

LEGAL NOTICE  
INVITATION FOR REQUEST FOR PROPOSALS  
THE CITY OF MERIDEN IS ACCEPTING SEALED PROPOSALS  
FOR: RFP019-10 Plan of Conservation and Development Update

Proposals shall be submitted in the manner specified to the Purchasing Department, Room 210, City Hall, 142 East Main Street, Meriden, CT 06450-8022 until **4:00 PM** on **November 15, 2018**.

The City of Meriden is seeking the services of a consulting firm or firms qualified to undertake an update of our 2009 Plan of Conservation and Development (Plan).

The City will be accepting sealed Request for Proposals, which are to be submitted in eight (8) complete sets, together with the general information on the firm, the firm's brochure, along with a resume of key personnel who will be responsible for the daily activities in the various fields of expertise required to accomplish the project.

Any additional information can be found on the City website [www.meridenct.gov](http://www.meridenct.gov). Click on Businesses and Bids/RFPs.

Experienced firms or individuals interested in providing such services are encouraged to respond.

The successful firm shall ensure that any appropriate licenses or certifications required by the State of Connecticut are maintained for the duration of the project(s).

Request for Proposals received after the date and time specified shall not be considered and shall be returned unopened.

The City of Meriden reserves the right to reject any or all Requests for Proposals and to accept any or all Requests for Proposals, if it is deemed to be in the best interest of the City of Meriden.

Wilma C. Petro, CPPB, C.P.M.,  
Purchasing Officer  
City of Meriden  
Dated: October 25, 2018

**CITY OF MERIDEN, CONNECTICUT**  
**RFP019-10**  
**PLAN OF CONSERVATION AND DEVELOPMENT UPDATE**

The City of Meriden is seeking the services of a consulting firm or firms qualified to undertake an update of our 2009 Plan of Conservation and Development (Plan).

We are a growing, dynamic community located in New Haven County CT. We are a community that embraces our diversity in terms of our population, neighborhoods and economic base. Like many other communities, Meriden has transformed itself throughout its history, from a major manufacturing and industrial center to today as a community of 60,000+ residents knit together by award winning schools, spirited civic, service and cultural groups, and activities. Located in the center of the State with access to three major highways and a newly constructed high speed commuter rail line, Meriden is looking to continue its path of turning an economic corner through a resurgence and reinvestment in its City Center. Over the past decade the City has continued to grow despite the recession and the economic challenges within the State of CT. The city hopes to leverage its location on the new *CTRail* commuter rail as well as the major intersections of the Wilber Cross Parkway, Interstate 91 and 691 to attract both new residents and new businesses.

While Meriden has many positive attributes that have lead to reinvestment and community commitment, the City is looking to establish a clear vision for sustainable future growth in the face of continuing economic challenges, a shift in housing needs and demands, changing household spending patterns as well as climatic changes that affect how we use and develop the built environment.

Considering the historic nature of the community, the beauty of our ridgelines and the development needs our older neighborhoods face, the Plan must be sensitive to ensure that development does not occur simply for the sake of development.

The current Plan was adopted in 2009 and obviously there have been significant changes since that time that have impacted everyone. In addition, there have been many past planning and market studies conducted on behalf of the city. It is the intent of the City that this Plan be the umbrella document for all future planning within the City and serve as justification for future actions in terms of capital spending and development by the City.

While conducting our review of the current plan and researching plans that have been prepared by other communities, we realize that many of the goals and aspirations we envision for our community are also the goals and aspirations expressed by many other communities. In light of that, we are looking for the expertise to assist us in actually realizing our goals and aspirations and not just simply “checking the box” on assigned tasks. At the completion of the plan we expect to receive a clearly articulate, actionable Plan that provides Meriden’s vision for the next ten (10) years.

### **SCOPE OF SERVICE**

Consistent with §8-23 of the CT General Statutes, the updated plan shall:

1. State the policies, goals and standards for the physical, economic and cultural development of the city;
2. Provide a modern multi-modal transportation system, leveraging the existing trail, rail, bus and highway assets;
3. Promote a compact, transit accessible, pedestrian-oriented mixed use development pattern and land reuse;
4. Outline and map the most desirable use of land within the City;

5. Recommend residential density throughout the City;
6. Plan for all housing opportunities, as outlined in §8-23(f);
7. Consider allowing older adults and persons with a disability the ability to live in their homes and communities whenever possible, as outlined in §8-23(I).
8. Ensure consistency with the State of Connecticut's Conservation and Development and Policies, 2013 – 2018 (or as amended) and The South Central Regional Council of Government's Plan of Conservation and Development 2018-2028 (or as amended);

In addition, the Plan update should include, but not be limited to:

- a review of the completed and ongoing plans undertaken by various city agencies including Economic Development, Public Works, Parks and Recreation and Public Schools and a coalescing of the outstanding elements as future goals;
- a detailed examination of demographic data and patterns, not limited to past, current and projected population, household size, employment and commuting patterns;
- analysis of future build-out, considering present regulations as well as ongoing planning studies, focusing on opportunities near transit and the city center TOD;
- an assessment of infrastructure impacts and demands in light of current and projected development, population growth and job growth;
- identify the general location and extent of any areas served by existing sewerage systems, areas where sewerage systems are planned, and areas where sewers are to be avoided.
- conducting and tabulating additional survey data to assess community concerns and goals;
- A summary of the status, challenges, desires and goals for our diverse neighborhoods;
- formulation and incorporation of sustainable living and development practices into city policies;
- outline any additional options for a future (modern) transportation network that not only provides mobility for people but considers all modes of transit and that also serves as the basis for economic and housing development;
- recommendations on best-practices as it relates to municipal handling of stormwater and drainage;
- a review and recommendations regarding the use of city parks and recreational areas;
- exploring future opportunities for land conservation;
- provide the framework for a city-wide sidewalk, foot-path and bicycle lane plan;
- analysis and recommendations regarding energy sources, energy use and energy consumption in light of potential climatic changes, rising energy costs and the availability of future energy sources;
- exploring alternate regulatory approaches to zoning within the city, such as the possibility of form-based code or a hybrid form-based code;
- unique recommendations that have utilized or seen utilized in other communities that will benefit the City;
- identifying tasks and goals, prioritizing them and assigning the agency(s) that are responsible for their implementation and a recommended time frame and anticipated budget for each task; and
- recommendations and examples of best practices on plan implementation.

