



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

OPEN SPACE COMMITTEE
September 5, 2018 – 4:30 P.M.
Main Meeting Room - Simsbury Town Hall, 933 Hopmeadow Street

REGULAR MEETING AGENDA

1. Call to Order
2. Public Audience
3. Parks and Open Space Master Plan Discussion
4. Parks and Open Space Master Plan RFQ
5. Minutes of November 8, 2017
6. 2019 Regular Meeting Schedule
7. Adjourn





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OPEN SPACE COMMITTEE MEETING AGENDA SUBMISSION FORM

1. **Title of Submission:** Parks and Open Space Master Plan Request for Qualifications (RFQ)
2. **Date of Committee Meeting:** September 5, 2018
3. **Individual or Entity Making the Submission:**
Maria E. Capriola, Town Manager; Tom Tyburski, Director of Culture, Parks and Recreation
4. **Action Requested of the Board of Selectmen:**
No formal action is needed at this time. However, staff is seeking feedback on the draft RFQ and requesting a volunteer from the committee to assist with interviewing potential firms.
5. **Summary of Submission:**
During the FY17 budget process, a capital project in the amount of \$400,000 was approved for open space planning and improvements. This appropriation included \$100,000 to conduct an open space master plan for the purpose of evaluating the Town's current inventory, analyzing future needs, and developing a strategy for making the best use of Town open space. Since that time, staff has identified the need to include parks in this study so that we are evaluating Town-owned space more comprehensively. Bond counsel has confirmed that including parks in the master planning process is permissible under the authorized bond language for the project.

To our knowledge, an open space master plan has never been conducted by the town. The last comprehensive parks master plan was conducted by the town in 1969. The Simsbury Farms Recreational Complex had a master plan conducted in 1998 and most recommendations of the plan were ultimately implemented.

As described in the RFQ, the Town seeks to engage a consultant to develop a comprehensive parks and open space master plan that will guide policy development, delivery of Town services, prioritize demands and generate a strategic action plan for the Town's parks and open space. This plan will be rooted in a public engagement process and will seek to incorporate current and future parks and open space needs of the Town.

Staff has completed a draft RFQ and is seeking input from the Open Space Committee and the Culture, Parks and Recreation Commission. The RFQ will be released by October 1, 2018, with responses due by October 31, 2018. Interviews with selected firms will be held in late November or early December 2018. The interview panel will include staff from the Culture, Parks and Recreation Department, the Town Manager's Office, the Planning

Department, a member of the Open Space Committee and a member of the Culture, Parks and Recreation Commission.

A firm will be selected by the end of December, with services to commence at the end of January 2019. The Town and the selected firm will determine appropriate dates for the completion of the preliminary report, review of the draft, and completion of the final report.

6. Financial Impact:

None

7. Description of Documents Included with Submission:

a) Draft Request for Qualifications (RFQ)



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TOWN OF SIMSBURY REQUEST FOR QUALIFICATIONS CONSULTANT SERVICES, SIMSBURY PARKS AND OPEN SPACE MASTER PLAN

The Town of Simsbury is soliciting a statement of qualifications from qualified, independent planning and design consultants with expertise in parks and open space master plan development to prepare a municipal-wide parks, trails, and open space master plan. Consulting firms are invited to submit formal proposals that detail the scope of work and budget. After reviewing the RFQ submittals and interviewing selected firms, the Town will identify its preferred candidate and enter into negotiations resulting in a final contract agreement.

The Request for Qualifications (RFQ) is available online at:
<https://www.simsbury-ct.gov/finance/pages/public-bids-and-rfp>

The Town of Simsbury reserves the right to accept or reject, without prejudice, any or all submissions or to waive any irregularities therein, or to accept the submission deemed to be in the best interest of Town of Simsbury.

Questions regarding this RFQ should be directed to Director of Culture, Parks and Recreation Tom Tyburski at ttyburski@simsbury-ct.gov. In order to receive consideration, all questions must be submitted by 4:30pm on October 17, 2018. A response to all relevant questions will be provided prior to 4:30pm on October 23, 2018 via addendum that will be posted on the Town website at:

<https://www.simsbury-ct.gov/finance/pages/public-bids-and-rfp>

Interested and qualified consultants are to send their statement of qualifications electronically to tmintern@simsbury-ct.gov with the subject line reading "Simsbury Parks and Open Space Master Plan RFQ". Only electronic copies will be accepted. Hard copies will not be considered. Submissions must be received no later than 4:30pm on Wednesday, October 31, 2018. No statement of qualifications will be accepted after the date and time specified.

