

Pre-Bid Meeting, RFP #2015-034

1. Additional information about the State's Route 34 widening project can be found at [www.derbyct.gov](http://www.derbyct.gov) -- Business – State Projects. A draft Pedestrian/Bicycle Plan is attached separately.
2. Question: What is the status of the Route 34 project? It is in final design, the scope is still being tweaked. There are no additional public meetings planned for the re-design of Route 34.
3. The land that is the subject of the RFP (the "Subject Area" or "Study Area") is currently located in the CDD Zoning District. The Planning and Zoning Commission is in the process of amending the CDD regulation and is also examining planned development regulations, not currently a part of the Derby Zoning Regulations. Plans for the Subject Area should communicate with the north side of Main Street, take advantage of Derby's transportation alternatives and reflect modern, sustainable planning and zoning techniques.
4. Question re: Article IV, Section B, (p. 9) of the RFP: "proposals" relates to specific fee proposals following short-listing of Consultants. We appreciate the opportunity to clarify the two-step selection process. Initially, we are requesting qualifications, including hourly fees and an expense schedule, with an approximation of number of hours required, to develop a plan for the Subject Property. Once the City has identified potential qualified applicants, the City will request a fee proposal for complete services based on the scope described in the RFP, and an interview prior to final selection.
5. Question re: Hazardous materials and flood plain – Phase 1 and possibly Phase 2 studies were completed over the years for the properties that are City-owned. It is understood that there were no issues, remediation obligations or use restrictions for the properties studied. Three properties within the Study Area are not currently City-owned and environmental studies may not exist for them yet. All levees along the two rivers in Derby have FEMA certification.
6. The Grant Administrator in the City of Derby is Ms. Patty Finn for post-award submissions. Proposals should be submitted per the Public Notice and the RFP to the Finance Office.
7. Question – Is the submission date of February 1, 2016, firm? Yes. (See #10 below)
8. Question – Task #1 – Background Research – Images of three plans are attached, including a 2009 iteration. The more significant of these prior proposals was a master plan with several levels of parking from the river side to street level with retail/offices on Main Street and 500-700 market-rate apartments above, 10± stories. This occurred in the period 2001-2005 at which time municipal administrations changed. Archived materials are available at Derby City Hall.

9. Question re: Community Buy-in. At this point, the community is eager for development activity on the long-vacant Main Street. Please see 2015 Community Engagement Report attached. The City is committed to a robust community engagement component in this exercise.

10. Question re: State Requirements – According to DECD, with advice from CHRO, the new [set-aside] requirements apply to construction projects, not to planning exercises like this one. Affirmative Action requirements as reflected on the Nondiscrimination Certificate continue to apply.

11. Question re: Redevelopment Plan. The Redevelopment Plan for the Subject Property expired in September, 2015.

12. Question: Does NVCOG have a role in this project? NVCOG is in charge of the Route 34 widening project that has redefined the limits of the Subject Property and is always a supportive partner to the City of Derby; Downtown Revitalization planning is a project of the City.

13. Question: On-going Planning Services – Task 8 – The City desires on-going planning services to ensure a transition from planning to action and to provide continuity, identify opportunity, etc. as described in Task 8.

14. Question: To the extent most of the property is City-owned, is there a mechanism in place to sell the property for development? Yes.

15. Question: Level of Survey for the Project. Upon further inquiry, we have learned from NVCOG that an A-2 survey for the Study Area exists.

16. A list of attendees to the Optional Pre-Bid Meeting is separately attached.

17. Question: Is there a Steering Committee? There will be a Review Committee for the Selection Process. The Mayor's Economic Development Committee will be a contact point with the City going forward.

18. Question: Request for City's Application for Grant. There is no Application Form for Urban Act Grants.

19. Question: Task 6 including Public Input: Request for clarification on support from the City for outreach. City Staff is limited but the City will assist in site identification, reservation, notices and such for community outreach. Unlike the POCD public engagement exercise that took place in five locations in the City, it is anticipated that the Downtown Revitalization meetings will occur downtown.

20. Question/Clarification re: public engagement may be satisfied by initial charrette and subsequent community meetings for presentation, plan selection, refinement, adjustments, etc.

21. Question: Goal for completion of services under the RFP? One year, as stated in the RFP.

22. Question: Non-Collusion Affidavit should be signed by all constituent consultant companies.

Subject to revision and correction

Additional clarification requests or questions should be sent to [marjorie.f.shansky@snet.net](mailto:marjorie.f.shansky@snet.net)