## **COMMUNITY PARTICIPATION**

Community involvement, from Plan inception to Plan adoption, will be a critical element to gain wide acceptance of the Plan and subsequently achieve the goals within the Plan. Part of Meriden's diversity is the many neighborhoods throughout the City. The physical, cultural and economic differences of each of these neighborhoods must be considered when forming a comprehensive Plan for the City. It is anticipated that there will be individual meetings with the various neighborhoods by the consultant team as well as the Plan oversight committee. In addition to a Plan update web page, we are seeking a firm that has demonstrated innovative ways of reaching out to the community, keeping in mind that a diverse community has different ways of keeping informed.

## **PROPOSAL REQUIREMENTS**

- Resumes of the key personnel to be involved in this project
- List of similar projects
- Three (3) letters of recommendation from previous or current clients
- Fee for project

## **PROPOSAL SUBMISSION INSTRUCTIONS**

Proposals should be submitted in a sealed envelope marked “**RFP019-10 Plan of Conservation and Development Update**” to the Purchasing Office at the Meriden City Hall, 142 East Main Street, Meriden, CT 06450, no later than **4:00 P.M., November 15, 2018.**

One (1) original and seven (7) copies of sealed proposals must be received in the Purchasing Office by the date and time noted above. The City will reject proposals received after the date and time noted above. The City will not accept submissions by e-mail or fax. Proposers are solely responsible for ensuring timely delivery.

Proposals are considered valid, and may not be withdrawn, cancelled or modified, for sixty (60) days after the opening date, to give the City sufficient time to review the proposals, investigate the proposers’ qualifications, secure any required municipal approvals, and execute a binding contract with the successful proposer.

## **QUESTIONS AND AMENDMENTS**

No interpretation of the meaning of the Request for Proposal will be made to any proposer orally. Every request for such interpretation should be in writing, e-mailed to [purchasing@meridenct.gov](mailto:purchasing@meridenct.gov), and to be given consideration must be received at least seven (7) days prior to the date fixed for the opening of proposals. Any and all such interpretations and any supplementary instructions will be in the form of written addenda to the specifications which, if issued, will be posted on the City of Meriden website under Bids, RFPs and Legal Notices, not later than three (3) days prior to the date fixed for the opening of proposals, failure of any proposer to receive such addenda or interpretation shall not relieve any proposer from any obligations under their proposals as submitted.

**Each proposer is responsible for checking the website to determine if the City has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

**Proposers are prohibited from contacting any other City employee, officer or official concerning this RFP. A proposer’s failure to comply with this requirement may result in disqualification.**

## **ADDITIONAL INFORMATION**

The City/MPS reserves the right, either before or after the opening of proposals, to ask any proposer to clarify its proposal or to submit additional information that the City in its sole discretion deems desirable.

## **COSTS FOR PREPARING PROPOSAL**

Each proposer’s costs incurred in developing its proposal are its sole responsibility, and the City shall have no liability for such costs.

## **OWNERSHIP OF PROPOSALS**

All proposals submitted become the City's property and will not be returned to proposers.

## **FREEDOM OF INFORMATION ACT**

All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information. Proposers are encouraged **not** to include in their proposals any information which is proprietary a trade secret or otherwise confidential. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy, and all rules, regulations and interpretations resulting from those laws.

## **PRESUMPTION OF PROPOSER'S FULL KNOWLEDGE**

Each proposer is responsible for having read and understood each document in this RFP and any addenda issued by the City. A proposer's failure to have reviewed all information that is part of or applicable to this RFP, including but not only any addenda posted on the City's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto.

Each proposer is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFP or the performance of the work described herein.

By submitting a proposal, each proposer represents that it has thoroughly examined and become familiar with the scope of work outlined in this RFP, and it is capable of performing the work to achieve the City's objectives. If applicable, each proposer shall visit the site, examine the areas and thoroughly familiarize itself with all conditions of the property before preparing its proposal.

## **TAX EXEMPTIONS**

The City is exempt from the payment of federal excise taxes and Connecticut sales tax and use taxes. Such taxes must not be included in prices.

## **AWARD CRITERIA & SELECTION**

The City reserves the right to correct, after proposer verification, any mistake in a proposal that is a clerical error, such as a price extension, decimal point error, etc. If any error exists in an extension of prices, the unit price shall prevail.

The City reserves the right to accept all or any part of a proposal, reject all proposals, and waive any informalities or non-material deficiencies in a proposal. The City also reserves the right, if applicable, to award the purchase of individual items under this RFP to any combination of separate proposals or proposers. The City will accept the proposal that, all things considered, the City determines is in the best interests. Although price will be an important factor, it will not be the only basis for award. Due consideration may also be given to a proposer's experience, references, service, ability to respond promptly to requests, past performance, and other criteria relevant to the City's interests, including compliance with the procedural requirements stated in this RFP.

The City will not award the proposal to any business that or person who is in arrears or in default to the City with regard to any tax, debt, contract, security or any other obligation.