

**TOWN OF HADDAM  
BRIDGE ROAD SIDEWALK PROJECT  
REQUEST FOR QUALIFICATIONS  
State Project 60-TBD  
NOVEMBER 17, 2017**

**Introduction**

The Town of Haddam is seeking to engage a Professional Consulting Engineering firm (Firm) to provide complete and comprehensive consulting engineering and design services for the preparation of Contract Documents (plans, specifications and estimates) for the design of a sidewalk on Bridge Road (CT Route 82) in Haddam. The selected Firm may also be required to provide survey, prepare environmental documents, perform design services during construction including, but not limited to: shop drawing review, change order preparation and design revisions, and perform construction inspection.

The project shall be designed in accordance with all Local, State and Federal standards and guidelines for FHWA sponsored Transportation Alternatives Projects.

All work shall be performed and designed in accordance with but not limited to:

1. CTDOT's Consultant Administration and Project Development Manual
2. CTDOT's Highway Design Manual
3. CTDOT's Drainage Design Manual
4. CTDOT Form 817 and Supplements
5. AASHTO's Guide for the Development of Bicycle Facilities, 4<sup>th</sup> Edition
6. Public Right-Of-Way Accessibility Guidelines (PROWAG)
7. AREMA Guidelines

The probable construction cost is estimated to \$1.3 million.

The Firm will be evaluated and selected based on their design and technical competence, the capacity and capability to perform the work within the time allotted, the qualifications of the personnel available for assignment to this project, the demonstrated ability of the designated project manager/director, past record of performance, their understanding of this specific project and a suggested approach to meet or advance the already aggressive design schedule, knowledge of Federal, State and Town procedures, experience with projects overseen by CTDOT's Local Roads Unit.

Compensation for this assignment will be measured by progress on a monthly basis.

Firms responding to this Request should be of adequate size and sufficiently staffed to perform the assignment described herein.

The Town will not be responsible for any costs incurred; by any proposer; for the preparation and submission of qualifications in response to this Request.

The selected Firm must meet all applicable Federal, State and Town Affirmative Action and Equal Employment Opportunity practices. The Disadvantaged Business Enterprise (DBE) Sub-consultant goal will be no less than eight percent (8%) of the total agreement value.

The submittal must include a letter of interest, together with general information on the firm and proposed sub consultants, the firm's brochure, current Federal Form SF330, experience of the firms, and resumes of key personnel and proposed sub consultants.

Firms or teams submitting on this project must demonstrate an extensive working knowledge of CTDOT's Transportation Alternatives Program, have extensive working experience with the Local Roads (Consultant Design) Unit, CTDOT's Transportation Alternatives Liaison Firm and have a clear understanding of the Department's Consultant Administration and Project Development Manual and project review process.

Additionally, all interested firms must submit a statement outlining the organizational structure under which the firm proposes to conduct business. Proposed sub-consultants and their prior project experience with the prime consultant must be clearly identified. The relationship to any "parent" or any subsidiary firm, with any of the parties concerned must be clearly defined.

## **Project Description**

The Town of Haddam embarked on a Road Safety audit of Bridge Road (CT Route 82) under the CTDOT Community Connectivity Program in 2015. This was spurred by a number of proposed infrastructure improvements to the area including a proposed water main to bring in potable water to the area, a possible roundabout at the intersection of Routes 154 and Route 82, the proposed reconstruction of the Haddam/East Haddam Swing Bridge under CTDOT project number 40-141, and the 2018 update to the Plan Of Conservation and Development. The Swing Bridge reconstruction project, proposed for 2019, may add a pedestrian bridge to the existing bridge if funding becomes available, connecting the communities of Haddam and East Haddam. The proposed sidewalk outlined in this RFQ will eventually connect to the proposed walkway across the Swing Bridge.

In 2017, the Town was awarded the Transportation Alternatives (TAP) funding to complete a sidewalk project along Bridge Road. The project will create a new sidewalk along the southern side of Bridge Road (Route 82) that runs the length from the Haddam/East Haddam Swing Bridge westward, to the intersection of Saybrook Road (Route 154). The project will create approximately 3,000 linear feet (.5 miles) of new sidewalk.

