

**CITY OF TORRINGTON**  
**REQUEST FOR QUALIFICATIONS**



**RFQ # PMP-032-10072003**

Date of bid opening: Oct 7, 2003    Time: 10:00AM    Location: Room 109A, City Hall

Bid Bond or Certified Check required with bid: 5%

Performance Bond required if awarded bid: 100 %

The City of Torrington reserves the right to accept or reject any or all bids or any portion thereof, to waive technicalities, and to award the contract as will best serve the public interest.

Omit State and Federal Taxes.

All prices must be F.O.B.: Destination (Torrington) unless otherwise requested.

Dated in Torrington: Sept 8, 2003    Purchasing Agent \_\_\_\_\_  
 Charlene R. Antonelli, CPPB

ITEM	COMPLETION DATES	PRICE
PARK & RECREATION MASTER PLAN PER ATTACHED SPECIFICATIONS	Task #1 _____ months ARO	Task #1 \$ _____
	Task #2 _____ months ARO	Task #2 \$ _____
	Task #3 _____ months ARO	Task #3 \$ _____
	Task #4 _____ months ARO	Task #4 \$ _____
	Task #5 _____ months ARO	Task #5 \$ _____
	Task #6 AS NEEDED	
	Task #7 AS NEEDED	
		<b>TOTAL \$ _____</b>

Bid Submitted By: \_\_\_\_\_

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Delivery Date \_\_\_\_\_

E-mail address \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Signature

\_\_\_\_\_ Title

Date \_\_\_\_\_

Web Page \_\_\_\_\_

## **INSTRUCTIONS TO BIDDERS**

Sealed bids will be received by the Purchasing Agent, Room 110, 140 Main St., Torrington, CT until the time and date specified on the cover sheet and opened thereafter in the Purchasing Department, Room 110. Bids received later than the time specified will not be accepted. Amendments to or withdrawal of any section of the submitted bid received later than the time & date set for the bid opening will not be considered. Bid proposals must remain in effect for a minimum of 30 days unless otherwise noted elsewhere in the bid specifications.

**BID DOCUMENTS:** are available over the Internet on the City's web page, under "open bids", [www.torrington-CT.org](http://www.torrington-CT.org) **Businesses Without Internet Access** may contact the Purchasing Department at 860-489-2224 for the bid documents.

**BID BONDS:** shall be in the amount of 5% of the total bid made out in favor of the City of Torrington and issued by a Surety company acceptable to the City of Torrington must accompany each bid. A certified check, cashier's check, Treasurer's check, or money order in the same amount may be submitted in lieu of the bid bond. Bids submitted without Certified Check or Bid Bond will not be accepted. On-line bid submission requires a bid bond be received at the Purchasing Office prior to the time of bid opening. The City of Torrington will not be held liable for the accrual of interest on any check held by the city in conjunction with this bid. All checks or bid bonds will be refunded to the unsuccessful bidders after award of the bid by the City Council. The deposit check or Bid Bond of the successful bidder will be held in escrow until such time as the city determines that the bidder has or will meet their obligations as stated by the bid. If the bidder fails or refuses within a reasonable time after due notice that the contract has been awarded to him, to execute the same, an amount representing a loss to the city by reason of such failure shall be retained and paid into the city treasury.

**REPLIES:** whether bid or no bid, must have the bid number clearly identified on the outside of the envelope. Bidders not marking the envelopes with the Bid number and date/time of opening on the envelope will have no recourse against the City of Torrington or its employees. Such bidders run the risk of the bid being opened prior to the scheduled Bid Opening time. Once opened such bids are public record.

**ELECTRONIC RESPONSES:** On-line response tools provided through Municipalnet.com are available to facilitate the response preparation process only. Responses transmitted using MunicipalNet or other electronic means must be accompanied by a signed hard copy, with bid bond, and delivered to the Purchasing Agent by the bid deadline. Bids received electronically without timely delivery of a bid bond and authorized signature will be rejected.

Any alleged oral agreement made by a bidder or contractor with any agency or employee of the City of Torrington will be disregarded.

