

**TOWN OF TRUMBULL  
REQUEST FOR QUALIFICATIONS  
CONSULTING SERVICES  
UPDATE OF THE PLAN OF CONSERVATION AND DEVELOPMENT  
RFQ # 5922     DUE:    FEBRUARY 28, 2012 @ 12:00 NOON**

The Town of Trumbull is seeking consultant services to update the Plan of Conservation and Development and to address the issues outlined in CGS 8-23. The Planning and Zoning Commission shall interview and retain the consultant. The Plan of Conservation and Development (herein after referred to as "Plan") was last revised in 2006 and is available on the Town of Trumbull website [www.trumbull-ct.gov](http://www.trumbull-ct.gov).

**Job Description:**

1. The consultant shall review the 2006 Plan.
2. The consultant shall use the Draft 2006 Plan as the starting point for reviewing and revising the Plan of Conservation and Development.
3. The consultant shall assist the Planning and Zoning Commission (the "Commission") to prepare and/or revise the Plan, including but not limited to, incorporating topics required to be addressed by CGS 8-23.
4. The Consultant shall facilitate and conduct meetings with other Town Boards and Commissions to obtain input for the revision of the Plan of Conservation and Development.
5. The Consultant shall facilitate and conduct public hearings on the Plan of Conservation and Development in conjunction with the Commission and per the Commission's direction. Public participation will play an integral part in the development of the plan.
6. At the direction of the Commission, the consultant shall otherwise provide the full range of planning services necessary for the completion of the updated Plan of Conservation and Development.
7. Prior to the final adoption of the Plan of Conservation and Development by the Commission, the consultant shall review and recommend revisions to the Zoning Regulations to ensure consistency and cohesiveness with the newly written text of the Plan of Conservation and Development. The consultant shall provide a written report and a "redlined version" of the Zoning Regulations which recommend revisions to the Zoning Regulations.

**Submittal Requirements:**

The Commission shall evaluate each submission on the basis of its relative merits. The following information provides criteria by which consultants shall be considered and selected.

- a. Background statement of the firm and/or individual, including a brief history, discipline capabilities, principals, location, and organizational financial stability.
- b. Resumes outlining position, qualifications and relevant experience of individuals assigned to the project.
- c. Availability of personnel, the date the firm is available to commence the project and estimated length of time necessary for completion.
- d. List of plans of conservation and development prepared for other CT municipalities with dates of completion, reference names, addresses and phone numbers, as well as copies of other plans of development revised for Commission review and inspection.
- e. Evidence that the firm or individual understands the tasks involved and description of assistance required of the Town of Trumbull.
- f. Firm's professional liability insurance, the specified requirements or limitations to be reviewed by the Town Attorney.

This request shall not be construed as a request for proposal or request to bid. The Town of Trumbull reserves the right to reject any information submitted pursuant to this request, if deemed to be in the best interest of the Town of Trumbull.

Interested parties shall submit six (6) copies Statements of Qualifications in a sealed envelope to the Town's Purchasing Agent no later than **12:00 NOON on February 28, 2012**.

**Robert J. Chimini, Purchasing Agent  
Trumbull Town Hall  
5866 Main Street, Trumbull, Connecticut 06611**