

**Request for Qualifications (RFQ)**  
**PLYMOUTH COMMUNITY INVESTMENT**  
**TRANSFORMATIONAL PLAN**

**ARCHITECTURAL / ENGINEERING /  
COMMUNITY PLANNING & DEVELOPMENT FIRMS**

The Town of Plymouth, Connecticut is seeking an experienced professional Architectural, Engineering, Community Planning, Community Development consultant(s) to conduct a three-part community-wide survey to create engagement and collect data towards the development of a prioritized plan for community and economic growth.



**Town of Plymouth, Connecticut**

**Joseph T. Kilduff, Mayor**

**Town Council:**

Nate Brown • Dan Gentile • Joe Green  
Roxanne McCann • Ron Tiscia

**CIF Ad Hoc Committee:**

Chairman: Bill Hamzy, Esq.  
Mayor Kilduff • Ron Mamrosh • Seth Duke  
Nate Brown • Walter Seaman • Roxanne McCann

**Staff/Consultants:**

Vinnie Klimas, Grant Administrator and Vance Taylor, Economic Development

Funded by State of Connecticut Department of Economic and Community Development  
Community Investment Fund and Local Funds

Plymouth Town Hall  
Mayor's Office: (860) 585-4001  
80 Main Street, Terryville, CT 06786 • Email: [mayor@plymouthct.us](mailto:mayor@plymouthct.us)

**May 22, 2023**  
**(33)**

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## **OVERVIEW**

The Town of Plymouth CT. recently received approval of its grant application to the Ct. Dept. of Economic and Community Development, via the Community Investment Fund 2023 Application stages. As a result, the Town, through this Request for Qualifications (RFQ) is seeking an experienced professional licensed/credentialed: Architectural, Engineering, Community Planning, and/or Community Development consultant firm to conduct a three-part community-wide survey to create engagement and collect data towards the development of a prioritized plan for community and economic growth for the Town of Plymouth, CT.

Please review the following pages 4 and 5 “PLAN METHODOLOGY FLOW CHART” which illustrates the three critical stages of the Plan.

- Survey and Engage 30% of the Town’s Citizens.
- Survey and Engage 27 + Community Agencies.
- Survey and Engage Businesses and Companies.

From the collection and analysis of survey data the **PLYMOUTH COMMUNITY INVESTMENT TRANSFORMATIONAL PLAN** will identify a broad range of specific “Possible Community Investment Projects.” Then, the Town of Plymouth, with the assistance of the RFQ Consultant, will seek out and apply for local, state, and federal funds to finance and implement the priority Community Investment Projects.

# PLAN METHODOLOGY

## FLOW CHART

**01**  
Survey and Engage  
30% of Town's  
Citizens

**02**  
Survey and Engage  
40+ Commnity  
Agencies

**03**  
Survey and Engage  
Businesses and  
Companies

**PLYMOUTH  
Community  
Investment  
Transformational  
Plan**

Possible Community  
Investment Project:  
MAIN STREET  
REVITALIZATION

Possible Community  
Investment Project:  
WATER POLLUTION  
CONTROL AUTHORITY  
UPGRADE PROJECT(S)

Continued next page ...

Possible Community  
Investment Project:  
AFFORDABLE HOUSING  
OPPORTUNITIES

Possible Community  
Investment Project:  
CLEANING UP  
OUR WATERWAYS  
AND LAKES

Possible Community  
Investment Project:  
PLYMOUTH PUBLIC  
SAFETY FACILITY

Possible Community  
Investment Project:  
BUS AND RAIL  
PUBLIC  
TRANSPORTATION

Possible Community  
Investment Project:  
INITIATE DEPARTMENT  
OF ECONOMIC & COM-  
MUNITY DEVELOPMENT

Possible Community  
Investment Project:  
BROADBAND &  
INTERNET FOR ALL  
NEIGHBORHOODS

Possible Community  
Investment Project:  
TOWN WIDE  
BICYCLE PATHWAY  
SYSTEMS

Possible Community  
Investment Project:  
MARKETING PROGRAM -  
EMBELLISHING  
PLYMOUTH

Possible Community  
Investment Project:  
EMPLOYMENT  
TRAINING SCHOOL

Possible Community  
Investment Project:  
TOWN HALL  
ADA ELEVATOR

Possible Community  
Investment Project:  
INCREASE TOWN-WIDE  
CELEBRATIONS TO  
ATTRACT VISITORS TO  
MOVE TO PLYMOUTH.