**FREIGHT:** Prices quoted shall be net delivery **F.O.B. Torrington, CT**. All bid prices must include prepaid delivery, assembly, and/or installation (ready for operation and/or use) of all equipment and/ or materials to the individual location(s) as designated by the Purchasing Agent. All bid prices are to be submitted on the sheets provided on this bid. Quantities and pricing are to be listed in accordance with these sheets.

**QUESTIONS:** Request for interpretation of any portion of the bid may be made by telephone to the Purchasing Agent at (860)489-2225. All replies will be given verbally and a copy of any such inquiry and advice (if deemed vital to the bid by the Purchasing Agent) will be made available to each prospective bidder. Bidders should check the web site for addendums/updates 48 hours prior to the bid opening.

In the event of receipt of identical bids as to offerings, delivery, service, content, price, etc., the bid will be awarded in accordance with the information contained in the bid document, based on first received as to date and time of receipt of the bid.

**NON-COLLUSION STATEMENTS:** In order for bids to be considered, a non-collusive statement must be submitted with the bid. A sample non-collusive bid statement is attached. Bidders may elect to submit their own notarized non-collusion statement.

**CONDITIONAL, QUALIFIED OR NON-RESPONSIVE BIDS/PROPOSALS:** All bids/proposals shall be submitted in the form and manner as indicated by the bid documents and bid forms. Any proposal which is not submitted in the form and manner indicated by the bid documents or which contains information, statements, conditions, or qualifications which place conditions or qualifications on the proposal submittal for purposes of making an award, or which alter any proposal terms, conditions, specifications, or forms, which has not been previously approved by written addendum from the Purchasing Agent, or which does not meet legal requirements, shall be declared as a qualified, conditional, or non-responsive proposal and shall be rejected without further consideration. Any proposal response that does not fully respond to and comply with all detailed specifications or requests for information including execution of proposal forms, may be declared "non-responsive" and recommended for rejection. The City of Torrington shall not be responsible for any errors or omissions of the Offeror.

**TAXES:** Omit all State and Federal taxes from the bid. The City of Torrington is exempt from the payment of taxes imposed by Federal government and/or the State of Connecticut.

**OWNERSHIP OF DOCUMENTS:** All documents, including drawings, plans, specifications, videotapes, or other documents or maps prepared by a contractor pursuant to any agreement arising from this bid shall become the property of the City of Torrington upon completion of the project or any termination of the project prior to the completion of the project.

**LEGALITY:** All bid offers for commodities, work, materials, or equipment hereunder shall comply in every respect with the laws, specifications and requirements of the State of Connecticut and the Federal government. Contractor will comply with the provisions of the Connecticut Fair Employment Practices Law.

**LANGUAGE DISPUTES:** Any disputes over the interpretation and/or meaning of any individual terms, conditions, and/or language within this Request for Bid/Proposal document shall be resolved by and at the sole discretion of the City Purchasing Agent in a manner that is in the best interest of, and best advantage to, the City of Torrington, provided any such interpretation shall be reasonable. In the event that an individual term, condition, and/or language/wording is determined at any time, including after award, by the City Purchasing Agent to be "not applicable at all" to his contract, then the term, condition, and or language/wording may be disregarded, even though an addendum is not issued.

However, if the Purchasing Agent determines that the term, condition, and/or language/wording "is applicable in part", then the term, condition, and/or language/wording will apply to the degree applicable, even though an addendum is not issued.

**RESPONSIBILITY:** The Contractor shall save the City of Torrington, its agents or employees, harmless from liability of any kind for all claims of labor payments and materials furnished for this work, and for use of any copyrighted or uncopyrighted composition, secret process patented or unpatented invention, article or application furnished or used in the performance of the contract of which the Contractor is not the patentee, assignee, or licensee. The successful bidder agrees to indemnify and hold harmless the City of Torrington, its agents and employees from any and all liability arising out of the successful bidders' operations, functions and/or supplied items.

