

Town of Stonington
152 Elm Street
Stonington, CT 06379

Request for Proposals
RFP #2016-001

2016 Pavement Rehabilitation

Key RFP Dates

Issued:	January 15, 2016
Submit Questions By:	January 26, 2016
Submit Proposals By:	3:30 PM February 5, 2016
Selection of Firm:	February 10, 2016
Tentative Project Start Date:	March 11, 2016

Town of Stonington RFP
2016 PAVEMENT REHABILITATION

The Town of Stonington ("Town") is soliciting proposals from qualified consulting firms to provide professional services for design and construction engineering services for pavement and drainage rehabilitation of various streets in the Town of Stonington.

Four (4) copies of the proposal package must be submitted on or before 3:30 P.M. on Friday, February 5, 2016. They can be mailed to the Town of Stonington Public Works Department, 152 Elm Street, Stonington, CT, 06379 or dropped off at Stonington Town Hall, 152 Elm Street, Stonington, CT, 06379, 2nd Floor Public Works Department. Proposals shall be sent in a sealed envelope and clearly marked: "Proposal – 2016 Pavement Rehabilitation Project" in the lower left corner. Questions regarding this solicitation should be directed to Barbara McKrell, Director of Public Works, by email only at bmckrell@stonington-ct.gov.

For specific instructions on information to include in the Proposal, refer to the section below entitled Proposal Elements. Evaluation of the Proposals and ultimate consultant selection is identified in the section entitled Selection Process and Evaluation Criteria below.

PROJECT DESCRIPTION

Stonington's street infrastructure is critical to the operation of the Town. Over the years, traffic, weather, water, and aging of asphalt all contributed to street deterioration. In 2012, the Town funded a 3.5 million dollar bond. During that time an assessment of the street infrastructure was completed that identified the total costs required for all work to be \$13,774,495. Therefore, the bond amount only provided for twenty-five (25) percent of the needed funding and resulted in numerous streets in poor – bad condition untouched.

Consultant shall assist Town in projecting a Multi-Year Capital Plan that addresses street infrastructure rehabilitation not included in the bond or unable to be addressed by the bond due to changes in the street condition. The plan shall focus exclusively on the capital needs related to the streets for major street maintenance techniques related to long-term sustainability of the street infrastructure. This is distinct from day-to-day maintenance needs such as pothole repair, crack filling, and chip sealing, which should be funded through the pavement maintenance operating budget.

Streets that must be addressed in 2016 include Coogan Blvd, Morgan Ave and the remaining portion of North Anguilla Road. We anticipate expending approximately one million dollars this year and are requesting this level of funding for future years. A list of critical streets is included in Exhibit A.

SCOPE OF WORK

The Scope of Work will include, at a minimum, the following elements:

1. General
 - Project Management

Town of Stonington RFP
2016 PAVEMENT REHABILITATION

2. Preliminary Design
 - Evaluation of street pavement and drainage condition and recommendation of pavement treatment for rehabilitation of streets listed in Exhibit A.
 - Preliminary Cost Estimate based on pavement area.
 - Multi-Year Phasing Plan for streets listed in Exhibit A.
3. Detailed Design for 2016 Paving Rehabilitation
 - General – Upon determination of streets to be repaired in 2016, the Consultant will prepare plans, specifications, cost estimates, and needed surveys.
 - 30% design
 - 90% design
 - Final Construction Documents and Cost Estimate
4. Engineering Services During Construction which may include:
 - Bid period assistance
 - Preparation of addendums
 - Recommendation of award
 - Shop drawings and submittal review
 - Site Inspections
 - Preparation of change orders
 - Preparation of Record drawings
5. Project Schedule: Project will be phased based on street conditions, construction methods and paving constraints. Due to the limited construction duration for paving, ability to complete the work and remain on schedule is critical. The first phase of the work shall have the following construction schedule:
 - Advertisement of Phase 1 Construction: April 29, 2016
 - Phase 1 Bid Opening: May 18, 2016
 - Board of Selectman Approval: May 25, 2016
 - NTP: May 26, 2016

Coogan Blvd must be included in the first phase of work.

PROPOSAL ELEMENTS

Each proposal is limited to ten (10) double-sided pages (excluding cover and dividers), and should present the team qualifications for this project and shall identify the following:

1. Experience of Proposed Staff. Resume and experience of principal, project managers and key engineers and designers who would be assigned to the project;
 - a. Indicated the extent of training the members of the Team have received relevant to the project.
 - b. Provide examples of where the proposed team members have been assigned to similar projects.
 - c. Sub-Contractor qualifications and roles, if any.

