

TOWN OF COLUMBIA
REQUEST FOR QUALIFICATIONS AND PROPOSALS
MASTER PLAN FOR RECREATION PARK AND CONTIGUOUS TOWN LANDS

Intent of Project

The Town of Columbia is requesting proposals from qualified firms or individuals for professional planning and landscape architecture services to design a master plan for Recreation Park and contiguous town owned lands.

The intent of the master plan is to illustrate and describe the Park's potential for multi-use purposes including active and passive recreation with buildings for activities, concessions and bathrooms together with necessary parking areas, as a long range guide for future capital improvement projects and documentation for Town funding and grant programs.

Project Background and Objective

Columbia owns several parcels of contiguous land acquired over the years, totaling about 194 acres between Lake Road, Hennequin Road and Route 66, for recreation and natural resource protection. Wetlands and topography limit the total area for existing and future active recreation to about 60 acres.

Contiguous Lands:

1. Recreation Park, on three parcels totaling 77 acres, has 28 acres developed with ball fields, tennis and basketball courts, trails, two playscapes and a pavilion. The balance of the acreage is wooded with some wetlands and steeper slopes, but there are also areas that could be developed with fields, a gravel drive and parking.

The following facilities are existing at Recreation Park:

- 5 playing fields
- Tennis court
- Basketball court
- Volleyball court
- Softball Scoreboard
- Two age-specific playscapes
- Pavilion and barbecue facilities
- Concession stand
- Bathrooms
- 1- mile loop walking trail with stationed exercise equipment and connections to other trails

Recreation Park has been developed over the years without a master plan, consequently some fields, courts, roads and trails are not in ideal locations and may need to be relocated.

2. With the protection of Columbia Lake watershed in mind, the Town purchased land adjacent to Joshua Trust's Utley Preserve in the 1980s. The 74 acre parcel is on two sides of Utley Swamp, with trails on the northwest side connecting Joshua Trust trails to the trail at Recreation Park. Approximately 10 acres on the east side of Utley Swamp abuts the Recreation Park parcel.
3. In 2014, the Town acquired from the Ellis family a 48 acre parcel that lies directly to the south, about 25 of those acres are either Utley Swamp, other wetlands or a wetlands buffer; about 23 acres could be used for recreation. The property has 50' of frontage on Route 66; it has not been determined if there is safe access for traffic generated by passive and/or active recreation.

Data available:

The contiguous lands from Recreation Park to Route 66 have been surveyed and the intervening wetlands have been identified. The following data will be available to the firm selected to use as base data:

- Topographic and Wetland Survey Route 66 and Hennequin Road depicting Existing Conditions Topographic Survey and Wetlands Boundaries, Prepared by Rob Hellstrom Land Surveying LLC, November 24, 2014, Scale 1" = 100'.
- Perimeter Survey Showing Property of Edward & Renee Ellis located on the northerly side of Connecticut Route 66, Prepared by Datum Engineering & Surveying, LLC, January 30, 2014, Scale 1"-100'. Map includes Wetlands identified.

Objective:

The Master Plan shall be guided by site conditions and the future recreation needs as defined by the Town. The Master Plan should focus on determining:

- The best layout for a total of 8-10 playing fields, basketball and tennis courts, trails, structures and parking to address current and future needs.
- Feasibility of access off Rte 66 for passive or active recreation and an estimate of associated costs to provide the access.
- Feasibility for internal linkages, both vehicular and pedestrian, within the contiguous parcels.
- Protection and preservation of Utley Swamp; any active recreation must be setback a minimum of 200' from Utley Swamp.
- Phases for implementation that include any relocation of existing fields or other features.

The selected consultant will work directly with a committee consisting of the Town Planner, the Recreation Director and members of the Recreation Commission. Recommendation for its preferred Master Plan will be submitted to the Board of Selectmen.

Project Schedule and Completion

The selected consultant will be required to complete the committee's preferred Master Plan within six months of contract signing unless an extension is granted by the Board of Selectmen.

The goal of this project is to submit the committee's preferred Master Plan design recommendation to the Board of Selectmen by September 30, 2016.

Project Deliverables

Using the Existing Conditions map prepared by Rob Hellstrom Land Surveying LLC and the Perimeter Survey Map prepared by Datum Engineering & Surveying LLC as the base map for the property boundary and wetland locations, including approximate location of existing features namely the children's playscapes, playing fields, parking lots, basketball and tennis courts, pavilion, volleyball court, concession stand, trail and perimeter limits of the tree line:

1. Prepare design options for multiple configurations of active and passive recreation to meet existing needs and to accommodate future needs based on discussions with the committee and the Recreation Commission. Options shall include appropriate vehicular drives, safe pedestrian paths and parking to accommodate all proposed uses.

2. Prepare written narrative describing the pros and cons of each option including recommended phases for implementation and "broad-stroke" estimated development costs by phase.
3. Attend a minimum of five (5) public meetings, including public informational meetings, which the consultant will conduct prior to developing the final preferred Master Plan Design.
4. All plan drawings shall be prepared at 1" = 40'. All work products shall be suitable for posting on the Town Website. The consultant shall provide the Town with ten (10) copies of the final Master Plan and an electronic version of the final plan.

Format for Submitting Statements of Qualification

Six (6) copies of the response to the following items must be submitted not later than the date and time specified in this Request.

Company Background Materials: Information concerning the background, experience and reputation of the Consultant.

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 master plans of comparable type that have been completed in the last five years.

Personnel to be Assigned: Resumes of the professionals to be assigned to this project, including information regarding the qualifications of any proposed subcontractors.

Project Fee: A proposed fee should clearly be outlined for a specific scope of services.

References: Previous and current contracts which are similar to this project. The list shall include the following:

- Dates of contract duration
- Services performed and fees for services
- Name and contact information of clients who may be contacted for verification

Submission

The Columbia Board of Selectmen is requesting that interested qualified professional planning consultants/firms submit a Statement of Qualification and Proposal for the town to review. Submittals are due no later than 4 p.m. on Thursday, March 31, 2016 at the Town Administrator's office, 323 Route 87, Columbia, CT 06237. Questions should be directed via email to Paula Stahl, Town Planner at pstahl@columbiact.org.

All submittals shall be clearly marked "Recreation Park and Contiguous Lands Master Plan Request for Proposal".

Consultant Selection

A panel consisting of the Town Administrator, Town Planner and representative(s) from the Board of Selectmen and Recreation Commission will review the Qualification Statements received, will select a short list of firms for interviews. Interviews will be by the same panel, with a recommendation to the full Board of Selectmen for 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 Master Plan Design fee will be negotiated on a lump sum basis. All charges for overhead, insurance, travel, telephone calls, postage, shipping, printing, photocopies, and any other miscellaneous expenses shall be included in the lump sum figure. The Town will not make separate payments for reimbursable items.

This Request for Proposals does not commit the Town to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies.

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 the 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 qualification 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.
- Quality and applicability of previous master plans.
- Ability to perform the work in a timely manner.
- Reasonable proximity to the town to avoid undue travel costs.

Nondiscrimination

The Contractor shall agree and warrant that it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of Columbia.