

**Request for Qualifications**  
**Master Planning and Landscape Architectural Design/Engineering Services**  
**Johnnycake Mountain Park – Burlington, CT**

**Overview / Introduction**

The Town of Burlington (“TOB”) is soliciting a request for qualifications to provide master planning, landscape architectural services, and engineering services for Johnnycake Mountain Park (“JMP”). Johnnycake Mountain Park is essentially a new park that is being created in Burlington and is located two miles South West from the town center, and nearly a half-mile from the Town of Harwinton. The 57.9-acre property is on the east face of Johnnycake Mountain. It slopes steeply from west to east. The beautiful property has commanding views that span over for miles over much of and includes landmarks such as the Heublein Tower and the windmills in Colebrook. The property is cherished by many town residents and it currently accommodates hiking trails designed by the Burlington Land Trust. It also currently accommodates some other passive recreational uses such as skating, snow shoeing, and fishing. Over the years the property has also accommodated larger musical events and firework displays for the town. The property is a mix of open grass farm field (with scattered boulders) and hardwood forest. Farmland makes up most of the northern and western parts of the property. The property includes three large metal industrial type buildings and 3 smaller sheds. Roads enclose the farm on three sides: Rock Road, Johnnycake Mountain Road, and Mountain Top Pass. The east side of the property is hardwood forest. There are three man-made ponds on the property that are generally located in the wetland areas that bisect the site from south to north. Most of the fields are enclosed with wooden rail fencing.

**Johnnycake Mountain Park Background**

The town formally purchased the property in 2016, after a town referendum was passed for \$2,180,000 for the purchase and development of the park. The purchase price of the property was \$1,675,000. The TOB is now pursuing a master planning process to identify the optimum way to create the park. At the beginning of 2017, the Town of Burlington engaged the BSC Group, Inc. to develop the master plan for Johnnycake Mountain Park, however the master plan was not accepted by the community. A new Johnnycake Mountain Park Advisory Commission (“JMPAC”) has been recently formed by the Board of Selectman to guide the community through the design process a second time. The JMPAC is currently working with the community primarily to determine the active and passive recreational activities the community would like to see accommodated at the park. The public outreach efforts to guide the development of the parks programming will be based on two town wide surveys, meetings with various community organizations, public comments made during each biweekly JMPAC meeting, social media posts and interaction, and emails to the commission. The results of the public outreach efforts are being used to determine programming functions for the park that will be provided to the design professional at the beginning of the master planning process.

The Town of Burlington website has web pages for the current JMPAC and the previous Johnnycake Mountain Park Design Committee. Both web pages contain a host of relevant information about the project and the property, and even includes recordings of the Zoom meetings for the current JMPAC.

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#### **Priorities for the Master Plan will include:**

- Development of an overall Master Plan for the property to meet the programmatic needs as defined by the community and the Johnnycake Mountain Park Advisory Committee programming efforts.
- The Master Plan will primarily focus on accommodating the passive and active uses identified by the JMPAC to be included in the park's planning, and other incidental design elements such as access into the property through driveways and parking.
- A phased approach to developing the property to meet the programmatic needs as defined by the community and the Johnnycake Mountain Park Advisory Committee programming efforts.
- What sets the park apart from other parks is its farm like, bucolic setting. The preservation of the bucolic farm like setting should be made a priority and preserved as much as possible in the new masterplan.
- The Master Plan effort will consider the existing infrastructure as well as new standalone structures that are integrated with the current site elements such as the existing pond and trails.
- The existing structures have been deemed unusable by the Town and do not meet current code standards. The Master Plan effort will consider the existing buildings demolished in the future. The existing buildings are also not historic. One barn may remain for storage of future equipment, but that will be determinate on the final masterplan.
- Siting for buildings and park amenities with careful consideration of the existing wetlands and maintaining and/or enhancing open space on the existing farm.
- The masterplan is likely to be phased and involve new construction and site amenities where development is determined to be feasible.
- Siting for park amenities and potentially buildings with careful consideration of the existing topography, wetlands and maintaining and/or enhancing open space on the existing farm.
- Grading needed to accommodate potential athletic fields will need to look natural, and not involve extensive retaining walls.
- To limit cost and disturbance to the property the master plan should also consider the reuse of existing infrastructure driveways.
- Identifying an initial project phase for the implementation of the Master Plan is included which will address the most critical programming needs of the park as identified by the community. This initial phase will be based on a budget provided to the master planner by the JMPAC.
- Establishment of design standards for amenities and elements acceptable for use at this park (i.e. acceptable fence type, prohibiting field lighting, building construction, etc...).

