

TOWN OF WOLCOTT, CONNECTICUT
REQUEST FOR PROPOSALS

***ENGINEERING DESIGN SERVICES FOR
BEACH ROAD IMPROVEMENTS***

DO NOT CALL THE WOLCOTT TOWN HALL REGARDING THIS NOTICE

The Town of Wolcott will receive sealed Proposals from qualified Engineering Firms to design improvements to Beach Road until Wednesday, November 20, 2019, 11:15 AM in the Finance Office, Wolcott Town Hall, 10 Kenea Ave., Wolcott, CT 06716. At that time proposals will be opened in public and read aloud in the Council Chambers, Wolcott Town Hall.

The documents comprising the Request for Proposal and instructions may be obtained from Natalie Clark via email request to nclark@wolcottct.org.

The Town of Wolcott reserves the rights to amend or terminate this Request for Proposal, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the firm that, in the Town's judgment, will be in the Town's best interests.

Minority/Women's Business Enterprises are encouraged to apply. This contract is subject to state set-aside and contract compliance requirements.

THE TOWN OF WOLCOTT IS AN EQUAL OPPORTUNITY EMPLOYER

TOWN OF WOLCOTT



REQUEST FOR PROPOSAL RFP #20-01

ENGINEERING DESIGN SERVICES FOR BEACH ROAD

STANDARD INSTRUCTIONS TO BIDDERS

INTRODUCTION

The Town of Wolcott (the “Town”) is soliciting proposals from qualified **Engineering Firms to design improvements to Beach Road**. This Request for Proposal (RFP) is not a contract offer, and no contract will exist unless and until a written contract is signed by the Town and the successful proposer.

Interested parties should submit a proposal in accordance with the requirements and directions contained in this RFP. **Proposers are prohibited from contacting any Town employee, officer or official concerning this RFP, except as set forth below. A proposer’s failure to comply with this requirement may result in disqualification.**

If there are any conflicts between the provisions of these Standard Instructions to Proposers and any other documents comprising this RFP, these Standard Instructions to Proposers shall prevail.

RIGHT TO AMEND OR TERMINATE THE RFP OR CONTRACT

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 effected by a posting on the State of CT DAS website. **Each proposer is responsible for checking the State of CT DAS website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

KEY DATES

Proposal Opening: Wednesday, November 20, 2019 – 11:15 AM Town Hall Council Chambers

Preliminary Notice of Award Date: Approximately December 3, 2019 (Subject to Town Acceptance)

Contract Execution/Notice to Proceed Date: Approximately December 10, 2019

Project Start Date: Approximately December 10, 2019

Project Completion Date: March 31, 2020

OBTAINING THE RFP

RFP packages, containing submission instructions and Beach Road LOTCIP Application are available at the following locations:

- State of CT DAS website
- Via email to nclark@wolcottct.org

Each proposer is responsible for checking the State of CT DAS website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.

DO NOT CALL TOWN HALL REGARDING THIS REQUEST FOR PROPOSAL

RFP SUBMISSION INSTRUCTIONS

Proposals must be received in the Wolcott Town Hall, Finance Office, 2nd Floor, 10 Kenea Avenue, Wolcott, CT 06716 by 11:15 AM, Wednesday, November 20, 2019. Postmarks prior to the opening date and time do **NOT** satisfy this condition. The Town will not accept submissions by e-mail or fax. Proposers are solely responsible for ensuring timely delivery. The Town will **NOT** accept late proposals.

One (1) original and three (3) copies of all proposal documents must be submitted in sealed, opaque envelopes clearly labeled with the proposer's name, the proposer's address, the words "PROPOSAL DOCUMENTS," and the RFP Title and Number and RFP Opening Date. The Town may decline to accept proposals submitted in unmarked envelopes that the Town opens in its normal course of business. The Town may, but shall not be required to, return such proposal documents and inform the proposer that the proposal documents may be resubmitted in a sealed envelope properly marked as described above.

RFP prices must be submitted on the Price Schedule Form included in this RFP. All blank spaces for proposal prices must be completed in ink or be typewritten; proposal prices must be stated in both words and figures. The person signing the Proposal Form must initial any errors, alterations or corrections on that form. Ditto marks or words such as "SAME" shall not be used in the Proposal Form.

Proposals may be withdrawn personally or in writing provided that the Town receives the withdrawal prior to the time and date the proposals are scheduled to be opened. Proposals are considered valid, and may not be withdrawn, cancelled or modified, for ninety (90) days after the opening date, to give the Town sufficient time to review the proposals, investigate the proposers' qualifications, secure any required municipal approvals, and execute a binding contract with the successful proposer.

An authorized person representing the legal entity of the proposer must sign the Proposal Form and all other forms included in this RFP.

QUESTIONS AND AMENDMENTS

Questions concerning the process and procedures applicable to this RFP are to be submitted **via email only** to:

Name: Natalie Clark
Dept: Finance
E-mail: nclark@wolcottct.org

The subject line of the email should read RFP #20-01 Beach Road Question. Proposers are prohibited from contacting any other Town employee, officer or official concerning this RFP. A proposer's failure to comply with this requirement may result in disqualification.

