



Town of Andover, CT

RFP AN2022-02 Plan of Conservation and Development

Bid Title: Invitation to bid on Plan of Conservation and Development for the Town of Andover

Category: Planning and Professional Services

Status: Open

Description: Develop a Plan of Conservation and Development for the Town of Andover consistent with state law and based on Andover's current Plan of Conservation and Development.

Sealed Bids for development of a Plan of Conservation and Development for the Town of Andover must be received by the Town Administrator's Office, 17 School Rd Andover CT 06232 by 2:00 P.M. local time on Wednesday, January 18th 2023. Sealed bids shall be clearly marked Town of Andover, CT RFP AN2022-02 Plan of Conservation and Development and shall include one hard copy and an electronic copy of the submission.

A pre-bid phone consultation with the chair of the Planning and Zoning Commission, Jed Larson is recommended and can be arranged by calling (959) 929 1053.

Other information can be obtained by emailing the Town Administrator's Office.

Kate Morrissey adminassistant@andoverct.org

Scope of Work: Develop a Plan of Conservation and Development for the Town of Andover consistent with state law and Andover's current Plan of Conservation and Development. The following are minimum recommended components:

1. Identification of all relevant state statutes and legislation and review of current POCD including the Andover Incentive Housing Zone Chapter and Affordable Housing Plan, which can be found on the Town of Andover website at www.andoverct.org.
2. Introductory meeting with Planning and Zoning Commission to discuss development timeline and milestones, concerns of commission and methods to obtain public input. Provide recommendations to the commission as to areas not currently addressed but should be.
3. Development and administration of public survey and compilation and analysis of results. Public input is desired to understand what type of housing the people of Andover are looking for, whether the town should be encouraging growth, what type of growth the town desires and what the taxpayers are willing to pay a little more in taxes to achieve, among other things.
 - a. Update existing Plan of Conservation and Development with emphasis on: Demographic and housing trends and what this means to Andover. How has the pandemic related working from home trend affected population and housing trends including the school aged population?

- b. Updating of Affordable Housing Plan to align future updates with POCD updates. Based on the results of public input, discuss strategies to permit denser housing development to reduce housing prices based on current inflation and higher mortgage rates.
 - c. Taking a fresh look at the Andover Town Center concept consistent with current status of the Town Center and provide recommendations more realistic to achieve.
 - d. Economic Development in conjunction with the Economic Development Commission.
 - e. Conservation of Natural Resources in conjunction with the Conservation Commission.
 - f. Preparing for a significantly older population.
 - g. Continuing connectivity improvements through the Complete Streets concept.
 - h. Recommendations for implementation including highlighting of recommendations from current POCD and Affordable Housing Plan that were not implemented but still have significant value.
4. Public presentations at public meetings describing initial work and gaining further public feedback.
 5. Public hearing and final Plan of Conservation and Development.
 6. Project to be completed and sent to the state by October 15th, 2025.

Bid Requirements:

- Submission of one sealed hard copy and one electronic copy of the bid proposal.
- Submission of proposed contract.
- All contract documents must certify affirmative action on the part of all contractor and subcontractors to insure equal employment opportunities.
- The contractor must file a written non-discrimination certification with the Town of Andover.
- Bids may be withdrawn prior to the opening of bids. After opening Bids may not be withdrawn for 60 days.
- Bid should include the following information: Name, address and description of firm, description of similar plans completed by the firm in the last five years including client contact name and phone number, fee structure, additional information not included above which you feel may be useful and applicable to this project.

The Town of Andover reserves the right, as its sole jurisdiction to reject any or all bids, to waive all informality's or defects of a bid or to accept any bid that in the judgement of the Town of Andover will be in its best interest. The Planning and Zoning Commission may choose to interview prospective candidates.

End of Bid Invitation

Publication Date: 12/1/2022

Contact: Kate Morrissey adminassistant@andoverct.org

Closing Date: 2:00 P.M. on Wednesday, January 18th 2023

Pre bid Meeting: Phone

Appendix RFP AN2022-02

Answers to questions raised during the pre-bid phone consultation or submitted via email to Kate Morrissey at adminassistant@andoverct.org will be posted in Addenda #1 on January 11th, 2023.