

**CITY OF NORWICH**  
**Request for Proposals**  
**RFP 11-07**

**Consultant Services for the evaluation of  
Historic Assets and Buildings in Downtown Norwich**

The City of Norwich acting through the Norwich Community Development Corporation (NCDC) and the Norwich Historical Society is soliciting proposals from qualified firms to identify, evaluate, and recommend several strategic buildings in downtown Norwich as candidates for support from the City's recently created revitalization programs.

Interested firms must return six (6) copies of their responses to: William Block, City Purchasing Agent, City Hall, Rm. 104, 100 Broadway, Norwich, CT 06360 no later than Wednesday, August 3, 2011 at 3:00 PM.

Complete copies of this RFP may be obtained at the Office of the Purchasing Agent at the address listed above or online at the State of Connecticut DAS Web Portal or at the City of Norwich web site [www.norwichct.org](http://www.norwichct.org) by clicking on Public Bids/Proposals.

This Vibrant Communities Initiative project is funded by the Connecticut Commission on Culture and Tourism, and is administered by the CT Trust For Historic Preservation.

Questions regarding this proposal should be directed to Mr. Bob Mills, Executive Director, Norwich Community Development Corporation, 860-887-6964 or [bobmills@askncdc.com](mailto:bobmills@askncdc.com).

**William Block**

**City Purchasing Agent**

## **SCOPE OF WORK**

### **Project Mission-**

Revitalize historic downtown Norwich with new and expanded commercial and residential activities in under-utilized historic buildings.

### **Objective-**

Identify rational methods and approaches to maximize the use of key historic downtown buildings and assets utilizing Norwich's new revitalization programs, including a bond issue targeting downtown development, and other market resources while creating a standardized approach for the community to implement.

### **Background-**

The Consultant team (Team) must have an interdisciplinary composition. Team shall review the NCDC Downtown Revitalization Programs, Project Plan, current historic survey and map, Norwich Plan of Conservation and Development, Norwich Zoning Regulations, various reports, findings, minutes, etc. in order to familiarize itself with all current activity. Furthermore the Team will conduct various interviews with key persons in the community to understand the direction in which the City wants to proceed.

### **Process-**

The Norwich Community Development Corporation (NCDC) expects the Consultant to develop a thoroughly considered and engaged process of assessment, analysis, planning, and documentation with a multidisciplinary team. The team member skills should include the following: financial/market analyst, planner, architect/engineer with preservation background, and building code/zoning analyst. The consultant team will work with Norwich leaders and community members to explain and foster cooperation with the implementation of the proposed recommendations. The consultant team will be expected to manage the interactive process of developing information and solutions and presenting findings and to maintain minutes of all meetings.

### **Deliverables-**

1. Establish a process management dashboard to be posted to the web sites of the City of Norwich, the Norwich Historical Society, and NCDC at the start of the program through to its completion.
2. Conduct six or more steering committee sessions to:
  - a. define the scope of work;
  - b. obtain feedback during the process;
  - c. deliver the draft report;
  - d. deliver the final report.

3. Conduct three public workshops, preferably in conjunction with the Mayor's scheduled workshops to:
  - a. seek input from the community;
  - b. share a draft of findings, plans and deliverables;
  - c. share final reports with key leaders and stakeholders.
  
4. The consultant team will update the overall historic building survey, selecting 3-6 key historic buildings and anchor districts to utilize funds from the bond issue dedicated to this program. Additionally, these areas and buildings must be critical to charting a plan of overall downtown progress, not just singular properties. The intent of this project is to leverage additional private investment in adjacent properties and districts downtown. It is the intent of The Steering Committee that the buildings selected by the consultant team for rehabilitation and utilization will make a measurable and lasting impact on the downtown area.
  
5. The consultant team shall provide an assessment of current downtown retail and residential markets and project 5, 10, and 20 year incremental targets and plans. The consultant team will also conduct interviews of business owners, tenants, Chamber of Commerce and other associations as appropriate to augment the understanding of local business needs downtown.
  
6. The consultant team shall select one building and perform a fully detailed analysis for rehabilitation including schematic renderings and designs meeting the Secretary of the Interior standards, zoning review and requirements, estimated development and operating pro-forma based on market research, proposed capital funding, code, zoning, ADA issues, and effective use of NCDC funds on the selected property. This will serve as a base template for analysis and approach for other historic properties downtown.

### **Proposal Requirements**

Proposals should, at a minimum, list the project team, with resumes and their experience in similar projects. A fee structure with a projected estimate of total fees for professional services including reimbursable expenses as well as printing costs must be included. Respondents are also encouraged to offer additional and/or

substitute products/services not listed in this RFP that, in the Respondent's opinion will create a more effective end product and further assure a successful outcome from the expenditure of this grant.

Proposals should also include an hourly rate for all personnel that may be required for services that may be requested beyond the scope of work described above.

### **Proposal Evaluation**

The team evaluating the proposal responses will include, but not be limited to, the Executive Director of NCDC, members of the Norwich Historical Society, and the Circuit Rider for the Connecticut Trust for Historic Preservation.

Evaluation criteria will include the qualifications and experience of the consultant team assigned to this project, successful completion of similar projects, fee schedule, and previous experience with the City of Norwich.

### **Project Schedule**

The Steering Committee anticipates the project schedule as follows:

- Consultant Proposals due August 3, 2011.
- Steering Committee selects Consultant and signs contract September 6, 2011.
- Steering Committee and Consultant schedule steering committee sessions and announce public workshops September 30, 2011.
- Consultant will deliver final product March 1, 2012.

The firm selected must, within ten (10) days from the date of acceptance of their proposal, file with the City of Norwich, Workmen's Compensation, Comprehensive General Liability, Comprehensive Auto Liability, Certificates of Insurance satisfactory to the City of Norwich, in compliance with the law, and in the following form and amount:

**COMPREHENSIVE GENERAL LIABILITY**

**Premises - Operations - Products/ Completed Operations**

General Aggregate.....\$2,000,000.00  
Occurrence.....\$1,000,000.00

Workman's  
Compensation.....Statutory

Employer's  
Liability.....\$100,000

If subcontractors are employed, same limits as named above shall apply and the certificate of insurance must be filed with the City.

No contract shall be binding upon the City of Norwich until such bond shall have been given and until Comprehensive General Liability, Comprehensive General Auto Liability and Workmen's Compensation policy certificates indicated above have been filed with the City and approved as to form and sufficiency by the Owner. The insurance policy certificate provided by the successful bidder and all subcontractors shall carry a statement by the insurance company that the City of Norwich will receive at least ten (10) days notice prior to cancellation of any portion of the policies or any modifications in the insurance coverage that may affect the City's interest. The cost of all insurance coverage shall be included in the price of the contract cost.

**The insurance company must be licensed to do business in the State of Connecticut and must be satisfactory to the City of Norwich. THE CITY OF NORWICH MUST BE NAMED AS ADDITIONAL INSURED.**

**NOTE: The City reserves the right to set lower insurance limits should the selected firm be unable to obtain the limits described IF such action is deemed in the City's best interest.**