

**REQUEST FOR  
QUALIFICATIONS / PROPOSALS**

**Master Planning and Real Estate Development  
Services  
for  
Bushnell South Area  
Hartford, Connecticut**

Issued November 9, 2020

**Key Dates:**

**November 19, 2020 – Request for Clarifications /  
Questions Due**

**November 27, 2020 - Responses Due**

A PUBLIC SOLICITATION ISSUED BY

**THE BUSHNELL SOUTH PLANNING CONSORTIUM**

**TABLE OF CONTENTS**

**I. INTRODUCTION..... 3**

**II. PROJECT DESCRIPTION..... 3**

**III. SCOPE OF SERVICES ..... 4**

**IV. GENERAL INFORMATION ..... 5**

**V. SUBMITTAL REQUIREMENTS ..... 7**

**VI. SELECTION CRITERIA ..... 8**

**VII. GENERAL REQUIREMENTS AND CONDITIONS.....9**

**ATTACHMENT A - Bushnell South Area Site Map**

## **I. INTRODUCTION**

The City of Hartford, the Capital Region Development Authority (“CRDA”), the Bushnell Center for the Performing Arts and Spinnaker Real Estate Partners (“Spinnaker”)(together acting as the “Bushnell South Planning Consortium” or simply the “Consortium”) are jointly seeking qualification statements and proposals from qualified firms/teams to develop a comprehensive master plan and real estate development framework to provide a guide for future development in the area of Hartford, Connecticut generally bound by Main Street, Buckingham Street, Washington Street / Trinity Street and Elm Street (referred to hereinafter as “Bushnell South” or the “Project”).

g

*“Let’s transform high-opportunity, empty blocks into a new, mixed-use, mid-rise neighborhood and arts and entertainment district, linking Main Street to the Capitol, and Park Street to Bushnell Park.”*

Reference to Bushnell South  
Hartford City Plan, Adopted May 12, 2020

The Project area includes public- and privately-owned land positioned for development, including property owned by the quasi-public CRDA, parcels/buildings owned by the State of Connecticut (including some scheduled for transfer to CRDA), the Bushnell Memorial Hall, and privately-owned town homes on Elm Street that together form a nearly 20-acre area. This property encompasses 15 acres of vacant land, and includes several historic buildings, a newly constructed 432-space parking garage, a new public park and renovated state office complex - all literally within one block of the State Capitol complex.

The long-term goal for the redevelopment of this area is not simply to make better use of surface parking lots, but to create a new Hartford attraction in the form of a multi-use residential area on the south side of the Olmstead-designed Bushnell Park. The Project would hope to create a new residential and entertainment-based attraction for the City that would better connect the downtown central business district with the Hartford Hospital Health Care complex and the broader neighborhood lying to the south of the State Capitol.

## **II. PROJECT DESCRIPTION**

The Project is outlined in the site map included here as Attachment A and is bisected by Capitol Avenue. The parcel sits at the terminus of the Whitehead Freeway connecting to Interstate 91. Within the area lies:

- The Bushnell Performing Arts theatre complex (*3700 seats encompassing two major theaters*)
- The recently renovated 200,000 sf State Office Building (SOB) and its adjacent 1000 space parking garage
- The newly constructed public park adjoining the SOB
- Three privately-owned row houses facing on Elm Street
- State of Connecticut office and court facilities on Elm and Trinity Streets
- A newly constructed 432 space parking garage at Capital Avenue and Clinton Street

- A ten-parcel assemblage controlled by Spinnaker including the existing, currently vacant approximately 205,000 square foot 55 Elm Street structure and an underutilized surface parking lot bordering Hudson, West, Capitol and Buckingham
- Five vacant acres scattered along Hudson, West, Elm, and Capitol Avenue and
- Four vacant acres owned by CRDA adjacent to the aforementioned 432-car garage that has expansion ability.

This mixed-use Project area of public and private offices, nearby hospital/health complex, and the major theatre/performing arts facility is nonetheless lacking in residential development together with supporting commercial uses. A sense of place needs to be created to increase the vibrancy around the Bushnell complex and to fill in the gaps between the downtown central business district and Bushnell Park and the neighborhoods just to the south along Washington and Main Streets.

The area has been identified within the City of Hartford's recently approved Comprehensive Plan of Development as one of ten 'transformative projects' critical to the city's long-term vitality. New development is envisioned to supplement and support the existing state and private facilities and entertainment area while such existing facilities can serve as anchors to support the early phases of the planned redevelopment.

