

Town of Branford
TROLLEY TRAIL BRIDGE – STONY CREEK
Structural Improvements 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, permitting, coordination, bid support, construction administration and inspection of the historic Trolley Trail Bridge structural improvements and rehabilitation.

Project Background

The Trolley Trail Bridge is a historic through truss bridge spanning a tidal watercourse. The bridge is located in the Southeastern section of the Town of Branford (41.269444, -72.757222) and is an integral part of the regional Shoreline Greenway Trail and Branford Trail. The project is seeking to address the ongoing erosion issue affecting the intertidal marsh habitat and prevent the undermining of the bridge abutments, increase the accessibility over the bridge, address significant corrosion of the bridge, and improve the safety of the trail travelling over the bridge. Approximate project limits can be found in Attachment F.

The existing conditions of the bridge show deterioration in need of rehabilitation: the timber walkway is undersized, has degraded overtime and is not ADA compliant; there is significant corrosion of many of the steel components resulting in loss of material section; the existing shoreline beneath the bridge was armored with undersized stone, the stability of which has degraded over time through wave action, tidal flows, and bank erosion from pedestrian access; concrete piers supporting the western abutment of the truss bridge also exhibit material loss.

The project is funded in part by a grant from the CT DEEP – Connecticut Recreational Trails Program. All aspects of the project must comply with the trails grant program requirements (see Attachment G). The bridge rehabilitation may also require DEEP, USACOE, SHPO, utility, and local review and permitting approvals.

The expected timeline for construction and related documents is within 8 months of contract award.

Process

The design and construction project will include:

Phase I - Document Review, Preliminary Design, Permitting:

- Review existing waterside design plans and structural report (Attachments D and E, respectively).
- Identify all local, state, and federal permit requirements.
- Coordinate with utility companies, Tilcon, and existing nearby shellfish bed owner(s) to identify and mitigate potential impacts during construction.
- Consult with SHPO to determine any applicable design restrictions/recommendations.
- Prepare preliminary design plans, to include waterside, topside, structural, paint and rehabilitation work.

- Prepare preliminary engineer's estimate for the project.
- Coordinate with local, state, and federal permitting agencies to obtain all necessary permits for the work.
- Revisions as required by each agency to proceed to the next phase.

Phase II – Public Input, Final Design Plans, Specifications, Bid Assistance:

- Prepare and present a public presentation, soliciting and documenting public input in regard to design features, paint colors, and accessibility.
- Prepare final design plans and specifications.
- Prepare final design estimate.
- Prepare a Recommended Schedule of Maintenance for the designed improvements.
- Prepare bid documents, answer RFIs, review bid submissions and perform scope review, and recommend award.

Phase III:

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

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 background information given above.

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. Historic Bridge Rehabilitation

- Submit a list of all historic bridge rehabilitation projects your firm currently has in progress, the status of each, and all completed historic bridge rehabilitation projects.

- For your most recent completed historic bridge rehabilitation projects, provide the following:
 - Name of project
 - Client contact
 - Owner's total initial budget
 - Permits required and obtained
 - Public input process
 - Total project cost
 - Number of change orders
 - Total cost of change orders
 - Date of bid
 - Scheduled completion date
 - Actual completion date

5. Engineering Services

- Describe in detail the process you would follow, through approval of the final design.
- Provide a list of the anticipated permits (local/state/fed) required for the anticipated project.
- Outline the design schedule you would implement for this project. Describe the methods you would use to maintain this schedule.
- Offer insight into anticipated construction sequences, means, and methods based on prior experience.
- 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 requiring water handling and unsuitable soils.
- 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 qualified 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 at that time.
- When fee proposals are requested, the firms should submit a scope of services proposal broken down into the three (3) phases described above. Include expected costs for reimbursable expenses. Travel expenses are incidental to the project. 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.

- **Non-Collusion Affidavit.** Each firm must complete and have notarized the “Non-Collusion Affidavit of Bidder” form (See Attachment C) when submitting their fee proposal. This form must accompany all proposals being submitted.

9. Submission Requirements

- Submit 4 hard copies of your qualifications and a digital pdf file on a USB flash drive.
- Submissions are due by 2:00 pm local time on May 15, 2025.
- **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 RFQ as modified by the addenda.**
- **Response Page.** Respondent must submit a filled-in and signed Response Page (See Attachment B) with its response to this RFQ.

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 meeting the Town’s minimums (See Attachment A).
- 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 RFQ are to be submitted **in writing** (including by e-mail) and directed **only to**:

Name: John M. Hoefflerle, PE, CFM
Department: Engineering Department
1019 Main Street, PO Box 150, Branford, CT 06405
E-mail: jhoefflerle@branford-ct.gov

- 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 the final 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.

ATTACHMENT 'A'

Town of Branford Professional Services – Insurance Requirements

Contractor/Vendor shall agree to always maintain in force during the contract the following minimum coverage and shall name the Town of Branford as an Additional Insured on a primary and non-contributory basis to all policies except Workers Compensation. All policies should also 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.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Excess/Umbrella Liability	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Professional Liability	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Cyber Liability ⁽¹⁾	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Workers' Compensation and Employers' Liability ⁽²⁾	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two 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.

Original, completed Certificates of Insurance must be presented to the Town of Branford prior to contract issuance. Contractor/Vendor agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any policy be cancelled for nonpayment of premium, 10 days written notice must be provided to the Town. Should any of the policies be cancelled for other reasons, limits reduced or, coverage altered, 30 days written notice must be given to the Town.

Notes

- (1) Cyber Liability is required if Contractor is on Town's network or houses Town information on their network.
- (2) Workers Compensation is required if employees come onto Town property.

ATTACHMENT 'B'

RESPONSE PAGE

**Town of Branford
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Date Advertised: April 15th, 2025

Date / Time Qualifications Due: May 15, 2025 at 2:00 PM

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 'C'

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____.