



## TOWN OF BERLIN, CONNECTICUT

**Berlin Bid #: 2024-06**

### **REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES RELATED TO PLAN REVIEW, PERMITTING, BIDDING, AND CONSTRUCTION ADMINISTRATION FOR SIDEWALKS PROJECT**

**RFQ OPENING DATE:** March 22, 2024

**RFQ OPENING TIME:** 10:00 AM

**RFQ OPENING PLACE:** Berlin Town Hall, Engineering Office (Room 120)

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The Town of Berlin is seeking written statements of qualification to provide engineering services related for plan review, permitting, and construction administration for a Town of Berlin sidewalks project. This work is being done for a State of Connecticut Connectivity Grant funded project.

For a firm to be considered for this engagement, one (1) original and two (2) copies of sealed proposals (along with a pdf copy on flash drive) must be received in the Engineering Office of the Berlin Town Hall, 240 Kensington Rd, Room 120, Berlin, CT 06037 by the date and time noted above. The Town will not accept submissions by e-mail or fax.

The Town reserves the right to amend or terminate this Request for Qualifications, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the proposer that, in the Town's judgment, will be in the Town's best interests.

#### **Project Description**

In the Plan of Conservation and Development update of 2023 the revitalization of Kensington Center was identified as a key goal and the sidewalk deficiencies were identified as an important issue to address. A sidewalk map in the RFQ package shows the existing sidewalk network and projects planned or underway to improve and enhance the sidewalk system. Subject to bid results, we expect that the Connectivity grant will help the Town build sidewalks on Four Rod Road from Winding Meadow Drive to Norton Road, on Percival Avenue from Carbo Lane to Percival Field, on Robbins Road from Town Drive to Timberwood Road, on Kensington Road from Norton Road to Steeple View Drive, and on Norton Road, east and west of Cole Lane.

In the Plan of Conservation and Development update of 2023 the revitalization of Kensington Center was identified as a key goal and the sidewalk deficiencies were identified as an important issue to address. The Town is presently in the contracting phase for the Connectivity Grant and it wants to retain an engineering consulting firm for this project so that it will be ready to advance the project. Therefore, the Town is seeking a qualified engineering firm to provide services related to plan review, permitting, and construction administration for the sidewalk project.

#### **1. PROPOSAL REQUIREMENTS**

## Qualifications

Eligible Vendors will be those individuals, businesses and firms that meet the following qualifications:

- Proposer must have demonstrated experience and expertise in regard to providing the types of or similar services as those outlined in the RFQ including coordination with the Connecticut Department of Transportation regarding grant funded projects.
- Proposer must have a proven track record in providing these types of services for similarly sized municipal governments, preferably in Connecticut.
- Proposer must be familiar with, qualified, and properly licensed in the State of Connecticut to perform its obligation under this proposal in compliance with all applicable Federal and State of Connecticut laws and regulations, statutes and policies.
- The Town will not award the proposal to any business that, or person who, is in arrears or in default to the Town with regard to any tax, debt, contract, security or any other obligation.
- Documented/audited internal control environment.
- Proposer must have a business continuity plan

## Qualification Information for Submission

Proposers must set forth accurate and complete information for each of the items listed below. At the Town's discretion, failure to do so could result in disqualification. Please ensure your qualification information incorporates responses to the questions below, as well as any requested attachments.

1. Proposer Information: Please provide the following information:
  - a. Firm Name
  - b. Permanent main office address
  - c. Date firm organized.
  - d. Legal Form of ownership. If a corporation, indicate where incorporated.
  - e. Identify who will be the primary client relationship manager.
  - f. Identify the location of the office(s) from which the services will be performed.
  - g. List any subcontractors that you propose to use and provide subcontractor qualifications.
  - h. Disclose any current (last 3 years) business, financial, personal, or other types of relationships which may pose a conflict of interest.
  - i. Please list any contracts or purchase orders in the last three (3) years between the proposer and any agency of the Town.
  - j. A statement of qualifications.
  - k. A minimum of 3 references from similar projects.
  - l. Schedule of Hourly Rates on the form provided below.
2. Work Plan
  - a. Work Plan. Please describe the approach that the firm would recommend regarding undertaking the tasks listed in Scope of

Services. Identify employee classifications on the attached fee schedule that will be assigned to this project.

