

**REQUEST FOR QUALIFICATIONS AND  
REQUEST FOR PROPOSALS FOR  
COLES ROAD RECONSTRUCTION  
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 Reconstruction of a portion of Coles Road.

An original and six (6) copies of qualifications, proposals and fee must be submitted to the Director of Public Works, 41 West Street Cromwell CT 06416 by 2:00 PM on March 3, 2017. This RFQ/RFP is available at the Office of Public Works or by accessing the Town's website, [www.cromwellct.com](http://www.cromwellct.com) . Qualifications, Proposals and Fee must be submitted in separate sealed envelopes marked "Qualifications for Engineering Services ", "Proposal for Engineering Services" and "Fee for Engineering Services ".

**COLES ROAD RECONSTRUCTION**  
**TOWN OF CROMWELL, CT**  
**SCOPE OF WORK AND FEE PROPOSAL**

**A. 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. Roadway geometric improvements, Bicycle/pedestrian improvements, Pavement Structural improvements. The section of Coles Road from the intersection of Shunpike to the RT9 underpass is structurally and geometrically deficient. The roadway pavement width is quite narrow, has some poor sight lines, exhibits surface and subsurface drainage problems, and lacks safe bicycle and pedestrian access. In winter this stretch of roadway is prone to icing caused by lack of drainage, road condition and the loss of a proper crown in the road cross section. There is a commercial shopping district at the intersection of Shunpike Road and there are four relatively new subdivisions intersecting this stretch of Coles Road. This portion of Coles Road has a PCI rating of 61 according to the 2016 Cromwell Pavement Management Road Resurvey.

The reconstruction of Coles Road with bicycle and pedestrian facilities has been identified as a transportation priority for the Town of Cromwell in RiverCOG's 2015-2040 Long Range Regional Transportation Plan. A sidewalk along Coles Road would link the commercial center to residential subdivisions, three of which have sidewalks already and Snow Park, to be developed in the future.

**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  
Louis Spina, Director of Public Works  
Town Hall  
41 West Street  
Cromwell, CT 06416

no later than 2:00 PM on March 3, 2017. Envelopes must be clearly marked "Qualifications For Engineering Services- Coles Road Reconstruction", "Proposal for Engineering Services- Coles Road Reconstruction" and "Fee for Engineering Services- Coles Road Reconstruction". 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 to:

Jon Harriman, P.E., Town Engineer  
Town Hall  
41 West Street  
Cromwell, CT 06416  
Phone: (860) 632-3465  
Email: [jharriman@cromwellct.com](mailto:jharriman@cromwellct.com)

Any questions determined to be of interest to all prospective bidders 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 to all prospective firms by email.

**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.

## **B. 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.

## **C. CONTENT OF PROPOSALS**

### **3.1 Scope of Services**

**A. Description of Property:** The proposed improvements would include full depth reconstruction, widening and realignment to create a thirty foot pavement width with eleven foot vehicle lanes and a four foot paved shoulder in addition to some milling and paving. A four foot pedestrian sidewalk would be installed on the

south side of the roadway. Drainage improvements would include a roadway underdrain where the roadway bisects the hillside and nine new catch basins and 381 linear feet of new drain pipe to mitigate existing surface drainage issues.

The Town proposes full depth reconstruction from the intersection of Shunpike Road to the intersection of Nursery Lane. This stretch is the narrowest and has the highest level of pavement distress (PCI 61) and surface and subsurface drainage issues. The section of road from Nursery Lane to the RT 9 underpass is wider and is in much better condition. This stretch of Coles Road was given a PCI rating of 76 in the 2016 Cromwell Pavement Management Road Resurvey. The completion of this project will improve safety for vehicles, pedestrians and bicyclists. The completed project will promote a walking and biking link between the existing commercial district and surrounding residential neighborhoods, and Snow Park, a town owned but not yet constructed facility.

The Town had previously considered the alternative of simply milling and paving this stretch of Coles Road. The option was not pursued due to constant complaints of the narrow roadway, poor drainage, and safety concerns for pedestrians and bicyclists.

**Additional Information:** This section of Coles Road was submitted for LOTCIP as phase III of III for the improvement of Coles Road. The southern section, phase I, was completed using STP-Urban funding in FY 2008, and the middle section, phase II was completed by the Town in 2015.

