

TOWN OF DURHAM  
Office of the First Selectman  
P.O Box 428  
Durham, CT 06422

REQUEST FOR QUALIFICATIONS  
ZONING ENFORCEMENT OFFICER

BOARD OF SELECTMEN

Laura L. Francis, First Selectman

John T. Szewczyk, Selectman

George M. Eames, IV, Selectman

Request for Qualifications  
Zoning Enforcement Officer  
Town of Durham

The Town of Durham is soliciting Request for Qualifications from interested qualified consulting firms or individuals, experienced in and able to perform zoning enforcement services within the Town of Durham. The Town of Durham receives and responds to citizen complaints of zoning violations, answer zoning related questions and process zoning permit applications. Services will be provided under this scope of work on an on-call or work order basis.

The Town has a budget of \$15,000.00 for the current fiscal year for contract zoning enforcement services.

All prospective consultants will be afforded full opportunity to submit statements of qualifications in response to this request and will not be discriminated against on the grounds of age, ancestry, color, race, gender, gender identity, gender expression, genetic information, marital status, medical condition, military and veteran status, religion, national origin, sex, sexual orientation, religious creed, transgender status or disability in consideration for an award of any contract entered into pursuant to this notice.

This Request for Qualifications (RFQ) is an invitation by the Town of Durham for consultants or individuals to submit an offer, which may be subject to subsequent discussion. Submittal of an RFQ does not create any right or expectation to a Contract with the Town of Durham.

Said qualifications must be in a sealed envelope clearly marked: **Request for Qualifications, Zoning Enforcement Officer**

All sealed packages will be accepted at the Office of the First Selectman no later than 2:00 p.m. on Tuesday, January 19, 2021 and will be opened at that time and date. No FAX packages will be accepted.

Specifications and RFQ documents may be obtained from the Office of the First Selectman, 30 Town House Road, Durham, CT, 06422, downloaded at [www.townofdurhamct.org/bids](http://www.townofdurhamct.org/bids) or by emailing [jlehet@townofdurhamct.org](mailto:jlehet@townofdurhamct.org)

Laura L. Francis, First Selectman  
Dated: December 24, 2020

## **General Specifications**

### **Statement of Qualifications and Approach**

To be considered, a consultant must be a consulting firm or individual with expertise in zoning enforcement services in a municipal setting. The consultant should be able to provide references from other municipalities or government agencies where similar work was performed. CAZEO certification is required.

### **Essential Job Functions**

- Enforces Zoning regulations in accordance with CT State Statutes and policies and procedures established by the Planning and Zoning Commission.
- Issues all zoning permits when applications are in order and after action by other agencies have jurisdiction, including agencies having regulatory authority.
- Inspects sites and properties as to which permits are requested or when appropriate to determine with regulations and/or conditions of approval.
- Issues notices and orders to violators; works with the Town attorney on litigation concerning violations and appears in court as necessary.
- Performs general and periodic field inspection and investigates complaints of violations concerning compliance with Zoning regulations and Town ordinances when requested by First Selectman.
- Attends Planning and Zoning and Zoning Board of Appeals meetings as required or requested; and carries out other related duties and studies as requested by the Commissions and Boards.
- Provides the Zoning Board of Appeals with information and technical assistance in deliberations.
- Works with the Town Planner, the Building Inspector in review of the site development plans and zoning aspects of subdivision, including filed inspections prior to project commencement, during, and upon completion of construction.
- Inspects new construction and complaints, investigates complaints, and undertakes administrative functions to assure that residential, commercial, industrial, and all other properties comply with municipal regulations, and other pertinent local and state regulations and statutes. Issues certificates of zoning compliance.
- Maintains and organizes digital and physical street files according to State of Connecticut and Town of Durham procedures and understands Connecticut Retention Schedules for Municipalities and uses guidelines to dispose of records.
- Prepares and maintains written and permanent records of applications, violations and related matters.
- Prepares a thorough monthly report on all enforcement activities including status of violations. Reports must be prepared and submitted to the Commission 3 days prior to its meeting.

