



DEPARTMENT OF PLANNING AND DEVELOPMENT

MEMORANDUM

TO: Rawle Dummett, Purchasing Agent

FROM: Abby Y. Piersall, AICP, Planning Director

DATE: June 15, 2021

TITLE: Recommendation for Bid Award for the Town Center Park Improvements Project

After careful review of proposals for consulting services, Kent + Frost has been recommended for a contract award in the amount of \$32,180. The Town received ten proposals in response to an RFP soliciting master planning and preliminary design services for pedestrian and site improvements in the vicinity of the pond. Staff evaluated the proposals and presented three for a committee directed by the First Selectman to review. Committee members included the First Selectman, Assistant Director of Recreation and Parks, Planning Director, Environmental Planner, Purchasing Agent, and representatives from the Waterford Library Board of Trustees, Recreation and Parks Commission, and Representative Town Meeting. The three selected firms presented to this committee on June 14, 2021. Criteria for selection included technical understanding of and capacity to perform the work, price, strategy for public engagement, and experience in creating a sense of place in past successful projects.

The RTM appropriated \$50,000 for this work on June 7, 2021. Upon award by the Board of Selectmen, staff would work with Kent + Frost on contracting and beginning the project. The intent would be to produce a master plan and general construction estimates by November 2021.