**TOWN OF SIMSBURY
REQUEST FOR QUALIFICATIONS
CONSULTANT SERVICES, SIMSBURY PARKS AND OPEN SPACE MASTER
PLAN**

1. Purpose

The purpose of this project is to develop a community oriented comprehensive Parks and Open Space Master Plan for the Town of Simsbury, CT. The Master Plan will guide policy development, delivery of Town services, prioritize demands and opportunities and generate a strategic action plan for the Town's parks and open space. The Master Plan will be rooted in an all-inclusive public engagement process and will seek to incorporate current and future parks and open space needs of the Town, energy efficient strategies, accessibility, cost effective improvements and maintenance strategies, and opportunities to reuse municipal and/or non-municipal sites for passive recreation.

2. Background and Existing Environment

The Town of Simsbury was incorporated as Connecticut's twenty-first town in May 1670. It is centrally located in the heart of the New York-Boston corridor, and is located 20 minutes northwest of Hartford and 20 minutes southwest of Bradley International Airport. Simsbury operates under a Town Manager-Board of Selectmen form of government with the Town Manager serving as the Chief Executive Officer responsible for overseeing the day-to-day operations of the Town. The Town has an appointed Open Space Committee that assists in the acquisition of open space. The Town also has an appointed Culture, Parks, and Recreation Commission that serves in an advisory capacity on matters related to the same.

The Town has a land area of approximately 34.5 square miles and a population of 24,407. It is bordered by five municipalities: Avon, Bloomfield, Canton, East Granby, and Granby. The Town is traversed by State Route 10 and US Route 202, US Route 44, and State Routes 167, 185, 189, 309 and 315 and is bisected by the Farmington River.

The Simsbury Culture, Parks and Recreation Department is responsible for the maintenance and development of 535 acres of parks, 2,400 acres of open space and 40 athletic fields. The department provides quality leisure opportunities which contribute to the environment, needs and interests of the community. The Department has a full-time staff of 18 employees and approximately 80 part-time, seasonal, and contractual employees. The Town's primary recreational facility is the Simsbury Farms Recreation

Complex. The facility consists of an 18 hole golf course, four swimming pools, a covered ice skating rink, four outdoor lighted tennis courts, two lighted paddle tennis courts, a wheel chair accessible playscape, two basketball courts, ropes challenge course, fitness trail, and picnic area.

The Department is funded by the general fund for its park maintenance operation, and a special revenue fund for all programs and facility use. The fund is intended to be self-sustaining, with a fund balance to be maintained for facility improvements.

3. Submission and Deadline

It is the intent of the Town to enter into an agreement with a qualified consultant, along with any other professional disciplines team members, to evaluate and make recommendations on the management and future use of the Town's parks and open space system. The Simsbury Farms Golf Course operation shall be excluded from this study. Statement of qualifications must be received by 4:30pm on Wednesday, October 31, 2018. Complete electronic statement of qualifications, clearly marked "Simsbury Parks and Open Space Master Plan RFQ," shall be sent to tmintern@simsbury-ct.gov. Only electronic copies will be accepted. Hard copies will not be considered. No statement of qualifications will be accepted after the date and time specified.

Questions regarding this RFQ should be directed to Director of Culture, Parks and Recreation Tom Tyburski at ttyburski@simsbury-ct.gov. In order to receive consideration, all questions must be submitted by 4:30pm on October 17, 2018. A response to all relevant questions will be provided prior to 4:30pm on October 23, 2018 via addendum that will be posted on the Town website at:

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Proposals shall indicate specific tasks and members of the consulting team. Weight for the selection for the award of the study will be given, among other considerations, to the appropriateness of the personnel to the task, similar experience, and proposed tasks which are unique to the study's needs. Each task's time for completion shall be identified, along with any additional optional tasks which the consultant considers advantageous to the final study. A lump sum fee shall be provided for the scope of services tasks, along with fees for any optional tasks.

A. Scope of Work

The Scope of Work should satisfy the objectives below and meet the expectations of a comprehensive parks and open space master plan.

The consultant is expected to attend a project kickoff meeting with Town staff, conduct the inventory of parks and open space on site, conduct interviews with key stakeholders and community engagement sessions on site, and attend a meeting to present the final report to Town officials.

1. Conduct a planning process with vigorous public involvement.
2. Conduct a broad-based recreational needs assessment that includes the general citizenry, organized community groups, local government, and other stakeholders.
3. Evaluate current open space and park facilities and the current life cycle status of included amenities to identify opportunities to improve health of all residents through dedicated active recreation areas.
4. Evaluate current park facilities for appropriate signage, fencing, turf & surface conditions, and condition of fixed equipment (such as playground equipment and tables/benches).
5. Complete assessment of parks, facilities, open space and playgrounds to ensure compliance with current Americans with Disability standards, and all state and federal guidelines. Identify disabled accessibility upgrades of parks, facilities, open space, and playgrounds with recommended improvements.
6. Review and evaluate the four Town parcels and their Forest Management plans and make recommendations regarding the same.
7. Identify the strengths, challenges and opportunities of existing parks and recreation facilities. Identify the natural/passive vs. programmed recreational space.
8. Identify opportunities for expanding recreation and/or open space on vacant and distressed, or currently undeveloped lands.
9. Determine appropriate staffing levels for maintaining the current parks and open space facilities and provide recommendations to support any proposed enhancements
10. Develop clear community goals for the recreational system that incorporate: improvements to public safety and security, streamlining future maintenance requirements, enriching park aesthetics, and “green” design principles.
11. Develop strategies for merging the parks, recreation, trails, and open space recommendations with natural resource conservation, green storm water infrastructure, energy efficiency methods, accessibility, and environmental remediation opportunities.
12. Develop recommendations to meet the recreational needs of all ages, interests and abilities, year round.

