



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

## TOWN OF SIMSBURY

### REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

#### LOCAL BRIDGE ON-CALL CONTRACT

Submissions will be received at the Town of Simsbury, 933 Hopmeadow Street, P.O. Box 495, Simsbury, Connecticut 06070 until January 23, 2017 at 3:00 pm, EST

The Request for Qualifications (RFQ) is available online [www.simsbury-ct.gov/finance](http://www.simsbury-ct.gov/finance) (Under Links) or by contacting Jerome F. Shea at [jshea@simsbury-ct.gov](mailto:jshea@simsbury-ct.gov)

Nine (9) copies and one flash drive of the submitted qualifications are to be placed in an envelope and addressed to Sean Kimball, Director of Finance, Town of Simsbury, 933 Hopmeadow Street, Simsbury, CT 06070. No proposals will be accepted after the date and time specified. No fax or email submissions will be accepted.

The Town of Simsbury reserves the right to accept or reject, without prejudice, any or all proposals or to waive any irregularities therein, or to accept the proposal deemed to be in the best interest of Town of Simsbury.

**Questions regarding this RFQ should be directed to Jerome F. Shea, Town Engineer via email at [jshea@simsbury-ct.gov](mailto:jshea@simsbury-ct.gov). In order to receive consideration, all questions must be submitted by the close of business on January 18th. Responses to all salient questions will be provided by addendum and posted on the Town's web site under the Finance page, RFQ's & RFP's prior to the close of business on January 20, 2017.**

**Sean Kimball, Director of Finance / Treasurer  
Town of Simsbury**

Telephone (860) 658-3200  
Facsimile (860) 658-9467

An Equal Opportunity Employer  
8:30 – 7:00 Monday  
8:30 – 4:30 Tuesday through Thursday  
8:30 – 1:00 Friday

**RFQ NO. 2017-02**

**TOWN OF SIMSBURY**

**Bridge Engineer On-Call Contract**

**Simsbury, CT 06070**

**Request for Qualifications - Engineering Services**

**January 3, 2017**

## **1.0 INTRODUCTION**

The Town of Simsbury anticipates undertaking a project (“Project”) that will involve the evaluation, analysis and development of design documents associated with repairs of their local bridges.

This Request for Qualifications is for the solicitation of Engineering Services for the Project.

## **2.0 PROJECT DESCRIPTION**

### **2.1 Project Background**

Through the DOT local bridge program, five bridges were inspected and are considered in “fair” to “good” condition. In an effort to prolong the life of the Town’s bridges, the Project will involve assessment, prioritization of repairs, and preparation of design drawings. Similarly, the Town anticipates a need for inspection of bridges and culverts not eligible for the local bridge program that will require preparation of design drawings for repairs or replacement.

The sites are located in areas that are considered environmentally sensitive in regards to wetlands and habitat. We anticipate State and Federal permits may be required due to the proximity of the Project to the Base Flood Elevation and to areas designated as a FEMA Floodway.

### **2.2 Scope of Services**

We anticipate the Project starting with inspection and development of construction documents for the replacement of approach guiderails and bridge guiderails at Bridge #04548 (Climax Road over Nod Brook) and #04549 (Firetown Road over Bissel Brook). Minor concrete and steel repair are anticipated as well.

Additional tasks are likely to include inspection, estimating and construction document preparation as needed on other local facilities.

### 3.0 QUALIFICATIONS REQUIREMENTS/FORMAT

The TOWN OF SIMSBURY will not be liable for any costs incurred by Proposers in preparing proposals or interview process or associated costs. The Proposers shall furnish the TOWN OF SIMSBURY such additional information as it may reasonably require to evaluate the proposals.

The TOWN OF SIMSBURY will consider only those Proposers who are able to meet and document all qualifications requirements described below.

