

TOWN OF SIMSBURY

**DEPARTMENT OF PUBLIC WORKS
933 HOPMEADOW STREET
SIMSBURY, CONNECTICUT 06070**

REQUEST FOR ENGINEERING SERVICES DPW-RFP 2011-01

FOR

Engineering Services Related to the River Bank Stability and Roadway Repairs, Riverside Road, Simsbury, CT

The Town of Simsbury is soliciting proposals for Engineering Services related to the river bank stability and roadway repairs for Riverside Road in Simsbury, CT. Following Tropical Storm Irene and the following severe rain events of August of 2011, this roadway was overtopped by the Farmington River. As the river receded, evidence of roadway settlements and indications of bank erosion were evident along a quarter mile section of roadway. Sections of the river bank appear to have been eroded and material at the top of the bank along the roadway has been washed away.

Although the roadway remains in operation, the Town of Simsbury is seeking engineering services to identify the specific cause(s) of the roadway settlements and prepare complete plans, specifications and related permits to provide a permanent repair to this vital roadway.

Sealed proposals will be accepted by the Director of Finance, 933 Hopmeadow Street (Rt. 10/202), Simsbury, CT until 10:00 am, Thursday, November 3, 2011.

TOWN OF SIMSBURY

STANDARD INSTRUCTIONS TO PROPOSERS

Engineering Services Related to the River Bank Stability and Roadway Repairs Riverside Road, Simsbury, CT

1. Project Overview:

Riverside Road in Simsbury is located along the eastern bank of the Farmington River. During the recent flooding associated with Tropical Storm Irene and the following severe rain events of August of 2011, this roadway was overtopped on two separate occasions. As the water receded, evidence of roadway settlements and indications of bank erosion were evident along a quarter mile section of roadway. Longitudinal cracking near the edge of the roadway has become visible, settlements have occurred along the edge of the roadway nearest the river, and settlements around the guardrail posts are also visible. Sections of the river bank appear to have been eroded and material at the top of the bank along the roadway has been washed away. Some sections of guardrail appear to be leaning towards the river. Although this roadway is routinely overtopped during flooding events, this is the first case where any damage and settlements have been observed.

Although the roadway remains in operation, the Town of Simsbury is seeking engineering services to identify the specific cause(s) of the roadway settlements and prepare complete plans, specifications and related permits to provide a permanent repair to this vital roadway.

Our belief is the riverbank in this area was stabilized a number of years ago using rock filled gabion baskets that were placed in trenches excavated along the edge of the roadway. The baskets are not visible from the river banks. The location of these baskets may explain some of the settlements near the guard rails.

2. Key Event Dates:

- A. RFP Informational Package available: Thursday, October 20, 2011
- B. Final Addendum Issued: 3 days prior to due date for Proposals.
- C. Proposals Due: 10:00 AM, Thursday, November 3, 2011

3. Request for Proposals:

- A. Proposal Submission: Date as indicated in Key Event Dates.
 - 1. Time: 10:00 AM
 - 2. Location: 933 Hopmeadow Street, Simsbury, Connecticut 06070
 - 3. Number of Copies: 2
- B. No compensation will be made by the Town for submission of Proposals.

C. Proposal Format:

Project Approach:

Provide a brief description of the proposed engineering investigation, including: the level of survey required, field monitoring, soil borings, etc. Use the assumption that record plans will not be available. Limit to four (4) pages.

Firm Experience:

Provide a history of your firm's experience on similar projects (limit of five projects).

Key Staff:

Provide a list of key staff members and consultants that may be required to work on this project. Provide resumes for the project manager, and lead technical staff.

Schedule:

Provide a project schedule including key milestone dates. Assume a notice to proceed date of November 14, 2011.

Level of Effort:

Provide an estimated number of hours for the various tasks included in the fee proposal form at the end of this RFP.

Fee Proposal:

Complete the Fee Proposal form included at the end of this RFP. All fees for this engagement will be based on a cost plus fixed fee basis.

