

# Request for Qualifications and Proposals (RFQ/RFP) #2015-005

Stonington Incentive Housing Zone Planning Project  
Town of Stonington, CT  
June 2015

## **Project Title:**

Stonington Incentive Housing Zone Planning Project

## **Project Description:**

The Town of Stonington seeks the services of a qualified consultant or team of consultants, who are professionals in the field of land use planning and community development, to assist in studying the feasibility and implementation of an Incentive Housing Zone(s) in conjunction with the CT Department of Housing's, Housing for Economic Growth Program. The project also includes the development of draft Incentive Housing Zone regulations and/or design guidelines based on the results of the planning study. The consultant will also update the Town's 2008 Affordable Housing Study in conjunction with this study. The Consultant must be familiar with the requirements of the Incentive Housing Zone Statutes and the Home Economic Growth program. The funding available for this project will be provided through a \$20,000 Housing for Economic Growth Pre-Development grant awarded to the Town.

## **Background:**

Town of Stonington has established Goals and Objectives in its recently adopted *2015 Plan of Conservation and Development* (POCD) concerning affordable housing. Included in the "Residential Housing" chapter of the Plan are recommendations to update and maintain the Town's 2008 Affordable Housing Study, diversify the Town's housing stock and investigate the adoption of an Incentive Housing Zone. The 2015 POCD is available on the Town's website at [www.stonington-ct.gov/planning-department/pages/plan-of-conservation-and-development](http://www.stonington-ct.gov/planning-department/pages/plan-of-conservation-and-development).

In 2008 the Town hired a planning consultant to prepare an Affordable Housing Study. The Town is seeking to update this study with the ultimate goal of adopting it as an appendix to the Plan of Conservation and Development. This study is available on the Town's website at [www.stonington-ct.gov/affordable-housing-advisory-committee](http://www.stonington-ct.gov/affordable-housing-advisory-committee). Currently, 4.0% of Stonington's housing stock is considered "affordable" by CT Department of Housing. Over the past 5 years, approximately 44 affordable units have been approved by the Town in 3 different developments.

The budget for the Incentive Housing Zone Planning Project is \$20,000 solely funded by the grant award. The grant period runs through June 30, 2016.

### **Scope of Work:**

1. Update the Town's 2008 Affordable Housing Study with current information, any applicable changes to Study recommendations and results of the IHZ Planning Study. The Town's ultimate goal is to adopt the updated Affordable Housing Study as an appendix to the Town's Plan of Conservation and Development. Adoption as part of the Plan of Conservation and Development is not part of the consultant's scope of work.
2. Prepare a Planning Study to include the identification and analysis of potential sites for Incentive Housing Zones in Stonington. Focus is to be primarily on the Villages of Mystic and Pawcatuck as these areas are served by public utilities, served by public transit, including rail stations, and offer compatible densities. This analysis will include the investigation of factors including surrounding land uses, known building constraints and utilities. Areas appropriate for village-scale, mixed-used development within walking distance of transit shall be investigated as part of the Study.
3. Develop draft Incentive Housing Zone Regulations and/or Design Standards based on the results of the Planning Study. These regulations/standards may be Townwide or site specific depending on the results of the study.
4. Conduct a minimum of 2 public workshops to solicit input for the study and present the Incentive Housing Zone Planning Study / Updated Affordable Housing Study results to the public.
5. Attend meetings of the Stonington Affordable Housing Commission, Planning and Zoning Commission and other relevant commissions as required.

The Town Planner will be available to consult and direct in data gathering, meeting and event planning and general coordination.

The Town and the successful proposer may agree to mutually amend the scope of services in order to accomplish the project as described. All amendments to the scope of services shall be in writing.

## **Requirements:**

Firms wishing to be considered for the study are expected to be planning consultants with expertise in mixed land-use development and incentive housing. They must also possess the ability to speak publically and to engage an audience in a dialog about affordable housing, be creative in design and regulatory approaches. The consultants are expected to have expertise in drafting regulations that will be legally sufficient and approvable by the CT Department of Housing.

Submissions shall include:

1. A general statement of qualifications.
2. Information on specific experience with similar projects including any experience with Incentive Housing Zone projects. Copies of any completed Incentive Housing Zone feasibility studies or website links where they are posted.
3. Demonstration of experience in working with local planning and zoning commissions in Connecticut.
4. Demonstration of experience in working with the public in a similar planning study process. Description of experience with public outreach and approach to running a successful public planning event.
5. A list and curriculum vitae of the specific staff, to be assigned to the project.
6. A list of references for on-going and recently completed municipal planning projects including contact person and phone number.
7. A description of the proposed Scope of Services as understood by the consultant and recommendations for the management of the project.
8. Any additional information that will assist in evaluating the applicant's qualifications.
9. A fee proposal for the scope of work.
10. Estimated timetable for the work involved including completion of the scope of work.
11. Certificate of insurance for workers' compensation and professional liability (errors and omissions) with limits of not less than \$1,000,000.

