

**TOWN OF SOUTH WINDSOR
REQUEST FOR QUALIFICATIONS FOR A
MAIN STREET PRESERVATION PLANNING STUDY
AS A PART OF THE
CT TRUST VIBRANT COMMUNITY INITIATIVE GRANT**



**Statements of Qualifications will be received until 3:30 p.m. on
Tuesday, November 18, 2014, in the Planning Department, South
Windsor Town Hall, 1540 Sullivan Avenue, South Windsor, CT**

TOWN OF SOUTH WINDSOR

REQUEST FOR QUALIFICATIONS FOR

MAIN STREET PRESERVATION STUDY

The Town of South Windsor is accepting statements of qualifications and generalized scope of services of a qualified multi-disciplinary team to undertake a Preservation Planning Study of our Main Street area (boundaries defined by enclosed map). The team should be familiar with residential historic districts, and can include a planner, landscape architect, architect, development consultant, and any other team members needed to fulfill the tasks of the project. There should be one person representing the group and identified as the "public spokesman" for the team.

INTRODUCTION

Recognized throughout the State for the impressive quality and variety of Connecticut River Valley architecture, dating from 1700 to roughly 1857, South Windsor's Main Street offers a live glimpse into its vibrant past. Emerging as a daughter settlement to one of the first towns in Connecticut, South Windsor afforded the residents of Windsor room to expand. From the beginning, South Windsor has based its economy on agriculture which produced the wealth to build some of the elaborate houses that remain today along this historic street.

The development pattern of Main Street still reflects the original land grants of long narrow lots with width measured along the river and running inland for three miles. Most homes retain the traditional orientation facing the street, which helps to preserve the historic character of the area.

Currently East Windsor Hill is on State and National historic registers where its quality and resources are recognized but is offered little to no protection. The Town's local Historic District extends only along a small portion of northern Main Street where the local Commission has input and review of proposed exterior changes being made. The entire town has undergone a Historic Resources Inventory with funds provided by the State and over 350 buildings have been identified to be of historic significance. Locally, the Demolition Delay Ordinance provides the potential for a delay of up to 180 days for the demolition of structures 75 years old and older.

The recently adopted Plan of Conservation and Development encourages the support of historic buildings, structures and landscapes. The 2012 community survey shows strong support for preserving Main Street's character, with 77% indicating it is important to their quality of life. Residents do not want to lose the open, agrarian landscape that characterizes most of Main Street. Some of the preservation goals identified in POCD Chapter 4, Community Character, include encouraging the preservation of scenic resources, preserving historic buildings, structures and landscapes, and preserving the character of Main Street. Some of the strategies outlined include extending the local Historic District and adopting Village District zoning.

OBJECTIVE

South Windsor currently has limited land use regulations in place to protect its valuable historic assets or to promote appropriate new economic development through adaptive re-use and redevelopment which would help financially support its multiple historic properties along Main Street. Recognizing that the erosion of Main Street's historic character can happen quickly and have a profound effect on its appearance, the Town wishes to take steps to further protect its historic resources and landscape from new and infill development in the Main Street area which could erase South Windsor's historic imprint. The desired outcome of this public process is to identify meaningful steps that can be taken to guide future growth along Main Street.

PROJECT OUTLINE

The Town of South Windsor has received fifty-thousand dollars (\$50,000) from the CT Trust for Historic Preservation for a Vibrant Communities Initiative (VCI) Grant, through the cooperation of the State Historic Preservation Office to develop a Preservation Plan for South Windsor's historic Main Street area. This Preservation Plan will help preserve and promote the Town's abundant historic assets while allowing for appropriate economic opportunity to offset some of the costs of maintaining these historic properties.

Specific goals identified for this project are:

1. **Review of existing zoning regulations and to provide recommendations**

- Evaluate existing regulations and make recommendation and propose boundaries for establishing **Village District zoning as an overlay zone**. Scope of work shall also include the production of draft Architectural Review Design Guidelines
- Include strategies and requirements to ensure subdivision of future parcels for residential development which is sensitive to the use of existing farming, structures, and historical landscape in the area
- Examine possible economic development and in-fill development opportunities in the Main Street area and propose uses which would compliment the area and be a component of the design guidelines for the VD Zone.
- AND recommend specific regulations, ordinances or other preservation tools to help preserve Main Street's historic assets and promote appropriate new development

2. **Create a streetscape concept master plan rendering** to address replacement of the existing tree canopy and inclusion of amenities to enhance visitor experiences such as sidewalks, historic site placards/signage, public parking locations, benches and other enhancements which might raise historical awareness of the area while preserving the authentically quaint atmosphere the residents enjoy. The scope of work does not include detailed design development or construction documents.

3. **Review of commercial properties for economic development potential**

- Determine if specific non-residential properties in the Main Street area could support limited commercial uses while complimenting South Windsor's historic assets
 - a. Examine one existing structure, as determined by the steering committee, and evaluate it for potential re-use including a feasibility study
 - b. Assist in exploring ideas and shared goals between Wood Memorial Library and Union School (Historical Society Museum) as it pertains to their respective buildings and shared needs.

