



**TOWN OF STRATFORD
PURCHASING DEPARTMENT
STRATFORD, CONNECTICUT**

Request for Proposal

RFP No. 2009-046

Issued : May 8, 2009

Subject : Engineering Services for Design of the Hunter Haven Bikeway

The Town of Stratford through the Office of the Purchasing Agent, will receive SEALED PROPOSALS as outlined in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

A. CLOSING DATE:

Proposals will be received until 11:00 am May 22, 2009, at which time they will be publicly opened and read. All bidders are invited to attend this public opening, which will be held immediately following the closing time specified above, in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any proposal may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof. Any proposals received after the date and time specified shall NOT be considered. No bidder may withdraw a proposal within 45 days after the actual opening thereof.

B. INSTRUCTIONS:

All proposals must be addressed to the attention of the Purchasing Agent, in a sealed envelope with proposal subject and number on the face thereof. Proposals may be mailed or submitted in person. FAXED PROPOSALS ARE NOT ACCEPTED.

C. CONDITIONS:

Proposers must state specifically what equipment they propose to supply, giving manufacturer's name, model number, etc. A detailed description should accompany your proposal. Any exceptions to Town Specifications should be listed in your response.

Bid Surety:

No Bid Surety is required.

Performance Bond

No Performance Bond is required for this bid.

The following information should also be covered in your bid:

Payment: Final payment will be made upon the acceptance of the completed work by an authorized representative of the Town of Stratford. NO partial payments will be made. Invoices covering the work specified herein should be forwarded to the Purchasing Department upon completion of the project.

Delivery: Please state as accurately as possible how long it will take to complete delivery after receipt of order, if you are the successful bidder.

Warranty: All proposals must state the exact nature and duration of any warranty applicable to the equipment you propose to sell to the Town.

Taxes: The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

D. RESERVATIONS:

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

Michael Bonnar, Purchasing Agent

SPECIFICATIONS: See next page.

Town of Stratford
RFP #2009-046
Engineering Services for Design
of the Hunter Haven Bikeway

Description: The project entails design of a paved Bicycle and Pedestrian path along the Housatonic River from the property line abutting the Stratford Army Engine Plant to the Town boat ramp at the foot of Birdseye St to create a waterfront park. A seating area has already been constructed to receive the new trail, which included lights, benches and bike racks. The trail will meander along the waterfront and through a meadow to be created as part of the plan to the end of Beacon Point Rd. A parking area and entrance point facility is envisioned at Beacon Point road to access the Bikeway. There will also be a separate trail that will branch from the main bikeway toward a tidal wetland which is currently in the process of being restored by the Town. This section of the trail will be part of a larger path, which will eventually be extended the length of the Town along the Housatonic River.

The construction of the project is funded by Federal American Recovery and Reinvestment Act as an enhancement project. The project will be bid by the Town, however the design process must comply with Federal Title 23 requirements, which will be administered by the CTDOT.

Outline Scope of Work:

At a minimum, the following work will be necessary:

1. Review master plan in the Town Planner's office and preliminary designs in the Town Engineer's office. The consultant shall also review other design elements from adjacent Town projects and coordinate the design with a unified theme.
2. Attend project kickoff meeting with Town staff and representatives of the committee.
3. Perform topographic survey of the area, including identification of inland wetlands within 100 feet of the project site. Existing two foot contour maps based on 1994 photogrammetry is available as well as survey information generated for the access way and the adjacent proposed animal shelter building will be available for the consultant's use.
4. The Consultant shall prepare information for and assist in holding a public hearing to be arranged and moderated by the Town Planner.
5. The Consultant shall take existing draft preliminary design plans and complete full PD, semi-final and final design plans for the state DOT approval.
 - a. The design shall include traffic as well as informational signage; railings, fences and other traffic control measures; typical sections, construction details and specifications; lighting at key points only; picnic tables, benches, garbage receptacles, and other amenities that will accommodate travelers along the greenway/bikeway.

