

**TOWN OF TRUMBULL  
PLANNING AND ZONING  
REQUEST FOR QUALIFICATION /PROPOSAL  
CONSULTANT TO REVISE ZONING REGULATIONS**

RFP: #6223      DUE: March 21, 2017 @ 2 pm

**GENERAL INFORMATION**

The Town of Trumbull ("Town") its Planning and Zoning Department is seeking requests for proposals (RFP) from qualified, experienced consultants whose firm has successfully completed similar zoning regulation work for other municipalities in Connecticut in the past to revise and/or rewrite the Town Zoning Regulations. Expertise in Connecticut land-use law is required.

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Trumbull is a suburban town in Fairfield County, CT neighboring Bridgeport, Fairfield, Shelton, Monroe, Easton and Stratford with a population of approximately 36,000. The Zoning Regulations contain residential, business, industrial and overlay zones. The current zoning regulations are contradictory, difficult to navigate and do not align with the goals or our 2014 Plan of Conservation and Development (POCD).

**PREPARATION OF PROPOSALS**

Bids shall be submitted by using the enclosed BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and one (1) EXACT COPY. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.

**BID SUBMISSION**

a) Bids are to be submitted in sealed in an envelope clearly marked and addressed as follows:

Purchasing Agent – Kevin J Bova

Bid # 6223: consultant TO REVISE ZONING REGULATIONS

Due: MARCH 21, 2017 @ 2pm

Town of Trumbull  
5866 Main Street  
Trumbull, CT 06611

- b) Please be advised that the person signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.
- c) No oral, telephonic, or faxed proposals will be considered. No telephone corrections, deletions, or additions will be accepted. The Town reserves the right to reject any or all bids, and to waive any or all formalities in connection therewith.

**PROPOSAL RESPONSE TIME**

Responses to this request shall be received at the office of the Purchasing Agent, Town Hall prior to the advertised hour (noted above) of opening, at which time all proposals (total proposal amount only) shall be publicly opened and read aloud. A proposer may withdraw a proposal at any time prior to the above scheduled date and time. Any proposal received after the above scheduled date and time shall not be considered or opened. No proposer may withdraw a proposal within Ninety (90) days after the actual proposal opening.

## **INFORMATION & INQUIRIES**

It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this request have been made. **All and any addendums will be posted on the Town of Trumbull – Purchasing department website. [www.trumbull-ct.gov](http://www.trumbull-ct.gov)**

Please be advised that the person signing the submission must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations.

All technical inquiries regarding this request may be directed to Rob Librandi, Land Use Planner (203-452-5047) or [rlibrandi@trumbull-ct.gov](mailto:rlibrandi@trumbull-ct.gov). All other questions shall be directed to **KEVIN BOVA 203.452.5042 [Kbova@trumbull-ct.gov](mailto:Kbova@trumbull-ct.gov)**.

- a) No inquiries shall be responded to that are received after **March 14, 2017 by close of business 5pm**.
- b) Answers to questions the Town deems to be in the interest of all proposers will be made available in writing, email or by Fax as appropriate to all proposers or posted as an addendum on the Town web site.
- c) The Town reserves the right to communicate with any or all of the proposers to clarify the provisions of this request; the Town further reserves the right to request additional information from any proposer at any time after proposals are opened.

### **TOWN OPTIONS**

- a) The Town reserves the right to reject any or all Qualification/ Proposals Statement submissions, and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.
- b) **The Town and shall be under no obligation to accept the lowest rates if it is deemed to not be in the best interest of the Town to do so.**
- c) The Town and Planning and Zoning reserves the exclusive right to determine whether or not the qualifications of a prospective consultant meet the requirements of the engagement.

### **Additional Services**

If you believe that additional services to those requested in the specifications are necessary, please identify those services and your reasons for recommending such services. .

### **Personnel**

The Consultant shall provide the professional services identified in this scope of services and requested by The Town along with P&Z. The submission must identify the person or persons who will be responsible for Conducting the work as listed in this scope of services. And include copies Prior experiences for  
**CONSULTANT TO REVISE ZONING REGULATIONS**

## **ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any assignment or subcontracting by a proposer, bidder, supplier, or contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with a Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

## **TAXES**

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A Town Tax Exemption Certificate shall be furnished upon request.

## AWARD AND AUTHORITY

The requested services shall be awarded to the consultant whose proposal is deemed to best provide the services desired, taking into account the requirements, terms and conditions contained in the request for proposals and the criteria for evaluating proposals.

The purchasing authority shall issue notification of award in writing with a Town Standard contract between the Town and Consultant- vendor .and a Purchase order.

