



**Request for Proposals (RFP):
Engineering & Design Services
Complete Streets Improvements – Main St. in Stratford Center**

This “Request for Proposals” (RFP) is an official notification for the need of Professional Engineering & Design Services for Complete Streets Improvements within the vicinity of Main St. in Stratford Center. A submittal of a proposal does not guarantee that the firm will be contracted to perform any services but only serves notice to the Connecticut Metropolitan Council of Governments (MetroCOG) that the firm desires to be considered.

Issue Date: June 20, 2018

Response Date/Time: July 26, 2018 @ 3:00PM

Response Location:

Mr. Patrick Carleton, Deputy Director
Connecticut Metropolitan Council of Governments
1000 Lafayette Boulevard, Suite 925
Bridgeport, Connecticut 06604

This “Request for Proposals” and all subsequent addenda and revisions will be made available at <http://www.ctmetro.org/aboutus/for-vendors/>. All prospective applicants should continue to check the website for any changes to the RFP.

I. Introduction:

The Connecticut Metropolitan Council of Governments (“MetroCOG”), the Regional Planning Organization and Council of Governments for the Greater Bridgeport Region is accepting proposals to select a qualified professional engineering design firm or team to advance the recently completed 25% Preliminary Design of Complete Streets Improvements on Main Street between Barnum Avenue and Harvey Place in Stratford Center. MetroCOG seeks to obtain professional services from a firm or team that have demonstrated experience in Complete Streets Engineering Design. MetroCOG will select a firm or team based on capabilities, past project experience, key staff assigned to the project, knowledge of the area and technical approach. Qualifying firms or teams must demonstrate experience with designing similar improvement projects.

The selected firm must provide a full range of engineering design and design related activities including, but not limited to the following:

- Surveying & Mapping;
- Stage Development of Design for all Elements of the Project as Applicable;
- Landscape Architecture
- Placemaking & Public Art
- General Project Permitting
- Environmental Permitting
- Utility Coordination
- Right-of-Way Mapping
- Hazardous/Contaminated Materials Identification, Remediation Plans & Specifications
- Coordination with Federal, State and Local agencies, as necessary
- Compliance with CEPA, as applicable
- Development of Final Plans, Specifications, Cost Estimates and Related Contract Documents

As Main Street between Barnum Ave. and Harvey Place is a State-owned roadway, all project components must be designed in accordance with Connecticut Department of Transportation’s (CTDOT) Highway Design Manual and all other applicable Department standards. The Manual of Uniform Traffic Control Devices (MUTCD) shall be followed for all projects as applicable. All projects shall comply with the 1990 Americans with Disabilities Act (ADA). Pavement design shall be in accordance with the 1993 AASHTO Guide for Design of Pavement Structures.

Attachment A of this RFP will provide additional details regarding the Scope of Services.

II. Background:

In 2016, the Town of Stratford and MetroCOG facilitated a Complete Streets Improvement Plan for Stratford Center which focused on the ½ mile around the Stratford Train Station. The intent of the plan was to develop a transportation strategy to promote bicycling and walking, the development of related facilities, installation of green infrastructure and other related complete streets elements. The Town of Stratford commissioned the Plan to effectuate a fundamental shift in the way the

roadway environment is perceived and used within Stratford Center. Instead of dedicating the roadway for the almost exclusive domain of motorized vehicles, the Town wants the roadway to be viewed as a shared space where the needs of all users are considered, not just drivers. While a “complete street” embraces many common elements, each application is unique, and the features selected reflect the land use, needs and characteristics of the area. Key elements of the Plan included bicycle facilities (routes and lanes), bus priority systems, pedestrian enhancements, streetscape environment, traffic calming measures, green infrastructure, public art and placemaking. The goal of the Stratford Center Complete Streets Improvement Plan was to build upon the Stratford Transit Centered Development Project, which included the establishment of the Transit Oriented Development Overlay District and the future redevelopment of the former Center School site.

The Complete Streets Improvement Plan includes an Action Plan and Design Recommendations. The Plan identified five key streets, corridors and intersections with Stratford Center that would benefit from physical improvements. Of the five identified projects, the Stratford Complete Streets Community Advisory Committee selected Main Street (between Barnum Avenue and East Broadway) as the priority project, which was labelled Phase I. The Town and MetroCOG secured funding for the 25% Preliminary Design of Phase I which was completed in July 2017. The Town has expanded the project area south to Harvey Place.

The Engineering & Design Services for Complete Streets Improvements in Stratford Center will be funded by the State of Connecticut’s Responsible Growth and Transit Oriented Development Grant Program. MetroCOG will assist the Town with administering the project. Upon completion and approval of the Final Engineering & Design, the Town will seek to implement the improvements via the State of Connecticut Local Transportation Capital Improvement Program (LoTCIP) or the Federal Highway Administration’s Surface Transportation Program (STP) which would be administered by MetroCOG.

