

Agenda
Farmington Village Center Committee
October 11, 2018
Town Hall Council Chambers
7:00 PM

- A. Call to Order.
 - B. Reading of the Minutes.
 - 1) To approve the attached September 17, 2018 minutes.
 - C. Old Business
 - 1) Update from the Quality of Life Committee.
 - D. New Business.
 - 1) To approve the draft RFQ for landscape architect services.
 - 2) Update on the Resolution to the Town Council regarding starting the process of taking ownership of the Parsons property from the State of Connecticut.
 - 3) To Discuss the Unionville–Farmington Center-UCONN Health Multi-Use Trail.
 - 4) To review the Frequently Asked Questions and Answers.
 - E. To approve a Meeting Schedule. **(Please bring your calendars.)**
Possible Date(s): December 4, 2018 or December 6, 2018
Short-listing RFQ responses

January 10, 2019
Interview Short-List Respondents
Review Fee Proposals and Select Consultant
 - F. Public Comment.
 - G. Adjournment.
- cc: Committee Members
Paula Ray, Town Clerk

Town of Farmington
Farmington Village Center Committee
September 17, 2018

Present

Bruce Charette
Michael Gurski
Sarah Willett
Liz Sanford
Ruth Grobe
John Renehan

Kevin Ray
Nancy Nickerson
Portia Corbett
Betty Coykendall
Brian Connolly

Staff

Kathy Eagen
Bill Warner
Rose Ponte
Anna Savastano

A. Call to Order

Chairman Charette called the meeting to order at 7:00 PM

B. Reading of the minutes

- 1) To approve the attached September 4, 2018 minutes
A motion was made and seconded (Sanford/Nickerson)
 - a. **Motion carried unanimously**

C. Public Comment

Henry Maresh, Mountain Spring Road, see attached letter

D. New Business

- 1) To create a resolution for the Town Council consideration regarding taking ownership of the former Parson Property from the State of Connecticut.**

Bill Warner gave an overview of the steps necessary to acquire the Parson's Property. The PowerPoint is attached. **(See Attachment 1)**

Chairman Charette reminded the Committee of their charge; which is whether they should make a recommendation to the Town Council to purchase the Parson's property.

Discussions ensued among the committee members and topics discussed included:

1. The environmental issues that may exist with the property
2. The environmental investigations that must be completed in order to understand the extent of the environmental issues
3. The costs of the necessary environmental remediation
4. What is the timeframe that the Town can back out of the purchase if they environmental issues deem the project unattainable?

Since the Town's purchase would be contingent on the results of the environmental tests; the consensus of the committee was to direct the staff to continue conducting

due diligence on the property. Committee members expressed that time was of the essence and it was important to at least get the process moving forward.

The Town Manager asked if the Committee felt comfortable presenting the resolution to the Town Council at the October 9, 2018 Town Council Meeting instead of the originally scheduled October 23, 2018 Town Council Workshop Meeting. The Committee members agreed. Committee members were encouraged to attend the meeting.

A motion was made and seconded (Nickerson/ Connolly) to direct the Town Manager to create a resolution for the Town Council's consideration regarding taking ownership of the former Parson's Property from the State of Connecticut. As a starting point, the staff has recommended that the resolution include the following points:

- The Committee recommends that the Town Council begin the process of acquiring the Parsons Property from the State of Connecticut subject to a full environmental review and all other due diligence.
- The Town Manager notifies the State Department of Transportation (DOT) of Farmington's interest in purchasing the property.
- Upon receiving the price of the property, the Town Manager works with the Farmington Village Center Committee and the Licensed Environmental Professional to begin to negotiate the purchase price based on the Environmental Study and Title Search.

The committee wanted to confirm that a letter of interest does not legally bind the Town of Farmington to take ownership of the property. The Town Manager stated that her understanding is that it would not, but she will confirm with the Town Attorney.

a. Motion carried unanimously

2) Update from the Quality of Life Committee

The Quality of Life Committee met on September 17 at 5:00 PM. They held a brainstorming session in which they discussed components that need to be addressed in the Study Area. Those components include signage, sidewalks, crosswalks, and landscaping.

