

**REQUEST FOR QUALIFICATIONS (RFQ) FOR PROVIDING
ENGINEERING AND RELATED SERVICES FOR
GREAT RIVER PARK IMPROVEMENT PROJECT**

Issued by:

Riverfront Recapture, Inc.
50 Columbus Boulevard, First Floor
Hartford, Connecticut, 06106

Technical Contact:

Marc Nicol
Director of Planning & Park Development
(860) 713-3131 ext. 334

Proposal Due:

11:00 a.m., Thursday, February 13, 2020
Riverfront Recapture, Inc.
50 Columbus Boulevard, First Floor
Hartford, Connecticut, 06106

RIVERFRONT RECAPTURE, INC.
REQUEST FOR QUALIFICATIONS (RFQ) FOR PROVIDING
ENGINEERING AND RELATED SERVICES

1. *Description and General Information*

Riverfront Recapture, Inc (RRI) is inviting design consultant firms to submit their firm's qualifications to provide engineering, architectural, permitting and construction administrative services associated with the Great River Park Improvement project. The work will commence upon the execution of a contract with the selected consultant. The consultant will be expected to work continuously on the project until all services are completed. It is estimated the design and permitting services will take 15 – 18 months to complete and 6 – 12 months for construction.

RRI reserves the right to advertise by competitive bid or request a proposal for any project it deems appropriate. The selected consultant will be afforded an opportunity to submit proposals on any advertised RFQ outside the scope of this assignment.

All work performed under this contract shall be under the direction of a professional engineer, licensed in the State of Connecticut.

2. *Scope of Services:*

The selected Consultants will be required to provide comprehensive engineering, permitting, and related services (site, civil, marine, traffic, mechanical, structural, environmental, electrical, geotechnical or any other specialty) required by the project.

The successful Consultant must be thoroughly familiar with marine projects on the Connecticut River and have experience submitting and receiving permits from Connecticut Department of Energy & Environmental Protection, the United States Army Corp of Engineers, and the Town of East Hartford. The Consultant shall also have sufficient personnel to ensure that all work can be done in a timely manner.

At a minimum, selected Consultants must be able to provide the following:

- Land surveying and related services
 - Environmental assessment and State of Connecticut Department of Energy and Environmental Protection (DEEP) Licensed Environmental Professional-related services
 - Inland wetland delineation, soil scientist, and wetland biologist-related services
 - Geotechnical engineering, and related subsurface investigation-related services
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- Civil engineering and related design services including but not limited to: site and roadway, storm drainage, hydrology, soil erosion and best management practice, and hydrology/hydraulic analysis to develop construction plans, specifications, and cost estimates
- Marine engineering and related design services including but not limited to: demolition, piles and structures, flood hazard, and hydrology/hydraulic analysis to develop construction plans, specifications, and cost estimates
- Building-related services which include but are not limited to: underground and site electrical design services
- Comprehensive structural engineering, inspection, and evaluation services
- Landscape architecture and related services
- Traffic Engineering, Pavement Design and related services
- Permit assistance which will include preparing all required permits, meeting attendance, and presentations for Local, State, and Federal permits
- Environmental engineering services
- Bidding assistance which will include preparing all bid documents requested by RRI,
- bid evaluation, and responding to requests for information from prospective bidders
- Construction consultation and administrative services

Attachment A provides a more detailed description of improvements included in the project and will be the basis of services to be provided by the selected Consultant.

3. Project Management:

The Managing Authority for this project will be RRI. The Consultant will report to the Director of Planning & Park Development or their designee.

The Consultant will provide and maintain project files, status reports, payment records, inspector's daily reports, schedules, bid summaries, delivery receipts, miscellaneous correspondence, etc.

