



TOWN OF PUTNAM
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS
CONSTRUCTION SERVICES FOR CHURCH ST, WOODSTOCK AVE & BRIDGE ST IMPROVEMENTS
LOTICIP Project No. L115-0001

The Town of Putnam will be accepting statements of qualifications from those interested in providing construction services to the Town for the Church St, Woodstock Ave & Bridge St Improvements Project, and other road and/or sidewalk improvements projects funded by the Connecticut Department of Transportation (CT DOT) under the Local Transportation Capital Improvements Program (LOTICIP). Interested firms should request the response instructions and details from the Town Administrator, 200 School Street, Putnam, CT 06260, or via the Town's website at <https://www.putnamct.us>.

Responses to the Request for Qualifications must be submitted to the Town Administrator no later than Noon, Thursday, February 17, 2022.

Elaine Sistare,
Town Administrator



**Town of Putnam, CT Request for
Qualifications
Construction Services for
Church St, Woodstock Ave & Bridge St Improvements Project and other LOTCIP-funded Road
and/or Sidewalk Improvements Projects**

I. GENERAL INFORMATION

A. Introduction

The Town of Putnam (Town) is soliciting a Request for Qualifications (RFQ) from qualified engineering firms and individual engineers licensed in the State of Connecticut interested in providing construction services to the Town for the Church Street, Woodstock Avenue & Bridge Street Improvements Project (Project). The Project is funded by the Connecticut Department of Transportation (CT DOT) under the Local Transportation Capital Improvements Program (LOTICIP). Services necessary for additional road and/or sidewalk projects funded by LOTICIP may be included as future amendments. Interested parties should submit a statement of qualifications in accordance with the requirements and directions herein.

B. Background Information

The Town of Putnam is in the process of contracting with a general contractor to perform roadway improvements on Church Street, Woodstock Avenue and Bridge Street. These improvements include pavement milling and resurfacing, roadway reconstruction, minor drainage improvements, removal of existing sidewalks and curbing, and construction of new Portland cement concrete sidewalks with monolithic curb and ADA compliant sidewalk ramps which is expected to proceed Spring of 2022.

The Project is expected to be completed within one hundred and fifty (150) consecutive days after the Notice to Proceed. The Notice to Proceed is expected to be issued in April of 2022.

The Project is located in the Town of Putnam, CT, the length of Church Street, running from the intersection of Pomfret Street (Route 44) to the intersection of Providence Street (Route 171), the length of Woodstock Avenue, running from the intersection of Church Street to the intersection of Providence Street (Route 171) and a portion of Bridge Street from the intersection of Church Street to the bridge expansion joint at the west abutment of the Bridge Street bridge.

Project Documents are available on the Town of Putnam's website.



C. **Terms And Conditions**

1. The selected firm or individual will be expected to commence services on or about April 4, 2022, subject to contract execution. The Town reserves the right to cancel this process at any time should any of the following conditions exist:
 - a. Funds are not appropriated to allow continuance of this contract;
 - b. The Town, through changes in its requirements or method of operation, no longer has a need for this service; and/or
 - c. The Town is not satisfied with the level of services provided under the contract or the selected firm or individual fails to comply with any terms and conditions outlined in the contract.
2. Any contract awarded under this request for qualifications is expected to be funded by the State of Connecticut, Department of Transportation, Local Transportation Capital Improvement Program (LOTICIP), LOTICIP Project No. L115-0001. The State of Connecticut will not be a party to this request for qualifications of any resulting contract.

3. **Contract Period**

It is the intent to negotiate and award a contract for provision of the initial services outlined herein for the project. The Town intends to structure a one-year Contract with the selected firm or individual, with a provision to extend the contract at the Town's discretion.

4. **Insurance and Indemnification**

The firm selected shall procure and maintain insurance for protection from claims under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims of damages because of injury to or destruction of property.

Proof of Insurance: General Liability (\$1,000,000 or greater per incident), Workers Compensation and Automobile.

5. **Freedom of Information**



Respondents to this RFQ are hereby notified that all submissions and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act (FOIA).

6. **Affirmative Action – Equal Opportunity employers**

The Town and its Agencies and Commissions are Affirmative Action – Equal Opportunity employers. Respondents to this Request for Qualifications agree and warrant that in the performance of the work on these projects, the firm will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability. Respondents agree to provide the State of Connecticut Commission on Human Rights and Opportunities with such information requested by the Commission concerning employment practices and procedures.

II. **SCOPE OF SERVICES**

The firm selected after review of the submission received from this RFQ and the potential subsequent interview process will be expected to provide services starting in the Spring of 2022. Those providing services to the Town will have a demonstrated expertise in roadway construction services with accompanying skills and knowledge of the Connecticut Department of Transportation (CTDOT), Local Transportation Capital Improvement Program (LOTICIP) and other federal or state infrastructure funding that may be available.

The Town is soliciting statements of qualifications from firms or individuals to provide construction services for the Project in accordance with the LOTICIP guidelines. Such services shall include, but not limited to:

- Construction Contract Administration
- Construction Oversight & Inspection
- Materials Testing
- Quality Assurance
- Recordkeeping

III. **SUBMISSION OF RESPONSE**

A. **Instructions**

By submitting a response to this Request for Qualifications, respondents



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represent that they have thoroughly examined and become familiar with the scope of services outlined in this RFQ and are capable of performing the work to achieve the Town's objectives.

