

**TOWN OF GLASTONBURY  
PROFESSIONAL SERVICES PROCUREMENT NOTICE  
REQUEST FOR QUALIFICATIONS  
HEBRON AVENUE STREETScape IMPROVEMENTS  
RPGL- 2014-41**

The Town of Glastonbury will be accepting proposals from qualified individuals or firms to provide Landscape Architecture services related to streetscape improvements on Hebron Avenue between Main Street and House Street. The basic services required include master planning, preparation of conceptual design plans and cost estimating suitable for presentation to Town Policy Makers and Community Groups. Copies of the proposal can be downloaded from the Town's website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov) or can be requested from the Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033.

An **optional pre-proposal meeting** is scheduled for **July 2, 2014 at 10:00 a.m.** in the Meeting Room A, Town Hall, 2155 Main St, Glastonbury, CT 06033.

Proposals must be submitted to the Purchasing Agent no later than **July 10 at 11:00 AM.**

**LATE PROPOSALS WILL NOT BE CONSIDERED.**

An Affirmative Action/Equal Opportunity Employer. Minority/Women /Disadvantaged Business Enterprises are encouraged to submit a proposal.

Mary F. Visone  
Purchasing Agent

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## **SECTION I – GENERAL INFORMATION**

### ***EXECUTIVE SUMMARY***

- Hebron Avenue is a Town owned arterial roadway with average daily traffic volumes of approximately 8000. The subject corridor between the intersections with Main Street and House Street primarily consists of commercial retail facilities with some Medical Office and small businesses located in converted residential structures. Existing streetscape amenities are essentially absent and constraints exist due to location and number of utility poles. The Town has two planned construction projects which will affect the area in question. Existing traffic congestion at the Hebron Avenue / New London Turnpike intersection is being addressed via improvements that will add a turning lane on the westbound approach to the intersection. This project is planned for 2014 construction. A second project to mill and pave Hebron Avenue has received Federal Transportation Fund grant approval. This project will receive funding in 2015 or 2016. The Town hopes to incorporate a number of streetscape improvements into this contract as “non-participating” construction items.

Implementation of streetscape improvements will not only enhance the aesthetic appearance of the corridor but will also hopefully encourage visitors to walk this central core area, thereby contributing to a greater sense of Town Center vibrancy. Walkability and aesthetic enhancements must be balanced with the vehicular traffic flow requirements associated with an arterial roadway. Budgetary constraints must also be considered in devising the desired conceptual designs.

In January of 2014, the Glastonbury Town Council adopted a comprehensive rezoning plan for the Town Center area. The New Town Center Zone provides enhanced opportunity for redevelopment projects, new housing and overall reinvestment in the downtown area that includes the subject roadway corridor. Streetscape improvements by the Town are expected to generate complementary upgrades to adjoining private properties.

### ***SPECIAL CONSIDERATIONS***

- A Report entitled “Glastonbury Center 2020, Shared Vision Plan” prepared by BFJ Planning, Stantec, and BBP & Associates LLC, March 2011 is available and may be used as a reference for this project.
- A Report entitled “Envisioning Town Center 2027, Glastonbury Traffic and Streetscape Services, prepared by Fuss & O’Neill, March 2008 is available and may be used as a reference for this project.

***GENERAL SCOPE***

- Review all existing Town files, reports, and plans about the roadway corridor and applicable appurtenances.
- Provide a preliminary report to confirm existing conditions and constraints including identification of Utilities and Rights of Way limitations.
- The Consultant shall produce a minimum of three conceptual level streetscape designs that include but are not limited to specific types of sidewalk treatments, decorative crosswalk type, suggested lighting fixtures, street trees or other types of decorative vegetation, street furniture etc. Cost estimates for implementation of same shall also be produced. Colored three dimensional renderings of the conceptual design plans shall be generated for review by staff and subsequent public presentation. A “catalogue” of other aesthetic treatments shall be produced for consideration as alternatives to those presented on the conceptual design plans.
- The Consultant shall attend up to two publicly advertised workshops to present concepts and receive feedback from Policy Makers, Advocacy groups and the general public.
- At the conclusion of said workshops, the Consultant shall prepare a final report that incorporates revisions to concepts presented based on suggestions offered as deemed prudent.
- The report shall contain a description of any regulatory permits required for any proposed work. This shall include a description of processes to be followed when requesting alteration of Public Utilities.
- The Consultant shall also advise the Town of any other available Grant programs applicable to this type of work.

