



Town of Simsbury

933 HOPMEADOW STREET, SIMSBURY, CONNECTICUT 06070

TOWN OF SIMSBURY

REQUEST FOR QUALIFICATIONS FOR CIVIL ENGINEERING AND SURVEY SERVICES

2023 ENGINEERING ON-CALL CONTRACT

Submissions will be received at the Town of Simsbury, 933 Hopmeadow Street, Simsbury, Connecticut 06070 until April 5th at 2:00 pm, EST.

The Request for Qualifications (RFQ) is available online www.simsbury-ct.gov/finance (Under Links) or by contacting Daniel F. Gannon at dgannon@simsbury-ct.gov

One (1) hard copy and one (1) flash drive of the submitted qualifications are to be placed in an envelope and addressed to Amy Meriwether, 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 Daniel F. Gannon, Project Engineer via email at <mailto:dgannon@simsbury-ct.gov>. In order to receive consideration, all questions must be submitted by the close of business on March 24, 2023. 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 March 31, 2023.

Amy Meriwether, 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. 2023-01

TOWN OF SIMSBURY

Engineering On-Call Contract

Simsbury, CT 06070

Request for Qualifications - Engineering Services

March 2023

1.0 INTRODUCTION

The Town of Simsbury (Town) requests interested civil engineering and survey professionals to submit qualifications and current rate sheets for consideration and selection. The Town anticipates utilizing a short-list of qualified professionals over the contract period to serve as an extension of the Engineering Department on various projects. Scope and fees to be determined on a task by task basis.

2.0 PROJECT DESCRIPTION

2.1 Project Background

The Town of Simsbury intends to establish a qualification-based short-list of professionals to provide services to the Town to assist and augment Town Staff.

The number of professionals selected will be based on response, qualifications, and needs of the Town. It is anticipated that the list may include up to three professional consultants that can provide the town with some or all of the advertised services. Contract period will be 2-years with an optional 1-year extensions for a maximum 5 year contract.

2.2 Scope of Services

The contracts may include the following services:

1. Third-Party Review. (Traffic, Hydraulics, Stormwater)
2. Intersection Safety Improvements. (Traffic, Highway Design, Survey)
3. Bridge Inspection and Improvements. (Structural)
4. Dam Safety Inspection and Improvements. (Geotechnical, Hydraulics, Environmental)
5. Survey

The deliverables may include design plans, project manuals, and reports. Tasks may arise based on need and funding. Consulting firms are encouraged to submit for one, some, or all disciplines noted above and as outlined in Section 3.4 below.

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 one (1) hard copy and (1) flash drive of their response in the following format:

1. Qualifications - Cover letter addressing the following:
 - o Statement of Interest
 - o Categories/Services provided. (See Item 4 below for categories/services)
 - 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 (maximum 1 page per individual).
 - o List Name(s) of proposed sub-consultants to cover following specialties: survey services, site engineering, permitting, geotechnical engineering, hydrology/hydraulics engineering, and structural engineering. Identify (if any) Specialty services that are provided in-house.
3. Proposed organization and team structure.
4. On-Call Services and/or Project experience with reference(s), contact information, and budget.

Minimum number of projects are as follows:

4.1 Bridge Inspection and Design:	Four (4) Projects within the last five years.
4.2 Dam Safety Inspection and Design:	Three (3) Projects within the last seven years.
4.3 Third-Party Review:	Five (5) Applications within the last three years.
4.4 Traffic Safety Improvements:	Five (5) Projects within the last five years.
4.5 Hydraulics and Drainage:	Five (5) Projects within the last five years.
4.6 Survey Services:	CT Licensed Surveyor on-staff.
5. 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 Work within environmentally sensitive areas.
6. A completed Form SF 330 (or equal) identifying company profile, key staff and their responsibilities.
7. Similar information on any consultants that are proposed (can be several under consideration by your firm).
8. 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 the Engineering Department and will be based upon a Qualifications Based Selection (QBS) format. Interviews may occur prior to final selection.