#### Studies to Date

The City, Spinnaker, the Bushnell and CRDA have undertaken a variety of studies of the area:

- City of Hartford Comprehensive Plan of Development
- Vogt Strategic Insights Housing Market Study of the Bushnell South Area
- Connecticut Square District
- Suisman District Master Planning for Bushnell Park South
- Housing Test Fit Study - Ninigret Partners
- South Downtown Neighborhood Strategic Plan – Catherine Johnson, October 2001

**Copies of these studies and additional project information, including a video of the project site, are available at <https://bushnell.org/BushnellSouthRFP>**

### **III. SCOPE OF SERVICES**

The Bushnell South Planning Consortium expects to enter into a contract with the selected firm/team for development planning services. The scope of services may include, but will not be limited to:

- Determining capacity of the area for development
- Assessing infrastructure of the area including garages, utilities, road systems, data capacity to meet development
- Assessing the market for mixed uses, primarily residential but also including office and commercial, and proposing targets (SF, units, etc.) for each
- Developing a market feasible comprehensive master plan, including site plan, massing, design standards, parking management plan, trash & loading accommodations and placemaking elements
- Suggesting phases and priorities

- Evaluating the plan against local land use policies and suggesting changes if necessary, to either the plan or the city’s zoning code, and
- Proposing ways to coordinate the overall development plan with other public policy goals such as establishment of a development district with consistent taxing and design policies, affordable housing, streetscape and public space.

**IV. GENERAL INFORMATION**

**A. Consultant Selection and Project Schedule**

Posting of RFQ/RFP	November 9, 2020
Requests for Clarification / Questions Due	November 19, 2020
Responses to Requests for Clarification / Questions Posted	November 23, 2020
<b>Responses Due</b>	<b>November 27, 2020</b>
Finalist(s) Selected for Interview	December 11, 2020
Interviews	December 21-22, 2020
Selection of Firm/Team	December 30, 2020
Contract Preparation/signature	January 4-15, 2021
Start of Assignment	January 18, 2021
First Draft of Report	April 16, 2021
Completion of Assignment	June 30, 2021

**B. Contact Information**

The official contact person for the purposes of this RFQ/RFP is:

David Fay, President and CEO  
 The Bushnell  
 166 Capitol Avenue  
 Hartford, CT 06106  
 Telephone: (860) 987-6022  
 Email: [dfay@bushnell.org](mailto:dfay@bushnell.org)

All communications with the Bushnell South Consortium regarding this RFQ/RFP must be directed to Mr. Fay.

All communications with members of the Bushnell South Consortium or any person representing the Consortium concerning this RFQ/RFP are strictly prohibited, except as permitted by

this RFQ/RFP. Any violation of this prohibition by a proposer or its representatives may result in disqualification or other sanctions.

**C. Questions and Amendments**

All questions regarding this RFQ/RFP and submission requirements must be directed, in writing, to Mr. Fay by **November 19, 2020**. Questions may be submitted through the Bushnell website at <https://bushnell.org/BushnellSouthRFP>. Written responses to all questions will be posted by **November 23, 2020** on the Bushnell website.

Any amendments to this RFQ/RFP will also be posted on the Bushnell website and proposers are advised to periodically check this site.

**D. Response Deadline**

**Proposals submitted in response to this RFQ/RFP must be submitted to the address below by 3:00 p.m. Eastern time on Friday, November 27, 2020.**

Mr. David Fay  
The Bushnell  
166 Capitol Avenue  
Hartford, CT 06106

**E. Interviews**

The Consortium may decide on the basis of the proposals to “short-list” one or more respondents and invite them to interview, either in person or virtually. For planning purposes, such interviews are expected to take place on **December 21-22, 2020.**

## V. SUBMITTAL REQUIREMENTS

The proposer shall complete and submit one (1) original and four (4) hard copies of its proposal and required attachments, together with one (1) copy on a USB flash drive. All submissions must follow the required format and address all requirements listed in the prescribed order using the numbering system below. Failure to follow the required format may result in disqualification of a submission.

All submissions must be signed by the proposer. Unsigned submissions will be rejected. Submissions transmitted by facsimile may not be accepted or reviewed.

### Part 1 – Cover Letter

The cover letter shall be signed by a person authorized to legally bind the proposer and must include the following items:

- The identity of the proposing or lead firm and any partners, consultants or subcontractors included as part of the response, and a description of its legal form and domicile.
- The names of the individuals involved in the preparation of the RFQ/RFP response and of any individuals employed or compensated to develop or advocate or solicit for the proposal along with their relationship to the proposing firm. Identify any such individuals who are subject to the provisions of the Connecticut Code of Ethics for Lobbyists.
- A statement confirming that the respondent has sole and complete responsibility for performing the services as proposed.
- A statement expressly acknowledging, accepting and agreeing to the General Requirements and Conditions in Section VII of this RFQ/RFP.