The successful bidder, vendor, and/or contractor must protect all property of the City of Torrington (i.e. all floors, furniture, grass, land, etc.) from injury or other damage. Any damage so caused must be repaired by contractor/vendor at his/her own expense. At the completion of work, the vendor and/or contractor must remove from the premises all surplus materials and all debris created by same. The premises must be left in a broom-clean and finished condition acceptable to the owner or its agents. Successful bidder will furnish adequate protection from damage for all work and to repair damage of any kind; for which he or his workers are responsible, to the premises or equipment to his own work or to the work of other contractors.

**DEFAULT:** It shall be understood that a bidder supplying equipment and/or supplies will be considered to be in default if/when they have not delivered the item(s) within the time constraints listed in this document or subsequent purchase orders and/or contract. Bidders providing a service and/or construction will be considered to be in default if/when they have failed to meet the completion date set forth in this document or its subsequent contract and/ or purchase orders and/ or they have ceased work on the project for a period of fifteen (15) working days, cumulative or consecutive.

**TRADE NAME REFERENCES:** Any and all references to trade names, types, styles, model numbers, stock numbers or catalogs are intended to be descriptive only and not restrictive. The intention is to indicate to bidders the type and quality of the articles and or materials that will be satisfactory. When reviewing the information, it is the responsibility of the prospective bidder to inform the City of Torrington of any discrepancy that is found (i.e. number listed does not fit item description) Bids received on other makes or models with reference to other catalogs will be considered. The bidder is to clearly state in his bid exactly what he intends to furnish and to furnish with his bid a cut or illustration or other descriptive matter that will clearly indicate and give specification as to the product he/she proposes to furnish. Where a bid is offered on an item other than the trade standard used in the specification the item should be identified on the bid form by entering the MAKE, TRADE NAME AND MODEL NUMBER. It is understood that any substitutes and/or alternates that might be offered are guaranteed by the bidder to be of equal or better quality than is reference in the bid. The item(s) must be equivalent as to function, basic design, type and quality of material, method of construction and any required dimensions. It shall be further understood that during original as well as subsequent shipments spot checks will be performed to insure that the items received are in fact the items offered in the bid. When received, should items/materials prove to be different from what was bid in any way, the bidder agrees to the return of the items and agrees to supply correct items (per bid specifications) at the bidders expense. In the event this return action is required, it is understood the bidder may be subject to removal from the city's approved bidder's list. Bidders are cautioned that surplus, seconds, factory rejects, floor samples, close outs or distressed items are not acceptable and shipments of substitutions, defective or shop-worn equipment will be returned for a full refund at the vendor's expense.

**QUANTITY:** The quantities and/or materials listed in the specifications/bid sheets may be increased or decreased by the City of Torrington or its designated representative based on actual need at the time the purchase orders are placed.

**QUALITY:** The City of Torrington reserves the right to reject any proposal in whole or in part offering equipment and/or materials and/or services that in its or its agents opinion does not meet the quality standards desired. Such decision is final and not subject to further recourse by the bidder.

**SAMPLES:** forwarded by the bidder will be returned to the bidder at his request and expense. Requests for return of samples must be submitted in writing at the time the sample is given to the City of Torrington or its representative. Samples not returned to the bidder will be disposed of at the discretion of the City of Torrington or its designated representative. Large pieces of equipment submitted for evaluation and inspection are to be picked up by the bidder within 30 days of the bid opening date. Items not picked up within 30 days will be disposed of by the City of Torrington or its designated agent.

**AWARD:** It is the intent to award this bid in its entirety to one bidder, however, the City reserves the right to award the bid line item by line item if it is deemed in its best interest to do so. In addition, bidders are advised that should budgetary constraints dictate, part, and/or all the items in this bid may be rejected. This decision shall be considered final and not subject to recourse by the bidder.

In determining the lowest or highest responsible bidder, the City reserves the right to consider, in addition to price, the compatibility, quality, cost of maintenance and availability of parts, experience and/or past performance of the bidder, sufficiency of the financial resources of the bidder as relates to the offerings as well as the ability of the bidder to provide future maintenance and service.

