



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## TOWN OF SIMSBURY REQUEST FOR QUALIFICATIONS EAST WEATOGUE HISTORIC DISTRICT HANDBOOK

The Town of Simsbury is soliciting a statement of qualifications from qualified independent consultants with expertise in Historic District Handbooks, Design Guidelines and Procedures to assist with leading public discussions and drafting revised design guidelines for the district using a participatory planning process.

The Request for Qualifications (RFQ) is available online at:

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 Michael Glidden, Director of Planning and Community Development at [mglidden@simsbury-ct.gov](mailto:mglidden@simsbury-ct.gov). In order to receive consideration, all questions must be submitted by the close of business on **February 15, 2019**. A response to all relevant questions will be provided prior to the close of business on **March 1, 2019** 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](mailto:tmintern@simsbury-ct.gov) with the subject line reading "East Weatogue Historic District Handbook Update RFQ". Only electronic copies will be accepted. Hard copies will not be considered. **Submissions must be received no later than 4:00pm on March 15, 2019.** No statement of qualifications will be accepted after the date and time specified.

Telephone (860) 658-3200  
Facsimile (860) 658-9467

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

8:30 - 7:00 Monday  
8:30 - 4:30 Tuesday through Thursday  
8:30 - 1:00 Friday

**TOWN OF SIMSBURY  
REQUEST FOR QUALIFICATIONS  
EAST WEATOGUE HISTORIC DISTRICT HANDBOOK UPDATE**

**1. Introduction, General Information**

The Town of Simsbury is soliciting a statement of qualifications from qualified independent consultants with expertise in historic district handbooks, design review guidelines and procedures. This will be the first update to the handbook since the Historic District was established in 1986. The handbook was reprinted in 2004, but no substantive updates have been made to the document in 25 years. Over the last two and a half decades the Commission has used its handbook to successfully review and enforce improvements to historic properties made by the homeowners and farmers who live and work within the districts bounds. The handbook has been a successful tool, in large part because it was drafted with significant participation of district residents. However, the Commission has lately found that for continued success in the 21st century, a general update is needed in order to better communicate with newer property owners.

**2. Submission and Deadline**

Statement of qualifications must be received by **4:00pm on March 15, 2019**. Complete electronic statement of qualifications, clearly marked “East Weatogue Historic District Handbook Update,” shall be sent to [tmintern@simsbury-ct.gov](mailto: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 Michael Glidden, Director of Planning and Community Development at [mglidden@simsbury-ct.gov](mailto:mglidden@simsbury-ct.gov) . In order to receive consideration, all questions must be submitted by the close of business on December 14, 2018. A response to all relevant questions will be provided prior to the close of business on December 28, 2018 via addendum that will be posted on the Town website at: <https://www.simsbury-ct.gov/finance/pages/public-bids-and-rfp>

**3. Background**

The Commission specifically is looking for a qualified consultant to achieve the following goals:

1. The Commission would like to review the handbook in a comprehensive way to ensure that the guidance is clear and consistent throughout the handbook and that the process for seeking and gaining a Certificate of Appropriateness is clearly articulated for residents.
2. The Commission would like to take a pro-active guiding role with regards to the use of modern technologies at historic properties – solar panels and LED lighting for instance.
3. The Commission would like to update the map to show development that has occurred over the last 25 years.

4. The Commission would like to create an online version of the handbook that is easy to use.
5. The Commission would like to use this update as an opportunity to involve district property owners in discussions about historic preservation and to educate them on the Commission's role in preserving the district.

#### 4. Qualifications

Consultants responding to this RFQ must demonstrate that the firm has expertise in the following areas:

- A minimum of five (5) or more years of consulting experience focused on historic preservation.
- Experience with coordinating and working between multiple agencies to ensure coordination with and support by all parties.
- Complete familiarity with all aspects of historic districts, National Register of Historic Places, Department of the Interior Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings, CT State Historic Preservation Office and NPS Federal Historic Preservation and Historic Guidelines.

#### 5. 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.

**6. 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.

**7. Timeline**

The anticipated RFQ schedule is as follows:

RFQ Issued	February 1, 2019
Questions Due	February 15, 2019
Response to Questions Posted	March 1, 2019
Statement of Qualifications Due	March 15, 2019
Interview Selected Respondents	March 25-29, 2019
Select Respondent	April 4, 2019
Commencement of Services	April 22, 2019
Completion of Phase I Services	May 28, 2019

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.