Several committee members requested that access to the Farmington River, public parking, and extending the village zone be added to list of items that the Quality of Life Sub-Committee will tackle. Kathy Eagen explained that the staff will develop a matrix and each enhancement will be prioritized. The Committee was cautioned to consider the funding component of each enhancement and the importance of keeping focus on the committee's main charge which is to determine if the Town should purchase the former Parson's property.

E. Public Comment

Katie Bradley, Waterville Road, thanked the committee for their hard work. She expressed that this is a wonderful opportunity to make something that is not currently so great and make it wonderful for a long time to come.

She expressed concern over the discussions of extending the Village Zone. Ms. Bradley commented that the Village Zone has zero setbacks and allows for 4 story buildings. Potentially this would allow several very tall buildings to be located at the entrance of the village. Currently in Farmington, there aren't any buildings which are 4 stories high. Since developers are usually inclined to build as much as possible they will always try to build as much as the zone allows. The Town must consider the consequences of enlarging this zone.

Chairman Charette said he appreciated Ms. Bradley's comments and assured her that this committee is very concerned about the future of the Village. In Chairman Charette's opinion this is one of the primary reasons why it's so important for the Town to own and control Parson's.

Mr. Warner pointed out that the Village Zone allows the town to maintain much more control than other zones.

F. Executive Session – A motion was made and seconded (Nickerson/Connolly) to go into Executive Session to discuss land acquisition.

a. Motion carried.

1. No action taken – Executive Session ended at 8:27 PM.

G. Adjournment

A motion was made and seconded (Nickerson/ Coykendall) to adjourn the meeting at 8:30 PM.

a. Motion carried.

Respectfully submitted,

Rose Ponte

Road to Acquisition

Step 1

- Town decides to purchase Parson's property
- Town notifies DOT of interest in purchasing the property
- DOT Commissioner declares Parson's surplus property

Step 2 DOT

- DOT Property Division completes two appraisals. (Average of the two appraisals is the price)
- DOT Offers to Town
- Survey is updated

Step 3 - Negotiation

- Town Manager begins negotiation with State
- Using environmental and title search
- Agreement is reached

