

TOWN OF CROMWELL
REQUEST FOR PROPOSALS AND QUALIFICATIONS
FOR DRAINAGE STUDY – VARIOUS LOCATIONS

November 1, 2022

PLEASE TAKE NOTICE that the Town of Cromwell requests submission of Proposals and Statements of Qualifications from qualified engineering firms to assist the Town of Cromwell review specific drainage issues in the Town of Cromwell and to develop options, and potential recommendations to improve and prevent flooding events as well as cost estimates. Said Qualifications and Proposals will be received by the Town of Cromwell no later than 2:00 p.m. on Friday, December 2, 2022 at 41 West Street after which time said Qualifications and Proposals will be opened and considered.

All Qualifications/Proposals must be on the Proposal forms obtained from the Town of Cromwell and must be enclosed in separate sealed envelopes bearing the name and address of the respondent and the words "RFP/RFQ for Drainage Study – Various Locations". The envelopes must be addressed to the Town of Cromwell 41 West Street, Cromwell, CT 06416 and may be delivered by hand or overnight courier. The envelope must be received by the Town of Cromwell by the date and time set forth above. No emailed submissions or late Proposals/Qualifications will be accepted.

All proposers are responsible for checking the Town of Cromwell website for any addendums that may arise during the time of this solicitation.

Questions regarding this request for qualifications and proposals shall be directed by email to Jon Harriman, Town Engineer – jharriman@cromwellct.com. The deadline for questions will be November 28, 2022 at 4:00 PM. All relevant questions will be answered in addendums to be posted on the town website.

The Town of Cromwell reserves the right to waive any minor irregularities in or to reject any or all Proposals.

The Town of Cromwell seeks the services of qualified professional engineering consultants specializing in drainage analysis to assist the Town to review flooding that has occurred and suggest measures to prevent future flooding events while providing an opinion of probable cost.

The drainage areas to be studied are:

1. Cedar Drive and Coles Road (See attached Item #1).

During significant rainfall events the run off from the north and east along with Cedar Drive causes this culvert inlet to become inundated with flooding of private properties. The primary parcel impacted is 20 Cedar Drive Parcel ID # 00454500 as well as Cedar Drive. (This is not a simple cross culvert – rather an inlet that receives storm water into the Town drainage system which interconnects with State drainage in Berlin Road).

2. Shadow Brook Culvert- Nooks Hill Road (See attached Item #2)

During significant rainfall events, the Shadow Brook culvert becomes overwhelmed. This culvert extends through private property (48 Nooks Hill Road) and then out under the railroad ROW. The flooding primarily impacts 48 Nooks Hill Road Parcel ID # 00345100 and Nooks Hill Road. The limit of Town owned infrastructure is within the Nooks Hill ROW.

3. Willow Brook Cross Culvert- Evergreen Road (See attached Item #3)

During significant rainfall events, upstream runoff along with the runoff from Millennium Drive and Evergreen Road inundate the Willow Brook culvert resulting in overtopping of Evergreen Road.

4. Culverts at Evergreen Road and Copper Knoll Drive (See attached Item #4)

During significant rainfall events, runoff from Blackhaw Drive, Copper Knoll Drive and Evergreen Road as well as runoff from the north, inundate these culverts which results in flooding and overtopping of Evergreen Road. The primary property impacted is 103 Evergreen Road Parcel ID #00519600 and possibly Copper Knoll Drive ID #00531800 and 4 Copper Knoll Drive Parcel ID #00531300.

5. Cross Culvert at Geer Street (See attached Item #5)

During significant rainfall events, the culvert at Geer Street becomes inundated and unable to convey the flow of water, this causes flooding primarily to the properties at 81 Geer Street Parcel ID #00317800, 79 Geer Street Parcel ID #00212100. Immediately downstream from the cross culvert on Geer Street is a cross culvert for a private driveway. The analysis must take into account both cross culverts.

