

Day Hill Corporate Area Study Request for Qualifications

Introduction

The Day Hill Corporate Area (DHCA) is comprised of approximately 3,000 acres of industrial and commercial zoned land stretching from Day Hill Road south to Bloomfield Avenue and from I-91 west to the Bloomfield town line. DHCA has been an economic driver for the community, the region and the state generating investment, jobs and tax revenue. Windsor has been extremely successful in economic development with over 16 million square feet of new commercial and industrial development in the last 20 years – much of it within the DHCA. However, shifting market forces and the COVID pandemic have left an abundance of vacant office space. Also, the amount of developable land is being depleted. Residential development pressure is also turning to industrial land to satisfy demand. The Town of Windsor is requesting qualifications to provide professional services to analyze the current land use and economic climate of the market area, as well as provide recommendations to sustain this area as a regional economic development generator.

Scope of Services

Consultant's Services shall cover: 1) a detailed analysis of the current land use; 2) an analysis of the economic climate in the market area (supply/demand) for multifamily residential, assisted living, office, hotel, retail, and industrial (e.g. advanced manufacturing and warehouse and distribution) uses; 3) an analysis of locations that offer the best opportunity for multifamily and mixed-use projects; and 4) recommendations for the redevelopment or adaptive reuse of vacant or underutilized office product. In developing recommendations, land use compatibility, transportation infrastructure and grand list generation shall be considered. The scope shall include meeting(s) with DHCA stakeholders and conducting two general public information sessions regarding the area.

Proposal Submission Requirements

A. Submission Deadline

An unbound original plus five (5) copies shall be received by the Windsor Economic Development Department, 275 Broad Street, Windsor, CT 06095 by Friday, August 23, 2024 at 5 p.m. Responses received after the RFQ submittal due date and time are late and shall not be considered.

B. Consultant Responsibilities

The selected consultant will be responsible for the following items:

1. Project Initiation and Management

- Conduct an initial meeting with town officials to outline project objectives, timelines, and deliverables.
- Establish a project management plan, including a communication plan, timeline, and roles and responsibilities.

2. Community Engagement and Stakeholder Involvement

- Design and implement a comprehensive outreach to DHCA stakeholders (property owners, developers, business owners, etc.) and gather community input by conducting two general public information sessions regarding the area.

3. Data Collection and Analysis

- Conduct a detailed analysis of the current land use.
- Analyze current and emerging forces shaping the future of the DHCA.
- Conduct an analysis of the economic climate in the market area (supply/demand) for multifamily residential, assisted living, office, hotel, retail, and industrial uses

4. Review Existing Plans and Regulations

- Assess the current DHCA chapter of the Plan of Conservation and Development's effectiveness in achieving its goals and objectives.
- Review existing plans, studies, regulations and incentives to ensure consistency and identify areas for alignment or revision.

5. Development Scenarios

- Analyze locations that offer the best opportunity for multifamily and mixed-use projects.
- Provide recommendations for the redevelopment or adaptive reuse of vacant or underutilized office product.

6. Vision and Goal Setting

- Develop a clear and shared vision for the future of Windsor's DHCA that incorporates the values and preferences expressed by community stakeholders.

7. Study Report

- Prepare a draft report with relevant maps, graphs, goals, strategies, and actions for review by Town staff.
- Prepare final draft.

C. Proposed Project Schedule

The project scope including final report should be completed within four (4) months of contract execution.

D. Fees and Compensation

Quotation of fees and compensation shall remain firm for at least 90 days from the proposal submission deadline. The Town reserves the right to negotiate fees with the selected consultant.

E. Submission Requirements

Respondents should describe their approach, team, community engagement strategy, project plan, budget, similar projects, and resources required from the Town. Information in the proposal must include:

1. Cover Page

2. A description of the firm(s) history, expertise and experience with particular emphasis on those of a similar scope and scale.

3. A list of company employees assigned to this project, credentials for each, and references to relevant work experiences. Include anticipated work areas for each project team member, including an estimation of the percentage of time each referenced team member will spend on the project. If the respondent is a joint venture, identify the firm that will serve as the principal and the team members and qualifications of all partners/sub-contractors.

4. A clear public and stakeholder engagement strategy that meets the objectives identified in the scope of services.

5. An explanation of your approach to the project and key issues to be resolved.

6. A work program and schedule for each phase of the project.

7. A detailed budget for the project, broken down by task. This is anticipated to be modified upon refinement of the scope after the project is initiated.

8. A minimum of five references from for similar corridor or areas studies providing the following for each:

- a. Name of entity/agency;
- b. Contact name, title, phone number, and email address;
- c. Project name, start and end dates;
- d. Summary of project;
- e. Links to work products completed; and

f. Total Costs and Expenses

9. A disclosure regarding what other projects are currently underway and an assessment of staff time available for this project.

F. Evaluation Criteria

The following factors will be considered in evaluating responses:

1. Previous experience in the services required and overall qualifications of the consultant, including the relevant experience of key personnel to be assigned to the project.
2. The consultant's understanding of and technical approach to the project.
3. Capabilities in stakeholder engagement and communications.
4. Demonstrated ability to perform on schedule and within budget.
5. Proposed fees and costs, although the Town is not bound to select the consultant who proposes the lowest fee.

G. Submission Schedule

RFQ Issuance and Distribution	July 26, 2024
Deadline for Submittal of Questions	August 9, 2024
Responses to Questions Published on Town Website	August 13, 2024
Submittal Deadline	August 23, 2024
Interviews with Shortlisted Consultants	Week of September 9, 2024
Select Consultant	Week of September 23
Commencement of Services	October 1, 2024
Completion of Final Report	February 1, 2025

H. Supplemental Information

1. Questions and Inquiries

All inquiries, questions, or requests for additional information related to this RFQ should be directed to Patrick McMahon, Economic Development Director, at mcmahon@townofwindsorct.com by the Q&A Deadline of August 9, 2024. If any questions are submitted, a summary of the responses will be posted on the Town of Windsor website by August 13, 2024.