## PRICING

All rates/prices quoted are to be maintained for the entire contract period opening. Special Consideration Will be given to responses with extended firm price dates. The Town is Always interested in any and all cost reduction opportunities.

## HOLD HARMLESS CLAUSE

Any contractor or subcontractor of the Town agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this request and subsequent Contract, whether or not due in whole or in part of any act, omission or negligence of the Town or any of its representatives or employees.

## CONFLICT OF INTEREST

Public officials shall be prohibited from receiving any town work procured through a public Bid or bid waived process so as to avoid any appearance of impropriety or conflict of Interest and; Public officials cannot circumvent the intent of this ordinance by receiving town work Through a bid waiver, as proscribed by the Trumbull Town Charter.

## INSURANCE

- a) The successful shall furnish a Certificate of Insurance naming the Town of Trumbull as the additional insured. The insurance is to include Contractor's Liability and Worker's Compensation, thereby holding the Town of Trumbull harmless from all eventualities that may occur relative to this Proposal and the resulting purchase order or contract. The Certificates of Insurance will be provided by companies licensed in the State of Connecticut and will be in amounts of \$1,000,000 General Aggregate, \$1,000,000 Automobile Liability and Worker's Compensation, and Employer's Liability \$100,000 (each accident) to the Town of Trumbull. Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) days prior notice of such change or cancellation shall be made to the owner.
- b) Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Town of Trumbull, Town Hall, Trumbull, Connecticut 06611.In the event of cancellation, the contractor shall cease all operations on or before the effective date of said cancellation and he shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the office of the Owner's Purchasing Department.
- c) The Consultant, shall also, deliver to the Town proof of professional liability insurance in the sum of one (\$1,000,000) million dollars issued by a reputable insurance company. This insurance must be maintained throughout this engagement and proof thereof must be provided upon request.

### INCURRING COST

The Town will not be held responsible for any costs incurred by the firm for work performed in the preparation and production of the proposal or for any work performed prior to the issuance of a contract.

### PROPRIETARY INFORMATION

The Town will not disclose any portion of the proposals except to members of an Evaluation Team prior to contract award. The Town retains the right to disclose the name of the successful consultant, the financial considerations, and any other information in the proposal that is pertinent to the selection of the Consultant.

### TERMINATION FOR DEFAULT OR FOR THE CONVENIENCE OF THE CONTRACTING AGENCY

Performance under this contract resulting from this RFQ/P may be terminated by the Town whenever:

- a. The Consultant, in the sole opinion of the TOWN, is in default of the performance of the contract and shall fail to correct such default within the period specified by the TOWN in a notice specifying default; or the TOWN shall determine that the termination is in its best interest.
- b. Termination will be effected by delivery to the Consultant of a notice to terminate, stating the date upon which the termination becomes effective. Upon receipt of the notice to terminate, the Consultant shall:
  - I. Prepare to stop all work by the termination date.
  - II. Meeting with the Town's representative to review work in progress to determine time critical tasks and to take such action as is necessary to protect the Town's rights.
  - III. Cooperate and participate when needed in the orderly transition of the work being performed by the Consultant.

### AMBIGUITY IN THIS REQUEST FOR PROPOSAL

Prior to submitting a response to this request, it is the responsibility of the Consultant to bring to the attention of the Town & Planning and Zoning any ambiguity in this request. Not to do so shall result in the Consultant forfeiting any claim for adjustment based on such ambiguity as should have been noted by a prudent Consultant.

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**REFERENCES**

*(To be submitted with Qualification Statement - attach additional pages as necessary)*

List references for similar services provided for at least Four (3) clients in the past five (5) years (attach any other client references if desired). PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.

***CLIENT 1:***

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

***CLIENT 2:***

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

***CLIENT 3:***

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

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**Specifications- Requirements  
Scope of Services**

The Town of TRUMBULL through its Planning and Zoning Department is seeking requests for proposals (RFP) from qualified, experienced consultants whose firm has successfully completed similar zoning regulation work for other municipalities in Connecticut in the past to revise and/or rewrite the Town Zoning Regulations. Expertise in Connecticut land-use law is required.

Trumbull is a suburban town in Fairfield County, CT neighboring Bridgeport, Fairfield, Shelton, Monroe, Easton and Stratford with a population of approximately 36,000. The Zoning Regulations contain residential, business, industrial and overlay zones. The current zoning regulations are contradictory, difficult to navigate and do not align with the goals or our 2014 Plan of Conservation and Development (POCD).