## **Criteria for Selection**

### **METHOD OF SELECTION/CRITERIA FOR AWARD**

- A. **MINIMUM REQUIREMENTS:** The firm or individual will be evaluated on their qualifications by a selection committee, using the following criteria:
1. Technical competence
  2. The firm or individual shall be properly insured and maintain any applicable licenses required by the State of Connecticut.
  3. Experience in working with local government entities and attendance/participation in public hearings.
  4. Past record of performance on contracts with respect to such enforcement policy and procedure
  5. The RFQ should also demonstrate the firm's or individual's familiarity and experience with the applicable local, state and federal laws and regulations

A Selection Committee will recommend to the Board of Selectmen the award of the contract to the Selection Committee's selected firm or individual based on the above criteria. Upon award by the Board of Selectmen, the firm or individual will enter into a contract prepared by Town attorney, in a form acceptable to the Town.

## **Specification for RFQ**

All RFQ's submitted in response to this request must contain the following information in the stated order:

1. Name, address, telephone number of the Consulting firm or individual
2. Description of the firm (corporation, partnership, etc.) and year established.
3. State of incorporation, if any, and type of ownership.
4. Name and biography of all proposed consultant(s)/facilitator(s).
5. Name, title and business address of person responsible for submitting the proposal.
6. Listing of any subcontractors, if any, and the scope of work they will perform.
7. A breakdown of the firm's or individual's rates, fees and charges for services, by task type and/or employee.
8. At least three references, including individual contact names and numbers, name of municipality or government agencies where similar work was performed.

## **Cost and Fee Arrangements**

The consultant must provide a proposal with an hourly fee schedule for each position which will be providing services under the contract and shall articulate any expense reimbursements. (See attached form)

**Timeframe for Process**

<b>Request for Qualifications Issued</b>	<b>Thursday, December 24, 2020</b>
<b>Due Date for Submissions</b>	<b>Tuesday, January 19, 2021</b>

All inquiries relative to the scope of services listed herein as well as clarification of any information contained in the RFQ/RFP must be made in writing on or before January 15, 2021 to Robin Newton, Town Planner at [rnewton@townofdurhamct.org](mailto:rnewton@townofdurhamct.org)

Addenda will be issued and posted on town website [www.townofdurhamct.org/bids](http://www.townofdurhamct.org/bids)

**General Terms and Conditions**

A prospective Respondent must be willing to adhere to the terms and conditions of this request, including the following:

1. Ownership of Documents – All qualification statements submitted in response to this Request for Qualifications and Proposals (RFQ/RFP) are to be the sole property of the Town and subject to the provisions of Section 1-200 et seq. of the Connecticut General Statutes (Freedom of Information Act)
2. Ownership of Subsequent Products – Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ/RFP is to be the sole property of the Town unless stated otherwise in the RFQ/RFP or contract.
3. Timing and Sequence – Timing and sequence of events resulting from this RFQ/RFP will ultimately be determined by the Town.
4. Oral Agreements – The Town will not be responsible for any alleged oral agreement or arrangement made by a respondent with any agency or employee.
5. Amending or Canceling Requests – The Town reserves the right to amend or cancel this RFQ/RFP prior to the due date and time, if it is in the best interest of the Town to do so.
6. Rejection for Default or Misrepresentation – The Town reserves the right to reject the proposal of any Respondent that is in default of any prior contract or for misrepresentation.
7. Clerical Error-The Town reserves the right to correct inaccurate awards resulting from its clerical error.
8. Rejection of Qualification Statements - Qualification statements are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFQ/RFP.

9. Changes to Qualification Statements - No additions or changes to the original qualification statement will be allowed after submittal.

10. Contract Requirements – A formal agreement will be entered into with the Respondent. The contents of the proposal submitted by the successful Respondent and the RFQ/RFP will become part of any contract award.