Possible Community  
Investment Project:  
EXPAND BUSINESS  
PARK ACREAGE

Possible Community  
Investment Project:  
CULTURAL AND  
ARTS CENTER

Possible Community  
Investment Project:  
INCREASE HOUSING  
REHABILITATION FUNDS

## **PREFACE**

The Town of Plymouth, acting through its Mayor, Joseph T. Kilduff, Town Council, and Community Investment Ad Hoc Committee are seeking a licensed, certified, or otherwise professionally credentialled community planning/development/architectural and/or engineering firm consultant with qualifications to compose in print and electronically a:

### **PLYMOUTH'S COMMUNITY INVESTMENT TRANSFORMATIONAL PLAN.**

The firm will oversee a community-wide visioning process, to enable the Town to establish an ongoing community engagement mechanism by which community and economic development programs and projects can be readily identified, and funded with sources sought to implement these activities, over a 5 to 10 year period. The goal will be to enhance Plymouth as a desirable community in which to live, work and recreate. The visioning process and Plan will be funded by the Town and Connecticut Department of Economic and Community Development, Community Investment Fund, and other possible public and private sources.

<b><u>PRE-SUBMISSION</u></b>	It is mandatory for potential Bidders attend the "Pre-Submission RFQ Training Sessions" answer and question on June 1, 2023, 3:30 pm, Community Room (Lower Floor), Plymouth Town Hall, 80 Main Street, Terryville, CT. 06786. Park in the back of the Town Hall.
<b><u>REQUEST FOR INFORMATION</u></b>	Submit RFIs to Joe Kilduff, <a href="mailto:mayor@plymouthct.us">mayor@plymouthct.us</a> Submit RFIs June 12 <sup>th</sup> through June 25, 2023 by 5pm _o'clock. Answers will be distributed to all who requested an RFQ from June 5 <sup>th</sup> through June 23 <sup>rd</sup> .

"Request for Information (RFI)" questions are to be in writing and directed to Town of Plymouth, Mayor Joseph T. Kilduff, Mayor's Office, Town Hall, 80 Main Street, Terryville, CT 06786, 860-585-4001, [mayor@plymouthct.us](mailto:mayor@plymouthct.us) . All registered potential bidders must attend Pre-Submission Meeting to receive the RFIs and the Town's response.

<b><u>RFQ PROPOSAL DEADLINE</u></b>	<b><u>Sealed</u></b> proposals must be received by the <b>DEADLINE of Friday June 30, 2023, by 11:45 AM</b> Public Bid Opening by the Mayor, or his designee in the Assembly Room, Town Hall, 80 Main Street, Terryville, CT 06786.
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The Town of Plymouth reserves the right to award in part, to reject any and all RFQ proposals, in whole or in part, or waive technical defects, irregularities, and omissions if, in its judgment, the best interest of the Town of Plymouth will be served. RFQ Proposals should answer all questions within this RFQ.

The Town of Plymouth is an Affirmative Action-Equal Opportunity Employer. Women and Minorities Business Enterprises [WBE or MBE or DisMBE] are encouraged to submit their proposal and qualifications. Municipal regulations prohibit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual identity, developmental disabilities, or physical disability.

### **SELECTION COMMITTEE AND PROCESS:**

The Selection Committee shall be comprised of the Mayor, Chairperson of the Ad Hoc Committee (or their designees,) and the two assigned staff Consultants who co-wrote the CIF Application and RFQ. Depending on the number of bidders received it is projected to take an estimated 1+- month to review all proposals by the Selection Committee. The Selection Committee shall present its preliminary Recommendations to the CIF Ad Hoc Committee and Town Council for their review, comments, and final selection/recommendation. The selection for award will be based on the consultant most qualified and responsible to meet the scope of the engagement, and is projected to be a good fit for the Town of Plymouth. Responsibility will be evaluated based on the candidate's previous experience, qualifications, references, and the ability to competently complete the work within the allotted budget and 1 month to publicly advertise this RFQ and interview responding Bids. From the Mayor's "Letter to Proceed" the selected entity will have 1 month to "mobilize their resources" by the second month they must have Boots hitting the streets to begin 9+- month period of time to implement and finalize the PLAN.

