

TOWN OF HADDAM, CONNECTICUT

**REQUEST FOR PROPOSALS
ENVIRONMENTAL INVESTIGATION, REMEDIATION
AND PROJECT MANAGEMENT SERVICES
SCOVIL HOE PROJECT
BROWNFIELD REMEDIATION**

DATE ISSUED: August 5th, 2022

TIME AND DATE DUE: 3:00 PM August 25th, 2022

LEGAL NOTICE OF REQUEST FOR PROPOSALS

**TOWN OF HADDAM, CONNECTICUT
REQUEST FOR PROPOSALS**

**LEP OVERSIGHT OF ENVIRONMENTAL INVESTIGATION, REMEDIATION AND
PROJECT MANAGEMENT SERVICES**

RFP: # 2022-1

**SCOVIL HOE PROJECT
BROWNFIELD REMEDIATION**

The TOWN of HADDAM is accepting sealed proposals for professional services for LEP administration and oversight an environmental remediation of the Scovil Hoe Project located at 11 Candlewood Hill Road Haddam, CT. Those interested in providing these Services, as set forth in the 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 Thursday August 25th, 2022**. Proposals submitted after this time will not be accepted. Each proposer must submit a sealed envelope, the outside of which must be clearly marked " **SCOVIL HOE 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 Thursday August 18th, 2022 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 bid**

END OF NOTICE

**TOWN OF HADDAM, CONNECTICUT
REQUEST FOR PROPOSALS
LEP OVERSIGHT OF ENVIRONMENTAL INVESTIGATION, REMEDIATION AND
PROJECT MANAGEMENT SERVICES
SCOVIL HOE PROJECT BROWNFIELD REMEDIATION
RFP: #2022-001**

TENTATIVE TIMELINE OF THE RFP PROCESS-KEY DATES

ITB Issue Date: August 5th, 2022

Optional Pre-Bid Site Walk: August 11th, 2022 10:00 a.m.

Final Date to Submit Questions: August 18th, 2022 3:00 p.m.

Responses to Questions: August 23rd, 2022 3:00p.m.

Proposal Deadline: August 25th, 2022 3:00 p.m.

Proposal Closing Place: Haddam Town Hall, 30 Field Park Drive, Haddam, CT 06438.

Proposal Opening Date/Time: August 31st, 2022 2:00 p.m.

Proposal Opening Place: Haddam Town Hall, 30 Field Park Drive, Haddam, CT 06438.

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 acres of land bordering Candlewood Hill Road and brook owned by the State of Connecticut as a former CTDOT maintenance garage since 1941 and to be acquired by the Town of Haddam. The Town’s objective is to remediate the site using \$1.8 million in CTDECD funding and transfer to a identified private developer for commercial development.

OVERVIEW & HISTORY OF SITE:

The site has a long history of industrial activities dating back to the turn of the last century. The most recent user, since 1941, was a CTDOT maintenance facility. CTDOT ceased operations in 2014 and the property has been vacant ever since. The site has been thoroughly studied over the years. Most recently by Tighe and Bond (T&B). T&B has done Phase 1, 2, and 3 studies and a RAP. All documents are available in the Land Use Office and posted on the web. www.haddam.org

PROJECT FUNDING

The project will be funded by a \$1.8 million State of Connecticut DECD Brownfield grant. All proposers shall adhere to the Funding Requirements (where applicable for professional services), as outlined in the 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.

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 CTDEEP Voluntary Remediation Program. Specific goals of the project include, but are not limited to: review of existing information, including prior investigation reports, hazardous materials investigations, ecological investigation report, 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 remedial activities, as well as abatement 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 RFP must be submitted to William Warner, Town Planner, 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. 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 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 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 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.

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 RFP if the Town determines it is in the Town's best interest. Any such action shall be affected by notifying the firms on the Connecticut DAS's approved vendor list for such work

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 PROPOSAL**