

REQUEST FOR STATEMENTS OF QUALIFICATION

Salmon River Watershed Municipal Land Use Evaluation Project

The Nature Conservancy (TNC), on behalf of the Salmon River Watershed Partnership, seeks a qualified individual, organization, or consulting firm to evaluate municipal land use policies and practices of nine towns that comprise the Salmon River watershed in east central Connecticut. Through this Request for Qualifications we are asking professionals who may be interested in this project to illustrate their relevant qualifications and project approach, provide examples of similar or relevant work, and explain their approach to this project.

The primary deliverable will be a report containing text, data, and maps that will provide a detailed audit of municipal plans, policies, and practices related to conserving the integrity of watershed resources (e.g., via stormwater management, impervious cover, forest cover, wetland regulation upland review areas). It also will include a set of recommendations to municipalities. The final report will be due in approximately nine months from consultant selection. The following Scope of Work contains a complete description of the desired services and other information critical to this Request.

The contract is funded in part with federal dollars from the Long Island Sound Futures Fund, and therefore the successful bidder will be subject to the terms and conditions as stated in the grant to TNC. These terms and conditions will be appended to the contract.

The response to this Request for Qualifications should include a minimum of:

- General description of ability to perform successfully the requested Scope of Work for this project
- Description of successful experience with the project most relevant to that described in the Scope of Work
- Resumes of the professionals to be directly assigned to this project
- Recommended approach to project described in Scope of Work
- Contact information for at least three professional references

The selection criteria are:

- Qualifications and experience of people to be assigned to the project team, particularly:
 - success in collaborating with and guiding municipal land use decision makers, especially in revising regulations
 - familiarity with natural resources and their responses to land use change
 - success in facilitating workshops
 - facility with emerging conservation and low impact development tools
- Quality and performance of past work
- Understanding of project's issues, opportunities, and constraints
- Availability
- Demonstrated ability to perform within time constraints
- Knowledge of towns within the Salmon River watershed

Responses, **due no later than Monday, November 3, 2008 at 5 p.m.**, should not exceed ten pages. After November 12 we will select candidates who will be invited to an interview with a selection committee, which will make the final selection based on who best meets the selection qualifications described in this document.

Please submit eight copies of the above information to:

Shelley Green, Lower Connecticut River Program Director
The Nature Conservancy
45 Main St.
Essex, CT 06426

or by e-mail to: sgreen@tnc.org. She also can be reached with questions at 860.767.7706 x13.

Scope of Work
Land Use Planning Services
Salmon River Watershed Municipal Land Use Evaluation Project

General Description

On behalf of the Salmon River Watershed Partnership (SRWP), The Nature Conservancy (TNC) seeks a qualified individual, organization, or consulting firm to evaluate municipal land use policies and practices of nine towns that comprise the Salmon River Watershed in east central Connecticut. The project is a critical, high-priority action item in the Salmon River Watershed Conservation Action Plan.

The Salmon River, located in east central Connecticut, is one of the state's premier trout stream systems and is the standard against which CT DEP measures the water quality of other streams in the Connecticut River basin. It supports well-know water recreation areas, such as Lake Pocotopaug and Moodus Reservoir.

The watershed also is located in the heart of one of the fastest-growing areas in the State. In January 2007 TNC launched the SRWP, a collaborative regional approach to engage municipalities in conserving the health of watershed and the long-term social and economic vitality of the communities in the watershed. The first step was to convene multiple public and private stakeholders for a series of workshops in which we developed the Conservation Action Plan. In January 2008 chief elected officials voted to support the plan, contribute funding to carry it out, and identify someone to represent the town in a steering committee charged with guiding the implementation. In May 2008 the 10 municipalities signed the Salmon River Conservation Compact, recognizing the importance of this shared resource and committing to a regional approach to conserve watershed resources.

TNC has secured federal funding from the Long Island Sound Futures Fund and from seven watershed towns to help carry out the project. The successful bidder will be subject to the terms and conditions as stated in the grant to TNC. These terms and conditions will be appended to the contract.

Services Required

We seek a land use professional to evaluate strengths and gaps in municipal policies and practices that protect the rivers, lakes, ponds, wetlands, forests, and fisheries of the Salmon River watershed and to prepare town-specific and watershed-wide recommendations to strengthen their protection.

Together with the Lower Connecticut River Program Director, the consultant will work with town planners, who understand the regulatory framework and political dynamics of each community and who have participated in the project through earlier watershed planning workshops. We will continue to meet with them throughout the project, from the initial listening phase through development of recommend-dations, and a subcommittee will provide peer review of the draft report. The SRWP Steering Committee and town land use commission members will receive periodic reports and will come together in a watershed-wide summit, facilitated by the land use consultant, to learn about and discuss the results of the evaluation.

To prepare for this project, we have developed a list of relevant elements of town plans, policies, and practices and compiled current municipal land use-related documents (e.g., plans of conservation and development and subdivision, inland wetland, and zoning regulations). Over the

coming months TNC will develop a set of maps to help towns visualize their future under current policy framework (e.g., buildouts, projected impervious cover, infrastructure) and to be included in the final report by the consultant.

We seek a consultant with planning expertise, familiarity with natural resources, and facility with current conservation tools. The consultant will be able to both conduct an in-depth analysis of individual towns and scale up to the watershed to draw comparisons, identify vulnerabilities, and recommend priorities among towns.

The final product will be an assessment of current policies and practices and a set of practical recommendations for how to revise them to strengthen protection of the Salmon River system and downstream habitats. We will focus on the tools that are known to most leverage river protection (e.g., those related to stormwater management, riparian zone protection, forest cover, promotion of open space). Furthermore, so that towns will not have difficulty customizing generic model regulations to their own circumstances, we will include town-specific recommendations.

Project Deliverables

1. Draft report on evaluation of municipal plans, regulations, and practices (due March 2009)
2. Draft recommendations (due May 2009)
3. Draft final document (due September 2009)
4. Final report: 100 copies (due October 2009)
5. Final report on CD in both Word and Adobe formats

The consultant also will:

- Meet twice with individual town planners (nine towns), first to gather information then later to discuss draft recommendations
- Present findings to SRWP Steering Committee (one two-hour meeting)
- Facilitate half-day workshop to present and discuss results to land use commissioners from watershed towns (tentatively May 2009)
- Communicate frequently with the Lower Connecticut River Program Director

Selection Process

Through this RFQ we intend to identify interested parties and, through their replies, identify the most qualified bidders. We will base this review on:

- Qualifications and experience of people to be assigned to the project team, particularly:
 - success in collaborating with and guiding municipal land use decision makers, especially in revising regulations
 - familiarity with natural resources and their responses to land use change
 - success in facilitating workshops
 - facility with emerging conservation and low impact development tools
- Quality and performance of past work
- Understanding of project's issues, opportunities, and constraints
- Availability
- Demonstrated ability to perform within time constraints
- Knowledge of towns within the Salmon River watershed

Finalists will be asked to attend an interview by a selection committee, which will make the final selection based on who best meets the selection qualifications described in this document.