11. Rights reserved to the Town – The Town reserves the right to award in part, to reject any and all qualification statements in whole or in part, to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the Town will be served.

12. Withdrawal of Qualification Statements – Negligence on the part of the Respondent in preparing the qualification statement confers no right of withdrawal after the time fixed for the acceptance of the qualification statement.

13. Assigning, Transferring of Agreement – The successful Respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement, its rights, title or interest therein or its power to execute such agreement by any other person, company, or corporation without the prior consent and approval in writing by the Town.

14. Cost of Preparing Qualification/Proposal Statements – The Town shall not be responsible for any expenses incurred by the organization in preparing and submitting a qualification statement. All qualification statements shall provide a straightforward, concise delineation of the firm's or individual's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

**Fee Proposal Form**

All sealed packages will be accepted at the Office of the First Selectman no later than 2:00 p.m. on Tuesday, January 19, 2021 and will be opened at that time and date. No FAX packages will be accepted.

**RESPONDENT**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

We submit for your consideration our RFQ/RFP for Zoning Enforcement Officer. We have read the RFQ/RFP documents and are submitting our bid in full compliance with all terms and conditions except as noted below under "Exceptions." *We acknowledge receipt of all addendums to the bid documents and assume full responsibility to access those addendums from the Town website and/or DAS website, as applicable.*

Upon notification of the award, we will provide the following within five (5) business days after receipt of such notice:

- (i) the requested Certificate of Insurance from the following company:

\_\_\_\_\_ ; and

two original contracts, in a form provided by the Town, executed by authorized officer of awarded Respondent.

**FEE PROPOSAL FORM CONTINUED**

We agree to provide the services in the RFQ specifications for the following Base Bid amount  
\_\_\_\_\_ [write out sum] ( \$ \_\_\_\_\_ ) [insert dollar  
amount].

Exceptions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned authorized representative hereby submits the above bid to the Town of Durham.

Name of Contractor Entity: \_\_\_\_\_

By: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Duly authorized



**APPENDIX A**

**Affidavit of Non-Collusive Bid**

STATE OF CONNECTICUT )  
 ) ss.:  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_ being first duly sworn, deposes and says:

(Type or print name)

That he or she is the \_\_\_\_\_ of  
(Type or print title)

\_\_\_\_\_, who submits  
(Type or print name of company/firm/individual)

herewith to the \_\_\_\_\_ the attached bid/proposal; that he or she is the person whose name is signed to the attached bid/proposal; that said bid/proposal is genuine; that the same is not a sham or collusive; that all statements of fact therein are true; and that such bid/proposal was not made in the interest or behalf of any person, partnership, company, association, organization, or corporation not herein named or disclosed.

Affiant further deposes and says: that the bidder/proposer has not directly or indirectly by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interests of the public body which is to award to contract, or of any other bidder/proposer, or of anyone else interested in the proposed contract; and that the bidder/proposer has not in any manner sought by collusion to secure for himself/herself/itself/themselves, an advantage over any other bidder/proposer.

Affiant further deposes and says that prior to the public opening and reading of bids/proposals, said bidder/proposer:

- (a) did not, directly or indirectly, induce or solicit anyone else to submit a false or sham bid/proposal;
- (b) did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder/proposer or anyone else would submit a false or sham bid, or that anyone should refrain from bidding or withdraw their proposal;
- (c) did not, in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the bid price of said bidder/proposer or of anyone else, or to raise or fix any overhead, profit or cost element of their price or of that of anyone else;
- (d) did not, directly or indirectly, submit their bid/proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation,

partnership, company, association organization, bid depository, or to any member or agent, thereof, or to any individuals, except to the awarding authority or to any person or persons who have a partnership or other financial interest with said bidder/proposer in their business.

Signed:

\_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, by \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

\_\_\_\_\_

Notary Public

(Notarial Seal)

**WARNING:** Bids will not be considered unless the affidavit hereon is fully executed including the affidavit of the notary and the notarial seal.