The appropriate Town representative listed on the previous page must receive any questions from proposers no later than seven (7) days (November 13, 2019 by 4:00 p.m.) before the proposal opening date. That representative will confirm receipt of a proposer's questions by e-mail. The Town will answer all written questions which shall be a part of this RFP and the resulting Contract, containing all questions received as provided for above and decisions regarding same.

At least four (4) calendar days prior to RFP opening, the Town will post any addenda on the State of CT DAS website. **Each proposer is responsible for checking the State of CT DAS website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

No oral statement of the Town, including oral statements by the Town representatives listed above, shall be effective to waive, change or otherwise modify any of the provisions of this RFP, and no proposer shall rely on any alleged oral statement.

ADDITIONAL INFORMATION

The Town reserves the right, either before or after the opening of proposals, to ask any proposer to clarify its proposal or to submit additional information that the Town in its sole discretion deems desirable.

PROJECT DESCRIPTION

The Town of Wolcott, CT will accept proposals from qualified Engineering Firms to Design improvements to Beach Road. The project entails the design and preparation of proposal documents for improvements to 1.2 miles of Beach Road from the intersection with Wolcott Road (Route 69) and the intersection with Spindle Hill Road. The improvements to the road will encompass reclamation of the top 10" of the roadway and subbase, compaction and paving with 4" with HMA.

The design of this project is funded by the Town of Wolcott and the construction will be funded by the CT DOT LOTCIP program. (A copy of the LOTCIP Application for Beach Rd is attached to the RFP.) The Naugatuck Valley Council of Governments (NVCOG) is assisting the Town with administering the project and will be the primary reviewer of the design. The CT DOT is expected to have minimal involvement in the review of the design of this project.

General Instructions and Requirements

In order to maintain the integrity of the RFP process, any questions concerning the scope of this project or requests for additional information, or any other questions should be directed in writing to nclark@wolcottct.org. Inquiries must be made by 4:00pm on November 13, 2019.

The normal hours of operation of the Wolcott Town Hall are: Monday through Wednesday 8:00 A.M. to 4:30 P.M., Thursday 8:00 A.M. to 5:30 P.M. and Friday 8:00 A.M. to 12:00 noon. The Town reserves the right to change the final due date and time for the bids. In the event Town Hall is unexpectedly closed (ie. weather related, etc.) the bid opening will take place on the next business day, in the same location at the same time as originally stated. *****PLEASE NOTE: TOWN HALL WILL BE CLOSED ON TUESDAY, NOVEMBER 5, 2019 FOR ELECTION DAY AND ON MONDAY, NOVEMBER 11, 2019 IN OBSERVANCE OF VETERAN'S DAY.**

- All proposals received in response to this RFP will be retained.
- The proposals must constitute a complete response using the Proposal Form provided.
- One original and three copies are required.
- The Town will not be responsible for and hereby disclaims any alleged oral instructions of contract interpretations.
- The Town may make such investigations as it deems necessary, to determine the ability, qualifications, and experience of the prospective firm. The prospective firm shall furnish to the Town all such information and data for this purpose as the Town may request.
- No proposal shall be withdrawn for a period of 90 days subsequent to the date of submittal.
- The successful firm shall procure at their own expense the required insurance coverages as defined in the specifications.
- The Town is exempt from the payment of Federal Excise Tax and CT State Sales Tax.
- All forms must be properly and completely filled out.
- All forms must be signed by an authorized principal or agent of the responding firm.
- Any modification or exception which a firm submits must be on a separate attachment, identified properly as such and properly signed.

Selection Process

- The Town of Wolcott Ordinances #75 “Ordinance Establishing Uniform Standards Applicable to the Public Bidding Process” and #92 “Ordinance Concerning Delinquent Taxes and Denial of Permits, Town Contracts and Vendor Payments” will be in force for the purposes of the proposal evaluation. (copies attached)
- To be considered for selection, concise written proposals must be submitted to Natalie Clark, Finance Office, Town of Wolcott, 10 Kenea Avenue, Wolcott, CT 06716.
- The Town of Wolcott reserves the right to reject any and all proposals, waive any irregularities, omissions, excess verbiage or technical defects in the proposals, and the Town need not necessarily award the contract on the basis of the lowest proposed cost, if, in the opinion of the Town, it would be in the best interest of the Town of Wolcott and the Wolcott Board of Education to accept other than the lowest proposal because of another firm’s greater expertise, experience, ample staffing/resources, efficiency or familiarity with the Town.
- Selection as the preferred proposal does not provide any contract rights to that consultant. Any such rights shall accrue only if and when the Town and the firm execute a binding contract. The Town reserves the right to negotiate with the successful consultant in any manner necessary to best serve the interests of the Town.
- The Town will not be liable for any costs incurred by a firm in the preparation or submission of a proposal.
- Where applicable, firms must comply with the Civil Rights Act of 1964, the Equal Employment Act, and the Connecticut Fair Employment Practices Act.
- Revisions or addenda to the RFP: In the event it becomes necessary to revise or supplement any part of the RFP, the revision or supplement will be updated on the State of CT DAS website as well as provided to all prospective firms that have requested an RFP package via e-mail.

CERTIFICATION OF NON-SEGREGATED FACILITIES

By signing this proposal, the submitter certifies that he/she does not maintain or provide for his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. He/she further certifies that he/she will not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she will not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained.

STATEMENT OF POLICY

It is the employment policy of _____ (this "Firm") that there shall be no discrimination against anyone on the grounds of race, creed, national origin, sex or age, in the hiring, upgrading, demotion, recruitment, termination, and selection for training. In addition, this Firm is in full compliance with the letter and intent of the various Equal Employment Opportunities and Civil Rights Statutes noted above.

Name of Firm: _____

Address: _____

Signature: _____ Printed Name: _____

Title: _____ Date: _____ Phone: _____

Cell Phone: _____ Email: _____

NON-COLLUSION STATEMENT

All prospective vendors are required to sign a Non-Collusive Statement with all public proposals as follows:

1. The proposal has been arrived at by the prospective vendor independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor or materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and
2. The contents of the proposal have not been communicated by the vendor, its' employees or agents to any person not an employee or agent of the vendor or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official opening of the proposal.

Name of Company: _____

By: _____ Title: _____ Date: _____

The undersigned certifies that he/she has read and understands all of the provisions of the specifications. Any exceptions to the specifications are on a separate sheet of paper and made part of this bid.

Signature: _____ Printed Name: _____

Title: _____ Date: _____

FOR: _____
(Bidder Company name, printed)

No. & Street _____ City: _____ State: _____ ZIP: _____

Phone: _____ Cell Phone: _____ Email: _____

Indemnification

To the fullest extent permitted by law, the Proposer shall indemnify and hold harmless the Town of Wolcott, 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 engineers, attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the Consultant'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 Consultant, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Consultant to perform or furnish either of the services, or anyone for whose acts the Consultant 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 Consultant, by any person or organization directly or indirectly employed by Consultant to perform or furnish any of the work, or by anyone for whose acts Consultant may be liable, the indemnification obligation under this Article V shall not be limited in any way by any limitation on the amount of type of damages, compensation or benefits payable by or for Consultant under worker's compensation acts, disability benefit acts or other employee benefit acts.

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 Wolcott.

The undersigned has read, understands, and agrees to comply with the requirements contained in the Request for Qualifications for Health and Welfare Benefits Consultant. The undersigned submits this proposal in good faith without collusion with any other person, individual or firm.

The proposal consists of this cover page and the following attachments:

Name of Firm: _____

Address: _____

Name of Authorized Representative: _____

Title: _____

Phone: _____ Cell Phone: _____

Email: _____

Signature of Authorized Representative: _____

RFP Opening

Sealed Proposals, including mailing envelopes and/or shipping containers, will be clearly marked "RFP #20-01 ENGINEERING DESIGN SERVICES FOR THE RECONSTRUCTION OF BEACH ROAD.", will show the name & address of the proposer and will be delivered to Natalie Clark, Finance Office, Wolcott Town Hall, by 11:15 AM, November 20, 2019. The

Submission Requirements

The Town of Wolcott will select a Qualified Consultant based on firm, capabilities, past project experience, key staff assigned to the project, knowledge of the area, technical approach and cost proposals.

The proposal should include the following information:

A qualification statement including:

- A letter of interest with the name and address of the Consultant(s)
- General Information on the firm and any proposed sub-consultants
- Name, title and telephone number of the individuals within the firm authorized to commit the company to this contract
- Consultant's Qualifications and Capabilities:
Describe the qualifications and capabilities of the consultant as they relate to experience necessary for this project
- Relevant Past Project Experience including project summaries of relevant projects completed in Connecticut and New England
- References for work done on similar projects including client contact information
- Key Staff Assigned to the Project:
Identify specific personnel that will be assigned to the following key roles for the project: Project Manager and Lead Technical Staff members
Personnel identified in the proposal must be the principal staff that will work on the project and represent the majority of hours billed to the project. Resumes shall not exceed 3 pages in length. Project staff must meet all local, state, and state and federal requirements to perform work.

A technical proposal including:

- Approach describing the technical approach that will be used to complete the tasks described in the Scope of Work of this RFP.
- Identify the proposed schedule to complete the various phases of the work.
- Fee Proposal including a breakdown of the costs for performing the various tasks and other components of the proposed fee

Responses to this RFP will be evaluated and rated based on the consultant's responses to all relevant criteria stated in this RFP. The Town has the right to cancel this RFP at any time and to reject or accept any or all proposals submitted. Proposals must be signed by a representative of the firm having legal authority to contract on behalf of the firm. Proposals will be treated as bona fide offers and must remain open for a period of ninety (90) days from the closing date for submissions.

Cost of Preparing Proposal

All costs associated with any response to this RFP, including the development of costs and participation in the selection process, are the sole responsibility of the respondent firms. The Town will not reimburse any firms for such costs nor will any successful firms be permitted to negotiate such costs as part of any contract or agreement.

INSURANCE REQUIREMENTS

The successful proposer agrees to maintain in force at all times during the Contract the following coverages placed with company(ies) licensed by the State of Connecticut which have at least an “A-” VIII policyholders rating according to Best Publication’s latest edition Key Rating Guide.

(Minimum Limits)		
General Liability*	Each Occurrence	\$2,000,000
General Aggregate		\$4,000,000
Products/Completed Operations Aggregate		\$4,000,000
Auto Liability*	Combined Single Limit	
Each Accident		\$2,000,000
Umbrella*	Each Occurrence	\$2,000,000
(Excess Liability)	Aggregate	\$4,000,000

* The Town of Wolcott shall be named as “Additional Insured.” Coverage is to be provided on a primary, noncontributory basis. Waiver of subrogation must be provided.

If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of the Contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the Contract for two (2) years from the completion date.

Workers’ Compensation and WC Statutory Limits		
Employers’ Liability	EL Each Accident	\$ 100,000
EL Disease Each Employee		\$ 100,000
EL Disease Policy Limit		\$ 500,000

Original, completed Certificates of Insurance must be presented to the Town prior to Contract execution. The successful proposer agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of the policy. Should any of the above described policies be cancelled before the expiration date, written notice must be given to the Town thirty (30) days prior to cancellation.

Independent Contractor

All activities performed by the Contractor and its agents, employees or representatives are, for all purposes under this Agreement, performed as an independent contractor and not as an employee of the Town of Wolcott, and neither the Contractor nor its employees shall be entitled to any benefits to which employees of the Town are entitled including, but not limited to, worker’s compensation, overtime, retirement benefits, health care benefits, vacation pay or sick leave.

SPECIFICATIONS FOR ENGINEERING DESIGN SERVICES

SCHEDULE A: Scope of Services

Beach Road is classified as a “Minor Arterial” roadway that carries a significant amount of traffic, not only during the morning and evening commuting times, but throughout the daytime and weekends as well.

It is planned to reconstruct Beach Road from the intersection with Wolcott Road (Route 69) to the intersection with Spindle Hill Road for a total length of approximately 6,400 LF. It is proposed that Beach Road improvements may include milling, full-depth reclamation, horizontal and vertical realignments, widening/narrowing to a uniform 26-foot roadway width, and modifications to the storm drainage system. A LOTCIP application for this project has been completed and approved by the Naugatuck Valley Council of Governments. The LOTCIP Application can be obtained at:

<https://wan.hrpassociates.com/HRPConnect>

Client Login: *BeachRoad*

Password: *W6+rMznp*

PHASE 1 – PRELIMINARY ENGINEERING

Topographical Survey

Ground Survey

A ground survey will be prepared in accordance with the current edition of the CTDOT *Location Survey Manual*, and will be conducted to locate all curbs, walks, driveways, pavements, walls, signs, fences, planters, trees, bushes and surface utilities. Utilities will be contacted for information and measure downs for inverts of storm drainage and sanitary lines will be measured where are accessible. Utility test pits, soils borings and wetlands flagging will all be located.

Control

Horizontal control will be established in accordance with the CTDOT *Location Survey Manual* on NAD 83 coordinate grid. Horizontal control points will be established approximately every 500 feet. Vertical control will be established to V-2 accuracy on NAVD 88 or NGVD 29 Datum. Benchmarks will be set approximately every 500 feet.

Property Lines

Town records will be researched for information on street lines and property lines. Buildings, street lines (field located monumentation should meet class A-2 horizontal accuracy), street addresses and side lot lines will be shown and certified as Class “D”. Property owners will be notified prior to entering on private property to complete survey.

Survey Limits

Topographic survey of project area will be done in accordance with the CTDOT *Location Survey Manual*. The field survey edit limits will extend approximately to the building faces. The survey will also extend 200 feet up all side streets and 200 feet beyond the project limits. A detailed base map in AutoCAD 2015 Format at a scale of 1”=40’ with 1’ contours of the existing conditions will be provided. The survey will extend to about 50 feet either side of the centerline of the road or to the front of adjacent buildings.

Geotechnical Engineering

Analyze Existing Soils Data

Review geologic maps and geotechnical information available in our files as indicators of subsurface conditions.

Prepare Subsurface Exploration Program

Develop a plan for the subsurface exploration program including number 3-4 test pits. It is anticipated that the Town of Wolcott will provide equipment and staff necessary to perform the required test pits.

Supervise and Coordinate Subsurface Exploration Program in Field

The consultant will monitor the explorations in the field, maintain logs of encountered soil and groundwater conditions, and prepare test pit logs.

Prepare and Analyze Field and Laboratory Data

The consultant will arrange for laboratory testing of selected samples of the existing pavement subbase. Up to four samples will be submitted for grain size distribution analysis to aid in our evaluation of appropriate road reconstruction/rehabilitation alternatives.

PHASE 2 – PRELIMINARY DESIGN

Typical Cross Sections

Develop typical cross sections for the various areas within the project.

Horizontal Alignment

Further refine the conceptual baseline geometry within the project limits to meet the design standards for the road type. The horizontal alignment will be analyzed in conjunction with the vertical alignment and cross sections to minimize impacts to adjacent properties. The need for, extent of and justification for, exceptions to standards will be determined at this phase in preparation for submitting requests for exceptions to standards following the preliminary design review.

Vertical Alignment

Further refine the profile to provide the best fit for meeting current standards and minimizing impacts to adjacent property owners. The need for, extent of, and justification for exceptions to standards will be determined at this phase in preparation for submitting requests for exceptions to standards following the preliminary design review.

Prepare Plans and Profiles

Prepare preliminary design plans and profiles detailing the recommended improvements.

Critical Cross Sections

Critical cross sections will be developed in areas as needed to illustrate and define areas of special concern.

Drainage

A preliminary drainage design will be provided. A basic layout with outlet locations without any drainage calculations.

Maintenance and Protection of Traffic (M&PT)

Develop preliminary maintenance and protection of traffic plans, including draft staging and prosecution and progress specifications.

Preliminary Sedimentation and Erosion Control

Prepare a preliminary plan for sedimentation and erosion control and identify methods to be incorporated to provide water quality control.

Quantity Estimate and Cost Estimate

Prepare a preliminary estimate of the quantities of all major items of construction. Develop a preliminary estimate of probable construction cost for the project based on the estimated quantities and unit prices.

Design Report

Prepare a Preliminary Design Report identifying the findings of all studies and analysis performed during the preliminary design.

Coordination Meetings

Provide appropriate coordination with the Town and other agencies during the project development.

Preliminary Design Submission

Assemble and submit all the plans, reports and estimates generated during the Preliminary Design phase. Distribute plans to the utility companies. Three (3) copies of the preliminary design documents will be provided to the Town.

Public Involvement Meeting Plan and Presentation

The Town of Wolcott will prepare a mailing list of abutters and send out mailings in advance of the meeting. The consultant will provide presentation material and attend and participate in a public involvement meeting following submittal of 30% plans.

Resolve Preliminary Design Comments

Attend one preliminary design review meeting to discuss comments and resolve any questions or differences of opinions that arise. Prepare information for a waiver of standards. Prepare schedule of owners and mylar for use in title search. Identify permit requirements and make initial contact.

Design Exception Report

Prepare a report identifying substandard geometric features, analyzing alternatives that would mitigate the substandard feature, comparing impacts to the adjacent properties, utilities and environmentally sensitive areas and the cost of construction, and providing recommendations to the Town concerning accepting design exceptions.

PHASE 3 – FINAL DESIGN

Horizontal Geometry

Finalize and coordinate the baseline geometry and all horizontal geometry such as curb returns, offsets, etc.

Vertical Geometry

Finalize the vertical geometry.

Plan Sheets

Prepare the final plan sheets.

Profile Sheets

Prepare the final profile sheets showing all existing and proposed underground utilities where vertical location is known as well as any test pit locations.

Cross Sections

Prepare the cross-section sheets. Cross sections will be provided every 50 feet and at driveways.

Typical Sections

Prepare the final typical section sheets.

Intersection Grading Sheets

Intersection grading plans will be prepared for all intersections within the project limits. A total of eleven (11) intersections grading plans will be required.

Miscellaneous Detail Sheets

Prepare miscellaneous detail sheets. This includes incorporating standard CTDOT sheets, revising nonstandard CTDOT typical sheets and developing new details as required.

Drainage

The drainage design will be prepared in accordance with the current CTDOT *Drainage Manual*.

Sedimentation and Erosion Control Plans

Prepare plans for sedimentation and erosion control in accordance with the 2002 *Connecticut Erosion and Control Sedimentation Guidelines*.

Maintenance and Protection of Traffic

Prepare M&PT plans and specifications including staging plans as required to ensure the safe movement of traffic during construction. Develop special treatments and detour routes as required. Incorporate CTDOT standard traffic control sheets.

Signing

Existing pole mounted signs will be replaced in kind or will be upgraded to meet proposed conditions.

Pavement Markings

Pavement markings will be replaced in kind or upgraded to meet the proposed conditions. The pavement marking information will be included with the signing plans.

Utilities/Test Pit Coordination

Coordinate with and send plans to affected utility companies. Attend and prepare material for Design/Utility meeting. Field meetings with utility companies may be required. Coordinate with Town's designed for the water main relocation project. Test pits requirements to determine possible utility conflicts will be coordinated with and conducted by the Town Highway Department and/or appropriate utility. Results will be shown on the profiles and cross sections.

Environmental Permit Applications

The Town of Wolcott will be responsible to obtain local Inland Wetland permits if required.

Quantity Estimate

Prepare an estimate of the quantity of all items on the job.

Proposal Estimate

Apply unit costs to the quantities and prepare estimate on appropriate forms.

