

**TOWN OF DARIEN, CONNECTICUT
REQUEST FOR PROPOSALS
FOR PROFESSIONAL SERVICES TO CREATE THE DARIEN PARKS & RECREATION “PARKS MASTER PLAN”**

PURPOSE:

The Town seeks proposals from a qualified Consultant to assist the Darien Parks & Recreation Commission with creating a “Parks Master Plan”. The previous Parks Master Plan was created in 1996. The 2016-17 Master Plan will focus on each of the Town’s ten parks and two beaches and will consider additional Town properties. The Parks Master Plan will identify current and possible future programming and facility opportunities at each of the Town parks, including waterfront updates and the potential for a Town swimming pool.

SCOPE OF WORK:

The Town of Darien Parks & Recreation Commission is planning to undertake a Master Planning process, looking at its parks to determine current and future uses as well as to determine a possible location for a public swimming pool.

The Commission is looking to retain the services of a professional consultant with access to engineering to evaluate Town of Darien parks and beaches; to assess current conditions, facilities, programs, and open space; to work with the Commission and the Parks & Recreation Department to develop a plan for the future for each of Darien’s parks and beaches; and to identify the best location for a swimming pool based on cost, neighborhood impact, environmental concerns, and level of use. The consultant will, while working with the Commission, prepare a Parks Master Plan document that can be used for the next ten to twenty years.

The Town recognizes the expertise of the consultants responding to the RFP and wishes to rely on that expertise to provide analysis that meets the specific needs identified by the Town. The following scope of work presents the minimum activity that the Town envisions as being needed to complete the scope for this project:

- Assist the Park and Recreation Commission in developing a Parks Master Plan by providing a full study of each park, including current and future uses at each park.
- Review prior plans and reports to get an understanding of existing conditions, current activities and resources at each town park.
- Analysis of all materials gathered and surveys performed during the study of the Weed Beach Extension.
- Meet with the Director of Planning & Zoning, Director of Public Works, and Director of Parks & Recreation to determine any requirements and/or constraints at sites identified as possible locations for a swimming pool.
- At least one public outreach session to solicit community input on the needs and desires of the community.
- Attend any Park & Recreation Commission Public Hearing specific to the plan.
- Meet with the Parks & Recreation Commission on a regular basis to discuss findings, including feasibility of different amenities at different parks, to review concepts and to work with the Commission to develop a system to prioritize potential uses.
- Assist the Commission in developing a full Parks Master Plan, including current and future uses at each park.

FORM OF PROPOSAL:

In preparing a proposal, interested consultants will need to organize their response in the following format:

- Cover Letter
- Table of Contents
- Introduction
- Brief Description of Firm – Describe your firm’s areas of expertise and other information that helps to characterize the firm. Provide the name, title, address, and telephone number of the primary contact.
- Project Manager’s Experience – Identify the project manager who will be responsible for this project. List the project manager’s relevant experience and similar work including references.
- Project Team - Describe the project team including name, qualifications and other resources relevant to the scope of work. Describe key personnel’s proposed roles and responsibilities on this project, and relevant related experience.
- Project Approach – Describe the tasks that must be accomplished to complete the project and a narrative description of how the firm proposes to execute the tasks.
- Project References - Document experience in providing services similar to those being requested. Provide a summary of three (3) of your firm's recent projects that had a similar size and scope.
- Estimated budget based on the scope of services and the proposed approach detailing the time and budget allotted to each task.
- Other Relevant Information.

EVALUATION OF QUALIFICATIONS:

Statements of qualifications will be evaluated by Town staff and members of the Parks and Recreation Commission. The panel will invite top ranked teams to a presentation/interview session. It is required that the persons who would be assigned to this project attend this session, not just firm executives and marketing staff.

To be considered, any firm shall, at a *minimum*, meet the following requirements:

- Past experience developing Town Plans or Master Plans for recreational purposes.
- Experience in environmentally sensitive areas such as shoreline development, tidal wetland, and flood hazard zones.
- Previous experience with public planning projects which include public meetings and needs assessment tools
- Previous experience with filing applications with: Army Corps of Engineers, Connecticut Department of Energy and Environmental Protection, local Inland Wetlands Boards, and Planning & Zoning Commissions.
- Provide at least three (3) references of similar or related work.

Firms will be evaluated and selected based on technical competence, the qualifications and experience of key project team members actively involved in the work, past record of performance, and experience with public recreation facilities.

MINIMUM LIMITS OF INSURANCE

A. Minimum Scope and Limits of Insurance:

The insurance required shall be written for not less than the scope and limits of insurance specified in this exhibit, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage is greater. It is agreed that the scope and limits of insurance coverage specified in this exhibit are minimum requirements and shall in no way limit or exclude the Town from additional limits and coverage provided under the Contractor's policies.

1) Commercial General Liability:

\$1,000,000 per occurrence, \$2,000,000 aggregate each claim for bodily injury, personal injury, property damage, contractual liability, independent contractors, products /completed operations, and employees as additional insureds.

2) Automobile Liability and Physical Damage Coverage:

\$1,000,000 combined single limit per occurrence for any auto, including statutory uninsured/underinsured motorist coverage and hired/non-owned.

