

# TOWN OF EAST WINDSOR

PLANNING & ZONING DEPARTMENT

11 RYE STREET,

BROAD BROOK, CT. 06016

FAX: (860) 623-6030

TOWN PLANNER LAURIE WHITTEN, CZEO, AICP

ZONING ENFORCEMENT OFFICER, ROBIN NEWTON

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## **REQUEST FOR PROPOSAL – INCENTIVE HOUSING ZONE FEASIBILITY STUDY**

**May 19, 2010**

The Town of East Windsor seeks the services of a qualified consultant to assist with the investigation of the feasibility, and possible implementation of an Incentive Housing Zone (IHZ) in conjunction with the CT-OPM Home CT Technical Assistance Grant Application. The consultant should be familiar with how IHZ units and densities can be incorporated into a small town atmosphere, preferably with mixed use development. The primary financial support for this project will be provided through a \$20,000 IHZ grant awarded to the town.

### **SCOPE OF WORK** – per approved grant application under project plan/budget details

1. Incentive Housing Zone Feasibility study and research parcel selection for two focus areas
2. Preparation of maps and analysis  
*SHOULD FEASIBILITY STUDY WARRANT:*
3. Preparation of Conceptual Housing Plan
4. Collaborative/Educational workshops with stakeholders, property owners, business owners and residents
5. Development and Implementation of Design Standards for architectural style, and Density Standards/Drafting of zoning and/or subdivision regulations
6. Miscellaneous printing, advertisement , legal fees, maps

### **SELECTION CRITERIA** –

1. Qualification of the firm and any proposed sub-consultants, including name, size, organizational structure under which the firm(s) conducts business and relevant experience. All proposed sub-consultants must be clearly identified. Include primary location of office to be used in the project. Locally based project managers will be preferred.
2. Qualifications and resume's of key personnel, inclusive of any outside consultants to be assigned to the project, with a description of their responsibilities in conducting the assigned tasks. Firms must meet State, and Federal affirmative action and equal opportunity employment practices.
3. Current workload and demonstrated ability to meet schedules and deadlines.
4. Description of experience with IHZ projects, and/or other related projects conducted by the firm (include references)

5. Proof of Insurance (general liability/professionals liability coverage)

## **DELIVERABLES**

1. Feasibility Study with parcel selection
2. Study areas and parcels shall be mapped with GIS
3. Conceptual Housing Plan
4. Interim and Final reports/analysis from stakeholder meetings
5. Design Standards and Land Use regulation recommendations draft and final documents, and any proposed changes to zoning and/or subdivision regulations
6. All items shall be presented in both written/hard copy and electronic formats

## **PROPOSALS**

Details for the scope of work, deliverables and requirements for this study are described in the awarded grant document. Please go to the Town of East Windsor website at <http://www.eastwindsorct.com>. A pdf copy of the approved grant, and this RFP can be found under **Bid Notices** on the left hand column of the main page.

Proposals should be submitted in triplicate by 12:00 noon, on June 11, 2010 to Laurie Whitten, Director of Planning and Development, Town of East Windsor, Planning Office, Town Hall, 11 Rye Street, Broad Brook, CT 06016. It is anticipated that interviews will be held during the week of June 28, 2010