

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS
GRISWOLD STREET AND HOUSE STREET/HARRIS STREET
INTERSECTION IMPROVEMENTS
RPGL-2013-15**

LEGAL NOTICE: The Town of Glastonbury is seeking to engage the services of a Consulting Engineering firm to provide engineering services for the preparation of contract plans and documents for the following transportation project:

Griswold Street and House Street / Harris Street Intersection Improvements. This project includes the realignment of House Street at the Griswold Street Intersection in Glastonbury and complete replacement of the traffic signal with a new signal to be coordinated with an adjacent State traffic signal.

The Consulting Engineering firm selected may also be required to provide survey, prepare environmental documents and perform construction inspection. The total project cost is expected to be in the range of \$1,450,000. The design fee will be negotiated on a Lump Sum basis. Firms responding to this request should be of adequate size and sufficiently staffed to perform the assignment described above.

The Consulting Engineering firm will be evaluated and selected based on design and technical competence; the capacity and capability to perform the work within the time allotted; past record of performance; knowledge of Federal, State, and Municipal procedures; and overall quality, thoroughness, and responsiveness to the Town's proposal requirements; appropriately weighted in descending order of importance.

Respondents are advised that there may be a Disadvantaged Business Enterprise (DBE) sub consultant goal for this project. Likewise, this project may include a Connecticut Small Business (SBE) and Minority Owned Business Enterprise (MBE) sub consultant goal, however no determination has been made at this time.

The Consulting Engineering firm selected for this project may be required to participate in the Small Business Participation Pilot Program (SBPPP), however no determination has been made at this time. To be eligible to participate in the SBPPP, firms must be currently certified as one of the following: a Connecticut Department of Transportation certified Disadvantaged Business Enterprise (DBE), a Connecticut Department of Administrative Services (DAS) certified Small/Minority Business Enterprise (SBE/MBE), or certified under one of the United States Small Business Administration's Programs; (8(a) firm; Small Disadvantaged Business(SDB); HUB Zone; US SBA Loan recipient (Loan Note documentation required).

The selected firm must meet all Municipal, State, and Federal affirmative action and equal employment opportunity practices.

Interested individuals and firms should request the instructions for submitting a qualifications statement from the Office of the Purchasing Agent, 2155 Main Street, P.O. Box 6523, Glastonbury, CT 06033-6523. **COPIES OF THE REQUEST FOR QUALIFICATIONS ARE ALSO AVAILABLE ON THE TOWN'S WEBSITE AT www.glastonbury-ct.gov.** Qualifications statements must be submitted to the Office of the Purchasing Agent no later than **January 3rd, 2013 at 11:00 A.M.**

LATE SUBMITTALS WILL NOT BE CONSIDERED.

Mary F. Visone
Purchasing Agent

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SECTION I – GENERAL INFORMATION

EXECUTIVE SUMMARY

- The Griswold Street and House Street / Harris Street Intersection Improvement Project involves the reconstruction of the project intersection located in the northern section of the Town of Glastonbury, Connecticut. The intersection reconstruction project will realign the House Street leg to be directly opposite from Harris Street, whereas the House Street approach is currently approximately 75 feet east of Harris Street. Minor sliver widening will be required on all approaches, except the westerly leg to maximize the intersection capacity. The project will also upgrade and modernize the existing traffic and pedestrian signal equipment, and provide new east-west traffic signal coordination amongst Main Street, Route 2 Eastbound Off-Ramp / Bantle Road, and House Street / Harris Street intersection to enhance traffic flow in the corridor. Minor modifications and signal timing adjustments will be required at the Griswold Street and Route 2 Eastbound Off-Ramp / Bantle Road intersection in order to coordinate the traffic signals. The sidewalks within the project intersection will be widened to five feet and the sidewalk ramps reconstructed to meet current ADA standards. The proposed pedestrian signals will be Accessible Pedestrian Signals equipped with audible signals and countdown signal heads, meeting the 2009 Manual on Uniform Traffic Control Devices. The project goal is to reduce the existing congestion and vehicle queuing at the intersection during the peak travel hours.
- The Town of Glastonbury is seeking to engage the services of a Consulting Engineering firm to provide engineering services for the preparation of contract plans and documents for this project. The Consulting Engineering firm selected may also be required to provide survey, prepare environmental documents and perform construction inspection. The design fee will be negotiated on a Lump Sum basis.
- The total project cost is expected to be in the range of \$1,450,000. The project is to be funded under the Federal Highway Administration Congestion Mitigation Air Quality (CMAQ) program.

