request for the withdrawal is delivered to the Town's Director of Planning & Land Use Management before the bids are opened. No Bidder may withdraw its bid within ninety (90) days after date of opening thereof.
6. **OBLIGATION OF THE BIDDER.** At the time of the opening of the bids, each Bidder will be presumed to be familiar with the RFP's Minimum Requirements and General Conditions, and to have read and be thoroughly familiar with the RFP's Minimum Requirements and General Conditions, and no allowance will be made for failure to have done so.
7. **ADDENDA AND FINANCIAL RESOURCES.**
  - a) The Town reserves the right to issue addenda at any time prior to the submission deadline. All addenda will become part of this RFP. Each Bidder should cover the addenda in its bid and acknowledge receipt of the addenda on the blanks provided therefore. It is the Bidders' responsibility to access the Town's website or contact the Town for any addenda that may be issued in conjunction with this RFP.
  - b) The Town reserves the right to require any or all Bidders to submit statements as to financial resources available for the project. The mere opening and reading aloud of a bid

shall not constitute or imply the Town's acceptance of the suitability of a Bidder or the bid. The competency and responsibility of Bidders as well as the number of working days required for completion will be considered in making an award.

8. **INQUIRIES AND ADDENDA.**

- a) All technical inquiries regarding this RFP will be answered up to **11:00 a.m. on FRIDAY, ~~XXXX~~** after which time no additional questions will be accepted. Technical inquiries should be addressed to **Michael Wrinn**, at **[michael.wrinn@wiltonct.org](mailto:michael.wrinn@wiltonct.org)**. Answers to questions will be made available in writing by email and posted as an addendum on the Town web site.
- b) To communicate with any or all the Bidders to clarify the provisions of this RFP, the Town reserves the right to request additional information from any Bidder at any time after bids are opened.
- c) It is the sole responsibility of a Bidder to verify any addenda that may have been issued relating to this RFP prior to submission of a bid. Any notice of addendum will be published on the Town's website: **[www.wiltonct.org/bids](http://www.wiltonct.org/bids)**. Submission of a bid that does not address any changes or addenda may result in disqualification of a bid.

9. **INSURANCE.** The successful Bidder shall obtain the insurance coverages described below and maintain such coverages for the duration of the project, from a company or companies with an A.M. Best rating of A- (VII) or better. The insurance shall protect the Town from claims that may arise out of or result from the successful Bidder's obligations or from the obligations of any subcontractor or any other person or entity directly or indirectly employed by the successful Bidder or by anyone for whose acts said successful Bidder may be liable. The successful Bidder must require that all sub-contractors, agents and assigns procure and maintain sufficient insurance protection. The successful Bidder shall not commence work until all insurance required of the successful Bidder has been procured and approved by the Town. For each policy, the successful Bidder shall provide the Town with certificates of insurance. The successful Bidder shall provide updated certificates of insurance at least 30 days before any renewal of any such coverage. The certificates shall require notice of cancellation to the Town according to policy provisions.

a. **Workers Compensation:** The successful Bidder shall provide workers compensation insurance required by law with employer's liability limits for at least the amounts of liability for bodily injury by accident of \$500,000 each accident and bodily injury by disease of \$500,000 including a waiver of subrogation. Full compliance with the United States Longshoremen's and Harbor Workers' Compensation Act and the Jones Act is required where applicable.

b. **Commercial General Liability Insurance:** The successful Bidder shall provide commercial general liability insurance including products and completed operations and including XCU coverage if applicable. Limits shall be at least: Bodily injury & property damage coverage with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate

limit of \$2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of \$2,000,000. Coverage will continue three years after the completion of the work.

- The policy shall name the Town as additional insured.
- Coverage will be provided on an occurrence basis and shall be primary and shall not contribute in any way to any insurance or self-insured retention carried by the town.
- The policy shall contain a waiver of subrogation in favor of the Town.
- The policy shall contain a broad form contractual liability endorsement or wording within the policy form to comply with the hold harmless and indemnity provision(s) of all agreements between the Town and the Successful Bidder.
- Deductible and self-insured retentions shall be declared and are subject to the approval of the Town.

c. Commercial Automobile Insurance: The successful Bidder shall provide commercial automobile insurance for any owned, non-owned or hired autos, in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. The policy shall name the Town as an additional insured and provide a waiver of subrogation.

d. Umbrella or Excess Liability Insurance: The successful Bidder shall provide an umbrella or excess liability policy in excess (without restriction or limitation) of those limits and coverages described in items (a) through (c). The policy shall contain limits of liability in the amount of \$2,000,000 each occurrence and \$2,000,000 in the aggregate. The Town reserves the right to require higher limits of umbrella or excess liability coverage depending on the scope of the agreement.

