

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS
WILLIAMS STREET EAST BRIDGE ENGINEERING SERVICES
RPGL- 2009-19**

The Town of Glastonbury will be accepting proposals from qualified individuals or firms to provide engineering services related to the rehabilitation or replacement of Williams Street East Bridge Over Hubbard Brook. The basic services required include a detailed condition study, evaluation of rehabilitation and replacement options, and application for funding under the Connecticut Department of Transportation Local Bridge Program. Interested individuals and firms should request the Instructions for Qualification Statement and Proposal Details from the Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033.

Proposals must be submitted to the Purchasing Agent no later than **November 20, 2008 at 11:00 A.M.**

LATE PROPOSALS WILL NOT BE CONSIDERED. COPIES OF THE PROPOSAL ARE AVAILABLE ON THE TOWN'S WEBSITE AT www.glastonbury-ct.gov.

Mary F. Visone
Purchasing Agent

TABLE OF CONTENTS

	Page No.
Section I General Information	
Executive Summary	3
Special Considerations	3
General Scope	3
Section II Consultant Services	4
Section III Submission of Proposal	
Minimum Requirements	5
Proposal Instructions	5
Evaluation Criteria	7
Selection Process	7
Timeline	8
Insurance Requirements	8

Attachments

- Attachment A – Town of Glastonbury Response Page
- Attachment B – Statement of Non-Collusion

SECTION I – GENERAL INFORMATION

EXECUTIVE SUMMARY

- The Town of Glastonbury is proposing rehabilitation or replacement of the existing bridge located on Williams Street East over Hubbard Brook, located approximately 1,000 feet west of New London Turnpike. The existing bridge was constructed circa 1930 and consists of a brick masonry arch on rubble stone masonry abutments. The bridge was widened to the south sometime after its initial construction with a concrete slab deck and stone parapet on rubble stone masonry abutments. The bridge has a span of approximately 10 feet, overall length of 32 feet, and is currently posted for a three ton weight limit. Sanitary sewer pipes, storm drainage discharges, and a water main exist in the vicinity of the bridge.
- The surrounding area of Williams Street is registered on the National Register of Historic Places as part of the J.B. Williams Company Historic District. The historic nature of the area shall be considered an integral part of the study.
- The existing road is approximately 22 feet wide and currently operates in an alternating one-way traffic pattern across the bridge with the westbound lane closed using jersey barriers. The closure of the westbound lane across the bridge was implemented in July of 2007 to address structural deficiencies noted near the downstream headwall including deterioration of masonry in the brick arch and separation of the stone masonry headwall from the arch.

SPECIAL CONSIDERATIONS

- A letter report regarding bridge condition with supporting photographs prepared by Anchor Engineering dated July 2, 2007. This report may serve as a reference for this project and can be reviewed in the Town of Glastonbury Engineering Division office.
- A study entitled “Condition Survey Report for Bridge No. 053015 Williams Street East over Hubbard Brook” was prepared for the Town of Glastonbury by Transdesign, Inc. dated November 7, 2002. This study may serve as a reference for this project and can be reviewed in the Town of Glastonbury Engineering Division office.
- A study entitled “Masonry Arch Interim Inspection, Town of Glastonbury, Bridge No. 053015 Williams Street East over Hubbard Brook”, prepared by the Connecticut Department of Transportation, dated September 5, 2002. This study may serve as a reference for this project and can be reviewed in the Town of Glastonbury Engineering Division office.
- A study entitled “Inspection of Town Owned Structures, Project No. 170-936, Town of Glastonbury Williams Street East over Hubbard Brook, Bridge No. 053015”, prepared by Steinman Boynton Gronquist and Birdsall on Behalf of the Connecticut Department of Transportation, dated March 20, 1991. This study may serve as a reference for this project and can be reviewed in the Town of Glastonbury Engineering Division office.

GENERAL SCOPE

- Review all existing State and Town files, reports, and plans about the facility and applicable appurtenances.
- Provide an engineering report to determine the immediate and future needs for the preservation of the existing structure to ensure the long-term structural integrity. The report shall include details regarding the existing condition of the structure and its appurtenances, and shall include recommendations for structural repairs with estimates of probable cost.
- An alternative for replacement of the structure should be included in the report with an estimate of probable cost for comparison to the rehabilitation alternatives presented.
- Rehabilitation and replacement options should consider the historic area in which the bridge is located.
- The report shall consider the impact of varying traffic conditions and stormwater capacities.
- The report shall contain a description of the permits required for any proposed work. This shall contain the types of permits required and associated costs, including an estimate of Consultant fees associated with the application process. The permits shall consider zoning, wetlands, flood zone, channel encroachment, historical, or any other Federal, State or local permit required with this type of work.
- Attend meetings and public hearing to obtain feedback from the public, interested parties, and policymakers, and to present findings of the report.
- The Consultant shall prepare a Preliminary Application, including all required plans, specifications, estimates, and applicable design waivers, for funding under the CONNECTICUT DEPARTMENT OF TRANSPORTATION LOCAL BRIDGE PROGRAM and coordinate the review process through CONNDOT. The schedule for the work shall be as required to provide a complete application by May 2009.
- The preparation of the Supplemental Application under the CONNECTICUT DEPARTMENT OF TRANSPORTATION LOCAL BRIDGE PROGRAM will be determined at a later date.
- 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 study phase.

