

REQUEST FOR PROPOSALS
FOR
REGIONAL OPEN SPACE & RECREATIONAL TRAIL MAP
INVENTORY UPDATE

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<u>Issue Date</u>	Thursday, June 18 th , 2026
<u>Deadline for Questions</u>	Thursday, July 2 nd , 2026, at 12:00 PM
<u>Response Date/Time</u>	Wednesday, July 22 nd , 2026, at 12:00 PM

1.0 GENERAL INFORMATION

1.1 Introduction

The South Central Regional Council of Governments ("SCRCOG") is seeking proposals from a qualified consultant with expertise in geospatial analysis, open space planning, and recreational trail inventorying to update the South Central Region's Open Space & Recreational Trails Inventory. The project builds on our Open Space Inventory, completed in 2018, and our Regional Recreational Trails Mapping Project, completed in 2016 and has been modified as needed. The project includes compiling, verifying, and enhancing geospatial data related to regional open space assets and recreational trail networks to ensure accuracy, consistency, and completeness in supporting regional planning and decision-making efforts.

1.2 Issuing Organization

SCRCOG is a regional planning organization representing fifteen (15) municipalities in South Central Connecticut. The municipalities within the region are Bethany, Branford, East Haven, Guilford, Hamden, Madison, Meriden, Milford, New Haven, North Branford, North Haven, Orange, Wallingford, West Haven and Woodbridge. The primary focus of SCRCOG is to coordinate planning on a regional basis while fostering communication and collaboration among its member municipalities in identifying and addressing regional issues.

1.3 Information & Inquiries

Updates and addenda to this RFP will be posted at <https://scrcog.org/>

Inquiries regarding this RFP must be submitted in writing and sent by **Thursday, July 2nd, 2026, at 12:00 P.M. EDT** through email to:

Brendon Dukett, Director of Regional Planning & Municipal Services
South Central Regional Council of Governments
127 Washington Avenue, 4th Floor West, North Haven, CT 06473
purchasing@scrcog.org

SCRCOG will post written responses and/or any supplementary instructions in the form of written addenda at <https://scrcog.org> by **Thursday, July 9th, 2026, at 12:00 P.M. EDT**

1.4 Response Deadline

Responses to this RFP must be received by **Wednesday, July 22nd, 2026 at 12:00 P.M. EDT** and be addressed to:

South Central Regional Council of Governments
Attn: Brendon Dukett, Director of Regional Planning & Municipal Services
127 Washington Avenue, 4th Floor West
North Haven, CT 06473

SCRCOG is requesting four (4) printed copies of the proposal. In addition, respondents must submit an electronic copy via email to purchasing@scrcog.org containing a single PDF file of the proposal, not to exceed thirty (30) total pages, and a PowerPoint presentation for the interview process not to exceed ten (10) slides. Both the required physical submission materials and electronic submission materials must be received for a proposal to be considered responsive to this RFP.

1.5 Submission of Responses

All physical submissions must include four (4) printed copies. In addition, respondents must submit an electronic copy via email to purchasing@scrcog.org containing a single PDF file of the proposal that is not to exceed twenty (20) total pages, inclusive of all submission materials identified in Sections 3.0 & 4.0, including Letters of Interest, resumes, organizational charts, schedules, and additional materials, and the PowerPoint presentation for the interview (10 slides maximum):

South Central Regional Council of Governments
Attn: Brendon Dukett, Director of Regional Planning & Municipal Services
127 Washington Avenue, 4th Floor West
North Haven, CT 06473

All subsequent communications, including shortlist notifications and interview invitations, will be conducted via email.

The envelope must be clearly marked:

"RFP #027-03: Regional Open Space & Recreational Trail Map Inventory Update"

SCRCOG reserves the right to accept or reject, in whole or in part, any response and may waive any informality.

1.6 Cost of Response Preparation

No reimbursement will be made by SCRCOG for any costs incurred in the preparation of a response or during the selection process.

1.7 Proposal to be in Effect

The proposal shall state that it is valid for a period of not less than ninety (90) days from the date of receipt by SCRCOG. No changes or additions to the original response will be allowed after the final deadline for submission.

1.8 Primary Project Responsibility

The Respondent responding to this RFP will be considered the lead party. It must be clearly understood that the lead party will enter a contract with SCRCOG. All other parties will be considered sub-consultants to the lead party. The lead party is ultimately responsible for the performance of all contract work.

1.9 Ownership Information

All responses submitted will be the property of SCRCOG and its member municipalities. All confidential business information protected from disclosure under the State of Connecticut Freedom of Information Act must be clearly identified as such.