6. Culvert at Pierson Park (See attached Item #6)

During a significant rainfall in 2021, the culvert that conveys Cromwell Creek under the parking lot at Pierson Park becomes inundated, causing the overtopping of West Street. A post rainfall inspection determined that the culvert was clogged with tree clearing debris. The culvert under West Street is owned by CTDOT. The culvert downstream of the DOT ROW is owned by the Town of Cromwell.

7. Drywells -Glenwood Terrace (See attached Item #7)

During periods of significant rainfall, the 4 drywells in vicinity of 8 and 10 Glenwood Terrace surcharge, the stormwater then flows over land, causing flooding of properties

down slope. The primary properties impacted are 97 Field Road Parcel ID#00127300 and Field Road Parcel ID #00391700, Glenwood Terrace is also impacted.

8. Culvert at South Street/ Railroad Trestle (See attached Item # 8)

The culvert that conveys Cromwell Creek under South Street is inundated year-round, primarily due to the elevation of the culvert. This culvert overtops several times of the year, flooding South Street and the adjacent properties. The properties impacted include 45 South Street Parcel ID #00167400, 30 South Street Parcel ID #11000200, 43 South Street Parcel ID #00063700, 273R Main Street Parcel ID #00320600 and 275 Main Street Parcel ID #00333600, South Street is also impacted.

9. Culvert at Franklin Road & Chelsea Drive (See attached Item # 9)

During periods of significant rainfall, the culvert that conveys Chestnut Brook under Chelsea Drive and Franklin Road gets inundated due to runoff from Chelsea Drive and Franklin Road, as well as upstream runoff. This results in flooding and primarily impacts the properties at 23 Franklin ROAD Parcel ID #00277800 and 26 Franklin Road Parcel ID #00412800.

SCOPE OF SERVICES

Town of Cromwell is requesting proposals and statements of qualifications from professorial engineering consulting firms licensed in the State of Connecticut specializing in drainage studies, hydrologic and hydraulic modeling and master plans, floodplain and floodway analysis, stormwater modeling, stormwater conveyance systems and volume control solutions. The professional engineering consultant will review the flooding that has occurred within the boundaries of the Town of Cromwell and develop options and potential recommendations that will improve if not resolve future flooding events. All recommendations shall be at a minimum, in compliance with the State of Connecticut Department of Energy and Environmental Protection (DEEP) & Department of Transportation (DOT). Additionally, a summary of all State permits that may be required for each recommendation shall be provided.

The final product shall be a written report detailing the deficiencies at each location, and suggesting the appropriate alternative solution(s). Some locations may have more than one possible solution, each shall be discussed in the narratives with the engineer's recommendation fully detailed. The report must include conceptual schematics, indicate all required permits, assess any impacts to private property, as well as provide an opinion of probable cost to design, permit and construct the recommended solution.

To facilitate the review process and obtain the maximum degree of comparison, the following information should be included:

A. General Information

1. Proposals must be submitted to the Town of Cromwell by December 2, 2022 no later than 2:00 p.m. 41 West Street Cromwell Connecticut 06416.
2. Proposals shall be mailed or hand delivered. All costs incurred in the preparation of a proposal responding to this request will be the responsibility of the responder and will not be reimbursed by the Town of Cromwell.

3. Please provide 5 copies of your qualifications and 5 copies of your proposal in separately sealed envelopes.
4. Proposers are responsible for checking Town website for addendums and acknowledging addenda on the Proposal form.
5. Selected firm may be called upon to provide design services, depending on available funding. Please provide rate sheets for design services staffing.

