

Agenda
Quality of Life Sub-Committee Meeting
October 11, 2018
Town Hall Council Chambers
5:00 PM

- A. Call to Order.
- B. Reading of the Minutes.
 - 1) To approve the attached September 17, 2018 minutes. **(Attachment 1)**
- C. New Business.
 - 1) To review the Farmington Country Club entrance.
 - 2) To discuss the next steps/goals.
 - a. To review and generally prioritize the ideas contained in the brainstorming matrix. **(Attachment 2)**
 - b. To review the draft RFQ for landscape architect services. **(Attachment 3)**
- D. Public Comment.
- E. Adjournment.

NOTE: Beverages and a light meal will be provided.

cc: Committee Members
Paula Ray, Town Clerk

Town of Farmington
Quality of Life Subcommittee
September 17, 2018

Present

Bruce Charette
Kathy Lindroth
Betty Coykendall
Nancy Nickerson
Ann Mullen

Nancy Tucker
Portia Corbett
John Renehan
Brian Connolly
Ruth Grobe

Staff

Anna Savastano
Rose Ponte
Kathy Eagen
Bill Warner

A. Call to Order

The meeting was called to order at 5:00 pm.

B. Reading of the Minutes

A motion to approve the attached September 4, 2018 was made and seconded by (Connolly/Corbett)

1. Motion carried

C. New Business

1) Brainstorming Session –

Bill Warner started the brainstorming sessions showing various examples of components throughout the study area that presented challenges and opportunities for enhancements. The committee members added additional input for each of the examples listed. All the input was recorded. The staff will take all the comments and develop a matrix for the committee to consider. Notes from the brainstorming session are attached.

(See Attachment 1)

2) To discuss the next steps /goals for the October 11, 2018 meeting

Kathy Eagen explained that the staff will develop a matrix using the notes from the brainstorming session, and will write a draft RFP for a landscape architect. The committee will meet on October 11 to review the draft RFP, and prioritize the matrix.

D. Public Comment

No one from the public spoke.

E. Adjournment

A motion to adjourn the meeting at 6:53 PM was made and seconded (Connolly/Nickerson)