4. Terms & Conditions:

The Consultant must be willing to adhere and agree to the following conditions of RRI, and they must have a positive statement to that affect in their proposal:

1. The Consultant must have, or must open an office within 20 miles of the project area. The actual or proposed location of the office must be identified in the proposal. Travel time between RRI's and the Consultants' office will not be considered a reimbursable expense.
 2. Have personnel reserve sufficient to assure task continuity, and agree that all personnel proposed are committed for the full duration of the contract. If a change is required, RRI shall be notified and will judge whether the substitution will impair the success of the project.
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3. Agree that all sub-consultants hired by the Consultant must be included in the credentials submitted with the proposal and must be approved by RRI prior to working on any project.

4. Agree that all work produced under this agreement is to become the property of RRI and to turn over to RRI all original documents upon completion or demand.

5. Agree to accept management direction from RRI and, specifically, the Director of Planning & Park Development.

6. Agree to conform to all applicable laws, ordinances, and statues of the Federal Government, State of Connecticut, and Town of East Hartford which includes but are not limited to the following:

- Signing and ink stamping of the plans by the appropriate professional licensed in the State of Connecticut
- Civil Rights Act of 1964, as amended
- Executive Orders numbers 1 & 3 of the State of Connecticut
- Federal Labor Standards (29 CFR Parts 3, 5, and 5a) Davis Bacon Act, as amended (40 USC 327-330)
- Copeland "Anti-Kickback" Act (18 USC 874), as supplemented in the Department of Labor regulations (20 CFR - Part 3)
- Flood Disaster Protection Act (PL 93-29 1)
- Hatch Act (Title 5 USC Chapter 15)
- Section 504 of the Rehabilitation Act of 1973
- Immigration Reform and Control Act of 1986

7. Agree RRI reserves the right to terminate the contract at any time with the assurance that the Consultant shall be entitled to reimbursement for any services rendered prior to Receipt of Notice of Termination

8. Provide a statement that the applicant has no conflicting financial interests and is qualified to perform the services

5. Selection Procedure:

All submissions in response to this RFQ will be reviewed against criteria listed in Section 6 and award of the contracts shall be made in accordance with RRI procedures. A selection shortlist of Consulting Engineers submitting RFQ's will be invited to an interview with, and to make a detailed presentation to the Selection Committee. Short-listed firms will be notified of the location and the time of interview at a later date.

A Selection Committee composed of RRI's CEO, staff and board members will assist the Director of Planning & Park Development in selecting Consultants to provide the requested services. RRI intends to award a contract to the most qualified Consultant, or to the Consultant whose

proposal is determined to be in the best interest of RRI. RRI reserves the right to reject or modify any submission or parts thereof for any reason, to negotiate changes to the submission terms and to waive minor inconsistencies within this RFQ.

6. Criteria for Selection:

RFQs will be evaluated in accordance with the following criteria:

- The Consultant's demonstration that the firm and the personnel assigned to the assignment have adequate experience with similar projects.
- The Consultant's demonstration that the firm has adequate depth of staff and other resources to provide responsive and comprehensive services throughout the contract duration.
- The Consultant's demonstration that they understand the services required to be provided for the project.
- Completeness of the proposal package with all of the information requested within the RFQ.
- The Consultant's prior experience working with RRI.

7. Insurance:

The awarded Consultant will be required to furnish evidence of the insurance coverage within ten (10) days from the notification of the contract being awarded. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. All renewal certificates shall be furnished at least ten (10) days prior to the policy expirations.

See Attachment B for **MINIMUM INSURANCE AND INDEMNIFICATION REQUIREMENTS**

9. Contract:

The project contract form shall be Engineers Joint Contract Documents Committee and the agreement for engineering services will expire three (3) years from the date of contract signing with an option to extend by mutual written agreement of both parties.

RRI reserves the right to modify the contract form as deemed to be in the best interest of RRI and the project and negotiate contract fees at the time of a renewal.

The draft contract form is included as Attachment C.

10. Proposals:

Consultants wishing to be considered for this assignment should submit their qualifications on United States General Services Administration standard form 330 along with other information specified within the organization and content portion of this section.