Road to Acquisition

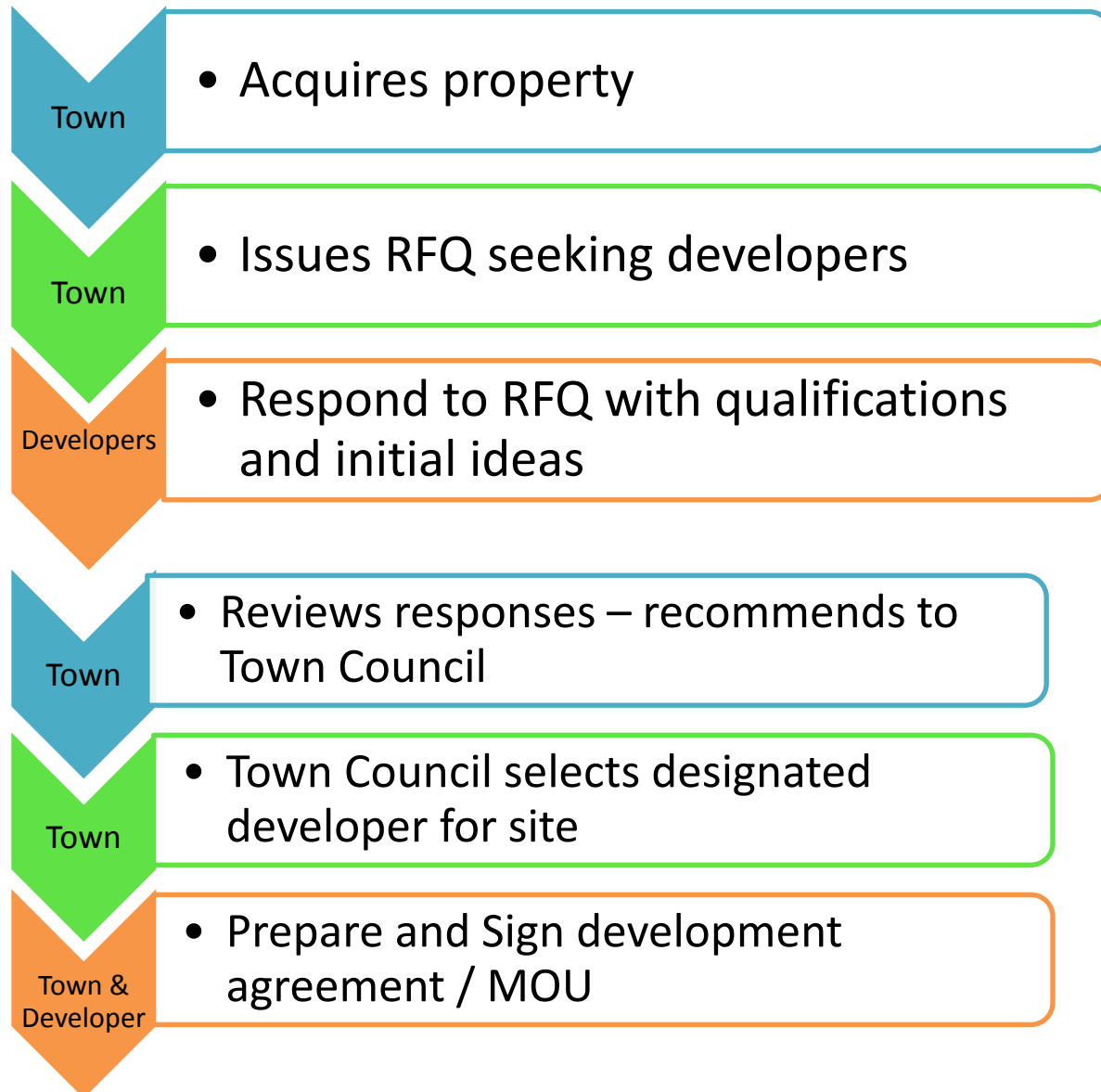
Step 4 Legal Review

- Agreement sent to Attorney Generals Office for review and approval
- Agreement is sent to the State Properties Review Board. (30 day turn around)

Step 5 - Close

- Town Council determines source of funding
- PZC CGS 8-24 review
- Town Council formal vote to acquire
- Closing

Development Process once Town Acquires



Development Process once Town Acquires





- Town transfers property to developer
- Groundbreaking
- Developer constructs project which:
 - Creates an attractive gateway into town
 - Fosters a sense of place
 - Enhances quality of life in the Village
 - Adds significantly to the grand list

MOTION

Agenda Item C-1

Update from the Quality of Life Committee.

NOTE: The Quality of Life sub-committee will meet on October 11, 2018 at 5:00 pm. An update will be provided at the meeting.

Motion

Agenda Item D-1

To approve the attached draft Request for Qualifications (RFQ) for landscape architect services.

NOTE: The attached draft Request for Qualifications (RFQ) will be discussed in detail at the Quality of Life Subcommittee meeting, which will be held on October 11, 2018 at 5:00 PM. It is likely that there may be suggestions from the Quality of Life Subcommittee and/or the public that may need to be incorporated into the document. Due to the timing of the RFQ, I am hopeful that those amendments can be incorporated at tonight's meeting and the Committee can approve the RFQ as amended.

/Attachment

REQUEST FOR QUALIFICATIONS

LANDSCAPE ARCHITECT SERVICES

OCTOBER 30TH, 2018



**REQUEST FOR QUALIFICATIONS LANDSCAPE
ARCHITECTURE SERVICES FARMINGTON VILLAGE**

**TOWN OF FARMINGTON PROFESSIONAL
SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS FARMINGTON
VILLAGE CENTER STREETScape
IMPROVEMENTS**

The Town of Farmington will be accepting proposals from qualified individuals or firms to provide Landscape Architecture services related to streetscape/quality of life improvements on Farmington Avenue (CT RT 4) between Mountain Spring Road and the Farmington River and on Main Street (CT RT. 10) between Scott Swamp Road and CT RT. 4. The basic services required include, preparation of conceptual design plans and cost estimating suitable for presentation to town staff, boards and committees, community groups and initial discussions with CT DOT District 4. Copies of the proposal can be downloaded from the Town's website at <http://www.farmington-ct.org/government/farmington-village-center-committee>.

