REQUEST FOR PROPOSALS

Downtown Derby Revitalization Planning
RFP #2015-034

Anita Dugatto, Mayor

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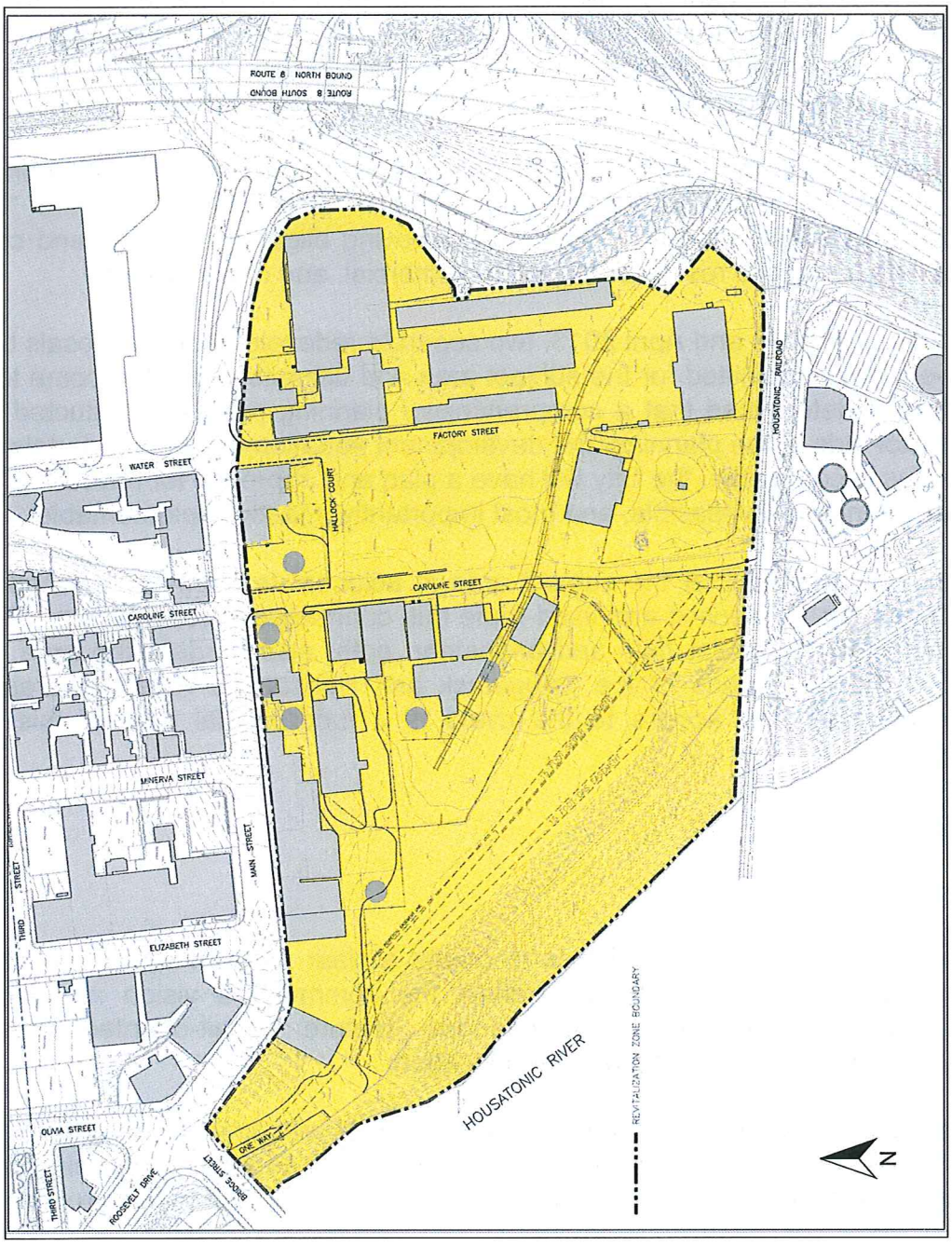
I. Overview

The City of Derby is soliciting requests for proposals for a multi-disciplinary consultant team (the "Consultant") to develop and steward a credible, detailed development plan for revitalization of a designated area of Downtown Derby.



For Illustration Purposes Only

Over the past fifteen years, the Downtown section of Derby has struggled to revitalize itself and attract substantial reinvestment from the private sector. One subsection of Downtown that has endured particular economic hardship is the section of Main Street/Route 34 from its intersection with Route 8 to the east to the Derby-Shelton Bridge to the west.

