



DRAFT

**TOWN OF TRUMBULL
REQUEST FOR QUALIFICATIONS
ECONOMIC & COMMUNITY DEVELOPMENT
TRUMBULL MALL AREA MARKET FEASIBILITY AND LAND USE STUDY**

RFQ: 6459 DUE: September 23, 2022 AT 2:00PM

GENERAL INFORMATION

The Town of Trumbull (hereinafter referred to as Town) invites interested parties, hereinafter referred to as Consultant or Architect, to submit qualifications based on the requirements of the enclosed RFQ. The information contained herein outlines the intent and scope of this request, and the guidelines governing the submission and evaluation process.

The Town of Trumbull is seeking a multi-faceted consulting team to provide extensive market feasibility, economic analytics, planning, design, outreach and education, research and related activities in order to establish a strategic vision and plan for the mall area. The town has established a review committee comprised of town staff, elected officials, land use commission members, and business professionals to review and select a team.

The Town is seeking a team with regional and national experience in mall area transformation as well as experience and understanding of Trumbull and Connecticut. This process will engage the entire community to support the effort so it is imperative that the team understands the community of Trumbull and the history of the area.

It is requested that proposals conform to this request as closely as possible. The Purchasing Agent may accept proposals, which take exception to any requirements in this RFQ. Any exceptions or alternative proposals shall be clearly delineated in a separate attachment to the proposal submitted.

A. PREPARATION OF QUALIFICATION AND EXPERIENCE-

1. One (1) ORIGINAL and twelve (12) EXACT COPIES of your proposal shall be submitted. All proposals should be submitted in a clear, concise and legible manner to permit proper evaluation. Sample fee hourly rates shall be provided– Exhibit A.
2. Proposers may also submit, under separate cover with their proposal, any additional reports and documents that are necessary to illustrate how the consulting team will meet the requirements (deliverables) of this request.

B. PROPOSAL SUBMISSION

1. Proposals are to be submitted in a sealed envelope and addressed as follows:
Trumbull Mall Area Market Feasibility and Land Use Study

Purchasing Agent – Kevin Bova
RFQ 6459 DUE: September 23, 2022 by 2pm
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

There will be no read aloud opening. All Results will be posted on who submitted a Qualification by end of Business September 26, 2022

2. Proposals must be signed by authorized principals or agents and the person signing the formal proposal must be authorized by the organization to contractually bind that organization with regard to price and related contractual obligations. Unsigned proposals shall not be considered.
3. A proposal may be withdrawn at any time prior to the above scheduled date. A proposal received after the above scheduled date and time shall not be considered nor opened.

C. TOWN OPTIONS

The Town reserves the right to reject any or all proposals and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.

D. 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 proposal prices. A Town Tax Exemption Certificate shall be furnished upon request.

E. INQUIRIES

1. General questions concerning this request and submission requirements may be directed to **Mr. Kevin Bova Purchasing Agent, at (203) 452-5042** or kbova@trumbull-ct.gov. For technical questions, please contact by email only Ms. Rina Bakalar, Director of Economic and Community Development at rbakalar@trumbull-ct.gov or Roberto Librandi, Land Use Planner at rilibrandi@trumbull-ct.gov. To ensure consistent interpretation of certain technical items and to allow answers to technical questions that the Town deems to be in the interest of all proposers, all questions should be made in writing.
2. Additionally, after proposals are received, 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 at any time after proposals are opened.

F. AWARD AND AUTHORITY

The Town of Trumbull-Mall Area Study Review Committee will review all qualifications. The Committee will invite the top 2-3 qualified teams to interview. Given the COVID-19 pandemic, the interview may be held electronically. Details will be given to top proposers at the time of interview scheduling.

Given the nature of the project, teams must demonstrate a strong understanding of the Trumbull community, a proven ability to work with diverse stakeholders including residents, property owners, elected officials, committee members, businesses, and town personnel. The Award will be made to the most qualified firm.

The purchasing Agent of the Town shall issue notification of award in writing along with a town Standard Contract, then a Purchase Order (PO).

