



TOWN OF BERLIN, CONNECTICUT

REQUEST FOR PROPOSALS FOR: Edgewood Road Bridge Design Consultant

BID NUMBER: 2020-20

RFP OPENING DATE: April 23, 2020

RFP OPENING TIME: 2:00PM

RFP OPENING PLACE: Berlin Town Hall, Engineering Office (Room 120)

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The Town of Berlin is seeking written proposals for a qualified bridge engineering firm to design a replacement structure, obtain all required permits, prepare a design package and assist the Town with the construction effort to replace the Edgewood Road Bridge (#007002).

For a firm to be considered for this engagement, one (1) original and two (2) copies of sealed proposals must be received in the Engineering Office of the Berlin Town Hall, 240 Kensington Rd, Room 120, Berlin, CT 06037 by the date and time noted above. The Town will not accept submissions by e-mail or fax. The Town will reject proposals received after **April 23, 2020 at 2:00pm**.

The documents comprising the Request for Proposals may be obtained on the Town's website, www.town.berlin.ct.us, under "Departments, Purchasing, & Current Bids & RFPs" or from Maryssa Tsois, Purchasing Agent, Berlin Town Hall, 240 Kensington Rd, Room 110, Berlin, CT 06037 during normal business hours. **Each proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

The Town reserves the right to amend or terminate this Request for Proposals, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the proposer that, in the Town's judgment, will be in the Town's best interests.

Maryssa Tsois
Purchasing Agent

Introduction

The Edgewood Road Bridge over John Hall Brook was originally constructed in 1920 and subsequently reconstructed in 1960. The bridge is a reinforced concrete slab on abutments and wingwalls that are a combination of mortared stone masonry (downstream older section) and reinforced concrete (upstream portion). It is 22' wide with a 6' span carrying a two-lane town road (Edgewood Road). The bridge is identified as #007002 within the Connecticut Department of Transportation's (DOT) Bridge Inventory, and the most recent DOT screening inspection was completed in November 2016. The sufficiency and priority rating of the structure are 41.21% and 38.91%, respectively. The Town retained a bridge engineer to complete an inspection in August 2018; the inspection report concluded that the bridge was in poor condition, and recommended replacement with a precast concrete box culvert as well as installing adequate guide railing and anchors on all four (4) approaches. Those seriously interested in submitting a proposal can obtain the latest DOT screening report and the independent bridge inspection from Maryssa Tsolis, Town Purchasing Agent (contact information and instructions provided below.)

The Town is interested in retaining a Bridge Engineering Consultant to design a new bridge, obtain all required permits, assist with materials procurement and provide limited construction oversight to Town and/or subcontractor forces. Please note that this project will be locally funded and absent of State and/or Federal funding.

1. GENERAL BID REQUIREMENTS

Qualifications

Eligible Vendors will be those individuals, businesses and firms that meet the following qualifications:

- Proposer must have demonstrated experience and expertise in regard to providing the types of or similar services as those outlined in the RFP.
- Proposer must have a proven track record in providing these types of services for similarly sized municipal governments, preferably in Connecticut.
- Proposer must be familiar with, qualified, and properly licensed in the State of Connecticut to perform its obligation under this proposal in compliance with all applicable Federal and State of Connecticut laws and regulations, statutes and policies.
- The Town will not award the proposal to any business that, or person who, is in arrears or in default to the Town with regard to any tax, debt, contract, security or any other obligation.
- Documented/audited internal control environment.
- Proposer must have a business continuity plan.

Qualification Information for Submission

Proposers must set forth accurate and complete information for each of the items listed below. At the Town's discretion, failure to do so could result in disqualification. Please ensure your qualification information incorporates responses to the questions below, as well as any requested attachments.

1. Proposer Information: Please provide the following information:

- a. Firm Name
- b. Permanent main office address
- c. Date firm organized.
- d. Legal Form of ownership. If a corporation, indicate where incorporated.
- e. How many years have you been engaged in services you provide under your present name?