- b. The plans will incorporate landscape design from the Town's Landscape consultant along the main bikeway. The engineer shall work with the Landscape designer to coordinate the final layout and materials of the bikepath, maintain proper site distances and other engineering features and then should incorporate the landscape designs into the engineered plans.
 - c. The designer shall add as an alternate bid to the plan a design of a park entrance plaza starting at Main Street that will be a key point of entry to the bike/pedestrian trail. The plans shall include the design of an entrance way from Main Street that will include parking, aesthetic design of the current gravel drive to maintain a drivable surface for emergency vehicles while keeping the park-like nature of the access way to the rear. Design of landscaping (various ground covers as well as planting beds and other plantings of interest) on the sides of the accessway leading to the new bike path shall be included.
 - d. The Engineer shall include traffic markings and signage on Beacon Point Rd to the boat ramp so the bikepath will extend to the public boat ramp. Signage will include traffic control type signs as required by DOT as well as park type informational and directional signage indicating points of interest. These informational signs shall utilize the Town of Stratford graphic standards and Greenway logos developed by the Greenway committee.
 - e. The Engineer shall review information received during the public informational meeting and address public comments in the design. The Engineer shall make all revisions necessary to secure final approval.
 - f. The Engineer shall prepare a detailed quantities estimate and a detailed cost estimate.
 - g. The overall design will be broken down into 2 or 3 segments so that they can be bid as alternates or at separate times.
6. The Consultant shall perform borings for the purpose of investigating if there is any archeologically significant artifacts in the area south of the existing greenway seating area. The consultant shall perform this investigation in accordance with the procedures for conducting a phase I environmental review and issue a report to the State Historic Preservation Office and the DOT.
 7. The Consultant shall perform all hydrologic and hydraulic calculations to meet DOT requirements for a greenway / bikeway.
 8. The Consultant shall prepare a CAM application and design the project to meet the DEP stormwater general permit requirements. A stormwater permit registration shall be completed for submission to DEP.
 9. The Consultant shall complete all reports necessary to meet state design submission requirements.
 10. The Consultant shall attend all meetings with the Town, State DOT, and regulatory agencies necessary for approval of the project

11. The Consultant shall develop special provisions for the design elements that are specific to the job or non-standard state details and include in the complete bid documents and technical specifications for the job.
12. Provide bidding assistance services including structuring the bid with alternates, answering questions and issuing addenda to the bid, attending the bid opening, reviewing and tabulating the bid, and making a recommendation of award of the bid.
13. Provide Construction Administration services including, general oversight of construction inspector provided by Town, attending and administering weekly job meetings and site reviews during construction, review and processing change orders, review of contractor's payment requisitions, addressing field changes, conducting punch list inspections and providing contract close out documentation.

Submittals:

The consultant shall submit the following information:

- A. List of References
- B. Statement of Qualifications
- C. List of similar project designs completed
- D. List of DOT funded projects completed
- E. Resumes of specific personnel that will be involved in this project
- F. A detailed scope of work
- G. A proposed project schedule
- H. Fee breakdown

Respondents shall submit seven (7) copies (1 unbound) of their proposal to Stratford Town Hall, Office of the Purchasing Agent, Room 202, 2725 Main Street, Stratford, CT 06615.

Selection Criteria:

The selection of the consultant will be made based at a minimum on the following factors:

1. Schedule of completion of the design, meeting the required timetable
2. Quality of personnel
3. Previous experience with similar projects
4. Knowledge of DOT requirements
5. Project Approach (vision) and Scope of Work

Award of design contract will be contingent upon funding availability by the Federal and State sources.

Time is of the essence on this project. Final mylars, bid documents, special provisions, and bid item estimates must be submitted to the Department of Transportation by October 2009.

Compliance With Local Ordinance:

No changes in the terms, conditions or scope of contract that increase the cost of the contract shall be made without the approval of the Stratford Town Council. The contractor's attention is directed to Chapter 8, an ordinance regarding change orders. Specifically, the following sections shall be made part of this contract.

8-4 Definitions

(a) Contractor means any individual or entity that performs work either as a subcontractor or contractor for the Town.

8-5 Additional Non-Contracted Work

Any contractor who does work for the Town of Stratford and needs to perform work not included in the contract for proper completion of the project must immediately inform the project Architect or the Town Engineer or his/her designee in the absence of an architect before work not included in the contract is commenced.

8-7 Liquidated Damages

All contracts for construction shall include a liquidated damage clause for violations of Section 8-1 of the Stratford Town Code in form and content as approved by the Town Attorney.

LIQUIDATED DAMAGES CLAUSE (Re: 8-7 above)

In the event that any changes of whatever nature whatsoever are made to or upon any public work or improvement, including but not limited to, changes in the terms, conditions, scope of the contract, or deviations from specifications therein, which are not previously approved by the Stratford Town Council or provided in Chapter 8 of the Stratford Town Code, the contractor shall be solely responsible for any and all expenses thereof and shall indemnify and hold harmless the Town from and against any claim or demand arising out of or from such damages.

INDEMNIFICATION

The Contractor agrees to indemnify and hold harmless the Town of Stratford; it's agents and employees from any and all claims or demands for damages or injuries to either person or property, which arise out of the performance of this contract.