Since 2003, many 19th century buildings along the south side of Main Street have had to be demolished due to structural unsoundness resulting from years of neglect. State of Connecticut Project #0036-0184, currently in final design, will widen Route 34 and define new property boundaries along the south side of Main Street.

In September 2005, the City's Redevelopment Agency adopted a redevelopment plan for a 14-acre area on the south side of Main Street known as the "Business Revitalization District" with the intention of removing blighted buildings and converting this area into "an active residential, retail, commercial, and office district."

Between August 2004 and April 2013, two separate redevelopment proposals by private developers were submitted for the subject area and ultimately failed to come to fruition. The City has determined that a comprehensive planning process conducted from the public sector side of the planning and development equation must be undertaken. Once this process is completed, the City will have a plan and approach for redevelopment that is logical, economically feasible, and most importantly, readily implementable.

It is important to note that the subject area is adjacent to Derby's multimodal center where commuter rail service and fixed-route bus connections are available. The Derby Greenway Trail, a popular bike and pedestrian path, also borders the area, which is located at the confluence of the Naugatuck and Housatonic Rivers. Strengthening visual connection and access to the rivers is a fundamental goal of this planning exercise.

II. Scope

A. Vision

The goal of this planning exercise is to create a clear path for credible development scenarios in Downtown Derby that reflect the community's vision and incorporate existing conditions, inform zoning changes, feature transit-oriented development principles, and capitalize on the riverfront location.

To be successful, the Consultant needs to study and recommend the specific financial structures and tools needed to enable this plan, as well as provide on-going consultant planning services to assist in shepherding the development plan to construction.

B. Specific Consultant Responsibilities

a.) Task #1: Background Research

The Consultant shall conduct all necessary preliminary research and discovery including field visits and initial consultations with government officials sufficient to develop a full understanding of the community setting, key challenges, and opportunities in the development area.

The Consultant shall also review and analyze all documents, plans, maps, and renderings related to the two previous redevelopment proposals for the subject area.

The purpose of this work is to develop a complete picture of how each proposed redevelopment concept proceeded through the planning and development process, the unique situation from which each proposal originated, and how/where the proposed redevelopment concepts became untenable from an implementation and development standpoint. This reflective analysis of past redevelopment efforts is designed to inform the City's planning efforts going forward and help avoid potential issues that hindered these past redevelopment efforts.

b.) Task #2: Existing Conditions Study

The Consultant shall conduct an existing conditions study to include land use, demographics, zoning, transportation alternatives, and environmental considerations.

The Consultant shall include a review and assessment of the current state of the parcels comprising the redevelopment area to determine the full extent of site-specific issues that will impact redevelopment planning.

The following elements should be addressed as part of this effort:

- Geographic Information Systems (GIS) mapping of individual property boundary lines, rights-of-way and utilities;
- Detailed topographic mapping of the proposed redevelopment area;
- Tax Assessor records for individual properties within the redevelopment area;
- Detailed review of all existing environmental records and site assessments for individual properties;
- Determination of any additional studies that may need to be completed before redevelopment can commence, including environmental or archaeological.

In addition, a full site engineering assessment shall be performed to determine the feasibility of different development types and intensities. This engineering assessment

shall analyze the site's physical characteristics such as underlying geology, soil conditions, topography, hydrology, and other pertinent elements.

c.) Task #3: Review of CDD Zone and Creation of Design Guidelines

The City of Derby is currently in the process of amending its CDD zone. The Consultant shall review the CDD zone and proposed amendments to make recommendations that may be desirable and draft design guidelines for adoption.

One likely approach would be to divide the existing CDD zone into several distinct sub-districts with specialized techniques to address the unique character of each section of Downtown Derby.

d.) Task #4: Economic Analysis/Market Study

The Consultant shall conduct a thorough market study and economic analysis of the potential development components for the Downtown redevelopment area to determine the overall feasibility of the redevelopment activities and their composite parts.

The market study will assess the development potential for the following uses:

- Residential, inclusive of rental apartments, condominium/ownership housing units, and live/work space;
- Retail, with particular emphasis on the market depth for retail space within an attached and/or mixed use development typology;
- Commercial/office space, with differentiation between Class A, Class B, and Class C space market potentials;
- Flex/technology space, with emphasis on the experience of other markets where such space is in close proximity to a primary care medical facility and diverse transportation options;
- Educational, with consideration of a satellite campus for a public or private college, university, or technical institute.

e.) Task #5: Transportation, Traffic Circulation, and Parking Study

The Consultant shall conduct a thorough analysis of the existing transportation network including but not limited to local transit, bus, and rail service. Schedules and connections should be evaluated to identify opportunities to maximize transit-oriented development and a pedestrian-friendly city center.

