Ledyard Town Center Committee/Town of Ledyard, Connecticut
Request for Proposals
Bid #2015-02
Design & Implementation of Town Center Improvement Program (2014)

The Town of Ledyard through the Ledyard Town Center Committee is accepting proposals from professional planning, engineering and architectural firms or teams licensed in the State of Connecticut for the preparation of a design development plan and plans and specification for improvement to the Town Center Area and Town Fair Grounds.

Interested firms should submit statements of qualifications and proposals (5 copies) to the Mayor's Office, 741 Colonel Ledyard Highway, Ledyard, CT 06339 no later than 2:00 PM. on October 13, 2014.

Complete RFP available at www.ledyardct.org and www.ledyarddevelopment.com/TownCenterImp2014.html

Marcia Hancock, Finance Director

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The firm(s) should be able to demonstrate a successful track record in the preparation of similar plans and projects in Connecticut communities and have knowledge and expertise in relevant regulatory and code requirements.

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Project Background

The Town of Ledyard is working to create and foster a vibrant town center. As part of that effort, the Town has been awarded a $500,000 STEAP grant to enhance the aesthetics and economic character of the center.

Preliminary costs estimates and conceptual design were included in the application.

Proposed Improvements

The following improvements/priorities have been defined:

Zone 4 Town Green Phase 2 consists of completion of the Town Green including: a new stage/ community theater, new parking paving and curbing, lighting, upgraded power services to facilitate large events, new soil, lawn & irrigation, trees & plantings, reconfigured walking track and a new expanded crosswalk to facilitate safe access to the Green.

Zone 5 School Improvements will expand/continue the streetscape initiated at the Town Green, and consists of: street trees and stone walls along the frontage of the school.

Zone 6 Town Hall Improvements will consist of: a new street-side plaza with stone walls, lights, benches, and plantings & trees. Additionally, the streetscape will be continued along the western edge of Rte 117 by reducing excess pavement, defining/narrowing driveway entrances and adding new sidewalks and street trees. Portions of this section will be funded as part of the Town's new Police Facility, located adjacent to Town Hall.

Specific improvements may be adjusted or modified based on cost and current conditions.

Scope of Work

- Review existing studies and documents relating to Ledyard Town Center.
- Initial meeting with Committee
- Refine concept plan incorporating improvements and identifying any conflicts or additional items to be considered
- Refine cost estimates for potential improvements
- Attend public meeting to define improvement program
- Based on priorities established by the Committee, prepare plans and specifications for the identified items
- Assist the Town with bid review and construction supervision

Submission Requirements

- Cover Letter
- Information concerning relevant past experience in the planning and development of town centers/parks and municipal facilities.
- Information indicating any concerns, questions or suggestions relating to the identified scope of work
- Information concerning staff resources and management approach. What personnel will be assigned to the project?
- A fee proposal identifying both lump sum fees and hourly rates for the specified scope of services. Final fees will be negotiated.
- References
- A preliminary schedule for completion

RFP Process

Based on submissions the Committee will conduct interviews with selected firms.

Criteria For Selection

- Previous successful relevant experience
- Proposed approach to conducting the work
- Staff resources and capability
- Proposed fee schedule (The Committee will use the proposed fee schedule as a guide to selecting a cost effect consultant which best meets the Town's needs-(selection will not, solely, be based on cost)
- References

Partial Listing of Relevant Documents

- 2013 STEAP application, including concept drawings and estimates
- Ledyard Town Center Committee - Report to the Town Council, Septemper 12, 2007
- Plan Showing Property of The Town of Ledyard Connecticut Route 117, AKA Center Groton Road and Colonel Ledyard Highway, Ledyard, CT (Two Sheets), June, 2008, Dieter & Gardner
- Corridor Access Management Plan Route 117-Ledyard Center, October, 1998
- Route 214 Study, Ledyard, CT December, 1984
- Ledyard Center Study, January, 1985
- Ledyard Center Study, 1977
- http://ledyarddevelopment.com/Steap2014.html
- http://ledyarddevelopment.com/TownCenterProp.html