



City of Bristol
BRISTOL, CONNECTICUT 06010

RFQ 2P19-062
Bridge Design Services
Addendum 01
November 13, 2018

General Information / Clarifications

Interested parties are advised that the Request For Qualifications ("RFQ") issued on November 6, 2018 has been revised for consistency with requirements established by the State of Connecticut Department of Transportation ("ConnDOT"), and the RFQ has been replaced in its entirety by the document attached herein.

All other terms and conditions remain unchanged.

Roger D. Rousseau
Purchasing Agent
Tel. (860) 584-6195
Fax (860) 584-6171
purchasing@bristolct.gov

Attachments: Acknowledgment Form (1 page)

RETURN THIS FORM IMMEDIATELY

City of Bristol, Connecticut
Acknowledgment: Receipt of Documents

RFQ Number: **2P19-062**

Title: **Bridge Design Services**

Addendum 01

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date Addendum 01 was issued November 13, 2018

Date Addendum 01 was received ____/____/____

Do you plan to submit a proposal? Yes ____ No ____

PRINT OR TYPE THE FOLLOWING INFORMATION:

Company name: _____

Address: _____

City/Town & zip code: _____

Phone: _____

Fax: _____

Email: _____

Received by: _____

Note: Faxed acknowledgments are requested!
FAX (860) 584-6171
A cover sheet is NOT necessary.
IMPORTANT: DO NOT FAX PROPOSALS.
PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES

**Request for Qualifications
2P19-062**

The City of Bristol, Connecticut is accepting submissions for the following:

Bridge Design Services

**East Street Bridge across Pequabuck River
Mellen Street Bridge across Pequabuck River
Lake Avenue Bridge across Cuss Gutter River**

All submissions shall be made in accordance with the materials supplied by

The City of Bristol
Purchasing Department
111 North Main Street
Bristol, CT 06010



Submissions will be received until **1:00 pm, December 3, 2018.**

Roger D. Rousseau
Purchasing Agent
Tel (860) 584-6195
Fax (860) 584-6171
Email: rogerrousseau@bristolct.gov
<http://www.bristolct.gov/bids>

Date issued: November 6, 2018
Date revised: November 13, 2018

**City of Bristol, Connecticut
Request For Qualifications 2P19-062**

**Engineering Services Relative to Bridge Design
East Street Bridge across Pequabuck River
Mellen Street Bridge across Pequabuck River
Lake Avenue Bridge across Cuss Gutter River**

The City of Bristol is seeking qualifications from firms to provide design and prepare complete construction plans and specifications, inclusive of survey, environmental permits and construction administration services, for the rehabilitation/replacement of the three structures identified above.

Submission documents are available for immediate download via the Purchasing Department website via the web link noted below:

<https://ct-bristol2.civicplus.com/Bids.aspx?BidID=795>

Proposal submissions will be accepted by the Purchasing Department located on the second floor at 111 North Main Street, Bristol, CT until **December 3, 2018 at 1:00 pm**; submissions received after this date and time will not be considered. The City reserves the right to waive any informalities in any submission, to reject any and/or all submissions, and to accept the proposal(s) that in its judgment is in its best interest. Each submission shall contain one printed original and seven (7) copies, as well as a digital copy (USB or other similar media), and shall be in a sealed envelope or package clearly identified as "2P19-062 Design of Bridge Replacement" delivered to the address noted above.

The awarded firm will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, gender, or national origin.

Roger D. Rousseau, Purchasing Agent
Tel. (860) 584-6195
Fax (860) 594-6171
Email: rogerrousseau@bristolct.gov
<http://www.bristolct.gov/bids>

City of Bristol, Connecticut
RFQ 2P19-062
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**REQUEST FOR QUALIFICATIONS
CITY OF BRISTOL, CONNECTICUT
as revised November 13, 2018**

**Professional Services
Design and Preparation of Construction Documents**

**East Street Bridge across Pequabuck River
Mellen Street Bridge across Pequabuck River
Lake Avenue Bridge across Cuss Gutter River**

I. PROJECT SPECIFICATIONS

I.1 INTRODUCTION

The City of Bristol is seeking to rehabilitate or replace three bridges identified below. The City is accepting qualifications from engineering firms to design and prepare complete construction plans and specifications, inclusive of survey, environmental permits and construction administration services associated with the work. The bridges are as follows:

East Street Bridge across Pequabuck River
Mellen Street Bridge across Pequabuck River
Lake Avenue Bridge across Cuss Gutter River

Based on a review of the submitted qualifications, the City of Bristol anticipates creation of a list comprised of the most qualified firms, which would be subject to an interview. It is also anticipated that selected firms will be requested to discuss all three bridges in any presentation to the City's selection committee.