3) Workers' Compensation:

Coverage A / Workers' Compensation: statutory limits as required by the Labor Code of the State of Connecticut.
Coverage B / Employer's Liability: limits of \$500,000 each accident, \$500,000 disease/policy limit, \$500,000 disease/each employee. If the Contractor decides not to procure workers' compensation in accordance with Connecticut law, the Contractor agrees to comply with the Connecticut Workers' Compensation Act's (Act) requirements for withdrawing from the provisions of the Act, including, but not limited to, filing the appropriate notice of withdrawal with the commissioner. The Contractor is wholly responsible for taking the actions necessary to withdraw from the provisions of the Act. In lieu of procuring workers' compensation insurance and providing the Town with proof thereof, the Contractor agrees to hold the Town of Darien, the Darien Board of Education, their, officers, agents, officials, employees, volunteers, contractors and representatives harmless from any and all suits, claims, and actions arising from personal injuries sustained by the Contractor or Contractor's employees during the course of the performance of this contract, however caused.

4) Professional Liability:

\$1,000,000 per occurrence, \$1,000,000 aggregate each claim.

B. Additional Insured Endorsement:

All liability policies (with the exception of Worker's Compensation and Professional Liability) shall have the Town of Darien, the Darien Board of Education, and their respective officers, agents, officials, employees, volunteers, endorsed as an Additional Insured on a primary and non-contributory basis with respect to liability arising out of or in connection with the activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased, or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Town.

C. Acceptability of Insurers:

Policies shall be written by insurance companies licensed to do business in the State of Connecticut, with a Best's rating of no less than A:VII, or otherwise deemed acceptable by the Town's Risk Manager.

D. Subcontractors:

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

E. Waiver of Subrogation:

Contractor shall provide that all insurance policies include a waiver of subrogation clause that states that it is agreed that in no event shall the insurance company have any right of recovery against the Town. When the Contractor is self-insured, it is agreed that in no event shall the Contractor have any right of recovery against the Town.

F. Claims-Made Form:

If the insurance coverage is underwritten on a claims-made basis, the retroactive date shall be prior to or coincident with the date of the contract. The certificate of insurance shall state the retroactive date and that the coverage is claims-made. The Contractor shall maintain coverage for the duration of the contract and for the two (2) years following the completion of the contract. Evidence of such coverage shall be provided to the Town thirty (30) days prior to each policy expiration.

G. Aggregate Limits:

If a general aggregate is used, the general aggregate limit shall apply separately to the project or shall be twice the occurrence limit. All aggregate limits must be declared to the Town. It is agreed that the Contractor shall notify the Town with reasonable promptness with information concerning the erosion of limits due to claims paid under the general aggregate during the contract term. If the aggregate limit is eroded, the Contractor agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. The Contractor shall pay the premium.

H. Deductibles and Self-Insured Retentions:

Contractor must declare any deductibles or self-insured retentions to the Town. All deductibles or self-insured retentions are the sole responsibility of the Contractor to pay and/or to indemnify.

I. Notice of Cancellation or Nonrenewal:

coverage shall not be suspended, voided, cancelled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the Town. Ten (10) days prior written notice shall be given for non-payment of premium

J. Other Insurance Provisions:

The policies are to contain, or be endorsed to contain, the following provisions:

a) The Contractor's insurance coverage shall be primary insurance with respect to the Town. Any insurance or self-insurance maintained by the Town shall be excess of the Contractor's insurance and shall not contribute with it.

b) Coverage shall state that the Contractor's insurance shall apply separately to each insured against whom a claim is made or suit is brought.

c) Any failure to comply with the claim reporting provisions of the policy shall not affect coverage provided to the Town.

K. Verification of Coverage:

The Contractor shall provide the Town with certificates of insurance, declaration pages, policy endorsements or provisions confirming compliance with this exhibit before work commences. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewal of expiring certificates shall be filed thirty (30) days prior to expiration. The Town reserves the right to require complete, certified copies of all required policies, at any time.

L. Failure to Purchase or Maintain Insurance:

If the Town or the Contractor is damaged by failure of the Contractor to purchase or maintain insurance required by this exhibit, the Contractor shall bear all reasonable costs including, but not limited to, attorney's fees and costs of litigation, properly attributable thereto.

Initials/ Contractor

Date

Initials/ Town of Darien

Date

SUBMITTAL REQUIREMENTS:

Interested design teams should submit one (1) original proposal and ten (10) copies on or before 3:00 p.m. on **Friday, December 30th, 2016** to:

Town of Darien
Office of the Selectmen
2 Renshaw Road
Darien, CT 06820

Proposals will be opened and recorded at this time. No proposals submitted after this time will be accepted. Proposals should be labeled "Parks & Recreation Master Plan Consulting Services." Faxed or electronically mailed (e-mailed) proposals will be deemed non-responsive and will not be accepted.

All inquiries shall be in writing and directed, no later than December 19, 2016 to the Director of Parks and Recreation, Pamela Gery. Inquires can be made via phone (203-656-7325), fax (203-656-7393) or e-mail Pamela Gery at pgery@darienct.gov.

Any clarifications made in response to the questions of any one potential firm will be communicated in writing to all other known, potential firms.

GENERAL INFORMATION:

The Town of Darien reserves the right to accept or reject any and all proposals and reserves the right to waive technicalities where such action best serves the interest of the Town. The Town of Darien reserves the right to withdraw this RFP at any time prior to final selection, in its sole discretion.

The Town of Darien will be the sole and exclusive judge of quality and compliance with proposal specifications in any of the matters pertaining to this RFP. The Town reserves the right to award the contract in any manner it deems to be in the best interest of the Town of Darien.

All responses provided should be as detailed as possible to provide the proposal evaluators with enough information to make a fair assessment of the proposer's qualifications and approach.

The Town will not be liable for any costs associated with the preparation or submittal of this RFP or subsequent product demonstrations.

The Town of Darien will review and evaluate all proposals that have been received by the submission deadline. Evaluation of the proposals will be based on the information provided in the bidder's submission in accordance with the submission requirements of this RFP and any interviews, references, and additional information requested by the Town of Darien.