### **The Guiding Principles For This Design Are:**

1. All work must be performed in full conformance with FHWA and CTDOT standards.
2. All design work must be responsive to the fact that Bridge Road is a state highway and thus is under the jurisdiction of CTDOT.
3. All design work must be financially feasible, permittable, constructible and context sensitive.

### **Consulting Engineering Services Required**

The selected Firm must be capable of providing the full range of engineering services as outlined in CTDOT's Consultant Administration and Project Development Manual.

During the duration of the Contract, the Firm will be required to submit written project status reports to demonstrate progress. Additionally, a representative of the Firm may be required to meet with the Project Manager to discuss the project status. The consultant will also be required to attend all necessary CTDOT meetings and/or participate in conference calls.

The following is the list of the anticipated Scope-of-Services for this design assignment. Specific tasks include, but are not limited to, the following:

#### **I. Survey & Mapping**

- A. The Firm shall perform comprehensive ground survey and mapping in sufficient detail and within the required limits to accurately depict the existing conditions for all areas of proposed improvements. These areas include the entire area along Bridge Road including where it intersects with the DEEP owned Railroad, and the DOT Swing Bridge.
- B. The mapping shall depict all topography, physical improvements, utilities, street lines, property lines, regulatory limits, easements, etc. within and adjacent to areas of improvements. The map shall include establishing vertical control, baseline stakeout, profiles, cross-sections, depicting drainage structures with inverts, utility castings and the coordination with various utility companies to determine the location and identification of above- and below-ground utilities.

The mapping shall depict the adjacent property owners and accurately depict the adjacent right-of-way line in critical areas where the proposed work will occur. Vertical datum shall be consistent with the latest FEMA Flood Insurance Rate Maps. Adequate horizontal and vertical control shall be set to facilitate construction layout.

The Firm will also be required to prepare the necessary property maps required for all easements required for the project. . In areas where easements are required, ROW and property lines shall be located to survey class A-2 accuracy. For the purpose of estimating, assume easements will be required for the properties along the south side of Bridge Road; an approximate total of 14 properties including the railroad right of way.

The Land Use Department will make available all available survey and mapping it possesses.

- C. Collect data relative to above- and below-ground utilities which have services in the area. All utility frames and covers potentially affected by construction shall be field located and mapped.
- D. Engage the service of a Certified Soil Scientist to investigate and flag the boundaries of regulated inland-wetlands (both Connecticut State boundary and U.S. Army Corps of Engineers boundary), if appropriate. These "flagged-wetlands" shall be recovered by the Firm's surveyor and incorporated into the Base

Map. The limit of wetland flagging shall be the project area and sufficient to depict the 100-foot upland review area where it will be effected by the project.

- E. Coordination with commercial property owners for projects currently planned so that this Project's boundaries and design and specifications are consistent with those projects and CTDOT/OSTA plans.
- F. The relocation of utility poles, catch basins and other obstructions to accommodate the sidewalk layout. The design of the sidewalk project will be coordinated with that of the water main project to avoid relocation of new hydrants and other appurtenances.

## II. Preliminary Engineering

- A. Attend a project kick-off meeting with the Town and CTDOT Liaison to verify project scope and schedule.
- B. Conduct field investigation of the project area to confirm the limits of the proposed project.
- C. Meet with the Project Manager as needed to discuss the current status of the project.

