



OFFICE OF THE SELECTMEN

115 Main Street, PO Box 96, Voluntown, CT 06384

REQUEST FOR PROPOSALS: GATE STREET RECREATION COMPLEX MASTER PLAN

The Town of Voluntown is issuing this Request for Proposals for the development of a master plan for a park and recreation complex on Town land on Gate Street, Voluntown CT.

Bid Proposal Data:

RFP#: VOL2022/2023-3

Title: Gate Street Recreation Complex Master Plan

Issue Date: August 1, 2022

Bid Proposals Timeframe:

RFP Issued: August 1, 2022

Optional Site Visit: Wednesday, August 24, 2022 10:00 a.m. – Convene at Voluntown Town Hall, 115 Main Street, Voluntown CT 06384

RFP Responses Due: Thursday, September 8, 2022 1:00 p.m.

Responses Sent to: First Selectman's Office
115 Main Street, PO Box 96
Voluntown, CT 06384

Questions Sent to: John Guskowski, Planning & Development Director
via email: planner@voluntown.gov

I. Introduction

The Town of Voluntown, acting by and through its Board of Selectmen and Recreation Commission, is actively seeking proposals from qualified firms to develop a master plan for the development and redevelopment of municipally owned land on Gate Street as a parks and recreation complex. The plan will involve a review of existing facilities, forecasting of current and future needs, a public engagement process, the development of a conceptual master plan for the facility, and the development of engineering designs and specifications sufficient to allow the Town to pursue construction funding for implementation.

The mission of the Town of Voluntown Recreation Commission is to seek the development of recreational programs and enhancement of recreational facilities associated with sponsored programs on various town owned lands. The Town is committed to meeting the diverse recreational needs of the Voluntown community and ensuring that everyone has access to well-maintained and attractive facilities.

The project area consists of several adjacent town-controlled properties on either side of Gate Street, immediately north of Main Street (State Route 138), including the land to the rear of the Town Hall and Constitution Field, which abuts Voluntown Elementary School.

II. The Resource

The Town of Voluntown is a small community of approximately 2,500 residents in rural southeastern Connecticut. While the vast majority of the land in Town is publicly-owned, with most of it Pachaug State Forest, at public water access on Beach Pond, the Town has limited municipal recreational facilities, particularly for organized sports and youth recreation.

The Town controls several adjacent properties immediately north of Main Street (State Route 138) and on either side of Gate Street that have housed a variety of passive and active recreational facilities. Constitution Field, to the east side of Gate Street, is a multi-use field that connects to Voluntown Elementary School and has contained a playscape, a baseball/softball field, and a basketball court. The Town property, to the west side of Gate Street, has a gazebo, a pavilion, an old walking track, formal parking lot, and an old garage/storage building. Both major properties have some development restrictions, having been acquired or improved using State of Connecticut Open Space funds.

The properties also house the existing Town Hall building, the Voluntown Public Library, and contain two small adjacent parcels that are undeveloped. Both of these buildings are aging and are likely inadequate to meet long-term community needs. It is anticipated that at some point, these facilities will be removed and redeveloped as a single municipal complex housing Town Hall, Library, Community Center, and meeting space uses.

Town of Voluntown – Gate Street Recreation Area



III. Objectives

The purpose of this request for proposals is to develop a master plan for the enhancement of the municipally-controlled parks and recreation facilities on either side of Gate Street to guide municipal investments and prepare the project for implementation via grant funding. Specific outcomes include:

- 1) Gain a better understanding of community and school-related recreational needs;
- 2) Identification of gaps in facilities that could be located at Gate Street location;
- 3) Master Plan concept for facilities;
- 4) Installation of a new pavilion at Constitution Field;
- 5) Assess ADA compliance of existing playscape area and make playscape upgrades;
- 6) Assess pedestrian connectivity between recreational areas and parking areas, as well as connecting Main Street sidewalk network to interior of Gate Street;
- 7) Renovations to existing baseball field;
- 8) Building and site conditions assessment of existing garage/storage building for future conversion to public restroom facility as well as storage and office space for Parks & Recreation;
- 9) Sufficient design detail and cost estimates that can be used for future grant applications;
and
- 10) Operations & Maintenance Guidance