**Proposers must submit nine (9) hard copies and (1) flash drive of their response in the following format:**

1. Qualifications - Cover letter addressing the following:
  - o Statement of Interest
  - o Identification of the point of contact for the RFQ
2. Firm Profile including:
  - o Size and expertise
  - o Resumes of key individuals proposed for the project and their experience working on similar projects
  - o Resume(s) of on-site construction administrator (if other than the A/E Project Manager)
  - o List Name(s) of proposed consultants to cover following specialties: structural engineering, traffic engineering, permitting, geotechnical engineering and hydrology/hydraulics engineering. Identify (if any) Specialty services that are provided in-house.
3. Proposed organization and team structure
4. Identification of the project team
5. Project experience from the past 7 years with reference(s), contact information, budget, bid results and final costs. Projects must include:
  - o Bridge and Culvert inspection.
  - o Bridge design including steel and concrete repair.
  - o Local road design with attention to safety requirements such as guiderail design.
6. Past performance data including but not limited to:
  - o Familiarity with regulatory requirements and the federal, state, and local level.
  - o Adherence to project schedules, project budgets and the number of change orders for projects
  - o The regulatory approvals that may be required for project and contract oversight capabilities
  - o Design of projects within environmentally sensitive areas
8. A completed Form SF 330 (or equal) identifying company profile, key staff and their responsibilities.
9. Similar information on any consultants that are proposed (can be several under consideration by your firm).
10. Other: Submit additional information your firm believes is pertinent to this RFQ

A determination that a Proposer meets these requirements is no assurance that the Proposer will be selected for performance of the services solicited in this document.

#### 4.0 SELECTION PROCESS

The materials submitted by the Proposers will be reviewed and ranked by Town Staff and will be based upon a Qualifications Based Selection (QBS) format.

The QBS process will incorporate without limitation the following criteria:

- Relevant project experience, including spillway repair design.
- Experience with bridge repair in an environmentally sensitive area.
- Experience with providing innovative solutions and alternatives.
- Experience working with government agencies that may have jurisdiction over the Project.
- Experience working with the construction process and procedures.
- Ability to comply with Project requirements.
- Experience, skill-set and demonstrated leadership of proposed Project team.
- Experience in preparing and administrating documentation for available grant programs.
- Quality of proposal.

#### 4.1 Instructions to Proposers:

All qualifications must be received by the time designated; any submission received late will not be accepted. RFQ documents may be obtained at the Town of Simsbury website [www.simsbury-ct.gov](http://www.simsbury-ct.gov).

All qualifications shall be submitted to the following individual in a sealed envelope entitled "Local Bridge On-Call Contract".

Sean Kimball, Director of Finance / Treasurer  
Town of Simsbury  
933 Hopmeadow Street  
P.O. Box 495  
Simsbury, Connecticut 06070

#### 4.2 RFQ Schedule

Advertise	January 4, 2017
RFQ Responses Due	January 23, 2017, by 3 PM, Eastern Standard Time, 9 hard copies and 1 flash drive of your proposal shall be delivered to the Town of Simsbury at above address.

#### 4.3 Project Schedule

- Short list on (or about) Feb. 7, 2017
- Interviews on (or about) Feb. 22, 2017
- Preliminary Selection (or about) Mar. 5, 2017
- Negotiate Contract / Contract Execution on (or about) Mar. 30, 2017

#### 4.4 Interviews

- Following its evaluation of the proposals received, the Selection Committee will invite a short-list of the most qualified Proposers to be interviewed. The Proposer will be requested to present, at a minimum, their preliminary understanding and technical approach to the project as part of the interview.
- The TOWN OF SIMSBURY reserves the right to reject any and all qualifications and proposals, including those that do not provide the requested information. The TOWN OF SIMSBURY or the Selection Committee may reject any or all proposals for such reason as

it may deem proper. In its acceptance of proposals, TOWN OF SIMSBURY and the Selection Committee will be guided by consideration of the interests of TOWN OF SIMSBURY. The TOWN OF SIMSBURY further reserve the right to waive informality or technical defects, if, in its judgment, the best interests of the Town of Simsbury will be so served.

#### **4.5 Available Documents**

- Recent inspection reports will be made available on the Town's website under the Finance page, Public Bids and RFPs.

