



**TOWN OF STRATFORD  
RFP #2015-044**

**ADDENDUM #1  
Issued 9/15/15**

Stratford Avenue & Honeyspot Road Intersection and Streetscape Improvements

**Pages of the RFP are missing in the original document. The following pages replace the original document.**

**Michael Bonnar, Purchasing Agent**



**RFP 2015-044**

**Request for Proposals**

Town of Stratford, Connecticut

Stratford Avenue & Honeyspot Road Intersection and Streetscape Improvements

The Town of Stratford will accept proposals for the design of Stratford Avenue & Honeyspot Road Intersection and Streetscape Improvements project in the Town of Stratford.

Sealed Proposals for this Project must be received by the Purchasing Agent on September 30, 2015 at 3:00pm.

**Introduction**

The Town of Stratford is seeking proposals from Qualified Engineering Firms to Design and perform Construction Administration for the Stratford Avenue (CT Rte. 130) & Honeyspot Road Intersection and Streetscape Improvements project. The project entails a complete redesign of the existing signalized intersection on Stratford Ave, where Honeyspot Road and South Avenue meet, as well as intersection improvements and a new traffic signal on Honeyspot Road at the Spada Blvd / Exit 31 WB on-ramp to I-95 and intersection and traffic signal improvements on Honeyspot Road the Mt Carmel / Exit 31 EB off ramp from I-95, and associated streetscape improvements on Honeyspot Rd from I-95 to Stratford Ave. The Town's proposal for Stratford Ave intersection is a roundabout design to eliminate the traffic signal, increasing traffic efficiency and safety, as well as making the intersection an aesthetic focal point from I-95 and along Rte 130. The alignment and new signal at Spada Blvd are intended to increase the level of service during peak hours at this portion of the interchange as well as promote safe site distances at the I-95 overpass.

The design of this project is funded by the Town of Stratford and the construction will be funded by the CT Department of Transportation LOTCIP program. The Connecticut Metropolitan Council of Governments (METROCOG) is assisting the Town with administering this project.

All submissions should be clearly marked "RFP 2015-044 Stratford Avenue & Honeyspot Road Intersection and Streetscape Improvements". Respondents must submit three (3) copies of their proposal along with one (1) digital copy to:

Michael Bonnar  
Purchasing Agent  
2725 Main St,  
Stratford, CT 06615

No partial submittals will be accepted. Proposals that are incomplete or submitted via e-mail or facsimile or submitted after the deadline will not be accepted.

## General Instructions and Requirements

Any questions concerning the scope of this project or requests for additional information, or any other questions should be directed in writing to Mr. John Casey, Town Engineer at [jcasey@townofstratford.com](mailto:jcasey@townofstratford.com). Inquiries must be made by 4:00pm on September 24, 2015.

**Submission Requirements:** The Town of Stratford 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. Qualifying firms must demonstrate experience with designing roundabouts and traffic signal design for the CT Department of Transportation. Firms should also demonstrate their streetscape design capabilities.

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.

### **Other**

Any firm selected to perform any or all work associated with this RFP will be required to execute an agreement with the Town of Stratford and meet any conditions on use of LoTCIP funds imposed by the State of Connecticut. All fees will be negotiated and stated in the agreement.

### **Insurance Requirements**

The company shall carry and maintain appropriate insurance in full force and effect for the duration of any contract resulting from this RFP. The company agrees to protect and defend, indemnify, and hold the Town of Stratford and its employees free and harmless from and against any and all losses, claims, liens, demands and causes of action of every kind and character including the amount of judgments, penalties, interest, court costs, and legal fees incurred by the Town in defense of same, arising in favor of taxes, claims, liens, debts, personal injuries, death or damages to property and without limitations by enumeration, all other claims, or demands of every character occurring and caused in whole or in part by any negligent act or omission of the company, any one directly or indirectly employed by the company or anyone for whose acts company may be liable regardless of whether or not it is caused in part by the Town of Stratford.

Policies shall be issued by an insurance company authorized to do business in the State of Connecticut.

Insurance similar to that required by the company shall be provided by or on behalf of all subcontractors to cover its operation(s) performed under this contract, and included in all subcontracts.

