



Town of Brookfield

**Land Use Office
100 Pocono Road
Brookfield, CT 06804
P (203) 775-7316
F (203) 740-7677**

**Request for Proposal for Engineering Services
RFP #2017-01**

Streetscape Project, Phase 2 South

INVITATION

This is a Request for Proposal for engineering services from a Firm for the Streetscape Project, Phase 2 South in the Town Center District in Brookfield, CT. This RFP is a 2 step process, each with a deadline. The 1st step is an interview with interested Bidders. The 2nd step is for the submission of a Cost Proposal (Attachment A).

AFFIRMATION OF BIDDER

The undersigned bidder affirms and declares:

- 1) That this RFP is executed and signed by said Bidder with full knowledge and acceptance of the Instructions, General Terms & Conditions and Bid Specifications which are made a part of the contract.
- 2) That should any part of this RFP be accepted in writing by the Town of Brookfield (“Owner” or “Town”) within ninety (90) calendar days from the date below, said bidder will furnish and deliver the services for which this Proposal is made, in the quantities and at the prices bid, and in compliance with the Specifications.

The undersigned, accepting the conditions set forth herein, hereby agrees in strict accordance therewith, to furnish and deliver the services named at the prices herein.

Type of Business: <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Sub Chapter S Corp. <input type="checkbox"/> Corporation			
Company Name:		Doing Business As (Trade Name):	
Business Address:		City:	State: Zip Code:
Signature of Person Authorized to sign This Bid:		Title:	Date:
Print Name of Signer:		Phone:	Fax:
Further information and references on any individual or company placing a bid may be required by the Town of Brookfield prior to the awarding of a bid.			

This Form Must Be Signed & Returned

INSTRUCTIONS

Proposals are to be:

1. The 1st step in the process is for Bidders to schedule an interview with the Owner prior to submitting a Cost Proposal. At this interview the Owner will discuss the General Terms and Conditions, Bid Specifications, Project Deliverables, Selection Procedures and Timeline. All interviews must be scheduled with the Project Manager (Greg Dembowski, 203-740-3865, gdembowski@brookfieldct.gov) by June 19, 2017. Interviews will be conducted starting June 12 and must be completed by July 13, 2017. The Bidders with the 7 highest scoring Technical Qualifications will be invited to participate in the 2nd step in the process.
2. The 2nd step in the process is to submit a Cost Proposal (Attachment A). Cost Proposals are to be delivered to Greg Dembowski, Project Manager, at the Land Use Office, Room 103, Town Hall, 100 Pocono Road, Brookfield, Connecticut, 06804. Cost Proposals are due August 11, 2017 and are to be submitted in a sealed envelope clearly marked including the bid number and the bidder's name.
3. Made out and signed in the corporate, or other, name of Firm and signed by an authorized person to fully and properly execute the RFP.

Cost Proposals received later than the time and date specified for the bid opening may not be considered.

Amendments to or withdrawal of proposals received later than the time and date set for the opening may not be considered.

In order to be considered, exceptions to the Cost Proposals bid must be made on the Exceptions page on Attachment A.

Electronic changes to any pages are not allowed and may result in the rejection of the bid.

The Owner may require further information and references on any individual or company submitting a Proposal.

The Owner reserves the right to amend and/or cancel the Proposal prior to the delivery deadline.

The Owner reserves the right to correct an award erroneously made as a result of a clerical error on its part.

This RFP or Cost Proposal shall not be awarded to any corporation, firm or individual who has an unpaid and overdue debt to the Town by nonpayment of taxes, by debt or contract, or who is in default as surety or otherwise by any obligation to the Town of Brookfield.

The Town reserves the right to make any award as to what is in its best interest.

GENERAL TERMS AND CONDITIONS

All Proposals are subject to the General Terms and Conditions, and Bid Specifications as provided.

Taxes

The Owner is exempt from the payment of the Excise Taxes imposed by the Federal Government, and the Sales and Use Tax of the State of Connecticut. Such taxes should not be included in the bid price. Exemption certificates will be furnished to the successful bidder.

