

PLEASE DO NOT REMOVE ANY SHEETS FROM THIS DOCUMENT

**Town of Vernon
Request for Qualifications - #2125**

**Professional Services related to
Vernon Stand Alone Sidewalk Project**



Submittal Date – August 31, 2023

LATE PROPOSALS WILL NOT BE ACCEPTED

Legal Notice
Town of Vernon, CT
Contract # 2125 - Professional Services related to Vernon
Stand Alone Sidewalk Project

The Town of Vernon, Connecticut is seeking Responses to this Request for Qualifications for Professional Services related to the construction of approximately 7,800 linear feet of sidewalks and associated elements to link existing sections of sidewalk in five (5) separate areas of the Town of Vernon. All potential respondents shall have expertise in Civil Engineering related to Transportation Design, Construction Administration and Inspection Service and be familiar with the requirements of CT DOT Permitting and the CRCOG Local Transportation Capital Improvement Program (LOTICIP).

This assignment will include preparation of Bid Documents to accompany the existing design plans, review of design for constructability, develop final quantities and cost opinion, assist the Town in obtaining an Authorization to Bid from CRCOG and CT DOT LOTICIP, assist the Town in soliciting bids and making a contract award, provide inspection and Contract Administration Service during construction and assist the Town in project documentation and close-out.

Supporting documents and plans are available for review at the Town of Vernon Website, <https://www.vernon-ct.gov/government/bids-and-contracts> and the CT Dept. of Administrative Services website.

Questions about this RFQ should be emailed to David A. Smith, Vernon Town Engineer, at dsmith@vernon-ct.gov no later than 3:00 pm on Monday, August 21, 2023. Answers to questions received will be posted by Thursday, August 24, 2023, on the Town's website at www.vernon-ct.gov/government/bids-and-contracts and at the Connecticut State Department of Administrative Services (DAS) at <https://portal.ct.gov/DAS/CTSource/CTSource> by referencing Contract #2125. It is the sole responsibility of the respondent to review any or all addendum or question responses related to this RFQ.

Three (3) copies of all the materials should be submitted in a sealed envelope, clearly marked **"BID DOCUMENT- DO NOT OPEN - CONTRACT #2125 - Professional Services related to the Vernon Stand Alone Sidewalk Project"** on the outside of the envelope and delivered 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 Thursday, August 31, 2023. Emailed, faxed, or late bids will not be accepted.

Received qualifications will be opened publicly in person on 10:00 am on Thursday, August 31, 2023. All interested parties are welcome to be present. Results will be posted on the Town website.

This contract is subject to state set-aside and contract compliance requirements. The selected firm must meet all municipal, state, and federal AA and EEO practices and requirements. MBE's, WBE's, SBE's are encouraged to apply. The Town reserves the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any contractor for any services mentioned in this RFQ; if it is deemed to be in the best interest of the Town. This contract is subject to state set-aside and contract compliance requirements.

Confidentiality - If Respondent believes that any information in its proposal should be treated as confidential that material shall be clearly marked. The Town shall endeavor to protect confidential material from disclosure to non-

Town employees to the extent permitted by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFQ.

Michael J. Purcaro Town Administrator

Town of Vernon, CT
Contract # 2125 - Professional Services related to Vernon
Stand Alone Sidewalk Project

The Town of Vernon, Connecticut is seeking statements of qualifications for Professional Services from qualified consultant firms to supplement our in-house resources. The selected firm shall be experienced in roadway improvements, grant administration, plan and specification development and construction administration, and inspection.

The Town of Vernon has been selected for LOTCIP funds administered by the Capital Region Council of Governments, CRCOG, and funded by the CT DOT for construction costs associated with the construction of approximately 7,800 linear feet of sidewalks and associated elements to link existing sections of sidewalk in five (5) separate areas of the Town of Vernon.

The work envisioned for this assignment includes but is not limited to:

1. The construction of 'in-fill' sidewalks to link existing sections of sidewalk in five separate locations:
 - a. Lake Street (Rt. 533) from the Lake Street School north to Brighton Lane.
 - b. Dobson Road from Dobson Commons to Dobsonville Pond.
 - c. Talcottville Road (Rt. 83) from # 273 to # 327.
 - d. Hartford Turnpike (Rt. 30) from #825 westerly to and including Dart Road.
 - e. South Street from Henry Park to Hartford Turnpike.

2. **Peer Review of Drawings *September 2023***

Project mapping including property information and topography, design, and standard details are currently in draft form and can be accessed on the Town of Vernon website. It is anticipated that the selected firm will perform a peer review of this material for constructability and to become familiar with the nature of the project and unique requirements for these locations.

3. **Development of Specifications *September/October 2023***

The selected firm shall also prepare project specifications to supplement the plan set, for submission to CRCOG and CT DOT LOTCIP for review and approval, and ultimately for bidding and construction purposes. This project manual shall include the following:

- a. Invitation to Bid
- b. Instructions to Bidders
- c. Bid Forms
- d. General Conditions
- e. Special Provisions
- f. Technical Specifications.

This material combined with the drawing set shall become the Project Bid Documents.

4. **Approval and Bidding Assistance *October 2023 to March 2024***

The selected firm will assist the Town of Vernon in revising and supplementing the project documents to the point that they can be approved for bidding purposes. This will include developing an updated cost estimate and assistance with CRCOG review and approval of a revised award value, if needed.

After the Authorization to Solicit Bids, the Selected firm will assist the Town in the Bidding Process, review of proposals and make a recommendation regarding the award.

5. **Construction Administration and Inspection Services April to November 2024**

The selected firm shall host a pre-construction meeting to review project objective and requirements with the chosen Contractor, local utility representatives, Town Staff and State personnel. The selected firm shall provide a full-time resident inspector with 5 or more years of experience and whose expertise and certifications are acceptable to the Town of Vernon and CT DOT. The inspector shall monitor daily activities including personnel, equipment and work quantities completed. The Inspector shall also review and approve monthly pay requisitions, prevailing wages, OSHA, CHRO and other regulatory requirements.

The selection process will be based on recent experience with these types of projects, familiarity with the LOTCIP requirements and demonstrated success administrating and inspecting projects of this nature on state and local roads.

Respondents should provide in their Statement of Qualifications the resumes of staff that will be considered for this work; Project Name, Description, and dollar value of similar projects completed in the last 3 years; and a tentative fee schedule for the 4 service areas described above.

The Town of Vernon will accept letters of interest and qualification statements from firms with strong expertise in Civil Engineering related to Transportation Design, Construction Administration, and Inspection Service and be familiar with the requirements of CT DOT Permitting and the CRCOG Local Transportation Capital Improvement Program (LOTICIP). 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 three (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 3:00 pm on Monday, August 21, 2023. Answers to questions received will be posted by Thursday, August 24, 2023, on the Town's website at www.vernon-ct.gov/government/bids-and-contracts and at the Connecticut State Department of Administrative Services (DAS) at <https://portal.ct.gov/DAS/CTSource/CTSource> by referencing Contract #2125. 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 requirements. 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 #2125 - Professional Services related to Vernon Stand Alone Sidewalk Project**" 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 Thursday, August 31, 2023**. Emailed, faxed or late bids will not be accepted.

Received qualifications will be opened publicly in person at 10:00 am on Thursday, August 31, 2023. All interested parties are welcome to be present. Results will be posted on the Town website.

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.