



**2008-027**

**Request for Qualifications**

The City of Bristol is accepting Qualifications on the following:

**West End Neighborhood Planning Study**

All submittals must be made in accordance with the specifications supplied by

The City of Bristol  
Purchasing Office  
111 North Main Street  
Bristol, CT 06010

Submittals will be received until **11:00 am, September 28, 2007.**

Roger D. Rousseau  
Purchasing Agent  
(860)584-6195  
<http://www.ci.bristol.ct.us>

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Request for Qualifications  
2008-027  
West End Neighborhood Planning Study

The City of Bristol is seeking submittals from consulting firms related to the preparation of a neighborhood plan for the "West End" neighborhood in Bristol.

The scope of services and submission requirements are available from the City of Bristol Purchasing Department  
111 North Main Street, Third Floor  
Bristol, CT 06010  
between the hours of 8:30 am and 5:00 pm Monday through Friday, or by downloading from the website noted below.

Submissions will be accepted by the Purchasing Department until Friday, September 28, 2007 at 11:00 am; submissions received after this date and time will not be considered. The City reserves the right to waive any informalities in any submission, to reject any and/or all submissions, and to accept the submittal(s) that in its judgment is in its best interest. Each submission shall contain one original and seven copies, and shall be in a sealed envelope or package clearly identified as "RFQ 2008-027 West End Planning Study" delivered to the address noted above.

Roger D. Rousseau, Purchasing Agent  
(860) 584-6195  
<http://www.ci.bristol.ct.us>



# REQUEST FOR QUALIFICATIONS CITY OF BRISTOL, CONNECTICUT

2008-027

## West End Neighborhood Planning Study

### I. PROJECT SPECIFICATIONS

#### 1. INTRODUCTION

This request for qualifications (RFQ) is being issued by the Land Use Division of the Department of Public Works on behalf of the City of Bristol. The division is responsible for coordinating the solicitation and review process to select a qualified individual or firm to provide consulting services related to the preparation of a neighborhood plan for the "West End" neighborhood in Bristol.

The lead agency for this study is the Bristol Planning Commission. The consultant will work under the general direction of and report to the City Planner.

#### 2. DESCRIPTION OF THE STUDY AREA

The West End neighborhood, located in the central portion of the city immediately west of downtown Bristol, stretches from the west intersection of Park and Divinity Streets on to the west to Church Street on the east and from Jacobs Street on the north to Gridley Street on the south. It encompasses about 40 city blocks and occupies an area of approximately four-tenths of a square mile. The neighborhood is almost entirely developed and has a decidedly urban character typical of older industrial cities such as Bristol.

The neighborhood's most prominent natural feature is the Pequabuck River, which flows in an easterly direction, first through Rockwell Park and then through the urbanized area to the east, where, after flowing under West Street, it enters a large culvert and remains covered through Brackett Park and beyond.

The primary thoroughfares in the West End neighborhood are Park Street (part of Connecticut Route 72), which runs east-west through the neighborhood and connects the area to both downtown Bristol (to the east) and the Town of Plymouth (to the west); Divinity Street, which also runs east-west through the neighborhood and intersects with Park Street at both its east and west termini; and West Street (part of Connecticut Route 69), which runs north-south through the commercial heart of the neighborhood.

The West End neighborhood contains a mix of mostly modestly sized single-family houses on relatively small lots, an abundance of older two- and three-family residences ("double-" and "triple-deckers"), several small apartment buildings and two public housing complexes (Gaylord Towers and Kennedy Apartments). Commercial activity in the West End neighborhood is concentrated at the intersection of West Street, School Street, and Divinity Street, radiating out from there primarily along portions of Park Street, West Street, and School Street. Most of the businesses are local, neighborhood-oriented retail businesses, along with a number of automotive-related uses.