SPECIAL CONSIDERATIONS

- A report entitled “Griswold Street and House Street / Harris Street Intersection Improvements Glastonbury, Connecticut Preliminary Design Report”, Prepared by Tighe and Bond for the Town of Glastonbury Department of Physical Services Glastonbury, Connecticut September 19, 2011. This report may serve as a reference for this project and is included with this document as Attachment C.
- All application materials that were submitted to the Connecticut Department of Transportation for funding under the Federal Highway Administration Congestion Mitigation Air Quality (CMAQ) program may also serve as a reference for this project and are included as Attachment D.

GENERAL SCOPE

- The Town of Glastonbury Engineering Division will be performing the necessary topographic and boundary surveys and will be preparing roadway improvement plans, pavement marking plans, and any property maps necessary for right-of-way acquisition. Consultant services shall be limited the design of the traffic signal and related equipment.
- Engineering services related to the proposed intersection improvements shall meet the requirements of the Connecticut Department of Transportation “Consultant Administration and Project Development” Manual, and “Traffic Signal Design Manual”, latest revisions, and other applicable Department of Transportation guidance documents.

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 QUALIFICATIONS STATEMENT

MINIMUM REQUIREMENTS

- Firm/Individual shall be registered with the Secretary of the State of Connecticut, the State of Connecticut Board of Examiners for Professional Engineers and Land Surveyors, or other appropriate State of Connecticut licensing board.

- Firm/Individual shall have demonstrated experience with similar traffic signal improvement projects funded through the Connecticut Department of Transportation and Federal Highway Administration within the past five (5) years. Experience shall include a minimum of one project that incorporated video detection.
- Respondents are advised that there may be a Disadvantaged Business Enterprise (DBE) sub consultant goal for this project. Likewise, this project may include a Connecticut Small Business (SBE) and Minority Owned Business Enterprise (MBE) sub consultant goal, however no determination has been made at this time.
- The Consulting Engineering firm selected for this project may be required to participate in the Small Business Participation Pilot Program (SBPPP), however no determination has been made at this time. To be eligible to participate in the SBPPP, firms must be currently certified as one of the following: a Connecticut Department of Transportation certified Disadvantaged Business Enterprise (DBE), a Connecticut Department of Administrative Services (DAS) certified Small/Minority Business Enterprise (SBE/MBE), or certified under one of the United States Small Business Administration's Programs; (8(a) firm; Small Disadvantaged Business(SDB); HUB Zone; US SBA Loan recipient (Loan Note documentation required).
- The selected firm must meet all Municipal, State, and Federal affirmative action and equal employment opportunity practices.

TERM OF SERVICE

The selected firm will be expected to commence services within 15 days of contract execution or on such other schedule as may be agreed to with the Town. The Town anticipates allocating up to 9 months for the design project described herein including data collection, meetings, consultant design and preparation of bid documents, etc. The Town of Glastonbury reserves the right to cancel this proposal process at any time should any of the following conditions exist:

- Funds are not appropriated to allow continuance of this contract.
- The Town, through changes in its requirements or method of operation, no longer has a need for this service.
- The Town is not satisfied with the level of services provided under the contract or the contractor fails to comply with any of the terms and conditions outlined in the contract.

PROPOSAL INSTRUCTIONS

- By submitting qualifications statement, 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 qualifications statement to Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT by

the date and time listed in the proposal response page. All qualifications statements will be opened publicly and recorded as received. Respondents may be present at the opening; however, there will be no public reading. Qualification statements received later than the time and date specified will not be considered. The qualifications statement 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
GRISWOLD STREET AND HOUSE STREET/HARRIS STREET
INTERSECTION IMPROVEMENTS
RPGL- 2013-15
JANUARY 3, 2013
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. Current Federal Form SF330.
 5. A background statement including a description of the firm/individual submitting the proposal and any sub consultants.
 6. A detailed statement describing the organizational structure under which the firm proposes to conduct business. Proposed sub consultants should be clearly identified, and their relationship to any "parent" firm or subsidiary firm, with any of the parties concerned, must be clearly defined.
 7. A list of key staff members who would be involved with the project, including their assigned roles and a description of their background and experience.
 8. A description of relevant engineering experience of the firm, including specific reference to similar services as required by the Town under this proposal.
 9. 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 that included the use of video detection.
10. Overall approach to the engineering needs of the Town for the traffic signal system project.
 11. Proposed schedule for completion of engineering services as required to meet the Town's intended schedule.
 12. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
 13. Proposal Response Form (**ATTACHMENT A**).
 14. 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.
 15. Statement of Non-Collusion (**ATTACHMENT B**).
 16. The Town of Glastonbury is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Respondents are encouraged to submit RFP responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the RFP for review. All proposal pages should be secured with a binder clip, staple or elastic band, and shall not be submitted in plastic binders or covers, nor shall the proposal contain any plastic inserts or pages. We appreciate your efforts towards a greener environment.
 17. 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.
 18. All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at 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.

