REQUEST FOR QUALIFICATIONS
PUBLIC RFQ No. 1074

Construction Inspection and Administration Services
For
Bloomfield Greenway Multi-Use Trail - Section 1
State Project #11-152

Bloomfield, CT
RFQ FOR PROFESSIONAL CONSULTING SERVICES  
Public RFQ No. 1074

A. INTRODUCTION AND GENERAL REQUIREMENTS (and Public Announcement)

1. The Town of Bloomfield (i.e. the “Town”), through its Purchasing and Risk Manager, is issuing this Request for Qualifications (i.e. “RFQ”) from qualified firms (i.e. “Responder(s)”) to provide professional consulting services to the Town for Construction Inspection and Administration Services for Bloomfield Greenway Multi-use Trail – Section 1, State Project No. 11-152 (a.k.a. the “Project”).

2. The general scope of services shall include matters related to providing construction inspection and administration services for the subject Project, which involves construction of approximately two miles of paved multi-use trail in northern Bloomfield.

3. The selected firm shall report to and be responsible to Jonathan Thiesse, Town Engineer, the Town’s liaison in all aspects of the assignment.

4. To be considered, one original (clearly identified as such) and four copies of the written Qualifications Statement (prepared in accordance with the requirements of this RFQ) sealed in one or more envelopes or other appropriate packaging, must be submitted to the Town of Bloomfield Purchasing and Risk Manager, Town Hall, 800 Bloomfield Ave., Bloomfield, CT 06002 by 1:00 p.m. on Wednesday September 28, 2016. The envelope(s)/ packaging should be clearly marked on the outside with “Qualifications Submittal for Professional Consulting Services due 1:00 p.m. on Wednesday September 28, 2016, Public RFQ No. 1074”. The Town of Bloomfield reserves the right to reject any or all submittals. Submittals will be evaluated by an evaluation panel selected by the Town.

5. Oral interviews will be conducted with short listed firms. It is anticipated that the oral interviews will take place the week of October 17 – 21. The actual date and time will be given to short listed firms with their notice of the same.

6. The Town of Bloomfield is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The Town is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability, in admission to, access to, or operation of its programs, services or activities.

7. Questions of interest should be made to Nancy Haynes, Purchasing and Risk Manager, whose contact information is given in Paragraph B.2 below.

8. A Disadvantage Business Enterprises (DBE) goal has not yet been assigned to this project.
B. COMMUNICATIONS AND ADDENDA TO THIS RFQ

1. Questions regarding this Request for Qualifications should be directed to:

   Jonathan Thiesse, Town Engineer
   Town of Bloomfield
   800 Bloomfield Ave.
   Bloomfield, CT 06002
   860-769-3587
   jthiesse@bloomfieldct.org

2. Questions regarding the RFQ/purchasing/contract process should be directed to:

   Nancy Haynes, Purchasing and Risk Manager
   Town of Bloomfield
   800 Bloomfield Ave.
   Bloomfield, CT 06002
   (860) 769-3534
   nhaynes@bloomfieldct.org

3. Substantive questions regarding this RFQ shall be made in writing. The Town shall have sole judgment authority as to what qualifies as being substantive with respect to this RFQ. Written questions may be submitted via mail, fax, or email.

4. Any amendments, changes, or written clarifications or interpretation prior to the qualifications submittal date will be issued via separate written Addenda no later than one week prior to the qualifications submittal date. At the determination of the Town, the issuance of the same to short-listed Responders following original submittal may be via email.

5. If any Addenda are issued on this request for qualifications, they will be made available from the “Current Bids” page of the Town of Bloomfield website, www.bloomfieldct.org. However, it shall be the sole responsibility of the each Responder to determine that it has received all addenda as may be issued, which determination may include contacting the Purchasing and Risk Manager prior to submitting their qualifications to determine whether any addenda have been issued.