IV. Scope of Services

The selected firm will be responsible for the following:

- a. Undertake an existing conditions report reviewing the current resources, facilities, and uses of municipally-controlled land along Gate Street, including existing ADA deficiencies;
- b. Develop an understanding of the physical and legal constraints of development of the land, including wetlands, floodplain, easements, environmental concerns, or legal restrictions;
- c. Develop an understanding, based on discussion with Town project team and other key stakeholders, the desired programming for the recreation facilities as well as other future municipal uses;
- d. Develop a draft Master Plan for physical development of the Gate Street Recreation Complex for review by the Town project team;
- e. Conduct one or more public information sessions intended to share existing conditions reporting and findings from initial Master Plan stages and to gather input on a final Master Plan;
- f. Develop final proposed Master Plan, including draft Operations & Maintenance Plan and cost estimates for implementation; and
- g. Prepare high-level concept or preliminary engineering drawings for physical improvements such as sidewalks and renovations to existing garage/storage building that would be suitable for use in grant or funding applications for “shovel ready” projects.

Deliverables:

- a. Gate Street Recreation Complex Master Plan
- b. Operations & Maintenance Plan
- c. Preliminary construction drawings for physical improvements

V. Selection Criteria

Without limiting the ability of the Board of Selectmen to consider and evaluate all responses, the current criteria for selection of the successful proposer includes the following:

- a. The specialized experience of the individuals or firm and assigned personnel on similar projects, with specific attention drawn to landscape architecture and civil engineering;
- b. The firm’s understanding of and technical approach to the project;
- c. The firm’s ability to effectively coordinate public participation and market such efforts on behalf of the Town;

- d. The ability of the firm and its subconsultants and support staff to work effectively with the Town and its project team;
- e. The firm's schedule, including milestones showing any public involvement and deliverables, as well as the firm's demonstrated ability to perform the work in a timely manner;
- f. Clarity, organization, and effective presentation of the proposal;
- g. Review of listed references;
- h. Proposed fee schedule or fee schedule methodology.

The Town plans to invite a very short list of 2-3 responding firms for an interview based on a review of the written proposals. The responding firms should plan to make staff available to participate in an interview either in person or virtually.

VI. Submittal Requirements

Proposals submitted must include the following information:

1. A transmittal letter signed by the appropriate officer of the firm offering the proposal and certifying that the proposal and any cost projection included will remain in effect for 90 days after the due date.
2. A concise and complete description of the work to be performed, including:
 - a. An explanation of the firm's understanding of the project, its approach to the work, the key issues to resolve, and the level of detail that can be accomplished for the master plan project for the proposed budget.
 - b. A detailed work program and time schedule for the project, including any milestones for review of the project status with the project advisory committee.
 - c. A list of personnel who will be assigned to the project, including resumes for professionals expected to provide at least 20% of the person-hours on the project. Support staff contracted by the responding firm for this project should also be included for review and consideration.
 - d. A description of similar projects the firm has been involved with, including client references.
3. A fee schedule for the services, and/or a method for fee schedule development. Please note that evaluation and subsequent award of a resultant contract is not based solely or even primarily on fee. Rather, evaluation will be based primarily on the qualifications of the responding firm, with fee considerations as a secondary factor. If the selected firm, as a result of interviews and clarifications, needs to adjust proposed fee schedule, the Town will undertake that negotiation following selection.

There will be an optional pre-bid site visit held on Wednesday, August 24, 2022 at 10:00 a.m., with interested parties convening at Voluntown Town Hall.

Proposals shall be submitted no later than Thursday, September 8, 2022 at 1:00 p.m. and submitted to the First Selectman's Office, Voluntown Town Hall, 115 Main Street, PO Box 96 Voluntown, CT 06384. One hard copy original and three (3) copies of the proposal shall be included in the submission.

VII. General Terms and Conditions

This Request for Proposals is believed to be accurate as of the date of release.

The Town of Voluntown reserves the right to reject any or all proposals, to negotiate with one or more respondents, and to modify or reissue the Request for Proposals as needed to serve the best interest of the Town.