## **B. Survey**

### **1. 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 centered on the existing centerline. All side streets will be surveyed for an additional 50' beyond the mainline survey.

### **2. 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, 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. 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.) It is anticipated that eight (8) Property Maps will be needed to accommodate sidewalks and acquiring sloping rights if needed (possibly for utility pole relocation). The Department of Transportation will be administering the ROW Phase of the project. The selected consultant will create property maps as required for the DOT.

### **3. Survey Information**

- The 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.
- 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 2010 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

## **C. DESIGN DOCUMENTS:**

### **1. 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.
- Present project at one meeting
- Plans to be developed at 1" = 40" horizontal and 1" = 4' vertical scale
- Submit construction cost estimate
- Complete drainage design
- Coordinate utility relocation with impacted utilities as required
- Submit plans
- Prepare Plans and Specifications

### **2. Additional Design Information:**

- No sanitary sewer work except to adjust MH frames will be needed. MH adjustments to be included as part of contractor work.
- Utility impacts to electric, telephone, cable, water, gas, etc., due to project construction, will be coordinated by consultant through utility meetings, but designs and plans are to address utility work necessary for affected utility, including Cromwell Water.
- All permit fees and police protection, if needed, to be paid by the Town.
- Plans may consist or contain the following minimum information:
  - Title sheet
  - Index Plan and survey tie sheet
  - Detailed Estimate Sheets
  - Typical Section
  - Misc. Details
  - Traffic Detour Plan
  - Plans & Profiles
  - Grading Plan
  - Cross Sections
  - Erosion Control Plan and Details
- Soil Borings shall be obtained, as a minimum, or as directed by the Town, at every 100-foot station of reconstructed roadway. In areas of special concern, borings will be required every 50 feet. Length of borings to be determined.
- 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 this LOTCIP grant.

- The Manual of Uniform Traffic Control Devices shall apply to this design and pavement design shall comply with 1993 AASHTO Guide for Design of Pavement Structures to comply with the requirements of this LOTCIP grant.
- Design exceptions shall be coordinated with the Town – the Department of transportation will not be involved in the exception process.
- The service life of the proposed improvements shall be a minimum of twenty (20) years.

### **3. Street and Drainage Design Plans and Details:**

#### **A. PRELIMINARY DESIGN**

- Prepare detailed horizontal and vertical alignment.
- Prepare typical cross sections of proposed roadway.
- Prepare cross-sections every 50' and at every driveway (19 driveways) and analyze grading to minimize impacts to adjacent properties.
- Show preliminary drainage layout.
- 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. Wetlands delineation and preliminary ecological assessment will be provided by Town.

#### **B. FINAL DESIGN**

- Incorporate Town comments to Preliminary Design.
- Finalize and complete: typical sections, plans, profiles, cross-sections and details for proposed roadway improvements.
- Provide all computations for roadway modification; include site restoration of areas disturbed during construction.
- Provide a maintenance and Protection of Traffic scheme.
- Design connection of the new drainage system to the existing one.
- Prepare final drainage, catch basin interception and drainage design calculations.
- 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.
- Apply for and obtain State and Local permits.
- Prepare Bid Forms for the use by Contractors wishing to bid the Project.
- Provide final Design and Survey drawings to Town in CAD format.



**D. Fee Proposal:**

A. 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.

B. 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):

Geotechnical Engineering	\$ _____	[Quantity]	_____	[Unit Price]	_____	[Total Price]
Geotechnical Borings	\$ _____	[Quantity]	_____	[Unit Price]	_____	[Total Price]
Property Maps	\$ _____	[Quantity]	_____	[Unit Price]	_____	[Total Price]
Reproduction	\$ _____	[Quantity]	_____	[Unit Price]	_____	[Total Price]

C. TOTAL FEE \$ \_\_\_\_\_ Thousand and \_\_\_\_\_ Hundred Dollars.

**3.3 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 January 31, 2018. Firms should anticipate having a Notice to Proceed by March 30, 2017.

**D. SELECTION PROCESS**

**4.1 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 qualifications 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 end of March, 2017. 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.

## **4.2 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 library personnel.

(Form of Cover Page of Proposal]

TOWN OF CROMWELL  
COLES ROAD RECONSTRUCTION

The undersigned has read, understands, and affirms his/her compliance with the requirements contained in the Request for Proposals for Coles Road Reconstruction 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:

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

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Signature of Authorized Representative:

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