



PURCHASING AUTHORITY  
Town of New Milford, Connecticut

**Riverfront and Brownfield Area Revitalization Master Plan RFP**

The Town of New Milford is requesting proposals from qualified firms to prepare a community-based strategic master plan associated with the development of the Town's Riverfront/Brownfield Area-Wide Revitalization Master Plan.

Complete proposals must be received in full no later than 3:00 p.m., Thursday, November 1, 2018. Submissions received after that time will be considered informal and rejected.

The proposal package may be obtained online at [www.newmilford.org](http://www.newmilford.org). The Town reserves the right to reject any and all submissions.

  
\_\_\_\_\_  
Pete Bass, Mayor  
An Equal Opportunity/Affirmative Action Employer

**TOWN OF NEW MILFORD**  
10 Main Street, New Milford, Connecticut 06776  
**BAR PLANNING GRANT PROGRAM STEERING COMMITTEE**

**REQUEST FOR PROPOSALS**  
**Riverfront and Brownfield Area Revitalization Master Plan**  
**New Milford, Connecticut**

**INTRODUCTION**

The Town of New Milford (Town) is soliciting proposals from consultants with a multi-disciplinary background to guide and provide a community-based strategic master plan associated with development of a Riverfront/Brownfield Area-Wide (BAR) Revitalization Master Plan (“Plan”).

The work contemplated by the Town for this project is multifaceted and will require the coordinated participation of several professional disciplines including landscape architecture, planning, architecture, graphic design, real estate market analysis and civil engineering to name a few. The Town anticipates that project leadership should come from the landscape architecture/urban design/planning discipline and that engagement of other necessary disciplines will be coordinated by the project manager.

The Town was recently awarded a \$170,000 Brownfield Area-Wide Revitalization Planning Grant by the Connecticut DECD to develop a comprehensive plan for the remediation and redevelopment of New Milford’s downtown Housatonic Riverfront Corridor which is home to multiple brownfield sites, and to provide linkages to the historic Downtown Village Center.

The project goal is to unite the Downtown with the Housatonic Riverfront Corridor and transform 20th-century industrial properties into a 21st-century magnet attracting entrepreneurs, clean industry, businesses and tourists by leveraging underutilized natural resources and remediated brownfields, which in turn will provide the community with new tax revenues and family-wage-earning jobs.

This Master Plan will assess remediation needs for brownfield clusters along the River Corridor that inhibit economic growth and detail a redevelopment program to restore public access to the River and serve as a catalyst for economic development.

This process and resulting document(s) will serve to strengthen the function, sense of place, economic vitality, and transportation infrastructure of the study area creating a blueprint for revitalization with a focus on high quality reuse of town-owned and private properties and provide specific recommendations to guide public and private investments and identify economic opportunity.

The selected consultant(s) will work under the general direction and/or report to the New Milford BAR Planning Grant Program Steering Committee (“Committee”) and assigned staff.

**COMMUNITY OVERVIEW**

New Milford is located in Litchfield County in western Connecticut and is considered the Gateway to Litchfield County. At 64.4 square miles, New Milford is the largest municipality in Connecticut. More than half of the land is either developed or dedicated to a use. As a regional hub, New Milford provides numerous amenities to neighboring communities including New Milford Hospital, retail businesses, a food supply via local working farms, a vibrant downtown and jobs.

Natural assets include Candlewood Lake and Vaughn's Neck, major rivers such as the Housatonic, Aspetuck and Still rivers, Lover's Leap State park, a number of town parks, land trust properties, trails, and scenic mountains including Bear Hill, Mount Tom and Candlewood Mountain. It is served by major roadways such as Routes 7 and 202, with Route 84 just 12 miles to its south. Downtown New Milford is 55 miles from Hartford, 80 miles from New York City and Springfield, 143 miles to Providence, 153 miles to Boston and 177 miles to Philadelphia, via automobile.