### **DESCRIPTION OF PROCESS:**

The purpose of the project is to initiate and facilitate a community engagement and visioning process, to allow opportunities for residents and various community stakeholders to provide input in the development of a 5 to 10-year **PLYMOUTH'S COMMUNITY INVESTMENT TRANSFORMATIONAL PLAN**. This effort will desirably identify programs and projects that will enhance both economic and community vitality within the Town. This process is a chance for residents, businesses, and governmental agencies to "*dream big*" and "*think out of the box*"

about the future of Plymouth, CT. , and therefore offer ideas that are innovative and transformative, with an emphasis on benefitting underserved portions of the Town's population as well as on attracting new residents and new business. The impetus for this process is the Town's intention to then apply for multi-year funding recently made available through the State's CT. Community Investment Fund administered by the Dept. of Economic and Community Development. Additionally, other public and private funding sources would be pursued that could assist in meeting the needs and scope of work identified within the 5 to 10 YEAR **PLYMOUTH'S COMMUNITY INVESTMENT TRANSFORMATIONAL PLAN.**

All parties are hereby duly informed and understand that the CT. Dept. of Economic and Community Development has the administrative oversight authority to implement any changes that DECD may deem needed. Such oversight compliance could impact the projected time schedule.

### **RFQ SCOPE OF WORK & ESTIMATED TIMETABLES**

1. After the "Letter to Proceed" from the Mayor, the winning firm will have one month to mobilize appropriate staff, equipment, and resources. One of the first community engagement activities to ignite community interest and participation is to organize and conduct a **Kick Off Event** to discuss current market conditions. After the winning, the firm needs to mobilize their resources in the first month, the firm must begin work with boots on the ground and draft and develop a computerized comprehensive Transformational Survey to be used for **PLYMOUTH'S COMMUNITY INVESTMENT TRANSFORMATIONAL PLAN.** *Survey tool such as Survey Monkey and Google forms are examples of potential computerized Survey Tools and other tools can be used .* The Survey tool must be computerized, drafted and approved by the Mayor, Town Council, CIF Ad Hoc Committee and assigned staff. Estimated timetable: 1 to 3 months.
2. Survey and engage: 30% of the Town's citizens, 27 + Community Agencies, and Businesses and Companies. From the Surveying and Engaging process shall identify Possible Community Investment Projects. See pages 4 and 5 for the theoretical "Plan Methodology Flow Chart." Estimated timetable: 4 to 6 months.
3. Shall review and discuss to assess any impact of currently-available relevant local documents and reports, including the 2015 Plan of Conservation and Development, the 2022 Affordable Housing Plan, and related planning &

zoning and economic development documents, including identifying potential zoning regulations and economic development best practices. Estimated timetable: 1 to 2 months.

4. Shall facilitate meetings and interviews with stakeholders including Town Committees, Boards and Commissions, elected officials and the general public. Shall meet and/or discuss with each and every of the 27 following Boards and Commissions for their input:

**27 Local Government Boards & Commissions**

<u>Ambulance Board</u>	<u>Housing Authority of the Town of Plymouth</u>
<u>Board of Assessment Appeals</u>	<u>Housing Board of Appeals</u>
<u>Beautification Committee</u>	<u>Human Services Commission</u>
<u>Capital Improvements Commission</u>	<u>Library Board</u>
<u>Code Enforcement &amp; Property Maintenance</u>	<u>Local Emergency Planning Commission</u>
<u>Communications Commission</u>	<u>Parks &amp; Recreation Commission</u>
<u>Inland/Wetlands Conservation with Environmental Issues</u>	<u>Planning &amp; Zoning Commission</u>
<u>Economic Development</u>	<u>Police Commission</u>
<u>Board of Education</u>	<u>Board of Public Health</u>
<u>Board of Finance</u>	<u>Public Works Board</u>
<u>Fire Commission</u>	<u>Retirement &amp; Pension Oversight Board</u>
<u>Fire House Building Committee</u>	<u>WPC Authority</u>
<u>Historic Property Commission</u>	<u>Zoning Board of Appeals</u>

Shall meet and/or discuss with local churches and religious organizations, community services clubs and organizations (ex: Lions Club, Rotary Club, American Legion, etc.). Estimated Timetable: 6 to 8 months.