13. Develop illustrative conceptual site improvement plans for as many existing parks that is feasible.
14. Create a conceptual plan that proposes opportunities to improve access and usage of existing parks, trails and open spaces and improves connectivity between neighborhoods.
15. Create an action plan which achieves the recommendations, maximizes limited financial resources and staff, identifies partnership opportunities, and positions the Town of Simsbury for available implantation funding from public and private sources.
16. Develop an official document that will, in part, guide Town policy and decisions regarding parks and open space.

4. Proposals

The Town of Simsbury will not be liable for costs incurred in the preparation of the response to this RFQ or in connection with any presentation before the Town. Consultants shall submit the following as their statement of qualifications:

- **Letter of Transmittal** – A letter addressed to Maria Capriola, Town Manager, which includes a statement by the respondent accepting all terms and conditions contained in this RFQ. The letter should also include a brief discussion of the consultant’s background, experience, and ability to perform this contract in accordance with the Scope of Services. The letter must be signed by the firm's authorized official. The letter must also provide the name, title, address, and telephone number for the person who may be contacted for the purpose of clarifying any information provided in the submission.
- **Project Understanding** – Statement regarding the firm’s qualifications related to this project and detail on the firm’s understanding of the requirements presented in this RFQ.
- **Service and Staffing Plan** – Description of project approach/methodology, anticipated schedule with project milestones, and resumes of key personnel assigned to the project.
- **References** – Provide a minimum of three (3) references for which work of a similar scope was conducted. Include the names, titles, addresses and telephone numbers for individuals that the Town may contact.
- **Fee Proposal** – One cost proposal to include all elements of the work to be performed. Please include the name, title, address, and telephone number for the individual with authority to negotiate and contractually bind the firm. The

Town reserves the right to negotiate the fees and payment schedules with the selected consultant.

5. Selection Criteria, Evaluation and Award

The Town will evaluate submissions based on factors such as background and experience in providing similar services; the specific background, education, qualifications and relevant experience of key personnel to be assigned to the project; references; technical understanding of the scope of services to be provided; proposed schedule for project completion; proposed fees; and other relevant criteria. The Town reserves the right to award the work to a firm other than that with the lowest cost if it is in the best interests of the Town.

The Town reserves the right to reject any or all submissions or parts thereof for any reason, and to waive any informalities or minor inconsistencies with this RFQ. The Town anticipates inviting the firms with the most responsive submissions for an interview and detailed presentation before representatives from the Town. Following the interview process, the Town will award the contract to the firm it determines best qualified to perform the required services.

6. Information to be Provided by Town of Simsbury

- Current inventory of Town owned Open Space https://www.simsbury-ct.gov/sites/simsburyct/files/uploads/inventory_of_town_owned_open_space.pdf
- Simsbury Farms Master Plan, Bike Pedestrian Master Plan, with current Capital Improvement Program
- Program reports and user surveys.
- Plan of Conservation and Development
- Current Forest Management Plans

7. Timeline

The anticipated RFQ schedule is as follows:

RFQ Issued	October 1, 2018
Questions Due	October 17, 2018
Response to Questions Posted	October 23, 2018
Statement of Qualifications Due	October 31, 2018
Interview Selected Respondents	Late-November, 2018 through early-December, 2019
Select Respondent	By December 31, 2019
Commencement of Services	On or around January 28, 2019
Completion of Preliminary Report	Per agreement
Staff & Consultant Meetings To Review Draft	Per agreement
Completion of Final Report	Per agreement

The Town reserves the right to modify this timeline following receipt of RFQ responses.

8. Insurance and Indemnification

The selected firm will be required to furnish certificates of insurance, including general liability, umbrella liability, automobile, and workers compensation with the following minimum limits:

<u>General Liability:</u>	\$1,000,000
<u>Umbrella Liability:</u>	\$5,000,000
<u>Auto Liability:</u>	\$1,000,000
<u>Professional Liability:</u>	\$1,000,000
<u>Worker's Compensation:</u>	Statutory
<u>Employer's Liability:</u>	\$1,000,000

Contractor coverage shall be primary and non-contributory. The Town of Simsbury shall be named as additional insured on the general liability, umbrella liability and automobile liability policies. Each policy shall include a waiver of subrogation in favor of the Town. All policies shall be kept in force throughout the duration of the project, with an extended reporting period of 36 months after the agreement terminates.