Each of the policies described above shall be underwritten by an insurance company licensed in the State of Connecticut to underwrite that particular form of insurance. Upon execution of the contract and, upon request of the Town, at every date for renewal of the policies, the contractor shall cause a certificate of insurance to be issued by an insurance agent licensed in the State of Connecticut. The Commercial General Liability and Automobile Insurance policies shall incorporate a provision requiring written notice to the Town at least thirty (30) days prior to any cancellation, nonrenewal or reduction in policy limits.

10. CONSULTING SERVICES AGREEMENT. The successful Bidder will be required to sign a consulting services agreement prepared by the Town Attorney. The Town will deliver a copy of the consulting services agreement to the successful Bidder following notice of award.
11. EVALUATION OF BIDS. The Town Planner and the Master Planning Sub-Committee, which constitute a subset of the Commission, will review the bids. From this meeting, a short list

of candidates will be selected for interviews. The entire Commission will then vote on one of the finalists to be selected. If necessary, the entire Commission will call in the finalist for a short interview to finalize any questions or concerns.

12. **SELECTION CRITERIA.** The selection criteria will be as follows.

- Qualifications and experience of the team; the key personnel to be assigned to the project and present workload and the level of understanding of the work to be performed.
- The firm's qualifications, experience and demonstrated familiarity with planning in a similar community. Quality and volume of past projects similar in size, nature and scope in a similar community; recommendations from past clients.
- Proven ability to "think outside the box" with creative solutions.
- The proposed plan approach and how staff and sub-contractors (if any) will be organized and utilized throughout the key phases of the plan.
- Capacity of firm to help the Town and the Commission.
- The thoughtfulness of the letter of interest and the proposals or suggestions contained within.
- The extent of services offered and depth and extent of overall resources that can be brought forward to ensure the success of the plan within the Town's budgetary constraints.
- An understanding of the unique needs of a smaller community.
- A familiarity with the Wilton community is highly desirable.
- Candidate response format, budget and hourly rates.

13. **CONFLICT OF INTEREST.** No elected or appointed official or employee of the Town, or member of a local public agency having jurisdiction within the Town, during his or her tenure or one year thereafter, shall be permitted to share in, have interest in or benefit from, directly or indirectly, any contract or agreement resulting from this RFP.

14. **NONDISCRIMINATION.** The consulting services between the Town and the successful Bidder will include a non-discrimination clause providing that no person shall be denied or subjected to discrimination on account of any services or activities resulting from the agreement on the grounds of sex, sexual orientation, gender identity or expression, race, color, creed, national origin, age (except minimum age and retirement provision), marital status, or the presence of any sensory, mental or physical handicap. Any violation of the provision shall be considered a violation of a material provision of the agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement and may result in ineligibility for further Town contracts. The successful Bidder shall provide a non-discrimination certification. The Town is an AA/EEO employer, and encourages MBE and WBE firms to apply.

15. **RESERVATION OF RIGHTS.** The Town reserves the right to reject any, or any part of or all bids for any reason; to waive informalities and technicalities; and to accept the bid which

the Town deems to be in its best interest, whether or not it is the lowest cost bid. The Town reserves the right to review the bids and reject all bids or take no action or elect not to select any bid. The Town reserves the right to cancel the RFP at any time and to reissue this or a substitute RFP at a later date. The Town reserves the right to review the bids and decide not to undertake the project. In its sole discretion and without prejudice, the Town will award a contract to the Bidder that the Town feels is best suited to complete the work. The RFP does not constitute a contract or offer of employment.

## **BID FORM**

The undersigned declares that she/he has carefully examined the RFP's Minimum Requirements and General Conditions and proposes to perform the services as follows.

### **Project Schedule:**

Task	Commencement	Completion

### **Personnel:**

Name / Title	Description of Role	Hourly Rate	Estimated Hours Per Task


**Project Budget:**

Fee for the Amenities Master Plan: \_\_\_\_\_

Expense	Reimbursement	Policy:
_____		
_____		
_____		
_____		
_____		
_____		

**Acknowledgement of Addenda**

Bidder hereby acknowledges receipt of all Addenda through and including:

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_

**Description of Supplementary Materials**

The following narrative descriptions, examples, resumes and other additional materials are attached to this Bid in compliance with the Minimum Requirements.

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\_\_\_\_\_



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### Certification

The undersigned attests that this Bid complies with the RFP's Minimum Requirements and General Conditions except as noted here and on separate typewritten pages (if necessary) included with and made a part of this Bid.

EXCEPTIONS (if any):

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COMPANY NAME:

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STREET ADDRESS:

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CITY & STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_

NAME OF PERSON SIGNING: \_\_\_\_\_ TITLE: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

\_\_\_\_\_