

# Request for Proposals

## *Fair Haven Downtown Streetscape Improvement Plan*

**Contact Person: Jonas Rosenthal / email: fhmanager@comcast.net**

**Date of RFP Issue: January 4, 2018**

**Deadline for Proposal Submission: January 19, 2018**

## I. Project Description

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The Town of Fair Haven will hire a consultant to plan downtown streetscape improvement projects, which will include traffic calming projects as well as downtown beautification projects.

## II. Scope of Work and Deliverables

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### **Community Engagement Programs**

**Traffic Calming Study:** This project will plan for traffic calming tactics in the downtown area, so as to facilitate improved traffic flows and incentivize additional tourism.

**Economic Development Study:** This project will hire a consultant to conduct an economic development assessment that focuses on retail leak analysis. The aim of this assessment is to discover the types of businesses that the town can support, in an attempt to attract those types of businesses to Fair Haven.

**Downtown Beautification Plan:** This project will create a plan for additional streetlighting, improved sidewalks, seating and benches, and other beautification elements in the downtown area, in order to improve the walkability and aesthetics of the downtown.

## III. Schedule

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All responses to this RFP must be received no later than: 3pm, January 19, 2018

Selection of consultant(s) will be complete by: January 31<sup>st</sup>, 2018

Project will commence by: February 2018

Final products submitted by: March 2019

## V. Consultant Selection Criteria

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The project team will use the Competitive Negotiations procedures for the selection of a consultant. The criteria to be used in evaluation of the proposals will include:

- Clarity of the proposal, understanding of the project objectives and responsiveness to the work program.
- The respondent's experience and qualifications to perform the requested service.
- The respondent's approach to the project, scheduling and budgeting of time to accomplish a complete final draft by the project deadline
- The degree to which the respondent demonstrates an ability to work effectively and coordinate activities with the project partners
- Deliverables and value for the budget available.
- Method of compensation and estimated cost or price to complete the work.

The project team will review consultant qualifications and make a selection. Interviews may or may not be conducted. A formal contract will be worked out with the town after the selection is made.

## VI. Submission Requirements

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Responses to this RFP should contain the following:

1. A cover letter expressing the consultant/firm's interest in working on the Plan, and identification of the specific individual(s) who will perform the work.
2. The approach to be taken toward completion of the project and an explanation of any proposed modifications or variations to the Scope of Work and Specific Deliverables.
3. A description of the capabilities and experience of the personnel who would work on this project and summary of why the consultant is well-qualified to conduct this work.
4. The names and qualifications of any sub-consultants who will work on the project.
5. Confirmation that the consultant can perform the work in the time period specified.
6. A cost proposal consisting of total hours of each person for each work element, and allocation, totaling the stated budget.
7. A list of three references with email and telephone contact information.
8. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.

**Proposals must be submitted in digital format (PDF) to: fhmanager@comcast.net. Please ensure that the document is easily printable (regular paper formats of 8"X11", 8"X14" and/or 8"X17").**

## VII. General Information

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This solicitation of proposals in no way obligates the Town to award a contract.

Town is an Equal Opportunity Employer; selection of consultants shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation.

All rights, titles to and ownership of the data, material and documentation resulting from this project and/or prepared for the Town pursuant to this RFP shall remain exclusively with the Town except that consultants may reserve the right to preserve the integrity of deliverables so that they are not misrepresented or misused.