

**TOWN OF SOUTH WINDSOR  
REQUEST FOR QUALIFICATIONS FOR UPDATE OF  
PLAN OF CONSERVATION AND DEVELOPMENT**

**Statements of Qualifications will be received until 3:30 p.m. on  
Friday, February 5, 2010, at the Planning Department, South  
Windsor Town Hall, 1540 Sullivan Avenue, South Windsor,  
Connecticut.**

**TOWN OF SOUTH WINDSOR**

**REQUEST FOR QUALIFICATIONS FOR UPDATE OF  
PLAN OF CONSERVATION AND DEVELOPMENT**

**INTRODUCTION**

The Town of South Windsor is accepting statements of qualifications and generalized scope of services from qualified professional planning consultants/firms for updating the Town Plan of Conservation and Development, including all requisite associated documents, presentations, plans and maps. Consultants/firms shall have extensive experience and knowledge in the fields of municipal planning and zoning including but not limited to land use, traffic, economic, environmental and development trends.

South Windsor is a community that enjoys convenient access to employment centers around us (such as Hartford) and has attracted many new residents over the years. Despite this population growth, South Windsor is known for the overall character of the community and its quality of life (school reputation, recreational amenities, community events and activities, the historic beauty of Old Main Street and the Connecticut River). South Windsor has a strong open space preservation program. The maintenance and enhancement of the overall character of the community and its quality of life is a trend that South Windsor intends to continue.

South Windsor's current Plan of Conservation and Development was adopted in 2002. The Town's overall philosophy, from a land use perspective, isn't whether to grow or not to grow -- the major issue remains how to grow so that the needs of the community and its residents - both present and future - can be met in the most efficient and cost-effective manner while maintaining the character of the Town and the overall quality of life. Since adoption of the 2002 Plan, housing and economic development have slowed dramatically with the recession; and like other similarly-situated municipalities, South Windsor now faces major challenges regarding infrastructure maintenance.

**OBJECTIVE**

The South Windsor Planning & Zoning Commission intends to update the Plan of Conservation and Development to provide a meaningful guide to future planning, zoning, development and conservation. The end product is a Plan of Conservation and Development document to guide future growth. The Plan update will focus on (1) identifying key issues and (2) developing goals and objectives that are both attainable and within the ability of the Planning & Zoning Commission to implement.

The Commission does not want to duplicate efforts of other boards/commissions and agencies that are responsible for long-range planning in their respective areas. For example, the Board of Education charts the educational direction of South Windsor. The Park and Recreation Commission has a Recreation Master Plan. The Open Space Task Force has an Open Space Master Plan; and the Agricultural Preservation Advisory Committee has an Agricultural Preservation Master Plan. A newly-formed Wheels and Walkways Committee is preparing their master plan; and the Historic District Commission has been preparing an inventory of historic structures. Wherever such planning activities occur, their products should be integrated/incorporated into the Plan of Conservation and Development as appropriate.

Since the 2002 POCD was adopted, the State Conservation & Development Policies Plan has had a major impact on South Windsor's development. Thus, a critical component of the Plan update will be to address consistency as fully as possible with the State Conservation & Development Policies Plan and the CRCOG Regional Plan of Conservation & Development without sacrificing South Windsor's unique identity and character.

## **PROJECT OUTLINE**

The updated Plan should address all statutory requirements, with particular emphasis on:

- natural resources and historic resources,
- open space planning,
- economic diversity in housing,
- transportation systems including roads, sidewalks, multi-purpose trails and other public ways,
- energy efficient development patterns, "green" development, and renewable forms of energy and energy conservation,
- economic development goals including residential, commercial, and industrial land uses in terms of the tax base necessary to support town services,
- community facilities,
- design that preserves the Town's character,
- inconsistencies between Town, regional and State conservation & development plans,
- a clear implementation plan with benchmarks to guide future legislative and administrative actions and help determine consistency with the Plan.

