

CITY OF NORWICH
REQUEST FOR QUALIFICATIONS

RFQ11-11
Brownfields Area-Wide Plan

The City of Norwich is seeking submissions from qualified planning consultants for professional services in order to assist the City in the process of completing a Brownfields Area-Wide Plan for the assessment, cleanup and subsequent reuse of brownfields and surrounding areas, consistent with Federal EPA standards.

Copies of this RFQ may be obtained online at www.norwichct.org and clicking on Public Bids/Proposals or at the State of Connecticut DAS web portal. Hard copies may be obtained at the Office of the Purchasing Agent, 100 Broadway, Norwich, CT 06360.

Reponses to this RFQ are due in the Office of the Purchasing Agent no later than Thursday September 15, 2011 at 3:00 PM. Ten (10) copies of the proposals are to be submitted in a sealed envelope bearing the project title and RFQ number.

Questions about this RFQ should be directed to Mr. Peter Davis, Director of Planning and Development, pdavis@cityofnorwich.org.

William Block
City Purchasing Agent

The City of Norwich is an affirmative action/equal opportunity employer

PROFESSIONAL SERVICES

The designated qualified planning consultant will be required to assist the City in the development of a planning process, including, but not limited to the following:

- Inventory, review and general assessment of identified Brownfield sites and surrounding areas. There is a list of known brownfields attached herein. This list is provided for informational purposes only. The City of Norwich makes no representations that this list contains all the brown fields within city limits.
- Research and analysis of current data specific to subjects such as population, employment, housing, land use, economic conditions and trends, regional factors, transportation and other topics as determined to be necessary to complete the plan.
- Creation and implementation of a process to facilitate the participation of key City, Regional, or State agencies, as determined to be necessary, as well as the general public.
- Recommend a format and schedule for public meetings and/or required public hearings.
- Establish a timeline and benchmarks for completion of necessary tasks.

Minimum Qualifications of consultant shall include:

- A minimum of five (5) years of experience in the preparation of Federal, State or Municipal plans associated with Brownfields assessment, cleanup and/or redevelopment.
- Three (3) references from municipalities similar to the City of Norwich.
- Ability to provide dedicated staff that is able to work independently while keeping the team and City officials apprised of progress.

The selection of the qualified planning consultant will be determined through an interview process conducted by **the City of Norwich Redevelopment Agency and staff as assigned by the City Manager.**

The **Redevelopment Agency** will create a short list of no less than three qualified planning consultant firms to be interviewed. After interviews, the **Redevelopment Agency** shall select the most qualified firm.

Upon selection of the most qualified firm, the City of Norwich, through the office of the City Manager and Corporation Counsel, shall negotiate a contract for specific professional services based upon a detailed Scope of Services. If the City and the first ranked firm cannot agree upon contract terms, the City shall enter negotiations with the next ranked firm. The final contract document must be reviewed and approved by the City Council of the City of Norwich, prior to initiation of the project.

Submission of qualifications shall be due in the **Department of Finance** of the City of Norwich Attention: **William Block, Purchasing Agent, 100 Broadway**, Norwich, CT 06360 by **Thursday, September 15, 2011** no later than 3:00 P.M. Ten (10) copies of the subject submission are required.

Questions regarding the Request for Qualifications should be directed to Director of Planning, Peter W. Davis, at (860) 823-3767 or by e-mail at pdavis@cityofnorwich.org. E-mail is preferred.

The City of Norwich reserves the right to reject any and all submissions.

The Consultant hereby agrees to maintain at its own expense comprehensive general liability, automobile liability, professional liability and workers' compensation insurance during the term of this Agreement in amounts determined to be sufficient by the City.

The commercial general liability insurance policies shall contain a minimum limit of liability of \$1,000,000 combined single limit per occurrence for bodily injury and property damage and shall name the City of Norwich and its officers, agents and employees as additional insureds. The general liability policy shall contain, but not be limited to, operations liability, contractual liability, which insures any indemnities contained in the Agreement, products liability and completed operations, which shall be maintained for a period of not less than three years following completion of the work under the Agreement, in addition to personal injury and advertising liability, and broad form property insurance.

The Consultant shall also maintain commercial automobile liability insurance, subject to a minimum limit of liability of \$1,000,000 per accident for bodily injury and property damage. This insurance shall include coverage for all owned, non-owned and leased / rented vehicles. The City of Norwich and its employees, agents, and officers shall be designated as additional insureds.

The Consultant shall maintain professional liability insurance, which covers the services to be provided pursuant to the contract between the City of Norwich and the "Consultant". The minimum limit of liability shall be \$1,000,000 per claim and \$1,000,000 in the aggregate. The aggregate shall apply separately to each project on which the Consultant is working.

The Consultant further agrees to maintain at its own expense workers' compensation and employer's liability insurance, which insure all employees of the Consultant. The workers' compensation insurance shall comply with all workers' compensation laws and regulations in the state of Connecticut. The employer's liability insurance shall contain limits of liability of not less than \$100,000 for each accident, disease each employee and disease policy limit.