The City reserves the right to award the work for all three bridges to a single firm, or to make award for each bridge to individual firms.

I.2 PROJECT SUMMARY CONSIDERATIONS

Based on a preliminary assessment of the referenced bridges, the East Street and Mellen Street Bridges are eligible for State and Federal funding. The Lake Avenue Bridge is eligible for funding under the state bridge program.

Please note that the City of Bristol anticipates that eleven percent (**11%**) will be established by the State of Connecticut as a goal for the percentage of work that shall be subcontracted to Disadvantaged Business Enterprises (DBE).

The City of Bristol is soliciting proposals to perform all engineering design, permitting, right of way, survey and construction administration services required to replace the bridges.

Selected firms shall demonstrated experience with the Federal/State Bridge Program along with the state bridge program and shall experience working with the Department of Transportation, Department of Energy and Environmental Protection.

Bridges are identified as follows:

Bridge ID 04487 East Street over Pequabuck River, built 1900 (rebuilt 1929)

Concrete bridge, 2 span, 63 feet structure length
Roadway width curb to curb 34 ft, deck width 50 ft

Bridge ID 04488 Mellen Street over Pequabuck River, built 1956

Steel girder bridge, 1 span, 77 feet structure length
Roadway width curb to curb 34 ft, deck width 48.5 ft

Bridge ID 017005 Lake Avenue over Cuss Gutter River, built 1920

Concrete bridge, 1 span, 14 feet structure length
Roadway width curb to curb 33 ft, deck width 74 ft

A link to the Preliminary Applications for the Connecticut Bridge Program for each bridge is provided via the City of Bristol web site, and are incorporated by reference as part of the document. Please note that the applications for the East Street and Mellen Street Bridge have not been submitted to date.

In addition, a copy of the Pequabuck River Watershed study completed on behalf of the City is also made available as part of this solicitation.

I.3 PROJECT SCHEDULE

The following is the proposed schedule for both the selection process and the work program:

Date of RFQ Issuance	November 6, 2018
Submittals received	December 3, 2018
Recommendation for Interviews	December 19, 2018

II. SUBMISSION REQUIREMENTS

II.1 SUBMISSION DUE DATE

Qualifications will be accepted at the City of Bristol Purchasing Office, 111 North Main Street, Bristol, Connecticut, 06010 until **1:00 pm, December 3, 2018**. Proposals received after that time will not be considered.

Proposals may be withdrawn 120 days after opening if no award has been made.

The City will invite a short list of responding firms to prepare a formal proposal specific to each bridge. Firms selected for interviews will be based upon the City review of the submitted qualifications.

Unless otherwise indicated, proposals that are submitted are assumed to be valid for one hundred twenty (120) days from the date that proposals are due.

II.2 DIRECTIONS FOR WRITTEN SUBMISSION

Interested firms are required to submit **one original and seven (7)** copies, as well as a copy provided in digital format (e.g. single pdf or Word file, on CD or USB drive) of the qualifications to Roger Rousseau, Purchasing Agent, no later than the date and time noted above. It is expected that information relative to your firm will be conveyed via Federal GSA Form 330, for the purposes of consistency in qualifications review. Firms responding to this request shall be of adequate size and sufficiently staffed to perform the assignment described herein. In addition to GSA Form 330, submittals shall additionally contain the following:

- a. A transmittal letter signed by the appropriate officer of the firm offering the qualifications and certifying that the proposal will remain in effect for 120 days after the due date.
- b. A concise and complete description of the work to be performed, including:
 1. An explanation of your firm's understanding of the project, its approach to the work, the key issues to resolve and the level of detail that will be provided.
 2. A list of personnel who will be assigned to the project, including resumes for professionals expected to provide at least 20% of the person hours on the project. Support staff contracted by your firm for this project should additionally be included for review and consideration.
 3. A description of similar projects which your firm has been involved in, including references.
 4. A summary of your firm as outlined in Section II.3 of this document.

Submittals shall be delivered to the City of Bristol Purchasing Department, 111 North Main Street, Bristol, CT 06010, clearly marked as "Request for Qualifications East Street Bridge across Pequabuck River, Mellen Street Bridge across Pequabuck River and the Lake Avenue Bridge across Cuss Gutter River".

Please note that selected firms will be asked to provide the following information.

