



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

Request for Qualifications  
RFQ #2009-050

Consulting Engineer for  
Municipal Roadway Milling and Overlay Project

General Information

The Town of Stratford is accepting qualifications for a Consulting Engineer firm to provide engineering services for the following project: Municipal Roadway Milling and Overlay Project

Project Description

The Consulting Engineer will be required to perform construction administration and inspection. The construction cost is expected to be in the \$75,000 to \$100,000 range.

Requirements

Firms responding to this request should be of adequate size and sufficiently staffed to perform the assignment described above, and have demonstrated experience in providing construction administration and inspection services on similar projects.

Evaluation

The Consulting Engineer will be evaluated and selected based on demonstrated technical competence, the capacity and capability to perform the work within the time allotted, past performance, and knowledge of Federal, State and Town procedures, approximately weighted in descending order of importance. The construction administration and inspection fee will be negotiated on a cost-plus basis.

## Scope of Services

### A. Construction Inspection and Testing

Provide a Construction Inspector and a Construction Administrator for the construction contracts to perform the following:

1. Conduct on-site observations of the work in progress and report to the Town with detailed daily inspection reports to indicate the work performed, limits of work, and a detailed accounting of the construction contractor's equipment and forces utilized. Summarize the daily inspection reports weekly to the Town. If the Contractor is not performing work according to Town standards, notify in writing within 24 hours, whenever work should be stopped to assure that the completed project complies with Town directives. The Town authorizes the Engineer to direct the Contractor to stop work pending notification of/and decision by the Town in accordance with the terms hereof. Notices of decisions shall be directed to the Contractor in writing.
2. Maintain weekly construction log book to record hours spent at job site, data relative to extras or deductions, daily activities, decisions and observations made while on job site.
3. Maintain records of progress of construction and installation.
4. Perform Nuclear Density compaction field tests
5. Monitor Contractor's progress schedule.
6. Take detailed daily field measurements of work performed and review and agree with the construction contractor on a daily basis. Review invoices prepared by the Contractor, and make payment recommendations to the Town.
7. Arrange, schedule and attend construction progress meetings and other job conferences.
8. Maintain and circulate copies of minutes thereof.
9. Provide written reports for Town review for work that is unsatisfactory, faulty or defective.
10. Take detailed color preconstruction photos in order to document field conditions prior to construction.
11. Take detailed color postconstruction photos in order to document field conditions immediately following construction.
12. Coordinate traffic control with Town forces in order to both minimize traffic disruptions to the general public, as well as provide access to residences and businesses within the project area.

B. Construction Administration

1. Provide a Construction Administrator to furnish limited consultation and advice during bidding and construction, as required to coincide with the construction contractor's schedule, to include the following services:
  - a. Analysis and review of job problems, including the Engineer's recommendations to the Town and necessary visits to sites.
  - b. Preparation of change orders on the forms prescribed by the Town.
2. Assist in coordinating and planning construction activities, including attendance at preconstruction meetings.
3. Direct the field Engineering and inspection work, to include weekly visits to the site as necessary. Observe progress and quality of work to determine Contractor's conformance to the specifications.
4. Administer the inspection and testing of materials as tested on the job site.
5. Advise the Town of special engineering construction problems that may arise in carrying out the construction work.
6. Review progress studies and monthly estimates for payments under the construction contracts. Progress payments to the contractors during the course of the job shall be certified for payment by the Engineer.
7. Make final inspections and reports as to the acceptability of the completed work.
8. Keep records on projects to include correspondence, reports of the job conferences, change orders, progress reports and other project related documents

## Submission Requirements

**Statement of Interest:** Cover letter limited to one page.

**Firm/Company:** History, leadership, location, services provided.

**Project Team:** Consultant/s, resumes.

**Representative Projects:** Limit no. of projects to 5, keep relevant to size, cost, team.

**References:** Name and number, primary user.

**Litigation Statement:** Provide any detail of all past or pending litigation or claims filed against your company. Provide a claims history under professional malpractice insurance for the past five (5) years for the Prime Firm and any team members proposed to provide engineering services.

**Financial Statement:** Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution or entity? If yes, specify date(s), circumstances, and prospects for resolution.

**Licenses:** Copies of all applicable licenses and current Federal GSA Form 330.

Four (4) copies of the letter of interest, together with general information on the firm and proposed sub-consultants, the firm's brochure, current Federal GSA Form 330, experience on the firms, and a resume of key personnel should be addressed to:

Purchasing Department  
Stratford Town Hall  
2725 Main St  
Stratford, Ct 06615

All letters of interest must be received by: 3:00 PM July 8, 2009. Responses received after this date and time will not be accepted.

## 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.

## Insurance Requirements

### A. General Liability

Occurrence limit \$1,000,000; aggregate limit \$2,000,000. The insurance carried by the proposer shall be on form CG 00 01, or equivalent. The Stratford Board of Education shall be named as an additional insured on the contractor's General Liability Insurance Policy with form CG 20 10 or CG 20 33, *and* CG 20 37.

### B. Automobile Liability

Combined single limit of \$1,000,000. Comprehensive automobile policy to cover all owned, hired or non-owned automobiles or vehicles.

### C. Workers Compensation

The proposer must have workers' compensation and employers liability insurance as required by Connecticut and federal law, plus employers liability limits of \$1,000,000 per accident, 1,000,000 disease each employee and \$1,000,000 disease policy limit.

### D. Umbrella Liability

The proposer shall have a minimum coverage of \$1,000,000 excess umbrella coverage, naming the Town as additional insured.

### E. Professional Liability

The proposer must maintain a Professional Liability Insurance policy with an occurrence limit of \$1,000,000. Any deductible applicable to a claim must be noted on the certificate of insurance.

The proposer shall procure and pay for the insurance coverage described above and must maintain the indicated insurance for a period of two (2) years after completion of the contract. All policies shall provide for thirty (30) days written notice prior to cancellation, substantial change or nonrenewal. A current insurance certificate and a copy of the endorsement or policy wording adding the Town of Stratford as Additional Insured must be in the Town's possession at all times. In addition, the selected firm shall require its subcontractors, if any, to meet the same insurance requirements and to furnish the Town with similar evidence of insurance.

In addition, the proposer shall, at all times, save, indemnify and hold harmless the Town of Stratford, its officers, agents, employees and servants from liability of any nature or kind, including costs and expenses for or on account of, any patented or copyrighted equipment, materials, articles, or processes used in the performance of this contract, or on account of any and all claims, damages, losses, litigation expense and counsel fees arising out of loss or injuries (including death) sustained by or alleged to have been sustained by the public or any persons affected by the proposer's work, or by the proposer or any subcontractor, or anyone directly or indirectly employed by them while engaged in the performance of their duties in connect

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