



145 Dennison Rd.
Essex, CT 06426
Email: rivercog.org

**Request for Proposal
for
Regional Municipal Geospatial Wetland and Watercourses Project**

Issue Date: October 16, 2017

Response Date/Time: November 9, 2017 by 5:00 p.m.

Response Location: Lower Ct River Valley Council of Governments
145 Dennison Rd.
Essex, CT 06426

*Lower Ct River Valley Council of Governments
Request for Proposal for a Regional and Municipal Geospatial Wetlands and Watercourses Layer*

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*Lower Ct River Valley Council of Governments
Request for Proposal for a Regional and Municipal Geospatial Wetlands and Watercourses Layer*

INTRODUCTION

The Lower CT River Valley Council of Governments (RiverCOG) is the regional planning organization for the following 17 municipalities:

- Cromwell;
- Middletown;
- Middlefield;
- Durham;
- Portland;
- East Hampton;
- Haddam;
- East Haddam;
- Chester;
- Killingworth;
- Clinton;
- Westbrook;
- Deep River;
- Essex;
- Old Saybrook;
- Lyme; and
- Old Lyme.

RiverCOG seeks a consultant with proven expertise in the development of a regional and municipal wetland and watercourses layer. This layer will be composed of past georeferenced surveys used in RiverCOG and municipal parcel updates as well as surveys that need to be georeferenced for spatial accuracy to construct as comprehensive a dataset as possible.

PROJECT DESCRIPTION

RiverCOG seeks the services of a consultant to create a regional and municipal wetland and watercourses layer.

This dataset is required to improve regional and municipal planning efforts and the portion of the final dataset applicable to each municipality will be made available to them. The chosen consultant must be able to work with RiverCOG’s Technical Advisory Committee and staff, as well as current municipal geographic information consultants. This will also require limited meetings and written monthly reports to update and inform RiverCOG’s Technical Advisory Committee and RiverCOG staff of project status.

This Geospatial dataset will be constructed from town parcel surveys that have marked wetlands and watercourses denoted by a soil scientist on them. These surveys will be collected from towns by RiverCOG. Use of existing RiverCOG georeferenced surveys as well as municipal consultants’ georeferenced survey’s will be prioritized. Further georeferencing of relevant surveys or site plans will be conducted based on budget and project need. The total budget for the consultant for this project is \$70,000.

Funding for the project is being provided by the State of Connecticut Office of Policy and Management through the Regional Performance Incentive Program.

Project completion shall be no later than June 30, 2018.

QUALIFICATIONS STATEMENT

To assist the Selection Committee in its review of multiple proposals, we request that interested firms provide a qualifications statement based upon the following format and incorporating the four identified sections.

SECTION I – FIRM INTRODUCTION

- Provide an introduction to your firm, indicating the primary office location for the performance of this project, the type of firm, and areas of specialization. This section should also identify the proposed Project Director, as well as any subconsultants or associated firms who will participate on the project. Provide a contact person for the interview with phone and email.
- Briefly summarize the most relevant qualifications, specialized capabilities, and any other significant information relating to those participating with you in the RFP process.
- This section should not exceed three (3) pages.

SECTION II – FIRM EXPERIENCE

- Past successful project experience and on time completion will be a key selection factor. This section should specifically identify experience in creating municipal and regional geospatial datasets; similar work with other regional planning organizations and municipalities; familiarity with State of Connecticut Office of Policy and Management and its geospatial efforts; ability to present the project in written and graphic formats for dissemination to municipal and regional staff.
- A detailed project approach is required in this submission. However, summary information relating to the approach used in similar studies may be provided as an indication of your overall qualifications.
- This section should not exceed (5) pages in length, including any supporting information or project descriptions.

SECTION III – PROJECT TEAM QUALIFICATIONS

- Identify a Project Director who will serve as the primary contact for RiverCOG staff and will direct overall consultant efforts and allocation of resources. A no more than two (2) page resume for the Project Director should be included.

- Please provide resumes for key staff members (including both prime consultant and sub consultant staff) who will perform leading roles in the project. Additional resumes may be included to identify specialized staff members who will be involved with technical data collection and creation. Resumes for key staff should be in a (1) page format and should identify years of experience, years with the current firm, and specific roles and assignments for the project.

- An organization chart should also be provided indicating the structure of the project team and a Project Manager. This chart may include an identification of additional supporting staff, as appropriate.

- The Project Director and team leaders should be current full-time employees of either the prime consultant or their respective sub consultant firms.

Section IV – Project Cost

FEE PROPOSAL: \$70,000

The proposal should include a detailed fee proposal, for the creation of the regional and municipal wetland and watercourse dataset that is derived from surveys provided by the COG. Other information contained in these surveys such as mean high water or the coastal jurisdiction lines are also of interest depending on the agreed scope. Towns will potentially submit their own survey data of wetland mapping that may have been used for site plan approval that may not have been filed with the town clerk.

The deliverable would be in ESRI ArcGIS geodatabase format and include Federal Geographic Data Committee (FGDC) compliant metadata. Suggestions for geodatabase design should be included with the proposal.

CONSULTANT SELECTION PROCEDURES AND SCHEDULE

The RFP is due **November 9, 2017 by 5:00 p.m.** RiverCOG requires a digital copy be submitted as well as 9 paper copies and they can be dropped off or mailed to the RiverCOG offices at 145 Denison Road in Essex Connecticut. RiverCOG reserves the right to reject any and all RFP responses and may disqualify responses that are received late. Following receipt of proposals, the consultant responses will be screened by a regional technical committee and RiverCOG staff and several prospective firms will likely be interviewed. Prospective firms will be contacted by **November 16, 2017**. Consultant interviews will be held **November 30, 2017**. Interviews should not exceed 1 hour with 25 minutes for presentations and up to 25 minutes for questions. Consultant agreements will be approved by staff of the RiverCOG with input from the regional technical committee. Any questions about the RFP can be submitted in writing to DBourret@rivercog.org. These questions will then be posted and responded to on the

RiverCOG RFP page at www.rivercog.org/currentRFQ.html for all applicants to see. No questions will be answered over the phone.

Insurance and Procurement Information

The Contractor, and its subcontractor(s), shall carry and maintain at all times during the term of the Contract, and during the time that any provisions survive the term of the Contract, sufficient general liability insurance to satisfy its obligations under this Contract. The Contractor shall cause Lower CT River Valley Council of Governments to be named as an additional insured on the policy and shall provide (1) a certificate of insurance, (2) the declaration page and (3) the additional insured endorsement to the policy to the Agency prior to the Effective Date of the Contract evidencing that Lower CT River Valley Council of Governments is an additional insured.

Small and Minority businesses enterprises are encouraged to submit a proposal. RiverCOG reserves the right, in its sole discretion, to not award the study, as noted above, even if a consultant has been recommended by the Selection Committee.

For information please contact Dan Bourret, 860-581-5884 or DBourret@rivercog.org.