All such insurance required hereunder shall contain provisions requiring the insurance company(s) to provide thirty (30) days prior written notice to the City of Norwich in the event of cancellation, termination or material change to any policy terms and conditions.

Any insurance required hereunder written on a "claims made" rather than on an occurrence basis shall contain a retroactive date no later than the earlier of the commencement date of the services under the Agreement or execution of the Agreement and shall provide that in the event of cancellation or non-renewal, the discovery period for insurance claims (Tail Coverage) shall be available for at least sixty (60) months following termination of the services under the Agreement or termination of the Agreement, whichever is later.

The Consultant agrees to waive any right of claim against the City of Norwich, and their employees, agents, and officers for any losses, damages and expenses arising out of the services in the Agreement between the City of Norwich and the Consultant. All insurance required hereunder shall contain waivers of subrogation in favor of the City of Norwich and its employees, agents and officers.

The insurance required hereunder shall be primary insurance, not excess or contributory, without any right of contribution by any insurance maintained by or on behalf of the City of Norwich.

The Consultant agrees to provide the City of Norwich with certified copies of all insurance policies of insurance required hereunder or certificates of insurance, whichever the City deems appropriate, prior to

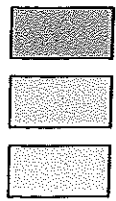
commencement of services under this Agreement and throughout the full term of this Agreement upon expiration or termination or change in any insurance coverage required hereunder.

The insurance requirements of the Agreement are an integral part of the Agreement. Any defect in the insurance program required in the Agreement may result in termination of the Agreement, as stipulated in the Agreement. No employee or the entity can modify the terms of the Agreement without the prior approval of Corporation Counsel and the Chief Administrative Officer or his/her designee.

The insurance maintained by the Consultant shall not serve to limit in any way the liability of the Consultant arising out of the services to be provided under this Agreement.