III. General Submission Instructions and Requirements

A. Inquires:

Any questions concerning the Scope of Services of this project or requests for additional information, or any other questions should be directed in writing to Mr. Patrick Carleton, Deputy Director, Connecticut Metropolitan Council of Governments by e-mail at: pcarleton@ctmetro.org. Inquiries must be made by 4:00PM on July 12, 2018. No phone calls will be responded to regarding questions associated with this RFQ. Responses, if any, shall be in writing. Responses to questions or requests for additional information shall be posted to MetroCOG’s website (www.ctmetro.org) by July 19, 2018 and it is the responsibility of the consultant to check the website for updates or addendums to this RFQ.

Please note that it is MetroCOG’s policy to respond only to technical questions. Under no circumstances will MetroCOG provide interpretive guidance. No oral interpretations shall be made to any respondent as to the meaning of any of the documents. Written approval of MetroCOG is required prior to any public disclosure of the cost proposal submitted in response to this RFQ or any other subsequent awards.

B. Proposal Requirements:

MetroCOG, acting through a Selection Committee consisting of representatives from MetroCOG and the Town of Stratford will select a qualified Professional Engineering Design firm or team based on firm capabilities, past project experience, key staff assigned to the project, knowledge of the area, technical approach and cost. Qualifying firms or teams must demonstrate experience with designing Complete Streets Improvements in similar locations.

Prospective firms or teams are asked to submit responses in two parts: Letter of Interest and Technical Response.

The Letter of Interest must specify the following:

-) Name and address of the Firm/Team.
-) General information on the firm or team and any proposed sub-consultants
-) Name, title and telephone number of the individuals within the firm authorized to commit the company to this contract.
-) Name, title and telephone number of the individual MetroCOG should contact regarding questions and clarifications.
-) A statement that the Firm or team's offer will remain in effect for ninety (90) days after acceptance of the Consultant's proposal by MetroCOG.

The Technical Response must contain a description of the consultant's proposed approach with specific reference to:

-) Firm/Team Qualifications and Capabilities: Describe the qualifications and capabilities of the Firm or Team as they relate to experience with Complete Streets Engineering Design, Landscape Architecture, Placemaking, Project Management/Coordination, Public Outreach, Permitting, etc. Firms or Teams should describe how their approach will consider other related Stratford planning programs that will maximize the impact of the proposed development.
-) Technical Approach: Describe the Technical Approach that will be used to complete the Scope of Services outlined in Attachment A. Any recommendations to improve the Scope or support the project and any thoughts your firm may have on efficient delivery of the project should also be included. Please provide a description of any special services required, if needed.
-) Past Project Experience: Include descriptions of comparable projects and provide summaries and reports of related and relevant work completed in Connecticut and New England. Summarize the scope of work performed, why the unique approach to this project was successful and provide client contact information. Please include a description of why/how Stratford's project will be similar and different regarding potential challenges.

- J) 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.
- References: Provide three references from comparable types of projects completed over the last five years. Include project names and locations, name of primary client contacts and their contact information including e-mail addresses and telephone numbers. Indicate the role of your firm in each project and each project's cost and date of completion.
 - Cost: Provide a detailed cost breakdown of all personnel and sub-consultants to be utilized for the design of this project.

Responses to this RFP will be evaluated based on the consultant's responses to all relevant criteria stated in this RFP. Proposals will be evaluated and scored utilizing the above points for each of the required sections. MetroCOG has the right to reject and/or honor any and all proposals.

C. Selection Process:

Consultants or consortia of consultants will be asked to demonstrate expertise and experience in all skill areas that may be appropriate to the work contemplated by the Engineering Design project. All RFPs received by MetroCOG will be reviewed and evaluated by a Selection Committee (the "Committee") comprised of representatives from MetroCOG and the Town of Stratford. Up to five prospective consultants will be selected for a short list and each will be requested to participate in an interview and presentation to the Committee. A recommendation of the preferred consultant will be made by the Committee and MetroCOG will be authorized to communicate to the selected consultant and begin negotiations.

The selected Consultant will be notified within 14 days of the decision by the Committee. Contract negotiations will commence immediately upon notification. A 60-day fee negotiation period will be provided for the selected Consultant and MetroCOG to finalize the Scope of Services, Contract Fee and Agreement. At the end of the 60-day negotiation period, the contract shall be awarded. If a negotiated fee cannot be mutually agreed to by both parties, MetroCOG will terminate negotiation and begin negotiations with the second rated firm.