C. GENERAL CONDITIONS

1. Through the act of submitting a qualifications statement to the Town in response to this RFQ, the Responder acknowledges and agrees:

   1.1. That its submittal is not made in connection with any other Responder and is in all respects fair and without collusion or fraud; and that no agent, representative, or employee of the Town participated directly in the preparation of this submittal;

   1.2. That the election of submitting a submittal in response to this RFQ is the free and voluntary choice of the Responder and done at its sole risk; any costs or expenses incurred by the Responder in preparing or submitting a submittal, or in complying with the requirements of the Town during its evaluation process, are the sole responsibility of the Responder; and,
1.3. That this submittal is submitted in good faith; and, that the Responder fully intends to follow through and participate in the Town’s process for this RFQ (including contract negotiations, if applicable,) in good faith, to the extent that the Town entreats such participation; and that the personnel identified in its submittal are those that will be utilized by the Responder in performing the subject services if so awarded, unless subject personnel changes, with justifying reason, are submitted in writing to the Town, and accepted in writing by the Town (which acceptance will not be unreasonably withheld).

2. All submittals for this RFQ become the property of the Town upon submittal. As such, all documents and materials submitted in association with this RFQ are subject to the terms of state laws relating to freedom of information and privacy and all rules, regulations, and interpretations arising from such laws. Information that the Responder considers proprietary or otherwise not subject to public inspection or distribution under such laws must be clearly identified as such and incorporated into the subject submittal in such a manner as to be readily redacted or separated from the submittal in order for there to be an expectation for the Town to honor such considerations. Where the Town determines, in its sole judgment, such considerations to be valid, the Town will endeavor to honor such considerations. Where the Town determines, in its sole judgment, such considerations to not be valid, then the Town will inform the subject Responder of such determination; and, in the event the Town does not alter its determination, the Responder shall have the option of (with full implications to the completeness and quality of the submittal, in a timely manner, and designating its intention in writing to the Town) 1) removing the subject information from its submittal; 2) altering the subject information to the satisfaction of both parties and resubmitting the altered information; 3) withdrawing its submittal without prejudice; or 4) withdrawing the subject considerations.

3. At the Town’s discretion, selected firms submitting submittals may be requested to make oral presentations as part of the evaluation process.

4. The timing and sequencing of events occurring in association with or resulting from this RFQ will ultimately be determined by the Town as judged thereby to be in its best interests.

5. The Town is issuing this RFQ in good faith, with intentions to proceed with the subject Project. Notwithstanding the previous sentence, the Town reserves the right to amend the terms of or cancel this RFQ at any time prior to the execution of a contract or a purchase order for the subject services as the Town may deem necessary, appropriate, or otherwise in its best interests.

6. The Town also reserves the right to (as, in its judgment, its best interests will be served) :

   6.1. Retain all submittals submitted and to use any ideas or content in any submittal as it sees fit regardless of whether that submittal is selected;

   6.2. During the evaluation process, request additional information or clarifications from any or all Responders, and take whatever steps it deems reasonable and necessary to properly evaluate any or all Responders;
6.3. Reject any and all submittals at any time and in whole or in part for (in the judgment of the Town):

   6.3.1. If any material (in the judgment of the Town) misrepresentation is made,

   6.3.2. If the Responder is in default of any prior Town contract,

   6.3.3. If the submittal is in any way incomplete or non-complying with respect to the requirements, terms, or conditions of this RFQ,

   6.3.4. If the submittal limits or modifies any of the terms and conditions and/or specifications of the RFQ;

6.4. Waive or allow the correction of any technical defects, irregularities or omissions;

6.5. Negotiate costs, scope of services, or key personnel based on the submittal; or,

6.6. Award the subject services in whole or in part to one or more of the Responders.

D. SELECTION CRITERIA

The written Qualifications Statement shall be evaluated based on the following criteria:

1. The demonstrated Project appropriate technical and management competence of the firm and designated project personnel.

2. The demonstrated capabilities and capacity of the firm and designated project personnel to deliver the anticipated services at the highest quality with appropriate attention and timeliness, including:
   - Experience;
   - Qualifications;
   - Expertise and abilities;
   - Reputation;
   - Resources; and,
   - Ability to incorporate project work into current workload.

3. Past record of performance on similar engagements, including:
   - Related projects summarized;
   - Performance references; and,
   - Other information as may demonstrate performance related to control of costs, quality of work, and working relationships with client, contractor, outside agencies, and the public.

4. Knowledge of and experience with federal, state, and municipal procedures, with an emphasis on procedures related to federally funded municipal projects in Connecticut.