Design Report

Prepare a final design report explaining all the elements of the design.

Special Provisions

Prepare all technical specifications based on the standard specifications utilizing CTDOT Form 817 as amended.

Semi-Final Plans for Review

Assemble and submit all the drawings and reports generated during the Final Design. This submittal will be considered a 70% review submittal with the plans essentially 100% complete and an outline of the specifications. (3 paper copies will be submitted to the Town). Attend one 3rd Party Review Meeting held at NVCOG, Waterbury.

Incorporate Semi-Final plans for Review Comments

Prepare written responses to the comments generated from the final plans for review submittal and incorporate changes as required.

Final Submission

Package and submit the original mylars, estimate sheets and specifications. In addition, submit an electronic copy of the design to the Town in AutoCAD 2015 format and an electronic copy of the specifications in Microsoft Word.

Coordination & Meetings

Maintain appropriate coordination with the Town of Wolcott, the Naugatuck Valley Council of Governments (NVCOG) and their consultant and other affected agencies. Conduct periodic on board review meetings with Town staff.

PHASE 4 – BID ASSISTANCE

Prepare bid documents and bid advertisement. Assist in the process of advertising and answering questions during the bid phase. Prepare and issue addenda, if necessary. Attend the bid opening and tabulate bids. Investigate references and bonds, ensure that the bid packages are correct and complete, and make a recommendation for award.

***PLEASE POSITION THIS SCHEDULE AS
THE FIRST PAGE OF YOUR SUBMITTAL***

RFP #20-01 ENGINEERING DESIGN SERVICES FOR BEACH ROAD

PROPOSAL FORM

PROPOSER'S FULL LEGAL NAME: _____

Pursuant to and in full compliance with the RFP, the undersigned proposer, having visited the site or property if applicable, and having thoroughly examined each and every document comprising the RFP, including any addenda, hereby offers and agrees as follows:

To provide the products and/or services described in the Request for Proposal and for the prices set forth below and upon the terms and conditions of the RFP, the sum total of which is:

Amount in Figures

Amount in Words

ORDINANCE 75

AN ORDINANCE ESTABLISHING UNIFORM STANDARDS APPLICABLE TO THE PUBLIC BIDDING PROCESS BE IT ORDAINED THAT:

SECTION 1

STATEMENT OF PURPOSE

The purpose of this ordinance shall be:

To establish uniform standards and to clarify those procedures which shall apply to the award of all municipal contracts which are subject to the Public Bidding Procedure provided in Section 707(c) of the Charter of the Town of Wolcott.

In recognition of the compelling need to stimulate the economy and to enlarge the tax base of the Town of Wolcott, to provide, as part of said uniform standards and procedures, a preference to Town-Based Businesses, as hereinafter defined, in the awarding of certain municipal contracts in an amount not exceeding Two Hundred Thousand and 00/100 Dollars (\$200,000.00).

SECTION 2

STANDARDS AND PROCEDURES APPLICABLE TO THE AWARD OF ALL MUNICIPAL CONTRACTS PURSUANT TO SECTION 707(c) OF THE CHARTER

Subject to the special procedure hereinafter provided in Section 3 of this ordinance, any contract awarded as a result of the Public Bidding Procedure provided in Section 707(c) of the Charter shall be awarded to the lowest responsible qualified bidder unless the Municipal Finance Officer shall determine in writing that to do so would not be in the best interests of the Town of Wolcott.

In making said determination, the Municipal Finance Officer shall be guided by the following considerations:
The ability, capacity and skill of the bidder to perform the contract or to provide the service required.

Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.

The character, integrity, reputation, judgment, experience and efficiency of the bidder.
The quality of performance by the bidder of previous contracts or services.

The previous and existing compliance by the bidder with those federal or state statutes and local ordinances, if any, relating to the contract or service.

The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service. The quality, availability and adaptability of the supplies, or contractual services to the particular use required. The ability of the bidder to provide future maintenance and service for the subject of the contract.

(C) The Municipal Finance Officer may require a performance bond as a condition before entering into any contract in such amount as said Officer shall find reasonably necessary to protect the interests of the Town.

SECTION 3

SPECIAL PROCEDURE APPLICABLE TO BIDS SUBMITTED BY TOWN-BASED BUSINESSES

Town-Based Business: For the purposes of this ordinance, "Town-Based Business" shall mean any organization having its principal place of business located within the Town of Wolcott. To be considered a Town-Based Business eligible for the benefits provided in this Section, any bidder must submit, in addition to a bid, evidence satisfactory to the Municipal Finance Officer that said business in fact has its principal location within the Town of Wolcott. Such evidence may include, but is not limited to, the long term lease or ownership of business property from which said business is operated or the payment of property taxes on the personal property of said business to be used in the performance of the bid.

Determination of the Lowest Responsible Qualified Bidder: The lowest responsible qualified bidder shall be determined in the following order:

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(1) Subject to the standards provided in Section 2(B) of this ordinance, any Town-Based Business which is a responsible and qualified bidder and which has submitted a bid in an amount not more than five-percent (5%) higher than the low bid shall be awarded the contract in the amount of the low bid.

If no Town-Based Business has submitted a bid in an amount not more than five-percent (5%) higher than the low bid, then, subject to the standards provided in Section 2(B) of this ordinance, the contract shall be awarded to the lowest responsible qualified bidder.

If more than one responsible and qualified Town-Based Business has submitted a bid in an amount not more than five-percent (5%) higher than the low bid, then, subject to the standards provided in Section 2(B) of this ordinance, the lowest responsible qualified bidder shall be that one of the Town-based bidders which has submitted the lowest bid who shall then be awarded the contract in the amount of the low bid.

(C) Limitations and Exceptions: The bidding procedure provided in this Section shall apply to the award of all municipal contracts which are subject to the Public Bidding Procedure provided in Section 707(c) of the Charter except for the following:

Those of such contracts in an amount which is in excess of Two Hundred Thousand and 00/100 Dollars (\$200,000.00).

Those of such contracts which are funded, entirely or in part, by State or Federal grants-on-aid.

SECTION 4

INVITATIONS TO BID

All invitations to bid extended to prospective bidders in the award of all municipal contracts subject to the Public Bidding Procedure provided in Section 707(c) of the Charter shall include a reference to and shall be issued subject to the provisions of this ordinance.

SECTION 5

SEVERABILITY

If any provision of this ordinance is declared invalid, that decision shall not affect the remaining provisions of this ordinance, which shall continue in full force and effect.


SECTION 6


EFFECTIVE DATE

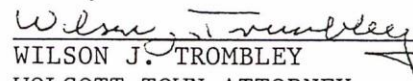
This ordinance shall be effective thirty (30) days after publication as required by Section 7-157 of the Connecticut General Statutes, as amended.

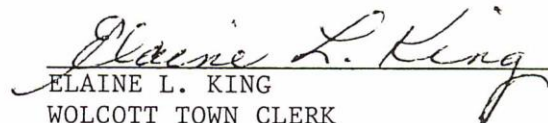
Approved by the Town Council, Town of Wolcott, this 20th day of September, 1994.

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EUGENE A. MIGLIARO, JR.
MAYOR, TOWN OF WOLCOTT
DATE: 9-20-94


STEVEN P. BOSCO
CHAIRMAN, WOLCOTT TOWN COUNCIL
DATE: 9/20/94


WILSON J. TROMBLEY
WOLCOTT TOWN ATTORNEY
DATE: 9-20-94


ELAINE L. KING
WOLCOTT TOWN CLERK
DATE: 10/27/94

Date Published: **September 27, 1994**

Effective Date: **October 27, 1994**

ORDINANCE 92

ORDINANCE CONCERNING DELINQUENT TAXES
AND DENIAL OF PERMITS, TOWN CONTRACTS AND VENDOR PAYMENTS

BE IT ORDAINED by the Town Council of the Town Wolcott, in a meeting duly assembled, that the following ordinance is adopted:

PREAMBLE

The purpose of the following Ordinance is to establish fair and equitable guidelines for all taxpayers and to aid in the efficient operation of municipal government and its agencies within the Town of Wolcott. It is the intent of the Town of Wolcott that all taxes must be paid in full before any Contract is awarded, permits are issued, or vendors are paid. It is not the intent of this Ordinance to punish or penalize any taxpayer but rather to be fair to all paying taxpayers by encouraging the payment of outstanding taxes.

SECTION 1:

For the purpose of this ordinance, the following definitions shall apply:

"Delinquent amounts" shall refer to any delinquent real or personal property taxes, any delinquent sewer assessments or usage charges, or any delinquent water "" assessments or usage charges; and any interest, fees and charges thereon.

"Person" shall mean any individual, firm, company, limited liability company, partnership, association, society, corporation, group, or other entity or any officer, director, member (managing or otherwise), stockholder, agent, or partner of said firm, company, limited liability company, partnership, association, society; corporation, group or other entity.

SECTION 2:

No official or agent of the Town of Wolcott, or any member of any board, office, department, commission or agency thereof shall issue a certificate of occupancy, zoning, building, inland wetlands, driveway or any other permit for the use of or improvements to real property to any owner thereof or other applicant from whom any delinquent amounts are owed to the Town of Wolcott or for any real property for which any delinquent amounts are owed to the Town, except as provided in Section 4 below.

At the time any such application for a certificate or permit is filed, the applicant shall submit to the appropriate Town Official having authority to issue such certificate or permit, sufficient written evidence from the Wolcott Tax Collector that there are no delinquent amounts due to the Town from the owner of the real property for which said application is made and from the applicant if other than the owner.

This section shall not be deemed to apply to those applications for permits which involve repair or construction work ordered by a public agency or for emergency work to be performed for public health and/or safety concerns, nor shall it apply to those applicants who are making improvements to their real property with loans or grants received under any State and/or Federal rehabilitation programs.