2. Experience, Expertise and Capabilities

- a. Philosophy Statement and Business Focus. A statement of the proposer's philosophy and approach in undertaking the services of the nature outlined in the RFP, as well as a description of its primary business focus.
- b. Summary of Relevant Experience. Provide a listing of projects that the proposer has completed within the last three (3) to five (5) years of a similar nature to those included in the Scope of Services in this RFP.
- c. The following additional information shall be provided by each bidder:
 - **Please provide a sample billing** in the format the Town would receive on a regular basis.
 - General description of the organizational structure of your institution including parent and/or subsidiary companies and the number of employees.
 - Identify who will be the primary client relationship manager.
 - Provide a general representation of the key factors and other important considerations that you feel separates your institution/firm from others in providing the requested services.

- Description of your firm's technical resources and experience in providing the desired scope of services to similarly sized entities.
- Identify the location of the office(s) from which the services will be performed.
- Disclose any current (last 3 years) business, financial, personal, or other types of relationships which may pose a conflict of interest.
- Please list any contracts or purchase orders in the last three (3) years between the proposer and any agency of the Town.

3. Work Plan

- Work Plan. Please describe the approach that will be followed in undertaking the tasks listed in Scope of Services. Include a list of the permits to be acquired and the need for and/or extent of hydraulic analysis or soil borings and related geotechnical engineering. The work plan should also include a preliminary assessment of impacts during construction to adjoining property owners, and if temporary or permanent easements will likely be required. Include details or past experience on on-call construction administration for municipalities that self-perform bridge projects, and how your firm would approach this phase.

Note: the fees for any outsourced studies and engineering (e.g. wetland delineation/assessment, soil borings, or geotechnical engineering) should be included in the professional fee(s) for the pre-design and/or design phases, as appropriate. The Town is requesting that required subconsultant services be part of the overall contract amount for the selected engineering firm.

- Services Expected of the Town. Identify the nature and scope of the services that would be generally required of the Town in undertaking these projects.

4. Information Regarding: Failure to Complete Work, Default and Litigation.

Please respond to the following questions:

- Have you ever failed to complete any work awarded to you? If so, where and why?
- Have you ever defaulted on a contract? If so, where and why?

- c. Is there any pending litigation which could affect your organization's ability to perform this agreement? If so, please describe.
 - d. Has your firm ever had a contract terminated for cause within the past five years? If yes, provide details.
 - e. Has your firm been named in a lawsuit related to errors and omissions within the past five years? If yes, provide details.
 - f. During the past seven years, has your firm ever filed for protection under the Federal bankruptcy laws? If yes, provide details.
 - g. Are there any other factors or information that could affect your firm's ability to provide the services being sought about which the Town should be aware?
5. Exceptions and Alternatives. Proposers wishing to take any exceptions to any requirement in the RFP shall state and explain such exceptions. The Town may accept proposals which take exception to any requirements in this RFP, or which offer any alternative to a requirement herein, as well as consider such exceptions and alternatives in evaluating responses. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this Request for Proposals.

Scope of Services

The accompanying scope is provided as a general overview which may be expanded and further defined through negotiation. The selected firm and its consultant team will be responsible for the following tasks:

Pre-Design / Existing Conditions

1. Review available inspection reports (e.g. DOT/Town) and drawings.
2. Assess the current condition of the bridge, stream channel, and associated roadway.
3. Complete a topographic, boundary, and utility survey as appropriate to fully document existing conditions and prepare the base map for design and permitting (Class A-2 Horizontal Accuracy, NAD 83, NAVD 88, by a Licensed Connecticut Land Surveyor).
4. Obtain wetland / stream channel / FEMA information as needed for Inland Wetlands permitting and for any required hydraulic analyses and/or Army Corps of Engineers (ACOE) and/or Connecticut Department of Energy and Environmental Protection (DEEP) permits; relevant information should also be included in the base survey/map.

