



CITY OF DANBURY
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PLANNING & ZONING DEPARTMENT
www.danbury-ct.gov

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REQUEST FOR PROPOSALS

DETAILED SCOPE OF WORK for the preparation of the DOWNTOWN DANBURY TRANSIT-ORIENTED DEVELOPMENT STUDY for the CITY OF DANBURY, CONNECTICUT

Bid # 10-16-17-02

The City of Danbury is inviting submission of proposals from a qualified planning and transportation consulting firm(s) to prepare the Downtown Danbury Transit-Oriented Development Study ("Study"). The City has received a grant award from the State of Connecticut Office of Policy and Management Responsible Growth and Transit-Oriented Development ("TOD") Grant Program to prepare the Study as described herein. The total amount to prepare the Study shall not exceed \$250,000. Relevant documents pertaining to the grant award are on the City of Danbury website under the Business tab at www.danbury-ct.gov.

It is anticipated that the selected firm(s) may be comprised of a team of consultants. Interested firms must demonstrate experience and expertise in the preparation of TOD studies/plans, public participation facilitation, transportation planning/engineering including multi-modal analyses, land and building use assessment, design and civil engineering, market analysis and financial analysis as required to complete the Study in accordance with the detailed scope of services herein.

RFP responses will be vetted by the City of Danbury Director of Planning, Chief of Staff, Director of Public Works/Acting City Engineer, City Traffic Engineer, and representatives of the regional transportation planning agency for Danbury and the Housatonic Area Rapid Transit District ("HART"). A "short list" of consultants/firms submitting proposals will be interviewed. The successful consultant/firms will be selected based on credentials and experience after interviews are completed.

Detailed Work Tasks.

Task A: Task Force Meeting Facilitator

The selected consultant will serve as the facilitator for meetings of the Downtown Danbury TOD Study Task Force conducting working and advisory meetings of the Task Force, as needed, in coordination with

the Director of Planning. It is anticipated that the Task Force may meet a minimum of 12 times during the 12-15 month project period.

Task B: Study Work Tasks

The consultant will undertake the following work tasks to prepare a draft and final Study.

1. **Determination of TOD Area.**
Review the City of Danbury Downtown Revitalization Overlay Zone (“DRZ”) boundaries and adjacent neighborhoods and provide a recommendation for the geographical designation of the TOD study area.
2. **Identify and Evaluate Land and Building Use Patterns and Zoning in the TOD Area.**
Identify existing land and building use patterns within the TOD area through field observation, existing mapping, and consultation with Danbury municipal staff. Analyze current City of Danbury Zoning Regulations to determine if amendments are necessary to further TOD opportunities. Provide recommendations as applicable.
3. **Review Existing Plans and Policies.**
Review all City of Danbury development policies, plans, and design guidelines applicable to the pursuit of TOD including the Main Street Renaissance Task Force 2010 Report entitled “Downtown Danbury, Issues and Recommendations.” Review the ConnDOT Danbury Branch Line Study and the WCCOG Regional Transportation Plan and their respective technical appendices to identify potential public and private investments that could promote transit usage within the TOD area.
4. **Parcel Assessment and Identification.**
Identify properties in the TOD area that would be appropriate for increased business, commercial, institutional, retail and residential densities and that could be enhanced by increased access to public and private bus and rail passenger transportation services.
5. **Market Analysis – Evaluation of Business Expansion Potential.**
Specifically identify the market potential for additional housing and/or economic development initiatives that would be supported by TOD in downtown Danbury.
6. **Assess Parking Facilities.**
Determine relevant parking issues within the TOD area and assess whether supply and location will meet projected needs based on site development potential and access to bus and passenger rail facilities. Meet with the Danbury Parking Authority to evaluate public parking garage long term usage and availability once increased densities are achieved, including the need for additional parking spaces in the downtown and for increased rail passenger service. Provide recommendations as applicable.
7. **Evaluate Other TOD Planning in the Area.**
There are two state and federally funded TOD studies active in the Danbury area, the Bethel Rail Station TOD Feasibility Study and the Branchville TOD Study in Ridgefield. The consultant will evaluate data sets and policy models from these two related studies and provide recommendations and/or analyses as applicable to the Downtown Danbury TOD Study. These studies will be made available to the consultant by the Western Connecticut Council of Governments Metropolitan Planning Organization.
8. **Prepare Co-Location Plan for Transit Hubs.**
The consultant will prepare a co-location plan for a Danbury Transit Hub that would provide access to rail and both public and private bus facilities at one central location. The plan will assess the geometric, administrative and financial feasibility of co-locating the three downtown Danbury transit hubs currently serving the City of Danbury and the adjacent Greater Danbury Area. This is a priority work task, as synergy between relocated transit modes will prove to be of great value in promoting TOD related development and associated activities. This task involves

an assessment of whether transit travel time will be reduced and patronage increased, especially for the HART District, as a result of the co-location of services and sharing of facilities conveniently linking bus transit with rail transit. A cost estimate for a relocated or expanded facility shall be provided as well as a determination of benefits to the three transportation providers, and those they serve, that may be achieved from the efficiencies of shared operational infrastructure. The co-location plan shall include all analyses, drawings, operational recommendations and cost estimates as described.

9. Prepare Complete Streets and Integrated Mobility Plan.

Based on the preferred TOD development scenario that will evolve from this planning effort, the consultant will develop recommendations for increased transit and pedestrian connectivity within the TOD study area. All proposals are to be vetted through a "Complete Streets" policy process, such that bike, pedestrian, transit and vehicular modes are fully integrated.