Consistent with its urban character, the West End neighborhood contains an elementary school (O'Connell School), several churches, and the Bristol Family Center (formerly the Bristol Girls' Club

and now part of the Bristol Boys' and Girls' Club). Rockwell Park, a 100-acre municipal park listed on the National Register of Historic Places and currently the object of a major revitalization effort, helps to define the north and west boundaries of the West End neighborhood. Brackett Park, a 2.3-acre municipal park located at the intersection of School Street and North Main Street, serves as one of the links between downtown Bristol and the West End neighborhood. In addition, Muzzy Field, a 4,900-seat stadium used since 1912 for both baseball and football, is located off Park Street adjacent to Rockwell Park.

### **3. PURPOSE OF THE STUDY**

As one of Bristol's oldest neighborhoods (and perhaps its most urbanized), the City's West End has historically been—and continues to be—the residential point of entry for a variety of ethnic groups: Italian, Poles, French-Canadians, and Germans in earlier years, Hispanics today. Through the years, as well as currently, it has embodied the working-class values with which Bristol residents proudly define their community. In Bristol, the West End neighborhood has been known for its close-knit social network of family, friends, co-workers, and neighbors.

Within the last year or two, the convergence of a number of circumstances in the West End neighborhood has informed the City's decision to examine and assess the current "state of the neighborhood" and to develop a comprehensive plan for the area. Among the circumstances in play are:

- the City's significant public investment—both recent and upcoming—in Rockwell Park, Brackett Park and Muzzy Field;
- the anticipated closure of O'Connell School and the possible construction of a new K-8 school in or near the neighborhood;
- the changing demographics of the neighborhood;
- the age and condition of the neighborhood's housing stock;
- the presence of Route 72 (Park Street) as a major transportation corridor through the neighborhood;
- the absence of significant new business investment in the neighborhood; and
- crime and public safety concerns.

The purpose of this RFQ is to engage the services of a professional planning consultant to examine in a comprehensive manner a variety of conditions in the West End (such as demographics, land use/zoning, transportation, housing, market dynamics, and public safety), analyze the findings, and assist the City and neighborhood stakeholders (residents, business owners, etc.) in developing a vision and a series of strategies and recommendations designed to (1) build upon the history and positive resources of the neighborhood; (2) help to strengthen and sustain the neighborhood; and (3) serve as a guide for future development and new public and private investment in the neighborhood.

### **4. SCOPE OF SERVICES**

The City has allocated \$80,000 for this planning study, the general components of which are: (1) data collection and analysis (including but not limited to demographics, land use/zoning, transportation, housing, market conditions, and public safety); (2) development of a neighborhood vision; (3) development of strategies and recommendations; and (4) development of an implementation program.

### **5. DELIVERABLE PRODUCTS**

The consultant will provide up to twenty-five (25) print copies of all draft documents, including technical reports, memos, etc. The consultant will provide one reproducible copy of the final plan as approved by the Bristol Planning Commission. The consultant will also provide all draft documents and the final report in electronic form via CD or e-mail in both Microsoft Word format and PDF format

(utilizing the latest version of Adobe Acrobat). The actual number of print copies to be provided will be decided and agreed upon by the City and the consultant prior to the commencement of work.

## 6. RESOURCES AVAILABLE

The City will make available to the consultant the following information as it relates to the West End neighborhood:

- Current property line/parcel map
- Current Tax Assessor's maps
- Current zoning map and zoning regulations
- Current wetlands and floodplain maps and regulations
- Current land use
- Topographic maps
- The City's 2000 Plan of Conservation and Development
- Current historic resources (i.e., National Register and local inventory listings)
- Current property information from Tax Assessor's records (owner, year structure built, number of dwelling units, etc.)
- Traffic data compiled by CCRPA and ConnDOT

The City will provide other, additional information in its possession as may be needed by the consultant, if such information is currently and readily available.

The City Planner will serve as the primary liaison between the consultant and other city departments when the consultant is seeking information, and as the primary liaison among the Planning Commission, neighborhood residents and other stakeholders, and the consultant.