Design

Complete required studies and analyses, including a hydraulic analysis (if needed for permitting/design), soil borings (if needed), and geotechnical engineering. Prepare a set of design drawings advanced to a level sufficient for materials procurement and in-house construction. Note that the Town will self-perform the bridge replacement; design drawings do not need to be at the level of a DOT Federal or Local Bridge program submission or bid set. As it is anticipated that the most cost-effective approach is to install a precast concrete box culvert, no structure type study is required. The selected Engineering Consultant should review key elements with Town staff at various levels of design, as needed. The design process and drawings should include:

1. Evaluation of cost, longevity, constructability, hydraulics, and future maintenance of the final box culvert design and railing system..
2. Specify upstream and downstream cut-off walls, riprap scour protection, water handling and associated channel restoration. Sufficient detail to be included on the design drawings – no specification manual is required.
3. Preparation of temporary and/or permanent easement maps, if necessary, for adjoining property owners for staging, access during construction, or to allow access for future maintenance. The design fee should include assisting the Town in obtaining these easements from affected property owners (if needed) – the Proposal Form (Attachment B) includes a unit cost per easement map prepared.
4. Engineer's Estimates – Two construction cost estimates to be prepared: one showing the cost for an outside contractor (i.e. if bid), and one reflecting the current approach for the Town Highway Department to self-perform the replacement.

Permitting

Complete pre-application coordination and prepare and submit all required permit applications, including but not limited to:

- Inland Wetlands – Town (Assume attendance at two (2) Commission meetings)

For all other required permits, the permitting fee should include attendance at agency meetings needed to determine or discuss application specifics, and to secure the final permits.

Utility Coordination

Based on available information, existing utilities on or near the bridge includes a Spectra Energy gas main and overhead utilities (with a pole directly adjacent to the bridge structure). Coordination with the involved utilities will be required during design and construction administration, but there are no plans to disturb or relocate any utilities unless absolutely necessary. Costs associated with utility coordination should be included in the professional fees for the respective line items on the Proposal Form (Attachment B).

Construction Administration

Provide construction administration services including:

- Utility Coordination/Meetings
- Shop Drawing Review
- Periodic Site Visits/Inspections (these will be of a limited nature on an on-call basis: full time inspection is not required)

The selected consultant will also provide the following deliverables after construction (to be submitted to DOT – Bridge Safety for their information).

- As-built Survey (One set of mylars, two sets of paper prints, along with pdf and AutoCAD files)

Agreement Period

The Town anticipates entering into an agreement with the selected Proposer commencing in the Spring or Summer of 2020. However, Town funding for specific projects due to Covid-19 may be delayed, so Proposers are requested to stipulate the period for which the lump sum fees and hourly rates apply. In particular, there may be a gap between the completion of the design phase and initiation of construction.

Proposers should specify (along with the professional rates to be submitted) percent increases and/or adjusted lump sum fees for construction administration items after the stipulated period –these should be provided for two (2) additional years on an annual basis. The Town will contractually reserve the right to cancel the contract at any time. The agreement period for any contract or purchase order resulting from this RFP shall ultimately be as negotiated to the mutual agreement of the parties.

Additional Conditions

In order to qualify for consideration, the following minimum qualifications must be met:

- Proposer must have demonstrated experience and expertise in regard to providing the types of services outlined in this Request for Proposals.
- Proposer should have a proven track record in providing these types of or similar services for municipal governments.

Proposer must be qualified and properly licensed in the State of Connecticut to perform its obligation under this proposal in compliance with any/all applicable Federal and State of Connecticut laws and regulations, statutes and policies.

The bidder must:

- Provide industry standard or higher quality services while maintaining a focus on providing a cost-effective service to the Town.
- Provide the highest quality customer service to the Town, not limited to, but particularly in the areas of reliability and billing.
- The selected firm shall work with and cooperate with the Finance Department in rendering services pursuant to this RFP.

