

**TOWN OF GUILFORD
REQUEST FOR QUALIFICATIONS
RFQ #2-1819
STATE PROJECT #59-TBD
ENGINEERING DESIGN SERVICES FOR
PEDESTRIAN SAFETY IMPROVEMENT PROJECT**

TABLE OF CONTENTS

- I. LEGAL NOTICE**
- II. PROJECT DESCRIPTION**
- III. SCOPE OF WORK**
- IV. TENTATIVE TIMELINE OF THE RFQ PROCESS**
- V. SUBMISSION OF QUALIFICATION STATEMENTS**
- VI. METHOD OF SELECTION/CRITERIA FOR AWARD**
- VII. ADDITIONAL INFORMATION**
- VIII. GENERAL TERMS AND CONDITIONS**
- IX. AFFIDAVITS (*To be submitted with statement of qualifications*)**

I.

**LEGAL NOTICE
TOWN OF GUILFORD
REQUEST FOR QUALIFICATIONS
RFQ #2-1819
STATE PROJECT #59-TBD
ENGINEERING DESIGN SERVICES FOR
PEDESTRIAN SAFETY IMPROVEMENT PROJECT**

The Town of Guilford is seeking to engage the services of a Consulting Engineering firm to provide engineering services for the preparation of contract plans and documents for the following transportation project:

State Project: # 59-TBD – Route 77 Pedestrian Safety Improvement Project

This project proposes to connect Adams Middle School (“Adams”) to the Guilford Art Center, Guilford Racquet and Swim Club and Town Public Safety Complex located to the north of Adams with a sidewalk along Route 77, Church Street, through the I-95 interchange at Exit 58.

The Consulting Engineering firm selected may also be required to provide survey, prepare environmental documents, perform traffic studies and signalization design and perform construction inspection. The projected construction cost is expected to be in the range of \$1,500,000.

Firms responding to this request should be of adequate size and sufficiently staffed to perform the assignment described above.

The Consulting Engineering firm will be evaluated and selected based on design and technical competence, the capacity and capability to perform the work within the time allotted, past record of performance, and knowledge of Federal, State, and Municipal procedures, appropriately weighted in descending order of importance.

The design fee will be negotiated on a Lump Sum basis.

The Disadvantaged Business Enterprise (DBE) sub consultant goal will be **Zero percent (0 %)** of the original agreement value.

The selected firm must meet all Municipal, State, and Federal affirmative action and equal employment opportunity practices.

Copies of the complete RFQ are available at the Office of the First Selectman or may be accessed from the Town of Guilford’s website at www.ci.guilford.ct.us and the Connecticut Department of Administrative Services procurement website.

Five (5) hard copies and one (1) electronic copy of responses shall be submitted in a sealed envelope no later than **Tuesday February 19, 2019 at 2:00 p.m. in the Office of the First Selectman, Second Floor, 31 Park Street, Guilford, Connecticut 06437**. Late submittals will be rejected. All submittals should be labeled with RFQ number and title. Questions regarding the

specifications may be directed, in writing only, to Janice Plaziak, Town Engineer at plaziakj@ci.guilford.ct.us with a copy to the Purchasing Department at millmanp@ci.guilford.ct.us.

Matthew T. Hoey III
First Selectman

Publish one time only in the New Haven Register under LEGAL NOTICES on Wednesday
January 16, 2019.

II. PROJECT DESCRIPTION

This project proposes to connect Adams Middle School (“Adams”) to the Guilford Art Center, Guilford Racquet and Swim Club and Town Public Safety Complex located to the north of Adams with a sidewalk along Route 77, Church Street, through the I-95 interchange at Exit 58.

III. SCOPE

The scope of work for the Project shall be as described in the Contract Documents, and this RFQ, and shall be further defined after a firm has been selected, in accordance with State DOT Qualification Based Selection (QBS) Process.

IV. TENTATIVE TIMELINE OF THE RFQ PROCESS

Qualification Statements Due:	<u>Tuesday February 19, 2019 by 2:00 p.m.</u>
Notification of Short List (5) Interviews:	<u>Early March 2019</u>
Interviews of Selected Firms:	<u>Mid-March 2019</u>
Selection/Recommendation of Firm:	<u>To be determined</u>
Assignment Meeting with DOT per QBS:	<u>To be determined</u>
Selected Firm drafts and delivers scope:	<u>To be determined</u>
Town and Firm Prepare/negotiate fee proposal per QBS:	<u>To be determined</u>
BOS approves of award: (subject to DOT approval)	<u>To be determined</u>

All inquiries relative to the conditions and specifications listed herein as well as clarification of any information contained or referenced in this RFQ must be made in writing to the Town Engineer, Janice Plaziak, by email at plaziakj@ci.guilford.ct.us with a copy to the Purchasing Department at millmanp@ci.guilford.ct.us on or before **Tuesday February 12, 2019 at noon.**

V. SUBMISSION OF QUALIFICATION STATEMENTS

General Requirements:

- 1. Letter of Interest.**
- 2. Firm brochure.**

3. General Information of firm – The firm shall provide a brief summary of its company, including the following information:

- Name of company and parent company, if any;
- Any prior name(s) by which the firm was known and the years during which such name(s) was used;
- Name(s) of any subsidiary or other company owned or controlled by the firm;
- Names, titles, reporting relationships, and background and experience of the principal members of the company, including officers. Indicate which individuals are authorized to bind the company in negotiations with the Town of Guilford;
- Address of principal office and office from which the Project will be managed;
- Name, address, telephone number, and email address of the principal contact person to receive notifications and to reply to inquiries;
- Legal form of ownership. If a corporation, where incorporated; and
- Years engaged in above services under its present name.