5. Identify, survey, and interview public and private business opportunities for potential developers for projects that have been identified as part of the Surveying process. Estimated Timetable: 4 to 5 months.

6. Projected Timeframe: Starting from the Mayor's "Letter to Proceed" the overall schedule will be 1 month to mobilize resources; and 9+- months to implement and complete the entire **PLYMOUTH COMMUNITY INVESTMENT TRANSFORMATIONAL PLAN.**
7. Review/Discuss currently-available relevant state and local Documents and Reports. Reviews, evaluations, permits, approvals and/or certifications, including but not limited to: Main Street Assessment, Connecticut Environmental Policy Act (CEPA), Environmental Impact. Evaluation (EIE), Flood Management Certification (FMC); State Historic and Preservation Office (SHPO) review and determination; and/or Municipal Plan of Conservation and Development (POCD) provisions with regard to eligibility for discretionary state funding. Such reviews, evaluations, permits and or certifications could significantly impact project costs and timelines. Estimated Timetable: 3 months.
8. Establish a website for any citizen to complete the Survey on their own via the website Survey tool/form.. Estimated Timetable: 6+- months.
9. Shall Review and Analysis; "SWOT" or related market methodology. Estimated. Timetable: 3 months.
10. Create a presentation, both in person and virtual, and posted on the Town's webpage, to provide residents with an overview of current market conditions, community strengths and weaknesses, identify deficiencies; Invite to participate in public outreach survey and also return for follow-up sessions where ideas will be encouraged, using charrettes or similar tools for engagement. Estimated Timetable: 9+- months.
11. Conduct public outreach/information sessions to gather community input and encourage community participation, in person and virtual, with emphasis on "transformative" programs and projects. There shall be at least one well-published date and time held in Pequabuck, Terryville, Plymouth Center, Fall Mountain, East Church sections of Town for such Public meetings for input to the Development Plan. And there shall be at least one Town-wide Public Hearing for public input compiling the PLAN; and one town wide-public forum to present and describe the final **PLYMOUTH'S COMMUNITY INVESTMENT TRANSFORMATIONAL PLAN.** To the extent available all meetings shall be in ADA accessible facilities. Estimated Timetable: 6 months.

12. Identify “Possible Community Investment Projects” with priorities/recommendations within a 5- 10 year scope, and develop narrative of each project or program with estimated costs and possible sources of public and/or private funding. Examples are on pages 4 and 5 of this RFQ. These Examples are just a sample of possible projects that may be identified through this process. Other examples not in this listing are very likely to occur. Ongoing – using social media, press releases, communicate/direct contact with business, civic and community organizations, to keep residents and stakeholders informed, and encourage their participation. Estimated Timetable: 9+- month.
13. Present of a draft **PLAN** to the Mayor & Town Council, Community Investment Ad Hoc Committee, and assigned staff, for the potential final adoption of the final draft 5 to 10 Year ***PLYMOUTH’S COMMUNITY INVESTMENT TRANSFORMATIONAL PLAN***. Estimated Timetable: Timeframe: 9 months +-.
14. Provide on-call and in-person organizational resources in drafting, reviewing and/or assisting with funding applications for each item on the “Possible Community Investment Projects.” Ongoing – using social media, press releases, communication/direct contact with business, civic and community organizations, to keep residents and stakeholders informed, and encourage their participation. Estimated Timetable: 8 – 9 month.
15. From time-to-time, unforeseeable events may require The Town of Plymouth or the AIA/PE firm to request a Change Order(s). Change Order(s) (CO) must in writing, thoroughly describe, identify any cost impact, and MUST be approved in writing by both parties. Verbal Change order(s) are **not** allowed by any party.
16. Provide written monthly Status Reports to the: Mayor, Town Council, CIF Ad Hoc Committee, and assigned staff. And delivering the Draft and/or final ***PLYMOUTH’S COMMUNITY INVESTMENT TRANSFORMATIONAL PLAN*** in 25 copies printed and 2 electronic computerized formats. Estimated Timetable: at the end of the 9<sup>th</sup>+- month.