G. PRICING

All rates quoted shall remain firm fixed for a period of 180 days from date of proposal opening.

H. 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.

I. 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.

J. WORK REGULATIONS AND STANDARDS

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

K. INSURANCE

1. The selected firm is required to 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 Bid 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 canceled unless thirty (30) days prior notice of such change or cancellation shall be made to the owner. Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Town of Trumbull, Town Hall, 5866 Main Street, Trumbull, Connecticut 06611. In the event of cancellation, the contractor shall cease all operations on or before the effective date of said cancellation and shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the office of the Town's Purchasing Department.
2. **Errors & Omissions Insurance** must be documented in the amount of \$2,000,000.
3. **Liability Insurance.** The Consultant, upon the submission of a proposal shall deliver to the Town of Trumbull proof of professional liability insurance in the sum of \$1,000,000 (one million dollars) issued by a reputable insurance company. This insurance must be maintained throughout this engagement and proof thereof must be provided upon request.

L. 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.

M. ADDENDA

It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this have been made. All and any addendums will be posted on the Town of Trumbull – Purchasing Department webpage on the Town of Trumbull website. www.trumbull-ct.gov.

N. 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

O. 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.

P. 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 Purchasing Department 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.

**TOWN OF TRUMBULL
REQUEST FOR QUALIFICATIONS
TRUMBULL MALL AREA MARKET FEASIBILITY AND LAND USE STUDY**

RFQ: 6459 DUE: September 23, 2022 AT 2:00PM

GENERAL REQUIREMENTS - SCOPE OF SERVICES

Trumbull Mall Area Market Feasibility and Land Use Study

Background and Purpose:

The Trumbull Mall area is a critical gateway and business commercial area that provides jobs, amenities and services to the local community and the region. The Westfield Trumbull Mall resides on approximately 80 acres within the designated study area and is the largest taxpayer in Trumbull, historically making up approximately 5% of the Grand List. The stipulated agreement reached from the 2015 revaluation appeal and the pandemic effect from the 2022 revaluation have resulted in a precipitous decline in value for the property.

At the same time, the changing retail environment requires detailed examination into the viability of significant retail square footage on the property into the future and the potential opportunities to bring new vision and uses to the area in order for the area to remain vibrant and high performing.

In October of 2020, the Planning and Zoning Commission approved a 260 unit market rate apartment complex on 10 acres of property bordering the Merritt Parkway and Main Street. That project is currently under construction.

At this time, the Main Street and Madison Avenue corridors surrounding the Mall property are primarily residential and should be examined as part of a comprehensive vision and plan for the area.

