

**REQUEST FOR QUALIFICATIONS AND
REQUEST FOR PROPOSALS FOR
WEST STREET SIDEWALK CONNECTIVITY PROJECT
TOWN OF CROMWELL, CONNECTICUT**

The Town of Cromwell is seeking written responses to a Request for Qualifications & Proposals (RFQ/RFP) to retain an Engineering firm for design services necessary for the design of sidewalks on West Street from Lincoln Road southeast to Timber Hill Road with connection to Town Hall and the realignment of Allen Road intersection with West Street.

An original and six (6) copies of qualifications, proposals and fee must be submitted to the Town Engineer, 41 West Street Cromwell CT 06416 by 2:00 PM on March 25, 2022. This RFQ/RFP is available at the Office of Public Works or by accessing the Town's website, www.cromwellct.com. Qualifications, Proposals and Fee must be submitted in three separate sealed envelopes marked "Qualifications for Engineering Services ", "Proposal for Engineering Services" and "Fee for Engineering Services ".

WEST STREET SIDEWALK CONNECTIVITY PROJECT
TOWN OF CROMWELL, CT
SCOPE OF WORK AND FEE PROPOSAL

1. GENERAL INFORMATION

1.1 Issuing Office: This Request for Qualifications and Proposals (RFQ/RFP) is issued by the Town of Cromwell, Connecticut, Public Works Department.

1.2 Purpose: The purpose of the RFQ/RFP is to provide prospective firms, with essential information to enable them to prepare and submit qualifications and proposals to provide Engineering services to the Town of Cromwell for the construction of new sidewalks on West Street and the realignment of the intersection Allen Road with West Street (State Highway 372). A sidewalk along West Street would link downtown Cromwell with the Town Hall/Library Campus and existing sidewalks on West Street. The realignment of Allen Road intersection with West Street would align Allen Road more perpendicular to West Street – approximately across from Palmer Circle.

1.3 Qualifications & Proposals: All documents received by the Town in response to this RFQ/RFP will be retained. Submissions must:

- A. Constitute a complete response to this RFQ/RFP, using the Proposal Form provided in this document.
- B. Include an original and six (6) copies of each: qualifications, proposal and fee.
- C. Qualifications, Proposal and Fee must be received by:

Town of Cromwell
Jon Harriman, P.E., Town Engineer
Town Hall
41 West Street
Cromwell, CT 06416

no later than 2:00 PM on March 25, 2022. Envelopes must be clearly marked "Qualifications for Engineering Services - West Street Sidewalk Connectivity Project", "Proposal for Engineering Services- West Street Sidewalk Connectivity Project "and "Fee for Engineering Services- West Street Sidewalk Connectivity Project". Envelopes must also identify the firm name providing the submission. Firms mailing submissions should allow for normal delivery time to ensure timely receipt of their documents. Qualifications, proposals and fee may not be submitted by email.

- D. Qualifications and Proposals must be signed by an official authorized to bind the firm to its provisions.
- E. Qualifications and Proposals must include a statement that the proposal remains valid for a period of at least ninety (90) days from the date of its submission.

1.4 Rejection of Proposals: The Town reserves the right to reject any and all qualifications and/or proposals received as a result of this RFQ/RFP.

1.5 Communications Concerning RFQ/RFP: All questions relevant to the development of a proposal are to be directed via email to:

Jon Harriman, P.E., Town Engineer
Town Hall
41 West Street
Cromwell, CT 06416
Email: jharriman@cromwellct.com

Any questions must be received no later than March 17, 2022, if determined to be of interest to all prospective bidders, questions will be answered in writing and provided to all bidders by email. No bidder may contact any other employee or elected or appointed official of the Town of Cromwell with respect to the RFQ/RFP or the submission of a bid.

1.6 Additional Information:

- A. Revisions or addenda to the RFQ/RFP:** In the event it becomes necessary to revise or supplement any part of the RFQ/RFP, the revision or supplement will be provided on the Town of Cromwell website under Bids/RFQs/RFPs.
- B. Incurring Costs:** The Town will not be liable for any costs incurred by a firm in the preparation or submission of proposals.
- D. Civil Rights Compliance:** Where applicable, firms must comply with the Civil Rights Act of 1964, the Equal Employment Act, and the Connecticut Fair Employment Practices Act.
- E. News Releases:** News releases pertaining to this RFQ/RFP or the services, study or project to which it relates will not be made without prior approval, and then only in coordination with the Town.
- F. Acceptance of Proposal Content:** The contents of the successful proposal may, at the Town's option, become part of the contract entered into by the successful firm and the Town.
- G. Projected Schedule:**
The following schedule is presented for the prospective Bidder.