- a. A detailed work program and time schedule for each phase of the projects (prepared individually for each bridge), including milestones for periodic review of the work with the advisory committee(s).

II.3 VENDOR INFORMATION

A. Vendor Overview

Please provide the following:

- J The name and location of your company, including the office location that will be serving the City.
- J A brief general description of your business.
- J The number of years your company has been in business.
- J Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- J The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
- J The primary line of business of your firm.

B. Client Base

Provide specific reference information for three clients you have served, relevant to the work proposed, to include:

- J Client name and location
- J Starting date of service and completion date
- J Contact name, title and telephone number

The references must be relevant to service in the last forty-eight (48) months, and shall include specific details on how the project represents a project of similar scope. Information on your firm's specific role must be included.

II.4 EVALUATION CRITERIA

Selection of firm(s) will be the responsibility of a committee consisting of City designated representatives. The evaluation will be based upon the written submittals and selected presentations and interviews. The factors, which will be evaluated, include the following:

1. The specialized experience and technical competence of the individual(s) or firm(s) and its (their) assigned personnel, and its ability to work effectively together with its subconsultants (if applicable), City staff, and State of Connecticut staff.
2. The capacity and capability to perform the work within a reasonable time allotted.
3. The firm's knowledge of Federal, State and Local procedures.
4. The firm's past record of performance, through review of references listed and any work previously performed with the municipality.
5. The firm's ability to effectively communicate in public meetings and public hearing processes.
6. Clarity, organization, and effective presentation of submittal.

It is the City's intent to invite a short list of responding firms for an interview based upon its review of the written submissions.

II.5 ADDENDA

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:

<http://www.bristolct.gov/bids>

This document includes an acknowledgement page; this page must be faxed back to the Purchasing Department, to ensure proper notification of changes to the published documents. The City of Bristol does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

Questions regarding this document should be referred to Roger D. Rousseau at (860) 584-6195 or at <rogerrousseau@bristolct.gov>.

A summary of all questions and answers will be made available to each firm if they might influence the award of the contract.

6. PROPOSAL PREPARATION COSTS

All costs incurred in the preparation and presentation of this proposal shall be wholly absorbed by the proposer.

III. CONTRACT CONSIDERATIONS

III.1 EQUAL OPPORTUNITY – AFFIRMATIVE ACTION

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, gender, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, gender, national origin or age.

Findings of noncompliance with applicable State and/or Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

III.2 INDEMNIFICATION

The awarded firm agrees to indemnify, defend, and save harmless, the City of Bristol, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract, except to the extent caused by the negligent acts of the City of Bristol or its officers, agents or employees.

The City, as a sovereign government, cannot indemnify businesses or individuals.

III.3 INSURANCE

Prior to the execution of any contract, the City of Bristol requires that any awarded contractor providing materials, equipment or services to the City, must provide to the City a certificate of insurance (Acord or other approved format) naming the City of Bristol and the State of Connecticut as additional insured, for the following:

- J General liability (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and \$2,000,000 general aggregate coverage.
- J Automobile Liability in the amount of \$1,000,000 (combined single limit), Property Damage and Bodily Injury coverage.

In addition to the above, the awarded contractor shall provide a certificate of insurance in the minimum amounts as specified herein.

- J Professional Liability, in an amount not less than \$500,000 per occurrence and \$1,000,000 aggregate.
- J Worker's Compensation as defined in the Connecticut General Statutes.

Said insurance shall be provided at the sole expense of the contractor with an insurance company which is licensed to do business in the State of Connecticut. Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the City before starting work.

The awarded firm shall maintain professional liability insurance until the expiration of the statute of limitations. In the event there is no statute of limitations specifically applicable to this project, the awarded firm shall maintain coverage for a reasonable period after the date of substantial completion of the project as agreed to by the City and the awarded firm.

III.4 INVOICING AND PAYMENT

Invoices shall be paid promptly by the City unless any items thereon are questioned, in which case payment will be withheld pending verification of amount claimed and the validity of the claim. Standard payment terms are Net 30 Days from receipt of properly executed invoice(s). If your firm submits a proposal that includes payment schedules based on the completion of designated phases, those stages must be clearly outlined in your proposal. The City cannot make payments for "execution of contract" (payments due upon contract signing).

III.5 AWARD CONSIDERATIONS

The City may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of submittals, the City will be guided by consideration of the interests of the City.

Firms selected for interview will be provided with the content of the interview panel; the selected firms will be required to submit affidavits relating to their relationship(s) with members of the panel. The names of interview committee members will be released solely for the purpose of preparation of affidavits; the selected firms shall not directly contact the panel members prior to immediately following the interview process.