4. Evaluation

A. Evaluators

1. Contact with the Town's Evaluators Prohibited: Prospective proposers are prohibited from discussing the RFP and the project with any member of the Town's staff, except as provided herein. Unauthorized contact with evaluators during the proposal preparation and evaluation periods may be grounds for disqualification.
2. The Town of Simsbury may conduct such other investigations as the Town deems necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications, and financial ability of proposers, proposed design professionals, subcontractors, suppliers, and other individuals and entities to perform the work in accordance with the Contract Documents.

B. Selection Criteria

1. The Town will evaluate the company based upon experience with projects of a similar nature and scope and understanding of the project.

2. The final selection will be based on the firm that can best meet the towns needs, this includes factors of experience, qualifications, schedule, and cost.

5. Terms and Procedures

A. Requests for Information / Addenda

No oral interpretations shall be made to any respondent as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing, addressed and forwarded to Thomas J. Roy, PE, Director of Public Works by fax (860) 408-5416, or by mail PO Box 495, Simsbury, CT 06070. To receive consideration, such questions must be received at least three (3) calendar days before the established date for receipt of proposals.

The Town will arrange as addenda all questions received as provided above and the resultant decisions regarding each. Such addenda will become part of this Request for Proposal and the resulting contract. At least three (3) days prior to the receipt of proposals, the Town will post a copy of any addenda to its website, located at: www.simsbury-ct.gov/finance. It shall be the responsibility of each proposer to determine whether addenda have been issued, and if so, to download copies directly from the Town's website.

B. Examination of RFP documents and Informational Briefing at the site

It is the responsibility of each proposer, before submitting a proposal, to:

1. Examine the RFP thoroughly;
2. Visit the site to become familiar with and satisfy the proposer as to the general, local, and site conditions that may affect cost, progress, or performance of the work;
3. Consider federal, state, and local laws and regulations that may affect cost, progress, and performance of the work;
4. Study and carefully correlate the proposer's knowledge and observations with the RFP Informational Package and other related data;
5. Promptly notify the Town of any conflicts, errors, ambiguities, and discrepancies which the proposer has discovered in the RFP Informational Package.

C. Tax Exemption

The Town of Simsbury is exempt from Federal Excise taxes as well as State Sales and Use taxes.

D. Acceptance, Award and Rejection:

All proposals will remain subject to acceptance for 60 days after the deadline for receipt of the proposals. The Town may, at its sole discretion, release any proposal prior to that date.

1. The Town reserves the right to reject any or all proposals, including without limitation the right to reject any or all non-conforming, non-responsive, unbalanced, or conditional proposals.
2. The Town reserves the right to reject the proposal of any proposer if the Town believes that it would not be in the best interest of the project to make an award to that proposer.
3. The Town also reserves the right to waive all informalities not involving price, time, or changes in the work, and to negotiate contract terms with the apparent successful proposer.

E. Execution of Agreement:

When the Town gives a Notice of Award to the successful proposer, the proposer will be expected to execute the Agreement within 7 days thereafter.

FEE PROPOSAL: *(All fees are cost plus not to exceed)*

Not to Exceed

TASK #1 - Evaluation:\$ _____

Review available documentation on the roadway construction, soils and river flooding history as available. Visit the site and make investigations as necessary, please list consultant services below. Document the current condition of the roadway and riverbank.

Survey:\$ _____

Soil borings and/or test pits:\$ _____

Other Consultant Services:\$ _____

TASK #2 – Report of Findings:\$ _____

Prepare a two page summary report of findings that includes the cause(s) for the roadway settlements and recommendation for corrective repairs. Identify budgetary cost estimates for recommended repairs and list of any state or federal permits that may be required. Report will be presented to town staff and will serve as the basis for the town's implementation of repairs if warranted.

TASK #3 – Develop Repair Plans:\$ _____

Develop bid ready construction documents ready for bidding by the Town of Simsbury. Include a cost estimate for each major task included in the bid documents to the Town prior to the Town's advertising the bid.

TASK #4 – Prepare State or Federal Permitting:\$ _____

If State or Federal permits are required, the successful consultant will be tasked with preparing all permits required for this work. Local/town permits if required will be prepared by town staff and are not included in this scope of services.

Name:_____

Company:_____

Address:_____

Phone #:_____