The population of the Town is approximately 27,500 residents. Housing is generally more affordable than that of communities to the south in Fairfield and Westchester counties. There are approximately 447 persons per square mile. The median age is 44. There are 10,373 households with a medium household income of \$81,350.\*

The top five taxpayers are: Kimberly Clark, Eversource Energy, Ub Litchfield LLC (Stop and Shop Plaza), Litchfield Crossing LLC (shopping Center) and Firstlight Hydro Generating Company. Major employers are: Kimberly-Clark, Western CT Health Network, Town of New Milford, Neeltran (power electronics engineering and manufacturing) and Litchfield Crossing LLC.\*

\*Source: *Connecticut Economic Research Center Town Profile 2018*

## **PROJECT BACKGROUND**

In May 2017 the Town appointed a seven-member Riverfront Revitalization Committee tasked with developing a Housatonic Riverfront Revitalization Master Plan. The Committee is charged with, among other things, determining how to invest in and encourage greater use of the riverfront for public and private development and recreation and ensuring the Plan complements and enhances the quality of life and the economy of the Village Center/Downtown, including connections from the Village Center/Downtown to the riverfront. In March, 2018 the Town appointed a BAR Planning Grant Program Steering Committee as is required by the DECD BAR Grant program to oversee the consultant and Riverfront and Brownfield Area Revitalization Master Plan project covered by the DECD grant.

This is a new project, however, various components of the project are underway, such as:

- The Young's Field Riverwalk, a riverfront restoration project which includes a newly completed 0.25 mile section of an envisioned 13-mile New Milford River Trail.
- The Town's Bike and Trail Committee has spearheaded the support and subsequent funding for a preliminary engineering study to extend the New Milford River Trail so, when complete, it will traverse the entire length of the Town. The Greenways Council has recently accepted the nomination of the New Milford River Trail as a CT designated Greenway.
- The restoration of Hidden Treasure Park with its historic ruins.
- The restoration of the historic Boardman Bridge.

Preparation of a comprehensive Riverfront and Brownfield Area Revitalization Master Plan is an essential component of the Town's on-going economic development strategy to grow and sustain a vibrant downtown and revitalize and connect the isolated riverfront. The Plan is part of a larger vision to focus development within the village center, building on the proximities of intermodal transportation – bus, water, pedestrian and bicycle – and potential future passenger rail.

## **THE STUDY AREA**

The Committee has defined the scope of the project to be the Housatonic River Corridor as follows:

- The Young's Field Road Riverfront from its intersection with Bridge Street to the intersection of Housatonic, Boardman and Aspetuck Ridge Roads and its connections to Railroad Street and Downtown New Milford, and property at 45 Bridge Street,
- The Downtown Riverfront Corridor from its intersection with Bridge Street to the Bleachery Property along West Street,
- The former Century Brass Brownfield Site located at 12 Scovill Street, and
- Route 7 from Native Meadows Preserve to the entrance to Downtown via Veterans Bridge including properties located at 5 Danbury Road and 13 Danbury Road.

## **PROJECT DESCRIPTION**

The project goal is the preparation of a Comprehensive Riverfront and Brownfield Area Revitalization Master Plan for the focus area with connectivity with the historic Downtown Village center. The Plan will include a vision for the study area as well as a cohesive framework to guide ongoing and upcoming investment including public facilities, public sector development sites and private development sites. The Plan should also identify preferred land use concepts for specific areas along the riverfront and recommend development and design parameters to be incorporated into the Town's Land Use regulations to best position the Town to achieve its vision.

The Plan must emphasize connections – physical, thematic and economic – from the Riverfront to the Downtown Village Center, that are additive and cohesive, coalescing the two and ensuring that new development and activity is not a detriment to existing businesses and service providers. The principles of walkability, connectivity, mixed-uses and diversity, compatible architecture, historical integrity that co-exists with urban design, traditional neighborhood structure, smart transportation, sustainability and quality of life should be utilized.

The Town considers active citizen participation to be essential, and the process must be structured to maximize such involvement. The consultant must work in a cohesive and coordinated manner with the BAR Grant Steering Committee, Town staff and the general public. The public participation process should be one that is creative and interactive to solicit input from a diverse participant pool. The planning consultant will help channel public participation into realistic alternatives.