All those submitting proposals must be willing to adhere to the following additional conditions and must positively state this in the proposal:

1. The proposer must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project. At its discretion, the Town may require the removal and replacement of any of the proposer's personnel who do not perform adequately, regardless of whether they were previously approved by the Town.
2. All subcontractors hired by the proposer awarded a contract or purchase order as a result of this RFP must have prior approval of the Town prior to and during the agreement period.
3. Any contract or purchase order resulting from this RFP process will represent the entire agreement between the proposer and the Town and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The Town shall assume no liability for payment of services under the terms of the contract or purchase order until the successful proposer is notified that the contract or purchase order has been accepted and approved by the Town. *Any contract resulting from this RFP may be amended only by means of a written instrument signed by the proposer and signed by the Town Manager.*

2. RIGHT TO AMEND OR TERMINATE THE RFP OR CONTRACT

The Town may, in its sole discretion, clarify, modify, amend or terminate this RFP if the Town determines it is in the Town's best interest. The Town has the right to extend the RFP Open Date no later than four (4) business days prior to the scheduled RFP Open Date, via Addendum, if determined it is in the Town's best interest. In the event that an insufficient number of qualified bids are received by the RFP Open Date, the Town may terminate and re-post the RFP if determined it is in the Town's best interest. All such actions shall be affected by a posting on the Town's website, www.town.berlin.ct.us.

Each proposer is responsible for checking the Town's website to determine if the

Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.

If this RFP provides for a multi-year agreement, the Town also reserves the right to terminate the Contract at the end of the last fiscal year for which funds have been appropriated, and the Town shall have no obligation or liability to the successful proposer for any unfunded year or years.

3. KEY DATES

RFP Advertised	March 30, 2020
Questions due from Vendors	April 16, 2020
RFP Open Date	April 23, 2020 @ 2:00 p.m.
Contract Execution Date	TBD

4. PROPOSAL SUBMISSION INSTRUCTIONS

Proposals must set forth accurate and complete information for each of the items listed in Attachments A & B.

Your proposal should be submitted in a sealed envelope marked “**Edgewood Road Bridge Design Consultant Bid #2020-20**” to the Engineers Office at the Berlin Town Hall, 240 Kensington Rd, Room 120, Berlin, CT 06037, until but no later than **2:00P.M., April 23, 2020**. The Town will not accept submissions by e-mail or fax. Proposers are solely responsible for ensuring timely delivery. The Town will **NOT** accept late proposals.

As of 3/18/2020 the Town Hall remains closed to the public until further notice. It is strongly recommended bidders mail, UPS or Fedex bids. You can call Maryssa Tsolis @ 860-828-7048 if you are bringing bids in person and I will meet you outside to get the bid from you. If I am unavailable, please call Lecia Paonessa @ 860-828-7022

Proposal prices must be submitted on the Proposal Form included in this RFP. All blank spaces for proposal prices must be completed in ink or be typewritten.

Proposals may be withdrawn personally or in writing provided that the Town receives the withdrawal prior to the time and date the proposals are scheduled to be opened. Proposals are considered valid, and may not be withdrawn, cancelled or modified, for sixty (60) days after the opening date, to give the Town sufficient time to review the proposals, investigate the proposers’ qualifications, secure any required municipal approvals, and execute a binding contract with the successful proposer.

An authorized person representing the legal entity of the proposer must sign the Proposal Form and all other forms included in this RFP.

5. QUESTIONS AND AMENDMENTS

Questions concerning the process and procedures applicable to this RFP are to be submitted **in writing** (including by e-mail or fax) and directed **only to**:

Name: Maryssa Tsolis

Position: Purchasing Agent

Email: mtsolis@town.berlin.ct.us

Fax: (860) 828-8628

Proposers are prohibited from contacting any other Town employee, officer or official concerning this RFP. A proposer's failure to comply with this requirement may result in disqualification.