- 17. The winning company shall precipitate from and react to the Final PLYMOUTH'S COMMUNITY INVESTMENT TRANSFORMATIONAL PLAN to complete, develop, write up Funding Applications, proposals, and supporting materials to assist The Town of Plymouth to write and file an CIF Application for June (projected) 2024 CIF Notice of Funds Availability (NOFA). Estimated Timetable at 9+- month.***

**DELIVERING -THE FINAL PLAN:**

**PLYMOUTH COMMUNITY INVESTMENT TRANSFORMATIONAL PLAN.**

The Town of Plymouth shall receive copies of all materials produced in connection with the process and project identification, and shall include, but not be limited, to the following:

1. Title Page: Must include a funding acknowledgement statement citing the Town of Plymouth and other funders.
2. Table of Contents.
3. Executive Summary.
4. Methodology for Analysis.
5. Existing General Conditions Narrative.
6. Findings.
7. Recommendations to identify Plymouth's Future Community Investment Projects.
8. High quality digital photographs of sites and facilities with photos clearly labeled.
9. Map of project areas described.
10. Bibliography/Resources Used.

The consultant shall provide 35 bound copies (27 + agencies identified) on acid-free paper and 2 electronic copies, and shall submit a Final Report describing the work accomplished. All work and documents are the property of the Town of Plymouth.

**AWARD:**

Interviews with prospective consultants will be scheduled for May/June 2023. The selection will be based on most responsible and qualified bidder. Responsibility will be evaluated based on the candidate's previous experience, qualifications of the

bidder including quality and scope of the proposal, references, quality of samples (previous work products), and previous experience, Background checks, references, and the ability to competently complete the work within the allotted budget and period of time. The Town of Plymouth expects to select a consultant and award a contract during the month of May/June, 2023. This is a projected schedule which is subject to change due the number of Proposals and at the sole decision of the Mayor, Town Council, and CIF Ad Hoc Committee.

### **REQUEST FOR QUALIFICATIONS CONDITIONS:**

- All documents, reports, Plans written or provided in response to this RFQ are to be the sole property of the Town of Plymouth. All materials associated with this procurement process and products are subject to the terms of local, State, and federal laws defining Freedom Of Information and privacy and all rules, regulations and interpretations resulting from those laws.
- Any draft or final product, whether acceptable or unacceptable, developed under this contract awarded as a result of the RFQ is to be the sole property of the Town of Plymouth.
- Timing and sequence of events resulting from this RFQ will ultimately be determined by the Town of Plymouth.
- The Town of Plymouth may amend or cancel this RFQ, prior to the due date and time, if it deems it to be necessary, appropriate, or otherwise in the best interest of the Town of Plymouth. Failure to acknowledge receipt of answers to FOIs amendments, in accordance with the instructions contained in the amendments, may result in a proposal not being considered.
- The consultant must certify that the personnel identified in its response to this RFQ will be the persons actually assigned to the project. Any additions, deletions or changes in personnel assigned to the project must be approved by the Town of Plymouth in advance of their exclusion or inclusion, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the Town of Plymouth. At its

discretion, the Town of Plymouth may require removal and replacement of any of the consultant's personnel who do not perform adequately on the project in the sole opinion of the Town of Plymouth, regardless of whether they were previously approved by the Town of Plymouth.

- **Background Checks.** All candidates and agencies must satisfactorily pass a Background Check performed by the Town of Plymouth. Has the Consultant or any staff member ever been placed on the federal OIG Exclusion listing or CT. DAS/CT.DECD/other State agency's exclusionary or disbarred listing? This includes, but not limited to, the: US Office of Inspector General (OIG), Connecticut. Dept. of Administrative Services; Connecticut Court records. The candidate must reveal in writing any information on any disciplinary action on your professional licenses. Failure to honestly and fully respond to this RFQ Requirement may mean an automatic rejection.
- Please provide your ordinary fee structure: \$/hour. And note your not to exceed lump sum amount contract as noted on the Form "REQUIRED BID 2023 SHEET page 18. Please insert your lump sum amount.
- Any pre-development costs and expenses incurred by consultants in preparing or submitting this RFQ are the sole responsibility of the consultant.
- A consultant must be prepared to present evidence of experience, ability, service facilities, and financial condition necessary to satisfactorily meet the requirements set forth or implied in this RFQ.
- No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, clarification of proposals may be required in writing by the Town of Plymouth at the consultant's sole cost and expense.
- Consultants may be asked to give demonstrations, interviews, presentations or further explanation to the RFQ's Screening Committee, and any other governmental entity as deemed appropriate by the Mayor.

