



REQUEST FOR PROPOSALS SUBASE NEW LONDON COMPATIBLE USE PLAN

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Overview

The Southeastern Connecticut Council of Governments (SECOG) is seeking qualifications and proposals from firms to prepare a Compatible Use Plan (CUP) for SUBASE New London on behalf of its member municipalities the Towns of Groton, Waterford, Ledyard, Montville, Preston, East Lyme, and Stonington and the Cities of Groton, New London, and Norwich. SECOG was awarded a grant to initiate and complete this study by the Office of Local Defense Community Cooperation (OLDCC), which provides grant funding to states, local governments, and instrumentalities of local government for projects that increase collaboration between military installations and their host communities. The total amount approved for the execution of the contract awarded to the Consultant is **\$220,000**. Interested firms must demonstrate knowledge and experience in community planning, development and land use issues, economic development, and military installation management and operations. The awarded contract will conclude on January 30, 2026.

Purpose

The purpose of this study is to update and expand the 2017 SUBASE New London Joint Land Use Study (JLUS), the current planning document that serves as a basis for cooperative community and land use planning efforts between SUBASE and local governments, to a CUP and to create a community-driven, cooperative, strategic planning process among SUBASE New London and the ten municipalities to:

1. Promote community development that is compatible with the military training, testing, and operational missions;
2. Seek ways to reduce operational impacts on adjacent lands; and
3. Address common challenges that impact both military and civilian personnel at SUBASE New London.

The goal of the CUP is to encourage local governments, together with SECOG and the State of Connecticut, to work closely with the military installation to implement measures that prevent the introduction of incompatible civilian development that may impair the continued operational utility of the military installation, and to preserve and protect the public health, safety, and welfare of those living near an active military installation.

The CUP planning process is intended to increase public awareness of the military mission and its contribution to the regional economy, and to protect and preserve military readiness and defense capabilities while supporting continued community economic development.

The CUP update should cover the following topic areas for analysis:

- Coordinated infrastructure: transportation, utilities, and climate resilience
- Compatible built environments: land use and compatible development (inclusive of housing, zoning, economic development) and coordinated use of the Thames River
- Collaborative implementation and cost sharing

The CUP planning process should work toward and include an Implementation Plan, with responsible

parties and potential funding sources identified, to ensure the recommendations advanced in the CUP are realized. These recommended actions should include smart land use planning principles and practices that can achieve a balance between potentially conflicting interests.

The CUP planning process will continue and expand communication and establish formal policies and procedures for military participation and cross-jurisdictional coordination in community development review and planning processes.

Background

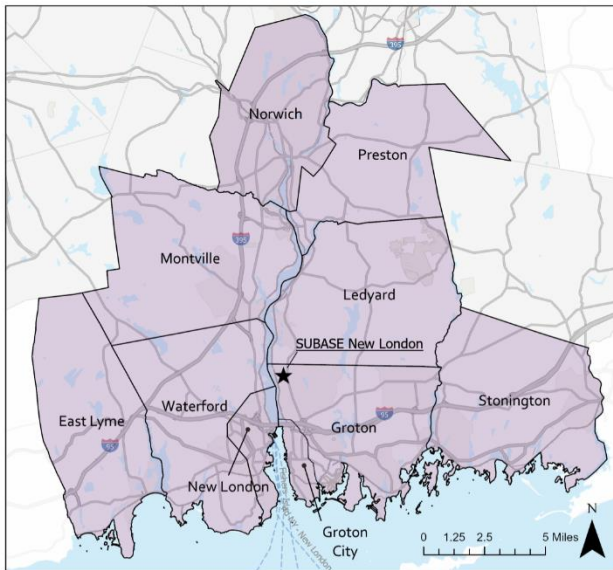
SUBASE New London is located along the east side of the Thames River in southeastern Connecticut. SUBASE New London is predominantly located within the Town of Groton, with the northern portion of the facility located in the Town of Ledyard. The Town of Waterford is located across from SUBASE New London on the west side of the Thames River. SUBASE New London is a key component of a defense industry cluster in Southeastern Connecticut.

SUBASE New London is an operating Installation with the primary missions of deploying fast attack submarines and training the submarine force. SUBASE New London consists of 700 acres with more than 160 major facilities and has a daily work force of approximately 15,000 Sailors, civilians and contract employees and serves a large, retired military community. Home to 15 nuclear powered submarines, the submarine school provides comprehensive training of submariners from basic enlisted to commanding officers. All U.S. Navy submariners will call SUBASE New London home for at least a portion of their careers.