### Part 2 – Table of Contents

Proposers must include a Table of Contents that lists sections and subsections with page numbers that follow the organization and sequence for this submission as required.

### Part 3 – Organizational Profile

1. Qualifications. Describe how your experience or special knowledge, skills or abilities meet the Consortium's needs as outlined in this RFQ/RFP.
2. Summary of Relevant Experience. Provide a listing of comparable projects, including those sponsored by State and municipal governments, for which the respondent and/or its proposed team currently provide these consulting services or have provided such services within the

last three (3) years. Additionally, provide detailed information on the type and scope of the projects and scope of services provided. Include name, title, address, telephone and email address of the client contact or contract administrator.

3. **Organization Chart.** Data describing the firm's and/or individual team members' current organization date of incorporation, ownership, corporate office, number of years in business, size of business, services offered, operating philosophy and financial performance. Provide a diagram showing the hierarchical structure of functions and positions within the organization.

4. **Financial Condition.** If the respondent is a firm or corporation, include the prior year's financial statements prepared by an independent Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (USA). If the respondent has been in business for less than three (3) years, such respondent must include any financial statements prepared by a Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (USA) for the entire existence of such firm or corporation.

#### **Part 4 – Partners**

If a proposal is submitted jointly by two (2) or more entities that will share responsibility for contract performance in any way, provide the same information required under Parts 3 and 5 for each such entity

#### **Part 5 –Proposal**

In addition to a financial proposal, this section should describe proposer's understanding of the Consortium's goals for the development of the Bushnell South area and how the proposer will assist in achieving them.

#### **Part 6 – Additional Data**

Proposers should include any additional information they wish to bring to the attention of the Consortium that is relevant to this RFQ/RFP.

#### **Part 7 – References**

Proposers should include a minimum of three (3) clients for which it has performed similar services as those described in this RFQ/RFP. A contact name, address, email address and telephone number should be included for each reference.



## **Vi. SELECTION CRITERIA**

The following criteria shall be evaluated as part of the selection process. They are presented as a guide for the proposer in understanding the Consortium's requirements and expectations for this project and are not necessarily exclusive or presented in order of importance. The top three scores will be invited to interview, and a finalist will be selected from the interview process.

1. Familiarity with the City of Hartford, the area's economic and demographic profile, its real estate market, its land use policies and goals, public and private funding sources
2. Firm/team's experience, qualifications and history of completing similar assignments
3. Experience of staff assigned to the project and their credentials
4. Proposed work plan, pricing, strategy and timing of delivery
5. References

## **VII. GENERAL REQUIREMENTS AND CONDITIONS**

1. Submission of a response to this RFQ/RFP constitutes proposer's acceptance of the following:
  - a. Proposals must be signed by an authorized officer of the proposer. Proposals must also provide name, title, email address and telephone number for (i) individuals with authority to negotiate and contractually bind the entity, and (ii) those who may be contacted for the purpose of clarifying or supporting the information provided in the Proposal.
  - b. This RFQ/RFP is not an offer or commitment, and neither this RFQ/RFP, the RFQ/RFP process nor any subsequent negotiations shall give rise to any commitment or obligation on the part of the Consortium or confer any rights on any proposer unless and until a binding written agreement is executed,
  - c. Respondents must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest as defined by Connecticut General Statutes Section 1-86.
  - d. The Consortium reserves the right, in its sole and absolute discretion, to (i) to reject any or all proposals received in response to this RFQ/RFP for any reason and at any time; (ii) to waive any irregularities or deficiencies in any proposal; (iii) to discuss a proposal or enter into negotiations with any proposer without notice to other proposers; (iv) to suspend or discontinue any such discussions or negotiations at any time; (v) to extend, reopen, modify, cancel and/or reissue this RFQ/RFP; (vi) to enter into discussions or negotiations with parties not responding to the RFQ/RFP without first rejecting all proposals received in response to this RFQ/RFP; (vii) to discuss, negotiate and enter into agreements with more than one proposer or any other party with respect to different responsibilities; and (viii) to use the proposals as a basis for negotiation and to negotiate with one or more proposers on terms other than set forth in this RFQ/RFP or in any proposal.