- The consultant represents and warrants that the RFQ is not made in connection with any other consultant and is in all respects fair and without collusion or fraud.
- For this contract, the current edition of the appropriate American Institute of Architects (AIA) or Engineers Joint Contract Document (EJCD) will be the base forms utilized. While all parties have the ability to negotiate contract language, the consultant must accept the Town of Plymouth's standard contract language and conditions. If not acceptable, the Town of Plymouth reserves the right to exclude or eliminate that Bidder's proposal.
- The contract will represent the entire agreement between the consultant and the Town of Plymouth and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The Town of Plymouth shall assume no liability for payment of services under the terms of the contract until the successful consultant is notified that the contract has been accepted and approved by the Town of Plymouth. The contract may be amended only by means of a written instrument entitled "Amendment" signed by the Town of Plymouth and the consultant.
- "Request For of Information (RFI)" are to be in writing/email and directed as above for circulation to and response by a representative of the Town of Plymouth. Responses will be sent via e-mail to all interested persons and/or firms.
- Rights are Reserved by the TOWN OF PLYMOUTH. The Town of Plymouth reserves the right to award in part, to reject any and all proposals in whole or in part for misrepresentation or if the consultant is in default of any prior Town of Plymouth contract, or if the proposal limits or modifies any of the terms and conditions and/or specifications of the RFQ. The Town of Plymouth also reserves the right to waive technical defect, irregularities and omissions if, in its judgment, the best interest of the Town of Plymouth will be served.
- The Town of Plymouth reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a consultant and subsequently awarding the contract to another consultant. Such action on the part of the Town of Plymouth shall not constitute a

breach of contract on the part of the Town of Plymouth, since the contract with the initial consultant is deemed to be void *ab initio* and of no effect as if no contract ever existed between the Town of Plymouth and the consultant.

- The Town of Plymouth reserves the right to cancel this At-Will contract at any time with a 5 day Certified USPO written notice to the firm.
- Insurance requirements. Liability insurance shall be in an amount not less than \$1,000,000.00 for injury to or death of any one person and \$1,000,000.00 for each occurrence in respect of personal injury or death and \$250,000.00 for each occurrence of property damage. Errors and Omissions. which includes coverage for professional malpractice, in the amount of \$1,000,000.00. The policy shall provide for coverage of all claims occurring during the term of the policy notwithstanding the fact that the claim may be asserted subsequent to the expiration of the policy for a minimum period of three (3) years.

### **RFQ REQUIREMENTS.**

RFQ must (1) be word processed; (2) be printed on white paper; and (3) use a font size of not less than 14 points. All proposals must be submitted in **sealed** envelopes or packages addressed to Joseph T. Kilduff, Mayor, Town of Plymouth, Mayor's Office, Town Hall, 80 Main Street, Terryville, CT 06786. Proposals transmitted by Fax or Email may not be accepted or reviewed.

Proposal must contain the following items:

- Your firm's proposal how you will implement the above detailed Scope of Work & Timeline, signed and notarized.
- Resumes and any governmental individual and firm's public licenses.
- References-include three letters of reference from recent clients. Provide the name, title, company address, and phone number for each reference.
- Two to Three Written Community Development and Investment Plan samples. Plans that the consultant has read and accepts the RFQ's conditions, the Town of Plymouth standard contract and conditions and the Town of Plymouth contract compliance requirements in their entirety and without amendment. The statement must be signed in blue ink by the consultant. Signed and notarized "Required Bid 2023 Sheet" pages 17 and 18.

- All responses to the RFQ must conform to the instructions. Failure to include any required signatures, provide the required number of copies and/or to meet deadline for submission may result in the Town of Plymouth's rejection of the proposal.
- The winning consultant firm's complete Response to the Town's RFQ will be made an Attachment to the final Contract and will be made a part of the Contract.

