



RFP 2016-057
REQUEST FOR PROPOSALS
TOWN OF STRATFORD
Engineering Services for Boat Dock Extension

INTENT

The Town of Stratford is seeking Proposals from qualified engineering firms for the purpose of selecting a consultant to design a 32 foot extension to the existing floating dock in front of the Coast Guard Auxiliary base at the Birdseye Boat Ramp. The proposed dock extension shall extend southward toward the launch area. The Stratford Fire Department will be using this section to dock their 33 foot boat.

OUTLINE SCOPE OF WORK

Design project

1. Perform site investigation to document existing conditions.
2. Engineer designs and code evaluations.
3. Assist Town with permit application processes.
4. Develop technical specifications and drawings.
5. Submit for review drawings to the Town and the CT DEEP for comment and acceptance.
6. Provide all drawings, details, specifications, bid documents, etc. necessary to bid and construct the projects.
7. Prepare cost estimates and final design.

QUALIFICATIONS STATEMENTS

SUBMITTAL REQUIREMENTS AND SELECTION PROCESS

Interested firms should submit four (4) hardcopies and one (1) digital copy of their Proposal to the office of the Purchasing Agent, 2725 Main Street, Stratford, CT 06615 by 3:00 p.m. November 30, 2016. A shortlist of engineers may be selected for interview. Submittals shall include, at a minimum, the following information:

- List of references for recently completed similar project and designs, particularly those performed with CT DEEP oversight.

- Resumes of key personnel who will actually be involved in the Stratford project.
- Description of your understanding and approach to the needs of the project.
- Detailed scope of work.

Qualified firms shall ensure that all appropriate licenses and certifications required by the State of Connecticut are in place.

PROPOSAL SUBMISSION FORMAT

1. **Title Page:** This should include your company name, address, telephone number and person to contact regarding this proposal with e-mail address.
2. **Executive Summary:** Provide a brief history of your firm, company structure and identify key qualities or services that distinguishes your firm from other engineering firms.
3. **Scope of Services:** Identify specific services that will be provided by the Engineer and any other recommended services in addition to those identified herein for consideration and possible incorporation.
4. **Project Team:** Provide an organizational chart for the proposed staff for this project, including any consultants.
5. **Experience:** Provide a brief description of similar projects in which key personnel may have worked as a team together.
6. **References:** Provide three references that will be able to qualify the quality of the firm's services, technical ability and proposed key staff.
7. **Price Proposal:** Provide allowances and schedule of anticipated reimbursable expenses broken down by project phase.

EVALUATION OF RESPONSE

1. Firm's recent experience in the design and permitting process of marine structures similar to those outlined herein.
2. Professional background and previous experience of key personnel of the firm to be assigned to this project.
3. Ability of responding firm to provide all of the professional services required for the successful completion of the project.
4. Proposed fee structure.

INDEMNIFICATION

The Contractor agrees to indemnify and hold harmless the Town of Stratford; it's agents and employees from any and all claims or demands for damages or injuries to either person or property, which arise out of the performance of this contract.

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.