E. EVALUATION PROCESS

5. Qualifications Statements are received by the Town.
6. Qualifications Statements are evaluated by the Evaluation Panel to generate a tentative Short List of Responders to be invited to give an oral presentation. The short list shall be five firms (unless less than 5 qualified firms submit, in which case it will be all qualified firms).

7. The Responders on the Short List shall be contacted and scheduled for an oral interview in front of the Evaluation Panel.

8. At the oral interview, each short listed firm will be asked a series of prepared questions (the same for each firm), and will be rated based on their answer to each question by the members of the Evaluation Panel.

9. The successful firm will be selected based on the qualifications for the subject engagement displayed during the oral interview process, as primarily represented by the ratings of the Evaluation Panel.

F. PROJECT BACKGROUND

The Bloomfield Greenway Multi-use Trail – Section 1 project is approximately 1.8 miles of paved 10 – 12 foot wide recreational trail, with appurtenances, and including an additional 700 feet of grading for future paved trail at the northeasterly end of the Project. The Project begins on the south side of State Route 189 approximately 0.4 mile southeast of the Simsbury Town Line; and it ends on Day Hill Road in Windsor about 200 feet east of the Town Line. For most of its length, the trail runs within Eversource (utilities) property over a former railroad bed. The trail runs adjacent to State and Town roads for approximately 1500 feet at its southeasterly end. Prominent appurtenances include two small parking lots, a pre-fabricated steel bridge, modular retaining walls, split rail and wood fencing, and landscape screening.

The Project has been designed and bid documents prepared by BL Companies, Inc. The Project is receiving federal funding under a combination of STP-Urban and Transportation Alternatives programs. As is typical, the Federal funding is being administered by the Connecticut Department of Transportation (CTDOT), and associated requirements, policies, and procedures must be complied with as related to the Project.

G. SCOPE OF WORK

1. The successful firm will be engaged to provide construction inspection and administration services for the Project in accordance with typical industry standards, the applicable provisions of the Contract Documents on behalf of the Town as Project Owner, and providing compliance with the “Construction Manual – Connecticut Department of Transportation, Bureau of Engineering and Construction, Office of Construction, Version 2.2, January 2011, as amended”, the “Information Pamphlet for Consulting Engineers Performing Construction Inspection”, dated August 2008, the “Municipal Manual, Connecticut Department of Transportation, Bureau of Engineering and Construction, Office of Construction, Version 2, November 2013 as amended”, and other applicable CTDOT or federal requirements, policies, procedures, and guidelines as part of the collective effort to provide assurance that the Project is successfully completed in accordance with the provisions of the Contract Documents.
2. As per the General Conditions of the Contract Documents, the successful firm will serve as the designated Engineer for the Project, and will provide, at a minimum, the Project Manager and the Project Field Representative.

H. **ANTICIPATED TIME FRAME**

1. It is anticipated that the Project construction will be advertised for bid prior to the end of 2016. While Project Time (except perhaps one day) is not anticipated to start until April 1, 2017, the nature of elements of the Project are such as to be potentially conducive to winter work. As such, the successful Contractor could request, and be granted, authority to begin work prior to April 1, in which case the successful firm for this RFQ would have to be available to begin its engagement accordingly. The contractual time to complete the construction is anticipated to be 243 calendar days.

I. **DATA AVAILABLE FROM TOWN**

1. The General Conditions document for the Project will be made available as a separate document with this RFQ to offer the respondents an opportunity for an understanding of the particulars of the Town Contract Documents and procedures. While the remainder of the Project Bid Documents have been essentially prepared, the Town does not see any particular usefulness of these documents to this process. To maintain fairness in the process, however, the current documents are available (in digital version) to any potential respondents by request. Such request should be made through Nancy Haynes, the Purchasing and Risk Manager; whose contact information is give in Paragraph B.2 above. The documents’ size is too large for email, so an alternate means of delivery will have to be arranged.

J. **GENERAL REQUIREMENTS / EXPECTATIONS OF THE CONSULTANT**

The successful consultant/firm is expected to possess the characteristics and meet the requirements as follows:

1. Project team members assigned to the day-to-day project work shall have the requisite professional background, experience, and qualifications to successfully complete the assigned work.