February 27, 2022	- Public Advertisement for Bids
February 27, 2022	- Bid Documents become available
March 17, 2022	- Last day questions will be received
March 25, 2022	- Documents must be received
April 6, 2022	- Award contract
TBD	- Last day for executing agreement
(Within 5 days of agreement)	- Submit all contract documents
April 15, 2022	- Forward "Notice to Proceed"
Contract Period	- 120 calendar days, start April 2022

2. CONTENT OF QUALIFICATIONS

2.1 General Requirements

- A. Statement as to the firm's particular abilities and qualifications related to this project, as well as the number of years the firm has been in business, the geographical area of operations and professional affiliations.
- B. List of municipalities in Connecticut and other states for which the firm has provided similar services in the last three years with the name and contact information for each of these municipalities
- C. Resumes of key personnel who would be assigned to this project, and a list of standard office hourly rates. Please also indicate the principals in the organization and the size and composition of the organization.
- D. Additional information or documentation that may be useful and applicable to this project.
- E. Provide the names of all sub-consulting firms, the proposed staff and their relevant experience. Indicate amount of experience with said sub-consultants.
- F. Information concerning any suits filed, judgments entered or claims made against the firm during the last five years with respect to Engineering services provided by the firm or any declaration of default or termination for cause against the firm with respect to such services. In addition, state whether during the past five years the firm has been suspended from bidding or entering into any government contract.

3. CONTENT OF PROPOSALS

3.1 Scope of Services

- A. **Description of Project:** The proposed improvements would include a five-foot pedestrian sidewalk to be installed on the south side of west Street from Lincoln Road to Timber Hill Road. Within this project corridor the Allen Road intersection would be realigned with West Street to reduce/eliminate the acute angle of the existing Allen Road approach. It appears that the Town of Cromwell has sufficient ROW at the southeast corner of the existing intersection to accommodate this realignment. With this realignment the cross walk on West Street would be reconfigured and a new cross walk across Allen Road would be added.

Within the project corridor would be a sidewalk extension to the Town Hall/Library campus at 39&41 West Street. The selected firm would evaluate the feasibility of a connection to the campus along Allen Road or a direct connection along West Street, and make a recommendation to the Town for consideration.

- B. **Additional Information:** The Town of Cromwell would like to have this project design ready in anticipation that CTDOT will put out future rounds of CCGP funding opportunities. The selected firm should take the requirements of this funding source into account when completing the design work. It is not anticipated that there will be an opportunity for the Town to obtain assistance from CTDOT-Rights of Way for property acquisition or takings along this corridor. It is the Town's intent to contain the construction activity within the State and Town right-of-way's to

the maximum extent practicable. This will likely require the construction of retaining walls or other features at various locations along the project corridor.

3.2 Survey

A. Limits of Survey

Survey will be limited to a corridor that runs along the length of roads and easements. The limits of survey will generally cover a minimum strip 100 feet wide extending from the existing centerline. Palmer Circle side street will be surveyed for an additional 100' beyond the mainline survey. Allen Road limits of survey will generally cover a minimum strip 100 feet wide extending from the existing centerline. The length of survey along Allen Road shall be sufficient to complete the design for realignment (likely to the Town Hall driveway entrance on Allen Road).

B. Details of Survey

- (a.) Show all features within the survey area on the mapping. This may include, but not be limited to: roads, visible property pins and road monuments, survey monuments, buildings, utility poles, trails, streams, ponds, tree lines, trees larger than 6" caliper, poles, catch basins, manholes, hydrants, water valves, signage, mailboxes, driveway aprons etc. All underground pipe sizes, materials and invert elevations shall be shown.
- (b.) Label all types of curbing, pavement, sidewalks, sidewalk ramps, driveways, walks, and berms (grass, dirt, gravel, bituminous concrete, etc.) Survey existing drainage system including pipe sizes and inverts. DOT ROW maps and Town provided mapping will be used to determine street lines and property lines.
- (c.) Final survey plans will consist of 1"=40' scale planimetric/topographic mapping. Contours shown will be 2' intervals with implied accuracy. All dimensions and elevations will be shown in English units.
- (d.) The design would preferably not require Property Maps to accommodate sidewalks and acquiring sloping rights if needed (possibly for utility pole relocation). The selected consultant shall provide pricing for property maps in the event that the construction activities cannot be contained within the ROW.

