

TOWN OF CLINTON, CONNECTICUT

REQUEST FOR PROPOSALS #2021-04

HARBOR MANAGEMENT PLAN UPDATE CONSULTANT SERVICES

PURPOSE:

The Town of Clinton is seeking proposals from qualified firms wishing to provide consulting services to update the Town's Harbor Management Plan to serve as a tool to guide the activities of the Harbor Management Commission. Interested parties should submit a proposal in accordance with the requirements and directions described herein.

BACKGROUND:

Clinton Harbor and its Town Marina are extremely popular with residents and visitors. These assets are a critical component to the cultural identity of the Town and its continued economic health.

The Clinton Harbor Management Plan has not been updated since 1995. The Harbor Management Commission is looking to partner with a consulting firm to update the plan in accordance with state regulations. A significant amount of development in the harbor and surrounding waterfront areas has occurred since the harbor management plan was last written. Additionally, the Town has made capital improvements to the marina, however much of this work was done on an ad hoc basis without an updated Harbor Management Plan to guide priorities and directions. The Town desires an updated plan that will address both water-side management as well as a master plan for land-side management of existing traffic and activity associated with both public and private marinas and to project future development in the harbor area. The new plan should also address the risks associated with climate change and local management and mitigation approaches for the Clinton Harbor.

It is expected that the selected firm would work with the Town's consulting Town Planner during the project.

STUDY AREA:

The Town acknowledges that the study area may have to be negotiated with the selected firm given the fact that the watershed leading into Clinton Harbor is large. The prior plan limited the study area to the harbor created by the lower reaches of the Hammonasset, Hammock and Indian Rivers, Cedar Island and the Clinton Beach.

SCOPE OF WORK:

The selected consultant will provide the Town with professional services to complete a thorough update to the Clinton Harbor Management Plan. The phases of the project are anticipated to include:

1. Review existing data and reports. The selected firm will need to become familiar with the 1995 Harbor Management Plan, the Regional Natural Hazards Mitigation Plan prepared by the Lower Connecticut River Valley Council of Government and the Clinton Annex to that plan, and the Town of Clinton Plan of Conservation and Development 2015-2025. It is expected that the selected firm shall also be familiar with State and federal planning documents that may impact Clinton Harbor and its current and future uses.
2. Meet with staff and key stakeholders. The selected firm shall, at a minimum, meet with the Harbor Management Commission, the Harbormaster, owners/operators of private marinas that rely on Clinton Harbor, the Town's consulting Planner and representatives of the Planning & Zoning Commission regarding land-side planning, and representatives of the Economic Development Commission. Additional stakeholders may be identified during the consultative process.
3. Public engagement. The Town expects that there will be a community outreach process component to the planning exercise given the level of community interest and possible impacts to the surrounding area.
4. Data gathering. The selected firm shall inventory and complete an analysis of existing conditions, complete a thorough analysis of waterfront issues, opportunities and constraints. Vulnerable resources and potential risks to the harbor associated with storms, flooding and the effects of climate change shall also be analyzed as part of the plan.
5. Completion of Harbor Management Plan. The final deliverable will be an updated Harbor Management Plan document. The selected firm shall:
 - Present draft document to Town staff and Harbor Management Commission;
 - Provide a framework for draft review and incorporate revisions;
 - Deliver final plans and supporting materials
 - Be available to present the final deliverable to Town staff, Harbor Management Commission and Town Council.
6. Techniques for local implementation of the plan. The selected firm will provide direction and recommendations on local ordinances, policies or regulations that will achieve the goals of the Harbor Management Commission. Potential grant funding sources for capital or other needs shall also be identified.

MINIMUM QUALIFICATIONS:

Respondent submitting qualifications shall include in their proposals sufficient information to clearly describe their ability to provide the services required in the Scope of Work. A firm grasp of the project goals and the future data needs for permitting and management is essential.

PROPOSAL FORMAT:

In order to facilitate the analysis of responses to this RFP, Respondents are required to prepare their proposals in accordance with the instructions outlined in this section. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Respondent's capabilities to satisfy the requirements of the RFP. The proposal should be organized into the following major sections:

1. Submittal Letter. Respondents shall submit a cover letter addressed to Karl Kilduff, Town Manager, signed by an authorized principal or agent of the Respondent which provides an overview of the Respondent's offer, as well as the name, title, and telephone number of the person to whom the Town may direct questions concerning the proposal. The letter shall include a statement by the Respondent accepting all terms and conditions contained in this RFP, signed by an officer or other individual with authority to negotiate and contractually bind the firm.
2. Table of Contents
3. Requested Information. In order to be considered each Respondent shall, at a minimum, submit the following information:
 - Brief background statement as to the Respondent's particular capabilities, history, qualifications and other general introductory information on the Respondent. It is understood that a multi-disciplinary plan of this nature may involve subcontractors. Qualifications shall be present for all entities participating in the Clinton assignment.
 - Resumes of key personnel who would be assigned to Clinton. The qualifications, resumes and position within the firm(s) of each staff member that will be assigned to this assignment.
 - A detailed description of how the Respondent proposes to provide the requested services to the Town that includes steps to be taken, including any products or deliverables resulting from each task.
 - A detailed description of the approach to community outreach and engagement that will be used for this assignment.

- List of municipalities in Connecticut for which the Respondent has provided similar services in the last ten (10) years. Please also include the type of service, name and contact information for these references.
 - A detailed project schedule, including events, task/phases and completion date, keeping in mind that the Town anticipates the completion of all work within 12 months of contract award.
 - Additional information or documentation that may be useful and applicable to this project.
4. Executive Summary. This part of the response to the RFP shall contain the body of the Respondent's proposal. It shall limit technical jargon as much as possible and shall be oriented toward technical and non-technical personnel.
 5. Non-collusion and Ethics Affidavit. Respondents shall complete the Appendix A.
 6. Cost of Services. Respondents shall include an itemized schedule of all expenses including labor and direct expenses for different elements of the assignment and a bottom-line total cost. Contingencies and other costs should be delineated in the proposal.

