

REQUEST FOR PROPOSALS
DESIGN & INSTALLATION OF A PIER MOORING SYSTEM USING
SPIRAL STEEL ANCHORS & ELASTIC RODES
FOR THE
BANTAM LAKE STATE BOAT LAUNCH & MARINA
Morris, Connecticut

PROJECT # DEPA00004000279

December 31, 2012

Key Dates:

On site Inspection – Thursday, January 17, 2013
Proposals Due – Thursday, January 31, 2013

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I. Introduction

Title: Design and Installation of a Pier Mooring System Using Spiral Steel Anchors & Elastic Rodes for the Bantam Lake State Boat Launch & Marina, Morris, Ct.

Issuing Agency, Address and Contact:

Department of Energy & Environmental Protection (DEEP)

Bureau of Financial & Support Services

Engineering Unit

163 Great Hill Road

Portland, Connecticut 06480

Contact: **Deb Corcoran, Program Specialist I**

Phone: (860) 342-2215 x105 / Cell: (860) 966-6982 Fax: (860) 344-2560

Project Site:

Bantam Lake State Boat Launch and Marina

156 Bantam Lake Road (aka Route 209), Morris, Ct 06763

Purpose:

The purpose of this Request for Proposals is to solicit a proposal for professional services to design, supply and install a Helix Anchoring with Seaflex Rodes system (or approved equal). The firm must have experience with this anchoring method.

Background:

The above-mentioned facility was recently purchased by the DEEP. New floating docks were installed for the 2012 boating season utilizing the original anchoring system. Attached "PDF" files show the existing piers with an approx layout and quantity for the proposed anchoring system and also a bathymetric survey of area completed in 2012.

II. Project Scope

- A. Attendance at an onsite inspection with all parties is **"Strongly Advised"** on **Thursday, January 17, 2013 at 11:00am (local time)**. Contact Deb Corcoran at 860-966-6982 or deb.corcoran@ct.gov to confirm inspection if inclement weather conditions.
- B. Using the provide Topographic & Bathymetric survey; the Conceptual Plan for Spiral Steel Anchors & Elastic Rodes Layout; and the onsite inspection the contractor shall design an anchoring system utilizing Helix Anchors and Seaflex Rodes or approved equal to secure the floating docks at the above referenced project site. It is the intention of DEEP that the existing landward attachment shall remain undisturbed.
- C. Anchor and rodes installation must be performed by someone with a minimum of 5 years or more documented experience with the Helix system and the Seaflex system or approved equals.

- D. All hardware shall be stainless steel unless otherwise approved by Project Manager.
- E. Contractor shall guarantee all materials and workmanship for a period of 18 months from date of acceptance. In addition, the Contractor shall furnish the manufacturers warranties on the materials.
- F. DEEP staff will install floating docks utilizing the existing anchoring system (concrete filled 5-gallon buckets with chain attached) prior to the Contractor mobilizing to the project site. **Contractor will be responsible to remove existing anchoring system as they install the proposed anchoring system; contractor shall stockpile the existing anchors at a predetermined location at the project site.** (Approx 20 existing anchors each on Pier A and Pier C; approx 6 existing anchors on Pier D).
- G. Permits
 - 1. DEEP will review the permit with the Contractor and also provide them a copy, (permit pending).
- H. Construction
 - 1. **Install to be completed prior to May 3, 2013.**

III. Proposal Requirements

- A. Team Organization and Management: The Contractor shall clearly identify and justify the roles and responsibilities of the proposed participants.
- B. Experience and References: Demonstrate experience with projects similar in scope. Include specific references with contact information.
- C. Construction Methodology: The Contractor shall submit a detailed construction methodology in writing including materials, equipment, number of personnel onsite and timeframe.
- D. Specifications for proposed anchors and rodes.
- E. Plan View Drawing/Sketch for proposed anchor locations.
- F. Details for connecting anchors to rodes and rodes to floating docks.
- G. Cost Proposal: Provide cost breakdown as shown in chart below.

| Supply & Install Spiral Steel Anchors & Elastic Rodes include retrofitting existing floating docks for the rodes system. | Number of Anchors for Pier | Total Cost |
|--|----------------------------|------------|
| Pier A | | |
| Pier C | | |
| Pier D | | |
| Pier A, C & D | | |
| Remove existing anchors – Pier A | | |
| Remove existing anchors – Pier C | | |
| Remove existing anchors – Pier D | | |

IV. Proposal and Selection Process

All submissions for the RFP for: Design and Installation of a Pier Mooring System Using Spiral Steel Anchors & Elastic Rodes for the Bantam Lake State Boat Launch & Marina, Morris, Ct must be in possession of the Engineering Unit no later than **2:00pm local time on Thursday, January 31, 2013**. Bidders must submit two (2) complete copies of their proposal.

