

Town of Portland, Connecticut – LEGAL NOTICE
Invitation to Submit Request for Qualifications and Proposals
BAR Planning Grant
Downtown Portland Master Plan
RFQ-RFP #2025-05

The Town of Portland is issuing this Request for Qualifications & Proposals (RFQ/RFP) to retain a consultant or consulting team to conduct a Downtown Master Plan, which is funded by a Connecticut Department of Economic and Community Development Brownfield Area Revitalization (BAR) Planning grant.

The project seeks to develop a new Master Plan for downtown Portland, encompassing both the Town Village District and Riverfront Overlay Zone. Included in this area are three town-owned brownfield sites located on Brownstone Avenue. The intent is to evaluate how these currently underutilized, brownfield sites can encourage both private and public investment in a manner that generates new economic growth. The project aims to developing a comprehensive plan that will contribute to the enhancement of public spaces by revitalizing underutilized land, enhancing the connection between the Village Center and the Connecticut River waterfront, promoting tourism, and fostering community engagement.

The Town of Portland is seeking a qualified team that includes, minimally, a Planner, Civil Engineer, Landscape Architect, Licensed Environmental Professional (LEP) and Real Estate Market Analyst and has the capability and capacity to meet the Town’s objectives outlined in Section IV of this document.

The specifications for the Qualifications & Proposals are available: at Office of the Director of Finance, Room 205, Portland Town Hall, 33 East Main Street, Portland Connecticut 06480 or by emailing trobinson@portlandct.org. For any specific questions, email development@portlandct.org by January 10, 2025 at 12:00 PM.

The Respondent’s must deliver, by mail or in person, five (5) hard copies and one (1) digital copy (PDF) of the completed proposal to the Office of the Director of Finance, Room 204, Portland Town Hall, P.O. Box 71, 33 East Main Street, Portland, CT 06480 during normal office hours by no later than 3:30 PM EST on Thursday, January 30, 2025. Submittals received after this date and time will not be accepted. All sealed envelope or boxed submittals should be clearly marked: ***RFQ/RFP #2025-05, Town of Portland BAR Planning Grant – Downtown Portland Master Plan (with the fee proposal submitted in a separate sealed envelope, clearly marked)***. Firms mailing proposals should allow for normal delivery time to ensure timely receipt of their proposals.

The Town of Portland reserves the right to accept or reject any or all submissions; to waive any informalities; to negotiate and award a contract that it determines best meets its needs and best serves the interests of the Town of Portland.

Town of Portland, CT
Submitted By: Ryan Curley, First Selectman
Dated: December 12, 2024

There will not be a public opening of this bid

Town of Portland is an equal opportunity provider and employer.