

LEGAL NOTICE
Town of Branford
Main Street Reconstruction and Rehabilitation
Request for Qualifications

The Town of Branford intends to contract for the services of a professional Engineering firm to provide engineering services for design, construction administration and inspection of the reconstruction and rehabilitation of Main Street.

Firms interested in being considered for a contract to provide the required services should reply with a Statement of Qualifications and Proposal no later than **10:00 am local time on Thursday, June 11, 2020**. Statements received after this deadline will not be considered.

Firms desiring a Request for Statement of Qualifications RFQ package may obtain such documents from the Town of Branford website www.branford-ct.gov or from:

Tyechia Pettway, Purchasing Clerk
P.O. Box 150
1019 Main Street
Branford, CT 06405

The Town of Branford reserves the right to reject any or all Statements of Qualifications and Proposals, or waive defects in same, if it deems such to be in the best interest of the Town of Branford.

No fee proposals will be received or accepted with the qualification package at this time. The Town will appoint a panel to select a minimum of three firms to be interviewed and further considered. Each of those selected firms will be requested to prepare fee proposals for the design work on the project.

**Town of Branford
Main Street Reconstruction and Rehabilitation
Request for Qualifications**

The Town of Branford is seeking qualified professionals to provide professional engineering services for the design, construction administration and inspection of the reconstruction and rehabilitation of Main Street.

Project Background

Main Street is a local collector with an ADT of approximately 8,500 running through the historical Town Center of Branford. The length of roadway included in this project is approximately 2,500 LF between South Main Street (Rte. 146) and Chestnut Street. Abandoned trolley tracks, utility cuts, age, and local drainage issues have led to the deterioration of Main Street, requiring a full-depth reconstruction.

The project consists of limited existing streetscaping rehabilitation and areas requiring new streetscaping, crosswalk and ADA ramp design, roadway and parallel parking design, drainage improvements, and pedestrian signal modifications. Design elements shall be consistent with historical features in the center of town and the town's Plan of Conservation and Development, while also implementing today's construction technologies and treatments.

The project will require a large public outreach and social media component to gather input during design. The public outreach will be continued throughout construction to keep merchants, residents, and the general public informed on the progress of the project.

The Town of Branford has this reconstruction project approved by SCRCOG for LoTCIP funding in FY20. The expected timeline for design deliverables is within 6 months of contract award.

Process

The design and construction project will include:

Phase I Roadway Design:

- Borings, traffic data, and other appropriate data gathering shall be included in this phase.
- Investigative excavations (i.e. test pits) to determine the existing conditions as it pertains to abandoned trolley tracks shall be included in this phase.
- Environmental testing of rail ties (if applicable) and soil around rails shall be included in this phase.
- Review and consideration of previous gateway, circulation, and transit studies.
- Consideration of green infrastructure and BMPs, particularly in parking areas.
- Review and consideration of traffic calming measures and pedestrian travel needs.
- Meetings with town staff.
- Development of preliminary site plans and exhibits for public information meetings.
- Attendance and presentation at 4 public night meetings to review preliminary design and gather input from residents, commissions, and stakeholders.
- Revisions as necessary to proceed to final design.

- Preparation of a construction phasing and detour plan.
- Preparation of detailed engineering drawings and specifications that will serve as the basis for both bidding and construction.
- Cost estimates with proposed construction schedule.
- Provide bidding assistance, including response to RFIs and review of submitted bid proposals.

Phase II Construction:

- Full scope Construction Administration and Inspection services.
- Full QC and testing services.
- Project close out.

RFP/RFQ Submission Requirements:

Please answer the questions providing information in your submission:

1. Provide the following information:

- Name of firm
- Complete address
- Contact person
- Telephone number
- Fax number
- Internet address
- E-mail address for contact person

2. Provide a General Statement of Qualifications that responds to the project requirements given above, including experience with the LoTCIP program.

3. Personnel

- List the professional and support positions and number of personnel in each position.
- Provide an organizational chart, including resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one.
- List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.