It is anticipated that the community planning effort will be a participatory process that leads to consensus among the citizens of the Town relative to a long-term vision for the community. The Planning & Zoning Commission will work with the chosen firm to further identify the scope of the update.

The completed Plan of Conservation & Development will be delivered as hard copy (25 copies each) and on disk in MS Word. Graphics shall be in MS Word, MS Excel, PDF, or ArcView GIS format, as appropriate.

## **AVAILABLE INFORMATION/DATA**

The Town has the following information/data:

- ◆ Existing and previous Town Plans of Development, zoning regulations, subdivision regulations, wetlands regulations
- ◆ Various demographic data such as population estimates, building permits and certificates of occupancy
- ◆ ArcGIS 9.3; GIS data layers including parcel, sewerage, topographic, aerial, planimetric, transportation, and others (generally 2005 data)
- ◆ Master Plans of various committees previously referenced

## **FORMAT FOR SUBMITTING STATEMENTS OF QUALIFICATION**

Four copies of each of the following items must be submitted not later than the date and time specified in this Request.

- A. Company Background Materials: information concerning the background, experience and reputation of the Consultant.

- B. Ability to Perform: examples of previous work on similar projects to demonstrate the Consultant's understanding and familiarity with projects of this type. Firms shall list all plans of conservation and development of comparable type that have been completed in the last five years.
- C. Personnel to be Assigned: resumes of the professionals to be assigned to this project, including information regarding the qualifications of any proposed subcontractors.
- D. Project Approach: proposed approach to the project, including information on community outreach, consensus building and innovative approaches to community planning. Provide information on the Consultant's planning philosophy and proposed approach to the preparation of South Windsor's Plan of Conservation and Development.
- E. References: previous and current contracts which are similar to the Town's scope of services. The list shall include the following:
- Dates of contract duration;
  - Services performed and fees for services;
  - Name, address, telephone numbers of clients who may be contacted for verification of data submitted;
  - Statement as to whether project was completed on time and within budget.
- F. Extent of knowledge of South Windsor and/or communities experiencing similar characteristics, development patterns and issues: Demonstrate a working knowledge of issues typically facing a community like South Windsor and its potential in the context of a larger region, and discuss how these factors may influence the planning process.

## **CONSULTANT SELECTION**

A panel of Planning and Zoning Commissioners plus Planning Department staff will review the Qualifications Statements received, will select a short list of firms for first interviews, and will conduct the first interviews. The panel will recommend to the entire Planning & Zoning Commission the top two or three consultants, who will have a final interview with the entire Commission. The Commission will then select the most qualified firm. Negotiations will be conducted to arrive at a fair, competitive and reasonable fee for an agreed-upon Scope of Services. If the top-ranked firm and the Town cannot agree upon contract terms, the Town will initiate negotiations with the next ranked firm.

The Town reserves the right to accept or reject any or all statements received as a result of this request, or to cancel in part or in its entirety this Request for Proposal, if it is in the best interest of the Town to do so.

### Selection Criteria

The following criteria will be used in evaluating qualification statements:

- Previous experience in the services required and overall qualifications of the consultant, including the relevant experience of key personnel to be assigned to the project.
- Presentation quality and readability of previously prepared town plans.
- Ability to approach the development of the Plan and facilitation of public input in an innovative way.
- Ability to perform the work in a timely manner.
- Reasonable proximity to the Town to avoid undue travel costs.

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Interested consultants/firms should submit four copies each of a statement of qualifications, generalized scope of services, curriculum vitae of personnel to be assigned to this project, a list of personnel in respective fields of study, and past and present clients.

An RFQ package with a complete description is available at [www.southwindsor.org](http://www.southwindsor.org), or at the Planning Department, 1540 Sullivan Avenue, South Windsor, CT. The contact person is Marcia A. Banach, Director of Planning (644-2511, ext. 253).

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Matthew B. Galligan  
Town Manager