Proposals must be submitted to the Planning Department no later than **November 30th, 2018 at 11:00 AM.**

LATE PROPOSALS WILL NOT BE CONSIDERED.

An Affirmative Action/Equal Opportunity Employer. Minority/Women /Disadvantaged Business Enterprises are encouraged to submit a proposal.

William Warner, AICP
Town Planner
Town of Farmington, CT
860-675-2325

**REQUEST FOR QUALIFICATIONS LANDSCAPE
ARCHITECTURE SERVICES FARMINGTON VILLAGE**

TABLE OF CONTENTS

	Page No.
Section I General Information	
Executive Summary	4
Section II Submission of Proposal	
Proposal Instructions	6
Minimum Requirements	7
	9
Section III Selection Process	
Section IV Consultant Services for Selected Firm	10
Section V General Scope of Work for Selected Firm	11
Attachments	
• Attachment A – Statement of Non-Collusion	
• Attachment B – Insurance Requirements	

**REQUEST FOR QUALIFICATIONS LANDSCAPE
ARCHITECTURE SERVICES FARMINGTON VILLAGE**

SECTION I – GENERAL INFORMATION

EXECUTIVE SUMMARY

The State of Connecticut Department of Transportation, in an effort to improve safety and traffic flow along the Route 4 Corridor, embarked on a comprehensive reconstruction of the roadway in the town center that currently carries approximately 30,000 vehicles per day. As a result of this project, the Town was concerned that the physical character of its center would suffer, pedestrian movements will become difficult and unsafe and that there may be disinvestment in the community. With these points in mind, local officials determined that a comprehensive long-term process would be required to insure that the corridor would be both protected and enhanced.

Over a period of three days in 2015 close to 500 Farmington residents participated in workshops to develop strategies and goals for addressing this challenge. Building on excellent work previously produced by the Town, the consultants set the stage for residents and Town leaders to explore a range of options for guiding and leading the future evolution of the Farmington Center study area.

The workshops included a lively Strengths, Weaknesses and Opportunities and Threats (SWOT) Analysis with over 250 participants. A walking tour of the study area with over 60 participants and a Saturday morning model building workshop with over 200 participants. The results are included in a report entitled -

Farmington Center Study – June 15, 2015, it is available on line at

<http://www.farmington-ct.org/government/farmington-gateways-committee>

This study is incorporated as a part of the 2018-2028 Plan of Conservation and Development.

The town then retained another consulting firm to focus on the former Parsons Chevrolet site which the town hopes to acquire from the State of Connecticut for development. As part of that study the consultant developed a conceptual plan for the site and new design guidelines for the area. This information is available on line at

<http://www.farmington-ct.org/government/farmington-gateways-committee>

<http://www.farmington-ct.org/home/showdocument?id=13730>, respectively.

In 2018 the town created the Farmington Village Center Committee (the Committee) to look specifically at the acquisition and future development of the Parsons property and to determine “quality of life” improvements within the expanded study area.

The study area is as follows:

- The Farmington Village commercial area along Route 4 from Mountain Spring Road to the Farmington River,
- the Farmington Historic District, and adjacent properties not currently in the District; and
- the (3) gateways into the Village beginning at the Farmington River, the intersection of Route 4/Mountain Spring Road and the intersection of Route 10 /Scott Swamp Road

**REQUEST FOR QUALIFICATIONS LANDSCAPE
ARCHITECTURE SERVICES FARMINGTON VILLAGE**

The one of the charges of the committee is as follows:

“The Committee will recommend quality of life enhancements (sidewalks, street trees, landscaping, street furniture, historic markers, way finding signage and universal design improvements) for the Farmington Village Center Study area.”