The QBS process will incorporate without limitation the following criteria:

- Relevant project experience.
- Experience with survey in an environmentally sensitive area.
- Experience with government agencies and permitting in relation to the Work.
- Ability to comply with Work requirements.
- Experience, skill-set and demonstrated leadership of proposed Project team.
- Quality of proposal.

The Town intends to select at least one (1) firm per category and may elect to establish a short-list of two (2) or three (3) firms for each, none, or all categories.

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.

All qualifications shall be submitted to the following individual in a sealed envelope entitled "Engineering On-Call Services".

Amy Meriwether, Director of Finance / Treasurer
Town of Simsbury
933 Hopmeadow Street
Simsbury, Connecticut 06070

4.2 RFQ Schedule

Advertise	March 15, 2023
RFQ Responses Due	April 5, 2023 by 2 PM, Eastern Standard Time, 1 hard copy and 1 flash drive of your proposal shall be delivered to the Town of Simsbury at above address.

4.3 Schedule (tentative)

- | | |
|------------------------------------|----------------|
| • Preliminary Selection (or about) | Apr. 14, 2023 |
| • Interviews, if any (or about) | April 24, 2023 |
| • Contract Execution on (or about) | May 11, 2023 |

4.4 Inquiries and Questions

Inquiries and Questions regarding this RFQ should be directed to Daniel F. Gannon, Project Engineer via email at <mailto:dgannon@simsbury-ct.gov>. In order to receive consideration, all questions must be submitted by the close of business on March 24, 2023. Only emailed responses to questions will be binding.

Responses to all salient questions will be provided by addendum and posted on the Town's web site under Public Bids and RFP's prior to the close of business on March 31, 2023.

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 known 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 Contractor must carry the following types of insurance under which the Town is named as an additional insured on a primary and non-contributory basis, as follows:

Such insurance must be by insurance companies licensed to write such insurance in Connecticut against the following risks with the following minimum amounts and minimum durations.

- A. Workman's Compensation, as required by Connecticut State Statute.
Employer's Liability: at least \$100,000 per employee/ \$100,000 per incident, and \$500,000 per policy.

Public Liability, Bodily Injury Liability and Property Damage Liability as follows:

Injury or death of one person:	\$2,000,000
Injury to more than one person in a single accident:	\$1,000,000
Property damage in one accident:	\$1,000,000
Property damage in all accidents:	\$1,000,000

- B. Automobile (including owned, hired, non-owned) and Truck (Vehicular) Public Liability, Bodily Injury Liability, and Property Damage Liability as follows:

Injury or death of one person:	\$1,000,000
Injury to more than one person in a single accident:	\$1,000,000
Property damage in one accident:	\$1,000,000
Property damage in all accidents:	\$1,000,000

- C. Builders Risk including Fire and Extended coverage:
In an amount equal to the value of construction completed plus materials delivered to the site.
- D. 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 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

Insurance under B, and C above must provide for a 30-day notice to the Town of cancellation/or restrictive amendment.

Insurance under B and C above must be for the whole duration of the contract and for at least twenty-four (24) months after acceptance of the project by the Town.

A waiver of subrogation is required in favor of the Town of Simsbury on all insurance policies, including workers' compensation.

Subcontractors must carry A, B and C in at least the same amounts as above for the duration of the project and until acceptance by the Town.

Certificates of insurance must be submitted to the Director of Public Works prior to the signing of the contract and within ten days of notification of award of contract. Should any insurance expire or be terminated during the period in which the same is required by this contract, the Director of Public Works shall be notified and such expired or

terminated insurance must be replaced with new insurance and a new certificate furnished to the Director of Public Works.

Failure to provide the required insurance and certificates may, at the option of the Town, be held to be a willful and substantial breach of this contract.

NOTE: Coverage under "B" shall include XCU coverage as necessary, Collapse and Underground shall be provided for ALL Contracts. Explosion will be provided if specified, or prior to any blasting being performed under the Contract.

Indemnification: To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless the Town of Simsbury from and against all claims, bodily injury and property damage, judgments and expenses, including attorney fees that arise from and are alleged to arise from the performance of this Agreement. This provision shall survive termination of this Agreement.

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