TOWN OF WESTPORT
RFP 13-710T
MASTER PLAN FOR DEVELOPMENT AND IMPLEMENTATION FOR DOWNTOWN WESTPORT
Submission Deadline: Thursday March 14, 2013 at 11:00 AM

General Description: The Town of Westport and its public committee, the Downtown 2020 Committee, is requesting proposals from consulting firms with expertise in urban planning to develop a Master Plan for Development and Implementation (MPDI) for its downtown area. Once the MPDI is completed, it will be presented to the appropriate town bodies, including the Planning and Zoning Commission ("P&Z") and the Representative Town Meeting ("RTM") for approval. It is intended that the MPDI qualify as an approved plan of development under applicable state statutes thereby permitting Westport to apply for state and federal grants consistent with these types of planning efforts and approvals.

Background: The Town of Westport has engaged in a number of planning exercises and efforts, which have identified improvements to the downtown area. Section 7 of the current 2007 town wide Plan of Conservation and Development indicates many of the priorities for change in the downtown area. An RTM subcommittee several years ago took up the issue of improvements in the downtown area, and noted that an "agency for change" was needed to help guide and implement these priorities. However, little if any of these improvements has been forthcoming.

As a result of this lack of forward movement and with an increased number of private development projects for the downtown area, in March 2010 the Selectman's office formed a private citizens committee, known as the Downtown 2020 Committee. The charge for this Committee is presented as Attachment 1, and includes the following language:

"Schedule public forums that help identify areas of concern and potential regulatory changes that work towards the overall mission. Should it deem necessary, the Committee will recommend retention of outside consultants and aid in preparation of an RFP document to secure their services."

The Downtown 2020 Committee consistent with its charge now believes, and the Selectman's Office agrees, it is time to request proposals from qualified consulting firms to produce an MPDI.

Plan Considerations: In executing the work plan and developing the MPDI, the respondent will consider and review the following items:

- Town of Westport 2007 Plan of Conservation and Development ("POCD") can be found under the Departments and Service section- of

the Town's website www.westportct.gov under the subsection-Planning &Zoning Dept.

- 2010 RTM Subcommittee Report on the Downtown priorities-Contact Downtown 2020 Committee for hard copy. *(3-6-13--Now available online)*
- The reports of the Downtown 2020 Committee and the minutes of its meetings. This can be found under the Government section of the Town's website –Appointed Boards-Downtown 2020 Committee
- 2007 report of Milone and MacBroom prepared for the Downtown Merchants Association dealing with parking considerations- Exhibit #1 and Exhibit #2
- Traffic studies prepared in the last 3 years by developers and the Southwestern Regional Planning Agency – Exhibit #3
- The map of the downtown area for the purpose of the MPDI is the map contained in Section 7 of the POCD modified as needed based upon discussions with the successful respondent and the Downtown 2020 Committee The map can be found under the Planning &Zoning section of the Town's website www.westportct.gov

Any questions regarding this information or documentation can be answered by contacting: Louis J. Gagliano Chairman of Downtown 2020, ljgags@aol.com, and cell 203- 247-1736.

If awarded the engagement, the successful respondent will also review other documents such as traffic studies completed during the engagement period by private developers to support their individual projects.

SCOPE OF WORK: The scope of work will include, but not be limited to, the following items:

1. Meeting and working with the Downtown 2020 Committee to understand and coordinate the effort to complete a MPDI.

2. Meeting with other elected groups, in particular the Planning and Zoning Commission and the Town's Planning and Zoning Director, to coordinate efforts and to help guide the process.

3. Meetings with public groups to identify priorities of development and improvements for the downtown area.

4. Integration of planning for the private developer projects that will occur over the next several years to improve their favorable impacts on our downtown.

5. A comprehensive review of traffic and its impacts on congestion and pedestrian safety

taking into account those near term projects that will occur in the downtown area over the next three years. Suggestions as to how improvements can be effected.

6. A method by which we can assure that the identified community priorities are valid based upon the process that will be used.

7. Improvements to the streetscape planning, signage, and landscape and public gathering places within the downtown area- make our town more pedestrian "walkable".

8. A review of the parking facilities and identification of improvements to parking.

9. An economic review as to what additional growth opportunities make sense given present and future planned projects.

10. Engineering review of the downtown flooding issues and recommendations for improvements.

11. Identification of land use and regulations that may need to change to improve the development of downtown and the delivery of the community priorities as identified.

12. The drafting of a MPDI, which incorporates the work plan, which integrates the development of the planned projects and the community priorities that result from the project work plan.

13. The drafted MPDI to be reviewed and discussed in workshops with the community and as a result a final MPDI will be prepared.

14. The final MPDI to be approved using a number of meetings with the public and elected bodies including the P&Z and RTM, and helping the Downtown 2020 Committee obtain the approvals of these bodies.