## **SCOPE OF SERVICES**

The work program and scope of services includes at least the following basic components:

### **STEP I**

- **Community Engagement**

Public engagement is fundamental to both the success of the Plan and its implementation. To that end, significant and extensive public input utilizing a variety of traditional and non-traditional methods of engagement is envisioned. The consultant will:

- Recommend the types of engagement that will result in a vision for the study area that will be supported by goals, objectives, and policies contained within the Plan;
- Create and manage a website or webpage dedicated to the Plan update process to be hosted on the Town's Web site;
- Manage the presentation, coordination, handling, and technical support for community meetings;
- Develop statistically valid survey instruments to capture as broad and complete a picture of public input, perception, climate, and comment as possible.
- **Research and Analysis**
  - Review previously completed plans, assessments and analyses;
  - Analyze infrastructure and utilities to ensure they meet revitalization efforts needs;
  - Evaluate the physical and natural environment;
  - Evaluate current recreational uses in the corridor;
  - Review market data and analysis developed by others in support of this effort to identify potential opportunities that could be accommodated in the Plan.
- **Brownfield Preliminary Analysis**
  - Identify brownfield sites in the corridor;
  - Prioritize brownfield sites to assess within the focus area;
  - Perform property-specific environmental assessments, either Phase I investigations, or Phase II assessments of sites previously studied, such as the DPW properties and other town-owned parcels. The site evaluations will also include preparation of order of magnitude cost-estimates and identification of other factors to make key sites development-ready;
  - Develop strategy for brownfields remediation;
  - Identify possible reuses.

## STEP II

- **Creation of a Riverfront and Brownfield Area Revitalization Master Plan** – The core mission of this effort is to develop a vision for the future of New Milford's downtown that leverages the proximity of the riverfront to the downtown, that preserves the natural beauty and historic character of the town and that better utilizes properties once devoted to industrial uses while creating new opportunities for public and private investment, new jobs and new tax dollars to the town. This vision will then be incorporated into a plan that includes the following:
  - **Mobility**
    - Traffic pattern alterations and recommendations
    - Capacity analysis of the current road network and parking to support land use changes and access demands through build-out
    - Public parking strategies
    - Accommodations for increased pedestrian, bicycle or other non-motorized options in accordance with Complete Streets policy
    - Transit-Oriented Development and development of a transit hub

- Pedestrian access plan from the Village Center and Downtown to the Riverfront, considering the topographical challenges and the physical railroad tracks barrier
- Incorporation of the existing and proposed New Milford Bike and River Trail
- Wayfinding strategy, signage system, and branding for the study area's transportation network, including bicycle and pedestrian network
- Improved connections to the north along Housatonic Avenue to Helen Marx Park, Wannapee Islands and Riverfront areas north to Boardman Bridge
- **Entertainment, Recreation and Gathering Spaces**
  - Expansion of the community's arts, entertainment and cultural life to the riverfront
  - Active and passive recreational plan
  - Spaces for public events, concerts and festivals
  - Inventory of open space and recreational assets including the existing and proposed expansion of the New Milford River Trail
- **Infrastructure Improvements**
  - Analyze utilities in the project area to ensure they meet revitalization efforts
  - Identify location, capacity and limitations of natural gas, water, sewer, electricity, lighting and communications (telephone, cable/fiber, wi-fi networks), including short and long-range plans for replacements and upgrades
- **Environmental Concerns**
  - Stormwater management
  - Riverfront stability
  - Invasive species
  - Point source pollution
  - Flood plain control
  - Resiliency measures to mitigate future climate risks from heavy rain events, flooding and potential rising river levels
- **Land Uses:**
  - Mixed use development
  - Residential
  - Commercial
  - Institutional and anchor facilities
  - Recreation
  - Open space
  - Cultural and entertainment
- **Aesthetics/Streetscape**
  - Wayfinding improvements and enhancements
  - Appearance of public spaces
  - Private property enhancement strategies
  - Housatonic Riverfront and Young's Field/DPW area to Downtown connections
  - Streetscape design including signage, lighting, tree furniture

- **Proposed Regulatory Changes to Implement the Plan**
  - Draft Zoning Regulations including Mixed Use Development
  - Draft Architectural Guidelines
- **Recommendation of funding sources for redevelopment/revitalization specifically for:**
  - Brownfield remediation
  - Economic development
  - Flood mitigation assistance
  - Transportation improvements
  - Pedestrian connections
  - Public space improvements
  - Developer incentives such as job creation incentives and tax abatements
- **Creation of an Action Plan for implementation of the Riverfront and Brownfield Area Revitalization Master Plan including the following:**
  - Timeline
  - Implementation tasks
  - Recommendations for persons/entities charged with task implementation
  - Resources/funding sources for the tasks
- **Presentation of Riverfront and Brownfield Area Revitalization Master Plan**
  - Present preliminary plan(s) to Committee and town staff as needed
  - Revise and present Preliminary Plan to the public in at least two community workshop(s)
  - Revise and complete Preliminary Plan based on feedback
  - Present Preliminary Plan to the Town Council
  - Revise and complete Final Plan based on feedback
  - Present Final Plan to the Town Council
  - Present Final Plan to the public

### **DELIVERABLES**

The Committee desires the Consultant to produce a state of the art, cutting-edge planning document that will be user-friendly for Town staff to administer and for property owners, the public, potential developers and elected officials to understand and apply. It should include illustrations, photographs, figures, and tables. At a minimum the final document will include the following:

- Written goals, plans, objectives, and policy statements that articulate a clear vision and “road map” and model for the study area’s future
- Final documentation, maps, charts and other data that illustrate the results of the existing conditions analysis and public engagement and, as needed, to support the Plan and its presentation to the appropriate audiences
- Goals, objectives and recommendations for each of the themes of study listed above
- Recommendation and implementation steps prioritized into short, medium, and long-term actionable goals that enable the Town to achieve the proposed vision
- A website or webpage dedicated to the Plan process
- Conceptual Master Plan alternatives not selected, with rationale

- Assistance with adoption of Final Plan by the Town Council
- Development of a Summary Document(s) for citizen and promotional use (style of summary document to be proposed by Consultant)
- A color version of the draft Master Plan document consisting of five (5) printed and bound color copy and a digital pdf file.
- A color version of the final Master Plan document consisting of five (5) printed and bound color copies and a digital pdf file.
- A color version of the final Executive Summary consisting of five (5) printed copies and a digital pdf file.
- All written materials, graphics and data shall be delivered in digital format consistent with the Town's software.
- A PowerPoint presentation of the final Plan

### **ROLE OF THE TOWN**

- Following initial meetings and tour of the study area with the BAR Grant Steering Committee and appropriate Town staff to develop an action plan, the Consultant will meet monthly with the Committee (or as deemed appropriate as part of the proposal).
- Provide existing operational and regulatory information to the Team including ordinances, policies and procedures. Many of these documents are available on the Town's website.
- Coordinate and prepare agendas for the BAR Grant Steering Committee.
- Assist with scheduling and coordination toward gathering input from residents, businesses and key community stakeholders.
- Review and comment on draft plans, documentation and maps.
- Facilitate review and adoption of the Riverfront and Brownfield Area Revitalization Master Plan

#### Resources available:

- New Milford 2010 Plan of Conservation and Development  
[http://www.newmilford.org/filestorage/3088/5827/2010\\_POCD.pdf](http://www.newmilford.org/filestorage/3088/5827/2010_POCD.pdf)
- New Milford Zoning Regulations  
<http://www.newmilford.org/content/3088/3158/3917/default.aspx>
- 2013 New Milford Transportation Management Plan  
[http://www.newmilford.org/filestorage/3088/3752/NewMilford-Final\\_TMP-102813.pdf](http://www.newmilford.org/filestorage/3088/3752/NewMilford-Final_TMP-102813.pdf)
- Western Connecticut Economic Development Plan 2017 [https://westcog.org/wp-content/uploads/2017/10/CEDS2017\\_Adopted.pdf](https://westcog.org/wp-content/uploads/2017/10/CEDS2017_Adopted.pdf)
- Riverfront Revitalization Committee Interim Report  
[http://www.newmilford.org/filestorage/7526/20635/22313/Riverfront\\_Revitalization\\_Committee\\_presentation\\_10.10.17.pdf](http://www.newmilford.org/filestorage/7526/20635/22313/Riverfront_Revitalization_Committee_presentation_10.10.17.pdf)
- New Milford River Trail Committee Interim Report  
<http://www.newmilford.org/content/20633/22190/default.aspx>
- The Town will provide other additional information in its possession as may be needed by the consultant, if such information is readily available.
- Town GIS and Tax Assessor Maps and field cards  
<https://newmilfordct.mapgeo.io/?latlng=41.587864%2C-73.425014&zoom=11>
- Town-wide Market Analyses currently being prepared.



## **PROPOSAL REQUIREMENTS**

- **Title Page and Cover Letter:** Include the name of the firm, telephone numbers and email addresses of the primary contact persons, the date and other relevant company information. Include a list and contact information for any of the proposed sub-consultants and the work they will perform.
- **Experience and Examples:** Describe your firm's experience in the required areas of expertise, and its ability to provide the needed services for the Town. Include examples for which your firm has supplied the same or similar services. Provide up to three experience summaries.
- **Professional References:** Include the name, address, phone number and email address for at least three professional references.
- **Community Engagement:** Describe what forms outreach will take and the number of community engagement activities proposed to obtain the necessary public input for creation of a successful Master Plan. Also provide information regarding the number of meetings you intend to attend or participate in.
- **Key Staff:** Identify the designated Project Manager or primary contact and key supporting staff, along with their availability for this project, specific experience based on the themes of study, and capacity to provide the requested services. Include resumes for each of the individuals and clearly identify any sub-consultants and their role in the project.
- **Scope and Approach:** State the services your firm/team is proposing to provide. Describe the process and timeline that would be utilized to complete the project for the items listed under Scope of Services and Deliverables. Please indicate the number of calendar days to complete this project following issuance of Notice to Proceed.
- **Cost:** Fee Proposal based on the scope of services and the proposed approach detailing the time and budget allotted to each consultant and sub-consultant by task. Provide an hourly fee schedule for the personnel involved in the project. The Fee Proposal should include any and all travel, materials, time and delivery and all fees for tasks as described in the Consultants response to the RFP.
- **Town Support:** A description of anticipated type and level of support the consultant will require from the Town such as staff support, provision of meeting/studio space, materials, etc.
- **Addendums:** All proposals shall include the following completed forms which are attached to this RFP: Indemnification, Acknowledgement and Agreement Addendum and the Non-Collusion Affidavit of Prime Bidder.

## **EVALUATION AND SELECTION PROCESS**

The Committee will evaluate proposals and make a decision for award based on, but not limited to, the following criteria:

1. Professional qualifications and experience of the Project Manager and key project personnel as based on the submitted proposal and knowledge of the consultant
2. Demonstrated experience and technical competence with comparable projects
3. Completeness of proposal and evidence that the Consultant expresses a clear understanding of the scope of services as committed to by the Consultant in its response to this Request for Proposals

4. Ability to meet project work schedule
5. Fee Proposal and total cost
6. References feedback record, and quality and performance of past services

A panel interview of the Consultants will take place prior to selection. Depending on the number of submittals, the Town may select a short list of consultants to be interviewed.

**QUESTIONS, COMMENTS AND CONTACT**

All questions shall be submitted in written form to the contact information provided below no later than October 5, 2018. Responses will be posted no later than October 12, 2018 via the Town website, [www.newmilford.org](http://www.newmilford.org), in written format as part of an addendum to this RFP.

Kathy Castagnetta, AICP  
 Town Planner  
 Town of New Milford  
 10 Main Street  
 New Milford, CT 06776  
 Office Telephone Number: 860-355-6080  
 Email: [kcastagnetta@newmilford.org](mailto:kcastagnetta@newmilford.org)

**SCHEDULE**

Release of RFP:	September 14, 2018
Deadline for Questions:	October 5, 2018
Addendum Posted:	October 12, 2018
Deadline for Receipt of Proposals:	November 1, 2018
Opening of Proposals:	November 1, 2018
Finalist Interviews:	Scheduled for week of December 10, 2018
Contract Awarded by Town:	January 12, 2019
Tentative project completion date:	November 1, 2019

**SUBMITTAL REQUIREMENTS**

Sealed proposals are due at the Town of New Milford Purchasing Office no later than 3:00 p.m. on Thursday, November 1, 2018. It is the sole responsibility of the supplier to ensure that its proposal is received within the required time period. The Town is not responsible for any errors or irregularities with the delivery method utilized for submittal of the Proposal. Any proposals received after the closing date and time will be returned unopened.

Please note: For consultants who responded to the RFQ proposal earlier this year, you may request in writing that your initial proposal be considered as the RFP submittal for this posting. In that case you will need to submit only one hard copy of your proposal and one digital copy. You may also choose to submit amendments or addendums to your initial proposal, or to submit a completely new proposal.