2. Demonstrated experience and ability in inspection and administration of Federally funded municipal transportation projects, highlighting multi-use trail or similar projects.

3. Demonstrated experience and ability in successful management of project workflow, budget, and time aspects, and to successfully respond to unanticipated aspects and assignments.

4. Demonstrated experience and ability regarding relevant federal, state, and local regulatory oversight and processes and interacting with the associated staff, agencies, and commissions.
K. QUALIFICATIONS STATEMENT

Each Responder shall prepare for submittal a written Qualifications Statement (to be packaged and submitted in accordance with Paragraph A.4) that provides a detailed summary of the qualifications of the proposed consultant team in accordance with this RFQ. As a minimum, the Qualifications Statement shall include the following information:

1. A cover letter, including the following:
   1.1. A brief statement of interest and key qualifications for the Project;
   1.2. The following statement:
       “[Responder name] has read, understands, agrees with, and will abide by the various terms and conditions set forth in the subject Request for Qualifications, specifically (for emphasis only) those set forth in Section C (General Conditions).”;
   1.3. The cover letter shall be signed by a representative of the Responder authorized to make the commitments required by Paragraph 1.2 above.

2. The name, home office address, primary project office address (if different), contact person, and the coordinating telephone numbers and email addresses, and any other information deemed relevant, for the lead firm, which shall be the Responder.

3. The name, address(es), and role(s), and any other information deemed relevant, for any additional firms included in the project team.

4. A brief statement of project understanding and approach:
   4.1. Identify elements and activities critical to project success.
   4.2. Identify understanding of procedures and process associated with providing the subject services for a Federally funded project administered through the CTDOT.
   4.3. Identify interesting/key elements of your approach.

5. A discussion of the specific abilities and expertise of the project team to provide the required services and successfully meet the objectives of the project:
   5.1. Identify specific technical/professional elements.
   5.2. Identify management elements.
   5.3. Identify quality and cost assurance elements.

6. List key personnel proposed for the project team:
   6.1. Include a team management diagram.
   6.2. Identify the specific role(s) proposed for key personnel.
   6.3. Include a relevant professional resume for each key person identified.
   6.4. Identify a project lead that:
       6.4.1. Is an employee of the lead firm.
       6.4.2. Will be significantly involved in the day-to-day management and operations.
6.4.3. Will be a primary contact to the Town with respect to the project.
6.4.4. Will be a prominent member of the Oral Presentation team.

7. List of representative and completed or current projects of the lead firm and other major (from a role standpoint) firms in the project team, relevant to the nature/scope of the subject project of this RFQ, to demonstrate the proposed team’s ability to meet the requirements, criteria, and goals of this RFQ and for the project; (the recentness of projects will affect their value in the evaluation.) This list should only be as long as deemed necessary by the Responder to meet this purpose. Likewise, the nature and amount of information, description, and explanation included should be as deemed appropriate by the Responder to meet this purpose. Keep in mind that being concise is part of the evaluation criteria. Information provided shall include:

7.1. Project name and location.
7.2. Project owner/client.
7.3. Project description.
7.4. Description of subject firm’s role.
7.5. Overall project budget (if known).
7.6. Portion of budget assigned to the subject Firm.
7.7. Project start date.
7.8. Project status and actual/anticipated completion date.
7.9. Key firm personnel identified in this submittal that were involved in the subject project and their role in the project.
7.10. Owner/client contact(s), including name, position, phone number, email address, and project role, that has significant knowledge of the subject firm’s role and performance in the project; (note: see #9 below regarding contact by the Town.)

8. List the current projects of the lead firm and other major firms in the project team for purposes of evaluating the current workload of the team and its potential effect on performance for the contemplated project. Provide the same information as required by #7 above, but in a more concise manner, with explanations provided only as necessary to clarify particular information. If any current projects are repeats from #7, only the name of the project and a reference to its location in #7 are required.

9. Specifically identify three project owners/clients, one of which is no longer a client, as particular candidates for performance references for the lead firm. The Town will give preference to these identified references in its associated determinations; however, the Town reserves the right to contact any Owner/client listed in response to #7 above for reference purposes as the Town may deem in its interest.

L. ORAL PRESENTATION

Specific information for the oral interviews will be presented to the Short Listed firms by addendum.