## 7. PROJECT SCHEDULE

The following is the proposed schedule for the selection process and work program:

Submittals due	September 28, 2007
Short list to be finalized by	October 12, 2007
Interviews conducted	Week of October 15-19, 2007
Planning Commission recommendation	October 24, 2007
Recommendation of Contract Award	November 13, 2007
Contract finalized by	November 20, 2007

It is expected that the study will take approximately 12 to 15 months.

## II. SUBMISSION REQUIREMENTS

### 1. SUBMISSION DUE DATE

Submittals will be accepted at the City of Bristol Purchasing Office, 111 North Main Street, Bristol, Connecticut, 06010 until **11:00 am, September 28, 2007**. Submittals received after that time will not be considered. Submittals may be withdrawn 90 days after opening if no award has been made.

The City plans to invite a short list of responding firms for an interview based upon its review of the written submissions. Your firm should have the week of October 15 through October 19, 2007 available if selected for an interview; your firm will be notified no later than Thursday, October 11, 2007 if your firm is selected.

Unless otherwise indicated, submittals that are submitted are assumed to be valid for ninety (90) days from the date that submittals are due.

## **2. DIRECTIONS FOR WRITTEN SUBMISSION**

Interested firms are required to submit **one original and seven (7) copies** of the submittal to Roger Rousseau, Purchasing Agent, no later than the date and time noted above. Submittals shall consist of the following:

- a. A transmittal letter signed by the appropriate officer of the firm offering the submittal and certifying that the submittal and any cost projection included will remain in effect for 90 days after the due date.
- b. A concise and complete description of the work to be performed, including:
  1. An explanation of your firm's understanding of the project, its approach to the work, the key issues to resolve and the level of detail that can be accomplished within the available budget.
  2. A detailed work program and time schedule for each phase of the project, including milestones for periodic review of the work with the City Planner and the Planning Commission.
  3. An explanation of the methodology that will be used to conduct the various study components.
  4. A list of personnel who will be assigned to the project, including resumes for professionals expected to provide at least 20% of staff time on the project. Support staff contracted by your firm for this project should additionally be included for review and consideration.
  5. A description of similar projects which your firm has been involved in, including references.
  6. A summary of your firm as outlined in Section II.3 of this document.
  7. An overview of the methodology for neighborhood participation and involvement during the project.
- c. A fee schedule for the services, and/or method for fee schedule development. Please note that evaluation and subsequent award of a resultant contract is primarily based on qualifications and not based on fee schedule; however, the cost for your firm's services is one of the criteria outlined in this document. If your firm is selected for an interview, and as a result of the interview certain clarifications and adjustments need to be made to the fee schedule submitted, your firm will be allowed to adjust the fee schedule submitted, if so directed by the City.

Submittals shall be delivered to the City of Bristol Purchasing Department, 111 North Main Street, Bristol CT 06010, clearly marked as "2008-027 West End Neighborhood Planning Study".

## **3. VENDOR INFORMATION**

### **A. Vendor Overview**

Please provide the following:

- The name and location of your company, including the office location that will be serving the City.
- A brief general description of your business.
- The number of years your company has been in business.
- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
- The primary line of business of your firm.

## B. Client Base

Provide specific reference information for three clients you have served, relevant to the work proposed, to include:

- Client name and location
- Starting date of service
- Contact name, title and telephone number

The references must be relevant to service in the last forty-eight (48) months, and shall include specific details on how the project represents a project of similar scope. Information on your firm's specific role must be included.

## 4. ADDENDA

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:

<http://www.ci.bristol.ct.us/>

This document includes an acknowledgement page; this page must be faxed back to the Purchasing Department, to ensure proper notification of changes to the published documents. The City of Bristol does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

Technical questions regarding this RFP should be referred to Alan L. Weiner, AICP, City Planner, at 860-584-6225 or at <alanweiner@ci.bristol.ct.us>. Procurement questions regarding this document should be referred to Roger D. Rousseau at (860) 584-6195 or at <rogerrousseau@ci.bristol.ct.us>.

A summary of all questions and answers will be made available to each firm if they might influence the award of the contract.