12. Local Vendor Preference Affidavit if applicable. (Affidavit available online at [www.stonington-ct.gov/finance-department](http://www.stonington-ct.gov/finance-department).)

**Evaluation and Award:**

**A. Selection Process:**

A consultant selection committee comprising Town staff and members of relevant boards and commissions will be formed to review the proposals, short list and possibly interview the applicants. The selection committee will make a final selection of the successful consultant for this project. The RFQ/RFP will not be deemed to be awarded until a written contract, in a form acceptable to the Town, has been fully executed by both parties.

**B. Evaluation Criteria:**

1. Qualifications and experience of the firm and any proposed sub-consultants.
2. Qualifications of key personnel, inclusive of any outside consultants to be assigned to the project.
3. Direct experience with Incentive Housing Zone projects and experience in working for CT Towns of similar size and character as Stonington.
4. Ability to reach consensus through public engagement that results in zoning regulations, design criteria and locations for affordable housing.
5. Demonstrated ability to meet schedules and deadlines. Some priority will be given to applicants who can commence work immediately.
6. Proposed cost of work to be performed. Cost shall not be the sole basis for selection. Extra consideration is given to factors such as quality, the vendor's performance history and reputation.

**C. Additional Information:**

1. Any and all modifications to the RFQ/RFP must be written and not oral.
2. The Town of Stonington reserves the right to reject any and all bids in whole or in part or to waive any informality in bidding if it is determined by the Town to be in the best interest of the Town of Stonington.
3. Bids may be held by the Town of Stonington for a period not to exceed ninety (90) days from the date of the opening of bids for the purpose of reviewing the

bids and investigating the qualifications of the bidder prior to awarding the contract.

4. The proposer is required to prepare its proposal in accordance with the RFQ/RFP, including any modifying addenda. Proposers must disclose in writing any exceptions to the RFP.
5. Proposers must inform the Town of information concerning any:
  - a. Listing on the State's Disbarment List.
  - b. Ineligibility, per Connecticut General Statute Section 31-57b to be awarded the contract because of occupational safety and health violations.
  - c. Arbitrations and litigation.
  - d. Criminal proceedings.
  - e. State or local ethics law, regulation, ordinance and /or policy violations.
6. The Town reserves its right to request additional information from proposers, subsequent to the opening of bids.
7. The proposer is solely responsible for the costs of its proposal.
8. Submitted proposals are the Town's property and will not be returned.
9. The proposer is presumed to have full knowledge of the RFQ/RFP and any addenda, the project scope or work to be done, and all applicable laws.
10. Any and all information received from proposers is subject to the Freedom of Information Act (FOI) and may be disclosed to the general public. If any information is deemed to be proprietary and confidential by the proposer, the proposer should be prepared to defend not disclosing such information pursuant to a FOI request.
11. The making of a preliminary award to a proposer does not constitute a contract and does not provide the proposer with any rights and does not impose upon the Town any obligations. A proposer has rights, and the Town has obligations, only if and when a Contract is executed by the Town and the proposer.
12. Any questions related to this RFQ/RFP should be directed in writing to Keith A. Brynes, AICP, Town Planner (kbrynes@stonington-ct.gov); no questions will be accepted after 3:00 PM on Monday July 6, 2015. The Town of Stonington will post its response to questions and clarifications by the end of the workday Wednesday July 8, 2015 on the Town website ([www.stonington-ct.gov](http://www.stonington-ct.gov)). It is the respondent's responsibility to check the website for any addendums.

**D. Submission of Proposals and Deadline:**

In order to be considered for consulting work pursuant to this RFQ/RFP, firms must return **four (4)** hard copies of proposals in a sealed envelope as well as an electronic copy of all submission materials by 3:00 PM on **Wednesday July, 15, 2015** to the office below:

Town of Stonington  
Department of Planning  
152 Elm Street  
Stonington CT 06378  
Attn: Keith A. Brynes, AICP, Town Planner

Email for electronic copy: [kbrynes@stonington-ct.gov](mailto:kbrynes@stonington-ct.gov)

Responses received after the time and date listed above will not be considered.

**E. Right to Annul or Terminate:**

The Town reserves the right to amend or terminate the RFQ/RFP at its sole discretion, before or after receiving proposals.

**F. Non-Discrimination Clause:**

During the performance of any work that results from this RFQ/RFP, the proposer and its subcontractors shall not deny the agreement's benefits to any person on the basis of religion, color, ethnic group identification, sex, age, sexual orientation, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sexual orientation, physical or mental disability, medical condition, marital status, age or sex. The proposer shall insure that evaluation and treatment of employees and applicants for employment are free of such discrimination.

The successful proposer shall indemnify the Town, its officers and employees against liability for injury or damage cause by any negligent act or omission of any of its employees or volunteers or agents in the performance of this agreement and shall hold the Town harmless for any loss occasioned as a result of the performance of this contract by the proposer.

The Town of Stonington is an Equal Opportunity Employer.