

**Town of Vernon
Request for Qualifications - #2101**

**Design Services related to
Rockville Center Connectivity and
Complete Streets/ Multi-use Trail Grants**

Submittal Date – November 9, 2022



Daniel A. Champagne, Mayor

Michael J. Purcaro, Town Administrator

David Smith, Town Engineer

Nichole Greco, Project Coordinator

The Town of Vernon, Connecticut is seeking statements of qualifications for Design Services from qualified consultant firms experienced in the CT Department of Transportation Community Connectivity and the Complete Streets Programs. The selected firm shall be experienced in roadway improvements, park and trail enhancements, grant administration, plan and specification development and construction administration, and inspection.

The project has funding from two separate grant sources with similar but distinct requirements which will impact the development of the work scope and the construction oversight.

Rockville Center Connectivity – the Town of Vernon has been awarded \$400,000 through the Community Connectivity Grant Program (CCGP) administered by the CT DOT for construction costs associated with Vernon’s 2017 Application and the 2016 Road Safety Audit. The project will emphasize improvements for pedestrian and bicycle access, including signage and markings, ADA improvements, and roadway alignments to further this goal. The grant application and the Road Safety Audit are made part of the this RFQ and can be accessed digitally from the Vernon Web-site.

Rockville Complete Streets and Multi-use Trail – the Town of Vernon has been selected for \$695,000 of LOTCIP funds administered by the Capital Region Council of Governments, CRCOG, and funded by the CT DOT for construction costs associated with the linking of the existing Rails to Trails network to the Town Line with Tolland, where a simple extension would complete the connection to Tolland/Ellington/Stafford sections of the trail system. Improvements will likely include directional and informational signage, pavement markings, trail construction and other improvements contained in the Road Safety Audit. The linkage of the existing trail system to the Town line is a key element of the Hockanum River Linear Park (HRLP) Master Plan. The grant application and the HRLP Master Plan are made part of the this RFQ and can be accessed digitally from the Vernon Web-site.

Work envisioned for this assignment includes but is not limited to:

1. Develop conceptual plans that address key grant requirements, and possible additional tasks which may enhance the overall impact to the community while respecting the available funding. This concept development may require one or more Public information meeting and a series of meetings with the project team.
2. Upon community endorsement of the Concept Plans the selected firm shall prepare detailed plans and specifications for the implementation of the desired elements. The selected firm shall assist the Town of Vernon in obtaining all necessary easements, approvals from local, state and if needed federal agencies. The selected firm shall provide a cost estimate of the various tasks and assist the Town in Bidding these construction services
3. At the Town’s option, the Selected Firm may be asked to provide Construction Administration Services, Resident Inspector Services and related work to insure the compliance of the work with the approved designs.

The Town of Vernon will accept letters of interest and qualification statements from Firms with strong expertise in Community Planning, Civil Engineering, Land Surveying, Landscape Architecture. Familiarity with CT DOT LOTCIP program and the Connectivity Grant Program is desirable. Statements of Qualifications should include at a minimum the resumes of Key Personnel to be assigned to the project, a list of Subcontractors if necessary to supplement the respondent's core staff, detailed work experience on similar projects during the last 3 years with contact information for the owners of these projects. MBEs/WBEs/SBEs are encouraged to apply.

Questions about this RFQ should be emailed to David A. Smith, Vernon Town Engineer, at dsmith@vernon-ct.gov no later than Wednesday, October 26, 2022 at 3:30 PM. Answers to questions received will be posted by Wednesday, November 2, 2022 on the Town's website at www.vernon-ct.gov/legal-notices and at the Connecticut State Department of Administrative Services (DAS) at <https://portal.ct.gov/DAS/CTSource/CTSource> by referencing [RFQ#2101](#). It is the sole responsibility of the respondent to review any or all addendum or question responses related to this RFQ.

Respondents must be licensed in the State of Connecticut and be in good standing to perform such services. The Selected Firm must meet all municipal, state and federal AA and EEO practices and requirement. Three (3) copies of the of all materials as well as one digital copy should be submitted in a sealed envelope marked "**BID DOCUMENT- DO NOT OPEN - RFQ #2101-11-9-2022 - Design Services related to Rockville Center Connectivity and Complete Streets/ Multi-use Trail Grants**" clearly marked on the outside of the envelope to: Michael J. Purcaro, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, 3rd Floor, Vernon, Connecticut 06066 no later than **10:00 AM on Wednesday, November 9, 2022**. Emailed, faxed or late bids will not be accepted.

Received qualifications will be opened publicly in person on **Wednesday, November 9, 2022 at 10:00 AM**. All interested parties are welcome to be present. Results will be posted on both the Town and DAS websites.

The Town of Vernon will review all materials submitted and develop a 'short' list of candidates to be invited to make presentations after the initial review is complete. During the interview, the candidate will present further details on their work history, approach to the specific assignment and a rough approximation of their fee schedule to complete each task.

The Town of Vernon reserves the right to reject any or all applications in whole or in part, to award any one service or group of services or all services, to negotiate with any or all companies submitting qualifications, and to enter into an agreement with any company for any services mentioned in this RFQ if it is deemed to be in the best interest of the Town of Vernon.

The Town of Vernon is subject to the requirements of the Freedom of Information Act. If a respondent believes the information contained in its qualifications statement should be treated as confidential, that material shall be clearly marked. The Town shall endeavor to protect confidential materials from disclosure to non-Town employees or contractors to the extent

allowed by State or Federal Law. In no event will the Town be responsible for the inadvertent disclosure of a response to the RFQ.