

REQUEST FOR PROPOSALS (RFP)
Farmington Center Study
Town of Farmington, CT

January 6th, 2016

In 2015 the Town of Farmington conducted a very successful series of public participation planning workshops (the “Workshops”) with over 500 participants for a 40 acre study area. The study area is bisected by CT RT 4 (28,000 ADT) and is the most prominent gateway into the town. The area is the gateway to the beautiful Farmington Center Historic District. It is adjacent to the campus of the internationally renowned Miss Porter’s School, the stately Hill-Stead Museum and the Farmington Country Club. The study area is bounded on the west by the Farmington River. The area will also be subject to a major CT DOT road project (CT DOT Project # 51-260) beginning in April 2016.

The results of the planning workshops are presented in a final report (the “Final Report”) which can be found on the town web site at: http://www.farmington-ct.org/farmington_center_planning_project.html It is the intent of the Gateway Committee that redevelopment of existing parcels and buildings within the study area will be consistent with the views expressed during the Workshops and in the Final Report.

The Town is soliciting statements of qualifications and proposals from teams of professional consulting firms to provide market, engineering and design services based on market demand, the input from the public workshops and the Final Report. The majority of the work will focus on the three (3) acre Parsons property but will include the entire study area as well. In 2018, the Town of Farmington intends to purchase the three (3) acre Parsons parcel within the study area from the State of Connecticut in accordance with HB-6998.

It is the intention of the town to conduct a market/feasibility study and develop a site development plan for the property, including the application of Universal Design principles. The Site Development Plan will incorporate and reflect the input from the Farmington residents as expressed during the Workshops and as reflected in the Final Report. Ultimately, the Town will market the property to developers/users who wish to develop in general accordance with the site plan.

The work envisioned is as follows:

1. Market Analysis - recommended uses and square footage based on market supply and demand;
2. Traffic and Parking Demand Analysis for potential uses;
3. Phase 1 Environmental Site Assessment for the Parsons site;
4. Site plan for the Parsons site and concepts for adjoining parcels;

5. Design guidelines to supplement existing guidelines in the Farmington Center Village District zoning regulation;
6. Architectural renderings for the Parsons site and streetscape based on the site plan and design guidelines, all of which should reflect a “sense of place” identifying the Town of Farmington.

Deliverables

- **Market/Feasibility Study**

A market study to identify market perceptions, demand for the area and market compatible land uses for the subject area including but not limited to office, retail, restaurant, entertainment and residential with particular emphasis on the Parsons site. It is important that approximate square feet, number of units, hotel rooms, etc. be projected based on the consultant’s expertise and analysis of the property combined with market forces. If it is anticipated that market conditions will change within the next five years, include this information. Based on the above study, produce a list of potential specific users. This list should include local, regional and national companies.

- **Phase I Environmental Site Assessment for the 3 acre Parsons property.**

Phase 1 shall be in accordance with ASTM E1527-13, as amended.

- **Site Development Plan**

Based on the market study and 2015 public workshops, a site development plan shall be developed for the Parsons property and more conceptual plans for adjoining properties. The plans will be an exhibit showing the potential uses, density, circulation and theming desired by the Town of Farmington and its residents. The site development plan shall include, but not be limited to:

- Land uses and building footprints. Include building size, building height (in stories and feet). Schematic grading, landscaping and hardscape.
- Traffic and Parking Demand Analysis for potential uses
- All roads, drives, parking and loading areas.
- Potential vehicular traffic volumes and capacities shall be identified.
- Location of utilities for the overall site as well as points of connection to new development
- a plan to ensure the integration and connection of Parsons property with surrounding development opportunities
- Creation of public spaces
- Architectural renderings of the entire site, showing hypothetical building height and massing
- Vignette perspective drawings showing representative streetscapes.

- A chart showing numeric breakdown of land uses, and potential building areas. This shall also include the required parking calculations and percentage of impervious coverage.
- **Design Guidelines**

Design guidelines to supplement existing guidelines in the Farmington Center Village District zoning regulation;

- **Presentations**

The successful applicant shall be required to make 2 presentations at public meetings and attend monthly Gateway Committee meetings, as requested, to discuss their progress.

A final scope of services and fee shall be negotiated with the selected firm.

Selection

Selection will be based on an evaluation of factors including 1.) background of firms involved; 2.) planning, market analysis, engineering and urban design experience, 3.) final presentation 4.) overall quality of proposal, and 5.) the design consultant will have a proven expertise in the application of Universal Design principles and be willing to collaborate with an accessibility expert designated by the Town.

Insurance Requirements

Prior to the commencement of performance, the successful firm / joint venture shall furnish to the Town of Farmington a certificate of insurance for workers' compensation and professional liability, (errors and omissions) with limits of not less than \$1,000,000.

Submissions

- Consultants interested in performing the professional services requested must submit six (6) copies of their proposal and a fee proposal (**separate envelope**) on or before March 4th, 2016 at 3:00 PM. All documents and maps included within the proposal (excluding fee proposal) shall also be delivered on CD or Flash Drive in both PDF and other original format (such as Word).

Consultants shall submit :

- A statement and proposal regarding the team's general approach and initial ideas for the project.
- Information regarding the overall experience of the team and their experience with market analysis, universal design and site planning. Resumes of the proposed members of the team who will be committed to the project.

- Up to 3 specific examples of private sector projects they have undertaken that demonstrate their qualifications for this project.
- Three references from private sector clients.
- Affirmative Action Experience, Summary & Affirmative Action Policy Statement & Plan
- An initial lump sum fee proposal. Place fee proposal in a separate sealed envelope.

Sealed statements of qualifications and fee proposal (**separate envelopes**) shall be submitted on or before March 4th, 2016 at 3:00 PM. Submit to:

William Warner, Farmington Center Study
Town of Farmington
Planning Division
Department of Public Works
1 Monteith Drive
Farmington CT 06032

Questions shall be submitted via email to William Warner AICP, Town Planner @ warnerw@farmington-ct.org.