10. Prepare Preferred Development Scenarios.

Based on policy options as well as an analysis of existing and projected conditions, the consultant will develop and compare TOD area retail, commercial and residential potentials and density alternatives. The consultant will identify how each alternative would provide for increased ridership on transit services with the establishment of a Danbury Transit Hub. The consultant will determine consistency of TOD scenarios and other proposed infrastructure improvements with existing City of Danbury investments in surrounding infrastructure, streetscape and amenities.

11. Define Implementation Tools and Capital Program.

The consultant will estimate capital and operating costs for key TOD recommendations and define tools that can be used to implement TOD recommendations including, but not limited to: the relocation of bus transit service facilities, land and building use controls, management and stewardship programs, innovative funding mechanisms, and collaborative approaches utilizing public and private resources.

12. Prepare Societal Impact Statement.

For all transit relocation proposals considered, the consultant will determine if there will be improved mobility opportunities for the elderly, disabled, isolated, economically disadvantaged and federally defined Environmental Justice and Title VI populations.

13. Preparation of the TOD Study. The consultant will synthesize and assemble all the information gathered and developed, and all recommendations from each task into the draft Downtown Danbury TOD Study.

14. Subsequent to public review meetings and staff reviews, the consultant will revise the draft report at the direction of the Director of Planning and prepare the final Downtown Danbury TOD Study.

Task C: Public Media Plan and Attendance at Public Presentation Meetings

The consultant will assist the Task Force in developing and implementing a public participation strategy to engage the community in a transparent and participatory planning process, and facilitate all public presentation meetings. It will prepare all necessary presentation materials for said public meetings and will work with the Task Force to develop a related media plan for this task. In addition to the Task Force meetings in Task A, it is anticipated that there will be a minimum of three (3) public presentation meetings throughout the Study process.

Budget.

The budget for completion of all consultant work described herein shall not exceed \$250,000, including all reimbursables. The consultant shall provide a breakdown of costs for Tasks A through C, including the assignment of key staff and cost estimates for sub-tasks 1 through 14 described in Task B.

Deliverables.

Deliverables shall include one (1) original printed unbound and ten (10) printed bound copies of the final Downtown Danbury TOD Study report including all appendices and schematic plans, in addition to electronic versions of each.

Schedule.

Study tasks are expected to take 12-15 months once the consultant is retained and a contract executed with the City of Danbury. The consultant shall provide a schedule for completion of the Tasks noted herein.

Format for Proposal & Selection Process.

Interested firms are requested to submit eight (8) copies of the proposal for the detailed work, including qualifications and experience in same, to the Office of Purchasing Agent, 155 Deer Hill Avenue, Danbury, Connecticut, 06810 during normal office hours by no later than 2:00 p.m. on Thursday, November 3, 2016.

The proposal must contain the following information:

- Letter of Interest, including information on the firm(s) and a description of current workload.
- Statement summarizing the experience of the firm and proposed sub-consultants with similar transportation-oriented development planning projects, including at least three references and summaries of comparable projects demonstrating knowledge and expertise.
- Detailed statement describing the organizational structure proposed for this project, including clear identification of the lead firm, project manager and sub-consultants, the roles and responsibilities of each sub-consultants, and disclosure of any shared interests among the firm and proposed sub-consultants, e.g. parent-subsidary, joint ventures, formal affiliations.
- Narrative that describes the proposed study approach to complete the work tasks.
- Resumes of key personnel with the firm(s) assigned to this project.
- A schedule for completion of all required work tasks.
- Detailed budget breakdown by work tasks and sub-tasks as described herein, including the assignment of key personnel and the total not to exceed budget.

Responses to this RFP will be vetted by the selection committee in accordance with the following criteria:

- Technical competence of the consultant and sub-consultants.
- Qualifications of key personnel assigned to this project.
- Experience in the preparation of other TOD planning projects.
- Demonstration of understanding of planning study objectives.
- Thoroughness, creativity and clarity of study approach.
- Knowledge of applicable state and federal regulatory framework.
- Ability to meet the project schedule.

Other Requirements.

1. Questions regarding this Request for Proposals (RFP) should be directed to Sharon B. Calitro, AICP, Director of Planning, Office of the Department of Planning and Zoning, via email on or before October 27, 2016 at s.calitro@danbury-ct.gov or call (203) 797-4525.

2. Proposals must be signed by a representative of the firm having legal authority to contract on behalf of the firm. Proposals shall be considered legal offers and must remain open for a period of 90 days from the closing date of submissions.
3. Qualification statements from teams will be accepted. In such cases, a lead firm must be identified for contracting purposes. A qualification statement must be prepared for each member of a team and each qualification statement must clearly identify the team lead. The team lead must have expertise and experience to conduct or supervise all facets of the Study, and the lead team will be legally responsible to the City for performance of the total contract. The team lead will be responsible for all payments to other firms or consultants on its team.
4. The City of Danbury reserves the right to accept or reject any and all submissions, and/or waive technical defects, irregularities and omissions, and award the contract to the firm deemed, in its sole discretion, to be in the City's best interest. The City of Danbury is an affirmative action - equal opportunity employer in accordance with all applicable local, state and federal requirements and does not discriminate in its hiring. The City is committed to complying with the Americans with Disabilities Act (ADA).
5. All non-discrimination and affirmative action of Section 11 of the OPM General Grant Conditions, revised 11/04/15, as appended to the grant award to the City of Danbury shall apply.
6. All materials submitted in response to this request for proposals are subject to the terms of state laws relative to freedom of information.
7. The City will not reimburse any firm(s) for the cost of proposal preparation nor will any such successful firm be permitted to negotiate such costs as part of any contract.
8. Any firm selected to perform the work required outlined in this RFP will be required to execute a contract with, and satisfactory to, the City of Danbury and meet any conditions on use of funds or retention of records imposed by the State of Connecticut pursuant to the grant award to the City.