Insurance certificates must be provided prior signing an agreement, documenting coverage for the following:

Worker's Compensations and Employers Liability in accordance with State of Connecticut Requirements.

Public Liability Insurance: Comprehensive General Liability, (bodily injury, personal injury, and property damage liability) including company's contingent Completed operations and contractual liability with a minimum:

\$1,000,000 each occurrence

\$1,000,000 personal and advertising injury

\$1,000,000 general aggregate; and

\$1,000,000 products/completed operations aggregate

Comprehensive Automobile Liability Insurance. Covering all owned, hired, and rented vehicles and equipment, with limits of liability of not less than \$1,000,000 for injuries to, or death of one or more persons resulting from any one occurrence and property damage limit of liability of not less than \$500,000 per occurrence.

Professional liability and errors & omissions insurance in the amount of \$1,000,000.

\$1,000,000 per occurrence;

\$1,000,000 aggregate of other than products/completed operations and auto liability; and

\$1,000,000 products/completed operations aggregate.

All other insurance requirements would remain in effect.

All insurance certificates must name the Town of Stratford as additional insured on the policy. Said Certificate must state that coverage cannot be cancelled or materially altered without thirty (30) days written notice to the Town.

### **Indemnification**

In addition, the proposer shall, at all times, save, indemnify and hold harmless the Town of Stratford, its officers, agents, employees and servants from liability of any nature or kind, including costs and expenses for or on account of, any patented or copyrighted equipment, materials, articles, or processes used in the performance of this contract, or on account of any and all claims, damages, losses, litigation expense and counsel fees arising out of loss or injuries (including death) sustained by or alleged to have been sustained by the public or any persons affected by the proposer 's work, or by the proposer or any subcontractor, or anyone directly or indirectly employed by them while engaged in the performance of their duties in connection with this contract.

### **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 Stratford, 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.

### **Collusion**

By responding, the firm implicitly states: that his/her proposal has not been made in connection with any other competing firm submitting a separate response to this RFP; is in all respects fair; and has been submitted without collusion or fraud. It is further implied that the firm did not participate in the RFP development process, had no knowledge of the specific contents of the RFP before its issuance, and that no employee of the Town either directly or indirectly assisted in the vendor's proposal preparation.

## **SCHEDULE A: Scope of Services**

### **Task 1: Review all information from Town and METROCOG**

Review the area's physical infrastructure, review existing plans and data including Town sewer drawings, State highway maps, streetscape concept study by Fitzgerald and Halliday (available at the Town Engineer's office) and the Town's LoTCIP application to the CT DOT, observe current levels of pedestrian traffic within the project area as well as existing retail/residential areas surrounding the area, assess the quality and safety of existing roadway segments.

### **Task 2: Geotechnical and Environmental review**

Identify Inland Wetlands that might be impacted by the project and flag for survey location. Submit soil scientist report.

Perform Phase I environmental review of surrounding properties.

Perform borings or other subsurface field investigation to determine where improvements may impact suspect soils for both environmental and/or structural reasons.

### **Task 3: Survey**

Perform a topographic survey of the area as needed to design the project as envisioned. Ensure that the limits are sufficient beyond the proposed construction limits to be able to tie in the design to existing conditions. The horizontal and vertical control will be based on the North American Datum of 1983 (NAD 83) and North American Vertical Datum of 1988 (NAVD88) respectively. Locate and tie into CT DOT controls on Rte. 130 and I-95 and other Town control, and other evidence of boundaries, to determine streetline locations (existing planimetrics and LIDAR information from the METROCOG is available to supplement topography adjacent to the direct project area as well as detailed survey from an adjacent United Illuminating project is available for use). Establish benchmarks for use during construction. Work shall comply with Class A-2, V-2 and T-2 standards as applicable.

### **Task 4: Preparation of Base Mapping**

Prepare plan base mapping at a scale of 1" = 40' horizontal and 1" = 4' vertical. Develop plan with 1' contours and spot elevations, profile and crosssections views as needed to articulate the intent of the design and meet the approval of the Department of Transportation during review. Incorporate all existing surface and subsurface features within the project limits.

### **Task 5: Utility Coordination**

Coordinate with the design with overhead and subsurface utilities.

