



Town of Stratford

Request for Proposals

RFP #2015- 005

**DEVELOPMENT OF A COMMUNITY COASTAL
RESILIENCE PLAN**

CRITICAL DATES

Questions Deadline: March 2nd, 2015

Response to Questions Deadline: March 6th, 2015 at 12:00 p.m. E.T

Proposal Deadline: March 13th, 2015 at 3:00 p.m. E.T.

Completeness and Format of Proposal

Address all Proposals to:

Town of Stratford, CT
C/o Mr. Michael Bonnar, Purchasing Agent
2725 Main Street
Stratford, CT 06115

**COASTAL RESILIENCE PLAN
TOWN OF STRATFORD**

1.0 BACKGROUND

The goal of this project is to facilitate the social, economic and ecological resilience of the Town of Stratford to the impacts of sea level rise and to anticipated increases in the frequency and severity of storm surge, coastal flooding and erosion, enabling Stratford to serve as a model for other communities in Connecticut, New England and nationally. The Town of Stratford located on the shoreline of Long Island Sound is a primarily residential community in Fairfield County, Connecticut. Five miles in width and 12 miles in length, the town contains 19.9 square miles square miles and a population of approximately 52,112. Stratford is a suburb of urban Bridgeport with a small-town, historic atmosphere highlighted by its significant natural resources. The town seeks to maintain its socio-economic value and character by balancing development of its commercial and industrial area in the southern section with knowledge and appropriate adaptations for a changing shoreline.

A copy of the Town of Stratford most recent update to the Plan of Conservation and Department can be found at the attached website:

[http://www.townofstratford.com/filestorage/39879/57150/StratfordFinalPOCD_02-26-2014.pdf]

To accomplish this goal, Stratford has identified key strategies which include;

- Generating public awareness and understanding of coastal resilience issues and increasing support for Town action to address it;
- Assuring public safety;
- Identifying plans to compatibly protect, rehabilitate and/or relocate critical infrastructure;
- Amending Town coastal development policy to assure greater resilience of structures and natural resources;
- Adopting post-storm redevelopment which respects property rights and provides for greater coastal resilience; and
- Sustaining coastal habitats such as tidal marsh and barrier beaches through protection of adjoining upland areas and provision for the migration of these habitats.

2.0 SCOPE OF WORK

Develop a **COMMUNITY COASTAL RESILIENCE PLAN** that will include an analysis of risk, cause & effect, cost-benefit assessments and short term & long term strategies and improvements to best serve the citizens of Stratford.

1. The plan will take into account all available information from Federal, State, Regional and local sources and include current events such as Storm Sandy and future conditions of sea level and coastal storms, which may not be contained in previous studies.
2. The plan will outline the concepts, approaches and tools for building resilience and implementing specific adaptation actions to address topics such as protection from flooding, marsh and beach erosion, resource preservation, land use, etc. The plan should provide special focus on the assessment and advancement of advance natural/green infrastructure opportunities, including, but not limited to environmentally-friendly beach stabilization, restoring dunes and wetlands, oyster reef creation/enhancement, improving the hydrology of coastal areas, improving/removing infrastructure and/or assisting local planning for major storms and future conditions.
3. The plan will create well-informed and coordinated recommendations. The study shall include contributions from residents and business owners as well as adjacent municipalities or regional entities. Various options ranging from building hardened or passive infrastructure to stepping back development from the shoreline and increasing residential densities elsewhere in lower-risk areas shall be considered.

3.0 TASKS FOR COMMUNITY COASTAL RESILIENCE PLAN PREPARATION

1. Review of Existing Programs, Plans, and Capabilities – Review the community’s Hazard Mitigation Plan (part of Regional plan) (2012), Plan of Conservation and Development (2013), Zoning Regulations, Master Drainage Study (2001) and municipal code of ordinances for pertinent information to inform the coastal resilience plan. The current Sandy recovery efforts will be reviewed.
2. The chosen consultant shall also work within the Regional Framework for the Coastal Resilience in Southern Connecticut that is currently being prepared jointly by the SouthCentral Regional Council of Governments (SCROG) and the Greater Bridgeport Regional Planning Agency (GBRC). A copy of SCROGs/GBRCs recent RFP and Scope of Work has been provided as Appendix A to this document. The consultant will be required to meet with the SCROGs/GBRCs chosen consultant and shall coordinate the two plans as much as feasible to prevent overlap on data gathering and outputs.
3. Data Collection – Town topographic maps (100 scale, 2’ contours from 1994) are available for basemapping as well as GIS and orthophotos from the Greater Bridgeport Regional Council. LiDAR topographic data may be compiled from public sources to supplement the towns mapping. Elevation certificates on file with the community will be reviewed. A GIS-based database of structures in the coastal flood zone and located in areas up to elevation 15 feet (NAVD) will be developed.
4. Vulnerability and Risk Assessment – Current vulnerabilities and risks will be described and quantified. Using sea level rise and future scenario viewer tools hosted by NOAA and The Nature Conservancy, future vulnerabilities and risks will be described and quantified. Independent sea level rise projections will not be developed for this planning project.

5. Review of Adaptation Options – Adaptation options considered throughout the United States will be reviewed and evaluated for appropriateness within the community. Adaptation measures will be grouped into categories for ease of presentation to the public and eventual implementation.
6. Selection of Sandy-Impacted Neighborhoods for Neighborhood Plans – Based on the participation of members of the public, impacts from Storm Sandy, the location of Low to Moderate Income populations and critical community facilities, and the results of the vulnerability and risk assessment, will be specifically mapped with data and recommendations made particular to this population as part of the study.
7. Preparation of Coastal Resilience Plan Document – A draft plan document will be prepared, summarizing the results of tasks 1.1 through 1.6. After public review of each draft plan and incorporation of edits, a final plan will be advanced for endorsement by the Town.
 - a. Prepare at least two alternative specific solutions at each of the various locations that will be highlighted in the study in addition to general recommendations.
 - b. Provide a graphic conceptual plan for each area with an estimate of costs and benefits derived from the alternative solutions.
 - c. Include plan for public infrastructure along the shore.
 - d. Identify private property concerns such as identifying areas that are particularly vulnerable or in need of protection or areas that are obstacles to public improvements.
 - e. Provide a short term and long term solution for each area as appropriate.
8. Implementation Plan and Process – Identify and describe a priority ranking of actions within the community, identify the appropriate municipal commission or agency to guide implementation, and identify funding sources for specific actions. Identify permits that would be required to implement actions. Describe current community-based organizations that are authorized to raise funds or acquire properties and easements, and describe steps for members of the public to partner with the city to apply for mitigation grants that may become available.
9. Conceptual Designs – Preliminary conceptual designs for recovery and adaptation will be prepared in further detail than the plan recommendations in two areas identified by the Town as the highest priorities. With additional input from the Town and the neighborhood, Final conceptual designs will be prepared. These plans will be completed to a conceptual design stage that will allow future design services of a caliber necessary for construction. Preliminary cost estimates will be developed for each concept design.
11. Deliverables – 10 color copies of preliminary report and 20 copies of final report. A digital copy of all presentations & preliminary and final report. Copies of all models created in studying alternatives. Copies of all GIS shape files and databases developed for the report in ESRI ARCInfo format.

4.0 PUBLIC ENGAGEMENT PROCESS

Public Information Meetings and Charettes – Public meetings/charettes will be facilitated, with presentations by the consultant, to inform the public and receive feedback throughout the planning

process. The initial meeting will present the vulnerability and risk assessment, the second meeting will present adaptation options, and the third meeting will present the draft plan. The meetings will be announced with local newspapers and internet-based newspapers, on the City web site, and through mailings to neighborhood organizations.

- a. Additional initial workshop meetings will be held for three (3) selected areas of town to allow for more intensive and detail-oriented input and planning.
- b. Consultant shall meet with Town staff and identify public infrastructure along the coast that would benefit from inclusion in the study including, but not limited to:
 - i. Increasing the height of dike protection around the Water Pollution Control Facility,
 - ii. Quantifying all manholes subject to flooding and evaluating for watertight MH's,
 - iii. Pump Stations subject to flooding,
 - iv. Municipal buildings subject to flooding.

5.0 SUBMITTAL REQUIREMENTS

By submitting a response, respondents represent that they have thoroughly examined and become familiar with the scope of services outlined in this RFP and are capable of performing the work to achieve the objectives stated.

Primary Project Responsibility

Respondents responding to this RFP must clearly explain and identify, in detail, which company will be the Prime Vendor. It must be clearly understood that only the Prime Vendor will enter into a contract with the Town of Stratford. All other parties will be considered sub-contractors to the Prime Vendor. Regardless of which Consultant performs the work, the Prime Vendor is ultimately responsible for the performance of all contract work.

CRITICAL DATES

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Completeness and Format of Proposal

RFP Respondents are asked to organize their Proposals in the order requested, in accordance with the following format:

1. **Letter of Introduction and Statement of Experience.** Provide a letter of introduction with a brief description of your firm and its individual personnel. Specifically, include in such letter a description of the relevant experience of your firm as a whole and/or for the individual personnel of your firm. Please include in the letter a summary of the work proposed in response to this RFP, and the company name, address, contact name, title, phone number, fax number, email and website addresses of the Respondent.
2. **Work Plan Process, Approach and Timetable.** Please provide a detailed description of the proposed Work Plan that the Respondent proposes to provide in response to the Consultant Tasks outlined in this RFP, including the Respondent's proposed methodology, process, and

approach to the Scope of Service and a proposed sequence and timetable of the proposed Work Plan.

The tasks outlined in this RFP must be completed by December 1st, 2015. The Consultant will be responsible for any revisions to the work that may be required in order to successfully integrate it into the Regional Coastal Resiliency Plan.

3. **Price Proposal and Estimated Costs.** This is a lump sum proposal. Please provide a detailed breakdown of the lump sum proposal to complete tasks within each of the project components. Please furnish all inclusive total costs, by task, for the proposed Work Plan including personnel costs (anticipated hours, hourly rate, and associated travel costs), materials, and any other requirements as may be necessary for the Respondent to complete the Work Plan that is proposed in response to the Scope of Service. The grant awarded to SCRCOG allows for a maximum of \$100,000 for the Consultant Tasks outlined in this RFP. SCRCOG reserves the right to modify the Respondent's proposed Work Plan. Negotiations shall be undertaken to potentially modify the lump sum proposal as appropriate.
4. **Response Page.** Respondent must submit a filled-in and signed Response Page (See ATTACHMENT A) with its response to this RFP.
5. **Non-Collusion Statement.** Respondent must submit a filled-in and signed Non-Collusion Statement (See ATTACHMENT B) with its response to this RFP.

Responses should be sealed and must be received no later than March 13th, 2015 at 3:00 p.m. E.T Responses should be delivered to the Town of Stratford Purchasing Agent 2725 Main Street, Stratford, Connecticut. **Any responses received after this date and time will not be considered.**

All submissions should be clearly marked "*Town of Stratford Coastal Resiliency Plan – RFP*" **You must include Four (4) copies of your proposal along with one digital copy.** The Town of Stratford will only accept submittals for all parts of the project. No partial submittals will be accepted.

QUESTIONS

Questions regarding this RFP should be directed to the Town of Stratford at the following E-mail: bcarey@townofstratford.com | johncasey@townofstratford.com

However, **no oral interpretations shall be made to** any respondent as to the meaning of any of the documents. Every request for an interpretation shall be made in writing, addressed and forwarded to To receive consideration, such questions must be received by March 6th, 2015 at 12:00 p.m. E.T.

Town of Stratford staff will arrange as addenda all questions received as above provided and the decisions regarding each. The addenda shall be made a part of this Request for Proposals (RFP). At least seven (7) days prior to the receipt of proposals (See "Critical Dates" above), Town of Stratford staff will post a copy of any such addenda to Town of Stratford's Purchasing website, located at www.townofstratford.com **It shall be the responsibility of each RFP Respondent to determine**

whether any addenda have been issued and if so, to download copies directly from Town of Stratford's website.

APPENDIX A

SCROG RFP AND SCOPE OF WORK

APPENDIX B

TOWN OF STRATFORD

CDGB-R GRANT APPLICATION