Award

The Owner reserves the right to make an award which, in its judgment best meets the specifications and is deemed in its best interest. The Owner reserves the right to increase or decrease all quantities indicated in this Proposal and to reject any or all Proposals, in whole or in part; to award any item, group of items or total unless otherwise specified by the Bidder, and to waive informality or technical defects, if, in his judgment, the best interests of the Town of Brookfield will be so served.

Permits

It is the responsibility of the successful Bidder to obtain all Federal, State and local permits when needed. All fees imposed by the Owner, for permits issued will be waived. All State or Federal permitting fees to be collected by the Town will not be waived.

Hold Harmless & Indemnification Agreement

The Bidder assumes full responsibility for its negligent acts, errors or omissions and agrees to hold harmless and indemnify the Owner, its agents and servants, from and against any and all claims, suits, damages, costs, losses and expenses resulting from such negligent acts, errors or omissions while conducting activities associated with this bid.

Anti-Trust Claim Assignment Clause

The contractor or subcontractor offers and agrees to assign to the Owner, all right, title and interest in all causes of action it may have under Section 4 of the Clayton Act, 15 U.S.C. Section 15, or under Chapter 624 of the General Statutes of Connecticut, arising out of the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time the Town of Brookfield awards or accepts such contract, without further acknowledgement by the parties.

Non-Discrimination Clause

Pursuant to Section 4a-60 and 4a-60a of the Connecticut General Statutes as amended by Public Act 07- 142 and 07-245, the bidder agrees and warrants that he or his subcontractors will in the performance of the contract not discriminate or permit discrimination against any person or group of people on the grounds of race, color, religious creed, age, marital status, civil union, national origin, ancestry, sex, sexual orientation, mental retardation, including physical disability unless it is shown by the contractor that the physical disability prevents performance of the work. In addition, the contractor agrees to comply with all other provisions of the aforementioned statutes.

Prior to entering into a contract and the issuance of a purchase order, the bidder shall provide

to the Town documentation such as a company or corporate policy adopted by the governing body that supports the nondiscrimination agreement and warranty as stated above. The Contractor further agrees that neither he nor his subcontractors will discharge, expel or otherwise discriminate against any person because he has opposed any unfair employment practice or because he has filed a complaint or testified or assisted in any proceeding under Section 31-127 of the Connecticut General Statutes. The advertisement of employment opportunities will be carried out in such a manner as not to restrict or discriminate against individuals because of their race, color, religious creed, age, sex, national origin or ancestry, except in the case of a bona fide occupational qualification or need.

Safety Standards

All Firm and their employees, agents and subcontractors are required to comply with all EPA, NFPA and OSHA safety standards at all times while working on site, and if found to be in non-compliance may be removed from the work site, as well as subject to forfeiture of payment and/or contract termination. The Owner reserves the right to inspect the work site at any time for safety compliance. The Owner may require the contractor as well as any agents and subcontractors to provide a copy of their OSHA 300 log for the three previous years for review.

Payment Terms

The Town shall pay undisputed portions of each progress invoice within thirty days of invoice.

Liability Insurance

The Terms and Conditions require the Bidder awarded the contract to maintain in force during the performance of the work policies of workers compensation insurance, employers liability, bodily injury liability and property damage insurance covering the operations of the contractor and the use of all motor vehicles employed by the contractor. A certificate of insurance evidencing this fact that the Bidder has secured the required insurance shall be filed with the Owner at the time of the execution of this contract. It is further required that the Owner be named as an additional insured. This should be shown under the description of operations portion of the certificate of insurance. All certificates should also indicate a notice of cancellation complying with state statute.