1.10 Equal Opportunity Requirements

Respondents must meet all Municipal, State and Federal affirmative action and equal employment opportunity practices. This includes compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

2.0 SCOPE OF SERVICES

2.1 Project Summary

SCRCOG is proposing to update the South Central Region's Open Space & Recreational Trails Inventory to support regional planning, recreation, conservation, resilience, and connectivity initiatives across the fifteen municipalities in the SCRCOG region. Building upon the region's 2018 Open Space Inventory and 2016 Regional Recreational Trails Mapping Project, the project will include the compilation, verification, and enhancement of geospatial data related to existing and newly acquired open space resources, recreational trail networks, and associated amenities. The regional approach to inventorying and mapping these resources promotes coordination among municipalities, land trusts, recreational stakeholders, and partner organizations while supporting a more comprehensive understanding of regional assets, existing and potential trail connections, and planning opportunities across municipal boundaries. SCRCOG anticipates coordinating closely with municipal staff and stakeholders throughout the update process to verify existing data, identify newly protected lands, trail segments, and planned improvements, and ensure the inventory reflects current conditions and local priorities. The updated inventory and associated GIS mapping resources will support ongoing municipal and regional planning efforts related to open space preservation, recreational access, environmental stewardship, climate resilience, ecosystem services, and quality-of-life initiatives throughout the region, while serving as a foundational planning tool for future planning, investment, conservation, and connectivity initiatives.

2.2 Project Scope

The Consultant shall prepare a comprehensive update to the South Central Regional Open Space & Recreational Trails Inventory for all fifteen SCRCOG member municipalities. The project shall build upon SCRCOG's 2018 Open Space Inventory and 2016 Regional Recreational Trails Mapping Project while incorporating updated municipal trail information, GIS datasets, stakeholder input, and regional planning priorities. The updated inventory shall emphasize regional coordination, GIS-based resource inventorying, recreational connectivity, environmental stewardship, data consistency, and implementation-oriented planning that supports both municipal and regional decision-making. The inventory shall support ongoing and future planning efforts related to open space preservation, recreational access, trail connectivity, climate resilience, ecosystem services, tourism, public health, and quality-of-life initiatives throughout the SCRCOG region.

The Consultant shall facilitate a coordinated planning and inventory process that supports the development of a comprehensive and consistent regional geospatial inventory of open space assets, recreational trail networks, trail infrastructure, and associated recreational and environmental resources. The process shall include coordination with municipalities, land trusts, recreational stakeholders, utility providers, watershed and conservation organizations, and partner organizations to collect, verify, and standardize inventory data; identify existing conditions, gaps, and opportunities; assess trail-related infrastructure and amenities; and support future implementation opportunities related to trail planning, accessibility, connectivity, maintenance, wayfinding, public outreach, and GIS resource development.

The Consultant shall coordinate closely with SCRCOG staff, municipal representatives, land trusts, recreational organizations, utility providers, Regional Water Authority representatives, state agencies, and other relevant stakeholders throughout the inventory update process. Coordination activities shall support the verification of inventory information, identification of newly protected open space and trail resources, documentation of planned improvements, and ensure that the final inventory reflects current conditions, regional priorities, and local planning objectives. The final inventory and associated GIS resources shall serve as a regionally consistent and user-friendly planning tool supporting future conservation, recreation, transportation, and land use planning initiatives throughout the SCRCOG region.

The Consultant's scope of work shall include, but not be limited to, the following tasks:

Task 1 – Project Coordination and Stakeholder Engagement

The Consultant shall conduct and document a comprehensive project coordination and stakeholder engagement process, including project initiation, municipal coordination, stakeholder outreach, public engagement support, interagency coordination, and ongoing communication with SCRCOG staff and participating municipalities. The Consultant shall develop and maintain a detailed project schedule and facilitate coordination among municipal planning staff, recreation departments, conservation commissions, land trusts, trail organizations, utility providers, and other stakeholders necessary to support a collaborative regional inventory effort.

Task 2 – Existing Conditions Review and Inventory Development

The Consultant shall review and evaluate existing regional and municipal open space inventories, trail maps, GIS datasets, Plans of Conservation and Development (POCDs), recreational and conservation plans, and related planning documents, and shall compile, verify, and enhance geospatial data related to open space parcels, recreational trail networks, trail infrastructure, amenities, public access points, and existing or proposed trail connections throughout the

region. The Consultant shall coordinate with municipalities and stakeholders to verify inventory information, incorporate updated GPS and GIS mapping data where available, identify newly acquired open space resources and trail systems, and address data gaps or inconsistencies requiring further review. The Consultant shall also evaluate opportunities to improve regional data consistency, GIS standards, mapping methodologies, and long-term inventory maintenance procedures. The inventory shall include, where feasible, information related to ownership, accessibility, recreational function, environmental and cultural resources, trail connectivity, and protection status or protection mechanisms.

