

**TOWN OF HADDAM, CONNECTICUT**

**REQUEST FOR QUALIFICATIONS / PROPOSALS**  
**ENVIRONMENTAL INVESTIGATION, REMEDIATION**  
**AND PROJECT MANAGEMENT SERVICES**

**ROSSI REDEVELOPMENT**  
**300 SAYBROOK ROAD**  
**HADDAM, CT**  
**BROWNFIELD REMEDIATION**



**DATE ISSUED: January 25<sup>th</sup>, 2023**  
**TIME AND DATE DUE: 3:00 PM March 1st, 2023**

**LEGAL NOTICE OF REQUEST FOR PROPOSALS**

**TOWN OF HADDAM, CONNECTICUT  
REQUEST FOR PROPOSALS  
LEP OVERSIGHT OF ENVIRONMENTAL INVESTIGATION, REMEDIATION AND  
PROJECT MANAGEMENT SERVICES**

**ROSSI REDEVELOPMENT  
300 SAYBROOK ROAD  
HADDAM, CT  
BROWNFIELD REMEDIATION**

The TOWN of HADDAM is accepting sealed proposals for professional services for LEP administration and oversight an environmental remediation of the Rossi Property Redevelopment Project located at 300 Saybrook Road, Haddam, CT. Those interested in providing these Services, as set forth in the RFQ/RFP's specifications, are invited to submit their Proposals to William Warner, Town Planner, at the Haddam Town Hall, Land Use Office 30 Field Park Drive Haddam, Connecticut 06438, until **3:00 pm on March 1st, 2023**. Proposals submitted after this time will not be accepted. Each proposer must submit a sealed envelope, the outside of which must be clearly marked "**ROSSI REDEVELOPMENT PROJECT – LEP OVERSIGHT - BROWNFIELD REMEDIATION**" and include the proposer's company name and address.

Any questions regarding this bid should be emailed to William Warner, Town Planner [townplanner@haddam.org](mailto:townplanner@haddam.org) February 15<sup>th</sup>, 2023 by **3:00 PM**.

The successful Proposer is required to comply with all provisions of the Civil Rights Act of 1964, the Equal Opportunity Act of 1972, Executive Orders #3, No. 17, 11246, 11375 and 11478. Contractors shall comply with State Statutes concerning Employment and Labor Practices, if applicable, and Section 31-53 of the Connecticut Statutes, as amended (Prevailing Wages).

The Town of Haddam and its Agencies and Commissions is an Affirmative Action/Equal Opportunity employer. A completed Fee Proposal Form, and all other attachments listed therein must be submitted with the Proposal.

The Town of Haddam is an:

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER  
MBE/WBE AND SBE's are encouraged to submit proposals**

**END OF NOTICE**

**TOWN OF HADDAM, CONNECTICUT  
REQUEST FOR PROPOSALS  
LEP OVERSIGHT OF ENVIRONMENTAL INVESTIGATION, REMEDIATION AND  
PROJECT MANAGEMENT SERVICES  
ROSSI PROJECT BROWNFIELD REMEDIATION**

**TENTATIVE TIMELINE OF THE RFQ/RFP PROCESS-KEY DATES**

**ITB Issue Date:** January 25th, 2023

**Optional Pre-Bid Site Walk:** February 9<sup>th</sup>, 2023 10:00 a.m.

**Final Date to Submit Questions:** February 15th, 2023 3:00 p.m.

**Responses to Questions:** February 25<sup>th</sup>, 2023 3:00p.m.

**Proposal Deadline:** March 1st, 2023 3:00 p.m.

**Submit Proposals to:** Haddam Town Hall, 30 Field Park Drive, Haddam, CT 06438.

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**I. PURPOSE:**

The Town of Haddam is requesting proposals from Environmental Professionals to perform project management and oversight of an environmental remediation. The Site currently comprises 4.5 acres of land bordering CT RT 154 and Depot Road in the Higganum section of Haddam. The site is owned by the Town of Haddam. The Town's objective is to remediate the site using a \$1.5 million in CTDECD funding and transfer the front portion of the property to a private developer for commercial development and retain the back for potential future development.

**OVERVIEW & HISTORY OF SITE:**

The site has a long history of industrial activities dating back to the turn of the last century. Former users of the site were the Cutaway Harrow Company which manufactured farm implements and the Rossi Lumber Company which dried timber and produced pallets. The most recent uses, since 1994, has been a mix of light industrial/commercial/automotive/landscape companies. Rossi Lumber ceased operations in 1994. The site has been thoroughly studied over the years and recently admitted into the BRRP program. Most recently by Geoquest and Tighe and Bond (T&B). T&B has done Phase 1, study and Geoquest has done Phase 2, and 3 studies and VHB completed a preliminary Remedial Action Plan (RAP). All documents are available in the Land Use Office and posted on the web. [www.haddam.org](http://www.haddam.org) Land Use Office.

## **PROJECT FUNDING**

The project will be funded by a \$1.5 million State of Connecticut DECD Brownfield grant. All proposers shall adhere to the Funding Requirements (where applicable for professional services), as outlined in the draft Assistance Agreement between the CT DECD and the Town of Haddam and any other requirements mandated by the State of Connecticut or DECD.

## **PROJECT DOCUMENTS**

All documents are available in the Town of Haddam Land Use Office during regular working hours and posted on the web. [www.haddam.org](http://www.haddam.org). Land use Office.