Minimum Requirements for Certificate of Insurance

1. Commercial General Liability
 - a. General Aggregate: \$2,000,000.
 - b. Product/Completed Operations Aggregate: \$1,000,000.
 - c. Occurrence Aggregate: \$1,000,000.
2. Automobile Liability
 - a. Liability Limit: \$ 1,000,000.
3. Excess (Umbrella Liability) Liability
 - a. The requirement that an umbrella policy be provided will depend on a case-by-case evaluation. Your exposure to catastrophic loss arising from the work or service being performed will determine the limit required.
4. Workers Compensation & Employers Liability
 - a. Per Connecticut Statutes
5. Professional Errors & Omissions Insurance
 - a. \$1,000,000

BID SPECIFICATIONS

Introduction

The Owner is seeking to engage a Professional Consulting Engineering firm (Firm) to provide complete and comprehensive consulting engineering and design services for the procurement of permits and preparation of Contract Documents (plans, specifications and estimates) for the design of Streetscape Project South, Phase II in Brookfield, CT. The Firm may also perform design services during construction including, but not limited to: shop drawing review, change order preparation and design revisions. These Construction Administration services shall be paid for at the hourly rates submitted as part of his Proposal (see Attachment A).

The project shall be designed in accordance with all Local, State and Federal standards and guidelines for FHWA sponsored Enhancement Projects.

All work shall be performed and designed in accordance with:

1. CTDOT's Consultant Administration and Project Development Manual
2. CTDOT's Highway Design Manual
3. CTDOT's Drainage Design Manual
4. CTDOT Form 817 and Supplements
5. AASHTO's Guide for the Development of Bridge Facilities, 4th Edition
6. Public Right-Of-Way Accessibility Guidelines (PROWAG)

The estimate of probable construction cost is currently estimated to be approximately \$1,200,000.

The Firm will be evaluated and selected based on their design and technical competence, the capacity and capability to perform the work within the time allotted, the qualifications of the personnel available for assignment to this project, the demonstrated ability of the designated project manager/director, past record of performance, their understanding of this specific project and a suggested approach to meet or advance the already aggressive design schedule, knowledge of Federal, State and Town procedures, experience with CTDOT's Local Roads Unit and their Proposal.

Compensation for this assignment will be measured by progress on a Lump Sum basis. Disbursement of payments shall be made when each of the eight (8) Deliverables are achieved.

Compensation for additional unanticipated services (i.e., Deliverable 9), other than those specifically set forth elsewhere herein, and so authorized, would be established based on the submitted hourly rates. The hourly rate(s) must be included in Attachment A as part of the Proposal. The hourly rates must be identified for all employee classifications anticipated to work on this project. Annual adjustment will not be made to the hourly rates submitted.

Firms responding to this Request should be of adequate size and sufficiently staffed to perform the assignment described herein.

The Owner will not be responsible for any costs incurred; by any proposer; for the preparation and submission of a Proposal in response to this Request.

The selected Firm must meet all applicable Federal, State and Town Affirmative Action and

Equal Employment Opportunity practices, however, there are no specific DBE, MBE, WBE or SBE set aside requirements for the design phase of the project. Current Federal GSA Forms 254 and 255 WILL NOT be required as part of this submission package

Information Submission Required Prior to the Interview

Prior to the scheduled interview with the Owner, the Bidder must send via postal to the Owner 2 copies of the following:

General information on the Firm, including relevant experience and proposed sub consultants, the firm's brochure, and resumes of key personnel available for assignment to this project, a copy of their most recent "Pre-Qualifications Letter(s)" from the Connecticut Department of Transportation. Firms or teams submitting on this project must demonstrate an extensive working knowledge of CTDOT's Transportation Alternatives Program, have working experience with the Local Roads (Consultant Design) Unit, CTDOT's Transportation Alternatives Liaison Firm and have a clear understanding of the Department's Consultant Administration and Project Development Manual and project review process. Additionally, all Bidders must submit a statement outlining the organizational structure under which the firm proposes to conduct business. Proposed sub-consultants and their prior project experience with the prime consultant must be clearly identified. The relationship to any "parent" or any subsidiary firm, with any of the parties concerned must be clearly defined.

Project Description

The Town of Brookfield, located in northern Fairfield County with a population of approximately 17,000 updated its Plan of Conservation and Development (POCD) in 2015. The POCD lists as a high priority a Revitalization Plan for the Four Corners area in the Town Center District (TCD). In 2015 Zoning regulations were created for the TCD to attract commercial and residential development and New England-style architectural design standards. The Plan calls for sidewalk and roadway improvements, including sidewalk lights, benches and a bicycle path, all to encourage pedestrian traffic and increased safety. Phase I of the Streetscape Project was approved by Conn DOT and construction is planned for the summer of 2017.