New proposals must be submitted as follows:

- Nine (9) original hard copies
- One (1) electronic copy of the above via one of the following devices: CD or USB
- Sealed proposals, amendments or addendums may be mailed or delivered to the Town of New Milford, Purchasing Department, 10 Main Street, New Milford, CT 06776.
- Sealed envelopes should be plainly marked:  
Town of New Milford  
Purchasing Department  
Re: Brownfield Area-Wide Revitalization  
10 Main Street  
New Milford, CT 06776

### **ADDENDA, REJECTION, CANCELLATION, NEGOTIATION, PREPARATION COST**

The Town reserves the right to revise any part of this RFP by issuing an addendum at any time prior to the submittal deadline. The Town reserves the right to accept or reject, in whole or part, all proposals submitted and/or to cancel this announcement if any such action is determined to be in the Town's best interest. All materials submitted in response to this RFP become property of the Town. The Town will not be responsible for costs associated with preparing proposals. By submitting a proposal, each consultant agrees to be bound in this respect and waives all claims regarding such costs and fees.

### **WITHDRAWAL OF PROPOSAL**

Any bidder may withdraw its proposal in person or by letter any time prior to the scheduled closing time for receipt of proposals. Each proposal shall be considered binding and in effect for a period of ninety (90) days after the closing date.

### **AWARD OF CONTRACT/ACCEPTANCE OF PROPOSAL (TERMS AND CONDITIONS)**

The contents of the RFP and the Bidder's proposal, as submitted and/or modified, shall become contractual obligations to be executed by the authorized contracting agents of both parties. The terms and conditions including a proposed payment schedule will be negotiated between the Town and the selected consultant.

### **INSURANCE REQUIRED**

During the term of the services provided as part of this RFP, the successful bidder must procure and maintain insurances as outlined below.

The consultant shall secure, pay for and maintain such insurance as will protect it from claims under Workers' Compensation Acts, claims for damages because of bodily injury, including but not limited to claims for personal injury, sickness or disease or death of any person as a result of the nature of its work under the terms of the Agreement between the parties, and from all claims for damages because of injury to or of destruction of property, including but not limited to loss of use resulting there from which may arise out of any of the services provided pursuant to the Agreement between the parties.

The consultant shall provide a certificate of insurance evidencing the following required minimum coverages:

General Liability per occurrence	\$1,000,000
Personal Injury	\$1,000,000
Aggregate	\$2,000,000
Professional liability	\$1,000,000
Fire Damage (Any One Fire)	\$ 50,000
Medical Expense (Any One Person)	\$ 5,000

An error and omissions protection provision shall be provided.

The insurer shall waive all rights of subrogation on all applicable policies against the Town of New Milford, the New Milford BOE, its officers, employees and volunteers arising from all contracts, agreements and work performed by the Contractor for the Town of New Milford.

Automotive Liability, including owned, hired and non-owned vehicles. Limits of insurance shall be combined single limit bodily injury and property damage: 1,000,000

Statutory Worker's Compensation and Employer's Liability.

Each Accident	\$ 100,000
Disease – each employee	\$ 100,000
Disease policy limit	\$ 500,000

Or in accordance with the requirements of the State, whichever is greater.

Umbrella /Excess \$ 2,000,000

The Town of New Milford, CT its officers, agents, employees, and volunteers MUST be named as "Additional Insured" with reference to this project on a primary and non-contributory basis on applicable policies.

The selected consultant shall indemnify and hold the Town of New Milford harmless from and against all claims to the fullest extent permitted by law.

Consultant is an independent contractor. No employment relationship exists between the parties.

The insurer shall waive all rights of subrogation against the Town of New Milford, its officers, employees and volunteers arising from work performed by the Consultant for the Town of New Milford.

If any insurance required herein is to be issued or renewed on a "claims made" form as opposed to an "occurrence" form, the retroactive date for coverage shall be no later than the commencement date of the Agreement between the parties and shall provide that in the event of cancellation or non-renewal, the discovery period for insurance claims ("Tail Coverage") shall be available for at least sixty (60) months. The insurance requirements of this Agreement are an integral element of the Agreement. Any defect in the insurance required in the Agreement may result in termination of this Agreement, at the sole option of the Town.