All proposals must be received by **Thursday, February 13, 2020 at 11:00 a.m.**

Four (4) copies (one original and three copies) of the proposal shall be submitted in a sealed envelope to:

Marc Nicol
Director of Planning & Park Development
Riverfront Recapture
50 Columbus Boulevard, First Floor
Hartford, Connecticut, 06106

Proposals shall be plainly marked on the sealed envelope:

“Bid # 1, Request for Qualifications – Great River Park Improvement Project”

All questions about this request for qualifications shall be directed to Marc Nicol, Director of Planning & Park Development, via email mnicol@riverfront.org.

RFQ Organization and Content: (The RFQ submitted shall follow the format below)

1. Cover Letter – this letter of transmittal shall include a statement accepting the terms and conditions specified within section 4 of this request for proposals.
 2. Project and Assignment Understanding – This section will convey the Consultant’s understanding of services to be provided under this assignment to RRI.
 3. Firm information – This section shall include general information on the firm, information on all proposed sub-consultants, firm brochure, and a minimum of three client references with their contact information. This section will also include a detailed statement indicating the organizational structure under which the firm proposes to conduct business. The relations to any “parent” firm or subsidiary firm, with any of the parties concerned must be clearly defined.
 4. Personnel and organizational structure – This section shall include an organizational chart of the personnel and sub-consultants that are intended to be allocated to this assignment. This section shall also include resumes, qualifications, and experience of the personnel identified within the organizational chart.
 5. Experience – Provide a concise description of the firm’s experience including, but not limited to, the following:
 - Experience related to services noted within the scope of services
 - Experience with finding cost-saving/cost-effective solutions
 - Experience with providing timely and responsive services on similar assignments
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- Experience with providing environmentally sensitive solutions
- Qualifications and experience of sub-consultants intended to be used on the project
- Examples of effective services rendered during the construction phase of project designed by the firm

6. GSA Form 330 – Filled out with information relevant to this request.

7. Services expected by the Consultant from RRI, exclusions, and any other material the Consultant feels appropriate to submit.



ATTACHMENT A – DETAILED SCOPE OF IMPROVEMENTS

The selected Consultant shall provide all of the engineering, architectural design, permitting, and construction administrative services required for the proposed Great River Park Improvement project. The scopes of improvements are as follows:

1. ADA access improvement at boat launch

The existing ramp has been undermined by erosion from tree loss adjacent to the boat ramp, stair rails have been damaged by floating debris during high water events, and the gangway area is routinely filled in with silt requiring regular removal. The ADA improvements include removal of the existing ramp, stairs, and sidewalk, raising the gangway bulkhead (likely eliminating the need for the ADA ramp), repair of erosion areas, and installing a new sidewalk connecting the floating docks with the existing pedestrian access points.

2. ADA accessible fishing pier

A new pier will be constructed on the riverbank north of the boat ramp in place of an existing wood overlook that has reached the end of its lifespan. The new pier will be built at a higher elevation, constructed of steel and concrete for greater lifespan, and extend further into the river to provide year-round fishing opportunities. The pier and its associated walkways will be ADA compliant and illuminated from shore.

3. Remove existing wood wharves / overlooks

The two existing wood overlooks which are typically used as fishing piers are at the end of their lifespan, are not ADA accessible, costly to maintain, and don't function well. All elements of each will be removed including bituminous walkway approaches, wood retaining walls, concrete slabs, railing, deck framing and deck surfacing. The wood piles will be cut off below existing grade and left in place to stabilize the shoreline. Piles in conflict with the new proposed ADA accessible fishing pier will be removed in their entirety.

4. Park entrance signs

Like many features in the park, the entrance sign on East River Drive is at the end of its lifespan and the sign at Pitkin Street was hit by a car and removed many years ago. New entrance signs will be fabricated and installed at both locations, lighting installed, and landscaping around the signs will be improved using standards developed by the Town in 2019.

5. Wayfinding & informational signs in the park

Implement and expand the park wayfinding and informational signs using standards signs where applicable. Riverfront Recapture and the Town's logo will be incorporated where possible on the wayfinding and informational signs.