Documents previously submitted to the city of Torrington will not be considered as satisfying submission requirements for this bid.

No bidder can claim any contract rights by virtue of bidding alone. Awarding of the contract means actual written notice by letter and a properly executed purchase order to the bidder or bidders to whom the bid has been awarded.

**OPTION TO RENEW:** This contract may be extended for three (3) additional one (1) year periods, provided all terms and conditions remain in full force and effect except for the contract period being extended. This option, if exercised, is to be executed in the form of a letter of agreement, to be issued no later than 30 days prior to the expiration of the then current contract period. This option to renew requires the mutual agreement of both parties. Refusal by either party to exercise this option to extend, will cause this contract to expire on the original or mutually

agreed upon date. The total period of this contract, including all extensions as a result of exercising this option, will not exceed a maximum combined period of five (5) years.

**BONDS:**

**Performance Bond:** The Contractor, when awarded the Bid, must submit within 10 days of the bid award, and before beginning the work or signing a contract, a Performance Bond amounting to one hundred percent (100%) of the total amount of the bid. Said performance bond must be in favor of the City of Torrington and executed by a surety company authorized to do business in the State of Connecticut. The City of Torrington reserves the right to retain the Bid Bond or Certified Check on bids below \$25,000.00 as a Performance Bond. On bids of \$25,000.00 or more the Performance Bond may be furnished in the following manner: Performance Bond, Surety Bond, Certified Check, Bank Check, Savings Account in both the City & Vendor's name or Letter of Credit

**Maintenance Bond:** The contractor, upon signing a contract and before beginning the work, must submit to the Purchasing Agent a Maintenance Bond to guarantee that if defects in either labor or materials becomes evident within one year after completion and acceptance of work will be fixed at no cost to the City of Torrington. The maintenance bond may be included as a portion of the Performance bond or as a separate bond. If it is issued as a separate bond said maintenance bond must be in favor of the City of Torrington and issued by a surety company licensed and authorized to do business in the State of Connecticut.

**Labor and Material Bonds:** Per Section 49-41 of the Conn General Statutes, on Public Works project where the estimate is in excess of \$25,000.00, a labor (payment) and material bond must be furnished to the City. Said bonds must be filed with the Purchasing Agent prior to the commencement of work.

**Consent for Release of Final Payment:** AIA Document G707 & G706, or equivalent, must be signed and returned by the Surety Company before final payment will be released to the contractor.

**INSURANCE:**

**Certificate of Insurance:** All insurers must have an AM Best rating of A-V11 or better and admitted to do business in the State of Connecticut. All insurance policies must include a Waiver of Subrogation whereby the insured waives its right to subrogated against the City, its subsidiaries, employees, volunteers, directors and officers. Proof of proper insurance coverage, Workers Compensation Insurance, Liability and Property damage, and Vehicle Insurance shall be filed with the City of Torrington Purchasing Agent within 10 days after the award of the bid. The Certificate of Insurance must name the City of Torrington, 140 Main St., Torrington, CT, its subsidiaries, employees, volunteers, directors & officers as the additional insured and filed with the Purchasing Agent prior to commencement of work. Renewal Certificates of Insurance must be mailed to the Purchasing Agent 10 days prior to the expiration of the required coverage.

**Workman's Compensation Insurance:** The Contractor shall take out and maintain during the life of the contract adequate Workman's compensation Insurance for all the employees employed on said work. In case any class of employees or subcontractors is engaged in hazardous work under the contract at the site of the work is not protected under the Workman's Compensation statute, the contractor shall provide Workman's Compensation Insurance for the protection of employees not otherwise protected.

**Liability Insurance:** The Contractor shall take out and maintain for the life of the contract, adequate public liability insurance insuring against liability to persons not employed by him in an amount of not less than \$1,000,000.00 for injuries, wrongful death to any one person and subject to the limit for each person in an amount of not less than \$2,000,000.00 on account of one accident and property damage insurance in an amount of not less than \$1,000,000.00.