Any addendum deemed necessary prior to the submittal date will be posted on the Town of Windsor Website. It is the proposer's responsibility to assure receipt of all addenda, if any, received as part of their proposals.

2. Non-Discrimination

The Town of Windsor is committed to a community where all members feel a sense of belonging. We commit to recognizing the diversity of our community members, listening to ALL voices, and providing equitable services to create an inclusive place to live, play, and work. We believe EQUITY should be at the center of all our work. We strive to represent our community in our teammates, as we know that diverse and inclusive teams are more innovative, and have an empowering impact on the work, progress, and culture of our community. It takes us all working together.

3. Reservation of Rights

The Town of Windsor reserves the right to reject any or all proposals, to re-advertise, to waive any irregularities in the proposals, and to accept the proposal that best benefits the Town. The Town reserves the right to reject any response deemed unqualified, unsatisfactory, or inappropriate.

4. Public Records Act

All materials submitted in response to this RFQ will become the property of the Town of Windsor and will become part of the public record after the evaluation process is completed and an award decision made.

5. Lobbying

Prospective consultants are prohibited from lobbying the Town Planning and Zoning Commission, the Town Council, the Mayor, or members of the selection committee relative to the consultant's proposal in response to this RFQ.

6. Disclosure of Interest

The consultant is expected to fully disclose any potential conflicts of interest, whether they be actual, potential, or perceived.

7. Work Product & Ownership

All work performed, whether by consultant or sub-contractor, shall be the property of the Town of Windsor, including materials in raw or finished form. Work products must be provided to the Town of Windsor in formats compatible with applicable Microsoft Suite software and Adobe PDF software. All Geographic Information Systems data and files in ESRI compatible format shall be included in the work product and turned over to the Town of Windsor.

8. Compliance with the Town of Windsor Code of Ethics

No former town employee in administrative pay grade 3 or above and no former board of education employee in a cabinet level position or above shall work for a private firm who has a contract with the town any time within six months after terminating service with the town. If this occurs, the vendor could be subject to penalties up to and including contract termination.

9. Insurance

The selected consultant and any subcontractors shall comply with the insurance requirements in Attachment A.

Note: The Town of Windsor has also issued an RFQ for the update to the Windsor Plan of Conservation and Development. Qualified Consultants are encourage to submit for both projects and should highlight any benefit and efficiencies that could be realized if one firm were to be awarded both projects. Two separate submissions (one for each RFQ) will still be required.

ATTACHMENT A

INSURANCE

CONSULTANT agrees to secure and protect itself and shall secure and indemnify the TOWN OF WINDSOR directors, officers and employees from any liability, claim of liability, expense, cause of action, loss or damage whatsoever for any injury including death to any person or property in the performance of this Agreement directly resulting from the negligence of CONSULTANT. CONSULTANT agrees to carry as a minimum the following insurance in such form and with such carriers as are satisfactory to the TOWN OF WINDSOR covering all Services to be performed under this Agreement:

After executing this Agreement, but prior to starting the Services, the CONSULTANT shall furnish Certificates of Insurance, including Automobile, Commercial General Liability, Umbrella Liability, and Worker's Compensation insurance in the following amounts:

1. Commercial General Liability Insurance:

The CONSULTANT shall provide Commercial General Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

The CGL shall be written on ISO occurrence form CG 00 01 10 93 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract)

2. Commercial Automobile Liability Insurance

The CONSULTANT shall provide Commercial Automobile Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate, and shall include coverage for all owned, hired, and non-owned vehicles.

3. Worker's Compensation Insurance

The CONSULTANT shall provide Worker's Compensation Insurance in the required amount as applies to the State of Connecticut and Employers Liability Insurance as follows:

Bodily Injury by Accident - \$100,000 each accident
Bodily Injury by Disease - \$500,000 policy limit
Bodily Injury by Disease - \$100,000 each employee

4. Umbrella Liability Insurance

The CONSULTANT shall provide Commercial Umbrella Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

Each Policy of Insurance shall include a waiver of subrogation in favor of the TOWN OF WINDSOR and shall provide no less than thirty (30) days' notice to the TOWN OF WINDSOR in the event of a cancellation or change in conditions or amounts of coverage. The Commercial General Liability, Automobile and Umbrella Liability shall name the TOWN OF WINDSOR as an additional insured.

Certificates of Insurance, acceptable to the TOWN OF WINDSOR shall be delivered to the TOWN OF WINDSOR prior to the commencement of the Services and kept in force throughout the term hereof.

The above insurance requirements shall also apply to all Subcontractors and the CONSULTANT shall not allow any Subcontractor to commence work until the Subcontractor's insurance has been so obtained and approved.

INDEMNIFICATION

The CONSULTANT shall indemnify and hold harmless the TOWN OF WINDSOR and its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees resulting from the negligent performance of the work.

SUBCONTRACTORS

Should the CONSULTANT elect to use Subcontractors for work associated with executing the Services, the CONSULTANT shall present to the TOWN OF WINDSOR the name of the Subcontractor(s), the work the Subcontractor is expected to perform, and submit copies of the Subcontractor's insurance which shall conform to those insurance requirements outlined above. The TOWN OF WINDSOR reserves the right to reject a Subcontractor submitted for approval. The CONSULTANT will be fully responsible for all acts and omissions of Subcontractors or persons directly or indirectly employed by them, and of persons whose acts, any of them, may be liable to the same extent that he is responsible for acts and omissions directly employed by him.