It is felt that implementation of streetscape and quality of life improvements will not only enhance the aesthetic appearance of the study area but will increase walkability and encourage visitors to walk thereby contributing to a greater sense of vibrancy in the village.

The Town also hopes to incorporate a number of streetscape and quality of life improvements into this study area with the hope that the improvements, largely in the state and local rights of way, will generate complementary upgrades to adjoining private properties.

The town acknowledges that these improvements must be balanced with the vehicular traffic flow requirements associated with two State arterial roadways. Budgetary constraints, including on-going maintenance concerns, must also be considered in devising the desired conceptual designs.

On September 17th, 2018 a sub-committee of the Committee conducted a brain storming session with staff and other residents including representatives from the Garden Club, the historical society and others.

The results of the brainstorming session are attached to this proposal.

The Town and the Committee are now interested in retaining a professional landscape architecture firm to assist the committee in recommending and developing conceptual plans for streetscape and quality of life improvements in the study area, cost estimating, prioritizing and initial discussions with State DOT District 4 regarding encroachment permits.

**REQUEST FOR QUALIFICATIONS LANDSCAPE
ARCHITECTURE SERVICES FARMINGTON VILLAGE**

SECTION II - SUBMISSION OF PROPOSAL

PROPOSAL INSTRUCTIONS

- By submitting a proposal, you represent that you have thoroughly examined and become familiar with the Scope of Services outlined in this RFQ and you are capable of performing the work to achieve the Town's objectives.
- All firms are required to submit an original, six (6) copies of their proposal and an electronic version to William Warner, AICP, Town Planner, 1 Monteith Drive, Farmington, CT by the date and time listed in the proposal response page. Proposals received later than the time and date specified will not be considered. The proposal must be submitted in a sealed envelope or package and the outside shall be clearly marked as follows:

**SEALED REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES - FARMINGTON
VILLAGE CENTER STREETScape / QUALITY OF
LIFE IMPROVEMENTS
November 30th, 2018
TIME -11:00 A.M.**

**REQUEST FOR QUALIFICATIONS LANDSCAPE
ARCHITECTURE SERVICES FARMINGTON VILLAGE**

MINIMUM REQUIREMENTS

- Firm/Individual shall have a Landscape Architect licensed in the State of Connecticut assigned to the project.
- Firm/Individual shall have demonstrated experience with similar streetscape design projects within the past five (5) years.
- All respondents are required to submit the information detailed below. Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals. Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.
 1. Table of Contents to include clear identification of the material provided by section and number.
 2. A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract.
 3. Name and telephone number of person(s) to be contacted for further information or clarification.
 4. A background statement including a description of the firm/individual submitting the proposal.
 5. A list of staff members who would be involved with the project, including their assigned roles and a description of their background and experience.
 6. A description of relevant experience including specific reference to similar services as required by the Town under this proposal.
 7. List of up to three similar projects completed over the past five (5) years with the contact name, address and telephone number of the owners' representative in each project.
 8. Overall approach to satisfying the needs of the Town for the streetscape improvement project.
 9. Proposed schedule for completion of Landscape Architecture services as required to meet the Town's intended schedule.
 10. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.

**REQUEST FOR QUALIFICATIONS LANDSCAPE
ARCHITECTURE SERVICES FARMINGTON VILLAGE**

11. Statement of Non-Collusion (**ATTACHMENT A**).
 12. A written statement that the Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
- All technical questions regarding this RFQ shall be made in writing and directed to William Warner, AICP, Town Planner, 1 Monteith Drive , Farmington, CT or by email warnerw@farmington-ct.org . Any clarifications and / or addenda, as applicable, will be posted on the Committees website at:

<http://www.farmington-ct.org/government/farmington-village-center-committee>
 - It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.
 - Failure to include any of the above-referenced items in the submitted proposal may be grounds for disqualifying said proposal.
 - This request for qualifications does not commit the Town of Farmington to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request for qualifications become the property of the Town of Farmington. The Town of Farmington reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondent, the right to extend the contract for an additional period, or to cancel in part or in its entirety the request for qualifications, and to waive any informality if it is in the best interests of the Town to do so.

**REQUEST FOR QUALIFICATIONS LANDSCAPE
ARCHITECTURE SERVICES FARMINGTON VILLAGE**

SECTION III - SELECTION PROCESS

- The Farmington Village Center Committee (committee) will evaluate all submittals received for completeness and the respondent's ability to meet all requirements as outlined in this RFQ. The Committee will then short list the specific firms whose statements best meet all criteria required.
- Top rated firms will be asked to submit a specific Scope of Services and associated fee proposal.
- Additional technical information may be requested from any respondent for clarification purposes, but in no way changes the original qualification statement submitted.
- The Committee will then interview the short listed firms and make a selection.
- The Committee will forward its selection to the Town Manager.
- The Town Manager shall negotiate an agreement based on the submitted scope of work and fee proposal..

**REQUEST FOR QUALIFICATIONS LANDSCAPE
ARCHITECTURE SERVICES FARMINGTON VILLAGE**

EVALUATION CRITERIA

The following factors will be considered by the Town when evaluating proposals:

- Accuracy, overall quality, thoroughness, and responsiveness to the Town’s requirements as summarized herein.
- Demonstrated creativity of design and understanding of the Scope of Services
- The qualifications and experience of the firm, the designated account representative, and other key personnel to be assigned to the project.
- Demonstrated successful performance on other similar local / statestreetscape projects.
- Overall approach and schedule to meet the Town’s requirements.

TIMELINE

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFQ	October 30th, 2018
RFQ Due Date	November 30th, 2018
FVCC Generate Shortlist – Notify selected	December 6th, 2018
Selected -Submit Fee Proposal and Scope of work	January 7th, 2019
FVCC conduct interviews, select top candidate	January 10th, 2019
Town Manager negotiate and execute contract	January 2nd-14th, 2019
Kickoff meeting	January 15th, 2019

SECTION IV – CONSULTANT’S SERVICES

- The Consultant shall perform professional services as stated and according to instructions received from the Town. The Consultant’s services shall include all incidental services.
- All drawings, reports, and other documents prepared by the Consultant according to this Agreement shall become the property of the town and be submitted to the Town for its review and approval.
- No such approval shall in any way be construed to relieve the Consultant of responsibility for technical adequacy or operate as a waiver of any of the Town’s rights under this Agreement. The Consultant shall remain liable to the Town according to applicable laws and practices for all damages to the Town caused by the Consultant’s negligent performance of any of the services furnished under this Agreement.

**REQUEST FOR QUALIFICATIONS LANDSCAPE
ARCHITECTURE SERVICES FARMINGTON VILLAGE**

- The Consultant shall conduct regular meetings with the Town staff, and other appropriate parties, at a location established by the Town to review progress. The Consultant will provide written notes of each meeting to all attending parties before the next meeting.
- The Consultant's services under agreements reached shall be as described above. The Town does not guarantee future design and construction phase work. However, any executed Consultant agreement shall contain provisions for future phases of work. The scope and fee for future phases will be negotiated at a later date pending full project funding and satisfactory Consultant performance during the first design phase.

SECTION V – GENERAL SCOPE

- Review existing Town files, reports, and plans about the corridors and applicable appurtenances.
- Provide a preliminary report to confirm existing conditions and constraints including identification of utilities and rights of way limitations.
- The Consultant shall produce conceptual level streetscape and gateway designs for areas where improvements are proposed. Such improvements are to be designed to unify the entire study area, specifically the RT 4 and RT 10 corridors with common design themes and elements. The designs shall include but are not limited to specific types of sidewalk treatments, necessary sidewalk repairs, way finding, decorative crosswalk type, suggested lighting fixtures, street trees or other types of decorative vegetation including recommended species, street furniture and a theme and specifications for signage along the corridors etc.
- Cost estimates for implementation of same shall also be produced.
- Colored three dimensional renderings of the conceptual design plans shall be generated for review by staff and subsequent public presentation. A “catalogue” of other aesthetic treatments shall be produced for consideration as alternatives to those presented on the conceptual design plans.
- The Consultant shall work directly with staff and attend up to three publicly advertised meetings and workshops to present concepts and receive feedback.
- At the conclusion of said workshops, the Consultant shall prepare a final report that incorporates revisions to concepts presented based on suggestions offered and as deemed prudent.
- The report shall contain a phasing plan (by section, type of work or the improvements impact on the corridor), cost estimates and a description of any regulatory permits required for any proposed work.
- The Consultant shall also advise the Town of any other available Grant programs applicable to this type of work.