SECTION 3:

No payment shall be made by the Treasurer of the Town of Wolcott or by any other Town Official, department head, employee, board, commission or agency to any person who has sold goods or provided services to the Town or to any board, office, department, commission or agency thereof, if, at the time said payment is due, it is determined that said person owes delinquent amounts to the Town, provided that no such payment to be withheld shall exceed the delinquent amounts owed at the time of the withholding. Any such sums withheld pursuant to this section shall be paid to the Tax Collector and applied against the outstanding delinquent amounts owed by such person, first to any outstanding interest, fees and charges and then to the outstanding principal balance. This section shall not apply to the payment of wages to employees of the Town of Wolcott, or any board, office, department, commission, or agency thereof.

SECTION 4:

Notwithstanding anything provided hereinbefore to the contrary, no certificate or permit under Section 2 hereof shall be withheld if the person owing said delinquent amounts has entered into a written agreement with the Town of

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Wolcott, by and through the Wolcott Tax Collector, which shall provide for an immediate payment to the Town of all outstanding interest, fees and charges included in said delinquent amounts and at least one half of the principal balance owed, and a payment plan requiring the balance of said delinquent amounts to be paid in equal monthly installments over a period of no greater than twenty-four months from the date of said agreement. In the event any person owing delinquent amounts is unable to enter into such agreement with the Tax Collector as a result of severe financial hardship, such person may propose to said Tax Collector an alternate method for paying said delinquent amounts which, if acceptable to the Tax Collector, shall be subject to the approval of the Town Council. In either event, interest shall continue to accrue on said delinquent amounts at the rate allowed by law. Any such payment agreement shall be in addition to, and not in lieu of, any and all other collection methods and remedies available to the Tax Collector as allowed by law.

In the event any person enters into a written agreement with the Tax Collector as provided hereinbefore, or proposes an alternate method of paying said delinquent amounts which proposal is acceptable to the Tax Collector and approved by the Town Council, proof of any such agreement or approval shall be delivered to the appropriate Town Official having authority to issue such certificate or permit prior to the issuance of such certificate or permit.

The exception provided in paragraph (A) of this section and any agreement entered into pursuant thereto shall be for the sole purpose of allowing a person owing delinquent amounts to obtain a certificate or permit and shall not in any way constitute, or to be construed to constitute, an agreement by the Town of Wolcott or the Tax Collector to forebear the collection of said delinquent amounts during the period of the approved monthly payment plan. The Tax Collector shall continue to have the right to exercise all powers allowed by law to collect said delinquent amounts sooner than set forth in said agreement and at no time shall the Town be required to stay or forestall any other collection methods or remedies during such period.

SECTION 5:

If the "Person" as defined in Section 1 (b) owes any money to the Town of Wolcott, said person shall be deemed ineligible to bid any municipal project until such time as payment is made or arrangements are made in accordance with Section 4 (C) supra.

SECTION 6:

The Treasurer and Tax Collector of the Town of Wolcott shall coordinate their activities so that the purpose and intent of this ordinance may be carried out. All other officials, department heads and employees of the Town shall coordinate their activities with those of the Tax Collector and Treasurer in a like manner.

SECTION 7:

Any person entering into any contract with the Town of Wolcott or doing business with the Town shall be deemed to have expressly consented and agreed to the terms of Section 3 of this ordinance which terms shall become an integral part of the contract or agreement between such person and the Town, even if not specifically set forth in said contract or agreement.

SECTION 8:

All invitations to bid extended to prospective bidders in the award of municipal contracts subject to the public bidding procedure provided in Section 707 (c) of the Town of Wolcott Charter shall include a reference to this ordinance provided, however, that the failure of any invitation to bid to include such reference shall in no way affect the validity of the invitation or the applicability of this ordinance.

SECTION 9:


If any provision of this ordinance is declared invalid, the remaining provisions hereof shall continue in full force and effect.

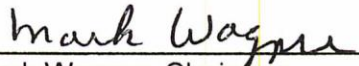
SECTION 10:

The ordinance entitled "Ordinance Concerning Delinquent Taxes and Denial of Permits, Town Contracts, and Vendor Payments", (#77), which was enacted by the Town Council on April 16, 1996 is hereby repealed on the effective date of

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this ordinance (#92). This ordinance was approved at a Regular Meeting by the Wolcott Town Council on September 2, 2008 and becomes effective on September 26, 2008.


Thomas G. Dunn, Mayor
Town of Wolcott
9-3-08
Date


Mark Wagner, Chairman
Wolcott Town Council
9-2-08
Date

CERTIFICATION

I, Dolores C. Slater, Town Clerk for the Town of Wolcott, do hereby certify that the above is a true and correct copy of Ordinance #92 adopted by the Town Council at its regular meeting on September 2, 2008 in which a quorum was present and acting throughout and that the ordinance has not been modified, rescinded, or revoked and is at present in full force and effect.


Dolores C. Slater, Town Clerk
9-3-2008
Date

Dolores C. Slater, Town Clerk Date
Public Hearing Date: September 2, 2008 - Approved by Town Council: September 2, 2008
Date Published: September 5, 2008
Effective Date: September 26, 2008 (21 days after publication)