refnumb	ParcelID	ADDRESS	SiteDefinition	Investigationstarted	Currentnam
01	104-102-003-030.000-0000	22 BATH ST	SITE INVESTIGATION INITIATED	<Null>	22 BATH ST
02	104-117-004-037.000-0000		REMEDATION STARTED	<Null>	26 SHIPPING STREET
03	104-102-003-029.000-0000	30 FRANKLIN ST	SITE INVESTIGATION INITIATED	<Null>	30 FRANKLIN ST
04	104-102-003-028.000-0000	38 FRANKLIN ST	SITE INVESTIGATION INITIATED	<Null>	38 FRANKLIN ST
05	104-102-003-027.000-0000	40 FRANKLIN ST	SITE INVESTIGATION INITIATED	<Null>	40 FRANKLIN ST
06	104-087-002-027.000-0000	447 NORTH MAIN ST	?	<Null>	447 NORTH MAIN ST
07	104-087-002-028.000-0000	455 NORTH MAIN ST	?	<Null>	455 NORTH MAIN ST
08	104-087-002-007.000-0000	6 EIGHTH ST	COMPLETE	<Null>	6 EIGHTH ST
09	104-079-001-056.000-0000		SITE INVESTIGATION INITIATED	<Null>	751 CLUB
10	104-125-001-012.000-0000		?	<Null>	AMERICAN LEGION
11	104-084-004-031.000-0000		?	<Null>	ARTFORM
12	104-084-001-044.000-0000		?	<Null>	ARTFORM
13	104-092-002-001.000-0000		?	<Null>	ARTFORM
14	104-092-002-001.000-0000		?	<Null>	ARTFORM
15	104-055-003-003.000-0000		REMEDIATED	<Null>	ARTFORM
16	104-103-001-031.000-0000		?	<Null>	BOB'S DISCOUNT FURNITURE
17	104-124-002-020.000-0000		REMEDIATED	<Null>	BUILDING #5
18	104-117-004-045.000-0000		REMEDIATED	<Null>	CADLE MILL
19	104-095-001-001.000-0000		SITE INVESTIGATION COMPLETE	<Null>	CADLE MILL
20	104-095-001-001.000-0000		SITE INVESTIGATION COMPLETE	<Null>	CAPE HART MILL
21	104-117-004-034.000-0000		?	<Null>	CAPE HART MILL
22	104-117-004-035.000-0000		?	<Null>	CASTLE REALTY
23	104-124-002-016.000-0000		?	<Null>	CASTLE REALTY
24	104-104-001-023.000-0000		CERCLIS	<Null>	CASTLE REALTY
25	104-124-002-021.000-0000	340 WEST THAMES ST	SITE INVESTIGATION INITIATED	9/21/2005	CORNING RD MUNICIPAL LAND
26	104-063-001-028.000-0000	83 JEWETT CITY RD	?	<Null>	DAHL OIL
27	104-102-003-031.000-0000	16 FRANKLIN ST	SITE INVESTIGATION INITIATED	6/3/2003	FIRST STUDENT
28	104-101-004-062.000-0000		?	<Null>	FRANKLIN ST CLEANERS/ONE
29	104-101-004-063.000-0000		?	<Null>	HOLLYHOCK ISLAND
30	104-101-004-064.000-0000		?	<Null>	HOLLYHOCK ISLAND
31	104-102-003-019.000-0000		?	<Null>	HOLLYHOCK ISLAND
32	104-102-003-011.000-0000		?	<Null>	HOPKINS & ALLEN
33	104-027-001-013.000-0000	40 WISCONSIN AVE	SITE INVESTIGATION COMPLETE	5/6/1999	KUBACKA
34	104-027-001-012.000-0000	WISCONSIN AVE	SITE INVESTIGATION COMPLETE	5/6/1999	LIGHTOLIER
35	104-118-001-019.000-0000		REMEDIATED	<Null>	LIGHTOLIER
36	104-118-001-022.000-0000		REMEDIATED	<Null>	MALCHMAN
37	104-118-001-020.000-0000		REMEDIATED	<Null>	MALCHMAN
38	104-118-001-021.000-0000		REMEDIATED	<Null>	MALCHMAN
39	104-117-004-033.000-0000		REMEDIATED	<Null>	MALCHMAN
40	104-124-002-019.000-0000		REMEDIATED	<Null>	MALCHMAN
41	104-132-001-020.000-0000	812 WEST THAMES ST	CLEAN	<Null>	MALCHMAN
42	104-087-002-026.000-0000	3 FIFTH ST	SITE INVESTIGATION INITIATED	7/30/2004	MOHICAN COVE INC
43	104-013-001-009.000-0000		?	<Null>	NORM'S AUTO
44	104-039-001-003.000-0000		REMEDIATED	<Null>	OCCUM PARK
45	104-047-004-006.000-0000		REMEDIATED	<Null>	PONEMAH MILLS
46	104-047-004-005.000-0000		SITE INVESTIGATION COMPLETE	<Null>	PONEMAH MILLS #2
47	104-101-001-023.000-0000	115 FOREST ST	SITE INVESTIGATION COMPLETE	<Null>	PONEMAH MILLS #2
48	104-110-002-001.000-0000	?	?	<Null>	POST SCRIPT WAREHOUSE LL
49	104-110-002-043.000-0000	7 NEW WHARF ST	SITE INVESTIGATION COMPLETE	<Null>	SEDER'S JUNKYARD
50	104-094-002-043.000-0000	7 NEW WHARF ST	SITE INVESTIGATION COMPLETE	<Null>	SEDER'S JUNKYARD
51	104-094-002-035.000-0000	201-223 NORTH MAIN	SITE INVESTIGATION INITIATED	8/21/2002	SIMON FORD
52	104-094-002-044.000-0000	201-223 NORTH MAIN	SITE INVESTIGATION INITIATED	8/21/2002	SIMON FORD
53	104-134-001-008.000-0000		SITE INVESTIGATION INITIATED	<Null>	SIMON FORD
54	104-134-001-006.000-0000		SITE INVESTIGATION INITIATED	<Null>	STATE HOSPITAL
55	104-134-001-009.000-0000		SITE INVESTIGATION INITIATED	<Null>	STATE HOSPITAL
56	104-027-001-008.000-0000	29 STOTT AVE	SITE INVESTIGATION INITIATED	<Null>	STATE HOSPITAL
57	104-027-001-007.000-0000	21 STOTT AVE	SITE INVESTIGATION COMPLETE	2/8/2001	SYBRON CHEMICAL LTD
58	104-118-002-028.000-0000	116 THERMOS AVE	SITE INVESTIGATION COMPLETE	<Null>	SYBRON CHEMICAL LTD
59	104-103-002-074.000-0000	556 EAST MAIN	SITE INVESTIGATION INITIATED	<Null>	THERMOS ON THE THAMES
60	104-093-003-023.000-0000	282 FRANKLIN ST	?	<Null>	TRINACRIA MILL
61	104-049-001-045.000-0000	140 YANTIC RD	SITE INVESTIGATION COMPLETE	<Null>	TROY LAUNDRY
62	104-124-002-022.000-0000	340 WEST THAMES	REMEDIATED	<Null>	WILLIAMS FLANNEL MILL
63	104-124-002-023.000-0000	340 WEST THAMES	?	<Null>	WISP REALTY
64	104-124-002-024.000-0000	21 SHIPPING ST	?	<Null>	WISP REALTY
65	104-079-001-040.000-0000	751 NORTH MAIN ST	?	<Null>	WISP REALTY
66	104-094-002-045.000-0000	387 NORTH MAIN ST	SITE INVESTIGATION INITIATED	8/15/2004	CHAMBERS AND STORCH CO.
67					ATLANTIC PACKAGING LLC

SITE STATUS



REMEDIATED

REMEDATION STARTED

SITE INVESTIGATION COMPLETE



SITE INVESTIGATION INITIATED



CERCLIS



UNKNOWN