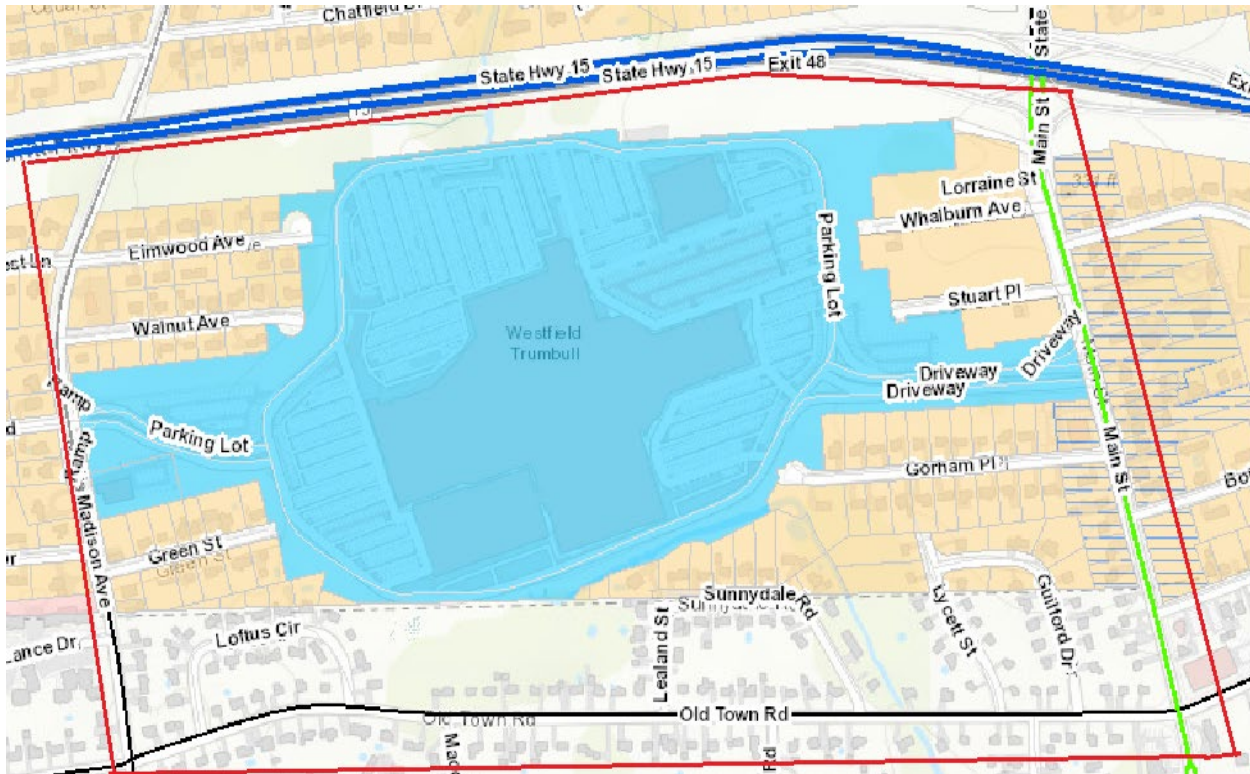
While the Westfield Trumbull Mall property and surrounding area is facing significant challenges, the Town of Trumbull sees this as significant opportunity to set a vision and course for the future. The concept of a “Live, Work, Play” environment seems to resonate locally and is hailed as a best practice concept for the viability of mall properties around the country. The details of what this means, in terms of actual change to the area and what market interest and support there is for certain changes, needs to be unpeeled from multiple perspectives (market viability, land use, real estate, economic impact, design, etc.) A road map forward needs to be set down in a comprehensive plan developed with significant stakeholder input and economic and market data.

Study Area:

The study area is located on the southwestern corner of the Town of Trumbull. The area borders the Merritt Parkway (State Highway 15, Exit 48) to the north, Main Street to the East and Madison Avenue to the West. The area also borders the City of Bridgeport to the South.

The Mall parcel (5065 Main Street) is located in the Mixed Use Design District (MDD) Zone. The parcel was rezoned in 2018 to allow for other uses beyond retail.

Along Main Street and Madison Avenue the parcels are zoned Residential A (half-acre zone). Across on Main Street the parcels have a Professional Office Overlay Zone (POOZ) which can be used if the parcels meet certain requirements.



Approach:

The Town is seeking a multi-skilled and experienced team to lead the study effort and meet the scope outlined below. The team must demonstrate an ability to work collaboratively with town staff and a diverse group of stakeholders (residents, property owners, business owners, employees, state government officials, MetroCOG staff, and various elected representatives of Boards and Commissions). It is essential for the team to have local understanding along with significant related best practice experience from the region and nationally. This effort is a deep dive with the community to determine a vision and road map that will insure the mall area’s vibrancy and economic success for the future. Leading the effort in a transparent and inclusive way is essential.

The Town desires a well communicated and well executed plan of work that examines all current conditions, challenges and opportunities. The plan should builds consensus around a shared vision for the future. The effort will examine the opportunities through a variety of lenses and include data to support findings. The final plan document should be comprehensive and action oriented. In addition to being a roadmap for

municipal staff, community members and area property owners, the plan must be compelling to the market of potential investors, businesses and corporations that Trumbull and the team will seek to entice to the area.