4. Town Center and Roadway Design

- Submit a list of all streetscape and roadway design projects your firm currently has in progress and the status of each.
- List all Town Center design projects your firm has completed and provide the following:
 - Name of project
 - Client contact
 - Owner’s total initial budget
 - Total project cost
 - Number of change orders

- Total cost of change orders
 - Date of bid
 - Scheduled completion date
 - Actual completion date
- List your three best projects and the project personnel, including consultants, for those projects.

5. Engineering Services

- Provide information on your current workload and how you would accommodate this project.
- Describe in detail the process you would follow through approval of the final design.
- Outline the design schedule you would implement to meet the expected dates. Describe the methods you would use to maintain this schedule.
- Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the owner realized tangible value.

6. Construction Costs

- Describe how you establish cost estimates. Include information on determining costs associated with construction phasing and unknown existing conditions.
- List the steps in your standard change order procedure.

7. Legal Concerns

- Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company in the last 10 years by any client or any of the same you have filed.

8. Fees

- **No fee proposals will be received or accepted with the qualification package at this time.** The Town will appoint a panel to select a minimum of three firms to be interviewed and further considered. Each of those firms will be requested to prepare fee proposals for the design work on the project.
- When fee proposals are requested, the firms should submit a scope of services proposal broken down into the two (2) phases described above. Include expected costs for reimbursable expenses. The Town will contract for this work in phases with the selected firm. Firms shall also submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested and sub-consultants.

9. Submission Requirements

- Submit four (4) hard copies of your qualifications and a digital pdf file on either CD or USB flash drive.
- Submissions are due by 10:00 am Thursday, June 11, 2020.
- **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.**

- **Response Page.** Respondent must submit a filled-in and signed Response Page (See Attachment A) with its response to this RFQ.
- **Non-Collusion Affidavit.** Each firm must complete and have notarized the “Non-Collusion Affidavit of Bidder” form (See Attachment B). This form must accompany all proposals being submitted.

10. Interviews

- The Town may interview a short list of firms to select the most qualified firm.

11. General Requirements

- The Town reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed to be in the best interest of the Town of Branford.
- The consultant shall at all times observe and comply with all laws, ordinances and regulations of the federal, state and local governments, which may in any way affect the preparation or the performance of the contract.
- Price quotes, when requested, must be valid for **90** days.
- The Board of Selectmen, or a majority of them, reserve the right to select or reject alternate proposals; to waive informality in proposals; and to reject any and all proposals, or accept such proposal as shall in its judgement be to the best interest of the Town of Branford.
- Each firm must be in good standing with the Town of Branford.
- In order to enter into a contract, Insurance is required as described herein.
- The consultant shall, at all times, indemnify and save harmless the Town of Branford, its officers, agents, and servants on account of any and all claims, damages, losses, litigation expense, counsel fees and compensation arising out of injuries (including death) sustained by or alleged to have been sustained by the public, any or all persons affected by the consultant’s work, or by the consultant, any subcontractor, material, men or anyone directly or indirectly employed by them or any one of them while engaged in the performance of this contract. The Town of Branford shall be named as an additional insured on said policy of public liability insurance to cover all claims against the Town arising out of said contract.
- All proposals submitted become the Town’s property and will not be returned to proposers.

12. 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: Tyechia Pettway, Purchasing Clerk
 Department: Finance Department
 E-mail: Purchasing@branford-ct.gov
 Fax: 203-315-3736

- Proposers are prohibited from contacting any other Town employee, officer or official concerning this RFQ. 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) business days before the proposal opening date. The Town will answer all written questions by issuing one or more addenda, which shall be a part of this RFQ 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.
- 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 RFQ, and no proposer shall rely on any alleged oral statement.

13. Selection Criteria

- 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 will 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 RFQ.