#### **4.6 Inquiries and Questions**

Inquiries and Questions regarding this RFQ should be directed to Jerome F. Shea, Town Engineer via email at [jshea@simsbury-ct.gov](mailto:jshea@simsbury-ct.gov). In order to receive consideration, all questions must be submitted by the close of business on January 17, 2017. Only emailed responses to questions will be binding.

Responses to all salient questions will be provided by addendum and posted on the Town's website under the Finance page, Public Bids and RFP's prior to the close of business on January 19, 2017.

#### **5.0 GENERAL TERMS AND CONDITIONS/ADDITIONAL INFORMATION**

Amendments to, or withdrawal of, packages received later than the time and date set for the opening will not be considered.

The Town of Simsbury may require further information and references on any individual or company prior to making an award.

The Town of Simsbury reserves the right to amend and/or cancel the RFQ prior to the time and date of the opening.

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all know prospective Proposers and such revisions or addenda will additionally be posted on the following websites:

<http://www.simsbury-ct.gov/finance> (under Public Bids and RFP's).

<http://das.ct.gov/cr1.aspx?page=12>

A contract shall not be awarded to any corporation, firm or individual who has an unpaid and/or overdue debt to the Town of Simsbury by nonpayment of taxes, by debt or contract, or who is in default as surety or otherwise by any obligation to the TOWN OF SIMSBURY.

All proposers shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut.

The individual signing this Proposal hereby declares that no person or persons other than members of his/her own organization are interested in this project or in the contract proposed to be let; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no persons acting for or employed by TOWN OF SIMSBURY is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interest of TOWN OF SIMSBURY.

Equal Opportunity-Affirmative Action. The successful Proposer shall comply in all aspects with the applicable Equal Employment Opportunity laws and regulations.

The TOWN OF SIMSBURY is exempt from the payment of the Excise Taxes imposed by the Federal Government, and the Sales and Use Tax of the State of Connecticut. Such taxes should not be included in a fee proposal. Exemption certificates will be furnished upon request.

### **6.0 Insurance Requirements**

The selected Engineering Consultant shall, at its own expense and cost, obtain and keep in force during the entire duration of the Services the following insurance coverage covering the Architectural Firm and all of its agents, employees, sub-contractors and other providers of all or part of the Services and shall name TOWN OF SIMSBURY as Additional Insured's on a primary and non-contributory basis to the A/E Firms' Commercial General Liability, and Automobile Liability Insurance. All income shall be written with insurance carriers approved by Owner and licensed to do business in the State of Connecticut. Minimum limits and requirements are stated below:

1. Worker's Compensation Insurance:
  - a. Statutory Coverage
  - b. Employer's Liability
  - c. \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee
2. Commercial General Liability:
  - a. Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
  - b. Limits of Liability for Bodily Injury and Building Damage
  - c. Each Occurrence \$1,000,000
  - d. Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
3. Automobile Insurance:
  - a. Including all owned, hired, borrowed and non-owned vehicles
  - b. Limit of Liability for Bodily Injury and Building Damage:
  - c. Per Accident \$1,000,000
4. Errors and Omissions Liability or Professional Services Liability Policy
  - a. Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim
  - b. The A/E Firm agrees to maintain continuous professional liability coverage for the entire duration of this Project and for seven (7) years beyond substantial completion of the Project

The Engineer's consultants shall carry the same types and amounts of insurance unless otherwise agreed to by TOWN OF SIMSBURY.

**NOTE:** By submitting a proposal the vendor agrees that any or all past clients may be contacted by the TOWN OF SIMSBURY. The vendors submitting also agree to release and discharge by submitting for the vendor him/herself, his/her heirs executors administrators and assigns, release acquit and forever discharge the TOWN OF SIMSBURY, and all employees and any or all other persons, firms and corporations of and from any and all actions, causes of actions, claims or demands for damages, costs, loss of services, expenses, compensation, consequential damage or any other thing whatsoever, on account of, or in any way growing out of any former client contacted by the TOWN OF SIMSBURY to

obtain an opinion regarding any work performed by your company. The above release shall also include and apply to any former client contacted.

**END OF REQUEST FOR QUALIFICATIONS**