The Consultant shall assess parking needs based on potential development scenarios reflective of a vibrant urban center while considering maximum parking requirements, shared parking arrangements, and reduction of impervious parking surfaces.

f.) Task #6: Conceptual Planning and Public Input

The Consultant shall prepare initial conceptual plans for the potential development and build-out of the Downtown redevelopment area.

The first step of this task will be the convening of a planning charrette where members of the public and key Downtown Derby stakeholders will be asked to discuss their ideas for what elements are necessary for a successful redevelopment project.

City staff will assist with set-up, notice and other meeting-related preparations with the exception of presentation materials and community engagement materials, which must be provided by the Consultant.

Once the planning charrette is complete, conceptual plans should be developed that will address the following key elements:

- Location, size, and massing of potential buildings;
- Potential square footage and mix of uses;
- Infrastructure, including sanitary sewer, public water, and other utilities;
- Transportation infrastructure and connections;
- Provisions for surface or structured parking;
- Provisions for open space and recreational facilities; and
- Provisions for waterfront access and use.

Once a series of conceptual development scenarios are produced, a second planning charrette will be held to present and discuss each concept plan with participants of the previous charrette. During this second charrette, the number of conceptual development scenarios will be reduced to two or three. The selected development scenarios will then be further developed under Task #7 of the planning exercise, based on public and stakeholder feedback.

g.) Task #7: Detailed Development Plans and Public Input

After gathering feedback from the public and key stakeholders, the Consultant shall refocus its efforts on two or three selected development scenarios and fully develop them into detailed final development plans. Each set of final development plans will include a detailed site plan for the redevelopment area and extensive information on the characteristics of each plan and any potential impacts from their development.

The public and key stakeholders will again be invited to a final charrette to discuss the development plans and help select a preferred development plan for implementation.

h.) Task #8: On-Going Consultant Planning Services

Once detailed development plans are complete and finalized, and a preferred development plan selected for implementation, the Consultant will provide on-call urban planning and development support to assist in shepherding the development plan to construction. These services will be necessary, as the City of Derby does not have a full-time planning department staff.

The Consultant will assist the City administration, Planning and Zoning Commission, and Derby Redevelopment Agency in updating and amending the 2005 Plan of Redevelopment for the Business Revitalization District to reflect the preferred development plan.

The Consultant will also assist the City administration in soliciting private development proposals for implementing the plan components from qualified bidders by way of a Request for Proposals (RFP) process.

In addition, the Consultant will provide positioning memos for use by the City and project developers to aid in investment attraction efforts.

C. Deliverables

For Tasks 2, 3, 4, 5, & 6: The Consultant shall prepare individual technical memoranda with interview notes, contact information, and other background material as appropriate.

For Task #7: The Consultant shall furnish a digital original (.pdf) and twenty (20) full-color bound copies of the preferred development plan. The Consultant shall likewise provide backup files for the .doc format and the development pro-forma in .xls format.

III. Planning Approach/Funding

This planning exercise is funded by a $445,000 grant through the State of Connecticut Office of Policy and Management. It will be administered by the City pursuant to the Assistance Agreement between the State of Connecticut and the City of Derby and will be subject to the City's administrative protocols. Public participation is an integral part of this exercise.

IV. Submission of Proposals

A. General

Respondents are required to submit six (6) copies of their proposal statements in a sealed envelope by no later than 10:00 a.m. on Monday, February 1, 2016, at the Finance Office, CITY OF DERBY, One Elizabeth Street, Derby, CT 06418. Proposal

packages may be obtained at the Finance Office. Late submittals will be rejected. All submittals should be labeled with RFP number, RFP title, and marked "Time Sensitive."

Questions should be directed, in writing only, to Attorney Marjorie Shansky, c/o CITY OF DERBY, One Elizabeth Street, Derby, CT 06418. All inquiries will be responded to in writing. Respondents shall honor their proposal for ninety (90) business days from the date of the proposal opening, without modification.

Upon reward of the RFP, the winning respondent(s) shall be bound by the proposal price throughout the contract period.

The Consultant is expected to deliver all final work within 365 days of contract execution.

B. Submittal

An optional Pre-Bid Conference is scheduled for Tuesday, January 19, 2016, at 10:00 a.m., Derby City Hall, One Elizabeth Street, 2nd floor, Joan Williamson Aldermanic Chambers. Following review and initial selection, the Consultant shall prepare a proposal for review by the City.

