



**TOWN OF STRATFORD**

**REQUEST FOR QUALIFICATIONS  
RFQ #2009-077**

**STATE PROJECT NO. 138-233**

**CONSTRUCTION ENGINEERING AND INSPECTION SERVICES**

**BIKEWAY / GREENWAY CONSTRUCTION  
HUNTER HAVENS SECTION  
HOUSATONIC RIVER GREENWAY**

**REQUEST FOR QUALIFICATIONS DUE: October 21, 2009 @ 3:00 P.M.**

# CONSTRUCTION ENGINEERING AND INSPECTION SERVICES BIKEWAY/GREENWAY

## I. INTRODUCTION

The Town of Stratford is soliciting requests for qualifications for consultant construction engineering and inspections services related to the Hunter Havens Greenway/Bikeway Projects.

The project is construction of a paved Bicycle and Pedestrian path and associated landscaping along the Housatonic River from the property line abutting the Stratford Army Engine Plant to the end of Beacon Point Rd. A seating area has already been constructed to receive the new trail including lights, benches and bike racks. The trail will meander along the waterfront and through a meadow to be created as part of the project.

The estimated construction cost is between \$600,000 – \$650,000 and is funded through the federal American Recovery and Reinvestment Act. As such, work performed must comply with Connecticut Department of Transportation and Federal policies and procedures.

The project is expected to bid during the winter of 2009-2010 and be ready for spring 2010 construction.

Project plans are available for viewing at the Town of Stratford Engineering department, 2725 Main St, Stratford, CT between the hours of 8:00am - 4:00 pm. Calling first for appointment at 203-385-4013 is preferred.

The DBE sub consultant goal is zero percent (0%).

## II. GENERAL SCOPE OF WORK

The Consultant shall provide to the Town, various construction engineering and inspection services as described below. The Consultant shall insure that sufficient qualified staff is available at all times so as to continually inspect all aspects of the contractor's operations in accordance with the Specifications and the Department of Transportation's established procedures and practices. The Consultant shall also provide qualified staff for administrative functions of the project.

At a minimum, the Consultant shall:

- Attend and conduct an EEO and pre-construction meeting
- Inspect work for compliance with plans and specifications
- Maintain daily records in accordance with CDOT policies

- Prepare correspondence
- Measure quantities and prepare pay estimates
- Perform required ARRA monitoring and reporting
- Sample materials
- Record all field changes on a single set of drawings to be submitted to the Town.
- Inspect construction and maintenance of environmental controls for conformance with permits
- Verify periodic payment requests from contractor
- Analyze claims for extra work and time extensions
- Prepare interim and final change orders
- Perform required EEO monitoring, DBE goal compliance monitoring and Davis Bacon Compliance and provide appropriate documentation to the Town for audit purposes
- Attend and prepare minutes of all field meetings
- Provide coordination between all affected parties
- Attend and document semi-final and final inspections, prepare punchlists
- Finalize all documentation necessary for project closeout with the DOT

### **III. MINIMUM QUALIFICATIONS**

The Consultant's Statement of Qualifications must include the resumes of all of the individuals that the consultant proposes for this project. The inspector must be qualified in all aspects of bituminous concrete pavement inspection and be knowledgeable of the Department of Transportation's specifications and requirements for Superpave. The inspector shall also be knowledgeable in vegetation and landscape plantings.

Inspectors shall be certified by the National Institute of Certification of Engineering Technicians (NICET) at Level III or above, or be a professional engineer licensed in the State of Connecticut.

The inspector shall also have experience with the Department of Transportation's established record keeping procedures.

### **IV. OTHER REQUIREMENTS**

The Consultant will be required to carry Errors and Omissions Insurance, Automobile Liability, Workers Compensation and General Liability Insurance in the amount of \$1,000,000 each. The Town of Stratford must be named as additional insured on the general liability policy.

The Consultant shall provide all staff assigned to the project with all necessary safety equipment and devices as required by State and Federal regulations.

## **V. DIRECTIONS FOR WRITTEN SUBMITTAL**

Format shall include the following:

- Title page that includes the project name, firm name, address, telephone and fax numbers, names of primary contacts and date.
- Table of Contents.
- A written description of the firm's understanding of the project and indication of their commitment to perform the work.
- A written description of the firm's approach to the project.
- A project schedule.
- Federal GSA Form 330.
- Background statement on the firm, discipline capabilities, principals, staff availability, location and financial stability.
- Qualifications and position within firm(s) of those individuals who will be assigned to the project. Include resumes of key personnel.
- List and discussion of at least three (3) similar projects completed within the last five (5) years. Identify key contact personnel and references.
- All interested firms must submit a detailed statement of the organizational structure under which the firm proposes to conduct business. The relationship to any "parent" firm or subsidiary firm, with any of the parties concerned, must be clearly defined. In the case of multiple firms, the "firm of record" and the party responsible for coordination shall be identified.
- Proposed sub-consultants shall be clearly identified and the principal contact listed.
- Personnel in responsible charge of the project will be required to possess and maintain a valid Connecticut Professional Engineers License.
- Concluding statement as to why your firm is best qualified to meet the needs of the Town and why your firm should be selected.

## **VI. EVALUATION CRITERIA**

Proposals will be evaluated based upon the following criteria:

- Quality of proposal.
- Specialized experience of the firm(s) and key personnel on similar projects.
- Qualifications of assigned personnel.
- Relevant background, experience and reputation on similar projects.
- Quality of work previously performed by the firm for the Town and other Municipal / Conn DOT clients.
- Knowledge of Conn DOT and Federal requirements

## **VII. SELECTION PROCESS FOR CONSULTANTS**

It is the intention of the Town to review the proposals to determine the Consultant's understanding and approach to the project. Based upon this review, we will determine a short list for the interview process. The Consultants will be notified of their selection for the short list.

Interviews will be scheduled with selected firms and they will have 30 minutes to make a presentation and answer questions. Once the interview process is complete the most qualified consultant will be selected, will be asked to prepare a detailed scope of services, a project schedule and a detailed cost estimate based on classification of the employee working on the project and the hours allotted for each task for the first phase of the project. After DOT approval, the Town and the consultant will negotiate a contract based upon the information provided. If the Town and selected Consultant are unable to negotiate a contract, the Town reserves the right to negotiate with the next qualified Consultant.

## **VIII. SUBMISSION DEADLINE**

The Town of Stratford requests that consultants responding to this request shall submit five (5) copies of their proposal and a letter of interest **no later than 3:00 p.m. on October 21, 2009** to:

Town of Stratford  
Michael Bonnar  
Purchasing Agent  
2725 Main Street  
Stratford, CT 06615

## **IX. INQUIRIES**

Questions of a technical nature may be submitted to Mr. John Casey Town Engineer via email at [jcasey@townofstratford.com](mailto:jcasey@townofstratford.com)

This Request for Qualifications and any addendum for this Request for Qualifications shall only be issued on the Town web page **www.townofstratford.com**. It shall be the responsibility of all interested firms to check the website for addenda prior to submitting a response to this Request for Qualifications. No addendum shall be issued less than two (2) calendar days before the due date unless it is to postpone the due date.

### **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 Consultant agrees to indemnify and hold harmless the Town of Stratford and the State of CT; 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.