Motion

Agenda Item D-2

Update on the Resolution to the Town Council regarding starting the process of taking ownership of the Parson's property from the State of Connecticut.

NOTE: The Town Council will be considering the following resolution at its October 9, 2018 meeting. I will be able to report back on the outcome of the Resolution to the Committee at the meeting.

Town Council Agenda Item and Motion:

To approve the following resolution in support of the Town of Farmington's interest in acquiring Parson's Property from the State of Connecticut and authorizing the Town Manager to begin the process with the State of Connecticut (DOT).

Resolution

Whereas, Goal 1 of the Town of Farmington's Strategic Plan established a Farmington Village Center Committee, and,

On July 10, 2018 the Town Council approved the Charge of the Committee which stated that the Committee will develop recommendations to the Town Council regarding the future use of the Parson's property including ownership, control, or use, and,

At the September 17, 2018 Farmington Village Center Committee meeting the Committee recommended, that based on the information available to the Town at this time, ownership of the Parson's property is in the best interest of the Town of Farmington, and,

That this recommendation was based on reviewing the comprehensive work and reports from the Gateway Committee, presentation(s) from Town staff and the consensus of the public at a extensively advertised and well attended public meeting on September 4, 2018, and,

That the Town Council begin the process of acquiring the Parson's property from the State of Connecticut subject to a full environmental review and all other due diligence, and,

That in order to begin the process of acquiring the property from the State of Connecticut, the Committee recommends that the Town Manager notify the State of Connecticut (DOT) of Farmington's interest in the property, and ,

That the Town Manager work with the Town's consultant, a Licensed Environmental Professional, to begin the process of an environmental investigation into the property, and,

That the Town staff apply for available assessment funding to conduct environmental investigations of the property under the Department of Economic and Community Development (DECD) Brownfield Grant Program, in which applications are due October 30, 2018, and,

Lastly, the Farmington Village Center Committee continue to carry out the additional charges assigned to it by the Town Council as stated in the "Charge of the Committee" and report back on to the Town Council a regular basis.

Adopted by the Town Council, of the Town of Farmington, Connecticut this 9th day of October, 2018.

Town Council Agenda Item Backup:

Bruce Charette, Chair of the Farmington Village Committee and Nancy Nickerson will be available at the meeting to answer any specific questions that the Town Council may have regarding this resolution.

If the Town Council approves this resolution my understanding of the next steps would be:

- 1) Town Manager to notify the State of Connecticut (DOT) of Farmington's interest in the property.
- 2) Town Manager to request a meeting with Department of Transportation Real Estate/Acquisition Division.
- 3) Town Manager to request a meeting with Department of Community and Economic Development (DECD) and the Department of Energy and Environmental Protection (DEEP)
- 4) Town Staff submit an application to for available assessment funding to conduct environmental investigations of the property under the Department of Economic and Community Development (DECD) Brownfield Grant Program.

Due to the timing of the next round of Brownfield Grants it is my intent and my staff's intent to complete these next steps by October, 2018.

MOTION

Agenda Item D-3

To Discuss the Unionville-Farmington Center- UCONN Health Multi-Use Trail.

NOTE: At the last meeting, the Committee asked that the Town staff present the proposed Unionville-Farmington Center - UCONN Health Multi-Use Trail. Bill Warner has prepared a presentation for the Committee.

MOTION:

Agenda Item D-4

To review the Frequently Asked Questions and Answers.

NOTE: The Town staff has been working on updating the Frequently Asked Questions and Answers (FAQ) and will have it available at the meeting.