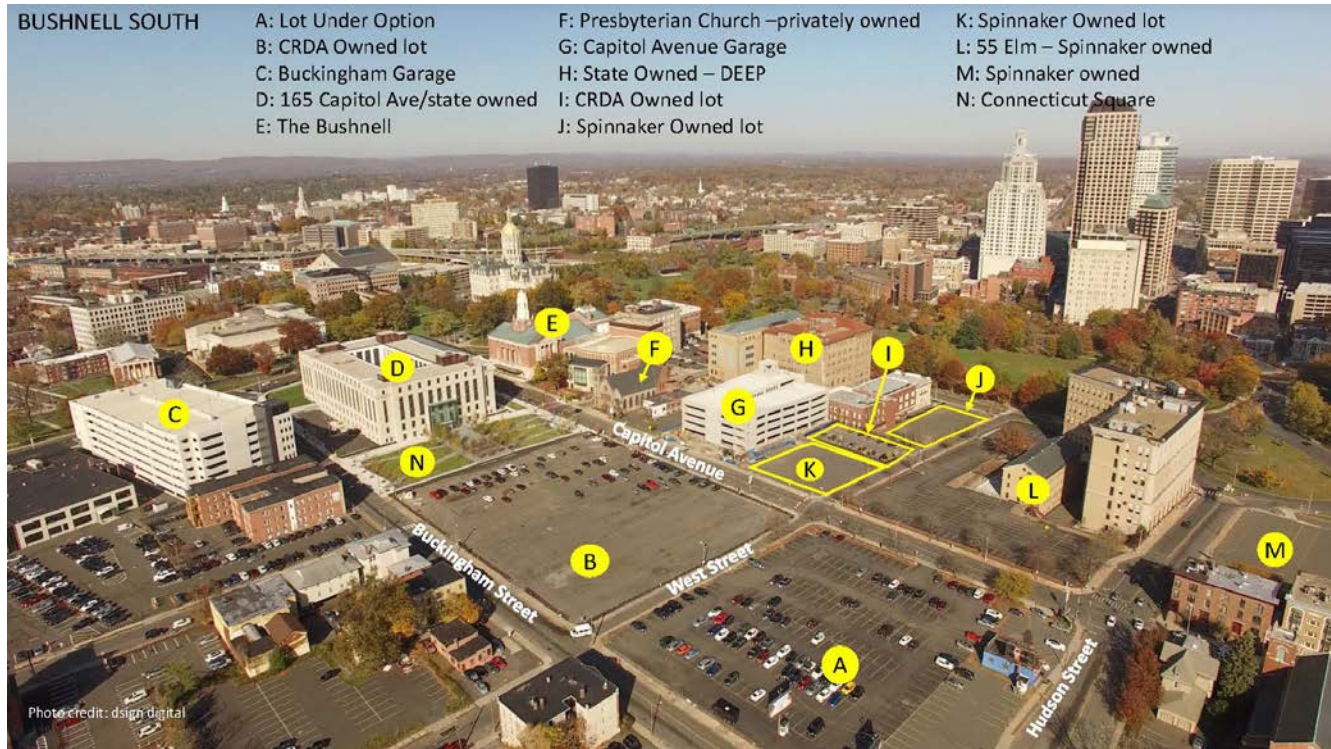
- e. The Consortium will select for negotiation the proposal(s) that best meet its needs. While cost will be a factor to be considered, the Consortium is not required and reserves the right not to accept the lowest priced proposal.
- f. The Consortium will not be responsible for any expenses incurred by any proposer in conjunction with the preparation or presentation of any proposal with respect to this RFQ/RFP or proposer's participation in the RFQ/RFP process, all of which shall be at the proposer's sole cost and risk.
- g. Except as otherwise expressly provided in an agreement with the Consortium, each proposal and any work product developed under a contract awarded as a result of this RFQ/RFP shall be the sole property of the members of the Consortium.

2. In submitting a response to this RFQ/RFP, proposed will be deemed to have certified the accuracy and completeness of the following:

- a. (i) The proposal is not made in connection with any competing proposer submitting a separate response to this RFQ/RFP and is in all respects fair and without collusion or fraud; (ii) the proposer did not participate in the RFQ/RFP development process and had no knowledge of the specific contents of the RFQ/RFP prior to its issuance; (iii) no officer, employee or board member of the Consortium participated directly or indirectly in the proposer's proposal preparation; and (iv) the information contained in the proposal is true, accurate and complete and includes all information necessary to insure that the statements therein are not misleading.

**ATTACHMENT A**

**Bushnell South Area Site Plan – see Resources for full page versions**



**BUSHNELL SOUTH**

- |                                                                       |                                                                     |
|-----------------------------------------------------------------------|---------------------------------------------------------------------|
| A: State owned - Appellate Court                                      | F: State owned lots (possible development through CRDA)             |
| B/C: State owned - DEEP building                                      | G: 18-20 Trinity - State owned (possible development through CRDA)  |
| D: Privately owned                                                    | H: 30 Trinity St. - State owned (possible development through CRDA) |
| E: 97 Elm - Bushnell owned<br>(possible development through Bushnell) |                                                                     |



BUSHNELL SOUTH

A: Spinnaker Owned lot

