

# **SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS**

**5 Connecticut Avenue, Norwich, Connecticut 06360  
(860) 889-2324/Fax: (860) 889-1222/E-Mail: [office@seccog.org](mailto:office@seccog.org)**

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## **REQUEST FOR QUALIFICATIONS/PROPOSALS**

### **FISCAL IMPACT ANALYSIS OF LAND USES**

The Southeastern Connecticut Council of Governments (SCCOG) is seeking qualifications and proposals from firms to prepare a fiscal impact analysis of land uses in southeastern Connecticut. The analysis will project municipal costs and revenues associated with current and future land uses for three prototypical urban, suburban, and rural municipalities in southeastern Connecticut and provide SCCOG with a fiscal impact model that can incorporate municipally-specific data inputs.

Interested firms must demonstrate knowledge and experience in real estate valuation, demographics, municipal services, transportation planning, and property tax policies.

#### **PROJECT BACKGROUND**

Southeastern Connecticut is a 616 square mile region with a resident population of more than 286,000 people. SCCOG is comprised of twenty-two towns, cities, and boroughs, and is governed by the chief elected officials of those municipalities.

Earlier this year, SCCOG released a Regional Housing Needs Assessment which estimated that the region would need at least 7,000 additional housing units by 2030 to accommodate low projected levels of population growth. In 2019, SCCOG will conduct a follow-up study to estimate additional housing demand expected to be generated by hiring at Electric Boat in Groton and New London, by additional personnel expected to be stationed at SUBASE New London, and by related economic growth. As part of SCCOG's ongoing technical assistance to its municipalities, SCCOG is commissioning this fiscal impact analysis to provide critical information to municipalities evaluating changes to land use policies that might expand opportunities for residential development. SCCOG is currently preparing a report on the number of children and adults expected to occupy future residential development (demographic multipliers) using 2012-2016 U.S. Census data for Connecticut and for New London County; that report and underlying analysis will be made available to the selected consultant.

#### **SUBMISSION REQUIREMENTS**

- 1) Background statement describing the firm, its discipline capabilities, principals, staff availability, location, and financial stability.
- 2) Qualifications and position with the firm of those individuals who will be assigned to the project. Include resumes of key personnel.

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#### **Member Municipalities:**

Bozrah \* Colchester \* East Lyme \* Franklin \* Griswold \* Borough of Jewett City \* City of Groton \* Town of Groton \* Lebanon \* Ledyard \* Lisbon \* Montville \* New London \* North Stonington \* Norwich \* Preston \* Salem \* Sprague \* Stonington \* Stonington Borough \* Waterford \* Windham

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- 3) Statement of experience with similar projects. Identify location of the work, clients, contact information, dates of completion, and deliverables provided.
- 4) A proposal describing the firm's approach to this project, responding to the draft scope of services attached, including a schedule and proposed budget/fee for project completion.
- 5) Organizational structure under which your firm is proposing to conduct this project. Identify any sub-consultants with their principal contact listed.
- 6) Concluding statement as to why your firm is best qualified to meet the needs of SCCOG and why your firm should be selected.
- 7) Six (6) copies of the Statement of Qualifications/Proposal should be submitted to James S. Butler, AICP, Executive Director, Southeastern Connecticut Council of Governments, 5 Connecticut Avenue, Norwich, CT, 06360.

The selected firm or team must demonstrate that they have sufficient and appropriately qualified staff and experience to carry out the project. Consultants must indicate who the project manager and key staff will be and the location of their office(s).

### SELECTION PROCESS

A selection committee comprised of SCCOG staff, municipal planners, and municipal CEOs will evaluate responses to this request. The firm selected shall be based on qualifications; however, it is requested that all firms include proposed project fees, and information about how these have been developed.

After selection of the most qualified firm, SCCOG will negotiate a final fee for the project based on a detailed scope of service developed by SCCOG and the selected consultant. If SCCOG and that firm are unable to negotiate a contract, negotiations will be terminated with that firm and the next most qualified firm will be selected until a contract has been negotiated with a qualified firm.

### SUBMISSION DEADLINE

Statements of Qualifications and Project Proposals must be received by SCCOG no later than **Friday, September 14, 2018 at 4:00 p.m. EST**. Statements received after this deadline will not be considered.

### ADDITIONAL INFORMATION

A preliminary project scope is attached.

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# SOUTHEASTERN CONNECTICUT FISCAL IMPACT ANALYSIS OF LAND USES

## Preliminary Project Scope

1. Analysis of projected municipal fiscal impacts of different land uses in southeastern Connecticut.
  - Impacts should be projected separately for three prototypical “urban,” “suburban,” and “rural” municipalities (one each) in southeastern Connecticut using representative real estate values, occupancy and use estimates, and municipal service costs to determine likely impacts.
  - Land use categories shall include but not be limited to
    - Single-family residential
    - Multi-family residential
    - Low-density retail
    - Low-density office
    - High-density commercial/mixed-use
    - Industrial/Flex space
    - Privately-owned open space
    - Publically-owned open space/recreation.
  - Findings for residential land uses should address how impacts vary by residential unit bedroom count and by tenure, and any other relevant characteristics.
  - Fiscal impact analysis shall present annual average costs and revenues associated with existing land uses and annual marginal costs and revenues expected for new development.
  - Analysis should include consideration of municipal costs including but not limited to:
    - Education
    - Public Safety
    - Public Works
    - Recreation
    - General Government.
2. Fiscal Impact Model for future use by individual municipalities
  - Model shall be similar to the one used to project above impacts but will allow users to enter town-specific data inputs to more precisely project the fiscal impacts of development in a specific place.
  - Model should be user-friendly and accessible for use without the need of special software.

### Deliverables

The project deliverables will be a report that provides guidance to SCCOG’s municipalities on the impacts of future land uses relative to one another and an accompanying fiscal model that allows staff in individual SCCOG municipalities to customize findings using local data.

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