1. Motion carried

Farmington Ave. CT RT 4

work along or in the road requires encroachment permit from CT DOT

corner gets covered in snow in the winter

land trust owns that whole corner

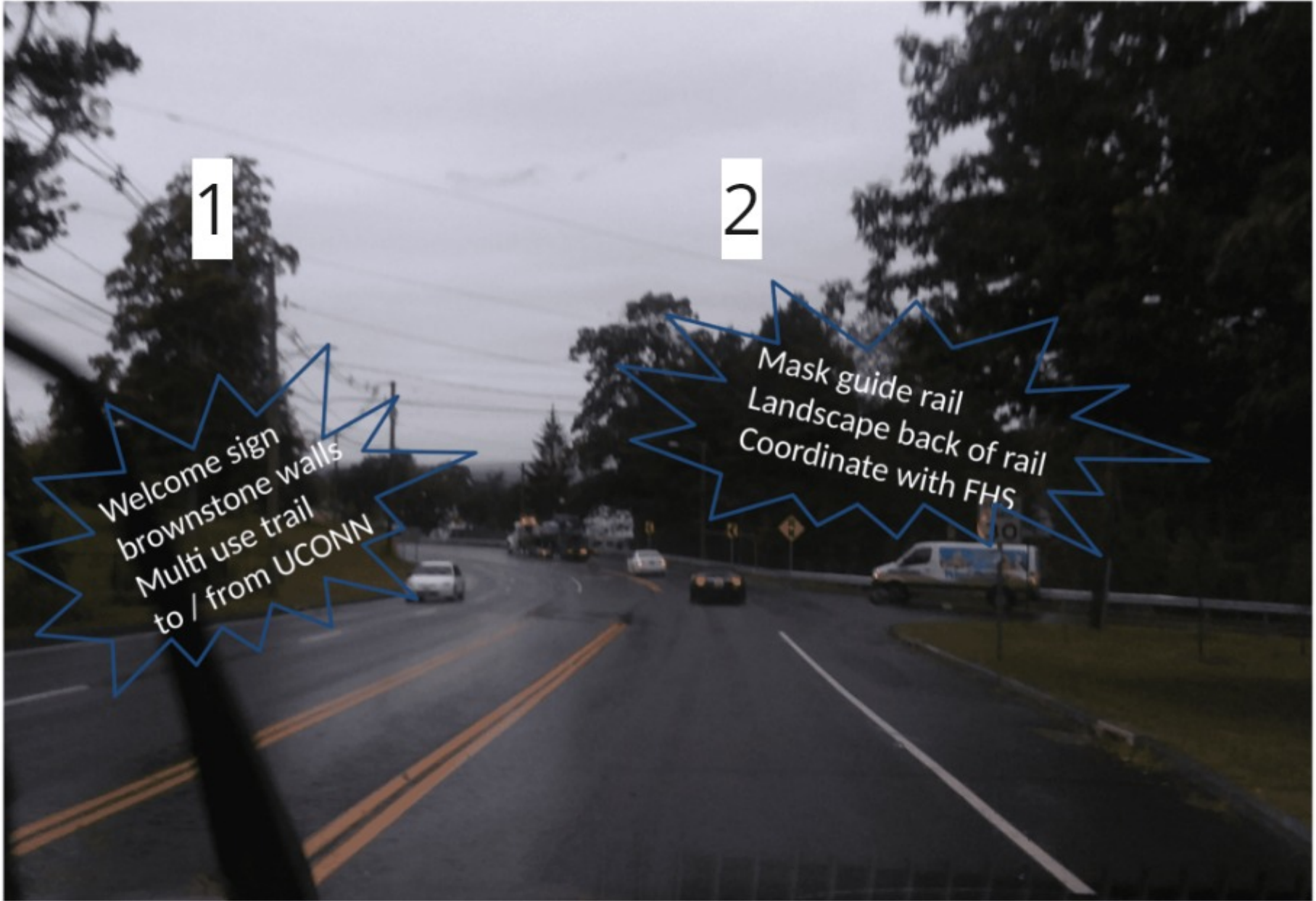
get rid of chain link fence - put up by the state

cover the guardrail with stone/build a brownstone wall. inside the wall is the guard rail

different plants planted

welcome sign with material that reflects the colonial character of the Town

Welcome sign on the opposite side



1

Welcome sign
brownstone walls
Multi use trail
to / from UCONN

2

Mask guide rail
Landscape back of rail
Coordinate with FHS

Flowering street trees both sides Color - spring, summer and fall



Coordinate with developer of 729 Farmington Ave.

elm-like trees to preserve history

not Bradford pear trees

top of the slope will be a multi-use trail



this property is called Lilac Hill



smaller trees that don't grow into the powerlines

fragrant trees/flowers for people sitting in traffic

4



Brickwalk shops
brownstone
Monument sign

want a historic
look for the sign
- Need Brand
guidelines on
our signs

used to be an
old wooden
sign here.
Rose will bring
her copy

Improved
Landscape

Center median on RT 4 and Backage Road



All signs should coordinate, uniquely Farmington. Need a spec.

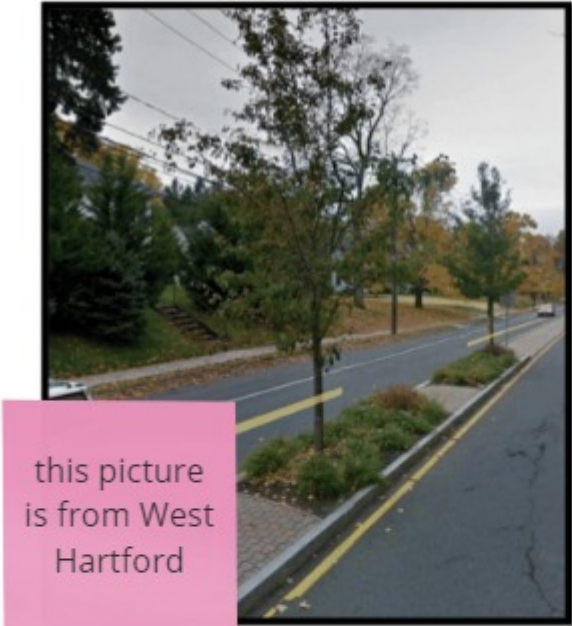
tall grass as long as it's sterile

add one large piece of brownstone (similar to pocket parks) takes up space, focal point, looks clean



only 1 street tree (gaters)

less is more. hardy plants. low maintenance



this picture is from West Hartford



tree used to be there

Continue brownstone wall, Public art

Sidewalks to Starbucks

Should there be trees in front of the country club?

