

**TOWN OF CLINTON, CONNECTICUT**

**REQUEST FOR PROPOSALS #2022-02**

**TOWN ENGINEER CONSULTANT SERVICES**

**PURPOSE:**

The Town of Clinton is seeking proposals from qualified firms wishing to provide engineering services to the Town of Clinton to serve as the Town Engineer and provide support services to various Town Departments including, but not limited to; the Department of Public Works, Planning and Zoning, and Building Official. Interested parties should submit a proposal in accordance with the requirements and directions described herein.

This RFP is a re-posting of a September 2020 request in which no selection was made by the Town. The Town intends to make a final appointment in this round of procurement

**SCOPE OF WORK:**

***Public Works***

Engineering Services required by the Department of Public Works include but are not limited to:

- Provide in-house full spectrum civil engineering services, including but not limited to highway, drainage, signage, lighting design and maintenance support.
- Review Town storm water drainage and DEEP compliance activities as they pertain to the Town and its facilities.
- Provide GIS Services as needed.
- Provide technical support, including cost estimation and conceptual drawings, in support of infrastructure grant applications as needed.
- Assist with project cost estimates.
- Provide construction phase services on as-needed basis.
- Provide link to structural, electrical, mechanical and electrical engineering and landscape architect services.
- Review, update and submit as needed Town Storm Water Master Plan.
- Services required for marine structural repair and maintenance.
- Assist with Capital Project cost estimates as needed.
- Annual MS4 municipal storm water report.
- Annual MS4 storm water monitoring.

### ***Land Use/Environmental***

Engineering Services required by the Land Use departments include but are not limited to:

- Review commercial/industrial/mixed-use/multifamily residential Special Permit and site plan applications for engineering, grading, utilities, landscaping, parking, dumpster access, storm water management, drainage and NPDES requirements for consistency with Town and applicable local and State codes.
- Review construction plans submitted for permit in coordination with the Building Official's duties on as-needed basis.
- Provide services related to FEMA flood requirements as needed.
- Availability during regular business hours to meet with Town staff and project applicants as needed, including periodic Land Use Staff meetings, and coordinate correspondence between parties.
- Attend project pre-construction meetings as needed.
- Attend Planning and Zoning and Inland Wetland Commission meetings as needed.
- Support services associated with the Planning and Zoning Commission.
- Provide maintenance and updating of the digital land use and zoning maps as required by local and state agencies.
- Provide site visits/inspections for projects to monitor compliance with permit requirements associated with engineering, landscaping, traffic, DEEP compliance, etc. in coordination with the Town.
- Review of applications for consistency with the aquifer protection regulations and statutory requirements.
- GIS Services as needed.
- Code and Regulation Enforcement support services including interpretation, field support and software and platform backup as needed.

### **MINIMUM QUALIFICATIONS:**

Respondent submitting qualifications shall include in their proposals sufficient information to clearly describe their ability to provide the services required in the Scope of Work. Respondents shall include in the Letter of Response, the disciplines and capabilities available from their "in-house" staff and the disciplines and capabilities available from sub-consultants.

Respondents shall clearly identify the names and qualifications of the "core" team fulfilling the requirements the services. The "core" team shall include a team leader who will also serve as the primary contact for the services as requested by the user department. The "core" team shall act as a liaison to the Town thus providing the Town with one point of contact. Unilateral changes

of sub-consultants anytime during the process, and after the award, will not be authorized unless specifically approved in writing by the Town.

**PROPOSAL FORMAT:**

In order to facilitate the analysis of responses to this RFP, Respondents are required to prepare their proposals in accordance with the instructions outlined in this section. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Respondent's capabilities to satisfy the requirements of the RFP. The proposal should be organized into the following major sections:

1. **Submittal Letter.** Respondents shall submit a cover letter addressed to Karl Kilduff, Town Manager, signed by an authorized principal or agent of the Respondent which provides an overview of the Respondent's offer, as well as the name, title, and telephone number of the person to whom the Town may direct questions concerning the proposal. The letter shall include a statement by the Respondent accepting all terms and conditions contained in this RFP, signed by an officer or other individual with authority to negotiate and contractually bind the firm.
2. **Table of Contents**
3. **Requested Information.** In order to be considered each Respondent shall, at a minimum, submit the following information:
  - Brief background statement as to the Respondent's particular capabilities, history, qualifications and other general introductory information on the Respondent.
  - Resumes of key personnel who would be assigned to Clinton. The qualifications, resumes and position within the firm of each staff member that will be assigned to work on matters pertaining to the Town of Clinton.
  - A detailed description of all areas of expertise and experience, including the types of services supplied to past and present clients. This information should set forth the extent of specialization, and include background and experience, in the areas as outlined above.
  - A detailed description of how the Respondent proposes to provide Town Engineer services to the Town and their general approach as to providing such services to a municipal client.
  - Describe familiarity and experience with the needs of a coastal community.

- Describe familiarity with the Connecticut Brownfields program, State and Federal Bridge program funding and other infrastructure funding programs.
- Describe the systems or mechanisms that would be established for regular reporting on the status of activities.
- List of municipalities in Connecticut for which the Respondent has provided similar services in the last five years. Please also include the type of service, name and contact information for these references.
- Describe the Respondent's policy regarding travel costs for which it will expect reimbursement from the Town.
- Describe the Respondent's approach to transitioning from the existing Town Engineer services provider.
- Additional information or documentation that may be useful and applicable to this project.

4. Executive Summary. This part of the response to the RFP shall contain the body of the Respondent's proposal. It shall limit technical jargon as much as possible and shall be oriented toward technical and non-technical personnel.

5. Non-collusion and Ethics Affidavit. Respondents shall complete the Appendix A.

6. Schedule of Billing Rates. Respondents shall summarize costs in Appendix B.

**INSURANCE REQUIREMENTS:**

Respondents shall agree to maintain in force at all times during which services are to be performed the following coverages and shall endorse the Town of Clinton as an Additional Insured on a primary and non-contributory basis. These requirements shall be clearly stated in the remarks section on the Certificate of Insurance. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all Carriers are subject to approval by the Town of Clinton.

		(Minimum Limits)
General	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000

**A Waiver of Subrogation shall be provided.**

Auto Liability:	Combined Single Limit	\$1,000,000
	Each Accident	\$1,000,000
Umbrella: (Excess Liability)	Each Occurrence	\$2,000,000
	Aggregate	\$2,000,000
Workers' Compensation and WC Statutory Limits		
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

**Exclusions to the Policy:** A statement of exclusions to all policies will be submitted prior to the award of contract.

**DURATION OF AGREEMENT:**

Each Respondent submitting a proposal is requested to detail its fee proposal for at least a three (3) year basis. Two (2) additional, one-year awardable options can be awarded at the Town's discretion for a total possible engagement of five (5) years.

**EVALUATION CRITERIA:**

The Town of Clinton intends to use the following criteria to evaluate Respondent proposals:

- a) Depth and breadth of experience and expertise of the Respondent's firm and sub-consultants;
- b) Depth and breadth of experience and expertise of the "Core Team";
- c) Capability to perform Town Engineer services promptly and in a manner that permits the Town to meet established deadlines and to operate in an effective and efficient manner;
- d) Degree of availability for nimble response to unanticipated inquiries that arise out of day-to-day operating questions or problems;
- e) Communication skills;
- f) Cost of services; and
- g) Other qualifications/ criteria as deemed appropriate by the Town.

Interviews may be conducted with the top candidates before making a final selection.

**SUBMITTAL INSTRUCTIONS:**

Interested firms or individuals should submit one (1) original statement of qualifications with four (4) printed copies and one (1) electronic copy on or before 3:00 p.m. on July 5, 2022 to:

Town of Clinton  
Attn: Karl Kilduff, Town Manager  
54 East Main Street  
Clinton, CT 06413

Proposals will be opened and recorded at this time. No proposals submitted after this time will be accepted. Proposals should be labeled "Town of Clinton Town Engineer Consultant Services." Faxed or electronically mailed (e-mailed) proposals will be deemed non-responsive and will not be accepted.

All inquiries shall be in writing and directed, to the individual noted above, no later than June 23, 2022. Inquires can be made via e-mail ([kkilduff@clintonct.org](mailto:kkilduff@clintonct.org)). Any clarifications made in response to the questions of any one potential firm will be communicated in writing to all other known, potential firms.

An electronic copy of this request for proposals, along with any changes, will be posted on the Town web page ([www.clintonct.org](http://www.clintonct.org)). The Town may issue Addenda to this RFP. When issued, addenda will be posted on the Town's website under the "Bid Opportunities" link located on the home page. It is the Respondent's responsibility to check for and address any Addenda to this RFP.

**GENERAL INFORMATION:**

1. The Town of Clinton reserves the right to accept or reject any and all proposals and reserves the right to waive technicalities where such action best serves the interest of the Town. The Town of Clinton reserves the right to withdraw its RFP at any time prior to final selection, in its sole discretion.
2. The Town of Clinton will be the sole and exclusive judge of quality and compliance with proposal specifications in any of the matters pertaining to this RFP. The Town reserves the right to award the contract in any manner it deems to be in the best interest of the Town of Clinton.
3. All responses provided should be as detailed as possible to provide the proposal evaluators with enough information to make a fair assessment of the proposer's qualifications and approach.
4. The Town will not be liable for any costs associated with the preparation or submittal of this RFP or subsequent presentations.

5. The Town of Clinton will review and evaluate all proposals that have been received by the submission deadline. Evaluation of the proposals will be based on the information provided in the Respondent's submission in accordance with the submission requirements of this RFP and any interviews, references, and additional information requested by the Town of Clinton.
6. In submitting the proposal, the Respondent agrees that the proposal will remain valid for a period of one hundred twenty (120) days after the closing date for submission, and may be extended beyond that time by mutual agreement. Fees quoted must be firm, for acceptance by the Town of Clinton, for a period of one hundred twenty (120) days.
7. No contract may be assigned or transferred without the consent of the Town of Clinton.
8. Each Respondent is responsible for having read and understood each document in this RFP and any addenda issued by the Town. A Respondent's failure to have reviewed all information that is part of or applicable to this RFP, including but not limited to any addenda posted on the Town's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto.

Each Respondent is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFP or the provision or goods or performance of the work described herein.

By submitting a proposal, each Respondent represents that it has thoroughly examined and become familiar with the scope of work outlined described in this RFP, and it is capable of performing the work to achieve the Town's objectives.

9. A Respondent filing a proposal thereby certifies that no officer, agent or employee of the Town who has a pecuniary interest in this request for proposal neither has nor shall participate in the contract negotiations on the part of the Town, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other Respondent of the same call for proposals, and that the Respondent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm.

Respondents must fully disclose, in writing to the Town on or before the closing date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Respondent were to become a contracting party pursuant to this RFP. The Town shall review any submissions by Respondents under this provision and may reject any Proposals where, in the sole opinion of the Town, the Respondent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Respondent were to become a contracting party pursuant to this RFP.

**APPENDIX A**  
**REQUEST FOR PROPOSALS**  
**TOWN ENGINEER CONSULTING SERVICES**  
**NON COLLUSION AFFIDAVIT FORM**

The undersigned proposer, having fully informed himself/herself/itself regarding the accuracy of the statements made herein, certifies that:

- (1) the proposal is genuine; it is not a collusive or sham proposal;
- (2) the proposer developed the proposal independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with, any other person or entity designed to limit independent competition;
- (3) the proposer, its employees and agents have not communicated the contents of the proposal to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal; and
- (4) no elected or appointed official or other officer or employee of the Town of Clinton is directly or indirectly interested in the proposer's proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

The undersigned proposer further certifies that this affidavit is executed for the purpose of inducing the Town of Clinton to consider its proposal and make an award in accordance therewith.

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Legal Name of Proposer

(signature)  
Proposer's Representative, Duly Authorized

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Name of Proposer's Authorized Representative

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Title of Proposer's Authorized Representative

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Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

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Notary Public  
My Commission Expires:

**APPENDIX B**  
**REQUEST FOR PROPOSALS**  
**TOWN ENGINEER CONSULTING SERVICES**

**SCHEDULE OF BILLING RATES**

**PAYMENT RATE SCHEDULE FORM**

Each Respondent that submits a response must submit the information requested. Additional pages may be attached as needed.

**1. Billing Rates**

In the Billing Rates Table below, the Respondent must list staff level, name, title and hourly billing rate for each professional who may be assigned to work with the Town of Clinton. Only the professionals listed here will be authorized to work on Town of Clinton matters unless other professionals are specifically authorized by the Town.

Indicate on an attached sheet any other specialized billing arrangement you will make available to the Town of Clinton.

In the "Staff Level" column, the Respondent should indicate the pay grade of the individual listed in that column under the pay grade system used by the consultant (principal, senior engineer, junior engineer, etc.).

**2. Ancillary Services Rates**

In the Ancillary Services Rates Table, the Respondent must provide the rate at which applicable ancillary services are billed, including, but not limited to:

- Mileage;
- Premium for evening meetings;
- Rates and terms "On Call Emergency Services"
- Any other services for which the consultant routinely bills

## BILLING RATES TABLE

## Hourly Rates

## ANCILLARY SERVICES RATES TABLE

<u>Ancillary Service</u>	<u>Year One</u>	<u>Year Two</u>	<u>Year Three</u>
Mileage			
Premium for evening meetings			
“On Call” emergency services			
Any other service(s) that you routinely bill (list below)			