**Vehicle Insurance:** The Contractor shall take out and maintain for the life of the contract, adequate automotive/truck or other vehicle insurance with minimum coverages of \$1,000,000.00 each for both liability and under insured and uninsured motorist as well as any other coverages required by the State of Connecticut or requested by an official of the City of Torrington as relates to the contract.

**Additional Security:** The City of Torrington reserves the right to require successful bidders to enter into and such security arrangements as are deemed necessary to protect the City of Torrington, its property and goods.

**PERMITS:** The successful bidder agrees to obtain all work/building permits as might be required. The cost of obtaining such permits is the responsibility of the bidder. The City of Torrington reserves the right to waive local permit fees. In addition, it shall be understood that where property lines are to be considered, bidders are to verify said lines and measurements with proper City Officials prior to commencement of work.

It is to be understood that any/all specifications and/or plans or drawings contained in or developed as a result of the bid process are and shall be presented subject to the approval of the City of Torrington planning, zoning and building officials and that awards made prior to said approval are subject to cancellation.

**PREVAILING WAGE:** When the State of Connecticut Prevailing Wage Rate is applicable to the bid, the successful bidder must submit a Certified Payroll Record prior to any request and/or invoice for payment.

**SAFETY:**

**Machine and/or Equipment Hazard Assessment and Safety Training:** Upon delivery of machines and/or equipment, suppliers are required to provide to the end-user employees, at no additional charge, a training session which will emphasize hazard awareness and assessment and the safe use of such machinery/equipment.

**Occupational Safety and Health Act of 1970:** Seller shall warrant that the machinery, equipment or other materials covered hereby shall upon delivery to the City of Torrington, be in compliance with the standards required by said Act and any updates as pertain to or reference said Act as well as the standards required by comparable State and local laws, if any, for such machinery, equipment or other materials in effect at the time of delivery.

**Machines and/or Equipment Lockout/Tagout:** In an effort to comply with OSHA's final rule on the control of hazardous energy sources, vendors must warrant that any and all machines and/or equipment as is covered under this bid will be supplied and/or installed equipped with lockout/tagout devices as prescribed by OSHA.

**Toxic Substance Control Act (PL94-469):** Seller warrants that each and every chemical substance constituting or contained in the products sold or otherwise transferred to the City of Torrington under this bid and subsequent purchase orders is not on the list of prohibited chemical substances compiled and published by the Administrator of the Environmental Protection Agency pursuant to Act PL94-469 and are otherwise in compliance with said Act.

**Hazardous Materials:** Any materials required by this bid and subsequent purchase orders that are hazardous under federal, state, or local statute, ordinance, regulation, or agency order will be packaged, labeled, marked and shipped by the seller to comply with all federal, state and local regulations then in effect including but limited to the provisions of the Hazardous Materials Transportation Act and Regulations promulgated thereunder and will further comply with any special requirements and any policies and procedures of the City of Torrington relating to the purchase of hazardous materials as might be noted on subsequent purchase orders or otherwise communicated to seller in writing.

**Material Safety Data Sheets:** Shall be provided by the Seller upon delivery to the City of Torrington of any goods having constituents listed in the following references - OSHA 1910, ACHIG Current Threshold Values, DOT HazMat Table 49, IARC Carcinogen List, National Toxicology Program Carcinogen List, and/or Radioactive Materials. These Material Safety Data Sheets must be consistent with and include information required by the OSHA Hazard Communication Standard published as 29 CFR 1910.1200, as the same may be amended or supplemented from time to time.

**Asbestos:** Bidders are advised that asbestos-containing material may be located in the boiler rooms, pipe tunnels, storage areas and various portions of City buildings. Before proceeding on any contractual work on City buildings or their interiors, it is mandatory that bidders familiarize themselves with the asbestos-containing material and that said material be considered as a health hazard and all precautionary measures according to the Ahera Rules & Regulations be observed. It is the bidder's responsibility to notify all employees and/or subcontractors of this notification.

