

**TOWN OF GUILFORD**  
**REQUEST FOR QUALIFICATIONS AND PROPOSALS**  
**RFQ/RFP #2-2021**  
**CONSULTANT TO CREATE SAFE STREETS/COMPLETE STREETS PLAN**

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I.

**LEGAL NOTICE**  
**TOWN OF GUILFORD**  
**REQUEST FOR QUALIFICATIONS AND PROPOSALS**  
**RFQ/RFP #2-2021**  
**CONSULTANT TO CREATE SAFE STREETS/COMPLETE STREET PLAN**

The Town of Guilford, in conjunction with the Safe Streets Task Force, is seeking to hire a professional consultant to develop a network of sidewalks and footpaths to expand pedestrian mobility and create a complete street plan, all as further described in the RFQ/RFP. Respondents are required to submit two (2) copies and one (1) compact disc (or flash drive) of their fee proposal (in a separate sealed envelope) and qualification statements in a second sealed envelope by no later than **Monday, August 24, 2020 at 2:00 p.m.** in the Office of the First Selectman, Second Floor, 31 Park Street, Guilford, Connecticut 06437.

All inquiries relative to the scope of services listed herein as well as clarification of any information contained in the RFQ/RFP must be made in writing **on or before noon on Wednesday, August 19, 2020** to Sam Gerritz, Chair of the Task Force, at [safestreets@ci.guilford.ct.us](mailto:safestreets@ci.guilford.ct.us) with a copy to the Town Purchasing Department at [millmanp@ci.guilford.ct.us](mailto:millmanp@ci.guilford.ct.us) and [ahernv@ci.guilford.ct.us](mailto:ahernv@ci.guilford.ct.us). Addenda will be issued and posted on Town website and State DAS website. Websites should be monitored by respondents.

The public opening of the RFQ only will be held in the **Guilford/Whitfield Room at the Nathanael B. Greene Community Center, 32 Church Street, Guilford, CT at 2:30 p.m. on Monday, August 24, 2020**. The fee proposals will be opened by the Safe Streets Task Force at a public meeting of the Task Force, after assessment of RFQ responses. Late submittals will be rejected. All submittals should be labeled with RFQ/RFP number and title.

The complete RFQ/RFP package may be obtained at the Office of the First Selectman or may be accessed from the Town of Guilford's website at [www.ci.guilford.ct.us](http://www.ci.guilford.ct.us) and the Connecticut Department of Administrative Services procurement website at <https://portal.ct.gov/das>.

Each respondent shall honor their proposal for ninety (90) business days from the date of proposal opening, without modification. Upon award of the RFQ/RFP, the winning respondent shall be bound by the proposal price throughout the contract period.

The Town of Guilford reserves the right to reject any or all proposals; or to waive defects in same, if it deems such to be in the best interest of the Town. The Town of Guilford is an affirmative action, equal opportunity employer.

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Matthew T. Hoey III  
First Selectman

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Publish one time only in the New Haven Register under LEGAL NOTICES on Tuesday, July 28, 2020.

## **II. SCOPE OF SERVICES GUILFORD SAFE STREETS**

### **Overview**

The Town of Guilford, CT is seeking a consultant to assist its Safe Streets Task Force to develop and implement a public engagement process that will result in policies and identifying investments needed to make the town's streets safer for pedestrians, cyclists, and vehicles. Working with community members and the Task Force, the consultant will also develop plans for a network of sidewalks and footpaths that expand pedestrian mobility and are compatible with the town's rural character. The consultant will compile these measures into a new Guilford Complete Streets Plan and recommend steps to incorporate its provisions into an updated town Transportation Plan and Plan of Conservation & Development.

