



**TOWN OF STRATFORD  
Purchasing Department**

**REQUEST FOR PROPOSAL  
RFP #2009-055  
Hawley Lane Pavement Design**

Description: The project entails design of a project to restore the pavement of Hawley Lane from Nichols Ave (Rte 108) to approximately 2600 lf east. Hawley Lane is located in both the Town of Trumbull and the Town of Stratford, with the Town line approximately down the middle of the road. The road has been previously improved as approved by the State Traffic Commission for developments such as the Target Store, CVS and the Big Y. The construction of the project is funded by Federal American Recovery and Reinvestment Act. The project will be bid by the Town of Stratford, however the design process must comply with Federal Title 23 requirements, which will be administered by the ConnDOT. Plans shall be approved by DOT on a schedule to ensure that funding can be obligated within the ARRA guidelines.

Outline Scope of Work:

At a minimum, the following work will be necessary:

1. Review Drawings from previous road designs or improvements.
2. Attend project kickoff meeting with ConnDOT and Town staff, including Town of Stratford and Trumbull personnel.
3. Identify any Inland Wetlands within 100 feet of the roadway.
4. Perform topographic survey of the area to confirm critical dimensions and grades. Existing two foot contour maps based on 1994 photogrammetry (partial) as well as previous design plans are available to develop basemapping.
5. The Consultant shall prepare information for and moderate a public informational meeting about the project at the Town hall.
6. The Consultant shall complete full Preliminary Design, Semi-Final and Final Design plans for the Connecticut DOT review and approval.
  - a. The design shall include an evaluation of existing traffic and lane markings and signage to address complaints regarding lane orientation. The consultant shall also perform test pits to evaluate the pavement and subbase to determine if the subbase and base should be replaced as part of the project. In addition, the consultant shall review accident information obtained from Trumbull and Stratford Police Departments and make recommendations for minor road improvements

should the accident pattern review identify potential remedies that may be addressed within the scope of this project. A site distance analysis shall be performed for both vertical and horizontal curves.

- b. The plans will include a tree-planting plan acceptable to both Towns.
  - c. Design of a new pavement surface using Superpave design mix and installation of new bituminous curbs. (Provide a bid alternate for concrete curbs).
  - d. The plans shall include at a minimum, a cover sheet, Typical cross sections at various critical locations, Maintenance and Protection of Traffic plans, a consideration for restoration of traffic loop detectors, applicable detail sheets and a detailed quantity sheet.
  - e. The Engineer shall complete a detailed cost estimate at each phase.
  - f. 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.
  - g. The Engineer shall prepare and submit reports as required by the Federal American Recovery and Reinvestment Act
7. The Consultant shall perform all hydrologic and hydraulic calculations to meet DOT requirements if required.
  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 meetings with the Town and ConnDOT necessary to receive design approval.
  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, 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 DOT funded projects completed
- D. Resumes of specific personnel that will be involved in this project
- E. A detailed scope of work
- F. A proposed project schedule
- G. Seven (7) copies – 1 unbound

Interested firms should submit sealed proposals to the Purchasing Department, Town Hall, 2725 Main Street, Stratford, CT 06615. Submissions will be received in the Purchasing Department at the above address until **3 p.m. July 21, 2009**. Proposals submitted after the designated date and time will not be accepted.

## 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 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 November 2009.

## 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.

### **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.

Michael Bonnar, Purchasing Agent  
203-385-4044