mention brownstone to Country Club for their new entrance and see if they can change their signs
Old entrance may still be accessible

stamped crosswalk on Waterville Road sidewalk continues all the way down to the River

Main Street

CT RT 10

All work along or in the road
requires encroachment permit from
CT DOT



coordinate with the Town Green designer

too many signs on the island
Town asked for ~20 to be removed along Rt 4

ADA Compliance is an issue. Make the sidewalks more accessible



concrete blocks heave don't do this to fix sidewalks

Goal
Safe and uninterrupted sidewalk from RT 4 to CVS.



look at sidewalks piece by piece - go around/over roots

is it costly to do piece by piece? or should we do large sections at a time

- Sidewalks and trees don't interact well but both are essential

permeable surface that the water can go through -except you need to have a base to dig into it. That could dig up more roots



Is concrete the vision? No. We don't want it to be all uniform

- Many areas of sidewalks in poor condition.
- Need to eliminate trip hazards



go over tar and root and make a smooth little hill "gentle rise"





make crosswalks look uniform.
Relatively inexpensive.
Need permission from the state to upgrade

all crosswalks in the village would be "spec" for stamped brick



use these signs to "kick off" black and white sign ideas

shade trees

Install landscaped snow shelf

Untitled Map

Write a description for your map.

Legend



Very nice, granite curbs,
Who maintains?

?

Google Earth

© 2018 Google

5.67 ft

Very nice, a bench ?
Who maintains?
Unique demands a premium



Questionable sign?

example of brownstone

pocket park concept near CVS

We want more places like this



Untitled Map

Write a description for your map.

Legend

Seating area
discussed
with Father
Barry

Parking

pocket park. Church
responsible for
maintenance but
hopefully they will
work with the
Garden Club

