



TOWN OF LITCHFIELD, CONNECTICUT  
REQUEST FOR PROPOSALS  
UPDATE OF PLAN OF CONSERVATION AND DEVELOPMENT (POCD)

The Town of Litchfield, CT is accepting proposals for the updating of the Town's 2017 Plan of Conservation and Development. Proposals submitted must include the consultants' qualifications and a generalized scope of services to be provided. The proposal will include the requisite documents, plans and maps required for compliance with CGS Section 8-23. A major aspect of the process will include community meetings that engage residents from all areas and demographic groups within the town. In addition to knowledge of the Statutory requirements for the updating of the Plan, interested consultants must have excellent communication skills in guiding discussions with residents with the goal of achieving community consensus. The final document will include recommendations in the areas of long-term community planning, environmental management, economic development, conservation and recreation, culture and history, transportation, housing, education and government. The selected consultant should be well versed in State Statutes and all on-going legislative changes, particularly regarding housing.

The current POCD is available for review on the Town of Litchfield Website at the following link: <https://www.townoflitchfieldct.gov/entities/land-use>.

**Scope of Services**

The work program and final scope of the project, including deliverables, is anticipated to be clarified once a consultant is selected, however, the project will include at least the following components and any additional tasks necessary to meet the statutory requirements:

- a. Data update and Assessment: the updating of all relevant data including, but not limited to, demographics, economic development, housing, land use, transportation, town facilities, municipal infrastructure, and preservation of historic and natural resources. Included is the updating of existing maps, tables and graphs. The final product must be consistent with the Regional and State POCDs.

b. Stakeholder Participatory Process: In combination with the PZC Steering Committee, the consultant will create and manage an efficient and effective stakeholder participation process within the project timeframe and budget. The process shall employ effective methods that lead to consensus among agencies and residents regarding long-term planning for the community.

c. Project Schedule and Management: It is anticipated the project will commence immediately following consultant selection and contract execution. The estimated completion date will be following POCD adoption and anticipated to be no later than December 31, 2027.

## **GENERAL**

The selected consultant must comply with all State and Federal affirmative action and equal employment opportunity practices. The consultant shall obtain and maintain, at its expense, Professional Liability Insurance at a minimum amount of \$1,000,000. The consultant shall obtain and maintain, at the consultant's expense, such insurance as will protect the consultant from claims under Workers' Compensation and Comprehensive General Liability Insurance that will protect the Town of Litchfield from all claims of bodily injury, death or property damage which may arise from the performance by the consultant or the consultant's employees in their functions and services to the Town of Litchfield. Limits of insurance shall be a minimum of \$1,000,000 per occurrence, \$2,000,000 aggregate. Workers' Compensation shall be in accordance with Connecticut Statutes. The selected consultant shall, within five (5) days of award, provide proof of this insurance. The Town of Litchfield shall be listed as a primary additional insured.

## **Final Selection**

After review of the Proposals submitted, the Town may conduct consultant interviews with the individuals it judges to be the most qualified to perform the required services.

The following factors will be used in the selection process:

- Technical expertise;
- Experience on similar projects;
- Qualifications and experience;
- Reputation of the consultant based on references;
- Ability to schedule the project within the time constraints; and
- Evaluation of the fee proposal.

The Town of Litchfield reserves the right to reject any and all proposals. It shall be understood that the award made by the Town of Litchfield shall be final and conclusive and without recourse or appeal by the remaining consultants. The successful consultant will be expected to execute a standard contract for professional services as approved by the Town of Litchfield.

## **SUBMITTAL DOCUMENTATION**

Consultants shall submit a cover letter addressed to Steven Macary, Land Use Administrator, signed by an authorized principal or agent of the firm, to include an overview of the consultant's proposal, as well as the name, title, phone number and email address of the person to whom questions concerning the request for proposals may be directed. Consultants will provide their resume showing qualifications for Litchfield's POCAD update.

### **Scope of Services**

Provide a detailed Scope of Work which outlines various services to be provided for the project. All services not specifically mentioned in the RFP, which are necessary to ensure the State mandated scope of services are met, should be included in the proposal.

### **Experience and Ability**

Provide examples of previous work on similar projects to demonstrate the consultant's understanding and familiarity with projects of this type, including providing a list of any POCAD projects of Connecticut communities which have been completed in the last five years.

### **Project Approach**

Outline a proposed approach to the project, including information on community outreach, consensus building and effective approaches to community planning. The consultant should provide information on planning philosophy and proposed approach to the development of Litchfield's Plan of Conservation Development.

### **References**

At minimum, a list of previous and/or current contracts which are similar to the requested scope of services, including;

a) Dates of contract duration.

- b) Services performed.
- c) References including name, address, telephone numbers of clients which may be contacted for verification of information submitted.
- d) Statement as to whether the project was completed on time and within budget.

**Fees**

Consultant is requested to submit an estimated total cost for completion of the POCD project as outlined in the RFP.

**Submission Requirements**

Include a description of all submittals required as requested in the RFP. The proposal for the update of Litchfield's POCAD should include four (4) copies submitted to: Mr. Steven Macgary, Land Use Administrator, Town of Litchfield, 74 West Street, PO Box 488, Litchfield, CT 06759 along with one (1) electronic copy to [zoningadmin@townoflitchfieldct.gov](mailto:zoningadmin@townoflitchfieldct.gov) no later than *2:00 pm on Friday, July 17, 2026*. Late proposals will not be considered. All costs incurred in the preparation and presentation of the RFP shall be wholly absorbed by the respondent. Any material submitted shall become the property of the Town of Litchfield and is available for review under the Freedom of Information Act.

**POINT OF CONTACT:** Steven Macary, Land Use Administrator, 860-567-7565, [zoningadmin@townoflitchfieldct.gov](mailto:zoningadmin@townoflitchfieldct.gov).