



Safe
Warm
Accessible
Affordable
Clean
Resilient
Inclusive
Desirable
Convenient
Varied
Sustainable
Welcoming
Comfortable
Healthy
Walkable...

TOWN OF WINDSOR LOCKS, CONNECTICUT

Request for Qualifications, Zoning Regulation Drafting Services, Housing

The Hartford Foundation for Public Giving graciously awarded the Town a \$10,000.00 grant to complete a zoning regulation review and amendment as they relate to housing.

The request for qualifications for zoning regulation drafting services includes the following:

1. review current zoning regulations and town policy documents as they relate to housing
2. Update and / or draft new housing regulations, in coordination with the Planning and Zoning Commission and staff, that implement goals and objectives in the 2020 Plan of Conservation and Development and 2023 Affordable Housing 5-year Plan and are in compliance with all current state and local statutory requirements particularly with respect to residential zoning, and fair housing
3. facilitate a workshop with members of the Planning and Zoning Commission and other stakeholders
4. present the final draft regulations at a Planning and Zoning Commission meeting prior to adoption
5. present the final draft regulations for adoption at a public hearing

The Town will supply copies of these documents which summarize the community's work and engagement:

1. 2008 Main Street Study
2. 2013 Transit Oriented Development Study
3. 2020 Plan of Conservation and Development
4. 2023 Affordable Housing 5-year Plan and survey results
5. 2023 – 2024 Route 20 Corridor Study (any available data at the time)
6. 2023 – 2024 Capitol Region Council of Governments Transit Oriented Development Study (any available data at the time)

Statements of Qualifications will be received by the Department of Building and Land Use office,
Attn: Jennifer Valentino by email at jvalentino@wlocks.com by Friday August 4, 2023, at 11:59 p.m. for the following:

Professional services from qualified firms such as Land Use Law Firms or Planning Consulting Firms, licensed in the State of Connecticut, to provide zoning regulation drafting services to the Windsor Locks Planning and Zoning Commission.

Any Statements of Qualifications received after the time and date set forth above shall not be considered. All emails should be clearly marked "RFQ – Housing Regulations" in the subject line.

TIMELINE: Statements of Qualifications will be opened at the Town of Windsor Locks' convenience on or after the Statements of Qualifications due date. The Town may, at its sole discretion, elect to schedule interviews during the review period. A decision will be made by Friday August 25, 2023. NOTE: All information submitted in response to the Request for Qualifications is subject to the Freedom of Information Act.

Town of Windsor Locks reserves the right in its sole discretion to reject any or all submittals, to waive any informalities or defects in submittals, to obtain such supplemental information as may be necessary to review submittals and to accept the Request for Qualifications that, in the judgment of the Town of Windsor Locks, will be in the Town's best interests.

Acceptance of a submittal does not create an employment relationship between the parties, express or implied. A successful bidder will be required to provide the Town of Windsor Locks with a certificate of insurance as evidence of general liability and professional liability insurance.

Questions? Call 860.627.1447 or email jvalentino@wlocks.com

Jennifer Valentino R., AICP
Director of Planning and Development
Town of Windsor Locks

Dated: July 13, 2023

The Town of Windsor Locks is an Affirmative Action/Equal Opportunity Employer. Minority/Women's Business Enterprises are strongly encouraged to apply.