SUBASE New London's mission is twofold: to homeport and put submarines to sea and to support the Submarine Center of Excellence that trains Sailors to take submarines to sea. SUBASE New London supports fleet readiness by providing quality service and facilities to the fleet, fighters, and families. SUBASE New London is also home to more than 70 tenant commands and activities including Commander, Submarine Group Two; Submarine Learning Center; Naval Submarine School; Naval Submarine Medical Research Laboratory; and Naval Undersea Medical Institute. SUBASE New London is the Navy's first Submarine Base and is considered the "Home of the Submarine Force."

SUBASE New London completed an Encroachment Action Plan (EAP) in May, 2010 that evaluated the encroachment sources identified in OPNAVINST 11010.40. The EAP identified several potential encroachment activities that may affect the installation if no further actions are taken. They include urban development and growth encroachment along the west side of the Thames River and the southern portion of SUBASE New London, competition for land resources, safety arcs and footprints, air quality, and environmental regulations. The potential encroachment activities identified in the 2010 EAP were the impetus for the Navy to nominate SUBASE New London for the JLUS. The 2017 JLUS included six municipalities in the region. However, given the continued and escalated competition for basic regional services and facilities, in particular the housing crisis in the region surrounding the base, the updated CUP scope will now include additional municipalities to reflect present needs and trends. This comprehensive approach will help multiple jurisdictions balance regional growth and redevelopment with the operational needs of SUBASE New London. The proposed study area (see map below) for the JLUS includes:

- SUBASE New London
- Towns of Groton, Ledyard, Montville, and Waterford, Preston, East Lyme, and Stonington
- Cities of Groton, New London, and Norwich
- Thames River



**SUBASE NEW LONDON
COMPATIBLE USE PLAN**

CUP Participating Municipalities



The Southeastern Connecticut Council of Governments (SECOG), of which all ten of the participating municipalities are members, is serving as the CUP project sponsor and coordinating entity. A CUP Steering Committee will be formed and will consist of the Chief Elected Official or their designee from each of the ten municipalities, the SECOG Executive Director, the CT Office of Military Affairs Executive Director, and the Chairman or designee of the Mashantucket Pequot Tribal Nation, a federally recognized Indian tribe which owns a large tract of land in Waterford across from SUBASE New London. In addition, the Commanding Officer of SUBASE New London or their designee will serve in an ex officio capacity. Invitations to participate in an ex officio capacity will be extended to a representative of the region’s State legislative delegation, and the Congressional District Director.

A CUP Technical Committee will serve as an advisory body to the CUP Steering Committee and will be comprised of Planning and Zoning and other staff from each participating municipality and from SUBASE New London to assist with data gathering, technical input and review throughout the study process. Invitations to serve on the Technical Committee will be made to State and Federal permitting agencies including the U.S. Army Corps of Engineers, U.S. Environmental Protection Agency, U.S. Fish and Wildlife Service, U.S. Coast Guard, CT Department of Energy and Environmental Protection, the CT Department of

Transportation, and the CT Department of Economic Development. In addition, invitations to participate on the Technical Committee may be extended to General Dynamics Electric Boat and other large businesses/property owners within the study area, the Southeastern Connecticut Enterprise Region (seCTer), and the Southeast Area Transit District (SEAT).

Several resource documents are available to support the CUP planning process, including:

- Southeastern Connecticut Multi-Jurisdictional Hazard Mitigation and Climate Adaptation Plan, 2023
- SUBASE Area Zoning and Market Study, 2019
- SUBASE New London Joint Land Use Study Implementation Project, 2019
- Plans of Conservation and Development for each participating municipality
- SECOG 2017 Regional Plan of Conservation and Development
- SUBASE New London Joint Land Use Study, 2017
- Naval Submarine Base New London Master Plan, 2010
- SUBASE New London Encroachment Action Plan (EAP), 2010

Scope of Services

Task 1 – Overall Project Initiation and Administration

This task includes any necessary refinements to the CUP Work Plan, and the administration of the study to ensure coordination with the SECOG, participating municipalities, SUBASE New London, and other stakeholders

Subtask 1.1: Work Plan Refinement

The Consultant will meet with the CUP Technical Committee to review and refine, as needed, the CUP Update Work Plan and make any necessary adjustments that will not impact the overall budget and scope of the project. The Consultant will present the final Work Plan before the CUP Steering Committee for approval.

Subtask 1.1 Deliverables: Final approved CUP Update Work Plan and presentation to the Steering Committee.

Subtask 1.2: CUP Preliminary Outline

The Consultant will work with SECOG to develop an outline of the updated CUP, determine content that can be ported and updated from the previous 2017 JLUS, and where new content must be developed. The Consultant will present the preliminary outline at the first CUP Steering and Technical Committee meetings and will utilize the following framework as a starting point for developing the preliminary outline:

1. Introduction/Executive Summary
2. Project Purpose & Goals
3. Municipal Summaries
4. Conflict and Compatible Use Analysis & Strategies

- a. Coordinated Infrastructure: transportation, utilities, climate resilience,
- b. Compatible Built Environments: Land Use and Compatible Development (inclusive of Housing, Zoning, Economic Development), Thames River
- c. Collaborative Implementation & Cost Sharing

Subtask 1.2 Deliverables: CUP Preliminary Outline and presentation.

Subtask 1.3: Administration and Management

The Consultant will work with SECOG staff to provide administrative support to the CUP Steering Committee and Technical Working Committee to accomplish the following activities:

- Schedule committee and public meetings.
- Prepare meeting notices, agendas, minutes, handout materials, maps, presentation and any other items to accomplish the study objectives.
- Provide written monthly status reports that detail work in progress, work accomplished, and funds expended. Monthly progress reports shall be provided to the SECOG for review and distribution to study participants.
- Provide written work products and verbal CUP committee briefings at the conclusion of each major phase of the study.
- If necessary, update the Work Plan and CUP milestone completion dates.


Subtask 1.3 Deliverables: Monthly status reports and progress reports on major study phases.

Subtask 1.4: Project Coordination

A single SECOG staff person will coordinate all communication with Federal, state and local agencies and elected officials. All information concerning the CUP, including progress reports, meeting agendas and materials, presentations, and draft and final reports will be provided to SECOG staff prior to CUP committee review and prior to public release. Upon the completion of the CUP project, all maps (including GIS shape files), data, and report shall be the property of and provided to the SECOG in both paper and electronic formats for distribution to participating municipalities and stakeholders. The Consultant will review the scope of the Groton Housing Analysis and Public Engagement project, running in parallel, and will suggest and assist SECOG in facilitating the integration of data and outcomes derived from that process into the CUP.

Task 2 – Stakeholder and Public Involvement

Public participation is an integral part of the CUP planning process to help ensure decisions are made in consideration of and to benefit public needs and preferences. Early and continuous public involvement is



required. The selected consultant will seek meaningful public participation at specific and key points in the decision-making process issues where such input has a real potential to help shape the final decision or set of actions.

Subtask 2.1: Public Involvement Strategy

The Consultant shall prepare a public involvement strategy that covers the key phases during the CUP planning process. The Consultant will present the strategy before the CUP Steering Committee for input and final approval. The public involvement strategy will include the identification of key stakeholders, specific schedule, and methods of communication tools to provide key project planning information to the following groups:

- Elected Officials
- CUP Project Stakeholders
- General Public
- Target Groups (such as major landowners, neighborhood associations, employers, homebuilders, real estate industry, etc.)
- Media

The public involvement strategy will include a variety of communication tools to facilitate early and continuing outreach to the above groups, such as charrettes, periodic newsletters, CUP project website, media releases/media kits, periodic fact sheets, etc. The Consultant shall maintain a contact list, throughout the study process, to mail/e-mail project information materials to interested parties. This contact list shall be made available to the participating municipalities.

[Subtask 2.1 Deliverables: Public involvement strategy and presentation to the Steering Committee.](#)

Subtask 2.2: Installation Tour

The Consultant will provide logistical support, as required, and participate in an installation tour, including outlying facilities as appropriate. The purpose of the installation-led tour is for the CUP Steering Committee and CUP Technical Working Group members to gain a more comprehensive understanding of the military missions, issues, and constraints imposed through incompatible development.

Subtask 2.3: Public/Elected Officials

The Consultant will assist with outreach to local, State and Federal public officials representing the participating jurisdictions who will ultimately be responsible for implementing the CUP recommendations. Consultant may need to brief affected legislative bodies, state officials, economic development boards, and State and Federal elected officials about the purpose and goals of the CUP planning process.

Subtask 2.4: Public Meetings

The Consultant will hold public meetings throughout the study to educate the public about the purpose of

the CUP, the CUP planning process, CUP recommendations, and to seek input from the public during key phases of the study. Multiple public meetings may be required per phase. At a minimum, public meetings will be held at the following key intervals:

- **Project Initiation:** The Consultant will hold a meeting before the CUP Steering Committee at the beginning of the study to explain the CUP project, goals and objectives. Public comments will be sought, including any conflicts with the installation or military operations, and recommendations for analysis.
- **Interim Findings and Preliminary Recommendations:** Consultant will present the results of data collection and analysis, information about existing and anticipated future conflicts between community development and military operations, proposed strategies to mitigate and/or eliminate identified conflicts, and other preliminary recommendations. Public comments will again be solicited with emphasis on the implementation strategies.
- **Final Recommendations:** Prior to the CUP Steering Committee and participating jurisdictions taking any formal action, the Consultant will present the final CUP report, including recommendations, and an Implementation Plan.

Consultant responsibilities related to the public meetings include:

- Schedule appropriate meeting locations, dates and times, in consultation with the SECOG and CUP Steering Committee.
- Public notification of meetings to affected citizens, businesses, elected officials and other interested parties.
- Prepare press releases and media kits that highlight purpose and desired outcomes of the public meetings. Coordinate with the SECOG on press release distribution.
- Arrange for any special accommodations to ensure compliance with the Americans with Disabilities Act and/or non-English speaking participants, as needed.
- Present key study findings, which may include draft reports, maps and other materials, to the public, elected officials, and other interested parties in attendance, and solicit public comments and feedback both during and after the meeting.
- Prepare agendas, handouts, presentations, maps, comment forms and other materials to effectively inform the public about the study and solicit their comments.
- Maintain a record of all public comments received (verbal and written), including a summary or meeting minutes.

[Subtask 2.4 Deliverables: Coordinate and execute at minimum three \(3\) public meetings and associated presentation and marketing materials.](#)

Task 3 – Data Collection, Inventory and Mapping

This task includes the collection of all relevant data from the installation and participating jurisdictions and other entities or sources in order to conduct the analysis phase of the CUP planning process. The

Consultant will compile available data and GIS layers from participating jurisdictions and other major land holders including but not limited to, the Mashantucket Pequot Tribal Nation, the U.S. Coast Guard Academy, Connecticut College, and industry along the Thames River. The Consultant will create new GIS layers or other data necessary to complete the project.

Data to compile or create includes:

1. Compile/Create GIS layers depicting land use plan and/or zoning designations.
2. Compile/Create GIS layers with non-conforming uses.
3. Compile/Create GIS layers of proposed development.
4. Compile/Create GIS layers of proposed capital improvement plan/projects.
5. Compile/Create GIS layers of sensitive biological and/or cultural resource areas.
6. Compile/Create GIS layers of agriculture suitability factors.
7. Compile/Create GIS layers of special resources areas, i.e. aquifer recharge zones, wetlands, wellhead protection zones, etc.
8. Compile/Create GIS layers of military blast arcs.
9. Compile/Create GIS layers depicting military operation line of site corridors.
10. Compile/Create GIS layers of river channel/shipping lanes.
11. Compile/Create GIS layers of commercial port access and shipping.
12. Compile/Create GIS layers depicting both land and sea-based mobility corridors and the regional transportation system.
13. Compile population forecasts from participating municipalities.
14. Compile and create GIS layers depicting projected growth trends related to population forecasts.
15. Compile and review all relevant traffic analyses.
16. Compile and review local, State and Federal regulatory framework for community development.
17. Compile and review military documents to map footprint for military operations, and any other pertinent documents.
18. Identify policies and regulations that govern offshore development, such as commercial fishing ventures.
19. Present collected data and mapping to the Technical Working Committee, CUP Steering Committee, and public.
20. Publish findings on CUP project website.

Task 3 Deliverables: GIS layers and associated presentation of data to committees and the public.

Task 4 – Survey/Interview Key Stakeholders

The Consultant should anticipate holding interviews with key stakeholders to discuss particular issues, topics, conflicting uses, or similar items that require detailed discussion, including: participating local government staff and elected officials, State government staff and elected officials, Agency/Institution management, and Military Department personnel. SECOG staff should be invited to participate in all such project interviews. The Consultant will compile interview results to define opportunities and constraints

and integrate collected data into presentations to the CUP committees and the public.

Task 5 – Conflict/Compatibility Analysis

The Consultant will begin the conflict and compatibility analysis by reviewing the 2017 JLUS action items and determining the present status of each item. For each dimension of the conflict and compatibility analysis as framed out in Subtask 1.3 above, the Consultant will identify existing and potential future areas and/or types of conflicts and impacts, as well as areas of current mutual support between the facilities, infrastructure, policies, programs, services, etc. Of SUBASE New London and the ten Southeastern Connecticut communities. For topics covered in the 2017 JLUS Plan, the Consultant will provide an update of previous plan content with current data and an updated basis in current contexts and trends. For reference, the previous plan covered the four main topic areas and subtopics of:

- Transportation (transit, bike-ped, congestion relief)
- Thames River (responsible and conflicting use, stewardship, and some climate concerns)
- Land Use and Development (inclusive of housing, zoning, economic development), and
- Coordination and Cost Sharing

New topics include but may not be limited to utility coordination and climate resilience (flooding, heat, and extreme storms and precipitation).

The Consultant will map and otherwise present and describe data, analyses, conclusions, and outcomes in a format that can be utilized in discussions of the CUP Technical Committee, CUP Steering Committee, and public to solicit input on the resolution of conflicts and impacts.

[Task 5 Deliverable: Provide preliminary draft of conflict/compatibility analysis for review.](#)

Task 6 – Conflict Resolution Strategies

The Consultant will develop resolution strategies for current conflict areas and methods for strengthening and/or enhancing areas of mutual support between project stakeholders, Southeastern Connecticut communities, and SUBASE New London. The resolutions strategies should include timelines and responsible parties, and should be inclusive of the following:

1. Develop resolution strategies for current conflict areas.
2. Develop resolution strategies and timeline for future conflict areas.
3. Develop resolution strategies to support compatible land uses.
4. Identify model planning tools and techniques to guide compatible development.
5. Identify model land use regulations – local, State and Federal.

6. Develop recommendations on transportation infrastructure resulting from future military mission needs and relate to transportation requirements for future development. Ensure these recommendations are coordinated with SECOG, CTDOT and the participating local jurisdictions.
7. Develop a toolbox of policies, regulations, ordinances, agreements, etc. to address existing incompatibility issues and guide future compatible development to protect and preserve military readiness and defense capabilities while supporting continued community economic development.
8. Review of potential solutions.
9. Present potential solutions to the CUP Steering Committee for review and comment.
10. Solicit public input to potential solutions.

Task 6 Deliverable: Provide preliminary draft of resolution strategies for review.

Task 7 – Prepare Study Report

Subtask 7.1: Draft Plan

1. Compile resolution strategies.
2. Develop short-, mid-, and long-term priorities.
3. Develop an appropriate implementation strategy for CUP recommendations. The strategy is anticipated to recommend actions for Federal, State, local, and non-governmental agencies. The Consultant will identify appropriate responsible parties, timelines, estimated costs, and appropriate financing mechanisms to implement the recommendations.
4. Develop a monitoring plan and recommend an organizational structure and process that promotes CUP participants to continue working together on compatibility and viability issues beyond completion of the CUP project.
5. Develop metrics for measuring plan effectiveness.
6. Release Draft Plan for public presentation and comment.
7. Compile responses to Draft Plan and update as required.

Subtask 7.1 Deliverable: Draft Plan report and presentation.

Subtask 7.2: Final Plan

1. Present Final CUP to CUP Steering Committee for final approval.
2. With SECOG assistance, present Final CUP to participating local jurisdiction legislative bodies in the final months of the grant work period, in anticipation of formal adoption after the grant period of performance has concluded.
3. Deliver completed CUP documents in printed and digital formats to SECOG for distribution.

The Consultant will provide 30 printed copies of the final report to SECOG for distribution to the study participants, as well as an electronic copy of the final report for future reproduction and distribution, as needed.

Subtask 7.2 Deliverables: Final Plan and presentation; (30) printed copies and (1) digital version.

Subtask 7.3: Project Overview

CUP project deliverable shall include a four-page maximum Project Overview for public distribution. The Project Overview shall include a description of military operations, graphic display of study area and military operations footprint, identify community organization structure and participants for both planning and implementation, summary of compatible use issues, and primary CUP recommendation highlights.

A disclaimer statement will appear on the title page of the CUP, or any other OLDCC-funded deliverable. It will read:

“This study was prepared under contract with the Southeastern Connecticut Council of Governments with financial support from the Office of Local Defense Community Cooperation, Department of Defense. The content reflects the views of the SUBASE New London CUP Steering Committee and does not necessarily reflect the views of the Office of Local Defense Community Cooperation.”

Subtask 7.3 Deliverables: Four-page Project Overview report and associated individual assets.

Project Schedule

Once the consultant is selected by SECOG, it should be prepared to enter into a contract and begin work as directed by SECOG on or about **March 10th, 2025**. It is anticipated that the contracted services as described in this RFP shall be completed within eleven (11) months of award unless an extension of time has been agreed upon by SECOG and consultant. The following presents a template schedule of key deliverable dates as specified between SECOG and the OLDCC:

- Public Involvement Strategy, April 11th, 2025
- CUP Update Final SUBASE Plan/Presentation, January 16, 2026
- Project Overview, January 23, 2026
- Delivery of all GIS Datasets, January 30th, 2026

General Requirements

Responses to this RFP should address to described Scope and Services and:

- Address the overall timeline and milestones necessary to complete the CUP;
- Identify specific activities that will be accomplished for each phase of the project;
- Identify staffing and number of hours devoted to each activity; and,
- Describe the work products/deliverables produced for each activity.

Responders may propose modifications to the activities and sequencing reflected below which, based on

previous experience, would improve the effectiveness of the study effort while maintaining the budget and timeframe. The CUP shall be completed within eleven (11) months of the project start date.

Submission Requirements

Submitted RFPs should be submitted digitally in two separate documents containing the information indicated below. Your response to this Request should be digitally submitted to Lana Melonakos-Harrison, Planner II, SECOG, at Imelonakosharrison@seccog.org by **Friday, February 7th, 2025, at 5:00 P.M**

Document A – A Statement of Qualifications

Cover Letter: Interested consultants/firms should submit a one-page cover letter addressed to Lana Melonakos-Harrison, Planner, signed by an authorized principal or agent of the firm. The letter will provide an overview of the proposal, as well as the name, title, phone and fax numbers, and email address of the person to whom questions concerning the request for proposals may be directed.

History and Resumes: The consultant/firm must include a brief history of the company including:

- Consultant/firm size and organization
- Length of time the consultant/firm has been in business
- Products and services offered
- Experience with land use planning and defense communities
- Resumes of key individuals and subcontractors assigned to the projects. The lead project manager/LEP must be identified.

Scope of Services: The consultant/firm will provide a detailed Scope of Work which outlines various services it will provide for the project in completion of Tasks 1-7 and all subtasks as enumerated above. All services not specifically mentioned in the RFP, which are necessary to ensure that the intent and scope of services are met, should also be included in the proposal.

Proposed Project Timeline: The contractor shall provide a detailed project schedule, indicating key milestones, anticipated submission dates for draft reports, and the final report delivery date.

Key Issues, Experience, and Ability to Perform: Provide examples of previous work on similar projects to demonstrate the consultant's/firm's understanding and familiarity with projects of this type, including a list of Brownfield Assessment projects which have been completed in the last five years.

References: At minimum, a list of at least 3 previous and/or current contracts which are similar to SECOG's project scope, including:

- Dates of contract duration

- Services performed and fees for services
- Name, address, telephone numbers of clients which may be contacted for verification of information submitted
- Statement as to whether projects were completed on time and within budget.

Past Claims or Disputes: Indicate any claims, disputes or arbitration proceedings, including actions by any governmental agency, that have occurred over the last five (5) years. Indicate who they were with, the nature of the claim, dispute or arbitration proceeding, the outcome and the current status.

Document B – Cost Proposal

Cost Proposal Form and Supporting Materials: The Proposal Forms Section of the RFP includes a cost proposal form. In addition to the required cost proposal form summary, we encourage applicants to also provide additional cost proposal details in the presentation of their choosing that assist SECOG in understanding project budget development. More detailed cost proposal responses will be looked on more favorably by SECOG as evidence that the proposing firm has given the potential project scope and budget due and thorough consideration. Original signatures must be affixed to the cost proposal form. Each proposer should also include, in a format of their choosing attached to the cost proposal form, all-inclusive hourly rates for each individual from the firm assigned to these projects.

The Non-Collusion Affidavit and the EEO Certification: Must be filled out completely and have original signatures affixed. The Non-Collusion Affidavit form must be notarized.

Your response to this Request should be digitally submitted to Lana Melonakos-Harrison, Planner II, SECOG, at lmelonakosharrison@seccog.org by **Friday, February 7th, 2025, at 5:00 P.M**

Summary of Key Dates

The following schedule has been prepared for this RFP process. Note that project constraints may cause the evaluation and selection related dates noted below to change.

- RFP Release Date: Monday, January 6th, 2025
- Requests for Information Due: Monday, January 20th, 2025 by 5:00 P.M.
- Responses/Addendum Posted: Friday, January 24th, 2025
- RFP Submissions Due: Friday, February 7th, 2025 by 5:00 P.M.
- RFP Evaluations: February 10th, 2025 to February 14th, 2025
- Interviews (if held): February 17th, 2025 to February 21st, 2025
- Selection/Notification of Successful Firm: Friday, February 28th, 2025
- Anticipated Contract Start Date: March 10th, 2025

Additional Terms and Conditions

Ownership of Proposals/Freedom of Information

All proposals submitted in response to this RFP are to be the sole property of the Southeastern Connecticut Council of Governments and shall be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information). Reports and materials developed by the successful respondent under a contract that may result from this RFP are considered public information and may not be copyrighted.

Copies of information resulting from this RFP are generally not available until a contract has been formally awarded. Please note that financial statements or other similar information submitted with such response may remain confidential, to the extent permitted by law, if provided in a separate envelope clearly marked "Confidential".

Amending or Canceling Request

SECOG reserves the right to amend or cancel this RFP, prior to the due date and time, if it is deemed to be in the best interest of SECOG. SECOG reserves the right to decide not to consider any or all of the firms submitting information in response to this request.

Waiver of Informalities

SECOG reserves the right to accept or reject any and all responses to this RFP, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in their best interest, and to advertise for new proposals, and to make awards as may be in the best interest of SECOG.

Collusion

By responding, the respondent firm implicitly states: that his/her proposal has not been made in connection with any other competing firm submitting a separate response to this RFP; is in all respects fair; and has been submitted without collusion or fraud. It is further implied that the respondent firm did not participate in the RFP development process, had no knowledge of the specific contents of the RFP before its issuance, and that no employee of SECOG participated either directly or indirectly in the respondent firm's proposal preparation. Respondent firms will be required to sign the certificate incorporated in this RFP relative to non-collusion.

Assigning/ Transferring of Agreement

Any successful firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement of its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from the Southeastern Connecticut Council of Governments.

Termination

SECOG may terminate any contract(s) or any part of any contracts resulting from this process at any time for: cause, default or negligence on the part of the respondent firm; or if the respondent firm fails, in the opinion of SECOG, to meet the general terms and conditions of any resulting contract or to provide a level of service that is deemed to be in the best interest of SECOG.

Incurred Costs

This Request for Qualifications does not commit SECOG to award a contract or to pay any costs incurred in the preparation of a response to this request. SECOG will not be liable in any way for any costs incurred by firms in replying to this RFP.

Other Terms and Conditions

The firm assigns to SECOG all rights, title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the consultant is awarded the contract.

The firm agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a. The firm also agrees that it will hold SECOG and its member municipalities harmless and indemnify SECOG and its member municipalities from any action which may arise out of any act by the firm concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging.

The contract arising from the RFP is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated February 15, 1973 regarding nondiscrimination in employment practices and policies, Section 16 of P.A. 91-58 Nondiscrimination Regarding Sexual Orientation, the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973 regarding listing all employment openings with the Connecticut Employment Services, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.

The contract arising from the RFP may be subject to the provisions of §1-218 of the Connecticut General Statutes, as it may be modified from time to time. In accordance with this section, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (1) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (2) indicate that such records and files are subject to the Freedom of Information Act and may be disclosed by the public agency pursuant to the Freedom of Information Act. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with the Freedom of Information Act. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes. Incorporated by reference into the resulting contract is Section 4-61dd(g)(1) and 4-61dd(3) and (f) of the Connecticut General Statutes which prohibits contractors from taking adverse action against employees who disclosed information to the Auditors of Public Accounts or the Attorney General.

Insurance Requirements

SECOG requires the Contractor to carry commercial General liability insurance to protect it from loss. The following minimum limits shall be met:

Bodily Injury and Property Damage: \$1,000,000 each occurrence; \$2,000,000 aggregate

Professional Liability (Errors and Omissions): \$2,000,000 each occurrence

Commercial Automobile Coverage including owned, non-owned, leased and hired vehicles: \$1,000,000 combined single limit for each accident

Workers' Compensation: Shall be in accordance with State of Connecticut requirements at the time of Proposal. The policy must contain a waiver of subrogation in favor of SECOG, executed by the insurance company.

Umbrella/Excess Liability: \$2,000,000 each occurrence; \$2,000,000 aggregate and providing coverage over the Commercial General Liability, Commercial Automobile Liability and the Employer Liability section of the Workers Compensation coverage.

SECOG, its officers, employees, and agents shall be named as additional insured on all policies, except Professional Liability and Workers Compensation, on a primary and non-contributory basis.

All insurance required hereunder (except Workers' Compensation and Professional Liability) shall contain waivers of subrogation in favor of the SECOG, its employees, agents and elected or appointed 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 SECOG. Thirty (30) days' notice of cancellation is required and must be provided to SECOG via certified mail.

Selection Process

A selection committee will evaluate responses to this Request and will select and notify a firm no later than **February 28, 2025**.

After review of the RFP received by SECOG, interviews will be scheduled and conducted with the consultants/firms it judges to best meet the criteria outlined before to perform the required services based upon the requirements in this RFP and a ranking system that will be formulated by SECOG. Depending on the number of responses received, SECOG may limit the number of firms that it interviews and reserves the right not to conduct interviews. The following factors will be evaluated and weighted appropriately in the selection process:

- The technical competence of the consultant/firm (20%)
- The quality and performance of past services on similar projects (20%)
- The expected quality of the scope of work and deliverables the consultant proposes to provide for the established budget (20%)
- Experience of key personnel including any sub-contractors (15%)
- Proposed cost for the total project (15%)
- Experience with defense community planning (10%)

Point of Contact

Questions regarding the RFP may be submitted to Lana Melonakos-Harrison, Planner, by email to lmelonakosharrison@seccog.org no later than 5:00 p.m. on **January 20th, 2025**. Responses to questions received shall become an addendum to the RFP and made part of the request and any resultant contract.

Cost Proposal Form

To:

Southeastern Connecticut Council of Governments
 C/O Lana Melonakos-Harrison
 5 Connecticut Ave
 Norwich, CT 06360

From: _____

The undersigned, having familiarized (herself, himself, themselves) with the existing conditions on the project sites affecting the cost of the work, and with the contract documents, and hereby proposes to furnish all supervision, technical personnel, labor, materials, equipment, tools, appurtenances, services and anything else necessary to perform and complete these projects, all in accordance with the contract documents at and for the unit prices for the following work items:

ITEM DESCRIPTION	LUMP SUM
Task 1 – Overall Project Initiation/Administration	Task 1 Total: \$
Task 1.1: Work Plan Refinement	\$
Task 1.2: CUP Preliminary Outline	\$
Task 1.3: Administration and Management	\$
Task 1.4: Project Coordination	\$
Task 2 – Stakeholder and Public Involvement	Task 2 Total: \$
Task 2.1: Public Involvement Strategy	\$
Task 2.2: Installation Tour	\$
Task 2.3: Public/Elected Officials	\$
Task 2.4: Public Meetings	\$
Task 3: Data Collection, Inventory and Mapping	Task 3 Total: \$
Task 4: Survey/Interview Key Stakeholders	Task 4 Total: \$

Task 5: Conflict/Compatibility Analysis	Task 5 Total: \$
Task 6: Conflict Resolution Strategies	Task 6 Total: \$
Task 7 – Prepare Study Report	Task 7 Total: \$
Task 7.1: Draft Plan	\$
Task 7.2: Final Plan	\$
Task 7.3: Project Overview	\$

The Bidder acknowledges receipt of the following Addenda:

Addendum No. _____, dated _____
 Addendum No. _____, dated _____

The undersigned accepts the terms, conditions and requirements stated in the Owner’s Invitation to Bid and contract documents. The undersigned proposes to provide all labor, supervision, equipment, tools and incidentals in accordance with the specifications. The undersigned has carefully checked all the figures on the Cost Proposal Form and understands that the Owner will not be responsible for any errors or omissions on the part of the undersigned in making up this bid. Bidder understands that the Southeastern Connecticut Council of Governments reserves the right to reject any or all bids, in whole or in part, and to waive any informality in the bidding. The Bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for the receipt of Bids.

The Bidder has included a schedule of hourly rates in the attachment titled:

The Bidder has included additional cost estimation basis and information in the attachment titled:

Respectfully submitted:

Signature

Name and Title (printed)

Business Address: _____

Non-Collusion Affidavit

The undersigned bidder or agent, being duly sworn on oath, says that he/she/they has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. He/She/They further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this ___ day of _____, _____

(Name of Organization)



(Title of Person Signing)

(Signature)

ACKNOWLEDGEMENT

STATE OF _____

COUNTY OF _____



Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this _____ day of _____, _____.

Notary Public Signature

My Commission Expires: _____