Task 3 – Mapping and Analysis

The Consultant shall develop GIS mapping resources and conduct analyses related to regional open space and recreational trails. The Consultant shall support the development of a comprehensive and maintainable regional GIS inventory framework capable of supporting future municipal and regional planning initiatives. The inventory update shall include where feasible, updated parcel boundaries, open space classifications and use types, deed-restriction and protection status information, public accessible information, other pertinent ownership, and land protection metrics associated with regional open space resources. The Consultant shall also support the development of a long-term “living” GIS inventory framework capable of supporting ongoing inventory maintenance and future planning initiatives throughout the SCRCOG region.

Task 4 – Final Inventory & GIS Deliverables

The Consultant shall prepare all draft and final inventory materials, GIS datasets, mapping products, metadata, and supporting technical documentation associated with the project and shall QA/QC review of all inventory data and mapping resources prior to finalization. Deliverables shall include, at a minimum, GIS data provided in a file geodatabase format with comprehensive metadata and associated written documentation describing data sources, methodologies, attribute fields, assumptions, limitations, and maintenance considerations. The Consultant shall also provide an accessible digital inventory viewer or comparable presentation platform for use by SCRCOG and participating municipalities. Respondents may propose the format or platform of the viewer or presentation tool; however, compatibility with ArcGIS Online or other Esri software is strongly preferred. The Consultant shall coordinate municipal and stakeholder review processes, incorporate comments from SCRCOG into the final deliverables, and provided updated GIS datasets and resources to support ongoing inventory maintenance and future municipal and regional planning initiatives related to open space and recreation trail resources.

2.3 Project Budget

The total budget for this project shall not exceed \$65,000.00 inclusive of all labor and incidental expenses.

Respondents must provide a detailed cost proposal that is broken out by task. SCRCOG anticipates entering into a lump-sum agreement with the Selected Consultant.

2.4 Project Timeline

SCRCOG prefers substantial completion by January 30, 2027, with final project closeout no later than June 30, 2027.

3.0 REQUIRED INFORMATION

Respondents are asked to submit responses in three parts and in this order: (1) Letter of Interest, (2) Technical Response, (3) Budget/Fee Proposal, and (4) Additional Materials

3.1 Letter of Interest

The Letter of interest must specify the following:

- The name and address of the lead firm
- Names and addresses of any proposed sub-consultants
- Name, title, telephone number, and email address of the individuals within the firm authorized to commit to a contract;
- Name, title, telephone number, and email address of the individual SCRCOG should contact regarding questions and clarifications;
- A statement that the Respondent's proposal will remain in effect for ninety (90) days after the Respondent's proposal is received by SCRCOG.

3.2 Technical Response

The Technical Response must contain a detailed work program, and include the following:

- Project understanding and proposed approach to items identified in Section 2.0 Scope of Services
- Name and required services of any sub-consultants
- Project schedule
- Resumes of key personnel proposed to work on the assignment with emphasis on relevant experience
- A detailed organizational chart
- A description and status of comparable work experience

3.3 Price Proposal

The price proposal shall be a lump sum proposal with a breakdown of costs by tasks (each element provided in Section 2.0 Scope of Services).

The total anticipated budget is outlined in Section 2.3 Project Budget. Proposals should contain sufficient detail regarding proposed budgets for this project.

3.4 Additional Materials

Organizational Conflict of Interest Disclosure

Respondents must complete and submit the Organizational Conflict of Interest Disclosure Form as part of their proposal submission. The disclosure shall identify any real or apparent organizational conflicts of interest, including circumstances involved impaired objectivity, unequal access to information, or biased ground rules related to proposed services. Failure to disclose relevant conflicts may result in disqualification or termination of the contract award.

4.0 SUBMISSION OF RESPONSES

Submissions must include four (4) printed copies of the proposal. In addition, respondents must submit an electronic copy via email to purchasing@scrcog.org containing a single PDF of the full proposal, not to exceed 20 pages. The physical proposals must be mailed to:

South Central Regional Council of Governments
Attn: Brendon Dukett, Director of Regional Planning & Municipal Services
127 Washington Avenue, 4th Floor West
North Haven, CT 06473

Submission must be received no later than **Wednesday, July 22nd, 2026, at 12:00 P.M. EDT.**
Late submissions will not be considered.

