

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**Farmington Center Study**  
**Three (3) days of intensive Public Planning Workshops**  
**Town of Farmington, CT**

January 2nd, 2015

The Town of Farmington is in need of a team of professionals to facilitate public participation planning workshops for a forty (40) acre study area within the Town of Farmington. The study area is bisected by CT RT 4 (28,000 ADT) and is the most prominent gateway into the town. The area is the gateway to the beautiful Farmington Center Historic District. It is adjacent to the campus of the internationally renowned Miss Porters School, the stately Hill-Stead Museum and the Farmington Country Club. The study area is bounded on the west by the Farmington River. The area will also be subject to a major CT DOT road project (CT DOT Project # 51-260) beginning in April 2015. Additional information can be found at [www.farmington-ct.org](http://www.farmington-ct.org).

The Town is soliciting statements of qualifications and experience from teams of professional planning, architecture, landscape architecture and urban design consulting firms to facilitate the public workshops and provide preliminary planning and design services based on input from the public workshops.

The workshops will occur as follows:

- Thursday, March 26th, 2015 7PM – 10 PM Public Planning Workshop
- Friday, March 27th, 2015 Noon – 2 PM Mobile “Urban Design Classroom”
- Saturday, March 28th, 2015 9:00 AM – 1: 00 PM Public Planning Workshop

**Deliverables**

- Facilitate and lead large public planning workshops to insure efficient and productive use of time;
- Act as “educator and facilitator” during break-out sessions and the mobile urban design classroom which will be a walking tour of the study area with discussions regarding the elements of good urban design;
- Prepare final report of public planning workshops;
- Provide up to 5 concept plans for portions of the study area based on public input;
- Provide preliminary architectural renderings of recommended streetscapes, building facades, public amenities etc.

Deliverables shall be of a quality and comprehensive enough to allow a future planning/architecture/landscape architecture/ urban design firm to take the information and prepare detailed designs which are reflective of the desires revealed during the public planning workshops.

A final scope of services and fee shall be negotiated with the selected firm.

Selection will be based on an evaluation of factors including 1.) background of firms involved; 2.) planning and urban design experience, 3.) ability to lead and facilitate public workshops with anticipated attendance in excess of one-hundred members of the public, 4.) previous experience with intensive public participation workshops and charrettes.

### **Insurance Requirements**

Prior to the commencement of performance, the successful firm / joint venture shall furnish to the Town of Farmington a certificate of insurance for workers' compensation and professional liability, (errors and omissions) with limits of not less than \$1,000,000.

### **Submissions**

Consultants interested in performing the professional services requested must submit six (6) copies of their proposal on or before February 6<sup>th</sup>, 2015 at 3:00 PM.

### **Consultants shall submit :**

- A statement regarding the teams general approach to the project.
- Information regarding the overall experience of the team and their experience with large public planning workshops / charrettes.
- Resumes of the proposed members of the team who will be committed to the project.
- Up to 3 specific examples of projects they have undertaken that demonstrate their qualifications for this project.
- Three references from public sector/institutional clients.
- Affirmative Action Experience, Summary & Affirmative Action Policy Statement & Plan
- An initial lump sum fee proposal. Place fee proposal in a separate sealed envelope.

Sealed statements of qualifications and fee proposal (**separate envelopes**) shall be submitted on or before February 6<sup>th</sup>, 2015 at 3:00 PM. Submit to:

William Warner, Farmington Center Study  
Town of Farmington  
Planning Division  
Department of Public Works  
1 Monteith Drive  
Farmington CT 06032

Questions shall be submitted via email to William Warner AICP, Town Planner @ [warnerw@farmington-ct.org](mailto:warnerw@farmington-ct.org).