4. Relevant Experience and References:

Provide descriptions of three (3) similar **Connecticut** projects for which the firm has provided similar services along with references and contact name(s) and information. The description of each project should include pertinent information such as the project type, size, and scope of work performed and any pertinent features, as well as Owner contact information for each such project.

5. List of sub consultants to be used in project.

6. Federal Form SF330.

7. Experience of Key Personnel:

Provide Resumes of the key personnel (including consultants) who will be directly involved in the Project.

8. Default and Litigation:

Include a statement with the answer to the following questions, with respect to the last five years: Have you ever failed to complete any work awarded to you? Have you ever been declared to be in default on a contract? If so, when, by whom, where and why? Describe any pending litigation or arbitration proceedings in which your firm may be involved, including the nature and amount of any claims against you, the status of the proceeding and if concluded, the outcome.

9. Connecticut Professional Engineer's license - for all personnel in charge of the project.

10. Non-Collusive/Non-Conflict Affidavit and Affirmative Action/EEO Affidavit
(attached)

11. Any other forms required by State or federal laws applicable to this project.

VI. METHOD OF SELECTION/CRITERIA FOR AWARD

A. The Respondents will be evaluated on their qualifications using the following criteria:

1. Design and technical competence.
2. Capacity and capability to perform the work within the time allotted.
3. Past record of performance
4. Knowledge of Federal, State, and Municipal procedures.

These criteria will be appropriately weighted in descending order of importance.

B. The Town will select the awarded Respondent using the State Department of Transportation (DOT) mandated Qualifications Based Selection (QBS) Process, revised September 2016. Copies of the QBS procedures may be obtained from the DOT. The Municipality will establish a Consultant Selection Panel (“Panel”) having three (3) or four (4) members. The Town Engineer will be designated Chairperson. All members of the Panel will be Municipal officers or employees. The Panel’s first choice will be presented to the Board of Selectman (“BOS”) as the recommended firm for final review and negotiations by the BOS designated representatives to finalize the engineering design services agreement in conformance with the Town of Guilford’s requirements, subject to State approvals, as needed, and review by the Town Attorney. The Town will provide the form design services agreement.

C. The award of the contract for the engineering design services shall be made, if at all, to the Respondent whose evaluation by the selection committee results in an award that the Town of Guilford deems to be in its best interests. The Town of Guilford reserves the right to reject any or all of the RFQ responses, or parts thereof, and/or to waive any informality in any of the RFQ responses resulting from this RFQ if such rejection or waiver is deemed in the best interest of the Town of Guilford. Neither the selection committee nor the Town of Guilford, nor any of their respective officers, directors, employees or authorized agents shall be liable for any claims or damages resulting from the evaluation, selection, non-selection, or rejection of any proposal submitted in response to this RFQ.

VII. ADDITIONAL INFORMATION

The Project will be carried out by the Town of Guilford under the overall direction of the Town Engineer, Janice Plaziak.

VIII. GENERAL TERMS AND CONDITIONS

A. 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.

B. INSURANCE REQUIREMENTS

Successful respondent shall provide the Town insurance in accordance with Town/State insurance requirements, pursuant to final contract terms.

IX. AFFIDAVITS

NON-COLLUSIVE/NON-CONFLICT AFFIDAVIT OF RESPONDENTS

FOR: RFQ #2-1819 State Project #59-TBD Engineering Design Services for Pedestrian Safety Improvement Project

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. bidder 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 and his/her firm/company are in compliance with 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

AFFIRMATIVE ACTION/EEO AFFIDAVIT

FOR: RFQ #2-1819 State Project #59-TBD Engineering Design Services for Pedestrian Safety Improvement Project

Concerning Equal Employment Opportunities and/or Affirmative Action Policy

I/we, the Respondent, certify to the TOWN OF GUILFORD that:

1. I/we are in compliance with the equal opportunity clause as set forth in Connecticut state law (Executive Order No. Three, <http://www.cslib.org/exeorder3.htm>).
2. I/we do not maintain segregated facilities.
3. I/we have filed all required employer's information reports.
4. I/we have developed and maintain written affirmative action programs.
5. I/we list job openings with federal and state employment services.
6. I/we attempt to employ and advance in employment qualified handicapped individuals.
7. I/we are in compliance with the Americans with Disabilities Act.
8. I/we (check one)
_____ have an Affirmative Action Program, or
_____ employ 10 people or fewer

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