Please note that submissions via email will not be accepted.

The physical submissions must include:

- The Respondent's name and mailing address
- Primary contact name, title, phone number, and email address
- A clear attachment of all required materials

The email submission to purchasing@scrcog.org must include:

- A single PDF of the full proposal
- A PowerPoint presentation for the interview process, not to exceed ten (10) slides

The outer packing of the physical submission and the email subject of the electronic submission must be clearly labeled:

"RFP #027-03: Regional Open Space & Recreational Trails Map Inventory Update"

SCRCOG reserves the right to reject or accept, in whole or in part, any response and may waive any informalities or minor technical deficiencies in a submission.

5.0 EVALUATION AND SELECTION

5.1 Evaluation Criteria

The Selection Panel will evaluate all proposals using the following core criteria, which will inform necessary evaluation decisions of the review process. The criteria are below:

- Project understanding of the work to be performed
- Project organization and staff commitment
- Professional experience of the team
- Prior related project expertise
- Completeness, feasibility, and quality of response to Section 2.0 Scope of Services
- Experience with Open Space Planning, Recreational Trails mapping, and GIS
- Project budget/fee proposal

5.2 Selection Process

A selection panel shall assist SCRCOG in choosing the successful firm for this contract.

Respondents submitting the most responsive proposals may be invited to an interview with the selection committee. Respondents are not guaranteed an interview. It is anticipated that interviews will be conducted for approximately 30 minutes; however, this is not guaranteed and may be subject to change. As part of the interview process, respondents shall submit a PowerPoint presentation, not to exceed ten (10) slides. There are no required elements for the PowerPoint presentation, what is included is within full discretion of the Respondent.

Responses to this RFP will be reviewed against criteria listed above in Section 5.1. SCRCOG anticipates conducting interviews in August 2026 and executing a contract shortly thereafter; however, the schedule is subject to change at SCRCOG's discretion.

SCRCOG reserves the right to: (1) reject any or all responses, or parts thereof, for any reason, (2) negotiate changes to proposal terms, and (3) waive minor inconsistencies within the RFP.

SCRCOG reserves the right to make selections based on qualifications, experience in providing similar services, and the Respondent's responsiveness to the RFP requirements.

6.0 GENERAL PROVISIONS

- A. All work shall be performed in accordance with all Federal, State, and Municipal laws and regulations
- B. The Selected Consultant shall uphold the highest professional standards in all dealings with elected officials, public officials, SCRCOG employees, municipal volunteers, contractors, vendors, and all others when representing SCRCOG.
- C. The selected Consultant shall be responsible for identifying, certifying, and adhering to any changes in Federal, State, and Municipal laws and/or provisions that occur throughout the term of the Contract issued pursuant to this RFP and the performance of the work.
- D. The selected Consultant shall provide all necessary office space, office supplies, copy and fax machines, communication devices, computer software, hardware and equipment, vehicles, and all other items necessary to successfully complete the work contemplated in this RFP.

6.1 Amending or Canceling Request

The Selection Panel will evaluate all proposals using the following core criteria, which will inform necessary evaluation decisions of the review process.

6.2 Insurance Requirements

The respondent shall, at its own expense and cost, obtain and keep in force during the entire transition and contract period the following insurance coverages covering the respondent and all of its agents, employees and sub-contractors and other providers of services. The Consultant shall maintain and produce evidence throughout the term of this Agreement of required insurance coverage not less than the following:

- 1) Commercial General Liability Insurance written on an ISO Occurrence Form or its equivalent relating to work performed under the Agreement providing a limit of not less than \$1,000,000 in the aggregate and not less than \$1,000,000 per occurrence for the bodily injury, personal injury and property damage and \$1,000,000 products/completed operations and contractual coverage which will remain in effect for the period of this agreement;
- 2) SCRCOG must be named as additional insured on all policies listed in the foregoing subparagraph (A) pursuant to endorsements to each of such policies and the

Consultant must be named as additional insured on all such policies obtained by its subcontractors;

- 3) Consultant will also maintain Statutory Workers' Compensation and Employer's Liability Insurance covering all the Contractor's employees engaged in the work performed under this Agreement; and,
- 4) Certificates of insurance in ISO Occurrence Form must be supplied for review and approval prior to the Consultant's commencement of work under this Agreement. The Contractor shall release and waive all rights of subrogation against SCRCOG possessed by the Consultant's insurers with respect to the assumption and discharge of the obligations of the Consultant pursuant to this paragraph, and the Consultant represents and warrants that it is authorized to make such release and waiver under its policies of insurance. Each issuer of each insurance policy required to be maintained under this Agreement shall evidence its agreement that each such policy shall not be cancelled without not less than 30 days prior notice to SCRCOG.

