

Request for Qualifications
Planning Consulting Services

Introduction

The Woodbury Planning Commission has begun its update and revision of the Town Plan of Conservation and Development. A data and inventory report (available for review at www.woodburyct.org) has been prepared, a web-page has been established for communications with the public, and a public opinion survey for has been posted online and publicized by a mailing to every postal address in the Town. Focus groups meetings are planned on key topics: Economic Development; Residential Development; Conservation; and Municipal Facilities.

The Town of Woodbury is seeking consulting services by a qualified individual or firm to assist in the completion of this project. The selected consultant would undertake some or all of the following tasks and others as will be negotiated:

1. Prepare focus group discussion points and agendas, conduct the focus groups sessions, and tabulate the results;
2. Summarize and evaluate the responses to the public opinion survey;
3. Conduct one or more public workshops to inform and engage the community and obtain public input;
4. Update the data and inventory report with current information as available for incorporation into a draft plan; and
5. Work with the Planning Commission and any sub-committees to develop objectives and strategies and compile them into a draft Plan of Conservation and Development.

The Town has budgeted \$40,000 over the 2008 – 2009 fiscal years for consultant services to complete this project. Consulting fees and scope of work, including schedule and deliverables, will be negotiated with the selected individual or firm.

Format for Submitting Statements of Qualification

6 copies of each of the following items must be submitted no later than the date and time specified in this request.

- A. Company Background Materials: Provide information concerning the background, experience and reputation of the Consultant.
- B. Ability to Perform: Provide examples of previous work on similar projects to demonstrate the Consultant's understanding and familiarity with projects of this type. Firms shall list all plan of conservation and development projects of comparable type which have been completed in the last five years.
- C. Project Approach: Outline a proposed approach to the project, incorporating work completed to date, public input, and innovative approaches to community planning.
- D. References: Provide a list of previous and current contracts which are similar to the Town's project. The list shall include the following:
 - Services performed and fees for services;
 - Name, address, telephone numbers of clients which may be contacted for verification of data submitted;
 - Statement as to whether project was completed on time and within budget.
- E. Extent of local knowledge of Woodbury and/or communities experiencing similar characteristics, development patterns and issues: Demonstrate a working knowledge of

issues typically facing a community like Woodbury and its potential in the context of a larger region, and discuss how these factors may influence the planning process.

Selection Criteria

The following criteria will be used in evaluating qualification statements:

- 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.
- Presentation quality and readability of previously prepared town plans.
- Ability to creatively approach the development of the Plan and facilitation of public input.
- Ability to perform the work in a timely manner.
- Reasonable proximity to the town to avoid undue travel costs.

Submittal

Sealed statements, clearly marked “***QUALIFICATIONS FOR SERVICES TO ASSIST IN THE PREPARATION OF THE WOODBURY PLAN OF CONSERVATION AND DEVELOPMENT,***” will be accepted by the First Selectman’s Office until 2:00 p.m., November 15, 2008. Responses received after this date and time will be considered only at the discretion of the Town of Woodbury.

Submittals should be directed to:

Linda Anderson
Administrative Assistant
Town of Woodbury
PO Box 369
Woodbury, Connecticut 06798

The Town reserves the right to reject any and all statements, or parts thereof, which are not in the best interest of the Town of Woodbury.

The Town of Woodbury is an Affirmative Action/Equal Opportunity Employer

For more information, contact:

Judi Lynch, Land Use Director

jlynch@woodburycct.org

203 263-3467