The Planning and Zoning Commission, working with the Land-use Planner and staff have identified inconsistencies and sections where more clarity is needed.

Staff is requesting two cost estimates be prepared in response to this RFP the cost estimates should address the time and resource commitment needed for each of the scenarios below:

The revision, reorganization and update of the current regulations to provide a comprehensive, relevant, and user-friendly set of regulations. This abbreviated scope of work will be to create an up to date set of regulations, which will support the goal of a desirable, sustainable and economically viable community in keeping with the POCD. This effort will use our existing regulations as the basis for the update. Trumbull's POCD can be found at <http://www.trumbull-ct.gov/content/10623/10655/11009/default.aspx>. The complete rewrite of Trumbull's zoning regulations working with existing zones and in keeping with the POCD.

When developing cost estimates for the scenarios above please note that each scope should include assistance updating zoning applications to mirror the approved regulations.

Please note the selected firm will be required to incorporate recommendations and possible regulations from Trumbull's Incentive Housing Zone/Housing Choice Plan/Study into the regulation update or rewrite. The Housing Choice Plan is scheduled to be completed in early Fall 2017.

The Planning and Zoning Department would like to see the zoning regulation revision completed by Fall of 2018.

As part of the RFP submission consultants should include the proposed number of meetings with the Planning and Zoning Commission, the Commission sub-committee, town staff and the public as required. At minimum, presentation of the final draft of the regulations, either in whole or in part, to the public will be required prior to final adoption of the Regulations. The consultant will be expected to make these presentations to the public and to the Commission.

The RFP shall include a response to each of the items below:

- Please provide a detail narrative describing the firm, members of the firm who would be working on this specific project, and an outline of the experience of each key team member. Please attach resumes for each key team member to your submission.
- Please detail the firm's experience (and the experience of key team members) with Connecticut Land Use Law and similar projects.
- Please outline the firm's capacity to deliver the project products and requirements on time and on budget. Please include a timeline with all meetings and key milestones noted.
- Please describe the firm's knowledge and understanding of the Trumbull community and the task.
- Include a statement indicating when the consulting company could begin the project.
- Include an estimated budget based on the two scope of work scenarios noted above.
- Include full contact information for three municipal work references the firm has provided services for in the past ten years.
- (Optional) Include work samples of other similar written regulations, reports or other materials deemed to be the consultant's best work.
- Include full contact information for the key contact person at the firm who will handle this project negotiation.

Please be sure to fully document who will be doing the actual work on the Regulation revisions and their willingness to complete the task on time and on budget, as these terms will be included in the required agreement. Consultants interested in submitting an RFP should indicate the total proposed cost for the entire process based on the two scope of work scenarios noted above.

Consultants interested in submitting an RFP should submit ANY QUESTIONS to Rob Librandi, Land Use Planner 5866 Main Street, Trumbull, CT 06611 not later than march 14<sup>th</sup> 2017 by the close of business 5 pm.

The Town of Trumbull reserves the right to reject any and all proposals. This Request for Proposals does not constitute an agreement or a contract of any sort.

Professional fees for the Strategic plan project included is Travel/Mileage and Miscellaneous.

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**PROPOSAL FORM**

The undersigned hereby submits proposal(s) for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals.

**ADDENDA**

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Base Bid.

Addenda # \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Base Bid 1** is the revision, reorganization and update of the current regulations to provide a comprehensive, relevant, and user-friendly set of regulations

\$ \_\_\_\_\_ Dollars

\$ \_\_\_\_\_  
Written figure

**Base Bid 2** The complete rewrite of Trumbull's zoning regulations working with existing zones and in keeping with the POCD.

\$ \_\_\_\_\_ Dollars

\$ \_\_\_\_\_  
Written figure

Above Price Shall Remain Firm for: 180 Days

**Respondent Guarantees:**

The Respondent certifies it can and will provide and make available, at a minimum, all services set forth in this request.

Respondent warrants that it will not delegate or subcontract its responsibilities under an agreement without the

express prior written permission of the Town of Trumbull.

**Respondent warrants** that all information provided by it in connection with this proposal is true and accurate.

**PROPOSAL FORM- continued**

Company Name \_\_\_\_\_ by (Signature) \_\_\_\_\_

Address \_\_\_\_\_ Print Name (A Duly Authorized Representative) \_\_\_\_\_

Address \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_ Telephone/Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

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**EXPERIENCE**

**Schedule A: Current & Prior Experience (Add Additional Pages as Needed)**

Project	Owner	Design Professional	Contract Price	Amount Completed	Date of Scheduled Completion

**END of the RFP/Q**