6.3 Independent Contractor Status

The Consultant shall perform all services under the contract as an independent contractor and not as an agent, employee, or partner of SCRCOG. Nothing in this agreement shall be construed to establish a joint venture, agency, or employment relationship.

6.4 Ownership of Work Product

All data collected, materials prepared, and other deliverables produced under the agreement shall become the sole and exclusive property of SCRCOG. No materials may be copied, disclosed, or used by the Consultant for any purpose other than fulfilling obligations without express written permission from SCRCOG.

6.5 Records and Audit Rights

The Consultant shall maintain complete and accurate records related to performance and costs for a period of six (6) years following final payment. SCRCOG reserves the right to audit, examine, and make copies of such records at any time.

6.6 No Equipment Purchases Without Approval

No equipment purchases shall be made using project funds without the prior written consent of SCRCOG.

6.7 Disclaimer

SCRCOG makes no representation or warranty and assumes no responsibility for the accuracy of the information set forth in this RFP. Further, SCRCOG does not warrant nor make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links or other facets of this RFP once it has been downloaded or printed from this or any server, and hereby disclaims any liability for technical errors or difficulties of any nature that may arise in connection with the website on which this RFP is posted, or in connection with any other electronic medium utilized by Respondents or potential Respondents in connection with or otherwise related to the RFP.

SCRCOG - Organizational Procurement Conflict of Interest Statement

Each entity that enters into a contract with the South Central Regional Council of Governments (SCRCOG) is required, prior to entering into such contract, to inform SCRCOG of any real or apparent Organizational Conflict of Interest (OCI). An OCI exists when any of the following circumstances arise:

1. **Lack of Impartiality or Impaired Objectivity.** When the CONSULTANT (proposer, etc.) is unable, or potentially unable, to provide impartial or objective assistance or advice to SCRCOG due to outside activities, relationships, circumstances, contracts, etc.
2. **Unequal Access to Information.** The CONSULTANT has an unfair advantage through obtaining access to nonpublic information during the performance of an earlier contract.
3. **Biased Ground Rules.** During the conduct of an earlier procurement, the CONSULTANT has established ground rules for future procurement by developing specifications, evaluation factors, or similar documents.

Organizational Conflict of Interest Prohibition and Non-Conflict Certification

The CONSULTANT warrants that, to the best of his/her knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. The proposer agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to SCRCOG, which must include a description of the action, which the CONSULTANT has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, SCRCOG may, at its discretion, cancel the contract award. In the event the CONSULTANT was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to SCRCOG, SCRCOG may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime consultant, and the terms "contract" and "CONSULTANT" modified appropriately to preserve SCRCOG's rights.

To comply with this requirement, all proposers must complete and submit the following Conflict of Interest Disclosure Form as part of their proposal.

Consultant Conflict of Interest Disclosure Form

(MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL)

Consultant Information

RFP Title _____

RFP No: _____

Consultant/Firm Name: _____

Statement of Understanding

By signing below, the Consultant certifies that, to the best of their knowledge and belief, there are no conflicts of interest (actual, potential, or apparent) that would compromise the integrity or objectivity of the services proposed under this solicitation, or that all such conflicts are fully disclosed herein.

The Consultant further acknowledges its obligations to provide immediate written notice to SCRCOG if a conflict of interest is identified at any time prior to or after contract of award.

Disclosure of Conflicts

No Conflicts to Report

Conflicts Exist (if checked, complete the below sections)

Types of Conflict (check all that apply)

Organizational – Financial or contractual relationships that may impair objectivity

Personal – Relationships of key personnel that reasonably could be seen to influence judgement

Apparent/Perceived – Situations that a reasonable person would view as comprising impartiality

Unequal Access to Information

Biased Ground Rules

Not Applicable

Description of Conflict(s) and Proposed Mitigation

For each conflict identified, provide the following information:

Conflict: _____

Nature of the Conflict: _____

Parties Involved: _____

How it would affect work: _____

Proposed mitigation action: _____

(Copy this section if additional conflicts need to be disclosed)

Certification

I certify that I have read and understand SCRCOG’s Organizational Procurement Conflict of Interest requirements and that the information provided in this Disclosure and Certification form is accurate, complete, and current to the best of my knowledge.

I further acknowledge that failure to disclose a known conflict of interest may result in disqualification of my proposal, cancellation of contract award, or termination of an executed contract.

Signature _____

Printed Name _____

Title _____

Company _____

Company Address _____

Date _____