

# Request for Proposals

**Town of Clinton, CT  
Plan of Conservation and  
Development**

**JUNE 20, 2024**

**Town of Clinton, CT  
Planning and Zoning Commission**



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# Request for Proposals

## Clinton CT 2025 Plan of Conservation and Development

The Town of Clinton seeks proposals from qualified firms to assist the Planning and Zoning Commission in preparing and adopting its 2025 Plan of Conservation and Development. Proposals shall be submitted by mail or hand delivery to: Michelle Benivegna, Town Manager, by 2:00 P.M. on July 22, 2024. Prospective consultants may review this Request and any associated updates at: [Bid Postings • Clinton, CT • CivicEngage \(clintonct.org\)](#) Questions may be submitted via email to: Mary Schettino, [mschettino@clintonct.org](mailto:mschettino@clintonct.org) by July 8, 2024.

### Project Summary

The Town of Clinton is preparing an update of its 2015 Plan of Conservation and Development (POCD). This process will be managed through the Planning Office, with oversight by the Planning and Zoning Commission. The Town seeks consultants with specific experience in the following areas:

- Land Use Planning
- Economic Development Trends and Market Analysis
- Environmental and Conservation Policy and Planning
- Resiliency Planning and Sustainability
- Affordable Housing
- Historic Preservation
- Traffic, Transportation, and Transit Oriented Development (TOD)
- Community Engagement and Equity
- Geographic Information Systems (GIS)
- POCD Implementation Strategy
- Supporting the process for final adoption of the POCD and compliance with Connecticut General Statutes § 8-23.

The POCD update process should focus on facilitating community consensus for development and conservation priorities. The Town intends to actively use the 2025 POCD to implement future projects. The final document should be clear, concise, and formatted in a manner that is easy to use and reference on a routine basis.

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## About Clinton

Clinton is a historic coastal community of just over 13,000 with a variety of development patterns and environments. The landscape ranges from beaches and marshlands to woodlands and streams, with residential neighborhoods and commercial areas located throughout. Clinton is part of the Lower Connecticut River Valley Council of Governments, and actively participates in regional planning efforts, while maintaining a distinct local sense of community. The Town is located along the Interstate 95 Corridor, and hosts a train station and bus service connecting to nearby cities and beyond. Commercial and industrial areas are concentrated along and in proximity to the Route 1 Corridor, near the Exit 63 Interchange, and along the waterfront. Clinton is often recognized as the home of Clinton Premium Outlets, and also hosts a number of retail centers, restaurants, marinas, and manufacturing facilities. Clinton's Downtown has been the topic of recent community discussion about revitalization. Like many coastal Connecticut towns, Clinton's demographics are trending toward older and smaller households, however the Town remains desirable for new residents and families due to somewhat lower housing costs as compared to neighboring communities, high quality recreational and educational programs, and a strong sense of community. Topics including affordable housing, economic development, sustainability and coastal resiliency, and planning for infrastructure have been the subject of recent community conversation.

## Scope of Work

The selected consultant will prepare the Town of Clinton's 2025 POCD to comply with all requirements of the Connecticut General Statutes and will assist the Town in the formal adoption process of the final plan. Key deliverables include:

1. Review related existing studies and plans, including the 2015 POCD and the status of its implementation strategies. Additional plans include, but are not limited to, the 2022 Affordable Housing Plan, and the current Hazard Mitigation Plan. Coordination with ongoing planning efforts is necessary to ensure consistency between plans. Planning efforts currently underway include a regional Coastal Resiliency Plan, participation in the THRIVE program (Transit Oriented Development), and an anticipated update to the Hazard Mitigation Plan to begin during POCD update timeframe.
2. In consultation with the Town, integrate sustainability into the 2025 POCD in a manner that includes hazard mitigation and sustainability concepts and actions identified under Sustainable CT's certification program.

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3. Update and analyze all relevant data, including data related to general demographics, land use, housing, economics, tourism, facilities, transportation, historic resources, environment, utilities, and similar information.
4. Create data for use in the Town's Geographic Information System (GIS), including current and future land use data. In addition to printed copies of the adopted plan, all mapping data shall be provided to the Town for use within GIS. Coordination with the Town Planner and the Town's GIS consultant will be required. POCD maps shall also be provided in PDF format.
5. Develop and lead a robust program of community engagement throughout the process. Create an engagement plan that includes diverse and innovative communication methods and identifies and includes underrepresented members of the community.
6. Prepare revisions to the POCD. Develop, draft, revise, and finalize the vision, goals, objectives, and implementation strategies based on communications and recommendations from the Town, stakeholders, and the general community. Review and provide updates to the Planning Focus Areas identified in the 2015 POCD. Update all relevant graphics and maps in the POCD. The final POCD should be organized and easy to navigate in both print and digital formats.
7. Prepare and manage working meetings with Town staff, boards and commissions, and key stakeholders throughout the revision process. Maintain meeting records.
8. Prepare and deliver public presentations during the POCD revision process. Presentation materials will be developed in consultation with the Town Planner and will be provided in PDF format.
9. Attend and present the draft and final POCD during meetings throughout the adoption process. Manage all notice requirements pursuant to Connecticut General Statutes.

## Submittal Requirements

Submit three physical copies and one digital (PDF) copy of the proposal organized as follows:

1. Submittal letter summarizing the proposal, and including contact information for the person managing the consultant/firm's communications during the selection process.
2. Consultant/Firm History and a summary of relevant technical capacity and work on similar projects.
3. Project organizational chart and resumes of key personnel and/or subcontractors who would be involved in the project.
4. Scope of Work and outlining the services to be provided and the proposed approach to the project.
5. A summary of deliverables and an associated timeline for the project.
6. References for past similar projects, including contacts and a summary of project similarities.
7. Fee proposal.

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## Selection Process

The Town will review timely proposals and consider the following when selecting a consultant/firm:

1. The technical capacity, experience, and outcomes with similar and relevant work of the consultant/firm and specific professionals who will manage and participate in the project.
2. The presentation and quality of the proposal, including demonstration of the consultant/firm's understanding of the Town of Clinton.
3. The ability of the consultant/firm to provide materials in a timely manner and complete the POCD update through adoption hearings by December 2025. The overall workload and capacity of key project personnel will be evaluated.
4. Relevant experience and success in creating a robust, meaningful, and effective community engagement process with limited funds.
5. An evaluation of the fee proposal.

The Town may choose to interview one or more consultant/firm during the selection process.

## 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

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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 the 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 or 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 the 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 of 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 part pursuant to the RFP.

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## **Appendix A**

### **Clinton 2025 Plan of Conservation and Development Consultant**

#### **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 or 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 office 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.

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Legal Name of Proposer

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(signature)  
Proposer's Representative, Duly Authorized

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Name of Proposer's Authorized Representative

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Title of Proposer's Authorized Representative

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Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

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Notary Public  
My Commission Expires: