

**TOWN OF MONTVILLE  
LEGAL NOTICE  
REQUEST FOR  
QUALIFICATIONS/PROPOSALS  
ROUTE 32 INVESTMENT PLAN  
Bid 2025-09**

The Town of Montville is seeking consultant services to conduct a Planning/Economic Development study whose purpose will be to develop a plan to revitalize two specific corridors in the community - the Uncasville and Palmer-town areas located along State Routes 32 and 163, respectively. The Town was recently awarded a Community Investment Fund (CIF) grant for the purpose of preparing this plan.

The full RFQ/RFP, which includes a Scope of Services for the project, is available on the Town of Montville website at [www.TownofMontville.org](http://www.TownofMontville.org) or can be obtained by emailing [cbreton@montville-ct.org](mailto:cbreton@montville-ct.org).

Qualified individuals/firms should submit seven (7) hard copies and one electronic copy of their proposal to: Mayor Leonard G. Bunnell, Sr., Montville Town Hall, 310 Norwich-New London Turnpike, Uncasville, CT 06382, by 4:00 p.m. (EST) on Friday, February 28, 2025. Electronic materials may be shared via email/download link to: [cbreton@montville-ct.org](mailto:cbreton@montville-ct.org).

# TOWN OF MONTVILLE

## Office of the Mayor

310 Norwich-New London Turnpike  
Uncasville, Connecticut 06382



### **SOLICITATION NOTICE REQUEST FOR QUALIFICATIONS/PROPOSALS ROUTE 32 INVESTMENT PLAN MONTVILLE, CT**

The Town of Montville is seeking consultant services to conduct a Planning/Economic Development study whose purpose will be to develop a plan to revitalize two specific corridors in the community - the Uncasville and Palmer-town areas located along State Routes 32 and 163, respectively. The Town was recently awarded a Community Investment Fund (CIF) grant for the purpose of preparing this plan.

#### **BACKGROUND**

The Town of Montville has been identified by the Connecticut Office of Policy and Management as a Public Investment Community as determined by the Town's relative wealth based per capita income; adjusted equalized net grand list per capita; equalized mill rate; per capita aid to children receiving Temporary Family Assistance program benefits; and unemployment rate. The Town's per capita income in 2021 was \$37,615, only 78% of the State average, placing Montville at #144 of Connecticut's 169 municipalities. The Town has a large underserved and marginalized population, including immigrants and Native Americans. At #137 of 169 Towns, Montville's net equalized grand list per capita ranking puts the Town squarely in the bottom 25%. According to US Census data, Montville's poverty rate is 6.8% which is relatively high for the region.

In a Town that in general struggles to compete for investment and economic growth, the two areas that have been targeted for this plan contain the highest concentrations of Montville's lower income residents. These citizens live every day with abandoned factories, brown fields, soil/water contamination, lead paint, aging infrastructure, blight, and disinvestment. By necessity, they cluster in areas where much of the housing is outdated and poorly maintained, yet still expensive. Montville's goal is to use this planning effort to identify and implement actions which will help the targeted populations improve their lives, so that collectively, the impact will remove Montville from CIF eligibility. This will take concentrated, consistent action over time. Montville is prepared to identify the specific actions critical to improving the lives of its historically marginalized populations and allocating the resources necessary to get the job done. The Town intends this planning process to engage area residents, businesses, and other stakeholders to help identify resources, infrastructure, housing, community and economic development opportunities in the Uncasville and Palmer town neighborhoods. The plan will

develop strategies and suggest funding sources that could be sought to see the plan's recommendations implemented.

### **TIME SCHEDULE FOR PROJECT AND CONSULTANT SELECTION**

The Project will adhere to a twelve (12) month timeframe from the time that a contract is awarded to the selected consultant firm. The project must be completed no later than **June 30, 2026**.

The Town is issuing this RFQ/RFP on **February 12, 2025** and is requesting responses by **February 28, 2025**. The Town anticipates that it will take approximately 30 days to conclude its review of responses, conduct interviews with a short list of firms determined to best meet the evaluation criteria stated later in this solicitation, and to negotiate a fee and final scope of work with the selected consultant. The Town is desirous of the consultant beginning work on this project no later than **April 15, 2025**.

### **PROJECT RFO/RFP**

This RFQ/RFP, which includes the attached Scope of Services for the project, will be maintained on the Town of Montville website which can be accessed at this link: [www.TownofMontville.org](http://www.TownofMontville.org) until after a contract with the selected consultant has been executed.

### **SUBMISSION REQUIREMENTS**

The following information should be submitted as part of the response to this solicitation:

1. Transmittal letter stating the proposer's understanding of and recommended approaches to the work to be done, and a statement about why the individual/firm believes itself to be the best qualified to perform the services.
2. Information concerning the size of the firm, and the size of the firm's section which would be assigned to this work.
3. The names and resumes of the staff to be assigned to this project, including the names and experiences of the project manager(s).
4. A list of engagements performed in the last five years that are similar to the work described in this Request for Qualifications. Indicate the scope of work, date, and the name and telephone number of the principal client contact.
5. An hourly rate and expense schedule.
6. Proposed lump sum fee.
7. Contact information for not less than three professional references.
8. Current registration with Office of the Secretary of State to conduct business in the State of Connecticut.

## **EVALUATION CRITERIA**

Consulting firms applying for the project will be evaluated on the following criteria:

1. Specialized design and professional competence (25%)
2. Previous experience on similar projects (25%)
3. Capacity and the capability to perform the work within the overall time schedule (25%)
4. Past record of performance on contracts with Connecticut municipalities; ability to control costs, quality of work and cooperation with the client (25%)

## **INSURANCE**

The selected individual/firm shall, at their own expense and cost, obtain and keep in force, insurance during the duration of the contracted engagement. Insurance coverage shall cover the consultant, its agents, employees, and providers of service. The contract will require insurance for Errors and Omissions, General Liability and Property Damage, Worker's Compensation, and Auto Liability and Property Damage.

## **RIGHT TO REJECT SUBMISSIONS**

Submission of a Qualifications Statement and Proposal indicates acceptance by the firm of the conditions contained in this Request for Qualifications/Proposals unless clearly and specifically noted in the statement submitted and confirmed in the contract between the Town of Montville and the firm selected.

The Town of Montville reserves the right without prejudice to reject any or all submissions or parts thereof for any reason, to negotiate changes to the terms of this solicitation, and to waive minor inconsistencies with the Request for Qualifications.

## **SUBMISSION DEADLINE**

Qualified individuals/firms should submit seven (7) hard copies and one electronic copy of their proposal to: **Mayor Leonard G. Bunnell, Sr., Montville Town Hall, 310 Norwich-New London Turnpike, Uncasville, CT 06382, by 4:00 p.m. (EST) on Friday, February 28, 2025. Electronic materials may be shared via email/download link to: [cbreton@montville-ct.org](mailto:cbreton@montville-ct.org).**

**REQUESTED SCOPE OF SERVICES  
ROUTE 32 INVESTMENT PLAN  
TOWN OF MONTVILLE, CT**

**PROJECT DESCRIPTION/GOALS AND OBJECTIVES**

The purpose of this Planning/Economic Development study is to develop a plan to revitalize two specific corridors in the community - the Uncasville and Palmertown areas located along State Routes 32 and 163, respectively. These neighborhoods have low population growth, an aging population, outdated and vacant manufacturing buildings, and a lack of sufficient, affordable workforce housing. Without targeted intervention, these areas will continue to struggle. There are a number of existing and planned economic development activities in the region which could have positive spinoff impact on Montville, and the redevelopment of the two areas that are the subject of this study, could benefit by such related development. General Dynamics Electric Boat is expected to hire thousands of new employees over the next five to ten years and these new employees will require housing and services to support their residency. Also, Montville is home to one of Connecticut's premier destination casinos, the Mohegan Sun, which draws millions of yearly visitors. Just across the Thames River, the Mohegan Tribe has plans to redevelop the former Norwich Hospital property in Preston, and the Mashantucket Pequot Tribe will celebrate their newest business venture in April, 2025 with the opening of Great Wolf Lodge. This plan will give the residents and businesses in Palmer-town and Uncasville a voice in determining how their neighborhoods might take advantage of these unique opportunities. The following are the project's goals and objectives:

- 1) To provide the target populations with the opportunity to play a lead role in in the plan's development through focused outreach, engagement and representation on the Project Steering Committee. Their personal experiences and insights are essential to developing viable, transformative strategies to meet neighborhood needs. However, their role will not end with plan adoption. They will be expected to contribute to plan implementation as well. This will be a community driven process that will extend beyond the life of the study.
- 2) To create policy, program, and regulatory changes concerning capital facility plans, priorities, design and funding, workforce and affordable housing production, property maintenance and neighborhood enhancement, environmental mitigation, mobility and access, access to employment, public safety and more.
- 3) To develop the support needed to fund and undertake specific, strategic actions, grounded in market reality, and designed to leverage existing and planned investments in infrastructure, environmental remediation, mobility, housing, and other key areas. This focus will be the foundation for assuring both fair and just treatment, as well as measurable outcomes.

- 4) To evaluate existing housing stock, regional economic and market conditions, study area properties, infrastructure, employment locations and types, and other factors to identify opportunities to leverage rehab, adaptive reuse, mixed use, infill, brownfield redevelopment and new construction to spur economic development. Housing is more than simply shelter- it's one of the primary building blocks of a community. The area has seen housing costs rise out of reach, supply is limited and much of Montville's aging housing stock is functionally obsolete. Montville's ability to compete with other Towns for labor and economic growth is constrained by the lack of affordable "workforce" housing. Elderly and cost-burdened households have very limited options - many of the elderly citizens are forced to remain in homes they cannot afford or maintain. Stagnation, disinvestment, and the lack of proximal households mitigate the ability of small local businesses to compete. Put simply, housing will be recognized in this plan as key to economic development.
  
- 5) To create a plan that will contain actionable recommendations that are embraced by the residents and business owners of the Uncasville and Palmer-town neighborhoods of Montville and that will lead to the economic and social revitalization of these two areas.

## **PROJECT TASKS**

### **Task 1: Data Analysis**

#### 1) Existing Data Analysis

Collect, review and analyze demographics, economic indicators, land use, zoning, environmental constraints, vacant properties/structures, land value, utilities, transportation facilities, market data.

#### 2) Planned and Anticipated Development/Projections

Project economic development trends impacting the project area, review pending land use applications both in the project area and those in southeastern Connecticut that might impact the project area.

Deliverable: Data Analysis and Projection Report

### **Task 2: Community Involvement/Public Outreach**

- 1) Work closely with the Project Steering Committee which will consist of the Mayor, Town Council representative, Planning and Zoning Commission Chair, municipal utility representative, Mohegan Tribe representative, Economic Development Commission representative, Public Safety official, commercial business owner, owner of multiple-family

residential complex, Assistant Planner, Zoning Enforcement Officer. The consultant shall meet every other month with the Project Steering Committee. The consultant will provide agendas and minutes for each meeting. These meetings may be conducted via Zoom or some other virtual meeting platform.

- 2) Hold a minimum of two (2) in-person formal Public Information Sessions/Meetings, one at the beginning and one at the end of the project.
- 3) Propose and employ additional creative public engagement options and ideas, deploying various forms of contact such as social media, direct personal contact, community events, charrettes, field trips, remote meetings (i.e. Zoom, etc.), flyers, etc.
- 4) Develop and host a dedicated project web site.
- 5) Translate notices and documents if it is determined that the number of Limited English Proficiency (LEP) individuals residing in the project area is 5% or more of the total population of that area; even if this threshold is not met, the consultant will make every effort possible to assist the Town in engaging LEP individuals and other communities in the project area that traditionally are not included in community involvement efforts.

Deliverable: Presentations, Community Feedback/Input report

### **Task 3: Recommended Plan**

- 1) The Plan will recommend opportunities, strategies, and initiatives that could be implemented in a reasonable timeframe to meet the goals and objectives of this plan. These could include recommendations for amendments to the Town's Plan of Conservation and Development; Zoning and other regulatory changes; road, utility and other infrastructure improvements; capital investments in the project area by the Town; policies the Town might undertake to encourage economic development in the project areas; opportunities for public-private investments; requests for State and Federal assistance that the Town might be eligible for due to the project area's economic status.
- 2) The Plan will identify at least three (3) candidate sites within the project area suitable for workforce, elderly, or other affordable housing developments that might be the subject of future CIF grant applications by the Town.
- 3) The Plan will identify one (1) or more candidate sites within the project area that require brownfield remediation and where the property owner(s) might be willing and acceptable to work with the Town to take the necessary steps and make the necessary applications and investments to remediate their property.

Deliverable: A recommended Plan that identifies strategies and initiatives, sites for future housing, and brownfield sites that might be remediated in the near future.

#### **Task 4: Plan Preparation Process**

Technical memorandum summarizing each of the above tasks will be prepared and will be made part of the final Plan.

- 1) Preliminary draft of the Plan will be provided to and reviewed by the Town's designated Grant Manager and Town Planning staff.
- 2) Final draft of the Plan will be presented to the public at the second formal Public Information Session/Meeting (i.e., Town Council meeting, Planning and Zoning Commission meeting, or stand-alone public information meeting), to be determined by Town.
- 3) Presentation slides to be made available for public dissemination and for posting on project web site.
- 4) Final Report to be prepared/edited after public comment at second formal Public Information Session/Meeting is considered and included/acknowledged in document.

Deliverables: Draft report, slide presentation, and final report

#### **Task 5: Project Management**

- 1) Monthly Project Team Meetings

Consultant will host a kickoff meeting with the Town's Grant Manager and other designated Town officials, which will constitute the Project Team. The kickoff meeting will be followed by monthly Project Team meetings. The consultant will provide agendas and minutes for each meeting. These meetings may be conducted via Zoom or some other virtual meeting platform.

- 2) Progress Reports

Progress reports will be submitted monthly and shall identify progress and milestones during the subject period, by task number.

- 3) Invoices

Invoices will be submitted monthly to the Town, with associated progress reports. Invoices will break out charges by task. The invoices will be paid by the Town and submitted to the CT DECD for reimbursement. The CT DECD reimbursement will be reduced by the local match percentage (9.091%).

- 4) Project Schedule

A draft schedule with milestones and with suggested meeting dates for the Project Steering Committee and public engagement events shall be submitted to and approved by the Town.

## 5) Public Engagement Plan

Within the first month of contract execution the consultant shall provide a draft Public Engagement Plan. The Engagement Plan will identify a schedule of meetings, including the two formal Public Information Sessions, community events, charettes, field trips, web, social media and print media. The Public Engagement Plan will state the project's methodology for reaching Title VI communities including website translation.

Deliverables: Meetings, progress reports, monthly invoices, project schedule, and public engagement plan