Proposals must be submitted in both hardcopy and digital formats and should set forth full, accurate, and complete but concise information as required by this RFP, which shall include:

- Title Page – This should include your Firm's name, address, telephone and fax numbers, email address, web address, and proposed project representatives.

- Executive Summary – Provide a brief history of your Firm and its qualifications. Include an outline of similar types of projects completed. Identify key qualities or services provided that distinguish your Firm from others.

- An outline and description of the Firm's understanding of the Project, proposed approach necessary to meet requirements of the Scope of Services, and recommendations for the management of the Project;

- Detailed fee schedule for principals, others, and costs corresponding to tasks as presented in Scope of Services;

- Organization and Staffing – Discuss your Firm's organization, along with your proposed project team organization. Include resumes of all key project team members. List the Principal of the Firm who will be responsible for this project.

- References and contact information for on-going and recently completed municipal planning projects;

- Describe any previous or pending litigation or other factors that could affect your ability to perform under this agreement;
- Any additional information that will assist in evaluating the qualifications of the Firm; and
- Estimated time for completion of initial scope of services;
- Non-Collusion Non-Conflict Affidavit; and
- EEO/Affirmative Action Affidavit.

C. RFP Review Criteria

Qualified applicants will be asked to present their proposals to a committee, before the final selection, based on the following criteria:

- Firm's awareness and understanding of planning issues, opportunities, and constraints;
- Qualifications and experience of personnel to be assigned to the Project;
- Ability to perform within time constraints;
- Quality and performance of past work; and
- References.

In the event the City and the Consultant cannot reach agreement on the scope of work and fee, the City reserves the right to terminate negotiations and seek fee proposals from other consultants.

The City of Derby reserves the right to reject any and all proposals or part thereof if it is determined by the City in its sole discretion that the proposal is not in the City's best interest.

The City of Derby is an affirmative action-equal opportunity employer.

NON-COLLUSION AFFIDAVIT

State of _____)
)ss.
County of _____)

_____, being first duly sworn, deposes and says that:

(1) He is (owner, partner, officer, representative or agent) of _____ _____, the Bidder that has submitted the attached bid;

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid,

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from Bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Owner or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed)_____

_____
(Title)

Subscribed and sworn to before me
this _____ day of _____ , 20_____ .

_____
(Notary Public)

My commission expires _____ , 20_____ .

CITY OF DERBY

The contractor who is selected to perform this State project must comply with CONN. GEN. STAT. §§ 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended by June 2015 Special Session Public Act 15-5. An Affirmative Action Plan must be filed with and approved by the Commission on Human Rights and Opportunities prior to the commencement of construction.

State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract for award to subcontractors holding current certification from the Connecticut Department of Administrative Services ("DAS") under the provisions of CONN. GEN. STAT. § 4a-60g, as amended. (25% of the work with DAS certified Small and Minority owned businesses and 25% of that work with DAS certified Minority, Women and/or Disabled owned businesses.) The contractor must demonstrate good faith effort to meet the 25% set-aside goals.

For municipal public works contracts and quasi-public agency projects, the contractor must file a written or electronic non-discrimination certification with the Commission on Human Rights and Opportunities. Forms can be found at http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806.

Nondiscrimination Certification – Affidavit by Entity
For Contracts Valued at $50,000 or More

Documentation in the form of an affidavit signed under penalty of false statement by a chief executive officer, president, chairperson, member, or other corporate officer duly authorized to adopt corporate, company or partnership policy that certifies the contractor complies with the nondiscrimination agreements and warranties under Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), as amended

INSTRUCTIONS:
For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the City of Derby valued at $50,000 or more for any year of the contract. Complete all sections of the form. Sign form in the presence of a Commissioner of Superior Court or Notary Public. Submit to the City of Derby prior to contract execution.

AFFIDAVIT:
I, the undersigned, am over the age of eighteen (18) and understand and appreciate the obligations of an oath. I am_____ of _____, an entity
Signatory's Title **Name of Entity**

duly formed and existing under the laws of _____.
Name of State or Commonwealth

I certify that I am authorized to execute and deliver this affidavit on behalf of
_____ and that _____
Name of Entity **Name of Entity**
has a policy in place that complies with the nondiscrimination agreements and warranties of Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1) as amended.

_____
Authorized Signature

_____
Printed Name

Sworn and subscribed to before me on this _____ day of _____, 20_____.

_____ _____
Commissioner of the Superior Court/Notary Public **Commission Expiration Date**