



Request for Proposals (RFP)

Consulting Town Planner Services

1. Introduction

The Town of Salisbury (“the Town”) is soliciting proposals from qualified professional planners or planning firms to provide consulting town planning services. The selected consultant will support the Town’s Planning & Zoning Commission (“PZC”) and Land Use Office with specialized planning initiatives, regulation updates, and application reviews. These services will be provided in collaboration with and supplementary to existing Town staff, including the Land Use Director and the Land Use Technical Specialist.

2. Community Background

Salisbury is a rural community located in northwest Connecticut encompassing the villages of Salisbury, Lakeville, and Lime Rock as well as the hamlets of Taconic and Amesville. The Town is part of the Northwest Hills Planning Region with a population of about 4,000 residents and a land area of 57 square miles. Salisbury is situated in the most topographically and ecologically diverse area of Connecticut. The mosaic of mountains, valleys, and wetlands contribute significantly to Salisbury’s sense of place and attract many seasonal visitors. Like in many northwest Connecticut communities, land uses are predominantly a mix of residential, agricultural, and conservation. However, there are two major commercial areas; the villages of Salisbury and Lakeville, both of which are served by public water and sewer. Other notable features and attractions include four named lakes, the Housatonic and Salmon Kill rivers, three private schools, two boarding camps, three long established hotels, a historic race track, and a portion of the Appalachian Trail.

In the last few years, Salisbury has engaged consulting planning services resulting in the following documents:

- [Sustainable Salisbury – 2024 Plan of Conservation and Development](#)
- [Salisbury Open Space and Recreation Plan \(2024\)](#)
- [Salisbury Village Planning Study \(2024\)](#)
- [Lakeville Village Planning Study \(2023\)](#)

Some ongoing and future projects include:

- *A complete rewrite of our Zoning Regulations
 - *Reimagining the rail trail within Salisbury village center
 - *Relocating a historic train station in Lakeville village center
 - *Renovating recreational resources at Community Field
 - *Conceptualizing housing and recreation facilities on various town-owned parcels
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3. Scope of Services

3.1 Special Projects

Potential assignments:

- Housing policy analysis.
- Village center revitalization planning.
- Agricultural, conservation, and open-space planning.
- Assist with GIS mapping and spatial analysis.

3.2 Planning & Zoning Administration

The consultant may be asked to assist with:

- Review of Site Plan, Special Permit, and Subdivision applications.
- Preparation of staff reports and recommendations for the PZC.
- Attendance at public meetings (virtual or in-person) as requested.
- Applicant consultation, pre-application meetings, and interdepartmental coordination.

3.3 Regulatory Review & Updates

Tasks may include:

- Drafting updates to zoning regulations, subdivision regulations, design standards and other planning documents such as the Plan of Conservation and Development (POCD).
- Aligning regulatory updates with Connecticut General Statutes and POCD.
- Recommending additional topics for modernizing land use regulations and town ordinances, for compliance with Connecticut General Statutes.
- Establishing guidance documents, forms, and procedures to facilitate permitting.

3.4 Long-Range Planning

The consultant may support:

- Preparation of updates to the POCD.
- Grant writing and implementation.
- Community engagement.
- Housing and demographic studies and analysis.

4. Proposal Requirements

Proposals must include:

- 1. Firm Overview**
Background, areas of expertise, relevant certifications, and office location(s).
- 2. Project Team**
Résumés and roles of personnel who will work with the Town.
- 3. Relevant Experience**
Examples of prior municipal planning work, especially in Connecticut.
- 4. Approach & Methodology**
Description of how planning services will be delivered, including typical turnaround times.
- 5. Fee Structure**
Hourly rates, task-based fees, and any retainer/on-call service models.
- 6. Conflict of Interest Statement**
Disclosure of any potential conflicts.

5. Evaluation Criteria

Proposals will be evaluated on:

- Demonstrated experience with municipal planning, zoning, and POCD preparation.
 - Familiarity with Connecticut land-use statutes and processes.
 - Clarity, completeness, and quality of proposal.
 - Cost-effectiveness and value.
 - References and past performance.
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6. Submission Instructions

Proposals must be submitted by **May 8, 2026 at 3:00pm** to:

Abby Conroy

Land Use Director

Town of Salisbury

Email: landuse@salisburyct.us

Phone: 860-435-5190

Electronic (PDF) submission is preferred.

7. Next Steps

Following the review of submitted proposals, the Town will take the following steps to complete the selection process:

- Conduct an initial evaluation of all submissions based on the criteria outlined in Section 5.
 - Identify top-ranked firms for further consideration.
 - Schedule interviews (virtual or in-person) with shortlisted firms to further discuss their qualifications, approach, and ability to meet the Town's needs.
 - Request additional materials or clarifications as needed.
 - Make a final selection and begin contract negotiations with the chosen consultant.
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8. Timeline

- RFP Release: April 8, 2026
 - Proposals Due: May 8, 2026
 - Interviews (if needed): Week of May 11, 2026
 - Anticipated Award Date: May 29, 2026
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9. Terms & Conditions

- The Town reserves the right to reject any and all submissions, waive informalities, and to recommend the award of a contract as may be in the best interest of the Town.
- All submissions, materials, documents, etc. submitted in conjunction with the selection process shall become the property of the Town and may be disposed of without notification and shall be considered public information.
- The applicant selected by the Town shall be expected to comply with all applicable federal, state, and local laws and regulations in the performance of services.