**US, or FedEx, or other Mail deliver RFQ Response to: Joseph T. Kilduff, Mayor, Plymouth Town Hall, Mayor's Office, 80 Main Street, Terryville, CT. 06786. Proposals must be submitted in a sealed envelope marked RFQ 2023 – PLYMOUTH's COMMUNITY INVESTMENT TRANSFORMATIONAL PLAN and must be received in-hand and sealed no later than Friday, 11:45 AM June 30, 2023.**

Sincerely:

\_\_\_\_\_(date)\_\_\_\_\_  
Name and Title

Notary: \_\_\_\_\_(date)\_\_\_\_\_

\_\_\_\_\_  
EMAIL CELL Phone (date)

**REQUIRED BID 2023 SHEET**

**IN RESPONSE TO THE TOWN OF PLYMOUTH'S RFQ'S**

**PLYMOUTH COMMUNITY INVESTMENT TRANSFORMATIONAL PLAN**

**1. Name of Company:** \_\_\_\_\_

**2 Address Street** \_\_\_\_\_

**3. Email Address** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**4. Years of Professional Services** \_\_\_\_\_

**5. Number of PLANS conducted** \_\_\_\_\_

**6. Past and present PLANs.**

<u>Date</u>	<u>Town</u>	<u>Brief Description of PLAN</u>	<u>Cost</u>

**7. References,**

<u>Number</u>	<u>Name</u>	<u>Professional</u>	<u>Cell &amp; email</u>

**8. Describe Company's staff patterns. If the assigned Project Manager becomes incapacitated what professional backup staff do you have? Please explain.**

**9. Insurances in-hand (name, type costs, etc. If selected Certificates of Insurance will be required to be submitted before final approval and signing final contract.**

**10. Work Availability and authorizations.**

**Date to Begin Work** \_\_\_\_\_ **Projected End Date** \_\_\_\_\_

**Total Not to Exceed Cost of Work for the Project** \_\_\_\_\_

**Company's Authorized Name and Signature**

\_\_\_\_\_

\_\_\_\_\_

**Printed Name and date.**

\_\_\_\_\_

**Notarized Authorized Signature Name and date.**

**Legal Notice - Town of Plymouth**  
**Request for AIA/PE/Planning Qualifications (RFQ)**

The Town of Plymouth, CT. is seeking an Architectural, Engineering, Community Planning Development consultant to conduct a three-part community-wide survey to create engagement, collect data and prepare a prioritized **PLYMOUTH COMMUNITY INVESTMENT TRANSFORMATIONAL PLAN**.

This Plan is funded by the CT Dept. of Economic and Community Development Community Investment Fund and the Town. The overall scope of the PLAN is to survey and engage (1.) community citizens, (2.) 27 + public and private commissions/agencies and (3.) businesses and companies, review all relevant reports, regulations and laws and use that information to prepare a comprehensive **PLYMOUTH COMMUNITY INVESTMENT TRANSFORMATIONAL PLAN** and then assist in preparing/filing potential grant Applications.

Successful consultant must have at least three (3) years of professional architectural, engineering, or community planning or development project experience in developing and executing community surveys and then preparing a comprehensive Transformational Plan from the accrued data. Responses to the RFQ requirements should include AIA/PE/Community Planning & Development Resume and related qualification documents delineating your experience. Must have current valid CT license for Architect, or Engineering, or Community Planning/Development credentials. Must satisfactorily pass a background check. Final contract/agreement will be negotiated after selection is made. **All interested bidders must attend a CIF Pre-submission Meeting which will be held on June 1, 2023 at 3:30 at the Community Room, Plymouth Town Hall. No exceptions. Attendance may be in person or virtual. Virtual access information will be posted on the Town's Website on/before 5 pm. May 30, 2023.**

Requests for the **RFQ PLYMOUTH COMMUNITY INVESTMENT TRANSFORMATIONAL PLAN** package may be made to Vinnie Klimas, Grant Administrator Consultant, or Vance Taylor, Economic Development Consultant at Plymouth Town Hall, Mayor's Office, 80 Main Street, Terryville, CT 06786 Telephone (860) 585-4001, [mayor@plymouthct.us](mailto:mayor@plymouthct.us). **RFQ Transformational Plan sealed BID SUBMISSION DEADLINE is Friday, June 30, 2023, by 11:45 am to Plymouth Town Hall, Mayor's Office, 80 Main Street, Terryville, CT 06786.** MBE, WMBE, DisMBE, are encouraged to apply. Plymouth is an EOE Employer.

(CIF RFQ Legal Ad Notice (32-Final))

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