



TOWN OF SIMSBURY, CONNECTICUT

Request for Proposals (RFP) **Tariffville Neighborhood Plan**

SUBMISSION DEADLINE: February 15, 2024 no later than 12:00 pm

SUBMISSION CONTACT AND ADDRESS:

Planning and Community Development Department
Planning Director
Town of Simsbury
933 Hopmeadow Street
Simsbury, Connecticut 06070
(860) 658-3252
gmcgregor@simsbury-ct.gov

Proposals will be accepted in electronic format only.

Purpose

The Town of Simsbury is requesting proposals from qualified planning consulting firms to develop, facilitate, and complete a Tariffville Neighborhood Plan and process.

Questions regarding this RFP should be directed to the Planning Department at gmcgregor@simsbury-ct.gov. To receive consideration, all questions must be submitted by **1 PM on January 22, 2024**. A response to all relevant questions will be provided before the close of business on **January 26, 2024**, via an addendum that will be posted on the Town website at: www.simsbury-ct.gov.

Background

The Town of Simsbury was incorporated as Connecticut's twenty-first Town in May 1670. It has a land area of approximately 34.5 square miles and a population of approximately 24,350. Centrally located in the heart of the New York - Boston corridor, Simsbury is an attractive and diverse suburban community. As a part of the beautiful Farmington Valley, Simsbury offers an unmatched quality of life with a traditional New England town atmosphere in a setting of rolling hills, the picturesque Farmington River, and extensive trail system. Simsbury is conveniently located 20 minutes northwest of Hartford and 20 minutes southwest of Bradley International Airport. Simsbury operates under a Board of Selectmen-Town Manager 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 village of Tariffville was established in the early 1800's when the Tariff Manufacturing Company built a mill along the Farmington River to harness the abundant water power. Housing, developed by the Mill, was built to attract a growing employment base. According to the 2020 Census, the population of Tariffville was 1,324, within an area of .65 square miles. The US census estimates 618 households, along with perhaps a dozen commercial businesses.

The adopted 2024 Plan of Conservation and Development recommended the Action Step of undertaking a special study of Tariffville to retain village characteristics and identify issues and opportunities in the village, including a zoning approach that fits the small lot, village character.

For Town residents, Tariffville represents opportunity to enhance and preserve village character, to provide access (both visual and recreational) to the Farmington River, and to provide a diversity of housing and small scale non-residential economic development options.

SECTION I INFORMATION AND INSTRUCTIONS

1. **Submission Requirements:** Complete electronic proposals must be sent electronically to gmcgregor@simsbury-ct.gov with the subject line reading "Tariffville Neighborhood Plan - RFP". Only electronic copies will be accepted. Hard copies will not be considered. Proposals must be received in full no later than 12:00 pm, February 15, 2024.
2. **Proposal Format:** All firms interested in this opportunity with the Town of Simsbury must provide detailed responses for each of the questions listed below.
 - a. Describe the history and organization of your firm including location.
 - b. Name the principal and other key personnel who will be fully responsible for this project. Provide a resume or brief statement of professional qualifications, related educational background and professional certifications of the personnel assigned to this account.
 - c. Provide a timeline your firm will follow to complete the study. It is expected for work to commence as soon as possible after the contract is awarded.
 - d. Provide a statement describing the scope of work as you understand it and, based on your experience, please recommend an original approach to the plan and process. Describe the approach, means, methods, and procedures to be used to gather the data, facilitate a public engagement process, analyze findings, and develop recommendations as requested.
 - e. Provide descriptions and contact information for three neighborhood plans similar to the Town of Simsbury and the Village of Tariffville.
 - f. Provide any additional information regarding your organization or services that you feel would be beneficial in helping the Town select a consultant.
 - g. Provide a total cost estimate, including travel expenses, and a not to exceed amount for the work described in the scope of services section.

3. **Right of Rejection and Clarification:** The Town of Simsbury reserves the right to reject any and all proposals and to request clarification of information from any proposer. The Town of Simsbury is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.
4. **Request for Additional Information:** Prior to the final selection, proposers may be required to submit additional information in which the Town of Simsbury may deem as necessary to further evaluate the proposer's qualifications.
5. **Denial of Reimbursements:** The Town of Simsbury will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.
6. **Right of Negotiation:** The Town of Simsbury reserves the right to negotiate with proposers the exact terms and conditions of the contract.
7. **Right of Rejection of Lowest Fee Proposal:** The Town of Simsbury is under no obligation to award this project to the Proposer offering the lowest fee. Cost considerations will be made, but under no circumstance will cost be the only determining factor in accepting or declining proposals.

SECTION II SCOPE OF SERVICES

The following is a general description of the expectations for this neighborhood planning process.

The Consultant will provide a comprehensive review, a robust public process, and an actionable planning document. The Town expects a neighborhood planning process to include, but not be limited to:

- a high degree of public engagement
- existing conditions analysis (both demographic and land use related)
- a review of strengths, challenges, and opportunities
- vision creation
- land use and architectural design considerations
- policy development
- zoning analysis, and
- clear, actionable recommendations and next steps.

The Town expects the consultant to craft an original approach and is open to alternative process, scope, and final product recommendations by the consultant.