



TOWN OF BROOKFIELD

BROOKFIELD, CT 06804

Request for Proposal for Planning Services Comprehensive Zoning Regulations Rewrite

RFP - #2016-01

Town of Brookfield, CT

RFP Issued: October 14, 2016

Bids Due: November 17, 2016

Town of Brookfield, Connecticut
Land Use Department
100 Pocono Road
Brookfield, CT 06804
www.brookfieldct.gov
BPaynter@Brookfieldct.gov



TOWN OF BROOKFIELD

BROOKFIELD, CT 06804

INTRODUCTION

The Town of Brookfield, herein referred to as the “Town”, through its Zoning Commission and Land Use Department, hereby invites qualified consulting firms to submit proposals to create a complete, cohesive and comprehensive set of Zoning Regulations for the Town of Brookfield.

Sealed Proposals are due by: 2:00pm, Thursday, November 17, 2016

Sealed proposals should be hand carried or delivered by traceable means to the Finance Department, attention: Jerry Gay, Purchasing Agent, Brookfield Town Hall, 100 Pocono Road, Brookfield, CT 06804. All proposals should be clearly marked **Request for Proposal for Planning Services, Comprehensive Zoning Regulations Rewrite RFP - #2016-01**

All RFP questions should be directed to:

Betsy Paynter, Economic & Community Development Manager

bpaynter@brookfieldct.gov

203-775-7316

Brookfield Town Hall, 100 Pocono Road, Brookfield, CT 06804

PROJECT OVERVIEW

The Town of Brookfield is located in northern Fairfield County with a population of approximately 17,000. The Zoning Regulations currently contain residential, business and industrial zones. The existing zoning regulations need a complete revision to be brought up to date.

The Zoning Commission, working with the Land Use Manager and ZEO, identified inconsistencies and sections where more clarity is needed or reorganization can improve clarity. This project will allow the revision, reorganization, and update of the current regulations to provide an up-to-date, user-friendly, comprehensive set of regulations. Brookfield’s Zoning Regulations were first adopted in 1960 with many revisions and additions, but no overall review of the regulations for more than 50 years. While a variety of innovative zoning techniques have been discussed, the overall focus will be to create a cohesive set of regulations which will help create a desirable, sustainable and economically viable community. The adopted 2015 Plan of



TOWN OF BROOKFIELD

BROOKFIELD, CT 06804

Conservation and Development make numerous recommendations for updating and amending the Regulations.

In accordance with the recommendations of the 2015 Plan of Conservation and Development, the Brookfield Zoning Commission and Land Use Department intend to rewrite the Zoning Regulations in order to accomplish the following:

1. Reorganize and reformat the document to make it “user friendly”.
2. Update sections on definitions, signs and parking requirements.
3. Check for consistency between sections, and consistency with other Town regulations (Subdivision, Inland Wetlands).
4. Review the TCD, Town Center District, for incorporation into the general regulations.
5. Add illustrations for clarity, such as setbacks, floor area ratio, finished grade, story, building height, etc.

PROJECT OUTLINE

It is anticipated that the project will involve both amendments to existing regulations and a total reorganization of the document. The Land Use staff will work with the consultant to prepare a draft outline of tasks to be accomplished and a timeline for delivery. The consultant will review the existing regulations and the Plan of Conservation and Development as well as other data to be provided, and may recommend alternate objectives for the update.

SERVICES TO BE PROVIDED

The goal of the project is to perform an overall re-write of the existing Zoning Regulations and Zoning Map. Brookfield’s original zoning regulations were created in 1960. Updated sections have been added to the original zoning regulations over time. This project would create a new complete, cohesive and comprehensive set of Zoning Regulations for the entire Town of Brookfield, CT. Items to be considered include the 2015 Plan of Conservation and Development, Brookfield Housing Study and the Four Corners Town Center Revitalization Plan, along with staff and Planning and Zoning Commission discussions and possibly a public forum to conclude the final recommendations.

Work will begin on the regulation revisions during the Fall of 2016. It is expected the regulation revisions will be completed by June, 2017.



TOWN OF BROOKFIELD

BROOKFIELD, CT 06804

As part of the RFP submission, consultants should include a timeline with proposed number of meetings with the Commission, the public and other Town staff as required. Presentation of the working drafts and a final draft of the regulations, either in whole or in part, to the public will be required prior to final adoption of the Regulations. The consultant will be expected to make these presentations to the public and to the Commission.

FORMAT FOR SUBMITTING STATEMENT OF QUALIFICATIONS

Four copies of each of the following items must be submitted not later than the date and time specified in the Request:

- Description of the firm, its personnel and qualifications
- Identification of the resumes for individuals to be assigned to this project.
- List of current and prior clients for whom similar services have been provided, including contact person, address and telephone number.
- A statement concerning the availability of the firm to undertake this project.
- Preliminary project approach and methodology for determining scope of the update.
- Proposed tentative budget and billing schedule for the project.
- Time line estimate.

DURATION OF SERVICES AND COST

The above service period is for the Fiscal Year 2016-2017, which extends from July 1, 2016 – June 30, 2017. Consultants interested in submitting an RFP should indicate the total proposed cost for the entire process.

SELECTION CRITERIA

The following criteria will be used in evaluating qualification statements:

- Demonstrated ability to bring a comprehensive and creative approach to this assignment
- Demonstrated ability to interact in a positive manner with commission members and the public in a public forum.
- Breadth and quality of previous experiences relative to the services requested.



TOWN OF BROOKFIELD

BROOKFIELD, CT 06804

- Overall qualifications of the personnel assigned.
- Demonstration of familiarity with applicable Connecticut State Statutes and Case Law.

The Board of Selectmen and the Planning and Zoning Commissions reserve the right to reject any and all proposals. This Request for Proposals does not constitute an agreement or a contract of any sort.