### **Key Tasks**

Key tasks for this project are outlined below in three broad categories:

- Civic engagement
- Plan development and demonstration projects
- Ongoing public education and implementation, including incorporation of key measures into town plans and procedures

Specific components of this process are outlined below:

#### **1. CIVIC ENGAGEMENT PROCESS**

The Task Force is seeking a consultant who can prepare innovative and effective strategies to engage town residents, officials, and community groups in creating a Guilford Complete Streets Plan, through both a town-wide and neighborhood-centered civic engagement process. The consultant will develop a civic engagement plan and process, and work with the Task Force to implement this process. Given current limitations on large public gatherings, this process should include proposals for both smaller, spatially-distanced conventional public meetings and on-line convenings using appropriate video conferencing and social media technologies. As such, the consultant must be well-versed in the use of remote and/or online communication technologies.

The consultant will also facilitate the town-wide sessions, including preparation of high-quality professional presentations of proposed strategies and investments.

The consultant will also analyze and present traffic safety and other data (some of it already compiled by the Guilford Police Department and the Task Force) and incorporate this analysis in public presentations.

We envision an iterative process involving 2-4 rounds of public forums at the town level (facilitated by the consultant) and 1-2 rounds at the neighborhood level (consultant attendance optional), but we welcome alternative suggestions from the consultant. A first round of conventional meetings and on-line gatherings would occur at the beginning of the process, to test the Task Force's preliminary concepts for improved pedestrian and cyclist safety. Later in the process, a second round of meetings/on-line gatherings would occur to refine proposed strategies and investments that will be incorporated into the Town's Complete Streets Plan and other plans and on-going procedures. Additional consultations will occur with town officials, including representatives of the Board of Selectmen, Police Department, Town Planner, Town Engineer and other town officials. Consultations will also be held with civic groups, including, for example, the Guilford Land Conservation Trust, the Guilford Preservation Alliance, Guilford Chamber of Commerce, and Guilford's garden clubs.

The Consultant will also investigate ways that the Guilford Public Schools and students can be engaged in informing the Complete Streets Plan and in building public support for its implementation.

## 2. PLAN DEVELOPMENT AND DEMONSTRATION PROJECTS

The Task Force has already prepared a policy framework for the Complete Streets Plan. Its provisions will provide a foundation for the emerging plan. The civic engagement process outlined above will also shape the consultant's work.

Specific measures to be completed by the consultant will include:

### **Connectivity**

- Existing sidewalk inventory. The consultant will provide a sidewalk inventory in GIS format with data on condition of sidewalk, width and construction material. The consultant will also inventory Handicapped Ramps and provide an ADA Evaluation & Transition Plan for the existing town sidewalk network in compliance with federal and state guidelines.
- Town-wide sidewalk and footpath plan. Based on the results of town-wide and neighborhood meetings, the consultant will prepare a town-wide sidewalk and footpath plan incorporating town rights of way, unimproved roads, Town-owned lands, conservation lands, businesses, tourism centers, schools: "connecting the dots" between these features.
- Safe cycling routes. Propose a network of preferred cycling routes for Guilford residents and visitors to utilize for safe passage in and through town. For example, it would be helpful to establish "main cycling arteries" that incorporate signage to assist cyclists with navigation and alert motorists to increased cycling traffic.
- Early action projects. The Town is eager to demonstrate the value of Complete Streets principles through construction of several "early action" projects. The consultant will prepare preliminary designs for 4-6 key locations to be identified by the Task Force through the public engagement process outlined above.
- List of priority projects. As an output of public engagement, the consultant will also work with the Task Force and Town officials to prepare a prioritized list of projects that can be carried out by the town over a period of several years.

## Design

- Sidewalk / footpath design standards. The consultant will study how other comparable New England towns have designed sidewalk and footpath networks. Based on this study they will then outline how these precedents can be adapted to Guilford. Special attention will be paid to design of these improvements around trees, stone walls, ledges and other features of historic/natural importance.
- Roadway design standards. The consultant will prepare design standards for town roads, including standards for roadway widths, radii, etc., and prototype designs for guardrails, and other fixtures.
- Traffic calming prototype designs. The consultant will prepare prototype designs for traffic calming strategies for Guilford roads.
- Neighborhood traffic calming plans. Based on results of neighborhood meetings, the consultant will prepare plans that conform with regulations established by the Local Traffic Authority (Police Commission) for neighborhood traffic calming to moderate travel speeds, reduce cut-through traffic, and improve safety for pedestrians and cyclists.

## Engagement & Policy

- Education. The Task Force would like to partner with Bike Walk Connecticut to provide safety information to Guilford residents. We also want to explore the various forms of Social Media exposure which would be more interactive. Through the education process we intend to increase the awareness of motorists, cyclists, and pedestrians and help create an atmosphere in which people feel safer in their travels.
- Reporting of hazards. The consultant will survey innovative online and other procedures being used in other municipalities for reporting and remediating roadway, sidewalk, and footpath hazards. They will then recommend how these best practices could be adapted to Guilford. The consultant will also recommend steps that can be taken to improve communication of hazards and other issues on state highways by both Town officials and residents to ConnDOT.
- Sidewalk / footpath maintenance. The consultant will also propose maintenance strategies for its sidewalk and footpath network, including provisions that can be incorporated into Town bylaws describing property owners' responsibilities for snow removal and other upkeep activities.
- Signage. The consultant will identify signage strategies that conform with regulations established by both the State Traffic Commission and the Local Traffic Authority (Police Commission) that can be used to support both enforcement and public education measures.

- Traffic enforcement and noise control measures. The consultant will investigate strategies being employed by other Connecticut and New England communities to enforce speeding and noise enforcement laws. In consultation with the Task Force, Guilford Police Department and other Town departments, the consultant will explore how these measures could be adapted to Guilford.

### 3. INSTITUTIONALIZING GUILFORD’S COMPLETE STREETS POLICIES AND INVESTMENTS

The consultant will work with the Task Force to identify ongoing measures needed to build long-term public understanding and support for Complete Streets principles.

Complete Streets Plan. Building upon the Task Force’s existing policy framework, the consultant will compile proposed policies, strategies and investments emerging from the public engagement process and other steps in this process into a Guilford-specific Complete Streets Plan.

- Incorporating Complete Streets principles into other town plans, policies, and procedures. The consultant will review existing town plans and bylaws, including the Transportation Plan, Plan of Conservation & Development and Capital Outlay Plan, to determine how Guilford’s Complete Streets policies and investments can be incorporated into these documents and procedures. In consultation with the Task Force, Board of Selectmen, Town Engineer, Town Planner and other officials the consultant will recommend changes in these plans and procedures to reflect the Task Force’s conclusions.

## III. SUBMISSION OF QUALIFICATION STATEMENTS /FEE PROPOSALS

### A. QUALIFICATION STATEMENT

The qualification statement shall be organized in the following format and include the following information (missing or incomplete information may be grounds for disqualification):

1. **Letter of Interest** from authorized contact person
2. **Company Information** - The company shall provide a brief summary of their firm, including the following information:
  - Name of company and parent company, if any
  - Name of company primary areas of service
  - Address of principal office and office which will provide the services
  - Name, address, and telephone number of the principal contact person to receive notifications.
  - Date established
  - Legal form of ownership. If a corporation, where incorporated
  - Years engaged in above services under your present name

3. **References** - List no less than three (3) client references (Preferably Connecticut Municipalities) for whom services similar to this RFQ/RFP are currently or have previously been provided. The Town reserves the right to contact the references.
4. **Default** - Have you ever defaulted on a contract? If so, where and why?
5. **Litigation** - Describe any pending litigation in which your firm may be involved.
6. **Relevant Experience** - Provide descriptions of three similar projects in New England (with at least one in Connecticut), completed in the last five years, for which the firm has provided similar services. The description of each project should include pertinent information such as the project type, size, and scope of work performed and any pertinent features.
7. **Team Format** – Please provide details on any services that will not be provided in house. If Consultants are to be proposed for use in response to this RFQ, please provide names of any and all consultants; named consultants may not be changed without prior notice and approval of substitution. Provide details on any prior work with the named consultant(s).
8. **Experience of Key Personnel** - Provide a list of the key personnel to be assigned to this project (including consultants, if applicable) and a **brief** description of the work they will perform. The location of the office to be used by key personnel listed shall be indicated. Resumes of the key personnel (including consultants) who will be directly involved in the project shall be included and be specific to the type of project and include at a minimum:
  - Current job title, responsibilities, and type of work performed, and time at current firm
  - Educational background, academic degrees, and professional associations
  - Experience on projects similar to that described in this RFQ
9. **Work Plan** - Each respondent shall prepare a project work plan which shall state the tasks to be completed, as well as a description of how the project is anticipated to be scheduled. The plan should include a timeline of completion of each stage/step of the process.

## **B. FEE PROPOSAL**

See attached form and submit in separate sealed envelope.

## **C. AFFIDAVITS**

Non-Collusion Non-Conflict Affidavit and EEO/Affirmative Action Affidavit (see attached form)

## **IV. METHOD OF SELECTION/CRITERIA FOR AWARD**

### **A. MINIMUM REQUIREMENTS**

The firms will be evaluated on their qualifications by the Safe Street Task Force using the following criteria:

1. Technical competence
2. The firm shall be properly insured and maintain any applicable licenses required by the State of Connecticut.
3. Experience in working with the State of Connecticut on similar projects.

4. Past record of performance on contracts with respect to such factors as schedule, cost control, work quality and cooperation with client.
5. The RFQ should also demonstrate the firm's familiarity and experience with the applicable local, state and federal laws and regulations pertaining to the scope of services.

The Safe Street Task Force will recommend to the Board of Selectmen the award of the contract to the Task Force's selected firm, based on the above criteria. Upon award by the Board of Selectmen, the firm will enter into a contract prepared by Town attorney, in a form acceptable to the Town.

**V. TENTATIVE TIMELINE OF THE RFQ/RFP PROCESS**

The following is *tentative* timeline:

RFQ/RFP and separate fee proposal envelope due:	August 24, 2020, 2:00 p.m.
Safe Street Task Force review and optional interviews of firms:	August/September, 2020
BOS award and notice to all firms: (subject to successful contract negotiation)	September/October, 2020

All inquiries relative to the scope of services listed herein as well as clarification of any information contained in the RFQ/RFP must be made in writing **on or before Noon on Wednesday, August 19, 2020** to Sam Gerritz, Chair of the Task Force at [safestreets@ci.guilford.ct.us](mailto:safestreets@ci.guilford.ct.us) with a copy to the Town Purchasing Department at [millmanp@ci.guilford.ct.us](mailto:millmanp@ci.guilford.ct.us) and [ahernv@ci.guilford.ct.us](mailto:ahernv@ci.guilford.ct.us). Addenda will be issued and posted on Town website and State DAS website. Websites should be monitored by respondents.

**VI. GENERAL TERMS AND CONDITIONS**

A prospective Respondent must be willing to adhere to the terms and conditions of this request, including the following:

1. Ownership of Documents – All qualification statements submitted in response to this Request for Qualifications and Proposals (RFQ/RFP) are to be the sole property of the Town and subject to the provisions of Section 1-200 et seq. of the Connecticut General Statutes (re: Freedom of Information).
2. Ownership of Subsequent Products – Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ/RFP is to be the sole property of the Town unless stated otherwise in the RFQ/RFP or contract.
3. Timing and Sequence – Timing and sequence of events resulting from this RFQ/RFP will ultimately be determined by the Town.