**SUBCONTRACTORS:** The successful bidder shall not employ any subcontractor to fulfill any of the duties herein specified without express, prior written approval of the City of Torrington or its designated agent.

**EEO:** The successful bidder shall provide any/all additionally required, affirmative action statements, fair employment plans and non-discrimination programs and statement as might be required by the City of Torrington. In connection with the execution of this bid, subsequent purchase orders and/or contracts, the seller shall not discriminate against any employee or applicant for employment because of age, race, religion, color, sex or national origin. Bidders must comply with all rules & regulations of the Department of Labor with regard to Equal Employment Opportunities as pertains to municipalities.

**TERMINATION OF CONTRACT:** Any contract entered into by the City and the successful bidder shall provide that the City may terminate the contract upon thirty (30) days notice to the bidder.

**The City of Torrington reserves the right to award or reject any or all bids, or any portion thereof, to waive technicalities, and to award the bid and/or contracts to one or more bidders submitting essentially identical proposals and, that in the city's judgment, will best serve the public interest.**

The terms and conditions of these "Instructions To Bidders" are made a part this bid.

**SAMPLE FORM**

**Bid #** \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, being first duly sworn, deposes and says that:

1. I am \_\_\_\_\_ of \_\_\_\_\_, the bidder that has submitted the attached request for proposal for \_\_\_\_\_;
2. I am fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of 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 work for which the attached Bid has been submitted nor has it 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 price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Torrington or any person interested in the proposed Bid; 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 it agents, representatives, owners, employees, or parties in interest, including this affiant.

Signed \_\_\_\_\_

Title \_\_\_\_\_

Subscribed and sworn to before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_

Notary Public

My commission expires \_\_\_\_\_

**SAMPLE FORM**

**BID #** \_\_\_\_\_

**CONSENT OF SURETY COMPANY  
TO RELEASE FINAL PAYMENT**

City            □  
Architect     □  
Contractor    □  
Surety         □  
Other          □

PROJECT/BID NUMBER :

TO:    City of Torrington  
       Attn: Purchasing Agent  
       140 Main Street  
       Torrington, CT 06790

CONTRACTOR: \_\_\_\_\_  
                  \_\_\_\_\_  
                  \_\_\_\_\_  
                  \_\_\_\_\_

In accordance with the provisions of the Contract between the City of Torrington and the Contractor as indicated above, the (insert name & address of Surety Co. )

\_\_\_\_\_, SURETY  
COMPANY on bond of (insert name & address of Contractor) \_\_\_\_\_

\_\_\_\_\_, CONTRACTOR,  
hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety Company of any of its obligations to the CITY OF TORRINGTON as set forth in the Surety Company's bond.

Subscribed and sworn to before this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Notary Public

My commission expires \_\_\_\_\_

\_\_\_\_\_  
Surety Company

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Title

## **RECREATIONAL FACILITY PROJECT CITYWIDE PLANNING PHASE**

### **SCOPE OF SERVICES**

The scope of this phase of the recreational facility project is to include data collection and review of existing information for all of the City's existing recreational facility sites, inventory and existing conditions overview of these facilities, identification of the City's recreational facility needs, existing conditions analysis of key recreational facility sites, development of an implementation program for following project phases, inventory and analysis of the existing recreational facility maintenance program, and staff and public meetings through the planning process. All of the City's recreational facilities will be included in the initial site inventory to permit a comprehensive evaluation of the existing resources and fitting of these resources to the City's needs.

Should specific areas of improvement be identified as readily implementable during project planning, this phase may also include the design of these early action items to occur simultaneously with planning for the overall project.

### **SELECTION CRITERIA**

The respondent's proposal and final selection will be judged on the following criteria:

- A. The respondent's technical understanding of the master planning, its purpose and scope, and the field as evidenced by the quality of the proposal submitted.
- B. The background experience of the firm in providing similar planning services
- C. The firm's demonstrated ability to conduct planning in parks and recreation based on previous work.
- D. The specific background, education, and relevant experience of the individuals actually working with the City.
- E. Competitiveness of the proposed fees.

