



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

## Planning and Land Use Department

### **NOTICE: Request for Qualifications for Planning and Zoning Consulting Work**

The Town of Simsbury, CT is seeking Requests for Qualifications from consultants, consulting firms or consulting teams with direct experience in performing innovative work regarding the creation of Village Districts which are permitted and authorized under Connecticut General Statute §8-2j.

This request is also open to those firm's who have experience or unique ideas with regard to delineating specific designated areas and creating specific regulations or Code which will clearly encourage development which is:

1. Appropriate in terms of size, scale, context and intensity for the 2-3 selected areas.
2. In keeping with aspects of the existing Plan of Conservation and Development.
3. Designed to allow for the creation of new or expanded niche development which will improve the local property tax base.
4. Consistent with or can be made consistent with, the Comprehensive Plan of the Town including the newly adopted Town Center Form-Based Code. Copy available on Town of Simsbury web site.
5. In essential conformity with the recommendations recently completed Route 10 (Hopmeadow Street) corridor study. Copy available on Capitol Region Council of Governments web site

#### Time Frame and Selection Process:

- Qualifications are to be received by 4:30 pm on December 21, 2012
- Firms selected for an interview will be notified by January 15, 2013.  
Interviews will be conducted in person or via web conference as appropriate.
- Contract to be awarded by January 30, 2013 Contract documents to be finalized by Feb 8, 2013.
- Project completion anticipated by June 30, 2013

#### Project Summary:

The project will consist of at least the following items:

- Four meetings, minimum. Meetings will be at outset, mid-project and project final meeting. These meetings will be with land owners (stakeholders), land use staff and the public to discuss any questions the consultant may have as to the scope of the intended project or the work as it proceeds.

Telephone (860) 658-3245  
Facsimile (860) 658-3217

[www.simsbury-ct.gov](http://www.simsbury-ct.gov)

An Equal Opportunity Employer  
8:30 – 7:00 Monday  
8:30 - 4:30 Tuesday through Friday

- It is expected that these meetings will be able to be coordinated so as to meet with the public and determined stakeholders on the same day as the consultant meets with the land use staff to conserve time, if desired by the selected consultant.
- Consultant with staff assistance, to determine the rationale and geographic extent of the 2-3 Village Districts and prepare maps of the selected areas. Digital copies of maps also to be required.
- Consultant to prepare Village District regulations or Code for the selected areas. Regulations or code to include graphics including photographs and the like to the extent necessary, and text so that regulations or code for each of the Village District areas may be easily inserted into local regulations.
- Work product to be in compliance with Connecticut law. Any question about compliance can be discussed with Town Attorney.
- Work product to be discussed with staff and stakeholders at mid-project meeting and revised as necessary.
- Work product to be delivered in paper and specified electronic format to land use department.

#### Anticipated Deliverables:

- One paper reproducible copy and one electronic copy of the draft rationale study and regulations at mid-project point.
- Two electronic versions of the final product to be delivered. One that can be edited and updated as needed and one that cannot be edited. Electronic specifications of these versions may be specified by the Town to insure compatibility.
- Two paper copies of the final product are to be delivered to the Land Use Office. One copy to be bound and one is to be an unbound and reproducible copy.
- Presentation of final work product at a public meeting to be held in Simsbury.

#### Qualifications of Firm and submittals:

- Submittals must include the firm's or team's qualifications to perform, complete and deliver the stated work. Include a brief history of the firm's work in this area of expertise.
- Provide the name of the project leader and the name or names of the persons who will be directly working on the project.
- Describe the firm's other similar or comparable work in this area. Copies of previously completed similar or comparable work products.
- Description of the firm's availability to commence, conduct and complete this project and any comments about the proposed time frame to complete the project.
- Discussion of any other unique or different items which may qualify the firm or its employees to be selected for this work.

#### Qualifications Response Format:

- Submittals shall be received in the Simsbury Land Use Office by December 21, 2012 in the form of a paper copy. It would be appreciated but is optional if the firm desires, to also submit the response in CD or DVD format as well.
- Provide three professional references which relate as closely as possible to previously performed work.

The Town of Simsbury reserves the right to interview only the selected firm(s) and the right to select the firm which best fits its needs for this project.

Any questions are to be directed to: Hiram Peck III, AICP, Director of Planning, 933 Hopmeadow Street, Simsbury, CT 06070. [hpeck@simsbury-ct.gov](mailto:hpeck@simsbury-ct.gov)

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