C. Survey Information

- The CTDOT ROW maps and Town of Cromwell land records may be researched for mapping, title and utility information pertinent to the road right-of-ways, a current deed and/or mapping will be obtained for each property within the project limits, if road right-of-way mapping is not available.
- Horizontal control for the survey will be based on the North American Datum of 1983 (NAD 83). Iron pins or another form of permanent point will be set on all control points. Reference ties will be obtained for each control point to aid in recovery for future use. Publish all coordinates of control points.
- By field survey, evidence such as, but not limited to, the following will be located: property and street right-of-way monumentation, iron pipes and pins, stone bounds, walls, fences, tree lines, hedge rows, water boundaries, streams, lakes, ponds, party walls, buildings, sheds, driveways, paths, trails, etc. Visible evidence of encroachments and/or easements will also be located.
- Field locations of property boundaries will be compared to title information. Any discrepancies will be resolved or depicted on the plan.

- Locate wetlands per Town Wetland maps (if applicable).
- Vertical control will be based on the North American Vertical Datum of 1988 (NAVD 88). Permanent control points and benchmarks will be set at appropriate location.
- The local utility companies will be contacted for information pertinent to the location of their underground and overhead utilities.
- A plan will be prepared using AutoCAD or other system compatible to Town's software, to produce a base plan at a scale of 1"= 40' with 2' contours.
- The above plan and field survey will be prepared in accordance with the accuracies of a Class A-2 Right-of-Way Survey, and a Class T2 Topographic Survey, as defined in the "Standards for Surveys and Maps in the State of Connecticut", prepared and adopted by the Connecticut Association of Land Surveyors, Inc., October 29, 2009

3.3 Design Documents

A. Design Services:

With the Town's endorsement of the project concepts, design documents, plans and specifications, would be prepared and would include:

- Hold Public Information to obtain Town and local stakeholder feedback Respond to comments and be present at a public meeting
- Develop maintenance and protection of traffic plan
- Present boring and geo-technical study results
- Identify property impacts, wall and permit needs. Permits prepared and submitted if needed.
- Plans to be developed at 1" = 40" horizontal and 1" = 4' vertical scale
- Submit construction cost estimate
- Provide utility relocation information with impacted utilities as required
- Submit plans
- Prepare Plans and Specifications

B. Additional Design Information:

- Utility impacts to electric, telephone, cable, water, gas, etc., due to project construction, will be coordinated by the Town through utility meetings, but designs and plans are to address utility work necessary for affected utility, including Cromwell Water.
- Plans may consist or contain the following minimum information:
 1. Title sheet
 2. Index Plan and survey tie sheet
 3. Detailed Estimate Sheets
 4. Typical Section
 5. Misc. Details
 6. Traffic Detour Plan
 7. Plans & Profiles
 8. Grading Plan
 9. Cross Sections
 10. Erosion Control Plan and Details
- Plans shall be designed in accordance with the latest edition of the American Association

of State Highways and Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets or the Connecticut Department of Transportation's Highway Design Manual to comply with the requirements of a potential CCGP grant.

- The Manual of Uniform Traffic Control Devices shall apply to this design.
- Design exceptions shall be coordinated with the CT Department of Transportation and/or the Town of Cromwell.
- The service life of the proposed improvements shall be a minimum of twenty (20) years.

C. Sidewalk and Street Design Plans and Details:

1. Preliminary Design

- Prepare detailed horizontal and vertical alignment.
- Prepare typical cross sections of proposed roadway and new sidewalk.
- Prepare cross-sections every 50' and at every driveway (8 driveways) and analyze grading to minimize impacts to adjacent properties.
- Prepare design detail to show the interconnection of any private walks to the new sidewalk.
- Show preliminary drainage layout (not applicable – no existing drainage in West Street or Allen Road).
- Prepare preliminary quantity and cost estimate.
- Submit Preliminary Design for Town review.
- Attend two coordination meetings.
- Prepare displays and present project at one Public Information Meeting.
- It is anticipated that there will be no impact to wetlands. The Town wetlands map indicates there are no wetlands along the project corridor.

2. Final Design

- Incorporate Town comments to Preliminary Design.
- Finalize and complete: typical sections, plans, profiles, cross-sections and details for proposed roadway and sidewalk improvements.
- Provide all computations for roadway modification; include site restoration of areas disturbed during construction.
- Provide a maintenance and Protection of Traffic scheme.
- Prepare final quantity and Construction Cost Estimates.
- Prepare the technical section of the Contract Document. It is assumed that the Town would be responsible for the incorporation of the technical section into the Town "Boiler Plate" Contract Document.
- Prepare Bid Forms for the use by Contractors wishing to bid the Project.
- Provide final Design and Survey drawings to Town in CAD format.