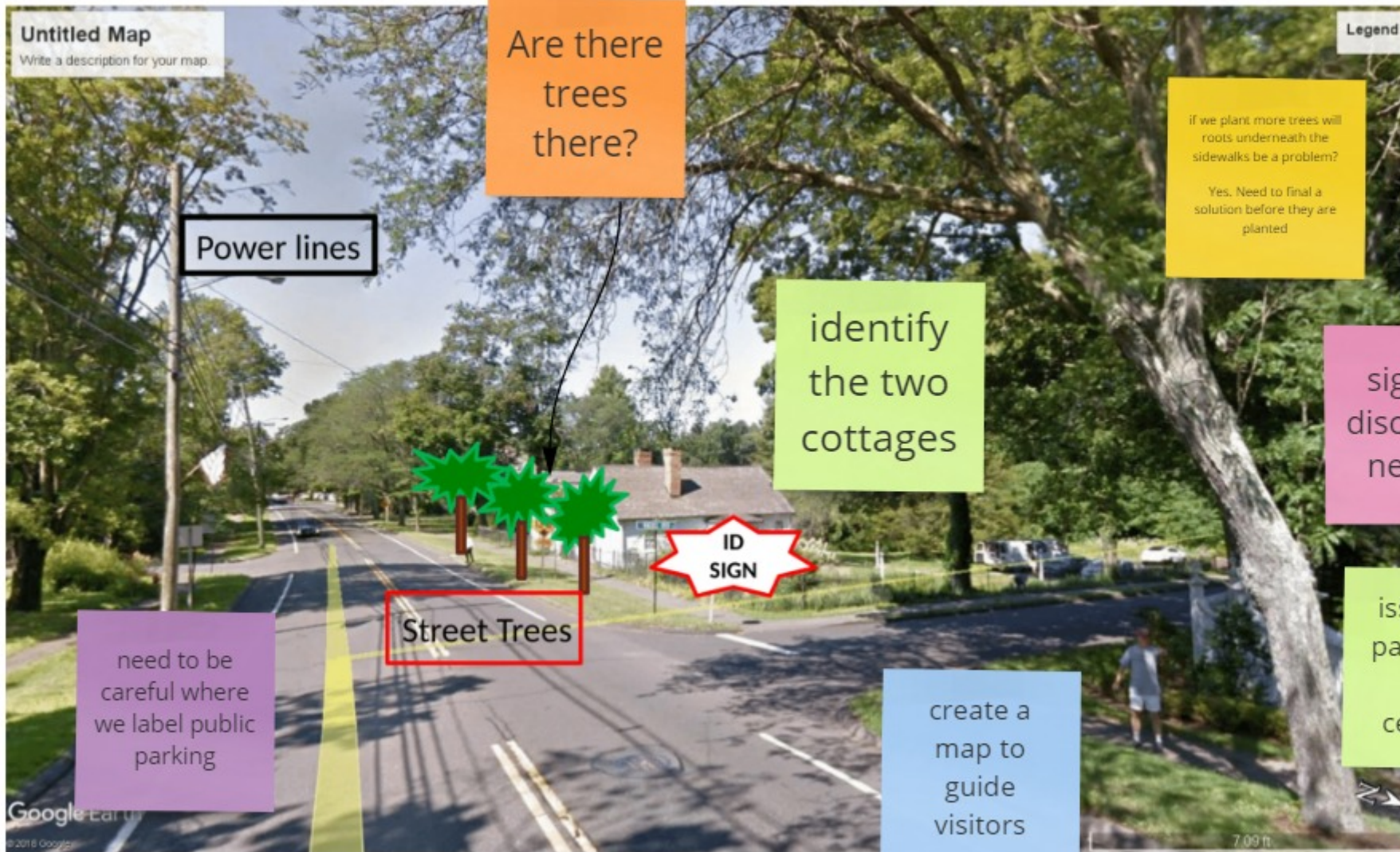
breaking
ground in
Spring 2019

Google Earth

5.38 ft



research:
old fashion
kiosk at the
first church





Untitled Map
Write a description for your map.

Legend

bike sharing

What was here ?

could be a perfect spot for a pocket park, farm type of art

there was an accident at that location

matching walkways to CVS

Google Earth

6.39 ft





Untitled Map
Write a description for your map

Legend

get a left
onto Route
6 from
Route 10

Historic District
ends at Tunxis St.
Character change

"walking
bridge
would be so
charming"

except
for the
Lodge

wetlands
on this
side

Sidewalks continue
To Highland Park

Google Earth
© 2016 Google

7.03 ft







Untitled Map
Write a description for your map.

Legend

New construction,
sidewalks
required

Google Earth

© 2018 Google

7.02 ft











Untitled Map

Write a description for your map.

Legend

Work with Eversource to improve appearance and construct sidewalks

could this be a parking lot with something covering it?

neat pavement vs gravel

Google Earth
©2019 Google

6.92 ft

Untitled Map

Write a description for your map.

Legend



can that be installed as a bike path to begin with?

555 feet of sidewalk to be installed





Untitled Map

Write a description for your map.