This Project, Streetscape Project South Phase 2, is an extension of Phase 1, south on Route 202 and includes the following:

1. A sidewalk and bike path design consistent with Phase 1 approximately 900 feet south, on both sides of State Route 202, from the end of Phase 1 construction to the intersection at Old Route 7. Parallel road parking should be maximized to the greatest extent possible. Bus pullouts and shelters, possibly one on each side of the road, meeting HART specifications, are desired. The design must also include a crosswalk that will provide access and connect the Still River Greenway Trail to the sidewalk and bike path on the west side of Route 202.
2. Suggested locations for wayfinding signs, benches, bike racks and landscape improvements. Street furniture must be located on private property.

3. Sidewalk lights, curbing, pavers, snow shelf, crosswalk design consistent with Phase 1.

This project is eligible for funding for construction and inspection services under the Transportation Alternatives Program administered through the Connecticut Department of Transportation (CTDOT). The Owner will be responsible for 100% of the costs for design services and construction administration.

The Guiding Principles For This Design Are:

1. All work must be performed in full conformance with FHWA and CTDOT standards.
2. All design work must be responsive to the fact that Federal Road is a state highway and thus is under the jurisdiction of CTDOT.
3. All design work must be financially feasible, permittable, constructible and context sensitive.

Consulting Engineering Services Required

The selected Firm must be capable of providing the full range of engineering services as outlined in CTDOT's Consultant Administration and Project Development Manual.

During the duration of the Contract, the Firm may be required to submit written project status reports to demonstrate progress. Additionally, a representative of the Firm may be required to meet with the Project Manager to discuss the project status.

The following is the list of the anticipated Scope-of-Services for this design assignment. Specific tasks include, but are not limited to, the following:

I. Survey & Mapping

- A. The Firm shall perform comprehensive ground survey and mapping in sufficient detail and within the required limits to accurately depicts the existing conditions for all areas of proposed improvements. These areas include but are not limited to the terminus of Phase I to the Still River Greenway Trail. The mapping shall depict all topography, physical improvements, utilities, street lines, property lines, easements, etc. within and adjacent to areas of improvements. The map shall include establishing vertical control, baseline stakeout, profiles, cross-sections, depicting drainage structures with inverts, utility castings and the coordination with various utility companies to determine the location and identification of above- and below-ground utilities.

The mapping shall depict the adjacent property owners and accurately depict the adjacent right-of-way line in critical areas where the proposed work will occur. Vertical datum shall be consistent with the latest FEMA Flood Insurance Rate Maps. Adequate horizontal and vertical control shall be set to facilitate construction layout.

The Firm will also be required to prepare the necessary property maps required for all easements required for the project. For the purpose of estimating, assume acquisition maps will be required for these 8 parcels: 731, 763, 766, 770, 774, 777, 779 and 782 Federal Rd. The Land Use Department

will make available all available survey and mapping it possesses.

- B. Collect data relative to above- and below-ground utilities which have services in the area. All utility frames and covers potentially affected by construction shall be field located and mapped.
- C. Engage the service of a Certified Soil Scientist to investigate and flag the boundaries of regulated inland-wetlands (both Connecticut State boundary and U.S. Army Corps of Engineers boundary), if appropriate. These "flagged-wetlands" shall be recovered by the Firm's surveyor and incorporated into the Base Map. The limit of wetland flagging shall be the project area and sufficient to depict the 75-foot upland review area where it will be effected by the project.
- D. Coordination with commercial property owners for projects currently planned (i.e., The Renaissance and 731 Federal Rd.) by the Town's Land Use Office so that this Project's boundaries and design and specifications are consistent with those projects and CT DOT/OSTA plans.
- E. The relocation of utility poles, catch basins fire hydrants and other obstructions to accommodate the sidewalk layout.

II. Preliminary Engineering

- A. Attend a project kick-off meeting with the Town and CTDOT Liaison to verify project scope and schedule.
- B. Conduct field investigation of the project area to confirm the limits of the proposed enhancements and trail routes.
- C. Meet with the Project Manager as needed to discuss the current status of the project.