The appropriate Town representative listed above must receive any questions from proposers no later than seven (7) days before the proposal opening date. That representative will confirm receipt of a proposer's questions by e-mail. The Town will answer all written questions by issuing one or more addenda, which shall be a part of this RFP and the resulting Contract, containing all questions received as provided for above and decisions regarding same.

At least four (4) calendar days prior to proposal opening, the Town will post any addenda on the Town's website, www.town.berlin.ct.us. **Each proposer is responsible for checking the website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

No oral statement of the Town, including oral statements by the Town representatives listed above, shall be effective to waive, change or otherwise modify any of the provisions of this RFP, and no proposer shall rely on any alleged oral statement.

6. ADDITIONAL INFORMATION

The Town reserves the right, either before or after the opening of proposals, to ask any proposer to clarify its proposal or to submit additional information that the Town in its sole discretion deems desirable.

7. COSTS FOR PREPARING PROPOSAL

Each proposer's costs incurred in developing its proposal are its sole responsibility, and the Town shall have no liability for such costs.

8. OWNERSHIP OF PROPOSALS

All proposals submitted become the Town's property and will not be returned to proposers. The Town of Berlin also reserves the right to use any ideas contained in the proposals and is not obligated in any manner to reimburse the proposers for the costs incurred in connection with responding to this Request for Proposals.

9. FREEDOM OF INFORMATION ACT

All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act. Proposers are encouraged **not** to include in their proposals any information which is proprietary, a trade secret, or otherwise confidential. 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.

10. REFERENCES

Each proposer must complete and submit the Proposer's Statement of References form included in this RFP.

11. LEGAL STATUS

If a proposer is a corporation, limited liability company, or other business entity that is required to register with the Connecticut Secretary of State's Office, it must have a current registration on file with that office. The Town may, in its sole discretion, request acceptable evidence of any proposer's legal status..

12. PRESUMPTION OF PROPOSER'S FULL KNOWLEDGE

Each proposer is responsible for having read and understood each document in this RFP and any addenda issued by the Town. A proposer's failure to have reviewed all information that is part of or applicable to this RFP, including but not only any addenda posted on the Town's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto.

Each proposer is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFP or the performance of the work described herein.

By submitting a proposal, each proposer represents that it has thoroughly examined and become familiar with the scope of work outlined in this RFP, and it is capable of performing the work to achieve the Town's objectives. If applicable, each proposer shall visit the site, examine the areas and thoroughly familiarize itself with all conditions of the property before preparing its proposal.

13. TAX EXEMPTIONS

The Town is exempt from the payment of federal excise taxes and Connecticut sales tax and use taxes. Such taxes must not be included in prices.

14. AWARD CRITERIA & SELECTION

All proposals will be publicly opened and read aloud as received on the date, at the time, and at the place identified in this RFP. Proposers may be present at the opening unless the Town Hall remains closed to the public due to Covid-19.

The Town reserves the right to correct, after proposer verification, any mistake in a proposal that is a clerical error, such as a price extension, decimal point error or FOB terms. If any error exists in an extension of prices, the unit price shall prevail.

The Town reserves the right to accept all or any part of a proposal, reject all proposals, and waive any informalities or non-material deficiencies in a proposal. The Town also reserves the right, if applicable, to award the purchase of individual items under this RFP to any combination of separate proposals or proposers, and to negotiate with one or more of the finalists regarding the terms of this engagement.

The Town will accept the proposal that, all things considered, the Town determines is in its best interests. Although price will be an important factor, it will not be the only basis for award. Due consideration may also be given to a proposer's experience, references, service, ability to respond promptly to requests, past performance, and other criteria relevant to the Town's interests, including compliance with the procedural requirements stated in this RFP.

A. Evaluation Criteria

The following specific criteria are expected to be among those utilized in the selection process. They are presented as a guide for the proposer in understanding the Town's requirements and expectation for this project and are not necessarily all inclusive or presented in order of importance.

