



TOWN OF SUFFIELD, CONNECTICUT

REQUEST FOR QUALIFICATIONS (RFQ)

Professional Services Relating to the Preparation of a Strategic Plan

SUBMISSION DEADLINE: April 10, 2009

SUBMISSION CONTACT AND ADDRESS:

Scott R. Lingenfelter
First Selectman
Town of Suffield
83 Mountain Road
Suffield, Connecticut 06078
(860) 668-3838
SLingenfelter@SuffieldTownHall.com

Proposals will be accepted in print and/or electronic format.

Purpose

The Town of Suffield is seeking to engage a qualified consultant to provide assistance with the preparation of a comprehensive organization-wide strategic plan. The Town wishes to develop a strategic plan for several reasons, including the following:

- 1) To identify common goals and objectives, and to be more proactive in preparing for the future. The process would help the Board of Selectmen, the Board of Finance, the Board of Education and the Zoning and Planning Commission to identify a shared vision for the community and to establish a roadmap to achieve that vision.
- 2) To provide the town's leadership with a formal means and structure to critically assess the relative strengths and weaknesses of the organization.
- 3) To identify benchmarks and measurements against which leadership could measure the organization's progress towards accomplishing its goals and objectives. This data would assist the organization to allocate its resources, both human and capital, to further its stated goals and objectives, and to attain the shared vision.

The end product will include a strategic plan that outlines a shared vision for the Town of Suffield, as well as supporting goals, objectives, priorities and strategies necessary to achieve that vision, and will include a capital improvements plan. The plan should be established with the support of the citizens, and reviewed annually. It is expected that the plan would be published on the Town's website.

Background

Suffield, with a population of 15,000, is located in north central Connecticut. Suffield is rich in contrasts - sweeping fields, forested hills, a picturesque Main Street, farms, business areas, and the Congamond Lakes. There are over 43 square miles of countryside. Suffield has mixture of rural, suburban and

suburban and historic housing and although some agricultural lands have been given way to housing developments, other lands are being preserved.

Preliminary Scope of Services

As the project progresses, the town reserves the right to modify and amend the preliminary Scope of Services. If selected to assist the town with its strategic planning efforts, the consultant firm would be responsible for the providing the following services:

1. Evaluate the town's current planning processes and plans, and review any suggested revisions with Board of Selectmen, the Board of Finance, the Zoning and Planning Commission, the Board of Education, and the strategic planning team.
2. Assist with the recruitment and selection of a strategic planning team and related subcommittee members, and coordinate any project "kickoff" activities.
3. Coordinate the strategic planning process, and facilitate the work of the strategic planning team and related subcommittees.
4. Serve as resource for planning team members, staff and other participants. Conduct any necessary training for participants.
5. Make certain that the process and the preparation of the strategic plan proceeds according to schedule
6. Coordinate the preparation of draft and final strategic planning documents. Assist with the presentation of draft and final strategic planning documents to the Board of Selectmen and the Board of Finance for approval. Coordinate the presentation of draft and final strategic planning documents to the community, including presentation on the Town's website.

Summary

The consultant should submit a letter of interest containing general information on the individual or firm, the individual's or firm's brochure, and the individual's or firm's experience conducting similar projects and resumes for key personnel to Scott R. Lingenfelter at Suffield Town Hall not later than April 10, 2009.

The town will evaluate responding firms based on technical competence, the capacity to perform the work within a reasonable time, past record of performance, estimated costs and demonstrated knowledge. The selected firm must be able to meet all town, state and federal affirmative action and equal employment opportunity practices and guidelines.

The town does not expressly state or imply any obligation to reimburse responding firms for any expenses incurred in preparing submissions in response to this request. The town reserves the right to reject any or all submissions, to select a firm in a manner that is advantageous to the town and to waive all formalities in the bidding.

The Town of Suffield is proud to be an equal employment opportunity employer.

Please address any questions related to this RFQ to Scott R. Lingenfelter at (860) 668-3838 or via email at SLingenfelter@SuffieldTownHall.com