### **III. SCOPE OF SERVICES/WORK REQUESTED**

The selected firm will work with the Town as the site Licensed Environmental Professional (LEP) to plan, monitoring and guide remedial actions, documentation, and compliance with CT Brownfield Remediation and Revitalization Program (BRRP). Specific goals of the project include, but are not limited to: review of existing information, including prior investigation reports, hazardous materials investigations and remedial action plan as well as site and grading plan(s). Work with developer to update the existing remedial action plan based on planned use of property as commercial facility. Identify data gaps, if warranted, to support planned remediation such as additional metals analysis and groundwater monitoring to support a statistical analysis of fill soils and use of Environmental Use Restrictions or other variances or alternative remedial methods. Design appropriate remedial measures and/or institutional controls. Assist in the preparation of Bid Specifications, in accordance with DECD Bidding, Contracting, & Construction Guidelines for remediation and monitor the remedial activities. The firm selected should have the licensing and capacity on their immediate staff to achieve site plan engineering, environmental and site plan permitting and remediation.

### **V. INQUIRIES**

All inquiries relative to the conditions and specifications listed herein as well as clarification of any information contained or referenced in this RFQ/RFP must be submitted to William Warner, Town Planner, [townplanner@haddam.org](mailto:townplanner@haddam.org).

### **VI. SUBMISSION OF PROPOSALS**

**General Requirements:** Respondents are asked to provide Proposals for the scope of work in accordance with all the terms and specification contained herein.

***Respondents shall submit one (1) original and two (2) hard copies and one (1) electronic copy (a compiled Adobe PDF file) of their submittals.***

Proposals shall contain the following at a minimum:

1. A cover letter expressing the Firm's interest in the project.
2. A project list of similar projects completed in Connecticut, as well as any other projects involving Department of Economic and Community Development (DECD) funding.
3. Resumes of the project team that would staff the project.
4. Firm's brochure.
5. A schedule of hourly billing rates by position, which shall remain fixed for up to three years.
6. Contact information for not less than three professional references.
7. A fee proposal for the scope of work. This is a lump sum proposal and shall be inclusive of all costs for the proposed work, including personnel costs (anticipated hours, hourly rate, and associated travel costs), materials and any other overhead or necessary requirements. After selection but prior to final award negotiations may be undertaken to modify the lump sum proposal as appropriate.
8. A project schedule based on the critical path of the work with a time frame for each task.
9. Any additional information that will assist in evaluating the applicant's qualifications.
10. Example of "Certificate of Insurance" with limits.

## **VII. SELECTION PROCESS AND CRITERIA**

Proposals will be evaluated on a combination of their qualifications, experience and proposed fee, by a Selection Committee comprised of Town staff. This Committee will review the proposals, short list, and may choose to interview proposers. The Committee will make the final selection of the consultant for this project. The RFQ/RFP and project will not be deemed to be awarded until a written contract, in a form acceptable to the Town, has been fully executed by both parties. Proposals will be evaluated using the following criteria:

1. The firm's key personnel, and any proposed sub-consultants who would directly perform the services and experience working on DECD funding remediation projects.
2. Ability to provide required insurance coverage.
3. Project approach.
4. Ability to perform services within project schedule.
5. Proposed cost of work to be performed. Cost shall not be the sole basis for selection.
6. Compliance/completion with/of submission requirements noted above in Section VI.

**VIII. GENERAL TERMS AND CONDITIONS** – Each proposal must abide by the following terms and conditions.

1. The Town reserves the right to reject any and all proposals, to waive any informality, to request interviews of proposers prior to award and to select and negotiate the proposed services in the best interest of the Town.
2. The Town reserves the right to accept all or part of any proposal, and to negotiate a contract for services and cost with the selected firm or team.
3. The Selected firm shall guarantee to begin to provide services at the price of the proposal within thirty (30) days of the bid award.
4. Unless otherwise stated, payment will be made within thirty (30) days of the completion of the work, in an acceptable fashion, to the Town and receipt of invoice, whichever is later.
5. Town is exempt from all CT sales and Federal excise taxes.
6. None of the services covered by the contract shall be assigned in full or in part, or subcontracted without the prior approval of the Town.
7. Unless otherwise specified all costs listed are firm for the term of the contract.
8. Proposal shall also mean quotation, bid, offer, qualification/experience statement, and services. Proposers shall also mean vendors, offerors, bidders, or any person or firm responding to the RFQ/RFP.
9. All contracts entered into by the Town shall be governed by the Laws of the State of Connecticut. Any disputes shall be resolved within the venue of the State of Connecticut.
10. Proposers must inform the Town of information concerning any:
  - a. Listing on the State's Disbarment List or List of Parties Excluded from Federal Procurement.
  - b. Ineligibility, per Connecticut General Statute Section 31-57b to be awarded the contract because of occupational safety and health violations.
  - c. Arbitrations and litigation.
  - d. Criminal proceedings.
  - e. State or local ethics law, regulation, ordinance and /or policy violations.

#### **IV. OTHER**

**1. Award to other than the apparent low bidder:**

The Town of Haddam reserves the right to award the work to a proposer other than the one which submitted the lowest price if it deems such action to be in the best interest of the Town of Haddam and based on review of each respondent's scope of work and qualifications.

**2. Right to amend or terminate the request for proposals**

The Town may, before or after proposal opening and in its sole discretion, clarify, modify, amend or terminate this RFQ/RFP if the Town determines it is in the Town's best interest.

**3. Costs for preparing proposal**

Each proposer's costs incurred in developing its proposal are its sole responsibility, and the Town shall have no liability for such costs.

**4. Ownership of proposals**

All proposals submitted become the Town's property and will not be returned to proposers.

**5. Freedom of information act**

All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act as amended and judicially interpreted.

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYERS  
MBE/WBE AND SBE'S ARE ENCOURAGED TO SUBMIT PROPOSALS**