Town of Stonington RFP

2016 PAVEMENT REHABILITATION

- d. Identify which services would be provided in-house and those by Sub-Contractor if any. Proposer must present an organizational chart of its planned staff (internal and external) including resumes, biographies where appropriate.
 - e. The Proposer shall discuss how they would staff this project. The Proposer shall identify project team members by name, location, specific responsibilities on the project and the estimated person-hours of participation.
 - f. The Proposers key personnel shall be identified and will be an important factor considered by the Selection Review Panel. There can be no change of key personnel once the proposal is submitted, without the prior approval of the Town.
2. Approach to the Project and Schedule. The proposer shall present a well-conceived work plan that establishes the Proposers understanding of, and ability to satisfy Town's objectives and work requirements. Proposer shall succinctly describe the proposed approach for addressing the required work, outlining activities that would be undertaken in completing the various tasks, and specifying who would perform them. Include a timetable for completing all work specified in the Scope of Services. The Proposer may also suggest technical or procedural innovations that have been used successfully on other projects and which may facilitate the completion of this project.
3. Capability to Perform
- a. Ability to complete work within required time. Availability and continuity of staff during course of the project.
 - b. This section shall include a brief description of the Proposer and Sub-Contractor's qualifications and previous experience on similar or related projects. Description of pertinent project experience shall include a summary of the work performed, the total project cost, the percentage of work the firm was responsible for, the period over which the work was completed, and the name, title, and phone number of clients to be contacted for references. Give a brief statement of the firm's adherence to the schedule and budget for each project.
4. Cost/Pricing Information. Proposer shall submit a fee schedule in their submittal including the proposed required labor classifications/position titles and a rate schedule with fully burdened hourly billing rates for positions listed in form.
5. Firm's Relevant Experience. The Proposer should describe its relevant experience in each of the following areas:
- a. Description of services similar to those proposed above, and with ongoing appropriate contracts to agencies of comparable size.
 - b. Experience in each of the areas noted in the Scope of Services.
 - c. This section shall include a brief description of the firm's size and structure.
6. Insurance. The proposer must provide a current Certificate of insurance for worker's compensation and professional liability (errors and omissions) with limits of not less than \$1,000,000 per occurrence.

Town of Stonington RFP
2016 PAVEMENT REHABILITATION

SELECTION PROCESS AND EVALUATION CRITERIA

A committee of Town personnel will evaluate and rate the proposals to these criteria:

1. Experience of Proposed Staff (30%). Experience of Project Manager with similar scope of services. Experience of project team with similar scope of services. Years staff has been assigned to similar scope of services. Level of education, training, licensing. Certification of staff. Proposer's sub-contractor qualifications and roles, if any.
2. Approach to the Project (25%). Demonstrated understanding of the Town and Task Force's needs and solicitation requirements. Approach is well organized and presented in a clear, concise and logical manner. Availability and proposed use of technology and methodologies. Quality control and thoroughness is well defined
3. Capability to Perform (20%). Ability to complete work within deadlines. Availability and continuity of staff during the course of the agreement, if selected.
4. Cost and Price (10%). Reasonableness of the total price and competitiveness of this amount with other offers received; adequacy of data in support of figures quoted; reasonableness of individual rates; basis on which rates are quoted.
5. Firms Relevant Experience (15%). Experience in performing similar services for organization of similar size to the Town. Experience with public agencies. Years of experience with these types of services.

When the review is complete, the Town may negotiate for the extent of services to be rendered and the method of compensation. Because Town may award without conducting negotiations, the proposal submitted shall contain the Proposer's most favorable terms and conditions.

SELECTION SCHEDULE

The Town's proposed schedule for consultant selection, subject to change, is as follows:

- | | |
|---|------------------------------|
| 1. Advertise for Proposals: | January 15, 2016 |
| 2. Submit Questions by: | January 26, 2016 |
| 3. Deadline for Submittal of Proposals: | February 5, 2016 @ 3:30 p.m. |
| 4. Selection of Firm: | February 10, 2016 |
| 5. Board of Selectman Approval: | March 10, 2016 |
| 6. Tentative Project State Date: | March 11, 2016 |

Responses received after the time and date listed above will not be considered.