4. FEE PROPOSAL

4.1 Provide the Town with survey and design services as detailed above for lump sum amounts for:

FIELD SURVEY \$ _____ Thousand and _____ Hundred Dollars.
PRELIMINARY DESIGN \$ _____ Thousand and _____ Hundred Dollars.
FINAL DESIGN \$ _____ Thousand and _____ Hundred Dollars.
SUBTOTAL COSTS: \$ _____ Thousand and _____ Hundred Dollars.

Provide all Direct Costs separately (charge mileage at the present IRS established rate; reprographics; construction testing and/or, any outside services) at actual cost (provide an estimate for same):

PROPERTY MAPS _____ [Quantity] \$ _____ [Unit Price] \$ _____ [Total Price]
REPRODUCTION _____ [Quantity] \$ _____ [Unit Price] \$ _____ [Total Price]

4.2 Other Requirements

Proposals should also include the following:

- A. Prior to contract, the winning firm will be required to show evidence of insurance coverage of a kind and in an amount satisfactory to the Town
- B. List of all services not specifically included within your proposal for services.
- C. Preliminary schedule for all phases of the planning, design, permitting and construction documents.
- D. Time to completion of Services. Firms must indicate that they will be able to complete all services by August 31, 2022. Firms should anticipate having a Notice to Proceed by April 15, 2022.

5. SELECTION PROCESS

5.1 Review Process

All qualification packages will be reviewed by the Selection Committee consisting of not less than three (3) people appointed by the Town Manager.

The Town reserves the right to waive non-material deficiencies in any qualifications statement or proposal Qualifications packages will be opened and evaluated based on what is deemed to be in the best interests of the Town, including such factors as the respondent's experience in roadway design, clarity and creativity of the submission, references or recommendations of entities for which the bidder has previously provided services, the persons to be assigned to the project by the bidder, etc.

A short list of finalists will be developed from the qualification's statements and proposals from the short-listed firms will be opened and reviewed. A second short list shall be developed from the proposals. Fee envelopes from the remaining short-listed firms will be opened and the lowest bidder will be selected.

The Selection Committee expects to recommend a consultant to the Town Manager for approval within 30 days of the RFQ/RFP deadline. The key person to be assigned to this project will be required to be present at this meeting.

The Town expects to complete selection process and begin work by April 15, 2022. If necessary the Town may extend that review period.

Selection of the firm with the preferred proposal does not provide any contract rights to that firm. Any such rights shall accrue only if and when the Town and the firm execute a binding contract. The Town reserves the right to negotiate with the successful firm in any manner necessary to best serve the interests of the Town. If the Town fails to reach an agreement with the successful bidder, the Town may commence negotiations with an alternative bidder or reject all bids and reinstitute the RFQ/RFP process.

5.2 Evaluation Criteria

A. Technical Approach - The following items will be considered:

1. The Engineer shall exhibit an understanding of existing conditions, systems, operations, and schedules.
2. Qualifications of the design professionals.
3. The number of past projects completed by the Engineer that are similar to this one in scope or complexity.
4. The quality and performance of Engineer's past projects. Please include a list of recent projects.

B. Project Management

1. There shall be a clear assignment of responsibilities for various project tasks to specific individuals. All individuals with major responsibility for the project's design, bidding, specification, and follow-through should be identified.
2. The Engineer shall have a demonstrated ability to observe construction and handle field changes and other contingencies that may arise during construction.
3. The Engineer shall be able to demonstrate experience providing effective management, design, and monitoring services on past projects
4. The Engineer shall demonstrate an ability to complete projects within budget and according to schedule.
5. The Engineer's responsiveness to the specific user goals identified in the RFP.
6. The quality of communication skills and the effectiveness of the project manager and on-site construction representative from your firm.
7. The ability to coordinate project construction with contractors, equipment suppliers, and Town personnel.

(Form of Cover Page of Proposal]

**WEST STREET SIDEWALK CONNECTIVITY PROJECT
TOWN OF CROMWELL, CONNECTICUT**

The undersigned has read, understands, and affirms his/her compliance with the requirements contained in the Request for Proposals for West Street Sidewalk Connectivity Project for the Town of Cromwell. The undersigned submits this proposal in good faith and without collusion with any other person, individual or firm.

The proposal consists of this cover page and the following attachments:

Name and Address of Firm:

Name, Title and Contact Information (phone, fax, email) of Authorized Representative:

Signature of Authorized Representative:
