

**TOWN OF COVENTRY
LOTICIP PROJECT No. L032-0003
INTERSECTION IMPROVEMENTS
AT SWAMP ROAD AND BOSTON TURNPIKE (CT RT 44)
REQUEST FOR PROPOSAL**

**THIS IS NOT A REQUEST FOR BIDS AND THE TOWN RESERVES THE RIGHT TO
NEGOTIATE AND CONTRACT WITH ANYONE OR NO ONE IN THE BEST
INTERESTS OF THE TOWN OF COVENTRY.**

1. INTENT AND GENERAL INFORMATION

The Town of Coventry solicits qualifications, along with a proposal, from qualified consulting engineering firms to provide a complete investigation, traffic data collection and analysis, survey, design and engineering services for the realignment of the Swamp Road intersection at Boston Turnpike (CT RT 44). This project will also look at the Northfield Road intersection with Boston Turnpike.

The Town has received its **Commitment to Fund** (attached) from Connecticut Department of Transportation for the Construction funding under the Local Transportation Capital Improvements Program (LOTICIP). A copy of the Application is attached for project scope.

Submitting firms must emphasize experience with the following in no order of priority:

- LOTICIP funding program
- Traffic Data Collection & Analysis
- Traffic Signal Design
- Roadway Design
- Stormwater Management
- CDOT Coordination
- Right of Way Impacts
- Public Involvement/Outreach

All work performed under the contract between the Town of Coventry and the firm shall be under the direction of professional engineers and land surveyors licensed by the State of Connecticut.

2. SUBMISSION AND DEADLINE

Sealed proposals must be **received by 2:00 P.M. Thursday, May 9, 2019. Five (5) copies** of the proposal shall be submitted to:

John A. Elsesser
Town Manager
Coventry Town Hall
1712 Main Street
Coventry, CT 06238

Questions regarding this RFP may be directed to Todd M. Penney, P.E., Town Engineer, at (860) 742-4078 or tpenney@coventryct.org.

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3. SCOPE OF SERVICES

The selected Consultant will provide comprehensive surveying and engineering services (including civil, traffic, geotechnical and environmental) for the preparation of complete engineering drawings, specifications, estimates, contract documents, property maps, streetline maps and related services.

The selected Consultant will provide the Town of Coventry with expertise in performing other functions, such as the preparation of traffic analysis studies, traffic signal design, geometric roadway design, plans, and permit applications.

The selected Consultant must have sufficient staff to assure prompt delivery of services and completion of assigned tasks. The selected Consultant must assign a Professional Engineer licensed by the State of Connecticut to be responsible for the management and design.

The scope of work shall follow the Capital Region Council of Governments (CRCOG) Guidelines (attached) dated November 2018 for deliverables for the LOTICIP projects. The Town will opt **NOT** to provide the Semi-Final Submission to CRCOG for this project. All other terms will apply.

4. TERM OF CONTRACT

The Town of Coventry has a desire to have the construction be substantially complete by the end of 2020. This timeframe would condense design services in the 10-month duration. The Consultant should be providing detailed information as to how this Term of Contract is either obtainable or not.

5. CONTRACT MANAGEMENT

The selected firm will assign one qualified individual, who will be the firm's contact person responsible for directing and coordinating the activities of the firm's personnel and subcontractors in all aspects of the project.

6. EVALUATION AND AWARD

The consultant will be selected on the basis of the following criteria in order of priority:

1. The Consultant's demonstration of experience noted in the Project Intent
2. The Consultant's technical understanding of the Scope of Services.
3. The Consultant's explanation to delivering the scope of services as directed in the Term of Contract.

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4. The Consultant's projected fee proposal based on the Request for Proposal.
5. The Consultant's References attesting to the quality of services performed and/or demonstrated ability.
6. The background, education, qualifications and relevant experience of key personnel to be assigned to this contract.

The Town of Coventry may elect to meet with any, all or none of the consultants prior to selection to clarify their proposal.

The Town of Coventry reserves the right to reject any or all of the proposals submitted. The Town of Coventry reserves the right to negotiate the cost of this proposal and to award the work to other than the firm with the lowest cost, if it is in the best interest of the Town.

7. PROPOSALS

The Town of Coventry will not be liable for costs incurred in the preparation of the response to this RFP or in connection with any presentation before a Selection Committee. Respondents shall submit as their proposal the following:

Organization and Content:

- A letter of transmittal addressed to Mr. John Elsesser, Town Manager, which includes a statement by the respondent accepting all terms and conditions and requirements contained in this RFP and draft agreement.
- A discussion to demonstrate an understanding of the services required.
- Provide a proposed schedule for completing the work.
- Provide an organization chart indicating the names of all key persons and subcontractors.
- Provide a resume of the personnel to be assigned to the work, and a statement regarding the availability of key personnel.
- Provide a listing of all proposed subcontractors to be used on this work and the type of services the proposed subcontractor is to perform, information on the capabilities of the proposed subcontractor, and whether or not the subcontractor has been previously used by the firm in the same capacity.
- Consultant must provide a minimum of three references including names, titles, addresses and telephone numbers. References should be from recent recipients of the Consultant's services (within the past five years), and preferably those who have received services similar to those to be performed under this RFP.
- Describe one unique feature that if incorporated into the design would enhance the overall project.

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Fee Proposal

A cost proposal addressing the elements of the work to be performed shall be submitted. This proposal shall be in sufficient detail to include the task, number of hours, unit hourly rates and total proposal. The consultant shall indicate any and all costs, including subcontractors, that are considered necessary for the completion of the project.

Proposals must be signed by an Officer of the Consulting Firm. Unsigned proposals cannot and will not be considered.

8. INSURANCE AND INDEMNIFICATION

8.1 Insurance

The selected Consultant shall be required to furnish a Certificate of Insurance evidencing the following insurance coverage within five (5) days of receipt of Notice of Selection. Failure to maintain insurance coverage as required and to name the Town of Coventry as the Additional Insured will be grounds for termination of the contract.

1. Commercial General Liability Insurance

The Consultant shall provide Commercial General Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

The CGL shall be written on ISO occurrence form CG 00 01 10 93 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract)

2. Commercial Automobile Liability Insurance

The Consultant shall provide Commercial Automobile Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate, and shall include coverage for all owned, hired, and non-owned vehicles.

3. Worker's Compensation Insurance

The Consultant shall provide Worker's Compensation Insurance in the required amount as applies to the State of Connecticut and Employers Liability Insurance as follows:

- Bodily Injury by Accident - \$100,000 each accident
- Bodily Injury by Disease - \$500,000 policy limit
- Bodily Injury by Disease - \$100,000 each employee

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4. Umbrella Liability Insurance

The Consultant shall provide Commercial Umbrella Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

5. Professional Liability Insurance

The Consultant shall provide Professional Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate.

Each Policy of Insurance, with the exception of Professional Liability and Worker's Compensation Policies shall include a waiver of subrogation in favor of the Town of Coventry and shall provide no less than thirty (30) days notice to the Town in the event of a cancellation or change in conditions or amounts of coverage. The Commercial General Liability, Automobile and Umbrella Liability shall name the Town of Coventry as an additional insured.

Certificates of Insurance, acceptable to the Town of Coventry shall be delivered to the Town prior to the commencement of the work and kept in force throughout the term hereof.

The above insurance requirements shall also apply to all Subcontractors and the Consultant shall not allow any Subcontractor to commence work until the Subcontractor's insurance has been so obtained and approved.

8.2 Indemnification:

The Consultant shall indemnify and hold harmless the Town of Coventry and its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees arising out of, or resulting from the performance of the work.

9. INFORMATION PROVIDED BY THE TOWN

1. LOTICIP Application & Plan.
2. CDOT Comments and Revised Plan.
3. CDOT Commitment to Fund letter.
4. LOTICIP CRCOG Guidelines November 2018
5. Town of Coventry November 2018 Public Involvement Meeting Minutes.