**SECTION II – CONSULTANT’S SERVICES**

- The Consultant shall perform professional services as stated and according to instructions received from the Town. The Consultant’s services shall include all incidental services.
- All drawings, reports, and other documents prepared by the Consultant according to this Agreement shall be submitted to the Town for its review and approval.
- No such approval shall in any way be construed to relieve the Consultant of responsibility for technical adequacy or operate as a waiver of any of the Town’s rights under this Agreement. The Consultant shall remain liable to the Town according to applicable laws and practices for all damages to the Town caused by the Consultant’s negligent performance of any of the services furnished under this Agreement.

- The Consultant shall conduct regular meetings with the Town, and other appropriate parties, at a location established by the Town to review progress. The Consultant will provide written notes of each meeting to all attending parties before the next meeting.
- The Consultant's services under agreements reached shall be as described above. The Town does not guarantee future design and construction phase work. However, any executed Consultant agreement shall contain provisions for future phases of work. The scope and fee for future phases will be negotiated at a later date pending full project funding and satisfactory Consultant performance during the first design phase.

### **SECTION III - SUBMISSION OF PROPOSAL**

#### ***MINIMUM REQUIREMENTS***

- Firm/Individual shall have a Landscape Architect licensed in the State of Connecticut assigned to the project.
- Firm/Individual shall have demonstrated experience with similar streetscape design projects within the past five (5) years.

#### ***PRE-PROPOSAL MEETING (OPTIONAL)***

An **optional pre-proposal meeting** is scheduled for **July 2, 2014 at 10:00 a.m.** in the Meeting Room A, Town Hall, 2155 Main St, Glastonbury, CT 06033.

#### ***PROPOSAL INSTRUCTIONS***

- By submitting a proposal, you represent that you have thoroughly examined and become familiar with the Scope of Services outlined in this RFQ and you are capable of performing the work to achieve the Town's objectives.
- All firms are required to submit an original and six (6) copies of their proposal to Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT by the date and time listed in the proposal response page. All proposals will be opened publicly and recorded as received. Respondents may be present at the opening; however, there will be no public reading of Proposals. Proposals received later than the time and date specified will not be considered. The proposal must be submitted in a sealed envelope or package and the outside shall be clearly marked as follows:

**SEALED REQUEST FOR QUALIFICATIONS  
PROFESSIONAL SERVICES PROCUREMENT NOTICE  
HEBRON AVENUE STREETScape IMPROVEMENTS  
RPGL- 2014-41  
JULY 10, 2014  
TIME – 11:00 A.M.**

- All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.
  1. Table of Contents to include clear identification of the material provided by section and number.
  2. A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract.
  3. Name and telephone number of person(s) to be contacted for further information or clarification.
  4. A background statement including a description of the firm/individual submitting the proposal.
  5. A list of staff members who would be involved with the project, including their assigned roles and a description of their background and experience.
  6. A description of relevant experience including specific reference to similar services as required by the Town under this proposal.
  7. List of similar projects completed over the past five (5) years with the contact name, address and telephone number of the owners' representative in each project.
  8. Overall approach to satisfying the needs of the Town for the streetscape improvement project.
  9. Proposed schedule for completion of Landscape Architecture services as required to meet the Town's intended schedule.
  10. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
  11. Proposal Response Form (**ATTACHMENT A**).
  12. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003. Respondent shall acknowledge that they have reviewed the document in the area provided on the attached Ethics Acknowledgement form included on ATTACHMENT A. The selected respondent will also be required to complete and sign a Consultant Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgment Form can be accessed at the Town of Glastonbury website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov). Upon entering the website click on Bids & RFPs which will bring you to the links for the Code of Ethics and the Consultant Acknowledgement Form. If the respondent does not have

access to the internet, a copy of these documents can be obtained through the Purchasing Department at the address listed within this bid/proposal

13. Statement of Non-Collusion (**ATTACHMENT B**).

- All technical questions regarding this RFQ shall be made in writing and directed to Daniel A. Pennington P.E., Town Engineer/Manager of Physical Services, 2155 Main Street Glastonbury, CT 06033 or by email [Daniel.pennington@glastonbury-ct.gov](mailto:Daniel.pennington@glastonbury-ct.gov) . For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent, at (860) 652-7588 or by email [purchasing@glastonbury-ct.gov](mailto:purchasing@glastonbury-ct.gov) .All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov) (Upon entering the website click on Bids & RFPs). **It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.**

Note: Responses to requests for more specific contract information than is contained in the RFQ shall be limited to information that is available to all respondents and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

- **Failure to include any of the above-referenced items in the submitted PROPOSAL may be grounds for disqualifying said proposal.**

### ***EVALUATION CRITERIA***

- The following factors will be considered by the Town when evaluating proposals:
  - Accuracy, overall quality, thoroughness, and responsiveness to the Town's requirements as summarized herein.
  - Demonstrated creativity of design and understanding of the Scope of Services
  - The qualifications and experience of the firm, the designated account representative, and other key personnel to be assigned to the project.
  - Demonstrated successful performance on other similar Municipal streetscape projects.
  - Overall approach and schedule to meet the Town's requirements.