B. Qualifications and Experience

1. Submit a Cover Letter signed by an authorized representative of the respondent. The cover letter must state a commitment to provide consulting services with the proposal specified in the submission. In addition, the letter should include a brief statement of understanding and approach to the Scope of Work. The cover letter shall also acknowledge receipt of any addenda issued.
2. Include a history of the firm.
3. Firms responding to this request should be of adequate size and sufficiently staffed to perform the assignment. Firms are requested to provide a list of completed related projects, including a brief description of the scope of work, its location, completion date and contract costs. Also provide current contact information for a key person for each of the listed projects.
4. Identify the project manager, key management and operating personnel from your firm who will provide direct services and identify their area of responsibility for this project. Provide a resume for each person who would have a day to day responsibility for the development of this project, giving a summary of their pertinent experience and qualification.
5. Identify all outside consultants that would be employed by the firm of this project. For each outside consultant listed, provide the information requested in Item (4) above. The Town of Cromwell under the contract will treat sub-consultants, and all employees of such sub-consultant as if they were employees of the primary firm. The selected firm will not be allowed to use a sub-consultant firm that was not noted in the original proposal to the Town of Cromwell without written approval from the Town of Cromwell.
6. Provide at least three professional references from similar projects completed in the last ten years.
7. Provide examples of drainage studies, hydrologic and hydraulic modeling and master plans, floodplain and floodway analysis, stormwater modeling, stormwater conveyance systems, or volume control solutions that the team has prepared for reference projects.

C. Proposal Format

Identify the methodology that will be used to accomplish the scope of work and achieve the stated goals of the project. In outlining the approach for accomplishing the objectives of this Request for Proposals, respondents should consider, at a minimum, explaining/describing in adequate detail, such information as:

1. How the public and governmental agency stakeholders will be engaged in the analysis of the drainage systems and resulting recommendations and options:

2. How to identify existing and potential challenges:
3. How baseline analysis will be conducted:
4. How performance measures will be developed:
5. How recommendations, options, costs and implementation strategies will be developed.
6. Supply a proposed time schedule for completion of the work that reviews and analyzes the flood events that have occurred in the Town and provide recommendations and options for improvements to resolve and/or mitigate the flooding.

INSURANCE

The Consultant shall carry Commercial General Liability Insurance, including Contractual Liability Insurance providing for a total limit of One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injuries to or destruction of property in any one accident or occurrence, and, subject to that limit per accident, a total (or aggregate) limit of Two Million Dollars (\$2,000,000) for all damages arising out of bodily injuries to or death of all persons in all accidents or occurrences and out of injury to or destruction of property during the policy period.

EVALUTION AND REVIEW OF QUALIFICATIONS AND PROPOSALS

- A. The Town of Cromwell, at its discretion, may request presentations by or meetings with all or any responders to clarify or negotiate modifications to the firm's proposal. However, the Town of Cromwell reserves the rights to make award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially as the most responsive on which the firm can propose.
- B. The Town of Cromwell will begin the evaluation process immediately after the submittal. The Town of Cromwell may establish an Evaluation Team that will review all qualification submissions. The Team will open the proposals of those firms determined to be best qualified and recommend to the Town Manager the proposal that is most responsive and best meets the criteria set out herein and that is most advantageous to the residents of the Town of Cromwell.
- C. The selection will be based primarily on the following criteria:
 1. Qualifications or the respondents as evidences by the knowledge, skills and experience of the firm's proposal team.
 2. Demonstrates proven consulting/engineering experience developing drainage studies, hydrologic and hydraulics modeling and master plans, floodplain and floodway analysis, stormwater modeling, stormwater conveyance systems and volume control solutions.
 3. The verifiable present and past performance of the firm(s) as prime consultant/engineer(s) on other contracts in terms of quality of work and ability and experience to administer, manage and coordinate similar projects.
 4. Quality and innovation of previous projects of similar size and scope.
 5. Demonstrates an understanding of the planning process, experience with projects falling under CTDEEP and/or CTDOT purview, budgeting, ability to schedule effectively and control quality and costs.

6. The quality and effectiveness of the firm's past projects of similar scope.
7. The firm's proposed project methodology and approach.
8. Quality of information/data collection approach.
9. Quality of public and governmental agency stakeholder engagement approach.
10. Quality of project plan/component development methodology.
11. The firm's proposed work schedule.

If a satisfactory agreement cannot be reached with that firm, the Town of Cromwell shall formally end negotiations and begin contract negotiations with the next most favored firm. The Town of Cromwell reserves the right to reject all submitted proposals and issue a new Request for Proposal if necessary.