### **SELECTION PROCEDURE**

All proposals submitted in response to the Request For Qualifications will be reviewed against the criteria listed above and award of the contract shall be made in accordance with the purchasing procedures of the City of Torrington. A selection committee composed of City staff, representatives of other agencies and citizens may assist in choosing a consultant to provide the requested planning services. It is anticipated that a few of the consultants submitting the best proposals may be invited to an interview and presentation with the selection committee prior to final selection. The City intends to award a contract to the most responsible offer or whose proposal is determined to be in the best interests of the City. The City reserves the right to reject any or all proposals, or any portion thereof, to negotiate changes to the selected proposals and to waive technicalities.

#### **Task 1. Data Collection and Review**

- 1.1 Confirm the list of recreational facilities to be inventoried (attachment I) and review available information regarding these facilities. Identify areas where additional information may be required to complete subsequent project tasks. The intent of this task is to develop a thorough understanding of existing available information so duplication of previous work can be avoided. As a deliverable, produce a summary describing the existing available information at each site, limitations, if any, of this information, and requirements for additional information to be used in subsequent tasks.

#### **Task 2. Facility Inventory and Existing Conditions Overview**

- 2.1 An inventory of the recreational facilities at each of the listed sites will be completed through a combination of field inspection, review of existing information, and site mapping, where available. The inventory will include the number and type of facilities at each site, along with a brief summary of overall site parameters including parcel size



and location, adjoining uses and features, and general conditions of the facilities. Observations noted during the field inspection and existing information review will be included in the summary such as handicapped accessibility, evidence of vandalism or security problems, potential access or traffic limitations, evidence of inadequate drainage, prominent wetlands and watercourses, etc. The purpose of this existing conditions summary will be solely to note observations made during the site inventory visit and review of existing information. The detailed evaluation of site conditions and analysis of site opportunities and limitations will be completed for selected sites in a subsequent task. For each site inspected, produce a bulleted inventory of recreational facilities include number and type, site parameters and field observations. This inventory will be accompanied 2 to 3 photographs of each site's key features; and an overall tabulation and summary of the City's recreational facilities.

- 2.2 Complete an inventory and evaluation of the existing recreational facility maintenance program including staffing levels, funding, and operating procedures. Conduct interviews with maintenance staff at both the managerial and operations levels in the maintenance program. At the conclusion of this subtask, prepare a draft memorandum for review by City staff summarizing the existing maintenance program as well as recommendations for improvements, where identified.

### **Task 3. Identification of Citywide Recreational facility Needs**

- 3.1 Review the Recreation/Open Space Plans, Plan of Conservation and Development, and other pertinent reports. Included will be review of data and comments received during community surveys collected during preparation of this plan. From this review, we will determine if additional surveys are warranted or if public workshops/meetings alone would be an appropriate forum for seeking public input regarding recreational facility requirements. In addition to the information contained in reports and studies, we will use a demand-based approach in developing recreational facility needs for the City. It is anticipated that a minimum of two public meeting/workshops will be conducted with the first intended to familiarize the public with the needs assessment process and seek input regarding public's needs and the second to report back on the outcome of the needs assessment. Additional meetings with specific agencies and special interest groups would be ongoing. These meeting will not be site specific but, will rather focus on the overall needs of the community with fitting of these needs to occur in a following task.
- 3.2 Where specific user groups are identified, such as baseball or softball leagues, meet individually with representatives of these user groups to review user requirements and preferences. Up to 15 individual meetings are anticipated during this phase.