SECTION III - SUBMISSION OF PROPOSAL

MINIMUM REQUIREMENTS

- Firm/Individual shall have a Professional Engineer licensed in the State of Connecticut assigned to the project.
- Firm/Individual shall have demonstrated experience with similar bridge rehabilitation projects funded through the Connecticut Department of Transportation Local Bridge Program within the past five (5) years.
- Firm/Individual shall have demonstrated experience with rehabilitation or replacement of bridges of historical significance or located within a historic district, including a minimum of one (1) representative project within the past five (5) years.

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 seven (7) 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
WILLIAMS STREET EAST BRIDGE ENGINEERING SERVICES
RPGL- 2009-19
NOVEMBER 20, 2008
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 engineering 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, including a minimum of one (1) project of historical significance or located within a historic district.
 8. Overall approach to the engineering needs of the Town for the bridge rehabilitation / replacement project.
 9. Proposed schedule for completion of engineering 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 <http://www.glastonbury-ct.gov>. Upon entering the website click on General Information, then Bids and Quotes 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 proposal.

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

- Any technical questions regarding this RFQ shall be made in writing and directed to Daniel A. Pennington, Town Engineer/Manager of Physical Services, 2155 Main Street Glastonbury, CT 06033. For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent, at (860) 652-7588. Responses to the questions shall be in writing to all known firms making proposals.
- 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 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 projects, in particular projects funded under the ConnDOT Local Bridge Program that include rehabilitation or replacement of bridges of historical significance or located within a historic district.
 - Overall approach and schedule to meet the Town's requirements.

- Following review and evaluation of proposals, the Town reserves the right to request certain additional information. Based on review and rating of proposals, a short list of respondents will be invited to interview with the Town Selection Committee.
- Based on the results of the interview process, the Town Manager will review the Scope of Services, fee structure, and other factors with the top-rated firm(s) and negotiate a specific agreement based on these discussions.

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 respondents, the right to extend the contract for an additional period, or to cancel in part or in its entirety the request for qualifications, if it is in the best interests of the Town to do so.
- An Evaluation Committee, appointed by the Town Manager, will evaluate all proposals 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 proposals best meet all criteria required.
- Additional technical and/or cost information may be requested from any respondent by the evaluation committee prior, during or after the interview for clarification purposes, but in no way changes the original proposal submitted. Interviews are at the option of the evaluation committee and may or may not be conducted.
- The selected respondent will be issued a purchase order to perform the work.

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.

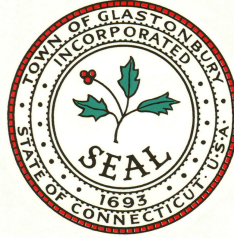
Publicize RFQ	November 6, 2008
RFQ Due Date	November 20, 2008 by 11:00 A.M.
Shortlist of Proposals Received	December 8, 2008
Interviews with Top Respondents	December 15, 2008
Fee Proposal and Scope of Services	During the week of January 5, 2008
Contract Effective Date	Not later than January 31, 2008

INSURANCE REQUIREMENTS

- The respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the response and removal activities 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, its employees and agents as an Additional Insured on a primary and non-contributory basis to the respondents Commercial General Liability and Automobile Liability policies. Insurance shall be written with 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 of Glastonbury.
1. Worker's Compensation Insurance:
 - Statutory Coverage
 - Employer's Liability
 - \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee
 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 Property Damage
Each Occurrence \$1,000,000
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each location)
 - 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 Property Damage
Per Accident \$1,000,000
 4. Professional Liability:
 - Limit of Liability: \$1,000,000
 5. Umbrella Liability:
 - Limit of Liability: \$2,000,000 Per Occurrence & Annual Aggregate
 - Coverage is to apply in excess of all primary insurance policies, coverages, and limits specified above

- The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town of Glastonbury before any work is performed. The Certificate shall specify that the Town of Glastonbury 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 required Certificate shall be sent to the attention of Mary F. Visone, Purchasing Agent, Town of Glastonbury, 2155 Main St, Glastonbury, CT 06033.**
- 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

RPGL #
DATE / TIME DUE

2009-19
11/20/08 @ 11:00 A.M.

NAME OF PROPOSAL

WILLIAMS STREET EAST BRIDGE ENGINEERING SERVICES
REQUEST FOR QUALIFICATIONS

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: _____