## 5. EVALUATION CRITERIA

Selection of the consultant will be the responsibility of a committee consisting of two members of the Bristol Planning Commission, the Purchasing Agent, a representative from the City Council, and the City Planner. The evaluation will be based upon the written proposals and consultant presentations and interviews. The factors which will be evaluated include:

- a. The specialized experience of the consultant and the consultant's assigned personnel on similar projects.
- b. The consultant's understanding of and technical approach to the project.
- c. The consultant's fee schedule and the method of payment.
- d. The consultant's ability to perform the work in a timely manner.
- e. The consultant's schedule, including milestones showing public involvement in the process.
- f. The consultant's GIS capability and its compatibility with ESRI GIS software.
- g. The consultant's approach to and demonstrated experience with neighborhood outreach and public participation, especially with the Hispanic community.

The City reserves the right to invite a short list of responding firms for an interview based upon its review of the written submissions. **Your firm should have the week of October 15-19, 2007 available** if selected for an interview.

Final recommendations regarding award of contract(s) for services will be made after the City and firm(s) have negotiated reasonable fee schedule(s) for services to be provided, and have concurrence on the methods to be used for payment for services rendered.

### **III. CONTRACT CONSIDERATIONS**

#### **1. EQUAL OPPORTUNITY – AFFIRMATIVE ACTION**

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

#### **2. INDEMNIFICATION**

The awarded firm agrees to indemnify, defend, and save harmless, the City of Bristol, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract, except to the extent caused by the negligent acts of the City of Bristol or its officers, agents or employees.

The City, as a sovereign government, cannot indemnify businesses or individuals.

#### **3. INSURANCE**

Prior to the execution of any contract, the City of Bristol requires that any awarded contractor providing materials, equipment or services to the City, must provide to the City a certificate of insurance (Acord or other approved format) naming the City of Bristol as additional insured, for the following:

- General liability (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and \$2,000,000 general aggregate coverage.
- Automobile Liability in the amount of \$1,000,000 (combined single limit), Property Damage and Bodily Injury coverage.
- Professional Liability, in an amount not less than \$500,000.00 per occurrence and \$2,000,000.00 aggregate.
- Worker's Compensation as defined in the Connecticut General Statutes.

Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the City before starting work.

The awarded firm shall maintain professional liability insurance until the expiration of the statute of limitations. In the event there is no statute of limitations specifically applicable to this project, the awarded firm shall maintain coverage for a reasonable period after the date of substantial completion of the project as agreed to by the City and the awarded firm.

#### **4. INVOICING AND PAYMENT**

Invoices shall be paid promptly by the City unless any items thereon are questioned, in which case payment will be withheld pending verification of amount claimed and the validity of the claim. Standard

payment terms are Net 30 Days from receipt of properly executed invoice(s). If your firm submits a proposal that includes payment schedules based on the completion of designated phases, those stages must be clearly outlined in your submittal. The City cannot make payments for "execution of contract" (payments due upon contract signing).

## **5. AWARD CONSIDERATIONS**

The City may reject any or all submittals for such reason as it may deem proper. In acceptance of submittals, the City will be guided by consideration of the interests of the City. The City also reserves the right to negotiate further with one or more of the firms as to any features of their submittals and to accept modifications of the work and price when such action will be in the best interests of the City.

Firms selected for interview will be provided with the content of the interview panel; the selected firms will be required to submit affidavits relating to their relationship(s) with members of the panel. The names of interview committee members will be released solely for the purpose of preparation of affidavits; the selected firms shall not directly contact the panel members prior to immediately following the interview process.

The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a submittal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Bristol is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interests of the City of Bristol.

Unless otherwise noted within a submittal, submittals received in response to this document are assumed to be valid and binding for one hundred and twenty (120) days from receipt of the submittal. If award is not made within such time, the submittal can be deemed to be either no longer valid, or can be extended with mutual consent of the City and the firm submitting the submittal.