Town of Stonington RFP
2016 PAVEMENT REHABILITATION

ADDITIONAL INFORMATION

1. Any and all modifications to the RFP must be written and not oral.
2. The Town of Stonington reserves the right to reject any and all bids in whole or in part or to waive any informality in bidding if it is determined by the Town to be in the best interest of the Town of Stonington.
3. Bids may be held by the Town of Stonington for a period not to exceed ninety (90) days from the date of the opening of bids for the purpose of reviewing the bids and investigating the qualifications of the bidder prior to awarding the contract.
4. The proposer is required to prepare its proposal in accordance with the RFP, including any modifying addenda. Proposers must disclose in writing any exceptions to the RFP.
5. Proposers must inform the Town of information concerning any:
 - a. Listing on the State's Disbarment List.
 - b. Ineligibility, per Connecticut General Statute Section 31-57b to be awarded the contract because of occupational safety and health violations.
 - c. Arbitrations and litigation.
 - d. Criminal proceedings.
 - e. State or local ethics law, regulation, ordinance and /or policy violations.
6. The Town reserves its right to request additional information from proposers, subsequent to the opening of bids.
7. The proposer is solely responsible for the costs of its proposal.
8. Submitted proposals are the Town's property and will not be returned.
9. The proposer is presumed to have full knowledge of the RFP and any addenda, the project scope or work to be done, and all applicable laws.
10. Any and all information received from proposers is subject to the Freedom of Information Act (FOI) and may be disclosed to the general public. If any information is deemed to be proprietary and confidential by the proposer, the proposer should be prepared to defend not disclosing such information pursuant to a FOI request.
11. The making of a preliminary award to a proposer does not constitute a contract and does not provide the proposer with any rights and does not impose upon the Town any obligations. A proposer has rights, and the Town has obligations, only if and when a Contract is executed by the Town and the proposer.

Right to Annul or Terminate

The Town reserves the right to amend or terminate the RFQ/RFP at its sole discretion, before or after receiving proposals.

Town of Stonington RFP

2016 PAVEMENT REHABILITATION

Non-Discrimination Clause

During the performance of any work that results from this RFQ/RFP, the proposer and its subcontractors shall not deny the agreement's benefits to any person on the basis of religion, color, ethnic group identification, sex, age, sexual orientation, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sexual orientation, physical or mental disability, medical condition, marital status, age or sex. The proposer shall insure that evaluation and treatment of employees and applicants for employment are free of such discrimination.

The successful proposer shall indemnify the Town, its officers and employees against liability for injury or damage cause by any negligent act or omission of any of its employees or volunteers or agents in the performance of this agreement and shall hold the Town harmless for any loss occasioned as a result of the performance of this contract by the proposer.

The Town of Stonington is an Equal Opportunity Employer.

TOWN OF STONINGTON - Pavement Rehabilitation												
Route	Description	Sect. Town	Town Aid Mileage	Town Aid Length (ft)	Width (ft)	Placed in Service	Road Class	2009 Cond Rat.	Date Accepted	2011 Cond Rat	Last Treatment	Priority/Comments
Coogan Blvd.		M	0.71	3,749	56	12/27/66	1	63	12/27/66	62	1983	1
Morgan St.		P	0.32	1,690	30	04/29/02	2	59		55	1978	2
North Anguilla Rd.		S	2.36	12,461	22	04/29/02	3	64		62	1990	2
Rossie St	rt 27-top of hill	M	0.15	792	18	05/19/37	3	46	05/19/37	40	1979	MC
Old North Rd.		MI	0.53	2,798	30	04/29/02	2	55		50	1988	MC
Avery St. #1	rt 1 south	M	0.06	317	25	04/17/39	5	53	09/15/13	50	1973	MC
Rossie St	top hill-clipper	M	0.22	1,162	24	05/19/37	3	53	05/19/37	50	1979	MC
Stanton Lane		S	0.34	1,795	28	11/01/60	4	61	11/01/60	59	1989	MC
Field St.		P	0.40	2,112	33	07/07/47	3	63	03/16/38	60	1979	MC
Wamphussac Rd.		S	0.91	4,805	16	11/18/72	4	65	18/72	61	2002	MC
Hatch St.	rt 1 south	M	tbid			10/28/46	4	64	09/15/13		2012	MC
Reynolds Hill Rd.	rt 27-top of hill	M	0.13	686	20	01/01/02	3	45	10/13/81	40	1971	
Borodell Ave.	n of reynolds h	M	0.06	317	16	09/24/28	4	49	09/15/02	47	1986	
Asher Ave.	from billings st - btm	P	0.13	686	22	12/06/55	3	53		47	1975	
Island Rd.	Woodland to end	S	0.11	581	20	11/05/52	4	50		48	1984	
Reynolds Hill Rd.	top hill- borodell	M	0.10	528	20	01/01/02	3	55	10/13/81	52	1971	
Lincoln Ave	#2	P	0.18	950	30	10/21/05	3	59	09/24/23	54	1978	
Palmer St.	#1	P	0.60	3,168	30	09/21/14	2	63	09/21/14	60	1979	
East Main St.		M	0.13	686	30	09/15/02	3	65	09/15/02	63	1989	
Oak Lane		OM	0.11	581	10	11/17/64	5	68	11/17/64	65	1971	

*All data provided to be verified by Consultant prior to preparation of design documents.

MC: Most Calls