- b. Services Expected of the Town. Identify the nature and scope of the services that would be generally required of the Town in undertaking this project.

3. Information Regarding: Failure to Complete Work, Default and Litigation.

Please respond to the following questions:

- a. Have you ever failed to complete any work awarded to you? If so, where and why?
- b. Have you ever defaulted on a contract? If so, where, and why?
- c. Is there any pending litigation which could affect your organization's ability to perform this agreement? If so, please describe.
- d. Has your firm ever had a contract terminated for cause within the past five years? If yes, provide details.
- e. Has your firm been named in a lawsuit related to errors and omissions within the past five years? If yes, provide details.
- f. During the past seven years, has your firm ever filed for protection under the Federal bankruptcy laws? If yes, provide details.
- g. Are there any other factors or information that could affect your firm's ability to provide the services being sought about which the Town should be aware?

4. Exceptions and Alternatives. Proposers wishing to take any exceptions to any requirement in the RFQ shall state and explain such exceptions. The Town may accept proposals which take exception to any requirements in this RFQ, or which offer any alternative to a requirement herein, as well as consider such exceptions and alternatives in evaluating responses. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this Request for Proposals.

### **Scope of Services - Construction Administration Services**

The scope of services statement is provided as a general overview which may be expanded and further defined through negotiation. The selected firm and its consultant team will be responsible for the following tasks and any others required by the Department of Transportation.

1. Review existing plans and specifications and make changes as approved by the Town to update the project plans, if needed.
2. Prepare bidding forms and technical specifications for incorporation in the Town's bid document.
3. Coordinate with the Connecticut Department of Transportation (Department) to secure authorization to bid the work, including the following steps.
  - a. The Department is performing an environmental screening to assist the municipality in achieving compliance with the Connecticut Environmental Policy Act (CEPA) and identify items relative to natural resources, historic/archaeological resources, Flood Management and Regulated Contaminated Materials requirements, etc. that are to be investigated and/or addressed during the design phase. The Proposer will assist the Municipality to obtain all applicable permits and to provide all information and/or analyses that may be needed for a specific permit.

- b. The Proposer will be responsible for developing a project design and submitting a Final Design Package for the Department for review. Requirements for the Final Design Package can be found in section 2.2 of the CCGP Program Guidelines located on our website: [CCGP Program-Guidelines-V0301 March-2023-w-Appendix.pdf \(ct.gov\)](#)
  - c. The Department, upon approval of the final design package, will authorize the Municipality to advertise the project for construction bids.
  - d. The Proposer, following the opening of the bids, will review bids and submit a recommendation for award.
4. **Pre-Construction Meeting.** The Consultant will meet with the Contractor and the Town Project Representative prior to the start of construction. The meeting will discuss details of the construction of the project including but not limited to: start of construction, construction observation, necessary permits, construction job meetings, change orders & addenda, hours of work, traffic control and clean-up. The Pre-Construction Meeting date, time, and location will be determined by the Town Project Representative. The agenda for this meeting, and minutes, will be prepared by the Consultant with review by the Town Project Representative.
5. **Shop Drawing Review.** The Consultant will review site shop drawings and respond to the Contractor in a timely manner.
6. **Construction Job Meetings.** The Consultant will provide one engineer to attend job meetings on a **bi-weekly** basis (or as adjusted in coordination with the Town Project Representative) with the Contractor to document construction. The Consultant will prepare meeting minutes for each Construction Job Meeting.
7. **Construction Observation.** The Consultant will provide at least one engineer to perform Site Visits that include Construction Observation during the anticipated construction period shown on the Engineer's Calendar Day Chart in the Contractor's Bid Documents. This time will be billed to the Town on an hourly basis – the fee requested on the proposal form is based on field staff hourly rate(s) applied to the Engineer's Calendar Day Chart, for an estimated total. The estimated number of weekly on-site inspection hours is 15.
8. **Requisitions for Payment.** The Consultant will review for acceptance the unit quantities provided by the Contractor and each certificate for payment.
9. **Change Orders.** The Consultant will prepare change orders as required to accommodate field conditions, Contractor, Town, and/or CTDOT requests.
10. **Addenda/Sketch Plans.** The Consultant will prepare revised plans in the form of an Addenda or Sketch Plans for minor changes or modifications which arise during the construction process.
11. **Punch List.** The Consultant will prepare a final punch list after inspection of completed work by the contractor, but prior to final payment, to determine if any adjustments and/or corrections are needed before project close-out. This phase includes follow-up inspections to confirm completion.
12. **Project Close-Out.** The Consultant will assist the Town in obtaining and reviewing all close-out submittals and reports from the Contractor and Town, submitting required reports and documents to the Connecticut Department of Transportation (CTDOT) , and

close the project out in accordance with the contract documents and CTDOT requirements.

### **Agreement Period**

The Town anticipates entering into an agreement with the selected Proposer commencing in May. The Town will contractually reserve the right to cancel the contract at any time. The agreement period for any contract or purchase order resulting from this RFQ shall ultimately be as negotiated to the mutual agreement of the parties.

### **Additional Conditions**

All those submitting proposals must be willing to adhere to the following additional conditions and must positively state this in the proposal:

- The proposer must certify that the personnel identified in its response to this RFQ will be the persons actually assigned to the project. At its discretion, the Town may require the removal and replacement of any of the proposer's personnel who do not perform adequately, regardless of whether they were previously approved by the Town.
- All subcontractors hired by the proposer awarded a contract or purchase order as a result of this RFQ must have prior approval of the Town prior to and during the agreement period.

Any contract or purchase order resulting from this RFQ process will represent the entire agreement between the proposer and the Town and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The Town shall assume no liability for payment of services under the terms of the contract or purchase order until the successful proposer is notified that the contract or purchase order has been accepted and approved by the Town. Any contract resulting from this RFQ may be amended only by means of a written instrument signed by the proposer and signed by the Town Manager.

## **2. RIGHT TO AMEND OR TERMINATE THE RFQ OR CONTRACT**

The Town may, in its sole discretion, clarify, modify, amend, or terminate this RFQ if the Town determines it is in the Town's best interest. The Town has the right to extend the RFQ Open Date no later than four (4) business days prior to the scheduled RFQ Open Date, via Addendum, if determined it is in the Town's best interest. In the event that an insufficient number of qualified proposals are received by the RFQ Open Date, the Town may terminate and re-issue the RFQ if determined it is in the Town's best interest.

## **3. KEY DATES**

|                                     |                |
|-------------------------------------|----------------|
| RFQ Issued                          | March 11, 2024 |
| Questions due from Vendors          | March 16, 2024 |
| RFQ Open Date                       | March 22, 2024 |
| Contract Execution Date (estimated) | April 30, 2024 |

#### **4. PROPOSAL SUBMISSION INSTRUCTIONS**

Proposals must set forth accurate and complete information for each of the items listed in the **Qualification Information for Submission** sections 1-4, above.

Your proposal should be submitted in a sealed envelope marked “**ENGINEERING SERVICES RELATED TO PLAN REVIEW, BIDDING, PERMITTING, AND CONSTRUCTION MANAGEMENT OF A SIDEWALK PROJECT**” to the Engineers Office at the Berlin Town Hall, 240 Kensington Rd, Room 120, Berlin, CT 06037, until but no later than **10:00 A.M.**, March 22. The Town will not accept submissions by e-mail or fax. Proposers are solely responsible for ensuring timely delivery. The Town will NOT accept late proposals.