19. Failure to include any of the above-referenced items in the submitted proposal may be grounds for disqualifying said proposal.
20. 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.

EVALUATION CRITERIA

- A Selection 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 Selection Committee will then short list the specific firms whose proposals best meet all criteria required.
- The following factors will be considered by the Town when evaluating the proposals:
 - Specialized design and technical competence;
 - Capacity and the capability to perform the work within the time allotted;
 - Past record of performance on similar contracts with the Town and other clients with respect to such factors as control of costs, quality of work, and cooperation with the client;
 - Knowledge of Federal, State and Municipal procedures;
 - Overall quality, thoroughness, and responsiveness to the Town's requirements as summarized herein.
- Following review and evaluation of proposals, the Town reserves the right to request certain additional information as may be appropriate.
- Based on the 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 will select a consultant and send a written notification to the selected firm advising that the firm has been selected. The Town will also forward written notification to all other interviewed firms that their firm was not selected, but may be contacted should the fee negotiations with the selected firm not be successfully completed.

ASSIGNMENT MEETING AND FEE NEGOTIATIONS

- After approval of the Town’s consultant selection by the Department of Transportation, an assignment meeting will be arranged at which all parties (Department, Municipality and Consultant) will discuss the scope of work, schedule and fee proposal format.
- Following the assignment meeting, the Consultant will draft a detailed scope of services and list of line item tasks which will be used as the basis for fee negotiations, which will be submitted to the Department of Transportation for review and approval. Upon approval, both the Town and Consultant shall then concurrently and independently prepare man-hour/fee proposals and submit them to the Negotiations Committee.
- The Town will establish a Negotiations Committee (Committee) to perform the fee negotiations phase. If the Committee is unable to successfully negotiate a contract with the selected firm at a price that the Committee determines to be fair, competitive and reasonable, negotiations with that firm shall, with prior Department of Transportation approval, be formally terminated. The Town will then select the next highest ranked firm from the interview process.
- The Negotiations Committee will comply with the requirements of Agreement Bulletin 91-3, Pre-Award Auditing of Consultant.
- The selected respondent will be issued a purchase order to perform the work after the successful completion of fee negotiations.

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 28, 2012
RFQ Due Date	Thursday, January 3, 2013 by 11:00 A.M.
Shortlist of Proposals Received	Week of January 14, 2013
Interviews with Top Respondents	February 2013
Assignment Meeting and Fee Negotiation	March 2013
Begin Engineering Services	July 2013
Construction of Improvements	2014 construction season

INSURANCE

The following insurance requirements are the Town's general requirements. Insurance requirements with the awarded respondent are subject to final negotiations, and all agreements are also subject to the Department of Transportation's insurance and audit requirements, as applicable.

The Consultant 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 Consultant and all of its agents, employees, sub-contractors and other providers of services and shall name the Town, its employees and agents as an Additional Insured on a primary and non-contributory basis to the Consultant's Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Consultant's Certificate of Insurance.** 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. Minimum limits and requirements are stated below:

- 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 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

- 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 Town, its employees and agents shall be named Additional Insured for this specific Project. The certificate shall specify that the Town and Board of Education shall receive 30 days advance written notice of cancellation or non-renewal specific to this Project.

 - 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 five (5) 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, and statutory Worker's Compensation and Employer's Liability coverage.

The Consultant 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 Consultant shall provide the Town copies of any such Policies upon request.

Indemnification

To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless the Town and the Board of Education and their respective 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) arising out of or resulting from the performance of the Consultant'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 Consultant, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Consultant to perform or furnish either of the services, or anyone for whose acts the Consultant may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

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 of 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 Towns' general requirement. Insurance requirements with the awarded respondent are subject to final negotiations.

ATTACHMENT A
PROPOSAL RESPONSE PAGE



TOWN OF GLASTONBURY
PROPOSAL

RPGL #

2013-15

DATE ADVERTISED

11/28/2012

DATE / TIME DUE

1/3/2013 @ 11:00 A.M.

NAME OF PROPOSAL

GRISWOLD ST AND HARRIS ST/HOUSE ST
INTERSECTION IMPROVEMENTS
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.

The Respondent acknowledges receipt of the following Addendums:

Addendum #1 _____ Date: _____
Addendum #2 _____ Date: _____
Addendum #3 _____ Date: _____

_____	_____
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: _____

ATTACHMENT C – PRELIMINARY DESIGN REPORT

ATTACHMENT D – CMAQ APPLICATION MATERIALS