TERMS OF AGREEMENT:

This agreement is expected to be a long-term agreement with services expected to begin as soon as possible after award or around but no later than December 20, 2022. Time is of the essence to complete the analysis and evaluation of the existing drainage systems. The selected consultant will enter into a contract directly with the Town of Cromwell, who will have sole authority to direct the consultant.

RIGHT TO REJECT:

The Town of Cromwell reserves the right to reject any and all proposals received in the response to the RFP. A contract for the accepted proposal will be based upon the factors described in the RFP and to be determined at the sole discretion of the Town of Cromwell.

PROPOSAL FORM (BID)

Proposal of _____
(Herein after called "BIDDER"), organized and existing under the laws of the State of _____,
doing business as _____.

To the TOWN OF CROMWELL, CONNECTICUT (hereinafter called "TOWN"), In compliance with your Advertisement for Bids, BIDDER hereby proposes to perform all WORK for

Drainage Study – Various Locations

By submission of this BID, each BIDDER certifies, and in the case of a joint BID each party thereto certifies as to his own organization, that this other agreement as to any matter relating to this BID with any other BIDDER or with any competitor and that this BID is in all respects fair and is made without collusion or fraud.

BIDDER further declares that before making this BID, BIDDER carefully examined the form of BID and the RFQ/RFP SOLICITATION to the SCOPE OF SERVICES to be performed and fully understands the meaning of the same, and that the BID was based on BIDDERS own examination of the SCOPE OF SERVICES is to be done and own judgment as to the character of the conditions to be found and the difficulties that may arise in the performance of the SCOPE OF SERVICES and that BIDDER will make no claims on account of its understanding or misconceptions of the nature, character or amount of work to be done.

Bidder acknowledges receipt of the following ADDENDA and agrees to be bound by all ADDENDA whether or not listed herein.

BIDDER agrees to perform all the work described in the RFQ/RFP SOLICITATION for the following unit prices and/or lump sums, which shall be full compensation for all costs incurred in completion of the work included under each payment item for which said unit prices or lump sums are given, including but not limited to the furnishing of all materials, labor, equipment, tools and all incidentals.

BIDDER agrees that any estimated quantities shown on this Proposal Form (BID) are only for the purpose of comparing BIDS and that BIDDER is satisfied with and will at no time dispute the said estimated quantities as a means of comparing the aforesaid BIDS. The Town reserves the right to reject any or all bids, to waive any informalities or minor defects or to accept the bid or portion of bid that, in the judgment of the Town, will be in its best interests.

Dated: _____

FIRM NAME * _____
(SEAL - if BID is by a Corporation)

BY: _____
(Authorized Signature) (Title)

*If a corporation, give the State of Incorporation, using the phrase "a corporation organized under the laws of _____."

*If a partnership, give names or partners, using also the phrase "co-partners" trading and doing business under the firm name and style of_____."

*If an individual using a trade name, give individual name, using also the phrase "an individual doing business under the firm name and style of_____."

Full names and residences of all persons interested in this BID as principals are as follows:

Name: _____Address:_____

Name: _____Address: _____

Name: _____Address: _____

STATE OF _____ }
}

COUNTY OF _____ }

_____, the signer of the above BID, being duly sworn, says that the several matters stated therein are in all respects true to the knowledge of the deponent.

Sworn to and subscribed to before me this _____ day of_____, _____.

Notary Public (SEAL)

SCHEDULE OF PROPOSAL
Drainage Study – Various Locations

Bid Item	Description	Lump Sum Price
1	Culvert Cedar Drive and Coles Road	\$
2	Shadow Brook Culvert- Nooks Hill Road	\$
3	Willow Brook Culvert- Evergreen Road	\$
4	Culverts at Evergreen Road and Copper Knoll Drive	\$
5	Culvert at Geer Street	\$
6	Culvert at Pierson Park	\$
7	Drywells -Glenwood Terrace	\$
8	Culvert at South Street/ Railroad Trestle	\$
9	Culvert at Franklin Road & Chelsea Drive	\$

TOTAL LUMP SUM, written in Figures: \$_____

TOTAL LUMP SUM, Written in Words:
