

**Request for Qualifications and Proposals
Town of New Hartford – Multi-Use Trail**

**Consultant Services to Conduct a Comprehensive
Routing Study and Design Plans for the Proposed Multi-Use Trail
Connecting downtown New Hartford to Canton, CT**

The Town of New Hartford is seeking a firm or team of consultants to perform planning and design activities related to a proposed 5-mile +/- proposed multi-use trail commencing from the intersection of Routes 219 and 44 to the Canton town line with the ultimate goal of connecting to the Farmington River Heritage Trail in Collinsville (Canton), CT.

The firm or team of consultants must demonstrate they have the capability and capacity to work closely with the Town of New Hartford to conduct a comprehensive routing study which will establish a defined 'end to end' route and develop construction plans along with detailed cost estimates and a theoretical construction timeline for the proposed trail.

The scope of work in this document is intended to provide the Town with the ability to be prepared to make viable applications for future funding opportunities for construction of the proposed trail and to guide development.

The Respondent's proposal shall be delivered to the First Selectman's Office, 530 Main Street (P. O. Box 316) New Hartford, CT 06057 during normal office hours by no later than **4:00 PM, Monday, September 16, 2019**. Submittals received after this date and time will not be accepted. Sealed envelope(s) should be clearly marked: **Town of New Hartford – Multi-Use Trail Proposal**". (with the cost proposal submitted within a separate sealed envelope).

All questions must be submitted by email to chayward@newhartfordct.gov by **4:00 PM, on August 26, 2019**. Questions will be answered through an addendum which will be released by email to all interested parties. Firms mailing proposals should allow for normal delivery time to ensure timely receipt of their proposals. **Proposals may not be submitted by e-mail or fax.**

The Town of New Hartford reserves the right to accept or reject any or all proposals; to waive any informalities; to negotiate and award a contract that it determines best meets their needs and best serve the interests of the Town of New Hartford.

**MBE's, WBE's and SBE's ARE ENCOURAGED TO APPLY
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

TOWN OF NEW HARTFORD
Dan Jerram, First Selectman

Dated: July 30, 2019

**Request for Qualifications and Proposals
Town of New Hartford – Multi-Use Trail**

**Consultant Services to Conduct a Comprehensive
Routing Study and Design Plans for the Proposed Multi-Use Trail
Connecting downtown New Hartford to Canton, CT**

**DUE DATE
SEPTEMBER 16, 2019
4:00 PM**

This request for Qualifications and Proposals includes the following:

- Section I - General Conditions and Submittal Requirements
- Section II - Selection Process & Criteria
- Section III - Project Background & Goals
- Section IV – Scope of Work – Work Plan
- Section V - Addendums

Section I : General Conditions and Submittal Requirements

A. General Conditions:

The Respondent's submittal shall include an original, **ten (10) copies (in addition to the hard copy)** and shall be delivered to the First Selectman's Office, 530 Main Street, New Hartford, CT 06057 during normal office hours by no later than **4:00 PM, September 16, 2019**. Submittals received after this date and time will not be accepted. Sealed envelope(s) should be clearly marked: **Town of New Hartford – Multi-Use Trail Proposal, Town of New Hartford” (with the cost proposal submitted in a separate sealed envelope)**. Firms mailing proposals should allow for normal delivery time to ensure timely receipt of their proposals. In the case where Town Hall is closed for weather related or some other emergency related circumstance, then submittals shall be due the next day when Town Hall reopens for business, no later than 4:00 PM on that day. **No fax or e-mail Proposals will be accepted.**

All questions must be submitted by **August 26, 2019 by 4:00 PM**. Questions must be submitted by email to Christine Hayward, Administrative Assistant to the First Selectman at chayward@newhartfordct.gov. All questions determined to be of interest to all prospective firms will be answered in writing by an addendum which will be released by email to all interested parties.

This RFQ/RFP does not commit the Town of New Hartford to select any Respondent or enter into any contract agreement. The Town of New Hartford reserves the right to accept or reject any or all RFQ/RFP's; to waive any informalities, and if it is deemed to be in the public's best interest, to enter directly into negotiations with one or more Respondents based on responses to the RFQ/RFP, to request additional information from some or all Respondents. The Town of New Hartford reserves the right or to accept any proposal deemed in the best interests of the Town of New Hartford.

The Town will not be liable for any costs incurred by a firm in the preparation or submission of a proposal.

The information provided herein is not intended to and shall not bind the Town of New Hartford to any of the statements or assumptions set forth herein.

Responses must set forth accurate and complete information for each of the items listed below. At the Town's discretion, failure to do so could result in disqualification.

The successful respondent will be expected to be able to commence services as soon as possible upon award, as determined by the Town. Any contract entered into by the Town and the successful respondent shall provide that the Town may terminate the contract upon thirty (30) days notice to the respondent. The information provided herein is not intended to and shall not bind the Town of New Hartford to any of the statements or assumptions set forth herein.

There will not be a public opening of this bid

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B. Submittal Requirements

In your submittal, the Town is requesting the following:

1. A cover letter signed by the primary firm, binding the firm to all of the commitments made in the proposal. This shall include the prime consultant contact information and all subconsultants. Note: the Town will contract with the primary consultant/firm of the team and all others will be considered subconsultants under the executed agreement.
2. The name(s), business address, phone number, e-mail address of firms and individuals proposed to participate in all tasks identified in the scope of work.
3. A Project Management Plan that identifies the core personnel and their ability to perform the integrated services as described in Section IV- Scope of Work. Please include the qualifications of each firm and resumes of all the key personnel that would be assigned to this project. Resumes shall not be more than two pages in length.
4. Three references for projects of relevant scope giving the name of the project, project period, and project cost. (Include the names of clients, primary contact person and phone number.)
5. A narrative that outlines the proposed approach, methodology and process to the project including deliverables based upon the work plan as described. (Please see Proposed Scope of Services and anticipated deliverables below.)
6. Proposed timeline outlined by the scope of work and those individuals or consultants performing that work.
7. Proof of Insurance and Liability.
8. Hourly rates and expense schedule **(sealed envelope)**
9. Fee Proposal for Scope of Services. **(sealed envelope)**
10. Fee Proposal and hourly rates and expense schedule must include a statement that the fees remain valid for a period of at least ninety (90) days from the date of its submission. The ninety-day period may be extended upon written mutual agreement.
11. Must include a statement that the proposal remains valid for a period of at least ninety (90) days from the date of its submission. The ninety-day period may be extended upon written mutual agreement.
12. Required Forms - Non-Collusion Affidavit, Appendix A & B and any additional forms the Town may require.
13. Provide any additional information about your firm that is relevant to this RFQ/RFP that you believe will assist the Town in making its selection.

Section II : Selection Process & Criteria

Below is the proposed schedule and timeline for the selection process:

Schedule

- Applicants are to respond to this request by 4:00 PM on September 16, 2019.
- All questions must be sent in by August 26, 2019 by 4:00 PM.
- The Town, through its Trail Committee, will develop a short list of candidates based on the stated selection criteria to interview for the project. The short listed firms will be notified via email or mail and will be provided sufficient notice of the interview date and time.
- A decision is expected by October. Expected timeline for the project to start is October/November 2019. Respondent must submit timeframe in which they plan to complete the project. Time may be extended upon written mutual agreement between Town and awarded Contractor.

Selection Criteria

The selection committee will evaluate the applicants based on the following criteria:

- Qualifications and experience of personnel of key personnel
- Firm(s)'s experience planning and designing of multiuse trails
- Ability to address a wide variety of issues that may arise, such as environmental & structural challenges.
- Completeness & thoroughness of proposal
- Clear project approach designed to achieve objectives
- Clear stakeholder and public engagement/communications plan
- Clear and reasonable estimate project timeframe
- Fee Schedule
- References

Section III – Project Background and Goals

Roughly 3 years ago, the Town began to a plan for a 5+/- mile paved multi-use trail extending from the intersection of Routes 219 and 44 in New Hartford to the Canton town line with the ultimate goal of connecting to the Farmington River Heritage Trail in Collinsville (Canton), CT.

The Town of New Hartford needs to complete a comprehensive routing study and have engineered plans prepared in order for the Town to move forward with this project. It is the Town's intention to seek funding to construct the trail and connect to the Farmington River trail, integrating local attractions, businesses and arts.

A comprehensive routing study, including stakeholder and public input is critical to moving this project forward.

Furthermore, in order for the Town to be positioned to fund this project, the Town will need plans and cost estimates; which can also be used for permitting and construction.

The “Scope of Work”, as defined in Section IV of this document, is intended to assist the Town in constructing the Multi-Use Trail by providing a clear and thought-out route to ensure alignment as the pieces of trail get developed; provide visuals and cost estimates that can be used to help secure funding; and plans that will guide the construction of this greenway.

The Town has formed a Trail Committee, made up of community stakeholders and Town employees to work with the consultant(s) to meet these goals.

Section IV - Scope of Work – Work Plan

Task 1 - Comprehensive Routing Study:

The goal of the this routing study is to establish a firm agreed upon route to construct the trail from the intersection of Routes 219 and 44 to the Canton Town line with the ultimate goal of connecting to the Farmington River Heritage Trail in Collinsville (Canton), CT.

This Task will include the following steps:

Public Outreach. Stakeholder and public involvement will be critical throughout each task and will be solicited through a series of workshops, presentations to various town boards and committees such as Board of Selectmen, Conservation Commission, Economic Development Commission, Finance Board, Open Space Preservation Commission; tables at public events such as New Hartford Day, Annual Peach Festival, surveys, websites, social media or other means deemed appropriate. Outreach will also include consultation with the Town of Canton officials. The ultimate goal is to identify a single agreed upon route.

In addition to meetings with the Trail Committee, the Town anticipates, at a minimum, the following public meetings: a kick-off meeting, a charrette or workshop type meeting, public outreach event(s) (both in person and on-line) and a presentation of findings.

The Consultant should clearly define their public outreach plan, including methods described above. Presentation materials for all public outreach should be included in the proposal.

Review and identify all Potential Routes. Working with the Trail Committee, the consultant will identify all potential routes including the route referenced in the attached Trail Grant Application (Attachment A), titled “Multi-Use Trail Grant – Preliminary Route.”

Existing conditions along identified routes will also be inventoried in order to determine the feasibility of constructing a trail. Existing conditions include, but are not limited to the following:

- Property Ownership (and potential for land or easement donation/ purchase)
- Current Land Uses
- Restrictions/ Constraints
- Topography/ Geography/Potential Wetlands
- Proximity to Amenities and Destinations
- Accessibility
- Existing Trails

Assessment of Potential Routes. Using existing data and information collected in the field, the consultant will assess the strengths and weaknesses of each identified route. Analysis will take into account but not be limited to the following considerations:

- Construction Cost/ Constructability
- Right of Way Concerns
- Environmental Constraints
- Potential Permitting Needs
- Cultural and Natural Resources
- Constructability
- Recreational Opportunities
- Conflicting Land Uses
- Scenic Value
- Accessibility
- Proximity to Amenities and Destination
- Stakeholder/Landowner Concerns
- Public Concerns
- Safety
- Permitting Issues
- Brownfield Issues
- Other Transportation Plans and Studies

Define a Firm Preferred Route Agreed Upon by Stakeholders. Using the data collected through the trail assessment the consultant will work with the Trail Committee to identify a preferable route.

Presentation of Findings. The consultant will provide findings through reports and public outreach. This will include a comprehensive report for the entire route along with summary or fact sheet that highlights the findings and can be easily distributed as a hand out and via social meeting, website etc.

Task 2 - Engineered Plans:

Once a preferable route has been determined, the consultant(s) will work closely with the Town to develop plans for the construction of this Multi-Use Trail. The Town has broken the design into two phases:

- **Phase 1 – 30 % design Plans – Used for permitting, easements and funding opportunities**
- **Phase 2 – Final Design Plans – Used for bidding and construction**

For any reason, including funding, the Town may choose to stop completely or delay the process after Phase 1 has been completed.

The Consultant(s) will be required to submit two (2) full size paper copies of each plan along with an electric copy (in a mutually agreeable format).

Consultant(s) should consider and evaluate the proposed route as outlined in the Attached Trail Grant Application and should offer any alternatives that could be considered to achieve the goal of connecting to the Farmington River Heritage Trail in Collinsville (Canton), CT.

Phase 1 – 30 % design Plans – Used for permitting and funding opportunities

The Proposal, as a minimum, should:

- Include design for off-road, paved, multiuse trail where possible, and design for on-road improvements where necessary employing “Complete Street” concepts
- Include design for at least two-detailed wetlands crossings in the area of River Run Condominiums and Satan’s Kingdom area of New Hartford (in the event that this is the preferred route). Wetlands Delineation will be contracted by the Town once a final route has been determined
- Include placement and design of Trail heads, parking and amenities
- Submit a Site Plan, signed and sealed by a CT licensed Engineer, with the following information:
 - Property Lines, Class A-2 Standards, signed and sealed by a CT licensed Land Surveyor
 - Topography, as needed. Class T-2 Standards, signed and sealed by a CT licensed Land Surveyor
 - Trail location, trail width and trail amenities
 - Sedimentation and Erosion Control measures
 - Grading and Drainage
 - Construction sequence
 - Recommendations on all materials to be used
- Provide cost estimates for each section of trail. Trail sections will be considered sections of trail which logically should be constructed at the same time and being able to be used individually.

