

Town of Newington
Request for Qualifications

Legal Notice

The Town of Newington is requesting qualification statements, leading to proposals from engineering consultants to provide survey, cost estimates, preparation of contract plans and documents, construction inspection and contract administration services to successfully implement Phase VI of the Newington Center Streetscape Improvement program. This project will result in the improvement of approximately 2,000 feet of Constance Leigh Drive and Lowrey Place in Newington Town Center.

Information and project specifications are available in the Town Manager's Office, 131 Cedar Street, Newington, CT 06111 and on the Town's website, www.newingtonct.gov, in the Doing Business, Current Bids section. Forms 254 and 255 must be submitted with proposals. Submittals will be received in the Town Manager's Office until 4:00 p.m., on April 15, 2015. The selected firm must meet all Town, State, and Federal Affirmative Action and Equal Employment Opportunity Practice requirements. The Town reserves the right to reject any or all proposals.

RFP: No. 4, 2014-5

John L. Salomone
Town Manager

**TOWN OF NEWINGTON
REQUEST FOR QUALIFICATIONS**

**STREETSCAPE IMPROVEMENTS PHASE VI
PROFESSIONAL SERVICES**

I. GENERAL INFORMATION

The project design will primarily consist of standard streetscape features (trees, sidewalks, curbs, etc.) supplemented by traffic calming elements (crosswalks, etc.)

The project location includes Constance Leigh Drive (+/- 1,100 feet between East Cedar Street and Lowrey Place) and Lowrey Place (from Constance Leigh Drive +/- 900 feet). The project will result in the improvement of approximately 2,000 feet of Constance Leigh Drive and Lowrey Place in the Newington Town Center.

II. BACKGROUND

The Town of Newington has been engaged in a multi-year streetscape revitalization program for the Town Center since 2003. Most of the work has been made possible by a series of STEAP grants administered by the State of Connecticut Department of Economic Development, but the current phase is funded by a Main Street Investment Fund grant administered by the State of Connecticut Department of Housing (DOH).

The project will address issues such as vehicle-pedestrian conflicts, missing or broken curbing, signage, tree removal/replacement, landscaping, utility coordination, the installation of sidewalk pavers and street lights along portions of both sides of Constance Leigh Drive and Lowrey Place.

The Town has a total budget of \$470,000 to cover the cost of design and construction of the project.

The engineering consultant will be required to perform the research needed for the consultant to provide an A-2 survey of Constance Leigh Drive and Lowrey Place upon which construction plans can be developed.

The engineering consultant will develop construction plans which will allow the Town the opportunity to accomplish the project within the approved budget.

A tentative schedule for this project is to have the consultant appointed by late April 2015 so that final plans can be completed during the spring time frame. The project is planned to be advertised during the summer 2015 so that construction can commence in the summer of 2015 and be completed by the late fall of 2015.

III. PROJECT

The project will be comprised of four (4) generic components. The following tasks are not inclusive and are provided as typical examples of some of the necessary professional services that this project entails.

1. Design
 - Based on conceptual plans contained in the DOH [spell out] grant application, prepare construction drawings, specifications, cost estimate, construction schedule and contract documents for public bidding in accordance with Connecticut Department of Economic and Community Development (DECD) requirements.

2. Project Bid
 - Coordinate all bid activities with the Town.
 - Attend and supervise all pre-bid meetings and answer inquiries regarding plans and specifications.
 - Issue necessary addenda as needed during bid process.
 - Arrange with printer preparation of plan and specifications.
 - Review all bids as well as bidder qualifications and references of the lowest bidders, recommend to the Town lowest qualified bidder.

3. Construction Inspection
 - Provide daily project inspections during the construction phase.

4. Project Management and Administration
 - Track construction activities; review and certify contractor invoices and change orders.
 - Review and resolve change order issues with project contractors for approval by Town.
 - Demonstrate knowledge and experience with State of Connecticut DECD project management, reporting and close out document requirements.
 - Review shop drawings and make recommendations on any proposed alternates or substitutions.
 - Attend job meetings and prepare minutes

III. SELECTION PROCESS AND FEES

Qualifications will be evaluated and a short list of firms will be invited to submit written proposals based on design and technical competence, the capacity and capability to perform the work within the time allotted, past record of performance, and knowledge of State and Town procedures. The proposals will be reviewed by town staff, and a final decision will be made by the Town Manager. During the evaluation process the Town reserves the right, where it may serve the Town's best interest, to request additional information or clarifications from respondents, or to allow corrections of errors or omissions.

Only shortlisted firms who have been invited to submit proposals shall provide fees. The design fee will be negotiated on a Lump Sum basis. The Construction Inspection and Project Administration fee will be negotiated on a cost-plus basis. For the purposes of clarity, the Town defines "cost-plus" to be a percentage of the construction cost of the lowest responsible bid.