*It is imperative the coordination with the United Illuminating Company begin immediately. The UI is preparing plans to install subsurface conduit ducts and vaults in the fall of 2015. This work will be within the project limits on Stratford Ave, partial South Ave and on Honeyspot to south of I-95. This is in preparation of improvements to be made on property to the north of the project site. The Town has already shared concept plans with UI who is conducting their design to accommodate the roundabout.*

**Task 6: Preliminary Design**

Perform layouts of proposed improvements showing roadway plans with curb, lane alignments & pavement markings, a typical section through the roundabout, -proposed roadway drainage, traffic signals, conceptual aesthetic landscape and hardscape architectural treatments, etc.

Prepare MPT concept design.

Prepare a preliminary cost estimate of all recommendations.

Prepare a preliminary design report detailing an analysis of all recommendations and materials to be used. Identify impacts to utilities and private property. Identify permitting that may be required. Identify where subsurface investigation is needed.

Submit PD design to the Town, METROCOG and the CT DOT for review and comment. The CT DOT will perform design reviews and provide comments relative to the Roundabout at Stratford Ave. Traffic signal design at I-95 and the submission of signal justification materials shall be submitted to OSTA for approval. Traffic engineering will be an important part of this preliminary design effort to satisfy any concerns from DOT regarding turning movements, traffic flow, sight distance, pedestrian and bicycle safety, etc.

Respond to all comments generated for the PD phase.

**Task 7: Public Engagement**

Conduct a public informational meeting toward the end of the PD phase to apprise the public of proposed improvements and receive input on the design. Prepare colored boards and power point presentation and generate a report of meeting for this event. Consider public comments in making revisions during the Final Design.

**Task 8: Semi-Final Design**

Prepare 60% design drawings to illustrate incorporation of all Preliminary Design comments.

Send plans to utilities and hold a utility coordination meeting.

Prepare quantities and cost estimate of all elements of the project.

Submit Semi-Final Design, quantities and cost estimate and written responses to all preliminary design review comments to Town, METROCOG and CTDOT for review and comment.

**Task 9: Final Design**

Prepare 90% final design drawings sufficient for a thorough review of all the details of construction. Complete drainage design calculations, lane geometry, traffic modelling and traffic and pedestrian signal design plans in accordance with DOT design manuals for DOT approval. Complete landscape and hardscape design details. Provide phasing drawings and MPT plans (including providing uninterrupted service to businesses). Provide intersection grading plans, particularly at the Roundabout. Provide all standard and special details necessary for construction of the various elements of the plan.



Complete quantity estimates and cost estimate of all elements of the project.

Submit plans, Final Design report, Special Provisions, construction cost estimate and written responses to all semi-final design review comments to Town, METROCOG and CT DOT for review and comment. Note: This submittal should include all items associated with a complete bid package.

Respond to all comments generated for the Final Design phase.

**Task 10: Permitting**

Complete the application and secure approval for a local Inland Wetland permit. Attendance at a minimum of two local Inland Wetland Commission meetings will be needed for approval.

**Task 11: ROW maps**

It would appear that two Right of Way taking maps would be needed on Rte. 130 in order to implement the project. Prepare maps in accordance with DOT standards for the changes to State ROW lines. The Town will prepare any easement maps needed based on the streetlines established by the consultant. The consultant will share AutoCAD files for use in developing these maps.

**Task 12: Bid Documents**

Respond to all comments and finalize the plans accordingly. Prepare all necessary documents for bidding the project for the town including, Town bid requirements, requirements of the State, Invitation to Bid, Contract provisions, Bid Form with quantities, Prevailing Wages, technical specifications, drawings and details, etc. Coordinate the bid with the Town Purchasing Agent and advertising through the local papers, town website and the town's vendor for public bids.

Submit two sets of the documents to the Town, one set to METROCOG and two sets to the CT DOT.

**Task 13: Bidding Assistance**

Conduct a pre-bid conference. Issue all addenda as necessary during the bid period.

Review all bids received and contractor's qualifications and references and make a recommendation to the Town for award.

**Task 14: Construction Administration**

Perform standard Construction Administration services including pre-construction meeting, period project construction review, contractor's requisitions review and approval, conduct bi-weekly construction meetings and record minutes of meetings, review contract compliance, review RFI's and process change orders as necessary, review shop drawings, conduct punchlist and project close out.