Scope of Services-

Articulating a Vision-

Working with a community of stakeholders, the team will articulate a shared vision for the future of the mall area as defined above. The vision will be a culmination of the research, market information, stakeholder input (residents, property owners, businesses, officials, staff, other), best practices and professional input. The vision will be realistic and articulated through narrative, data, and visual concepts. The study recommendations will be a comprehensive road map forward that aligns with the shared vision for the area.

Community Outreach, Education and Engagement-

The team will undertake a comprehensive community engagement process that will include public meetings, focus groups, individual and group stakeholder meetings, written progress updates that can be disseminated, updates to key Boards and Commissions and any other activities that support a transparent and inclusive input process. It is essential for the public to understand the current challenges and constraints as well as best practices, opportunities and the benefits of proposed recommendations.

The proposal should document the team's approach for this effort and their experience with conducting extensive outreach and community education processes. The proposal should also clearly identify who on the team will lead this area of work, the number of hours projected for these activities and the relevant experience of the responsible team member (s).

Research of Conditions, Restrictions, Ownership, Land Use and Property History-

Setting a solid foundation for the study and resulting recommendations is essential to developing a productive road map forward. A comprehensive examination of property history, conditions and restrictions that impact potential uses and recommendations should be conducted and the findings shared as an early milestone.

The proposal should document the team's approach to the research component and delineate categories of information that will be researched and analyzed. The proposal should clearly identify who on the team will handle various aspects of the research, the number of hours projected for these activities and the relevant experience of the responsible team member (s).

Feasibility, Market Interest, and Economic Analytics (Uses and Industries)-

An extensive, data and contact driven examination of what uses and industries have strong potential to locate into the mall area is a main component of the study effort. This effort should include:

- 1- information on where within the study area certain uses could locate
- 2- key factors that will appeal to those uses and industries
- 3- the economic return associated with those uses and industries (jobs, spin off economic benefit, economic spending power, tax revenue, other).

The team should engage property owners in this examination. A directory of industry business contacts that can be pursued post study is desired.

Retail-

The study should examine the future of retail in the area including how much retail square footage is viable and what type and which retailers should be pursued for the area.

Other Industries and Uses-

The viability and potential of hospitality, healthcare, life sciences, technology, creative economy, sports/entertainment/recreation, ethnic markets, co-working space, incubators, corporate locations, and educational uses should be examined. The town does not desire storage facilities, manufacturing (with the exception of boutique manufacturing with a retail component) in the area. The team is encouraged to expand this list as appropriate.

Housing-

The Town **does not** seek multi-family rental apartment development in the study area at this time with the exception of an examination of the potential for age restricted/senior housing with an affordability component.

The proposal should document the team's approach to the feasibility, market research/viability and economic analytics components. The proposal should clearly identify who on the team will handle various aspects of this work and the number of hours projected for these activities and the relevant experience of the responsible team member (s).

Land Use Considerations-

The Trumbull Planning and Zoning Commission rezoned the Westfield Trumbull Mall property in 2018 to allow for uses beyond retail. Based on stakeholder feedback, research and market feasibility/interest, the land use regulations for this property should be reviewed and recommendations provided. Other areas around the mall area, including the Main Street gateway should also be examined from a land use perspective and recommendations provided. That area is currently zoned residential with a Professional Office Overlay Zone (POOZ) available. Current parking regulations, set back requirements, signage regulations and other factors should be reviewed and support implementation of the vision and plan for the area.

The proposal should document the team's approach to the land use review and development of recommendations. The proposal should clearly identify who on the team will handle various aspects of the research, the number of hours projected for these activities and the relevant experience of the responsible team member (s).

Gateway Improvements, Infrastructure and Public Spaces-

The Town desires a comprehensive review of major gateways and infrastructure in the study area. Recommendations for changes to enhance aesthetics, function, and capacity for uses or industries that have viability in the area is desired. Recommendations should include visual concepts and potential locations. The study should explore the potential and desire to brand the area.