The firm awarded the contract as a result of this RFP, must meet all municipal, state and federal Affirmative Action and Equal Employment Opportunity practices. This will include compliance with E.O. 11246 "Equal Employment Opportunity", as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity", and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor".

The selected consultant will be required to prepare project documents in a timely manner and submit monthly status reports indicating work completed to date and any problems that have or could have impacted the project schedule. To that end, the Consultant will be expected to assign sufficient administrative, planning, design and support staff to complete the Scope of Work within the established and agreed to schedule. It is expected that this project will take approximately 18 months.

D. Proposals from Consortia, Joint Ventures and Teams:

Proposal statements from consortia, joint ventures or teams will be accepted. In such cases, a lead firm must be identified for contracting purposes. A qualifications statement must be prepared for each member of the consortia, joint venture or team, and each qualifications statement should clearly identify the lead firm.

In selecting a lead firm, consortia, joint ventures and teams should consider the following: (1) the lead firm should have sufficient experience and expertise to conduct or supervise all facets of the proposed project; (2) the lead firm will be legally responsible to MetroCOG for performance of the total contract; (3) the lead firm must have sufficient resources to carry out the contractual responsibilities of the consortium, joint venture or team.

Please note that firms that are subsidiaries or affiliates of another may not rely on the experience, expertise or resources of its parent firm to meet these requirements.

E. Signature Requirements:

Proposals must be signed by a representative of the firm or team having legal authority to contract on behalf of the firm or team. 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.

F. Submission of Proposals:

MetroCOG will accept completed proposals by mail or in person, until 4:00PM July 26, 2018. Proposals submitted via e-mail or facsimile will not be accepted. All submissions should be clearly marked **“Engineering Design Services – Complete Streets Improvements – Main St. in Stratford Center”**. Respondents must submit five (5) original signed copies of their proposal along with one (1) digital copy to: Mr. Patrick Carleton, Deputy Director, Connecticut Metropolitan Council of Governments, 1000 Lafayette Boulevard, Suite 925, Bridgeport, Connecticut 06604

IV. General Terms & Conditions

Equal Employment and Nondiscrimination

All contracts awarded under this RFQ are subject to Section 4a-60 of the Connecticut General Statutes, “Nondiscrimination and affirmative action provisions in contracts of the state and political sub-divisions other than municipalities.” Contracts also are subject to all other applicable state and federal laws concerning civil rights, nondiscrimination and equal opportunities for employment.

Freedom of Information

Respondents are advised that any and all materials submitted in response to this RFP shall become the sole property of the Connecticut Metropolitan Council of Governments and shall be subject to the provisions of Sections 1-210 of the Connecticut General Statutes (re: Freedom of Information).

Right to Cancel

The Connecticut Metropolitan Council of Governments reserves the right to cancel this RFP at any time, elect to award portions of the attached scope, and to decide not to consider any or all of the respondents submitting information in response to this request.

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. MetroCOG 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 with MetroCOG.

Other

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

Insurance Requirements

1. The company shall carry and maintain in full force and effect for the duration of any contract resulting from this RFQ, appropriate insurance. The company agrees to protect and defend, indemnify, and hold the Connecticut Metropolitan Council of Governments and 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 MetroCOG or the Town in defense of same, arising in favor of taxes, claims, liens, debts, personal injuries including employees of the Town or MetroCOG, death or damages to property (including property of the MetroCOG or the Town) 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 MetroCOG or the Town. Company will designate and provide the MetroCOG and the Town with the identity of a person or persons in the company's employ who shall be responsible for handling claims from the public efficiently and expeditiously.

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

2. 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.
3. Insurance certificates are required with responses to this RFQ. Insurance certificates must be provided in the bid application, documenting coverage for the following:
 - a. Worker's Compensations and Employers Liability in accordance with State of Connecticut Requirements.
 - b. 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:
 - I. \$1,000,000 each occurrence
 - II. \$1,000,000 personal and advertising injury
 - III. \$1,000,000 general aggregate; and
 - IV. \$1,000,000 products/completed operations aggregate
 - c. 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.
 - d. Professional Liability and Errors & Omissions Insurance in the amount of \$1,000,000. In lieu of the insurance coverage listed under 3. above, the contractor fulfills the insurance requirements by having and maintaining umbrella liability insurance with a minimum:
 - I. \$1,000,000 per occurrence;
 - II. \$1,000,000 aggregate of other than products/completed operations and auto liability; and
 - III. \$1,000,000 products/completed operations aggregate.

All other insurance requirements would remain in effect.

All insurance certificates must name MetroCOG and 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 MetroCOG or the Town.

