



**REQUEST FOR QUALIFICATIONS (RFQ):**  
**Professional Services Relating to Public Spaces**  
**Design Plan in Downtown Storrs for the**  
**Mansfield Downtown Partnership, Inc.**

**SUBMISSION DEADLINE:**

Friday, February 15, 2019 at 12:00 pm EST

**SUBMISSION CONTACT AND ADDRESS:**

Ms. Cynthia van Zelm, Executive Director  
Mansfield Downtown Partnership, Inc.  
860.429.2740  
[vanzelmca@mansfieldct.org](mailto:vanzelmca@mansfieldct.org)

*Proposals will be accepted in electronic form only.*

**PURPOSE:**

The Mansfield Downtown Partnership, Inc. ("Partnership") is seeking to obtain the services of a qualified Consultant who will work with staff, the Partnership Board of Directors, and key stakeholders to develop a design and landscaping plan for two public space areas in Downtown Storrs. *A map of Downtown Storrs can be accessed off the website at [www.downtownstorrs.org](http://www.downtownstorrs.org).*

**MANSFIELD DOWNTOWN PARTNERSHIP, INC**

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## BACKGROUND SUMMARY

The Mansfield Downtown Partnership, Inc. (a 501 (c)(3) organization) consisting of representatives from the Town of Mansfield government, the University of Connecticut (“UConn”), and the Mansfield community) was formed in 2001 to promote economic development in three areas of Mansfield (Storrs Center, Four Corners, and King Hill Road). The focus for the first fifteen years was the redevelopment of Downtown Storrs - in the heart of Mansfield.

Downtown Storrs includes 80 businesses, 618 apartments, 42 townhomes and condominiums, Betsy Paterson Square, a multi-modal transportation center, parking (garage, lot, and on-street), Mansfield Town Hall, Mansfield Community Center, E.O. Smith High School, the south end of the UConn campus, and public trails.

With all these amenities, Downtown Storrs has become a point of destination and a regional draw. A resident or a visitor can hike a trail, see a show at UConn’s Nafe Katter Theater, and have dinner all in one day. Downtown Storrs is unique from other downtowns in the region and the state because of all the activities one can do in the downtown beyond just shopping and dining.

## PROJECT GOALS

Betsy Paterson Square created a wonderful space for Downtown Storrs and has been used for concerts, movies and festivals, and other events. However, there are other public spaces in Downtown that are either underutilized or need improved design to create the vibrancy that is missing in those areas. In 2016, the UConn Program of Landscape Architecture worked with the Partnership to create the Storrs Center Public Spaces Study (“Study”). The goal of the Public Spaces Design Plan is to partially implement the conceptual goals in the Storrs Center Public Spaces Study. The Study can be found on the Partnership’s website (here: <http://bit.ly/2H0ZY9X>)

There are two areas of focus for the Public Spaces Design Plan:

- 1) The courtyard area adjacent to retailer Bliss. Potential improvements could include a stage, planters, and seating.
- 2) The courtyard area between the food establishments Geno’s Grille and Mooyah Burgers and Fries. The only element to be placed here are bistro lights between the buildings.

The goals of the Public Spaces Design Plan are:

- 1) Create small destination nodes with unique character; and fun and playful elements
- 2) Create small destination nodes with appeal to downtown business traffic
- 3) Create areas that will appeal to all ages
- 4) Create flexible areas that can be used for passive recreation/sitting or for small scale entertainment venues (concerts, open mic nights, puppet shows, poetry readings, book readings, etc.)

## PROJECT DESCRIPTION

**To implement these goals, the Partnership is seeking a Consultant to develop a design/landscaping plan for the two identified courtyard areas.**

While the goal is to encourage creativity by the Consultant, there are a few parameters as part of the Public Spaces Design Plan:

- 1) The two areas of focus are the courtyard adjacent to Bliss, and the courtyard between Geno's Grille and Mooyah. These courtyards are owned by the two condominium associations (owners of the residential apartments and commercial spaces).
- 2) The courtyard between Geno's and Mooyah will only include bistro lights.
- 3) AARP Connecticut has funded a street swing which will need to be part of the design of the courtyard near Bliss. The street swing will need to be as visible to Wilbur Cross Way as possible.
- 4) The budget for the Consultant for the Public Spaces Design Plan is \$5,000.
- 5) The budget for the implementation of the Public Spaces Design Plan is \$37,500.
- 6) The budget for maintenance of the two areas is \$4,500 per year.

### **Products and services will include:**

1. Development and execution of an inclusive planning process that engages the Partnership Board of Directors, staff, committees, task forces, and stakeholders including but not limited to the Town of Mansfield, University of Connecticut, downtown property owners, downtown and community residents, and downtown businesses to participate in review of design of the public spaces;
2. Review of 2016 Storrs Center Public Spaces Study;
3. Review of current Partnership events and possible new events and how they might be integrated into the two public spaces;
4. Development of a strategic and achievable Public Spaces Design Plan (written) that can be fully implemented by a team including but not limited to a landscaping and/or construction firm, and Mansfield Departments of Public Works and Facilities;
5. Development of a budget for implementation of the Public Spaces Design Plan;
6. Presentation of final Public Spaces Design Plan to Partnership Board of Directors, Town staff, and representatives of the owners of the private property (Storrs Center Condominium I Association, and EdR-Leyland Storrs Phase II Condominium Association).

## **SUBMITTALS**

Submissions should include the following components:

1. Description of Consultant's firm and the firm's areas of expertise, particularly as they relate to the project described above.
2. Names and resumes of the firm's project manager and staff members who will lead and be assigned to the project.
3. Proposed scope of work, a fee schedule, and timeline for the project activities.
4. A resume of other related completed projects with at least three references attached.

## **SUBMITTAL CRITERIA**

The following criteria shall be considered in evaluating the submissions:

1. The reputation and experience of the Consultant;
2. The ability of the Consultant to perform the contract or provide the goods and services within the time specified;
3. The comparative quality of the goods and services bid;
4. The Consultant's performance under similar projects;
5. The Consultant's references;
6. Fee schedule for proposed work;
7. The number and scope of conditions attached to the proposal;
8. The Consultant's interest in the project, as well as their understanding of the project scope and the specific requirements of the Partnership;
9. The Consultant's schedule of completion;
10. The application of all of the above criteria to any sub-consultants, subcontractors, or products to be utilized by the Partnership;
11. General qualifications of the firm and the qualifications of the assigned staff and interview evaluation;
12. Financial strength of the Consultant;
13. Any other criteria deemed relevant by the Partnership.

## **SCHEDULE**

Submissions must be received electronically by the Partnership **by 12:00 pm EST on Friday, February 15, 2019.**

Proposals received after said closing time of 12:00 pm, local time, on said date will not be accepted.

Proposals should include the following in the subject line: **PUBLIC SPACES DESIGN PLAN.**

Submissions will be accepted via email only. Please e-mail the proposal to Cynthia van Zelm at [vanzelmca@mansfieldct.org](mailto:vanzelmca@mansfieldct.org). If the submission is larger than 10 megabytes, please send it via a web service that accommodates larger documents.

The Partnership intends to “short-list” Consultants responding to this RFQ and to interview two or more Consultants to accurately assess their qualifications. The Partnership will negotiate a final scope of services and fee proposal with the selected Consultant. The goal is to have the Plan completed by spring 2019.

Please address any questions related to this RFQ to Cynthia van Zelm, Executive Director, at 860.429.2740 or via e-mail at [vanzelmca@mansfieldct.org](mailto:vanzelmca@mansfieldct.org).

*Please see required Standard Terms and Conditions in the Appendix.*

## **APPENDIX: STANDARD TERMS AND CONDITIONS**

Consultants shall be aware of the following terms and conditions addressing Requests for Qualifications for the Partnership:

1. The Partnership does not expressly state or imply any obligation to reimburse firms for any expenses incurred in preparing submissions in response to this request.
2. The Partnership reserves the right to reject any or all submissions, to select a firm in a manner that is advantageous to the Partnership, and to waive any or all formalities in the bidding.
3. The Partnership does not and shall not discriminate on the basis of sex, race, color, creed, national origin, age, marital status, sexual orientation, or disability of the Consultant, its employees, or its contractors in the award to the successful Consultant.
4. The selected firm must be able to meet all Partnership, state, and federal affirmative action and equal employment opportunity practices and guidelines.
5. The Partnership reserves the right to reject any or all proposals, to consider alternatives, to award the contract to a Consultant in part or parts, to waive any informalities and irregularities, and to re-solicit proposals, at its sole discretion.
6. The Partnership reserves the right to conduct such investigations of and discussions with those who have submitted proposals ("Consultants") or other persons or entities as deemed necessary to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal, and by submission of a proposal, Consultant expressly consents to same.
7. All proposals submitted must be valid for a minimum period of sixty (60) days after the date of the proposal opening. Each Consultant must submit with the proposal a list of all subcontractors, independent contractors, or sub-consultants employed or proposed to be employed by the Consultant in the performance of the contract.
8. The Partnership reserves the right to select the most responsible and responsive proposal that it finds to be within the best interests of the Partnership, including the right to select a Consultant for reasons other than lowest price.
9. The Partnership makes no guarantees to any Consultant. The only obligations to be undertaken by the Partnership will be those contained in the negotiated contract with the successful Consultant.
10. All work product generated by Consultant will be the property of the Partnership, including without limitation all rights to reproduce, license, assign, sell, and otherwise use the work product in any form, size, format, or medium for any purpose. Consultant will convey and assign all rights of ownership and authorship in the work product to the Partnership.
11. The Consultant will agree not to discriminate through the services or activities made possible by or resulting from any future contract on the grounds of sex, race, color, creed, national origin, age (except minimum age and retirement provisions), marital status, sexual orientation, or disability. Any violation of this provision shall be considered to be a violation of a material provision of any future contract and shall be grounds for cancellation, termination, or suspension of said contract. The Consultant shall at all times, both in the proposal and in the contract process, comply with all applicable city, state, and federal