III. Design Progression

Coordinate with utility companies relative to relocation or impact to their facilities, as required. This shall include meeting with the Eversource for the illumination component of the project. The Consultant shall assess the feasibility of relocating all overhead utilities off the sidewalk. This work includes meeting with utility company representatives, confirming the scope of work required to accomplish this.

- A. Work with CT DOT to prepare all necessary permit applications for the Town to construct in the State Right of Way. The Owner will be responsible for acquiring all private property easement agreements necessary to construct this Project. The Firm will be required to attend CT DOT meetings and/or participate in conference calls.
- B. Submit preliminary design (30% complete) report, cost estimate and plans to the CTDOT Liaison and Project Manager for review and comment. The preliminary plans are expected to include, but are not limited to: roadway layout, grading

and drainage plans, landscaping plans, erosion and sedimentation control plans, illumination plans, signing and pavement marking plans, profile sheets, typical and critical cross-sections, and construction details. Ten (10) paper copies shall be included in this element. Reproduction costs shall be included in the consultant's base bid.

- C. Participate in an official public information meeting sponsored by the Town including: coordinating with CTDOT regarding the content of the presentation, preparing graphic illustrations of the proposed improvements. It is assumed that the Town will be responsible for identifying the owners of adjacent properties and all legal notices associated with the meeting.
- D. Respond to CTDOT, CTDOT Liaison and Project Manager comments and incorporate revisions into the plans.
- E. Obtain any required permits from regulatory agencies that may have jurisdiction over the project. This will include the preparation of all necessary applications, maps, studies and related materials as may be required to obtain all necessary local, state and Federal permits for the project.
- F. Submit semi-final design plans (60% complete), report, special provisions, supplemental conditions and engineers cost estimate. Ten (10) paper copies shall be included in this element. Reproduction costs shall be included in the Firm's Proposal.
- G. Meet with the Owner periodically, during this phase, to discuss the current status of the project and to evaluate the project billings (for design work) versus the reported percentage complete.

IV. Final Design /Preparation of Construction Documents

- A. Finalize the construction drawings.
- B. Provide applicable CTDOT Standard Drawings in paper and PDF format.
- C. Finalize Construction Documents including Supplemental Conditions and technical Special Provisions to supplement Connecticut Department of Transportation's Form 817, with all pertinent and subsequent updates.
- D. Submit final design plans (90% complete), report, special provisions, supplemental conditions and engineers cost estimate. A minimum of ten (10) paper copies shall be included in this element. Reproduction costs shall be included in the Proposal.
- E. Respond to CTDOT and Project Manager comments and incorporate revisions into the Final Construction Document. All documents prepared must be properly signed and sealed by a CT Licensed Professional Engineer.
- F. Submit electronic files of the full Contract Documents for advertising and bidding purposes. When requested, the Firm shall provide the Town with the

originals, on Mylar and in an electronic format, for all the Contract Documents, at no additional cost.

- G. Assist the Town during the bidding process in answering the bidders'/contractors' questions, issuing clarifications and addendums, and in reviewing the submitted bids to justify the bids per CTDOT policy.

V. Design Services During Construction

This work may include shop drawing review, change order preparation and coordination with the contractor at the Town's request during construction to address design revisions.

Design revisions may include plan revisions, coordination with regulatory agencies and meeting attendance.

Project Deliverables

Based on the anticipated scope of services, the Firm is expected to deliver the following. The Owner requires this project start construction no later than Aug 1, 2019.

1. Existing Conditions Base Mapping
2. Preliminary Design Report.
3. 30% Design Submission in accordance with CTDOT standards.
4. 60% Semi-final Design Submission in accordance with CTDOT standards.
5. 90% Design Submission with Cost Estimate in accordance with CTDOT standards.
6. Final Design with Cost Estimate in accordance with CTDOT standards.
7. Utility and sidewalk ROW easement maps completed.
8. Contract Documents Submission with Supplemental Conditions, Special Provisions, CTDOT Standard Drawings and Engineer's Estimate.

Selection Procedure

All Proposals submitted in response to this RFP will be reviewed and evaluated by a Selection Committee that will be established by the Owner.