- The background, experience, and strength of the Proposer in providing similar services elsewhere, including the level of experience in working with other Connecticut municipalities of similar size, and the quality of services performed for other municipalities.
- The Proposer's responsiveness and compliance with the RFP requirements and conditions to provide the services requested.
- A review of references provided with the Proposal, and administration of prior contracts.
- Competitiveness of proposed cost. The Town reserves the right to negotiate cost with the selected Proposer.

The Town may elect to have the proposals evaluated by a committee as part of making a selection. If deemed necessary, the Town reserves the right to arrange for interviews/oral presentations as part of the selection process, which invitations for interviews may involve a short-listing of the proposals received.

If the proposer does not execute the Contract within ten (10) business days of the date of notification, unless extended by the Town, the Town may call any proposal security provided by the proposer and may enter into discussions with another proposer. **The Town will post the Preliminary Notice of Award and related information on its website, www.town.berlin.ct.us, under “Bid and RFP Information.”**

The Contract Execution date in Key Dates is anticipated, not certain.

15. ATTACHMENTS

The following attachments are included below and must be completed, as detailed within the RFP.

- A. References
- B. Proposal Form

INDEMNIFICATION

The Vendor at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the Town of Berlin, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services. The Vendor shall secure and maintain General Liability Insurance as will protect him from claims under the Worker’s Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of his services under this contract.

INSURANCE REQUIREMENTS

The selected vendor must maintain insurance that meets the Town’s insurance requirements (listed below), to protect the Town from claims for loss or injury which might arise out of or result from the operations under this contract. Additionally, the selected vendor must file Certificates of Insurance with the Town, naming the Town as an additional insured:

- Worker’s Compensation, employer liability (or statutory limits - greater of two), \$1,000,000.
- Comprehensive General Liability with limits of not less than \$1,000,000.00 per occurrence.
- Professional Liability with limits not less than \$1,000,000.
- Umbrella Liability of not less than \$1,000,000.
- Comprehensive Automobile Liability (owned, non-owned, hired) of \$1,000,000.00 each accident.

**TOWN OF BERLIN, CONNECTICUT
ATTACHMENT A: PROPOSER'S STATEMENT OF REFERENCES**

**Edgewood Road Bridge Consultant
#2020-20**

Provide at least three (3) references:

1. BUSINESS NAME _____
ADDRESS _____
CITY, STATE _____
TELEPHONE: _____
INDIVIDUAL CONTACT NAME AND POSITION

2. BUSINESS NAME _____
ADDRESS _____
CITY, STATE _____
TELEPHONE: _____
INDIVIDUAL CONTACT NAME AND POSITION

3. BUSINESS NAME _____
ADDRESS _____
CITY, STATE _____
TELEPHONE: _____
INDIVIDUAL CONTACT NAME AND POSITION



**TOWN OF BERLIN, CONNECTICUT
ATTACHMENT B: PROPOSAL FORM**

**Edgewood Road Bridge
Design Consultant
#2020-20**

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed this will form a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal.

	Amount
Pre-Design/Existing Conditions	\$
Design	\$
Permitting (includes two Wetlands meetings and other agency meetings as required)	\$
Subtotal (Design)	\$
Construction Administration – Utility Coordination/Meetings, Shop Drawing Review, and As-built Survey Only (<i>Site Visits, Inspections, and other on-call support during construction to be billed per the attached Hourly and Additional Rates – See below for a requested allowance for these services</i>)	\$
Total Fee	\$
Preparation of Easement Maps	\$ per map
Allowance for On-Call Inspection and Support Services During Construction	\$

Please attach Hourly Rates for Professional Staff and any additional/related services or prices on a separate page.

NOTE: This document, in order to be considered a valid proposal, must be signed by a principal officer or owner of the business entity that is submitting the proposal. Such signature constitutes the proposer's representations that is has read, understood and fully accepted each and every provision of each document comprising the RFP, unless an exception is described above.

Date

Signature

Printed Name, Title

Company Name

Address

Telephone

E-mail address