15. As a result of the approvals a strategy for implementation of the near term projects will be developed.

BUDGET, WORKPLAN AND OTHER SUPPORTING DOCUMENTS

The budget should be broken down into the various phases of its work plan, and to the extent that the consulting firm intends to retain outside resources, the fees of these outside groups should be shown separately.

The proposal should include the identification of all team members and their responsibilities within the project scope.

The proposal should include examples of relevant project work similar in nature to the Westport requirements. These examples should include at least three reference projects completed with similar project components, the year of the project and how the

completion of the assignment has lead to implementation. For these three, a reference contact person and their contact information should be provided.

Included with the proposal should be a detailed work plan by month including all items planned for each of these periods. It is the intention that the work plan be completed in calendar year 2013 and prior to October 31, 2013, or a period of seven (7) months from the start date of the engagement.

SUGGESTED WORK PRODUCTS

1. The final MPDI document complete and ready for the approvals of the P&Z and RTM and any other town body whose content would qualify as a master plan of development under state statutes thereby enabling the town to apply for state grants.

2. A traffic study consistent with item 5 under the Scope of Work section that would form a baseline for future developers to explain the effects of their projects.

3. Any updated and new historical or current pictures to be incorporated in the final MPDI report and made available for future town use.

4. Final copies of the report in a number and format as required by the Downtown 2020 Committee.

QUALIFICATIONS

The respondents will be evaluated and selected by the Downtown 2020 Committee solely, and based upon: direct and related professional experience, staff credentials and qualifications, a demonstrated ability to complete the project timely, technical competency, and a complete understanding of the work to be completed.

In addition it is understood that the respondent or its identified subcontractors have expertise in:

1. Urban planning,

2. Streetscape planning including the issue of lighting, signage, and maintenance of the downtown area,

3. Landscape architecture,

4. Traffic planning including mitigation of congestion,

5. Parking planning including the development of parking mixed-use facilities,

6. Economic planning to identify sound development opportunities that do not lead to overbuilding,

7. Development of in town community spaces, parks, public bathrooms, etc.

8. Riverfront design use including flood control civil engineering considerations to mitigate flooding issues,

9. Land use regulation improvements,

10. Use of Business Services Districts and Economic Development Corporations as implementation agencies to foster improvements,

11. Knowledge as to state statutes, which have an effect on the project scope and work products,

12. Demonstrated knowledge in the types of likely and planned development projects currently being considered for downtown Westport.

SUBMISSION OF PROPOSALS

Qualifications and the sealed proposal (3 copies) must be received by 11:00 AM EST on **THURSDAY MARCH 14, 2013** at the Finance Dept Room 313 –Town Hall, 110 Myrtle Avenue, Westport, CT 06880. Sealed envelopes are to be marked:

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The proposal should include the following:

a. Executive summary of the firm/individual, including number of years in business, principal business focus, and the number of full and part-time employees.
b. Describe your scope of services and how they will be structured to ensure delivery of a high quality, cost effective and timely project. Describe your approach to providing services and coordinating efforts to provide a unique advantage to the Town.
c. Present your staffing plan, note the personnel and level of expertise for the project; include a resume and project list for each individual.
d. List on an attachment with accompanying circumstances (a) all pending or active litigation, arbitration or mediation proceedings in which your firm has been a party in the last 3 years; (b) all clients that have defaulted or terminated your services in the last 5 years;(c) any projects that you did not complete or withdrew from in the last 3 years.
e. Should out of pocket expenses be reimbursable, an estimate of these amounts should be listed separately.
f. All prior or current working relationships of members of the project team with the Town must be disclosed (e. g., prior employment, consultant, member of board or committee)

TIMETABLE

March 1, 2013 issuance of RFP
March 1-7, 2013 question period for respondents
March 14, 2013 submission deadline
March 15-23, 2013 interviews
March 31, 2013 awarding of proposal

The above dates can be changed with notice, provided by the Downtown 2020 Committee.

Key contact for respondents: Louis J. Gagliano Chairman of Downtown 2020, ljgags@aol.com, and cell 203 247-1736.

Responses become the property of the Town and may be used as the Town deems appropriate. Responses that do not materially conform to the requirements of this RFP will not be considered. The Town reserves the right to review the proposals and reject all proposals or take no action or elect not to select any proposal. Further, the Town reserves the right to award the project to the respondent who, in the sole judgment of the Town, is best suited for the assignment and whose proposal is in the best interest of the Town.

POST SELECTION PROCESS

Awarding of a contract is subject to appropriation of funds from the Town of Westport's funding bodies and approval by the Board of Selectmen.

The Town will provide an agreement setting forth the specific obligations and responsibilities of the successful respondent, including insurance requirements. The selected respondent upon signing of the formal contract will be required to deliver all insurance certificates as outlined by the Town, naming the Town of Westport as an additional insured.