To the fullest extent permitted by law, the consultant shall indemnify, defend and hold harmless the Town of Simsbury and its agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees to the extent caused by the negligent acts, errors or omissions of the consultant, or those for whom the consultant is legally responsible in the performance of the work.

DRAFT

1 **CALL TO ORDER**

2 First Selectman Lisa Heavner called the regular meeting of the Open Space Committee to order at 4:40
3 PM on Wednesday, November 8, 2017. The meeting was held in the main meeting room of the
4 Simsbury Town Offices located at 933 Hopmeadow Street, Simsbury, CT. In attendance were the
5 following committee members: Helen Peterson and Donald Rieger. Staff included Gerard Toner,
6 Director of Culture, Parks and Recreation and Jeff Shea, Town Engineer.

7
8 **PLEDGE OF ALLEGIANCE**

9 All stood for the Pledge of Allegiance.

10
11 **PUBLIC AUDIENCE**

12 Diane Nash expressed her view that the town did not provide enough money to properly manage the
13 open space. She inquired about the process for developing the parks and open space master plan and
14 expressed concern that views of private citizens might not be properly reflected.

15 Ms. Heavner responded that there would be ample opportunities for public input and pointed out
16 that the committee and other boards and commissions were made up of private citizens.

17 Dianna Moody said she had heard talk of logging at Ethel Walker Woods and thought that was
18 contrary to the wishes of those citizens who had worked on protecting that parcel.

19 Ms. Heavner responded that there were no plans for logging Ethel Walker Woods.

20 Ms. Heavner introduced David Bush, who was present in the audience, and noted that he would join
21 the committee in January as the representative of the Culture, Parks and Recreation Commission.

22
23 **REVIEW/ADOPT MINUTES OF JUNE 7, 2017**

24 There were no changes to the minutes.

25
26 **OPEN SPACE MASTER PLAN UPDATE**

27 Mr. Toner and Ms. Heavner discussed the intention to issue and RPF for a master plan for parks and
28 open space. They said that input was being sought and some had already been received. It was noted
29 that the Culture, Parks and Recreation Commission had recommended that one master plan be done
30 for both parks and open space. Mr. Toner said that his research showed that towns almost always
31 have one plan covering both, and Mr. Shea said that there were numerous planning firms that could
32 readily do both together. Ms. Heavner noted that the same staff would implement the plan as to
33 both parks and open space. She said that about \$200 thousand had been approved by the Board of
34 Selectmen but that if the two subjects were to be combined in one master plan BOS approval of the
35 combination would have to be sought. Mr. Rieger was asked to solicit the Conservation Commission's
36 view on a combined master plan. Ms. Heavner noted that the Conservation Commission would also
37 have a role in recommending the policy goals that would underlie the master plan.

38
39 **PLAN OF CONSERVATION AND DEVELOPMENT UPDATE (POCD)**

40 Ms. Heavner noted that the completed POCD was online.

41
42 **REVIEW OF WATER SHORTAGE ORDINANCE**

43 Ms. Heavner said that the proposed water shortage ordinance had not yet been approved by the
44 Board of Selectmen but that she hoped they would consider the matter at their November 27
45 meeting.

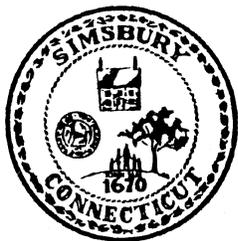
47 **REVIEW PROPOSED MEETING SCHEDULE FOR 2018**

48 Mr. Rieger made a motion to approve the 2018 Proposed Meeting Schedule. Ms. Peterson seconded
49 and the matter was unanimously approved.

50

51 **ADJOURN**

52 At 5:25 PM, Ms. Peterson moved to adjourn. Mr. Rieger seconded, and the matter was unanimously
53 approved.



Town of Simsbury

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Maria E. Capriola - Town Manager

To: Ericka Butler, Town Clerk

Cc: Eric Wellman, First Selectman

From: Maria E. Capriola, Town Manager

Date: September 6, 2018

Re: Open Space Committee – 2019 Regular Meeting Schedule

At their meeting on September 5th the Open Space Committee agreed by consensus to establish a regular meeting schedule for 2019. Meetings will be held quarterly on the first Wednesdays of March, June, September and December at 4:30 pm.

Meeting dates are as follows:

March 6, 2019
June 5, 2019
September 4, 2019
December 4, 2019

The meetings will be held in the Main Meeting Room of the Town Hall, located at 933 Hopmeadow Street. Meetings will be properly noticed in accordance with FOIA requirements.