The proposal should document the team's approach to examining infrastructure (fiber, power, roads, other) and gateway/public space improvements. The proposal should clearly identify who on the team will handle

various aspects of the effort, the number of hours projected for these activities and the relevant experience of the responsible team member (s).

Taking Study to the Market-

The Town desires a team that has the ability to help take the end product vision and study to the market of investors/users/businesses that may have an interest in locating and/or investing in the area. This activity may include, but not be limited to, circulation of the study electronically to key contacts, presentation at industry conferences, individual meetings, and articles in key publications. Trumbull wants the market to know the vision and the opportunities that are available and what Town leadership and the community support.

The proposal should document the team's approach in taking the vision, study and recommendations to the market. The specific outlets you will utilize to connect with investors and businesses should be discussed. The proposal should clearly identify who on the team will handle various aspects of this effort, the number of hours projected for these activities and the relevant experience of the responsible team member (s).

Reporting and Milestones-

The team is expected to document all input and findings from meetings and research as well as opportunities, challenges and recommendations. Reporting should be on a regular schedule and culminate in a final report. The Town expects a well communicated effort that demonstrates and communicates progress over the study period. The Town expects the effort to occur over a 9-12 month period from "kick-off".

The proposal should offer a reporting and milestone schedule over a maximum of 12 months. Document how you will measure progress across all areas of the scope of work and who on the team will be responsible for progress reporting, the number of hours projected for these activities and the relevant experience of the responsible team member (s).

Deliverables

The Town of Trumbull expects:

- 1- a vision for the future of the mall area that is well communicated and widely supported by stakeholders;
- 2- a detailed study/plan document that documents all process, input, research findings, market feasibility, economic analytics associated with viable uses and industries;
- 3- a comprehensive, prioritized set of recommendations related to all areas of the scope of work including potential visual concepts and cost estimates for potential improvements;
- 4- a communications plan with dedicated time from the team that helps communicate the study/plan to the market of potential businesses and investors.

Reference Documents

<https://www.trumbull-ct.gov/DocumentCenter/View/905/Trumbull-Housing-Diversity-Study-2018-06-PDF>

<https://www.trumbull-ct.gov/DocumentCenter/View/5826/2018-Westfield-Mall-Review-PDF>

<https://www.trumbull-ct.gov/DocumentCenter/View/895/Zoning-Regulations---Town-of-Trumbull-PDF>

<https://www.trumbull-ct.gov/DocumentCenter/View/913/Plan-of-Conservation-and-Development-2014-PDF>

<https://www.trumbull-ct.gov/DocumentCenter/View/903/Housing-Diversity-and-Incentive-Housing-Study-2017-02-PDF>

Note: A maximum of \$350,000 is available for the Mall Area Feasibility and Land Use Study. The Town is seeking teams that can thoroughly address all areas of the Scope of Work within the budget allocation and suggested time frame of 9-12 months from “kick-off”.

**TOWN OF TRUMBULL
REQUEST FOR QUALIFICATIONS
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RFQ: 6459 DUE: September 23, 2022 AT 2:00PM

SELECTION PROCESS

The evaluation will consider how well the team's skills, experience and approach meet the needs of the Town of Trumbull as described in the firm's response to each requirement. It is important that the responses be clear and complete so that the evaluators can adequately understand all aspects of the proposal. The Town intends to select the team with the best combination of attributes based on the evaluation factors; ability to deliver timely services, reputation, experience, and approach. This RFQ is intended to provide a standard base for proposers to propose the most appropriate and cost-effective solution for the Town.

The Town of Trumbull reserves the right to require that a selection of finalist teams make a presentation to the selection committee. Once the selection committee has selected the team which can best meet the Town's needs, based on the evaluation factors, the Town will negotiate the specific requirements with the selected firm, using the team's proposal to determine the cost of the components and options as determined in the sole discretion of the Town.

A. SUBMITTAL REQUIREMENTS:

1. Cover Letter:

- a. A cover letter is required and shall not be longer than one page.