### ***SELECTION PROCESS***

- This request for qualifications does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request for qualifications become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondent, the right to extend the contract for an additional period, or to cancel in part or in its entirety the request for qualifications, and to waive any informality if it is in the best interests of the Town to do so.
- A Selection Committee, appointed by the Town Manager, will evaluate all submittals received for completeness and the respondent's ability to meet all requirements as outlined in this RFQ. The Committee will then short list the specific firms whose statements best meet all criteria required and may conduct interviews with these firms. Upon completion of all interviews, the Selection Committee will forward to the Town Manager, a list of firms recommended for further consideration. Interviews are at the option of the Selection Committee and may or may not be conducted.
- Top rated firms will be asked to submit a specific Scope of Services and associated fee proposal. The Town Manager shall review said proposals and negotiate an agreement based on those discussions.
- Additional technical information may be requested from any respondent for clarification purposes, but in no way changes the original qualification statement submitted.



**TIMELINE**

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFQ	<b>June 19, 2014</b>
Pre-Proposal Meeting (Optional)	<b>July 2, 2014 at 10 a.m.</b>
RFQ Due Date	<b>July 10, 2014 at 11 a.m.</b>
Shortlist of Proposals Received	<b>July 18, 2014</b>
Interviews with Top Respondents	<b>Week of July 21, 2014</b>
Fee Proposal and Scope of Services	<b>TBD</b>
Contract Effective Date	<b>TBD</b>

**INSURANCE**

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the Respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Glastonbury and its employees and agents as an Additional Insured** on a primary and non-contributory basis to the Respondent's Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Respondent's Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$500,000 each accident/\$500,000 disease-policy limit/\$500,000 disease each employee
- A Waiver of Subrogation shall be provided

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Building Damage  
 Each Occurrence \$1,000,000  
 Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles

- Limit of Liability for Bodily Injury and Building Damage: Per Accident \$1,000,000
- A Waiver of Subrogation shall be provided

4) Errors and Omissions Liability or Professional Services Liability Policy

Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim. The awarded Consultant(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation of any insurance policy.

The Consultant agrees to maintain continuous professional liability coverage for the entire duration of this Project, and shall provide for an Extended Reporting Period in which to report claims for seven (7) years following the conclusion of the Project.

The Consultant shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage.

The Respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Certificate shall specify that the Town shall receive 30 days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation. The Respondent shall provide the Town copies of any such policies upon request.

***INDEMNIFICATION***

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Respondent's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Respondent, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable.

As to any and all claims against the Town or any of its consultants, agents or employees by any employee of Consultant, by any person or organization directly or indirectly employed by Consultant to perform or furnish any of the work, or by anyone for whose acts Consultant may be liable, the indemnification obligation stated herein shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Consultant under worker's or workman's compensation acts, disability benefit acts or other employee benefit acts.

The above insurance requirements are the Town's general requirements. Insurance requirements with the awarded respondent are subject to final negotiations.

ATTACHMENT A

PROPOSAL RESPONSE PAGE



TOWN OF GLASTONBURY  
PROPOSAL  
DATE ADVERTISED

June 19, 2014

RPGL #

2014-41

DATE / TIME DUE

July 10, 2014 @ 11:00 a.m.

NAME OF PROPOSAL

HEBRON AVENUE STREETScape IMPROVEMENTS  
LANDSCAPE ARCHITECTURE SERVICES  
REQUEST FOR QUALIFICATIONS

The Respondent acknowledges receipt of the following Addenda:

Addendum #1 \_\_\_\_\_ Addendum #2 \_\_\_\_\_ Addendum #3 \_\_\_\_\_

It is the responsibility of the respondent to check the Town's website for any Addenda before submitting the proposal.

**CODE OF ETHICS:**

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I / We are selected. Yes \_\_\_\_\_ No \_\_\_\_\_ \*

\*Respondent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any proposal where the respondent has not agreed to the above statement.

\_\_\_\_\_  
Type or Print Name of Individual

\_\_\_\_\_  
Doing Business as (Trade Name)

\_\_\_\_\_  
Signature of Individual

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number / Fax Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
SS # or TIN#

(Seal – If proposal is by a Corporation)

Attest

**ATTACHMENT B  
NON-COLLUSION STATEMENT**

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Name and Title of Agent: \_\_\_\_\_

By (SIGNATURE): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_