



**TOWN OF STRATFORD
PURCHASING DEPARTMENT
STRATFORD, CONNECTICUT**

REQUEST FOR PROPOSAL

RFP No. 2014-038

Issued: April 28, 2014

Subject: Planning & Conceptual Design for Greenway/Bikeway Extension

The Town of Stratford through the Office of the Purchasing Agent will receive SEALED PROPOSALS for furnishing the equipment described in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

A. CLOSING DATE:

Proposals will be received until 3:00 pm May 19, 2014, in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any proposal may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof. Any proposals received after the date and time specified shall NOT be considered. No bidder may withdraw a proposal within 45 days after the actual opening thereof.

B. INSTRUCTIONS:

Proposals are to be submitted (NINE COPIES) in a sealed envelope/box and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc).

Proposals must be delivered to:

Purchasing Department
Stratford Town Hall — Rm 202
2725 Main Street
Stratford, CT 06615

C. CONDITIONS:

Bid Surety:

A Bid Surety is not required.

Taxes: The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

Addendums: All addendums will be posted on the town website www.townofstratford.com. It is the responsibility of the bidder to check the website for any addendums before submitting their bid.

Conflict of Interest: No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

D. RESERVATIONS:

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL SERVICES

Town of Stratford Bikeway/Greenway Project

The Town of Stratford is requesting statements of qualifications and proposals from professionals to perform planning and conceptual design for the extension of the town's riverfront Greenway / Bikeway from the current trail end at the end of Beacon Point Rd (Hunter Haven area) to Main St (Rte 113) Stratford Town Center.

Background

The Greenway is located in the southeastern portion of the Town of Stratford, Connecticut and is located directly adjacent to the confluence of the Housatonic River with Long Island Sound.

The plan envisions extending the existing greenway at Beacon Point Rd which is adjacent to the water pollution control plant and Birdseye St boat launching area, down Elm Street to Stratford Ave and to Stratford Center, approximately 2.5 miles. This will be in accordance with the several planning documents including Stratford Pathways Study and Plan 2008, Waterfront Vision (Greenway) Plan 2004, Plan of Conservation and Development 2003 all of which are available for review at the Town Planning and Zoning website at <http://www.townofstratford.com/content/39832/39846/39923/40885.aspx> The Town's new Plan of Conservation and Development 2013 is available for review at <http://www.townofstratford.com/content/39832/39846/39923/56804.aspx>. The consultant shall also research and utilize the findings of the Transit Oriented Development plan for the Stratford Center Railroad Station and incorporate these recommendations into the Town Greenway / Bikeway concept design options.

The Town requests that a unifying theme be developed along the route to provide a setting, which includes native plantings beneficial to wildlife in appropriate locations, to promote bicycle and pedestrian traffic while providing opportunities for active and passive recreation for Town residents.

General Information

Due to the several stakeholders involved with the development of the project, a detailed and well defined bike route and design features that functions within the existing master plan needs to be developed. The consultant should develop several options for consideration including for the main route and potential spur locations. Public input should be solicited prior to finalizing the recommendations. The plan should make specific recommendations for location and identify a unified, aesthetically pleasing design. All layouts should conform to DOT standards for Bikeway designs.

Submit a proposal to complete the following work:

1. Conceptual design and development of a unifying theme for Bikeway treatments, landscape architecture, and other aesthetic improvements, including but not limited to:

- A. Layout of pedestrian and bike lanes, on-street or off-street as appropriate for various parts of the route
 - B. A conceptual planting plan naming typical plants. The plan should reflect the need to keep annual maintenance costs to a minimum.
 - C. A plan that provides linkage to the shoreline and other points of interest wherever possible
 - D. A consideration of the improvements that are being studied by the Greater Bridgeport Regional Council regarding Transit Oriented Development surrounding the Stratford Train Station 2014.
 - E. Consideration of Streetscape conceptual improvement plan for Stratford Ave (Rte 130) 2014.
2. Conduct Public Input session.
 3. The final development plans should provide an analysis of costs associated with each of the proposed options and a project budget for the alternative recommended by the consultant.
 4. Proposed phased construction plan with costs identified for each phase. Identify potential funding sources for design and construction.

Proposal Submittals:

1. Cover Letter
2. Qualifications and similar experience
3. Resumes of Key personnel and the roles they will play
4. References with contact phone numbers and names of similar projects completed within the past 5 years.
5. Detailed scope of work.
6. Fee proposal break down.
7. Time lines for completion of the project.

Contact:

John Casey, Town Engineer

Telephone: 203-385-4013

Email: jcasey@townofstratford.com

Submission Materials:

All materials submitted become the property of the Town of Stratford and will not be returned to the submitting firm. Any restrictions on the use of the data contained within the proposal materials must be clearly stated in the submission itself.

Incurred Costs:

The Town of Stratford is not liable for any costs incurred by firms prior to issuance of a fully executed contract.

Proposal Submission:

Interested firms should submit a statement of qualifications and proposal, (9 copies of materials, 8 1/2" x 11") to the Purchasing Department, Town Hall, 2725 Main Street, Stratford, CT 06615.

The Town of Stratford is an Affirmative Action/Equal Opportunity Employer. Minority/Women's Business Enterprises are encouraged to apply.