### **Task 4. Detailed Existing Conditions Analysis on selected/Prioritized Sites (Attachment I)**

- 4.1 Prepare a base plan of each of the facilities listed above using existing mapping available through the Planning and Engineering Departments. Review this existing mapping and advise the City identify if mapping is necessary to complete this task. Coordinate compilation of additional topographic and planimetric mapping of these facilities by the City, if required.
- 4.2 For undeveloped sites, a wetlands specialist will perform a site visit to identify estimated wetlands boundaries through limited field investigation and review of available citywide soils and wetlands mapping. Where more detailed wetlands boundary information is available, this information will be included on the base plans. Potential resource for this portion of the Work is the Northwest Conservation District. Soil Scientist, Sean Hyaden from the NW District has volunteered to serve as an advisor on wetlands issues, 1185 New Litchfield St., Torrington, CT 06790 (860)626-7222.
- 4.3 Prepare an existing conditions topographic survey plan of the selected project sites using the information gathered above and perform an existing conditions analysis that illustrates each site's opportunities and constraints including site topography and slopes, soil conditions, wetland areas, desired buffers to adjacent uses, offsite visual and aesthetic considerations, site access and security, safety issues, utilities, unique vegetation, unique habitat areas, etc. Other unique site features, such as potential historical significance, will be investigated through research of local historical archives, consultation with individuals knowledgeable of the historical significance of the site and other

sources of historical information. A potential resource for historical information is: Mark McEachern, Director, Torrington Historical Society, 192 Main Street, Torrington, CT 06790 (860) 482-8260.

- 4.4 Where specific site improvements currently exist, such as the inventory and conditions summary completed in Task 1, will be expanded to include a complete evaluation of the conditions of these improvements and appropriateness including such factors as ADA compliance, orientation of fields, and availability of onsite parking, etc. for these selected sites.
- 4.5 As part of the existing conditions analysis, data on subsurface conditions will be collected through review of soil conservation service mapping, soils information from nearby projects and discussion with local officials. Additional testing may include limited excavation of test pits using a backhoe to be supplied by the City to determine if additional geotechnical evaluation would be required to determine groundwater elevations, ledge locations and structural requirements. In areas of existing or proposal athletic facilities, collect soil samples to assess conditions of the existing material and potential for reuse, amendments required to create suitable loam and grading material, pH and nutrient requirements.
- 4.6 Conduct a public workshop to review our draft existing conditions analysis and seek input from the public regarding addition site information or features which should be included in the final site analysis.

#### **Task 5. Implementation Program**

- 5.1 Through completion of the needs evaluation and detailed analysis of the key recreational facility sites, it will be possible to identify if additional recreational facilities are necessary and which of these sites have the potential to accommodate these facilities. We will develop a program for implementation of these facilities which will include identification of which sites require development of master plans and cost estimates for subsequent phases of the project. Sites where the design of improvements can be completed will be identified.
- 5.2 We will review this implementation program with City staff and following receipt of staff comments will present the program at a public meeting for community review and comment.

#### **Task 6. Community Involvement**

Community involvement will be a critical factor in the success of the enhancement of the City's recreational facilities. The public needs to know that their input is taken seriously when plans are developed. The contractor will work with City staff to identify stakeholder and user groups that should be specifically targeted for invitation to these workshops as well as notification to the general public through local access cable television, radio announcements and notices in local newspapers, if appropriate. While it may not be possible to incorporate all the needs and desires of the public in the final plans, we will attempt to develop a consensus among the user groups through a program of community inclusion and involvement. Attendance lists will be kept for all public meetings and all attendees will be provided with a meeting summary and written notification of any subsequent meetings.

#### **Task 7. Staff Meetings**

The contractor will attend meetings as may be required with local officials, committee members and regulatory agencies during the planning and conceptual master plan phase. The contractor will assist in preparation for the meetings by developing appropriate handouts and presentation boards. All presentations will be reviewed with City staff and materials that will be supplied will be provided for review by City staff before public meetings.

## Attachment I

### School Properties:

High School  
Middle School  
East School  
Forbes School  
Vogel-Wetmore  
Southeast School  
Southwest School  
Torrington School

### Address

Major Besse Dr.  
200 Middle School Dr.  
215 Hogan Dr.  
Migeon Ave.  
68 Church Street  
Oak Ave.  
Litchfield Street  
Torrington West Street

### Undeveloped Sites:

Rock Creek  
State Theater property  
Machuga property  
Colangelo property