The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Bristol is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interests of the City of Bristol.

Unless otherwise noted within a proposal, proposals received in response to this document are assumed to be valid and binding for one hundred twenty (120) days from receipt of the proposal. If award is not made within such time, the proposal can be deemed to be either no longer valid, or can be extended with mutual consent of the City and the firm submitting the proposal.

Documents/reports/data become property of the City of Bristol.

III.6 TERMINATION

Subject to the provisions below, the contract may be terminated by either party, upon thirty (30) days' advance notice to the other party, but if any work or services hereunder are in progress, but not completed, as of the dated of termination, then this contract may be extended upon written approval by the City until said work or services are completed and accepted.

A. Termination For Convenience

In the event that the contract is terminated or canceled upon request and for the convenience of the City, without the required thirty (30) Days' advance written notice, then the City shall negotiate reasonable termination costs, if applicable.

B. Termination For Cause

Termination by the City for cause, default or negligence on the part of the Bidder shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days' advance notice requirement is waived in the event of termination by cause.

III.7 NON-APPROPRIATION OF FUNDS

Please note that any contract executed by the City of Bristol is subject to the appropriation of funds on an annual basis.

**REQUEST FOR PROPOSALS
CITY OF BRISTOL, CONNECTICUT 06010**



Request for Qualifications 2P19-062

**East Street Bridge across Pequabuck River
Mellen Street Bridge across Pequabuck River
Lake Avenue Bridge across Cuss Gutter River**

Due Date: 1:00 pm, December 3, 2018

City of Bristol
Purchasing Office
111 North Main Street, 2nd Floor
Bristol, Connecticut 06010

In accordance with the City's requirements, the undersigned agrees to provide services as defined herein.

The undersigned is familiar with the conditions surrounding this Request for Proposals, is aware that the City reserves the right to reject any and all proposals, and is making submission without collusion with any other person, individual or corporate.

Witness

Signature

Company Name

Printed Name

Address

Title

Town

State Zip

Date

Federal ID #

Telephone Number

Email address

Fax Number

**CITY OF BRISTOL
PURCHASING DEPARTMENT
111 NORTH MAIN STREET
BRISTOL, CT 06010**

Proposal Check List

This form need not be returned with your submittal. It is suggested that you review and check off each action as you complete it.

- ___ 1. The proposal has been signed by a duly authorized representative of the company.
- ___ 2. Standard payment terms are net 30 days. Net terms for periods less than 30 days may result in proposal rejection. (You may offer cash discounts for prompt payment).
- ___ 3. Any technical or descriptive literature, drawings or proposal samples that are required have been included with the proposal.
- ___ 4. Any addenda to this document have been acknowledged and included.

___ 5. The envelope has been addressed to:
Request for Qualifications 2P19-062

**East Street Bridge across Pequabuck River
Mellen Street Bridge across Pequabuck River
Lake Avenue Bridge across Cuss Gutter River**

- ___ 6. The envelope has been clearly marked with the proposal number and opening date.
- ___ 7. If additional copies are required as part of your response, make sure the original is clearly marked.
- ___ 8. The proposal is mailed or hand-delivered in time to be received no later than the designated opening date and time. Late responses are **NOT** accepted under any circumstances. Faxed responses are not accepted. Please allow enough time if mailing your proposal.



**CITY OF BRISTOL, CONNECTICUT
NON-COLLUSION CERTIFICATION**

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

Please complete and sign

Legal Name of Bidder: _____

Business Address: _____

Name of Authorized Agent _____ Title: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

Employment Information Form



City of Bristol
Workplace Analysis Affirmative Action Report
Employment Information Form

Purchasing Department
111 North Main Street
Bristol, CT 06010

Company Name Street Address City State Zip	Contact Person	Phone Number	Date
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Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

JOB CATEGORY	A. OVERALL TOTALS (sum of all columns, B-F Male & Female)	B. WHITE (not of Hispanic origin)		C. BLACK (not of Hispanic origin)		D. HISPANIC		E. ASIAN/PACIFIC ISLANDER		F. AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officers/Managers											
Professionals											
Technicians											
Sales Workers											
Office/Clerical											
Craft Workers (skilled)											
Operatives (semi-skilled)											
Laborers (unskilled)											
Service workers											
TOTALS ABOVE											

Do you use minority businesses as subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
If CT based, do you post all employment openings with the State Of CT Employment Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Do you use an Affirmative Action Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Describe your recruitment, hiring, training and promotion anti-discrimination practices.	