It is anticipated that the community planning effort will be a participatory process that leads to consensus among the citizens of the Main Street community relative to a long-term vision for the community. We would envision some of this outreach through the Town's social media website. The Main Street Subcommittee will work with the chosen firm to further identify the scope of the project.

PROCESS FOR THE GRANT:

- Consultant team will lead monthly meetings during the project timeline to both update and gather information concerning the project. The Town will create a steering or stakeholder committee composed of residents, staff and volunteers of the various boards or agencies, that will meet with the team monthly to give them adequate direction and feedback.
- Consultant team will lead at least three separate public meetings to both seek public input and to provide their final plans to the larger community concerning the VCI grant. One of these meetings may be with the Planning and Zoning Commission and/or Town Council.

TIMELINE FOR THE GRANT:

- Consultant team will complete the VCI scope of work in six months.

DELIVERABLES

The completed documents will be delivered as hard copy 10 copies each and on CD in MS Word. Graphics shall be in MS Word, MS Excel, PDF, or ArcView GIS format, as appropriate. The town is also interested in an end product that is an inter-active, user-friendly, web-based version of the information. We need one bound copy and PDF version.

AVAILABLE INFORMATION/DATA

The Town has the following information/data:

- ◆ Existing and previous Town Plans of Development, Historic District regulations, zoning regulations, subdivision regulations, wetlands regulations, demolition delay and blight ordinances
- ◆ Historic Resources Survey of Main Street dated 2007

- ◆ Various demographic data such as population estimates, building permits and certificates of occupancy and 2010 Census Data
- ◆ ArcGIS 9.3.1 or later; GIS data layers including parcel, sewerage, topographic, planimetric, transportation, and others (generally 2005 data), 2009 aerial
- ◆ Master Plans of various town committees

FORMAT FOR SUBMITTING STATEMENTS OF QUALIFICATION

Seven copies of each of the following items must be submitted not later than the date and time specified in this request.

- A. Company Background Materials: information concerning the background, experience in historic preservation and reputation of the Consultant
- B. Ability to Perform: examples of previous work on similar projects to demonstrate the Consultant's understanding and familiarity with projects of this type. Firms shall list all plans of comparable type that have been completed in the last five years
- C. Personnel to be Assigned: resumes of the professionals to be assigned to this project, including information regarding the qualifications of any proposed subcontractors and identification of person to be the "public spokesman" for the team.
- D. Project Approach: proposed approach to the project, including information on community outreach, consensus building and innovative approaches to community planning
- E. References: previous and current contracts which are similar to the Town's scope of services. The list shall include the following:
 - Dates of contract duration
 - Services performed and fees for services
 - Name, address, telephone numbers of clients who may be contacted
 - Statement as to whether project was completed on time and within budget
- F. Extent of knowledge of South Windsor and/or communities experiencing similar characteristics, development patterns and concerns: Demonstrate a working knowledge of issues typically facing a community like South Windsor and its preservation of the Main Street character

CONSULTANT SELECTION

A panel of the Main Street Subcommittee plus Planning Department and CT Trust staff will review the Qualifications Statements received, and will select a short list of firms for first interviews, and will conduct the interviews. The panel will select the most qualified firm. Negotiations will be conducted to arrive at a fair, competitive, and reasonable fee for an agreed-upon Scope of Services. If the top-ranked firm and the Town cannot agree upon contract terms, the Town will initiate negotiations with the next ranked firm.

The Town reserves the right to accept or reject any or all statements received as a result of this request, or to cancel in part, or in its entirety, this Request for Proposal if it is in the best interest of the Town to do so.

SELECTION CRITERIA

The following criteria will be used in evaluating qualifications statements:

- Previous experience in the services required and overall qualifications of the consultant, including the relevant experience of key personnel to be assigned to the project
- Presentation quality and readability of previously prepared town plans
- Ability to approach the development of the Plan and facilitation of public input in an innovative way
- Ability to perform the work in a timely manner

TOWN OF SOUTH WINDSOR

REQUEST FOR QUALIFICATIONS FOR MAIN STREET PRESERVATION PLANNING STUDY

The Town of South Windsor is accepting statements of qualifications and generalized scope of services from qualified professional planning consultants/firms for the Main Street Preservation Planning Study. Consultants/Firms shall have extensive experience and knowledge in the fields of municipal planning and zoning including but not limited to land use, historic preservation, streetscape planning, economic, and historic trends.

Interested consultants/firms should submit four copies each of a statement of qualifications, generalized scope of services, curriculum vitae of personnel to be assigned to this project, a list of personnel in respective fields of study, and past and present clients.

An RFQ package with a complete description is available at www.southwindsor.org, or at the Planning Department, 1540 Sullivan Avenue, South Windsor, CT. The contact person is Michele R. Lipe, Director of Planning (860-644-2511, ext. 252). Qualifications statements will be received at the Planning Department until 3:30 p.m. on Tuesday, November 18, 2014.

Matthew B. Galligan
Town Manager