Firms responding to this request for qualifications should be of adequate size and sufficiently staffed to perform the assignment described above. The selected firm must meet all Town, State and Federal affirmative action and equal employment opportunity practices. The Town's requirements are stated in Section IV.A. below.

IV. GENERAL REQUIREMENTS

In order to provide the requested services to the Town, the respondent must be able to demonstrate the expertise and flexibility necessary to successfully complete this work. Services shall only be provided after written authorization is received from the Town.

A. NONDISCRIMINATION

The Contractor shall agree and warrant that it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of Newington.

B. HOLD HARMLESS

The Contractor agrees to indemnify, defend and hold harmless the Town of Newington and its respective officers, employees, agents and/or servants against all demands, claims, actions or causes of actions, losses, damages, liabilities, costs and expenses, including without limitation, interest, penalties, court costs and reasonable attorney's fees, asserted against, resultant to, imposed upon or incurred by the Town of Newington resulting from or arising out of:

1. Any breach by the Contractor of the terms of the specifications, or
2. Any injuries (including death) sustained by or alleged to have been sustained by the officers, employees, agents and/or servants of the Town of Newington or the Contractor or subcontractors or material men, or
3. Any injuries (including death) sustained by or alleged to have been sustained by any member of the public or otherwise any or all persons, or
4. Any damage to property, real or personal, (including property of the Town of Newington or its respective officers, agents and servants) caused in whole or in part by the acts or omissions of the Contractor, any subcontractor, or any material men, or anyone directly or indirectly employed by them while engaged in the performance of any work for the Town of Newington.

C. CONTRACT

The Town will only award and enter into a contract with one principal firm, which shall be the Consulting Engineer for this project. This contract shall not allow for the use of arbitration as method for resolving disputes.

D. FEES

Fees are not part of the initial submittal package. When fees are requested all charges for overhead, insurance, travel, telephone calls, postage, shipping, photocopies, and any other miscellaneous expenses shall be included in the lump sum figure and cost-plus

percentage. The Town will not make separate payments for reimbursable items. The Town intends to pay the printer directly for the printing of plans and specifications.

E. INSURANCE

The successful respondent shall furnish a certificate of insurance to the Town Manager for the following insurance coverage within ten (10) days from contract execution. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. Such certificate of insurance shall specify that the Town of Newington will receive thirty (30) days notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

1. Commercial General Liability including Premises-Operations, Independent Contractors, Blanket Contractual, Products and Completed Operations:

\$1,000,000 Each Occurrence
\$2,000,000 Aggregate

Combined Single Limit for personal injury or property damage or both combined. Such policy shall name the Town as additional insured.

2. Comprehensive Automobile Liability covering owned, non-owned, hired or leased vehicles:

\$1,000,000 Each Accident

Combined Single Limit for bodily injury or property damage or both combined.

3. Workers Compensation Insurance in accordance with Connecticut State Statutes:

Employers' Liability Limit - \$100,000.

F. WORK PRODUCTS

Any documents submitted to the Town shall become the property of the Town upon receipt.

G. OTHER

The Town reserves the right to waive informalities or to reject any or all proposals when such action is deemed to be in the best interests of the Town. The Town reserves the right to delete such items as it deems necessary from these proposals. All exceptions of the respondent to the terms and specifications of this RFP shall be made in writing and submitted in full with the proposal. For all other terms and specifications, submission of a proposal constitutes acceptance by the respondent. The Town reserves the sole right to reject proposals which contain exceptions that are unacceptable. The Town reserves the right to utilize some, all, or none of the various services identified in this RFP. All services performed shall be to the satisfaction of the Town Manager. The Town

reserves the right to terminate any agreement upon ten (10) calendar day's notice of failure by the respondent to provide service to the satisfaction of the Town Manager.

V. SUBMITTALS

Consulting engineering firms wishing to be considered shall submit ten (10) copies of their concisely worded submittal package, consisting of a letter of interest, together with general information on the firm's qualifications, the firm's brochure, current Federal GSA Forms 254 and 255 or Standard Form 330, experience of the firm, and a resume of key personnel. Submittals shall be based on the format and requirements set forth in this Request for Proposals. These shall be addressed to:

Town Manager's Office
131 Cedar Street
Newington, CT 06111

Submittals shall be accepted until 4:00 pm. on April 15, 2015. All submittals shall be clearly labeled "RFP No. 4, 2014-15, Streetscape Improvements Phase VI, Professional Services."

VI. CONTACT

Respondents with questions regarding the submission requirements may contact Jeff Baron, Director of Administrative Services, Town of Newington, 131 Cedar Street, Newington, CT 06111, telephone (860) 665-8513, fax (860) 665-8507. Office hours are 8:30 to 4:30, Monday through Friday. All questions shall be presented at least 72 hours prior to the response deadline to allow for sufficient time to draft and post addenda. Any addenda shall be posted on the Town's website, www.newingtonct.gov, in the Doing Business, Bid Opportunities section at least 48 hours prior to the response deadline.