2. Team's Description and Experience (25 points):

- a. Provide a brief description of your team's history, the type of work you have specifically completed, and capabilities. If this is a joint venture, provide information for each of the firms involved.
- b. Provide the location of the office where the proposed services will be provided.
- c. Describe your team's organizational structure.
- d. List key point of contact and project manager who will be responsible for working with the Town throughout the study process.
- e. Describe your team's experience in mall transformation, land use, market feasibility, economic analytics and other areas related to the Scope of Services. Also, describe your experience in dealing with areas similar to Trumbull and specifically those relevant to this project.
- f. Provide examples of three projects completed in the past ten (10) years that reflect the capabilities of the team relevant to mall area transformation and related projects.

3. Personnel Qualifications and Experience (25 points):

- a. Identify the key personnel on your team who will be assigned to each area of work outlined in the Scope of Services and give examples of their experience with similar efforts.

- b. Describe their role, capabilities, education, licenses and certifications, and experience with similar projects.
- c. Identify the sub-consultants and their key personnel that you propose to use on this project.
- d. Describe their recent (past 5 years) experience, their specific role, and your firm's role in each of the sub-consultant's projects.
- e. Outline the number of hours each team member will dedicate to specific areas of work in the Scope of Services.

4. Approach (20 points):

- f. Describe your team's knowledge and understanding of the project and your overall approach to complete each area of work in the Scope of Services for the Trumbull Mall Area Market Feasibility and Land Use Study. Include a proposed schedule.
- g. Describe when and how you will meet the deliverables contained in the Scope of Services. Include an interim reporting schedule with milestones that will be achieved throughout the study period.

5. Experience with Engagement (20 points):

- a. Describe your team's knowledge and experience working with stakeholders in similar communities and your methodology for engagement of the stakeholders in the planning process.
- b. Provide examples of leading focus groups, conducting surveys, facilitating stakeholder discussions, graphic communication tools, and presentations.

6. Rates (10 points):

The Town of Trumbull recognizes that it is difficult to provide a fee proposal from the information provided in an RFQ of this nature. However, the selection committee will consider the comparative rates of proposers as a criterion for evaluation of finalists. A maximum of \$350,000 is available to complete the Scope of Services for this effort.

- a. Describe the process that you propose to use to establish the fees for this work. What do you perceive to be the milestones for fee disclosure?
- b. Provide your project team's hourly rates.

7. References:

- a. Provide the name, address, email, and phone number for five client references of similar projects who are knowledgeable about your process and work product.
- b. The Town of Trumbull may check with these references and/or may check with other references associated with past work of your team.

B. ADDITIONAL REQUIREMENTS:

- 1. Responders agree to comply with the legal requirements of the State of Connecticut, the standard and customary professional responsibilities for market feasibility and land use services as well as any special conditions which are made part of this solicitation or which are subsequently negotiated.

2. Proposers shall be licensed in the State of Connecticut to do the work required under this contract.
3. Teams that are located within 100 miles of the Town offices shall be considered as eligible to submit to this solicitation.

C. CANCELLATION:

The Town of Trumbull reserves the right to cancel award of a contract at any time before execution of the contract by both parties if cancellation is deemed to be in the Town's best interest. In no event shall the Town of Trumbull have any liability for the cancellation of the award.

D. APPEALS:

Applicant teams who wish to appeal a disqualification of proposal or the award of contract may submit the appeal in writing to the Town of Trumbull Purchasing Office within seven (7) calendar days of the postmark on the Notice of Award or disqualification.

Appeals should be sent to the following address:

Trumbull Mall Area Market Feasibility and Land Use Study Appeal
Trumbull Purchasing Director
Att: Kevin Bova
5866 Main Street
Trumbull, CT 06611

The appeal must describe the RFQ and specific citation of law, rule or regulation upon which the protest is based. Include any and all supporting documentation. Neither the judgment used in the scoring by individual evaluators nor disagreement with the procurement process shall constitute grounds for appeal. The Town will not consider any protest based on items that could have been or should have been raised prior to the deadline for submitting questions or requesting addenda. The filing of a protest shall not prevent the Town from executing a contract with any other team.