All firms are required to submit four copies plus an electronic version in PDF of their qualifications and response to Elaine Sistare, Town Administrator, 200 School Street, Putnam, CT 06260 by Thursday, February 17, 2022 at Noon. The response must be submitted in a sealed envelope or package and the outside shall be clearly marked:

**SUBMISSION: REQUEST FOR QUALIFICATIONS
CONSTRUCTION SERVICES FOR CHURCH ST, WOODSTOCK AVE & BRIDGE ST
IMPROVEMENTS AND OTHER LOTCIP-FUNDED ROAD AND/OR SIDEWALKS
PROJECT**

B. **GENERAL**

All respondents are required to submit the information detailed below. Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.

1. Cover Letter: A letter of transmittal indicating the firm's interest in providing the service and summarizing any other key information that would assist the Town in selecting. This letter must be signed by a person legally authorized to bind the firm to a contract. Include the name and telephone number of person(s) to be contacted for further information or clarification.
2. Table of Contents: to include clear identification of the material provided by section.
3. Company Information: A company background and qualifications statement, including name of firm/individual and description and history of the respondent's firm and the servicing office. Include, at a minimum, a discussion of the unique qualifications that the respondent has regarding this project, and the respondent's familiarity with local/state/federal laws and regulations.
4. Experience: Include information that explains your firm's ability to perform, implement and administer the services outlined in this RFQ, emphasizing experience with other similar municipal clients. Summarize all areas of expertise and experience including the types of services supplied to past and present clients. Include a list of completed projects for which the



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firm/individual provided professional services similar to those considered in this RFQ during the past 5 years (including project experience with the State and other municipalities). This list shall include the following information:

- i. Name of the city/town
- ii. Timeframe of engineering services
- iii. Engineering services provided by the firm including description of project, and scope of services provided
- iv. Name, address, and telephone number of the principal contact of the city/town.

The Town reserves the right to contact these organizations regarding the services performed by the firm.

5. Project Team/Organization: List of personnel to be assigned, including the principal contact engineer. Provide their resumes, including number of years of experience and municipalities served and their roles in providing similar services.

A description of the respondent's capacity to provide the scope of services. Include, at a minimum, the number of full-time professional staff your (local) office employs, a list of all services required for this project that would be provided in-house by your firm, and a list of all services that would be outsourced to subconsultants/subcontractors, including the names, qualifications, and licenses of proposed subconsultants/subcontractors.

6. Project Approach and Fee Schedule: A detailed description of how the respondent anticipates supplying construction services to the Town for the Project.

Include a fee schedule of hourly rates for those personnel or categories of personnel applicable to the project scope.

7. Three references of similar projects.

C. **TOWN CONTACTS**

1. All inquiries relative to this RFQ must be directed in writing to Elaine Sistare, Town Administrator by email at elaine.sistare@putnamct.us. No phone calls



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will be accepted.

2. All questions, answers, and/or addenda, as applicable will be posted on the Town's website. Responses to requests for more specific contract information than is contained in the RFQ shall be limited to information that is available to all respondents and that is necessary to complete this process. The request and inquires must be received at least five business days prior to the advertised response deadline.

No other Putnam Town employee, elected official, or evaluation committee member should be contacted concerning this RFQ during the response process. Failure to comply with this requirement may result in disqualification.

D. EVALUATION AND SELECTION PROCESS

1. Evaluation Criteria

The following factors will be considered by the Town when evaluating responses.

- a. Accuracy, overall quality, thoroughness, and responsiveness to the Town's requirements as summarized herein.
- b. The firm's familiarity with the Town of Putnam.
- c. Firm's overall familiarity and experience with construction services, including demonstrated successful performance on other similar municipal projects; with particular emphasis on the qualifications and municipal experience of the engineer to serve as the principal contact and other engineers/personnel expected to be most involved.
- d. Firm's approach, including fee schedule, to the assignment including firm's demonstrated understanding of the Scope of Services and of the Town's needs and objectives and the creativity associated with the approach.
- e. Firm's overall familiarity and experience with funding of similar projects including knowledge of state and federally funded projects and related funding sources and their requirements and especially LOCTIP projects.

2. Selection Process

- a. Following the review and evaluation of responses, the Town reserves the right to request certain additional information. The Town selection committee will review the responses based upon the criteria herein. Based on the review and rating of responses, a short list of respondents may be invited to interview with the Town selection committee. The



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Town may or may not hold interviews.

- b. The information in this Request for Qualifications will serve as the basis for review and recommendation for firm/individual interviews. Respondents are encouraged to address each of the factors thoroughly and provide additional information concerning background, experience, and qualifications for these services as deemed appropriate.
- c. Based on the results of the review of the RFQ and/or interview process, a final scope of services will be developed and a professional services agreement with fee structure will be negotiated. Upon completion of a proposed service agreement, it will be presented to the Mayor for approval. If an acceptable contract agreement cannot be reached, the Town reserves its right to consider another qualified respondent based on the evaluation criteria.
- d. This RFQ does not commit the Town to award a contract or to pay any costs incurred in the preparation of a response to this request. All responses submitted to this RFQ become the property of the Town. The Town reserves the right to accept or reject any or all responses received as a result of this request, to negotiate with the selected respondent, the right to extend the contract for an additional period, or to cancel in part or in its entirety the RFQ and to waive any informality if it is in the best interests of the Town to do so.

3. Timeline

The following schedule is anticipated. The Town intends to adhere to this schedule as closely as possible but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFQ	January 28, 2022
RFQ Due Date	February 17, 2022
Interviews (if needed)	March 2022
Award of Contract	March 2022