6. Wayfinding signs outside of the park

Work with the Town of East Hartford, CRDA, and local businesses to develop a series of signs directing people to and from both the Riverfront and Connecticut Convention Center areas. Signs will be installed along sidewalks and local East Hartford streets.

7. Refurbish existing decorative park light poles

Every decorative light pole within Great River Park shall be inspected and refurbished as needed. Refurbishment includes repair or replacement of broken or missing parts, repainting, and concrete foundations extended or replaced where silt accumulation or settlement has negatively impacted the poles.

8. Unify decorative park light poles

Great River Park was constructed in three different phases between 1988 and 1993 and each contractor installed similar but slightly different brands of decorative light poles. In 2000, Riverfront Recapture began the process of unifying the lighting by installing Sentry poles (standard pole) when equipment available was available. The remaining Madison and Spring City poles will be replaced with Sentry light poles.

9. Refurbish overlook by Bulkeley Bridge

Like many other features in the park, the overlook seating area needs to be brought up to date and improved with the goal of making it more inviting. Most of the existing wood benches are in need of repair, steel railings along the overlook need repainting and riverbank vegetation cut back to open up the view. Site will also be reviewed for other possible improvements.

10. Refurbish Founders Bridge stair and ramps

The Founders Bridge ramp and stair structure, including the stairs over the earthen levee, shall be thoroughly cleaned, metal railings repaired, brought to code, and repainted, concrete spalls repaired, all joints will be re-caulked and the structure completely cleaned. Adjacent landscaping shall be improved and coordinated with updated park entrance signage.

ATTACHMENT B – MINIMUM INSURANCE AND INDEMNIFICATION REQUIREMENTS

Prior to commencing services pursuant to this Agreement and as long as this Agreement is in effect, the Contractor will secure and pay for insurance and submit for review evidence thereof to the Riverfront Recapture (RRI), in accord form or a form with the same format and including a 30 day notice of cancellation provision, as follows:

- Occurrence form Commercial General Liability Insurance (Broad Form) to cover Contractor's obligation to indemnify RRI as set forth in this Agreement, although the existence of insurance shall not be construed as limiting the liability of Contractor under this Agreement. Such insurance shall name RRI as an additional or named insured, as appropriate, with respect to operations performed under or incident to this Agreement, including coverage for contractual liability and products/completed operations coverage issued by an insurance company licensed to conduct business in the State of Connecticut with limits for each occurrence of \$1,000,000 combined single limit for bodily injury and property damage liability. Such commercial general liability insurance must be endorsed as Primary/Non-Contributory as to any insurance maintained by the additional named insureds and have a severability of interests clause. The Service Provider shall also be named as an additional or named insured, as appropriate. Contractor expressly agrees to waive its rights, benefits and entitlements under the "other insurance" clause of its commercial general liability insurance policy with respect to RRI and Service Provider. All deductibles and retentions are the sole responsibility of Contractor to pay and/or indemnify RRI. With respect to such insurance, Contractor will be the primary named insured with sole responsibility for fulfillment of the conditions of the policy, including but not limited to reporting of claims.
- An Excess Liability Policy providing the same coverage as set forth above in subsection a. of this section with the same additional insureds as the basic policy in the additional amount of \$5,000,000.
- The Contractor shall also name Riverfront Recapture, Town of East Hartford, Capital Region Development Authority and the State of Connecticut as additional insureds on the policy.

Contractor will provide their own Worker's Compensation coverage at the statutory limit, including Employer's Liability with limits of \$500,000 for each accident, \$500,000 for disease for each employee, and \$500,000 for each disease/policy limit.

Automobile liability insurance covering all owned, non-owned or hired vehicles with a minimum combined single limit coverage of not less than one million and 00/100 (\$1,000,000.00) dollars on a per occurrence basis.

Professional Service Contractors shall provide Errors and Omissions general liability coverage with limits for each occurrence of \$2,000,000 and aggregate of \$2,000,000.