INSURANCE REQUIREMENTS:

Respondents shall agree to maintain in force at all times during which services are to be performed the following coverages and shall endorse the Town of Clinton as an Additional Insured on a primary and non-contributory basis. **These requirements shall be clearly stated in the remarks section on the Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all Carriers are subject to approval by the Town of Clinton.

		(Minimum Limits)
General	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000

A Waiver of Subrogation shall be provided

Auto Liability:	Combined Single Limit	\$1,000,000
	Each Accident	\$1,000,000
Umbrella: (Excess Liability)	Each Occurrence	\$2,000,000
	Aggregate	\$2,000,000

Workers' Compensation and WC Statutory Limits

EL Each Accident	\$500,000
EL Disease Each Employee	\$500,000
EL Disease Policy Limit	\$500,000

Exclusions to the Policy: A statement of exclusions to all policies will be submitted prior to the award of contract.

EVALUATION CRITERIA:

The Town of Clinton intends to use the following criteria to evaluate Respondent proposals:

- a) Depth and breadth of experience and expertise of the Respondent's firm and sub-consultants;
- b) Depth and breadth of experience and expertise of the "Team";
- c) Communication skills;
- d) Cost of services and value to the Town; and
- e) Other qualifications/ criteria as deemed appropriate by the Town.

Interviews will be conducted with the top candidates before making a final selection.

SUBMITTAL INSTRUCTIONS:

Interested firms or individuals should submit one (1) original statement of qualifications with three (3) printed copies and one (1) electronic copy on or before **3:00 p.m. on Thursday, November 18, 2021** to:

Town of Clinton
Attn: Karl Kilduff, Town Manager
54 East Main Street
Clinton, CT 06413

Proposals will be opened and recorded at this time. No proposals submitted after this time will be accepted. Proposals should be labeled "Town of Clinton Harbor Management Plan Update Consultant 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, to the individual noted above, no later than Friday, November 12, 2021. Inquires can be made via e-mail (kkilduff@clintonct.org). Any clarifications made in response to the questions of any one potential firm will be communicated in writing to all other known, potential firms.

An electronic copy of this request for proposals, along with any changes, will be posted on the Town web page (www.clintonct.org). The Town may issue Addenda to this RFP. When issued, addenda will be posted on the Town's website under the "Bid Opportunities" link located on the home page. It is the Respondent's responsibility to check for and address any Addenda to this RFP.

GENERAL INFORMATION:

1. The Town of Clinton 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 Clinton reserves the right to withdraw its RFP at any time prior to final selection, in its sole discretion.
2. The Town of Clinton 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 Clinton.
3. 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.
4. The Town will not be liable for any costs associated with the preparation or submittal of this RFP or subsequent presentations.
5. The Town of Clinton 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 Respondent's submission in accordance with the submission requirements of this RFP and any interviews, references, and additional information requested by the Town of Clinton.
6. In submitting the proposal, the Respondent agrees that the proposal will remain valid for a period of one hundred twenty (120) days after the closing date for submission, and may be extended beyond that time by mutual agreement. Fees quoted must be firm, for acceptance by the Town of Clinton, for a period of one hundred twenty (120) days.
7. No contract may be assigned or transferred without the consent of the Town of Clinton.

8. Each Respondent is responsible for having read and understood each document in this RFP and any addenda issued by the Town. A Respondent's failure to have reviewed all information that is part of or applicable to this RFP, including but not limited to any addenda posted on the Town's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto.

Each Respondent is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFP or the provision of goods or performance of the work described herein.

By submitting a proposal, each Respondent represents that it has thoroughly examined and become familiar with the scope of work outlined described in this RFP, and it is capable of performing the work to achieve the Town's objectives.

9. A Respondent filing a proposal thereby certifies that no officer, agent or employee of the Town who has a pecuniary interest in this request for proposal neither has nor shall participate in the contract negotiations on the part of the Town, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other Respondent of the same call for proposals, and that the Respondent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm.

Respondents must fully disclose, in writing to the Town on or before the closing date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Respondent were to become a contracting party pursuant to this RFP. The Town shall review any submissions by Respondents under this provision and may reject any Proposals where, in the sole opinion of the Town, the Respondent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Respondent were to become a contracting party pursuant to this RFP.

10. Funding for this project is provided by the Connecticut Port Authority and the Town of Clinton.

APPENDIX A
REQUEST FOR PROPOSALS
HARBOR MANAGEMENT PLAN UPDATE CONSULTING SERVICES
NON COLLUSION AFFIDAVIT FORM

The undersigned proposer, having fully informed himself/herself/itself regarding the accuracy of the statements made herein, certifies that:

- (1) the proposal is genuine; it is not a collusive or sham proposal;
- (2) the proposer developed the proposal independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with, any other person or entity designed to limit independent competition;
- (3) the proposer, its employees and agents have not communicated the contents of the proposal to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal; and
- (4) no elected or appointed official or other officer or employee of the Town of Clinton is directly or indirectly interested in the proposer's proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

The undersigned proposer further certifies that this affidavit is executed for the purpose of inducing the Town of Clinton to consider its proposal and make an award in accordance therewith.

Legal Name of Proposer

(signature)
Proposer's Representative, Duly Authorized

Name of Proposer's Authorized Representative

Title of Proposer's Authorized Representative

Date

Subscribed and sworn to before me this _____ day of _____, 202__.

Notary Public
My Commission Expires: