

**REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES
FOR TOWNWIDE TRAFFIC AND PEDESTRIAN SAFETY STUDY
SUFFIELD, CONNECTICUT**

The Town of Suffield requests proposals from qualified engineering firms to complete a town wide traffic and pedestrian safety study **concentrating on State and Town through-roads as highlighted on the attached map** and other locations determined in the course of the study. The study would include:

- Assessing existing and future traffic conditions on DOT and major local roads throughout town;
- Analyzing traffic to determine appropriate applications for traffic calming and traffic control measures;
- Determining road segments with dangerous physical conditions such as inadequate width, poor alignment, steep slopes or sight limitations, which can be addressed by improvement projects;
- Identifying and evaluating problem intersections including determination of level of service (LOS) to study and plan modifications to improve traffic flow;
- Reviewing pedestrian facilities and bicycle routes to recommend improvements and/or connections for safety purposes.

The goal would be to develop a prioritized plan of action to address traffic concerns including projects on town roads and initiatives to Connecticut DOT for projects on state roads, along with cost estimates as required.

The town has formed a Pedestrian and Traffic Safety and Infrastructure Committee (Traffic Committee) that will be involved in the review process for the study. The following Town Departments will also be involved in providing information and feedback for the study: Police (Traffic Authority), Planning, Public Works, Town Engineer.

Proposals shall include: a letter of interest, together with general information on the firm and any subconsultants proposed; experience of the firm on similar types of municipal projects verified by references; resumes of key personnel, organizational structure; project approach with time schedule; and estimated range of the firm's anticipated cost and hours.

All proposals must be **received by 10:00 A.M. Friday, January 29, 2021. Four (4) copies** of the proposal plus an electronic copy shall be submitted to the Town of Suffield Engineering Department, 230C Mountain Road, Suffield, CT 06078, either by mail or by making arrangements to use a drop box on the south side of the building. Questions regarding this RFP may be directed to William Hawkins, Director of Planning and Development at bhawkins@suffieldct.gov.

The selected Consultant must have sufficient staff to assure prompt delivery of services to complete the scope of work and must assign a Professional Engineer licensed by the State of Connecticut to be responsible for all aspects of the study.

SCOPE OF WORK

A. Data Collection - Obtain and compile available information from the town, DOT, CRCOG and UConn **on the roads highlighted on the attached map** including:

- Traffic measurements;
- Accident data;
- Sidewalk network and pedestrian crossings;

- Roads designated as bicycle routes;
- Previous studies such as the 2002 Bradley Area Transportation Study (CRCOG) and CRCOG Regional Transportation Safety Plan.

In addition, traffic and pedestrian concerns from residents, the Traffic Committee and Town Departments shall be sought via: a request on the Town web site, an article in the Suffield Observer and three (3) publicized Zoom meetings or other methods agreeable to the Traffic Committee.

B. Data Analysis and Preliminary Report – Available data along with comments from the Traffic Committee, Town Departments and the public shall be analyzed to determine locations and facilities warranting further study through various types of traffic monitoring or field observation. The results shall be summarized in a preliminary report for review by the Traffic Committee and Town Departments. The preliminary report shall show perceived locations of traffic concerns, indicating the type of concern and proposed method of study. Concerns could include high traffic volume, excessive speed, dangerous road conditions, poorly functioning intersections, high accident rates, pedestrian or bicycle safety or sight distance issues due to road grades or alignment.

C. Traffic Monitoring and Field Observations – At locations detailed in the Preliminary Report and in response to review comments on the report, the engineering consultant shall conduct traffic and intersection monitoring along with field observations.

Traffic monitoring shall be done to:

- Compare results to listed average day and peak hour vehicle trips for certain DOT roads of concern;
- Measure average day trips, peak hour trips and traffic speeds on certain Town or DOT roads where minimal or no previous information exists;
- Determine intersection operating characteristics.

Field observations shall be conducted at areas of concern including existing or proposed facilities as follows:

- Dangerous road areas;
- Pedestrian crossings;
- Sidewalk locations;
- Bicycle routes.

D. Traffic Calming – Based on traffic monitoring results, field observations, review comments and local concerns, the consultant shall determine locations on Town roads to study for implementing traffic calming measures. Various measures shall be reviewed to determine their suitability for different locations. Recommended measures for Town roads shall be summarized in a table listing location, type, number and approximate cost.

With reference to DOT roads, a traffic calming review would start with a preliminary determination of locations suitable for traffic calming measures. DOT's opinion on the suitability of applying these techniques to specific locations on DOT roads would be part of an overall discussion of problems and possible solutions on state roads in town.

E. Preliminary Discussion with DOT – Following the determination of traffic and safety problems and possible solutions at locations on state routes within town, appropriate agencies within DOT shall be contacted to discuss and obtain feedback on the potential for addressing issues of concern to the town.

F. Traffic Study Final Report – The final report will summarize the processes and findings involved in the study to develop a prioritized list of improvement recommendations for the study

roads including location plans and relevant details. The method of prioritizing recommendations will also be explained. In terms of costs estimates, a Capital Improvement Plan shall list projects on Town roads over a defined period (5-10 years) with applicable escalation based upon projected dates of work. For State roads a project list shall be developed along with initial responses of DOT on the feasibility and possible funding for various projects.

TERM OF CONTRACT - The term of the contract to perform these consulting services will be as negotiated between the Town of Suffield and the selected Consultant.

EVALUATION AND AWARD - The consultant will be selected on the basis of the following criteria:

- Successful completion of similar types of municipal projects within the last 5 years as verified by references.
- The background, education, qualifications and relevant experience of key personnel to be assigned to this contract.
- Experience of dealing with Connecticut DOT on planning projects on state roads within towns.
- The consultant's proposed schedule for completion.
- The estimated cost range for the study.

The selection process shall involve short listing the proposals on the basis of ability to meet the above criteria followed by Selection Committee interviews with short listed firms in a ZOOM format.

The Town reserves the right to reject any or all of the proposals submitted. The Town also reserves the right to negotiate the cost of this proposal and to award the work to other than the firm with the lowest cost, if it is in the best interest of the Town to do so. The Town will proceed with this study subject to available funding.

The Town of Suffield will not be liable for costs incurred in the preparation of the response to this RFP or in connection with any presentation before a Selection Committee.

INSURANCE AND INDEMNIFICATION

Insurance - The selected Consultant shall be required to furnish a Certificate of Insurance evidencing the following insurance coverage within five (5) days of receipt of Notice of Selection. Failure to maintain insurance coverage as required and to name the Town of Suffield as the Additional Insured will be grounds for termination of the contract.

1. **Commercial General Liability Insurance** - The Consultant shall provide Commercial General Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

The CGL shall be written on ISO occurrence form CG 00 01 10 93 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract)

2. **Commercial Automobile Liability Insurance** -The Consultant shall provide Commercial Automobile Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate, and shall include coverage for all owned, hired, and non-owned vehicles.

3. Worker's Compensation Insurance - The Consultant shall provide Worker's Compensation Insurance in the required amount as applies to the State of Connecticut and Employers Liability Insurance as follows:

Bodily Injury by Accident - \$100,000 each accident

Bodily Injury by Disease - \$500,000 policy limit

Bodily Injury by Disease - \$100,000 each employee

4. Umbrella Liability Insurance - The Consultant shall provide Commercial Umbrella Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

5. Professional Liability Insurance - The Consultant shall provide Professional Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate.

Each Policy of Insurance, with the exception of Professional Liability and Worker's Compensation Policies shall include a waiver of subrogation in favor of the Town of Suffield and shall provide no less than thirty (30) days notice to the Town in the event of a cancellation or change in conditions or amounts of coverage. The Commercial General Liability, Automobile and Umbrella Liability shall name the Town of Suffield as an additional insured.

Certificates of Insurance, acceptable to the Town of Suffield shall be delivered to the Town prior to the commencement of the work and kept in force throughout the term hereof.

The above insurance requirements shall also apply to all Subcontractors and the Consultant shall not allow any Subcontractor to commence work until the Subcontractor's insurance has been so obtained and approved.

Indemnification - The Consultant shall indemnify and hold harmless the Town of Suffield and its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees arising out of, or resulting from the performance of the work.

Responses to this RFP and the subsequent agreement between the Town and the successful bidder will be subject to the Suffield Code of Ethics. Suffield is an equal opportunity employer.

CODE OF ETHICS - The Contractor, Consultant, or Vendor agrees that this contract or purchase order and the actions of the Contractor, Consultants, or Vendors are subject to the provisions of the Suffield Code of Ethics as contained in the Town Ordinances. Should the Contractor, Consultant, or Vendor be found by the Suffield Ethics Commission to have violated the Code, the Town may terminate this contract and take such other action as the Town may have at law or in equity. The Contractor shall incorporate the above paragraphs into any sub-contracts or purchase orders. Contractor's signature on this contract acknowledges receipt and review of the Suffield Code of Ethics. Contractors, Consultants, and Vendors shall be responsible for disclosing interests and relationships that could be perceived as a possible conflict of interest under the Suffield Code of Ethics. The contractor is also obligated to sign and return the Suffield Ethics Acknowledgement/Commitment Form (attached) as part of the submittal.

PUBLIC HEALTH EMERGENCY - The Consultant shall anticipate and incorporate in its submittal any potential costs related to a public health emergency such as the COVID-19/Coronavirus Pandemic, including rules, regulations, and recommendations issued by public authorities. The potential costs may include, but are not limited to, costs related to social distancing, manpower levels, project scheduling, construction coordination, material/product supplies and delivery delays, material escalation costs, increased subcontractor/supplier costs,

loss of productivity and inefficiency costs, extended general conditions costs, and any other potential costs.

INFORMATION PROVIDED BY THE TOWN (Attached)

Town Road Map (18"x24"- original size) with study roads highlighted