

REQUEST FOR PROPOSALS ■ ENGINEERING SERVICES

TOWN OF MANSFIELD ■ FEBRUARY 16, 2016

OVERVIEW

The Town of Mansfield is seeking proposals for expert review of a Special Permit application and Inland Wetlands license for a 36 unit apartment complex known as Meadowbrook Gardens. The project is located at 91-93 Meadowbrook Lane in Mansfield and is an expansion of a 50-unit development currently under construction at 73 Meadowbrook Lane. The application is posted on-line as part of the [February 16, 2016 PZC meeting packet](#).

SCOPE OF SERVICES

The focus of the expert review will be the following:

- **Stormwater.** Review of stormwater management in accordance with Town specifications and the *Connecticut Stormwater Quality Manual*.
- **Traffic.** Review of traffic study prepared by the applicant, analysis of traffic impacts and recommended mitigation measures.
- **Sanitary Sewer.** Review of proposed sewer system design and connection pursuant to Town and Windham Water Pollution Control Requirements.
- **Erosion and Sedimentation Controls.** Review of Erosion and Sedimentation Controls pursuant to Zoning Regulations and *2002 Connecticut Guidelines for Soil Erosion and Sediment Control*.
- **Wetlands.** Identification of potential wetlands impacts and recommended measures to reduce impacts.

The primary staff liaisons for the project will be Linda Painter, Director of Planning and Development, John Carrington, P.E., Director of Public Works/Town Engineer and Jennifer Kaufman, Inland Wetlands Agent. Coordination with the Inland Wetlands Agent will also be required with regard to how the above systems interact with/impact wetlands. The application for a wetlands license will be received by the Inland Wetlands Agency on March 7th and be scheduled for a public hearing the same evening as the PZC public hearings for the rezoning and special permit applications for the project.

TENTATIVE SCHEDULE

The following schedule has been established based on statutory timeframes for review of applications and is subject to change as the project progresses.

- Monday, February 29, 2016: Proposals Due
- Monday, March 7, 2016: IWA and PZC select consultant
- Week of March 7, 2016: Execute contract and issue notice to proceed*

- March 28, 2016: Consultant submits report with recommendations for changes to the plan/conditions of approval.
- April 15, 2015: Applicant submits revised plans based on consultant and staff recommendations.
- April 27, 2015: Consultant submits updated report based on revised plans.
- May 2, 2016: Public Hearing – Consultant representative to present findings/recommendations and answer questions from the Commission

*As the applicant is required to pay for the Agency/Commission’s expert consultant, the notice to proceed will not be issued until we receive a deposit from the applicant for the estimated contract amount.

SUBMISSION OF PROPOSALS

Interested consultants should submit proposals containing the following information by email to painterlm@mansfieldct.org by 4:30 p.m. on Monday, February 29, 2016:

- Letter of Interest
- Cost Proposal
- Qualifications of staff that will perform the work
- Examples of similar work performed
- References

Questions regarding the RFP should be directed to Linda Painter at the above email address.