**REQUEST FOR QUALIFICATIONS  
CITY OF BRISTOL, CONNECTICUT 06010**



**West End Neighborhood Planning Study**

**2008-027**

**Due Date: 11:00 am, September 28, 2007**

City of Bristol  
Purchasing Office  
111 North Main Street  
Bristol, Connecticut 06010

In accordance with the City's requirements, the undersigned agrees to provide services as defined herein.

The undersigned is familiar with the conditions surrounding this Request for Qualifications, is aware that the City reserves the right to reject any and all submittals, and is making submission without collusion with any other person, individual or corporate.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
Town                      State    Zip

\_\_\_\_\_  
Date

\_\_\_\_\_  
Federal ID #

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Fax Number

**RETURN THIS FORM IMMEDIATELY!**

## Acknowledgment: Receipt of RFQ Documents

**Request For Qualifications 2008-027  
West End Neighborhood Planning Study**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit submittals.

Date issued: September 4, 2007

Date documents received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Do you plan to submit a response? Yes\_\_\_\_ No\_\_\_\_

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Print or type the following information:

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City or Town: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Received by: \_\_\_\_\_

**Note: Faxed acknowledgments are requested! FAX (860)584-6171  
A cover sheet is NOT necessary.  
IMPORTANT: DO NOT FAX SUBMITTALS.  
SUBMITTALS MUST BE SUBMITTED IN SEALED PACKAGES**

**CITY OF BRISTOL  
PURCHASING DEPARTMENT  
111 NORTH MAIN STREET  
BRISTOL, CT 06010**

**Submittal Check List**

This form need not be returned with your submittal. It is suggested that you review and check off each action as you complete it.

- \_\_\_\_ 1. The submittal has been signed by a duly authorized representative of the company.
- \_\_\_\_ 2. Any fee schedule you have offered has been reviewed and verified.
- \_\_\_\_ 3. Standard payment terms are net 30 days. Net terms for periods less than 30 days may result in submittal rejection. (You may offer cash discounts for prompt payment).
- \_\_\_\_ 4. Any technical or descriptive literature, drawings or proposal samples that are required have been included with the submittal.
- \_\_\_\_ 5. Any addenda to this document have been acknowledged and included.
- \_\_\_\_ 6. The envelope has been addressed to:   City of Bristol  
  Purchasing Department  
  2008-027 West End Neighborhood Planning Study  
  111 North Main Street  
  Bristol, CT 06010
- \_\_\_\_ 7. The envelope has been clearly marked with the submittal number and opening date.
- \_\_\_\_ 8. If additional copies are required as part of your response, make sure the original is clearly marked.
- \_\_\_\_ 9. The submittal is mailed or hand-delivered in time to be received no later than the designated opening date and time. Late responses are **NOT** accepted under any circumstances. Faxed responses are not accepted. Please allow enough time if mailing your submittal.



## CITY OF BRISTOL, CONNECTICUT NON-COLLUSION CERTIFICATION

The undersigned certifies under penalty of false statement that this submittal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

Signature	
Printed Name	
Company Name	
Dated	

Reference Contract 2008-027



**City of Bristol**  
Workplace Analysis Affirmative Action Report  
Employment Information Form

Company Name Street Address City State Zip	Contact Person	Phone Number	Date
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Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

JOB CATEGORY	A. OVERALL TOTALS (sum of all columns, B-F Male & Female)	B. WHITE (not of Hispanic origin)		C. BLACK (not of Hispanic origin)		D. HISPANIC		E. ASIAN/PACIFIC ISLANDER		F. AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officers/Managers											
Professionals											
Technicians											
Sales Workers											
Office/Clerical											
Craft Workers (skilled)											
Operatives (semi-skilled)											
Laborers (unskilled)											
Service workers											
<b>TOTALS ABOVE</b>											

Do you use minority businesses as subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
If CT based, do you post all employment openings with the State Of CT Employment Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Do you use an Affirmative Action Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Describe your recruitment, hiring, training and promotion anti-discrimination practices.	