**TOWN OF TRUMBULL
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REFERENCES

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least five (5) clients in the past ten (10) 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): _____

CLIENT 4:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

CLIENT 5:

Organization Name: _____
Contact Name: _____ Phone: _____
Service Dates: _____
Project(s): _____

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STATEMENT OF QUALIFICATIONS

(To be submitted with proposal)

Submitted by:

Name of Organization _____

Name of Individual _____

Title _____

Address _____

Telephone _____

Submitted to:

Name _____

Address _____

Telephone _____

Project Name and Description (if applicable)

Contractor's General Business Information

Check If:

Corporation Partnership Joint Venture Sole Proprietorship

If Corporation:

a. Date and State of Incorporation

b. List of Executive Officers

Name Title

If Partnership:

a. Date and State of Organization

b. Names of Current General Partners

c. Type of Partnership

General Publicly Traded

Limited other (describe): _____

If Joint Venture:

a. Date and State of Organization

b. Name, Address and Form of Organization of Joint Venture Partners: (Indicate managing partner by an asterisk*)

If Sole Proprietorship:

a. Date and State of Organization

Address of Owner or Owners

- 1. On Schedule A, attached, list major planning projects completed by this organization in the past five (5) years. (If a joint venture list each participant's projects separately).
- 2. On Schedule B, attached, list current projects by this organization. (If joint venture, list each participant's projects separately).
- 3. If applicable, name of Surety Company and name, address, and phone number of agent.

4. Is your organization a member of a controlled group of corporations as defined in I.R.C. Sec. 1563?

Yes ___ No ___

If yes, show names and addresses of affiliated companies.

5. Has your organization ever failed to complete any planning study contract awarded to it?

Yes ___ No ___

b. Name and

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ONLY A GUIDE AND SAMPLE PROPOSED FEE SCHEDULE
Please add any other Services that be apply to the qualifications scope of work
(To be submitted with Qualifications – attach additional pages as necessary)

Exhibit A

SAMPLE OF SOME SERVICES- Please revise to meet project

<u>POSITIONS</u>	<u>HOURLY RATE</u>
PROJECT MANAGER	_____
PLANNER	_____

<u>DESIGN</u>	<u>POSITION</u>	<u>HOURLY RATE</u>
	PRINCIPAL ARCHITECT	_____
	PRINCIPAL PROJECT MANAGER	_____
	PROJECT MANAGER	_____
	PROJECT ARCHITECT	_____
	PROJECT ENGINEERS	_____
	ASSISTANT ARCHITECTS	_____
	ASSISTANT ENGINEERS	_____
	TECHNICIAN	_____
	DRAFTSPERSON	_____
	CLERICAL	_____

<u>ECONOMICS</u>	<u>HOURLY RATE</u>
RESEARCHER	_____
REAL ESTATE MANAGER	_____
PUBLIC RELATIONS REP	_____
ATTORNEY	_____
CLERICAL	_____

<u>ANY SERVICES that may apply</u>	<u>HOURLY RATE</u>

*CADD services such as plotting, file storage, disk exchange, system interfacing will be handled as direct reimbursable costs. State "Not Applicable" (N/A) where services are not needed.

List additional categories the proposer feels necessary for the Town to completely judge the proposed. (Use additional sheets as necessary)

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NON-COLLUSIVE/NON-CONFLICT AFFIDAVIT OF RESPONDENTS
(To be submitted with RFQ)

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

the statement of qualifications has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other respondent designed to limit independent responses or competition, and
no Selectman or other employee or person whose salary is payable in whole or in part from the Town of Trumbull, nor any immediate family member thereof, is directly or indirectly interested in the Bid/RFQ/Proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any profits thereof.

The undersigned further certifies that this statement is executed for the purpose of inducing the Town of Trumbull to consider the statement of qualifications submitted herein.

State of Connecticut S.S.

County of _____

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

Legal Name of Respondent: _____

Business Name: _____

Business Address: _____

Signature and Title of Person

Notary Public

My Commission Expires _____
Date

END OF RFQ