



**TOWN OF STRATFORD**  
**REQUEST FOR PROPOSAL**

**RFP #2009-032**

**Landscape Design Services for Hunter Haven Property**

Hunter Haven Wetland Restoration/Greenway Enhancement Projects

The Town of Stratford is requesting statements of qualifications and proposals from professionals to design planting improvements and provide a unified landscape incorporating identified uses between the Hunter Haven Wetland Restoration area and the Town Greenway Enhancement Project.

**Background**

The Hunter Haven Wetland Restoration Project involves the restoration of a near shore wetland complex located in the southeastern portion of the Town of Stratford, Connecticut. This wetland complex is located directly adjacent to the confluence of the Housatonic River. When completed, the project is expected to significantly improve the conditions of the wetland by restoring them as a brackish tidal wetland, enhance the natural community and promote significant educational and public access opportunities to the shore.

The wetland restoration project is part of a broader development plan for Town properties that includes the upgrade of the existing water pollution control plant, the development and implementation of a Greenway Enhancement Project (which includes a Bikeway on the Hunter Havens property), and the development of a new animal shelter. A master plan of development regarding the Hunter Haven Wetland Restoration and the Greenway Enhancement Project has been previously developed. The master plan of development is outlined in the document entitled, "Waterfront Vision Plan, Stratford, Connecticut" prepared by Buckhurst, Fish, and Jacquemart, Inc. dated December 2004. **The master plan is available at the Town of Stratford website at <http://www.townofstratford.com/content/1302/402/619/default.aspx>.**

The master plan requests that a unifying theme be developed between environs on the Site to provide a natural setting that includes native plantings beneficial to wildlife while also providing opportunities for passive recreation for Town residents. Due to the several stakeholders involved with the development of the project, a detailed and well defined plan of development that functions within the existing master plan for the project needs to be developed. The plan of development should include a planting plan for both the Wetland Restoration Project and the Greenway Enhancement Project that includes native plant species and will provide low maintenance options for the Town while creating a unified, aesthetically pleasing landscape design.

### **General Information**

Submissions must include proposals to prepare the following:

1. Conceptual design and development of a unifying theme for landscape architecture, including but not limited to:
  - A. A planting plan showing a unifying theme linking the different environs at the Site between the Greenway Enhancement Project and the Hunter Havens Wetlands Restoration Project.
  - B. A plan that utilizes native species that are both beneficial to wildlife but also provide benefits for passive recreation between the projects. The development plan should reflect the need to keep annual maintenance costs to a minimum.
  - C. A plan that incorporates natural buffers and proposed trail ways between the Hunter Haven Wetland and Greenway Enhancement Project.
2. Preparation of detailed construction drawings, with sectional views and details suitable for competitive public bidding, of aesthetic enhancements including landscaping improvements and planting to the identified town owned properties, as well as along the stream bordering the private property at 1260 Elm St. These improvements should include a planting plan to replace trees and shrubs that have died at 1260 Elm St, a walking trail that will run from the Bikeway project behind the Water Pollution Control Facility to the wetland area, landscape improvements along the proposed Bikeway, landscape techniques that will buffer and screen between the proposed Animal Shelter and the Bikeway and Wetland walking trail, and landscape techniques that will buffer and screen between the Bikeway and the WPCF/Public Works use.
3. The final development plans should provide an analysis of costs associated with any proposed development plans recommended by the consultant, with a budget broken down by the various project areas.
4. Provide standard assistance during the bid phase.
5. Provide standard construction administration services during the construction phase.

**Proposal Format and Required Submittals:**

1. Cover Letter
2. Explanation of work to be performed
3. Resumes of Key personnel and the roles they will play
4. Past 3 years references with contact phone numbers and names of similar projects completed.
5. Detailed Scope of Services
6. Detailed Fee proposal break down.
7. Time lines for completion of the project.

**“Pre-Proposal” Conference and Site Tour:**

All professional landscape architects/park planners who wish to submit responses to the this Request for Proposal must participate in a pre-proposal orientation conference to be held in the Town Council Chambers, 2725 Main Street, Stratford, Connecticut, commencing at **10:00 am on Thursday April 2, 2009.**

A general orientation of the proposed Hunter Haven Wetland Restoration project and Greenway Restoration Project will be presented with relevant existing materials, documents, drawings, photos, and maps available for viewing, or, when appropriate for distribution.

Following the orientation conference, a visit of the project Site will be conducted to show existing conditions of the site as well as locations of the various Site related features.

All parties wishing to participate in the Orientation Conference and Site Tour must make this known in advance to the Town of Stratford Environmental Conservation Administrator, Brian Carey

Telephone: 203-385-4080

Email: [Bcarey@townofstratford.com](mailto:Bcarey@townofstratford.com)

**Reference Materials:**

Reference materials including but not limited to site maps and the Waterfront Vision Master Plan will be made available from the Town at the request of any potential bidders.

**Submission Materials:**

All materials submitted become the property of the Town of Stratford and will not be returned to the submitting firm. Any restrictions on the use of the data contained within the proposal materials must be clearly stated in the submission itself.

**Incurred Costs:**

The Town of Stratford is not liable for any costs incurred by firms prior to issuance of a fully executed contract.

**Proposal Submission:**

Interested firms should submit a statement of qualifications and proposal, (seven copies of materials, 8 1/2" x 11") to the Purchasing Department, Town Hall, 2725 Main Street, Stratford, CT 06615. Submissions will be received in the Purchasing Department at the above address until **3 p.m. Monday April 16th, 2009**. Proposals submitted after the designated date and time will not be accepted.

**Reservations**

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

Michael Bonnar, Purchasing Agent  
203-385-4044