4. Oral Agreements – The Town will not be responsible for any alleged oral agreement or arrangement made by a respondent with any agency or employee.
5. Amending or Canceling Requests – The Town reserves the right to amend or cancel this RFQ/RFP prior to the due date and time, if it is in the best interest of the Town to do so.
6. Rejection for Default or Misrepresentation – The Town reserves the right to reject the proposal of any Respondent that is in default of any prior contract or for misrepresentation.
7. Clerical Error-The Town reserves the right to correct inaccurate awards resulting from its clerical error.
8. Rejection of Qualification Statements - Qualification statements are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFQ/RFP.
9. Changes to Qualification Statements - No additions or changes to the original qualification statement will be allowed after submittal.
10. Contract Requirements – A formal agreement will be entered into with the Respondent. The contents of the proposal submitted by the successful Respondent and the RFQ/RFP will become part of any contract award.
11. Rights reserved to the Town – The Town reserves the right to award in part, to reject any and all qualification statements in whole or in part, to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the Town will be served.
12. Withdrawal of Qualification Statements – Negligence on the part of the Respondent in preparing the qualification statement confers no right of withdrawal after the time fixed for the acceptance of the qualification statement.
13. Assigning, Transferring of Agreement – The successful Respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement, its rights, title or interest therein or its power to execute such agreement by any other person, company, or corporation without the prior consent and approval in writing by the Town.
14. Cost of Preparing Qualification/Proposal Statements – The Town shall not be responsible for any expenses incurred by the organization in preparing and submitting a qualification statement. All qualification statements shall provide a straightforward, concise delineation of the firm’s capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

**VII. AFFIDAVITS**

**NON-COLLUSIVE/NON-CONFLICT AFFIDAVIT OF BIDDERS**  
**Code of Ethics Amended November 29, 2018**

**FOR RFQ/RFP #2-2021 CONSULTANT TO CREATE SAFE STREETS/COMPLETE STREETS PLAN**

The undersigned bidder, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

1. the bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition;
2. the contents of the bid have not been communicated by the bidder and its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid;
3. no Selectman or other officer or employee or person whose salary is payable in whole or in part from the Town of Guilford, nor any immediate family member thereof, is directly or indirectly interested in the Bid/Proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any profits thereof; and
4. he/she has read the Guilford Code of Ethics, set forth in Chapter 31 of the Code of the Town of Guilford, which is available on the Town website and he/she agrees on his/her behalf and on the behalf of his/her firm/company that he/she nor his/her firm/company are in violation of the Code with respect to this bid. Bidder further warrants that they will continue to comply with the Guilford Code of Ethics with respect to their obligations under this bid and possible future contract award.

The undersigned further certifies that this statement is executed for the purpose of inducing the Town of Guilford to consider the bid and make an award in accordance therewith.

Legal Name of Bidder: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_  
*Signature* and Title of Person

Subscribed and sworn to me \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_

Notary Public

My Commission Expires \_\_\_\_\_

Date



**VIII. FEE PROPOSAL FORM**

**FOR RFQ/RFP #2-2021 CONSULTANT TO CREATE SAFE STREETS/COMPLETE STREETS PLAN**

**RFQ/RFP DUE: Monday, August 24, 2020 at 2:00 p.m.**

**Board of Selectmen  
Town of Guilford  
31 Park Street  
Guilford, CT 06437**

**Attention: Purchasing Department  
SECOND FLOOR**

**RESPONDENT**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

To the Board of Selectmen:

We submit for your consideration our RFQ/RFP for #2-2021. We have read the RFQ/RFP documents and are submitting our bid in full compliance with all terms and conditions except as noted below under "Exceptions." *We acknowledge receipt of all addendums to the bid documents and assume full responsibility to access those addendums from the Town website and/or DAS website, as applicable.*

Upon notification of the award, we will provide the following within five (5) business days after receipt of such notice:

(i) the requested Certificate of Insurance from the following company:

\_\_\_\_\_ ; and

(ii) two (2) original contracts, in a form provided by the Town, executed by authorized officer of awarded Respondent.

**VIII. FEE PROPOSAL FORM CONTINUED**

We agree to provide the services for the term set forth in the RFQ/RFP specifications for the following Base Bid amount \_\_\_\_\_ [write out sum]

(\$\_\_\_\_\_) [insert dollar amount].

Exceptions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned authorized representative hereby submits the above bid to the Town of Guilford.

Name of Contractor Entity: \_\_\_\_\_

By \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

*Duly authorized*