#### **Qualification Submission Requirements:**

1. Letter of Interest
2. Qualifications / Planning Experience - List the firm's comparable planning projects completed within the past ten years giving the name and address of a client contact person, a summary of the project or plan, and the name of the firm's project manager.
3. Capacity - Describe the firms' capacity to staff the project, and complete it within the project schedule.

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4. A biography/resume of your firm, indicating the year founded.
5. List showing the names, titles, and contact information of each *principal/partner* in your firm, attaching resumes for each.
6. Project organization chart showing the name, titles, and roles of the staff the firm would to assign to this project including subconsultant, along with resumes for each person.
7. References – Provide at least three references from similar projects completed within the last 3 years.
8. License – Documentation of being an established licensed company in the State of Connecticut.

#### Selection Process:

RFQ's will be evaluated to determine the extent to which the firm can meet the needs of the JMPAC and the Town's plans as outlined earlier in this document. The following criteria will be used for evaluation purposes:

1. Firms understanding of the project, and ability to provide design solutions compatible with the TOB's goals for the park.
2. Evidence of the team's ability to provide services in accordance with the requirements of this RFQ.
3. Level of experience in providing Master planning services of a similar scale and project type.
4. Quality of references provided.

Each proposal will be evaluated using the above criteria. Proposers are encouraged to provide sufficient information and references to demonstrate their experience.

A short list will be created with the top 3-5 proposers and the 3-5 remaining proposers will be given the scope of work for an RFP submission. The remaining proposers will be interviewed and the RFP's will be reviewed by the JMPAC. Once reviewed, a recommendation will be given to the Board of Selectman by the JMPAC and an award of contract will be given to the winning proposer. **Please note that the RFP will include a contract prepared by the Town's Attorneys, the execution of which will be a condition of approval of any entity which has submitted a proposal.**

#### Project Schedule:

The schedule for the consultant selection and overall project is as follows:

RFQ Issued	April 16, 2021
Questions from Proposers due by	April 27, 2021
Responses to Question(s) by Town	April 29, 2021
RFQ Submission from Proposers Due	<b>May 3, 2021</b>
Short List and Distribution of RFP Scope of Work	May 10, 2021
Interviews (Executive Session)	May 24, 2021
RFP Submission Due (Fee proposals remain sealed until after interview)	May 24, 2021

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Consultant Recommendation by JMPAC to Board of Selectman	June 8, 2021
Board of Selectman Consultant Approval	June 8, 2021
Award of Contract (est.)	<b>June 14, 2021</b>
Masterplan Presentation/Completion	September 13, 2021
Masterplan Presentation Accepted by the Board of Selected	September 14, 2021

All questions must be submitted in writing to Tricia Twomey at [twomey.t@burlingtonct.us](mailto:twomey.t@burlingtonct.us) no later than the deadline for Questions Due By date listed above. Phone calls will not be accepted. Any additional information or clarifications will be emailed to **all** respondents.

Responses to this RFQ are due by 3:00 P.M. on **May 3<sup>rd</sup>, 2021**. You must submit an email response in PDF format to Tricia Twomey at [twomey.t@burlingtonct.us](mailto:twomey.t@burlingtonct.us) **OR** Seven bound copies of your response to this RFQ to the following address: Burlington Parks & Recreation, 200 Spielman Hwy, Burlington, CT 06013