Legend

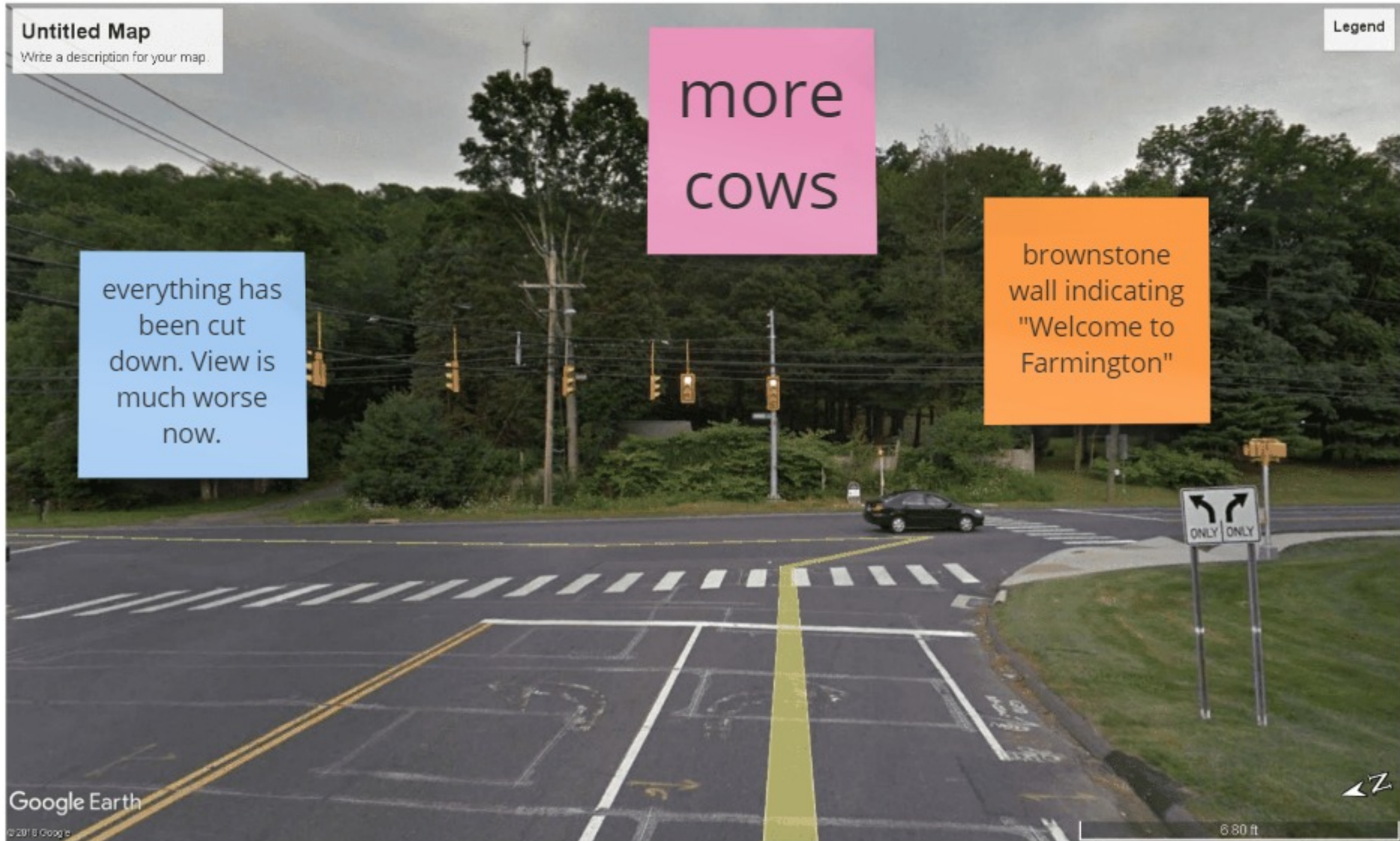
street
trees

CVS will be out there cleaning it up, but the corner should be a welcome area into Town

Google Earth


© 2018 Google

6.98 ft





SANDY POINT
Beach


GREENVALE
Vineyards
→

Motion

Agenda Item C-1

To review the Farmington Country Club Entrance.

NOTE: Russ Arnold, Director of Public Works will be at the meeting and will review the new Farmington Country Club entrance.

MOTION

Agenda Item C-2a

To review and generally prioritize the ideas contained in the attached brainstorming matrix.

/Attachment

Priority Matrix
Quality of Life Subcommittee
October 11, 2018

Items:	Location/ Slide Number(s):	Priority: High/Medium/ Low	Phasing: Yes or No	Cost: High/Medium/ Low	Difficulty: Hard/Moderate/ Easy	Notes: Use this area to list additional comments
Flags, Banners, Flowers	Throughout					
Main Street Sidewalk (Repair)	RT 4 to Tunxis Rd.					
Street Trees	Throughout					
Pocket Parks/Center Medians	Slide Numbers: 5 , 6 , 8, 15 , 18					
Gateways/ Welcome Signs	1 Gateway at Mountain Spring Road 2. Gateway at the Farmington River 3. Gateway at Scott Swamp Road					
Crosswalks	Slide Numbers: 6, 11, 18					
Sidewalks (New)	From Tunxis to Scott Swamp Road (West side)					
Parking						
Signage/ Lighting	Consistent Specifications throughout Town					

MOTION

Agenda Item 2b

To recommend the attached RFQ for landscape architect services to the Farmington Village Center Committee for approval.

/Attachment

Town of Farmington

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**

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**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.