Indemnification

In addition, the proposer shall, at all times, save, indemnify and hold harmless the Connecticut Metropolitan Council of Governments and 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 Connecticut Metropolitan Council of Governments or the Town of Stratford, and neither the Contractor nor its employees shall be entitled to any benefits to which employees of the Connecticut Metropolitan Council of Governments or 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 RFQ; 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 RFQ development process, had no knowledge of the specific contents of the RFQ before its issuance, and that no employee of MetroCOG either directly or indirectly assisted in the vendor's proposal preparation.

Attachment A:

Scope of Services

The Town of Stratford is seeking comprehensive design, engineering, permitting and preparation of bid documents for Main Street (State Route 113) between Barnum Avenue and Harvey Place. The Design should build upon the Traffic Analysis and the Concept Plans that were completed in July 2017 (See Attachment B for the Complete Streets Improvement Plan & Attachment C for the Conceptual Design and 25% Preliminary Design for Main St between Barnum Avenue & Harvey Place).

We anticipate the Scope of Services to include, but not be limited to the following:

1. Kick – Off Meeting: The selected firm will be required to attend a Kick-Off Meeting with all relevant stakeholders, including staff from the Town of Stratford, MetroCOG, the CTDOT and other agencies and organizations as deemed necessary. The Kick -Off Meeting will be held to verify the Project Scope, Cost and Schedule.
2. Compile & Analyze Information: The Town of Stratford and MetroCOG will provide the selected firm with an overview of the Stratford Center Complete Streets Improvement Plan, Traffic Analysis and 25% Preliminary Design and other related documents. The Town, MetroCOG and CTDOT will also provide all pertinent information related to the physical infrastructure of the project area, existing plans and data and other resources related to the project.
3. Placemaking & Public Art: The selected firm will develop their own or incorporate a predetermined public art component as selected by the Town, in the final design of this project.
4. Project Coordination: During the duration of the project, the selected firm will be required to submit written project reports to demonstrate project status twice a month. A representative from the firm will also be required to meet with the Town of Stratford and MetroCOG to discuss the status on an on-going basis (weekly, bi-weekly or monthly).
5. Utility Coordination: Coordination should be established with utility companies that have facilities in the project area, as well as with any utilities that currently do not have facilities present but may have plans to expand service to the area. Coordination should include meeting with utility company representatives to confirm project scope of work and how utilities should be involved.
6. Semi-Final Design Plans: The firm shall be responsible for submitting Semi-Final Design Plans in accordance with CTDOT standards. Included in the Plans should be a report that outlines

technical specifications and any special provisions or supplemental conditions, an engineer's cost estimate, outlining associated unit, quantity, unit cost and total amount for each item and a semi-final construction schedule.

7. Public Involvement: Conduct a public informational meeting toward the beginning and end of the Semi-Final Design phase to apprise the public of proposed improvements and receive input on the design. Prepare colored boards, a power point presentation, innovative/interactive participation techniques and generate a report of meeting for this event. Consider public comments in making revisions during the Final Design. The firm or team will also provide digital/social media strategies that will facilitate meaning public participation.
8. Final Design: The firm shall provide a Design Submission in accordance with CTDOT standards. Included in the submission should be a complete set of final project plans, specifications and contract documents, including the signature and seal of the Professional Engineer preparing the project documents (Engineer of Record). Final Design should include Final Construction Cost Estimate, Final Design Submission Documentation and Completed Certification Forms.
9. Permitting: Obtain all required permits from local, state and federal regulatory agencies that have jurisdiction over the project. If applications, maps, studies and other related documents are required to secure the necessary permits, the selected firm shall be responsible for the preparation of those documents.
10. Preparation of Bid Documents: Prepare all necessary documents for bidding the project for the Town of Stratford. All bid documents should follow the Town's and CTDOT's bid requirements, Invitation to Bid, Contract provisions, Bid Form with quantities, Prevailing Wages, technical specifications, drawings and details, etc. The selected firm shall coordinate the bid with the Town Purchasing Agent and CTDOT and advertise through local papers, the town website and the town's vendor for public bids.
11. Deliverables: In addition to digital copies of all deliverables related to this project, the selected firm or team will provide ten (10) hard copies of a 1) project executive summary that detail the project process from start to finish, 2) all plans, 3) copies of permits and 4) other documents that help detail the entire design process.

Attachment B:

Traffic Impact Memorandum

[Link to Traffic Impact Memorandum - Main Street \(State Route 113\) from Barnum Ave. to East Broadway](#)

Attachment C:

Town of Stratford Complete Streets – Phase 1 (Main Street)

Concept Plan

[Link to Concept Plan for Complete Streets - Phase 1 \(Main St.\)](#)