Proposals may be withdrawn personally or in writing provided that the Town receives the withdrawal prior to the time and date the proposals are scheduled to be opened. Proposals are considered valid, and may not be withdrawn, cancelled, or modified, for sixty (60) days after the opening date, to give the Town sufficient time to review the proposals, investigate the proposers’ qualifications, secure any required municipal approvals, and execute a binding contract with the successful proposer.

An authorized person representing the legal entity of the proposer must sign the Proposal Form and all other forms included in this RFQ.

#### **5. QUESTIONS AND AMENDMENTS**

Questions concerning the process and procedures applicable to this RFQ are to be submitted **in writing** (including by e-mail or fax) and directed **only to:**

Name: Maryssa Tsolis  
Position: Purchasing Manager  
Email: [mtsolis@berlinct.gov](mailto:mtsolis@berlinct.gov)  
Fax: 860-828-8628

**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 six (6) days before the proposal opening date. That representative will confirm receipt of a proposer’s questions by e-mail. 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 issue any addenda to the Purchasing section of the Town’s web page, [www.berlinct.gov](http://www.berlinct.gov). **Each proposer is responsible for checking 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.**

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.

**6. ADDITIONAL INFORMATION**

The Town reserves the right, either before or after the opening of proposals, to ask any proposer to clarify its proposal or to submit additional information that the Town in its sole discretion deems desirable.

**7. COSTS FOR PREPARING PROPOSAL**

Each proposer's costs incurred in developing its proposal are its sole responsibility, and the Town shall have no liability for such costs.

**8. OWNERSHIP OF PROPOSALS**

All proposals submitted become the Town's property and will not be returned to proposers. The Town of Berlin also reserves the right to use any ideas contained in the proposals and is not obligated in any manner to reimburse the proposers for the costs incurred in connection with responding to this Request for Proposals.

**9. FREEDOM OF INFORMATION ACT**

All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act. Proposers are encouraged **not** to include in their proposals any information which is proprietary, a trade secret, or otherwise confidential. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy, and all rules, regulations and interpretations resulting from those laws.

**11. LEGAL STATUS**

If a proposer is a corporation, limited liability company, or other business entity that is required to register with the Connecticut Secretary of State's Office, it must have a current registration on file with that office. The Town may, in its sole discretion, request acceptable evidence of any proposer's legal status.

**12. PRESUMPTION OF PROPOSER'S FULL KNOWLEDGE**

Each proposer is responsible for having read and understood each document in this RFQ and any addenda issued by the Town. A proposer's failure to have reviewed all information that is part of or applicable to this RFQ, including but not only any addenda posted on the Town's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto.

Each proposer is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFQ or the performance of the work described herein.

By submitting a proposal, each proposer represents that it has thoroughly examined and become familiar with the scope of work outlined in this RFQ, and it is capable of performing the work to achieve the Town's objectives. If applicable, each proposer shall visit the site, examine the areas and thoroughly familiarize itself with all conditions of the property before preparing its proposal.

### **13. TAX EXEMPTIONS**

The Town is exempt from the payment of federal excise taxes and Connecticut sales tax and use taxes. Such taxes must not be included in prices.

### **14. AWARD CRITERIA & SELECTION**

A consultant selection committee formed by the Town will review the qualifications, short list firms to submit fee proposals, interview firms and recommend one or more firms to the Berlin Town Council which will make a final selection of the successful Consultant for this project. Among the selection criteria will be related experience with sidewalk and road projects, successful experience working for the Town of Berlin and other Towns, expertise and availability of staffing, experience in assembling bid documents and administering State funded projects including contract compliance provisions, particularly projects administered by the Department of Transportation, history of completing projects on time and on budget, design and technical competence and fee for construction administration services.

All proposals will be opened on the date, at the time, and at the place identified in this RFQ. The Town reserves the right to correct, after proposer verification, any mistake in a proposal that is a clerical error, such as a price extension.

The Town reserves the right to accept all or any part of a proposal, reject all proposals, and waive any informalities or non-material deficiencies in a proposal. The Town also reserves the right, if applicable, to award the purchase of individual items under this RFQ to any combination of separate proposals or proposers, and to negotiate with one or more of the finalists regarding the terms of this engagement.

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 may 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.

#### **A. Evaluation Criteria**

The following specific criteria are expected to be among those utilized in the selection process. They are presented as a guide for the proposer in understanding the Town's requirements and expectation for this project and are not necessarily all inclusive or presented in order of importance.

- The background, experience, and strength of the Proposer in providing similar services elsewhere, including the level of experience in working with other Connecticut municipalities, and the quality of services performed for other municipalities.
- The Proposer's responsiveness and compliance with the RFQ requirements and conditions to provide the services requested.
- Competitiveness of proposed cost. The Town reserves the right to negotiate cost with the selected Proposer.
- Qualifications and experience of personnel to be assigned to the project team.
- Ability to provide the services within proposed project schedule time constraints.
- Firm's awareness of project's issues, opportunities, and constraints.
- Project team's composition and experience on similar projects.



- Quality and performance of past services to the Town.
- References feedback record.
- Financial stability of firm.
- Overall team rating.
- Familiarity with CTDOT project contract compliance and closeout requirements.

The Town will have the proposals evaluated by a committee as part of making a selection. If deemed necessary, the Town reserves the right to arrange for interviews/oral presentations as part of the selection process.

If the proposer does not execute the Contract within ten (10) business days of the date of notification, unless extended by the Town, the Town may call any proposal security provided by the proposer and may enter into discussions with another proposer

The Contract Execution date in Key Dates is anticipated, not certain.

### **INDEMNIFICATION**

The Vendor at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the Town of Berlin, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services. The Vendor shall secure and maintain General Liability Insurance as will protect him from claims under the Worker's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of his services under this contract.

### **INSURANCE REQUIREMENTS**

The selected vendor must maintain insurance that meets the Town's insurance requirements (listed below), to protect the Town from claims for loss or injury which might arise out of or result from the operations under this contract. Additionally, the selected vendor must file Certificates of Insurance with the Town, naming the Town and the State of Connecticut as an additional insured:

- Worker's Compensation, employer liability (or statutory limits - greater of two), \$1,000,000.
- Comprehensive General Liability with limits of not less than \$1,000,000.00 per occurrence.
- Professional Liability with limits not less than \$1,000,000.
- Umbrella Liability of not less than \$1,000,000.
- Comprehensive Automobile Liability (owned, non-owned, hired) of \$1,000,000.00 each accident.

**Name of Consulting Firm:**

**Hourly Fee Schedule**

**Consultant Services for Berlin Sidewalk Construction Management Project Berlin  
Bid # 2024-06**

| Employee Classification | Hourly Fee           |                                      |
|-------------------------|----------------------|--------------------------------------|
|                         | to December 31, 2024 | January 1, 2025 to December 31, 2025 |
| <b>Title 1</b>          | <b>\$xx.xx</b>       | <b>\$xx.xx</b>                       |
| <b>Title 2</b>          | <b>\$xx.xx</b>       | <b>\$xx.xx</b>                       |
| <b>Title 3</b>          | <b>\$xx.xx</b>       | <b>\$xx.xx</b>                       |
| <b>Title 4</b>          | <b>\$xx.xx</b>       | <b>\$xx.xx</b>                       |
| <b>Title 5</b>          | <b>\$xx.xx</b>       | <b>\$xx.xx</b>                       |
| <b>Title 6</b>          | <b>\$xx.xx</b>       | <b>\$xx.xx</b>                       |
| <b>Title 7</b>          | <b>\$xx.xx</b>       | <b>\$xx.xx</b>                       |

These rates, unless modified and approved by both the Town of Berlin and Consultant, shall be utilized by Consultant in estimating for Berlin Sidewalk Construction Management Project.

**Name of Consultant Firm**

\_\_\_\_\_  
Authorized Representative Name and Title

**Signature of Authorized Representative**

\_\_\_\_\_  
Town of Berlin Steele Center Sidewalk Construction Management Project Berlin Bid # 2024-06