## III. Design Progression

- A. Coordinate with utility companies relative to relocation or impact to their facilities, as required. Impacts to utility poles are to be avoided as much as practicable. The Consultant shall assess the feasibility of relocating all overhead utilities off the sidewalk. This work includes meeting with utility company representatives, confirming the scope of work required to accomplish this.
- B. The Town will be responsible for acquiring all private property easement agreements necessary to construct this Project. The consultant shall prepare all necessary easement maps as specified above and attend meetings to support this effort.
- C. Prepare and submit preliminary design submission (30% complete) in accordance with the CTDOT's Consultant Administration and Project Development Manual to the CTDOT Liaison and Project Manager for review and comment. The preliminary plans are expected to include, but are not limited to: roadway layout, grading and drainage plans, landscaping plans, erosion and sedimentation control plans, , signing and pavement marking plans, profile sheets, typical and critical cross-sections, and construction details.
- D. Participate in an official public information meeting sponsored by the Town including: coordinating with CTDOT regarding the content of the presentation, preparing graphic illustrations of the proposed improvements. It is assumed that the Town will be responsible for identifying the owners of adjacent properties and all legal notices associated with the meeting.
- E. Respond to CTDOT,CTDOT Liaison and Project Manager preliminary design

comments and incorporate revisions into the plans.

- F. Assist the Town to obtain any required permits from regulatory agencies that may have jurisdiction over the project. This will include the preparation of all necessary applications, maps, studies and related materials as may be required to obtain all necessary Local, State and Federal permits for the project.
- G. Prepare and submit a semi-final design submission (75% complete) in accordance with the CTDOT's Consultant Administration and Project Development Manual to the CTDOT Liaison and Project Manager for review and comment.
- H. Meet with the Town periodically, during this phase, to discuss the current status of the project and to evaluate the project billings (for design work) versus the reported percentage complete.

#### IV. Final Design/Preparation of Construction Documents

- A. Respond to CTDOT, CTDOT Liaison and Project Manager semi-final design comments and incorporate revisions into the plans.
- B. Provide applicable CTDOT Standard Drawings in paper and PDF format.
- C. Finalize Construction Documents including Supplemental Conditions and technical Special Provisions to supplement Connecticut Department of Transportation's Form 817, with all pertinent and subsequent updates.
- D. Prepare and submit final design submission (90% complete) in accordance with the CTDOT's Consultant Administration and Project Development Manual to the CTDOT Liaison and Project Manager for review and comment.
- E. Respond to CT DOT, CTDOT Liaison and Project Manager final design comments and incorporate revisions into the Final Construction Document. All documents prepared must be properly signed and sealed by a CT Licensed Professional Engineer.
- F. Submit electronic files of the full Contract Documents for advertising and bidding purposes. When requested, the Firm shall provide the Town with the originals, on Mylar and in an electronic format, for all the Contract Documents.
- G. Assist the Town during the bidding process in answering the bidders'/contractors' questions, issuing clarifications and addendums, and in reviewing the submitted bids to justify the bids per CTDOT policy.
- H. Coordinate the staging and timing of this construction with other infrastructure projects that are being constructed in the same year. This may include DOT bridge reconstruction on the Swing Bridge, the construction of a public water main on Bridge Road including lateral hook-ups to local properties, and utility relocation.

#### V. Design Services During Construction

This work may include shop drawing review and consultation during construction including reviewing and responding to Requests for Information, change order

preparation and coordination with the contractor at the Town's request during construction to address design revisions. Design revisions may include plan revisions, coordination with regulatory agencies and meeting attendance.

### **Project Deliverables**

Based on the anticipated scope of services, the selected Firm is expected to deliver the following.

1. Existing Conditions Base Mapping
2. 30% Preliminary Design Submission in accordance with CTDOT standards.
3. 75% Semi-final Design Submission in accordance with CTDOT standards.
4. 90% Final Design Submission with Cost Estimate in accordance with CTDOT standards.
5. Completed ROW/easement maps.
6. Contract Documents Submission with General Conditions, Supplemental Conditions, Special Provisions, CTDOT Standard Drawings and Engineer's Estimate.

### **Selection Procedure**

All qualifications submitted in response to this RFQ will be reviewed and evaluated by a Selection Committee that will be established by the Town.

All Qualifications are due by 4:00pm December 21, 2017. Submittals shall include three paper copies and one electronic submittal submitted to Liz Glidden, Town Planner at [townplanner.org](mailto:townplanner.org). Additional information including the TAP application and conceptual design can be found on the Town of Haddam website [haddam.org](http://haddam.org) under the Land Use/RFP.