

# RFP Ledyard Fairground Improvement

## **Ledyard Town Center Committee Town of Ledyard, Connecticut Request for Proposals**

### **Planning/Design & Implementation of Fairground Improvements**

The Town of Ledyard through the Ledyard Town Center Committee is accepting proposals from professional planning, engineering and architectural firms or teams licensed in the State of Connecticut for the preparation of a design development plan and plans and specification for improvement to the Town Fair Grounds, 740 Colonel Ledyard Highway.

The firm(s) should be able to demonstrate a successful track record in the preparation of similar plans and projects in Connecticut communities and have knowledge and expertise in relevant regulatory and code requirements.

Interested firms should submit proposals (5 copies) to the Mayor's Office, 741 Colonel Ledyard Highway, Ledyard, CT 06339 no later than 2:00 PM. on March 17, 2010.

The complete request for proposal and additional information can be found at [www.ledyarddevelopment.com/TownCenterProp.html](http://www.ledyarddevelopment.com/TownCenterProp.html).

**IMPORTANT:** Prior to any submission, please email, [ckarn@town.ledyard.ct.us](mailto:ckarn@town.ledyard.ct.us) to indicate your intention to submit. This will allow us to forward any potential changes or modifications to the RFP.

### **Project Background**

The Town of Ledyard is working to create and foster a vibrant town center. As part of that effort, enhancing the Town fairgrounds to create a "town green" has been identified as a priority and a specific improvement list has been developed. In 2008, a grant in the amount of \$150,000 was applied for and approved from the State of Connecticut to fund improvement to the fairgrounds and the goal of this proposal is to move forward with the project as soon as feasible.

# RFP Ledyard Fairground Improvement

The property consists of 24.06± acres and contains the Ledyard Center School and a variety of fair related and recreation related structures and facilities. A survey of the property is available at at: [www.ledyarddevelopment.com/TownCenterProp.html](http://www.ledyarddevelopment.com/TownCenterProp.html).

## **Proposed Improvements**

The following improvements/priorities have been defined:

- Build a stone wall along the Town Green boundary that face Hwy. 117
- Build an enhanced play ground that meets current code
- Plan trees and shrubs at the beginning of the town center at the intersection of Hwy. 117 and Colonel Ledyard Hwy.; Hwy. 117 and Hwy. 214 to create a gateway to the Town Green.
- Preserve the exercise track on the Town Green
- Place Town Green utilities underground
- Install poles to hang banners to advertise community activities
- Preserve space to incorporate fair activities
- Build a new stage or amphitheater
- install drinking fountains

## **Scope of Work**

- Review existing studies and documents relating to the Ledyard Town Center.
- Initial meeting with Committee
- Prepare concept plan incorporating improvements and identifying any conflicts or additional items to be considered
- Prepare cost estimates for potential improvements
- Attend public meeting to define improvement program
- Based on priorities established by the Committee, prepare plans and specifications for the identified items
- Assist the Town with bid review and construction supervision

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## **Submission Requirements**

- Cover Letter
- Information concerning relevant past experience in the planning and development of town centers/parks and municipal facilities.
- Information indicating any concerns, questions or suggestions relating to the identified scope of work
- Information concerning staff resources and management approach. What personnel will be assigned to the project?
- A fee proposal identifying both lump sum fees and hourly rates for the specified scope of services. Final fees will be negotiated.
- References

## **RFP Process**

Based on submissions the Committee will conduct interviews with selected firms.

## **Criteria For Selection**

- Previous successful relevant experience
- Proposed approach to conducting the work
- Staff resources and capability
- Proposed fee schedule (The Committee will use the proposed fee schedule as a guide to selecting a cost effective consultant which best meets the Town's needs-proposed fees will only be a factor in selection and the selection will not, solely, be based on cost)
- References

## **Partial Listing of Relevant Documents**

- Ledyard Town Center Committee - Report to the Town Council, September 12, 2007

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- Plan Showing Property of The Town of Ledyard Connecticut Route 117, AKA Center Groton Road and Colonel Ledyard Highway, Ledyard, CT (Two Sheets), June, 2008, Dieter & Gardner
- Corridor Access Management Plan Route 117-Ledyard Center, October, 1998
- Route 214 Study, Ledyard, CT December, 1984
- Ledyard Center Study, January, 1985
- Ledyard Center Study, 1977