The Firm best meeting the Selection Criteria will be recommended to the Owner for approval.

Criteria for Selection

Proposals will be evaluated based upon the following Technical and Cost items:

- Technical Evaluation (50 points) – to be rated at the mandatory interview with Owner.
 1. Capacity and capability of the Firm to perform within the time allotted. It is important this project start construction no later than Aug 1, 2019. (20 points)
 2. The Firm in charge of the project must be able to demonstrate design and technical competence and expertise in roadway design projects. (10 points)
 3. Knowledge of Federal, State and Town procedures, especially experience with CTDOT's Local Roads Unit. (10 points)
 4. Past record of performance - the Firm shall provide a list of similar projects (with references including addresses and phone numbers), completed by the firm within the last five years. (5 points)
 5. The Firms demonstrated understanding of this specific project and their approach to the design process. (5 points)
- Cost - Attachment A

The Bidders with the highest 7 Technical Evaluation scores from the interviews above will be invited to submit a Cost Proposal by completing Attachment A.

The hourly rates will be utilized for invoicing Construction Administration services as described herein. These rates shall also be used for extra work fees, for tasks not included in this scope, should they be determined to be necessary. Item V - Design Services During Construction, estimates the number of hours required for each employee classification anticipated on this project.

Annual adjustment will not be made to the hourly rates submitted in the proposal.

The Town reserves the right to make an award as to what is in its best interest.

Basis of Award

The firms with the 7 highest Technical Evaluation scores will posted on the Town's website (<http://www.brookfieldct.gov>) on the Legal Notice/RFP page. A firm having the highest Technical Evaluation score and lowest Cost will be considered the highest responsive and responsible proposer and will be recommended to the Owner for award. The Owner, however, shall make the final decision.

Inquiries

Questions concerning this Proposal and work prescribed should be submitted to the Project Manager.

Time to Complete Assignment:

The following tentative schedule, with milestone points has been established:

Bidder Interview Scheduling Deadline	06/19/2017
Bidder Interviews Completed	07/13/2017
Cost Proposals Due	08/11/2017
Firm Selected	08/16/2017
Deliverable #1: Existing Conditions Base Mapping	10/06/2017
Deliverable #2: Preliminary Design	11/03/2017
Deliverable #3: 30% Design Submission	01/03/2018
Deliverable #4: 60% Semi-Final Design Submission	07/04/2018
Deliverable #5: 90% Design Submission & Cost Est.	11/07/2018
Deliverable #6: Final Design Submission	02/13/2019
Deliverable #7: All ROW Easement Maps Complete	04/05/2019
Deliverable #8: Submit all Contract Documents	04/25/2019
Public Bid Notice	06/01/2019
Bid Awarded/Construction Contract Signed	07/15/2019
Start Construction	08/01/2019
Complete Construction	10/27/2019
Project Acceptance/Close Out	12/01/2019

Note: As part of the Bidders Cost Proposal, they shall submit a detailed proposed work schedule, with milestone target dates, for the performance of the design work associated with this project.

Attachment A: Cost Streetscape Project, Phase 2 South

Deliverable	Description			Lump Sum Cost
1	Existing Conditions Base Mapping			\$
2	Preliminary Design			\$
3	30% Design Submission			\$
4	75% Semi-Final Design Submission			\$
5	90% Design Submission & Cost Est.			\$
6	Final Design Submission			\$
7	All ROW Easement Maps Complete			\$
8	Submit all Contract Documents			\$
9	Construction Administration & Additional work if required to be based on hourly rates submitted below			
	Employee Classification	Est. Hours	Hourly Rate	Estimated Extended Cost
	a. Clerical/Secretarial			\$
	b. Staff Engineer			\$
	c. Project Manager			\$
	d. Principal Engineer			\$
	e. Staff Surveyor			\$
	f. Licensed Land Surveyor			\$
	g. Construction Inspector			\$
	h. Chief Inspector			\$
Total Cost				\$

Exceptions

The Firm proposes the following exceptions for this project. Any and all price changes related to these exceptions are specifically stated herewith.

Exception

Price Change (Show + or -)