No submissions will be accepted after this date and time.

Method of Evaluation:

An evaluation panel composed of DEEP representatives will review the proposals. The criteria requested under Proposal Requirements will be used to evaluate the proposals

Interviews, if required, will be held on a mutually agreed upon date. Candidates should be represented in interviews by managers and senior staff that will be responsible for the project.

The following represents the timeline for the RFP:
RFP and Selection Timeline

| | |
|-------------------------------|--|
| RFP Formally Announced | December 31, 2012 |
| Onsite Inspection | Thursday, January 17, 2013 at 11:00AM local time |
| Proposals Due | Thursday, January 31, 2013 not later than 2:00PM local time |

V. General Conditions

All bidders shall be willing to adhere to the following conditions and shall positively state this in the proposal.

- A. All proposals in response to this RFP are to be the property of the DEEP. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws.
- B. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFP is to be the sole property of the DEEP.
- C. Timing and sequence of events resulting from this RFP will ultimately be determined by the DEEP.
- D. The bidder agrees that the proposal will remain valid for a period of 90 days after the closing date for the submission and may be extended beyond that time by mutual agreement.

- E. The DEEP may amend or cancel this RFP, prior to the due date and time, if the DEEP deems it to be necessary, appropriate or otherwise in the best interests of the DEEP. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a firm's proposal not being considered.
- F. The bidder must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project. Any additions, deletions or changes in personnel from the proposal during the course of the project must be approved by the DEEP, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the DEEP. At its discretion, DEEP may require the removal and replacement of any of the bidder's personnel who do not perform adequately, regardless of whether they were previously approved by the DEEP.
- G. Any costs and expenses incurred by bidders in preparing or submitting proposals are the sole responsibility of the bidder.
- H. A bidder, if requested, must be prepared to present evidence of insurance (*see attached Certificate of Insurance*), experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the proposal.
- I. No additions or changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification of proposals may be required by the DEEP at the bidder's sole cost and expense.
- J. In some cases, bidders may have to give presentations or further explanation to the RFP screening committee.
- K. The bidder represents and warrants that the proposal is not made in connection with any other bidder and is in all respects fair and without collusion or fraud. The bidder further represents and warrants that they did not participate in any part of the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no agent, representative or employee of the DEEP participated directly in the bidder's proposal preparation.
- L. All Responses to the RFP must conform to instruction. Failure to answer all questions or to follow the requested format may be considered appropriate cause for rejection of the response.
- M. The DEEP shall assume no liability for payment of services under the terms of the contract until the successful bidder is notified that the contract has been accepted and approved by the DEEP. The contract may be amended only by means of a written instrument signed by the DEP and the bidder.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | |
|----------|-------------------------------|-----------------|
| PRODUCER | CONTACT NAME: | |
| | PHONE (A/C, No. Ext): | FAX (A/C, No.): |
| | ADDRESS: | |
| | INSURER(S) AFFORDING COVERAGE | NAIC # |
| INSURED | INSURER A: | |
| | INSURER B: | |
| | INSURER C: | |
| | INSURER D: | |
| | INSURER E: | |
| | INSURER F: | |

Contractor's EXACT Legal Name & Address

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL SUBR INSR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|--------------------|-------------------------------|-------------------------|-------------------------|--|
| | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | Insert Policy Number-required | | | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ex account base) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 |
| | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | Insert Policy Number-required | | | COMBINED SINGLE LIMIT (Ex accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTIONS | | | | | EACH OCCURRENCE \$ AGGREGATE \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | Insert Policy Number-required | | | <input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000 |
| | Owners & Contractors Builder's Risk | | Protective Liability | | | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Indicate PROJECT NUMBER & TITLE in this space.
 The State of Connecticut is endorsed as an Additional Insured with respect to General Liability & Umbrella/Excess Liability Insurance coverage. If Builder's Risk Insurance is required, the State is endorsed as a Loss Payee.

| | |
|--|---|
| CERTIFICATE HOLDER Department of Energy & Environmental Protection 163 Great Hill Road Portland CT 06480 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | AUTHORIZED REPRESENTATIVE Agent of Producer |

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