Due to the variable routes being studied, Phase 1 may include additional services or plans (30% design) based upon the final route. The Consultant(s) should include the following items individually in their proposal, as not all items may be necessary. Once the routing study is complete, the Town and the Consultant will meet to determine which services will be required:

- Structural Analysis of bridge abutments along the proposed route.
- Design of a boardwalk along the Farmington River behind the River Run Condominiums and in any other sensitive areas towards Satan’s Kingdom.
- Additional Wetlands crossings
- Design an integrated system through the Satan’s Kingdom Gorge to connect with the wood road within the Nepaug Forest (Ramp Road) ultimately ending at the Canton town line.
- Design/reconfiguration of traffic patterns exceeding typical “Complete Streets” concepts. Examples: Detailed traffic study, traffic light signaling, pedestrian light signaling, electrical design for signaled pedestrian crosswalk etc.

Phase 2 – Final Design Plans – Used for bidding and construction

- All Plans must continue to be stamped and sealed by a CT licensed Land Surveyor or CT licensed Engineer, as appropriate
- Develop any plans* designed in Phase 1 to final design. The Town will review and comment on plans at 60%, 90% and Final design.
****This will include Site Plan, Bridges and Road Work where applicable. The fee proposal should be consistent with phase 1 proposal.***
- Details and specs on all materials to be used
- Details and specs on all trail amenities
- Construction documents which meet the Town of New Hartford specifications

Additional services for Task 1: Comprehensive Planning Study and Task 2: Engineered Plans.

If needed the consultant(s) should be able to provide, at additional cost to the Town, the following services. Please include in your sealed fee proposal these additional services.

- Additional meeting with Staff and Trail Committee
- Additional Public meetings and/or events
- Attendance at public meetings before local boards and commissions for approval of project
- Assistance with state and federal permits which may be required
- Construction Administration
- Inspection during Construction

APPENDIX A

REQUEST FOR QUALIFICATIONS AND PROPOSALS Town of New Hartford – Multi-Use Trail Proposal

INSURANCE REQUIREMENTS

Certificate of Insurance: All insurance policies must include a Waiver of Subrogation whereby the insured waives its right to subrogate against the Town, its subsidiaries, employees, volunteers, directors and officers. Proof of proper insurance coverage, Workers Compensation Insurance, Liability and Property damage, and Vehicle Insurance shall be filed with the Town of New Hartford, Christine Hayward Administrative Assistant to the First Selectman within 10 days after the award of the bid. The Certificate of Insurance must name the Town of New Hartford, 530 Main St., New Hartford, CT, its subsidiaries, employees, volunteers, directors & officers as the “Additional Insured” and filed with the First Selectman’s Office prior to commencement of work. Renewal Certificates of Insurance must be mailed to the Town 10 days prior to the expiration of the required coverage.

NON-DISCRIMINATION

The respondent agrees and warrants that in the performance of the contract pursuant to this solicitation he/she will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut or the Town of New Hartford.

INDEMNIFICATION

To the fullest extent permitted by law, the Firm shall indemnify and hold harmless the Town and their respective consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the Firm’s work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Firm, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Firm to perform or furnish services, or anyone for whose acts the Firm may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

As to any and all claims against the Town or any of its consultants, agents or employees by any employee of Firm, by any person or organization directly or indirectly employed by Firm to perform or furnish any of the work, or by anyone for whose acts Firm may be liable, the indemnification obligation under this section shall not be limited in any way by any limitation on the amount of type of damages, compensation or benefits payable by or for Firm under worker’s or workman’s compensation acts, disability benefit acts or other employee benefit acts.

APPENDIX B

**REQUEST FOR QUALIFICATIONS AND PROPOSALS
Town of New Hartford – Multi-Use Trail Proposal**

Acceptance of Terms of this Agreement

Name of Proposer:

Contact Person:

Address:

City/State/Zip:

Telephone: _____ Fax: _____

E-mail: _____

Authorized Signature _____ Title: _____

Name Printed: _____ Date: _____

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications, and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

APPENDIX C

**REQUEST FOR QUALIFICATIONS AND PROPOSALS
Town of New Hartford – Multi-Use Trail Proposal**

NON-COLLUSION AFFIDAVIT

STATE OF _____ COUNTY OF _____

I, _____, being first duly sworn, deposes and says that:

1. I am _____ of _____, the Bidder that has submitted the attached Bid for "_____".
2. I am fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with such Contract, for which the attached Bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of New Hartford or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of it agents, representatives, owners, employees, or parties in interest, including this affiant.

(Printed) _____

(Signed) _____

(Title) _____

Subscribed and sworn to before this _____ day of _____, 20_____.

Notary Public Printed

Notary Public Signature

My Commission Expires _____

(Notary Seal)

NOTE: Documents must be signed before and sealed by a Notary Public. Only documents bearing a notary seal will be accepted.