Insurance Requirements

Design Professional shall agree to maintain in force at all times during the contract the following minimum coverages and shall name the Town of Branford as an Additional Insured on a primary and noncontributory basis to all policies except Workers Compensation and Professional Liability. All policies should include a Waiver of Subrogation. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's Rating of "A"-VIII. In addition, all Carriers are subject to approval by the Town of Branford.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Excess Liability	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Professional Liability	Each Wrongful Act	\$1,000,000
	Aggregate	\$1,000,000

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers' Compensation and WC Statutory Limits

Employers' Liability	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

Original, completed Certificates of Insurance must be presented to the Town prior to contract issuance. Design Professional agrees to provide replacement/renewal certificates at least 60 days prior to the expiration date of the policies. Should any of the above described policies be cancelled before the expiration date, written notice must be given to the Town 30 days prior to cancellation.

ATTACHMENT A

RESPONSE PAGE

**Main Street Reconstruction and Rehabilitation
Request for Qualifications**

Date Advertised: May 15, 2020

Date / Time Qualifications Due: Thursday, June 11, 2020 at 10:00 AM

Type or Print Name of Officer

Name of Firm

Type or Print Name of Individual

Doing Business as (Trade Name)

Signature of Authorized Officer

Street Address

Title

City, State, Zip Code

Date

Telephone Number / Fax Number

E-mail Address

ATTACHMENT B

NON-COLLUSION AFFIDAVIT

State of: _____

County of: _____, SS)

_____ ; being first duly sworn, deposes and says that:

- 1) S/he is (owner, partner, officer, representative or agent) of _____, the Bidder that has submitted the attached Bid:
- 2) S/he is fully informed regarding the preparation and contents of the attached Bid and of all pertinent circumstances regarding such Bid:
- 3) Such Bid is genuine and is not a collusive or sham Bid:
- 4) Neither the said Bidder nor any of its officers, partners, owner, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any Bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other Bidder or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage with the Owner or any person interested in the proposed Contract.
- 5) The price quoted in the attached Bid is fair and proper and is not tainted by collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest.

Signed: _____

Title: _____

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public: _____

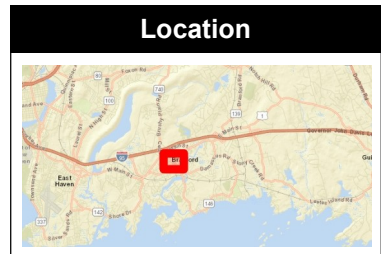
My Commission expires _____, 20_____.

Town of Branford, CT



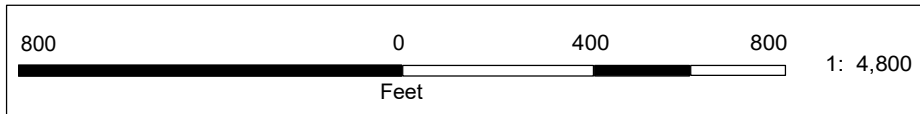
Legend

- Easements
- Parcels
- Street Labels
- Town Boundary
- RailRoads
- Water
- Rivers
- Lakes
- Streams
- Branford_HS.tif
 - 254
 - 127
 - 0
- Citations

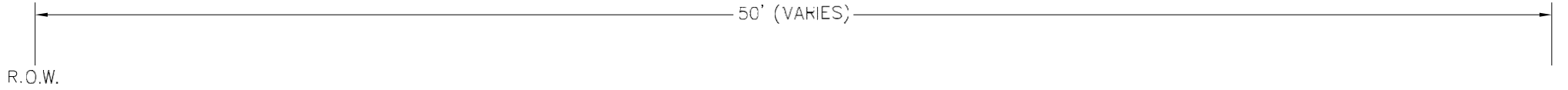


Notes

Main Street Reconstruction Project Area



This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.



MAIN STREET
TYPICAL EXISTING
ROADWAY CROSS-SECTION

SUBMITTED BY: JMH
APPROVED BY:
FILE NAME: PRELIM MAINST.DWG

DATE: 3.2020
SCALE: N.T.S.

REVISIONS
REVISION No. DATE BY DESCRIPTION

ATTACHMENT D
TOWN OF BRANFORD
TYPICAL EXISTING CROSS-SECTION
MAIN STREET RECONSTRUCTION RFQ

SHEET
1 OF 1

