RFP/RFQ No. 2021-02 - Engineering Services -LOTCIP – Ledyard High School Multi-Use Pathway & Sidewalk Extension Project

Town of Ledyard, Connecticut
Request for Proposals & Qualifications

Engineering Services in Connection with the Proposed LOTCIP "Ledyard High School Multi-Use Pathway & Sidewalk Extension" Project – RFP/RFQ No. 2021-02

The Town of Ledyard ("Town") is accepting proposals and qualification statements from professional engineering firms or teams licensed in the State of Connecticut to provide engineering services in connection with its proposed "Ledyard High School Multi-Use Pathway & Sidewalk Extension" Project ("Project"). The funding source for the proposed project is the State of Connecticut Department of Transportation ("CTDOT") under the Local Transportation Capital Improvement Program (LOTCIP) administered by the Southeastern Connecticut Council of Governments ("SCCOG"). The cost for said project based on CT DOT's LOTCIP Guidelines is estimated to be $1,870,000.

The firm(s) should be able to demonstrate a successful track record in working on infrastructure projects in Connecticut and the knowledge & expertise of relevant regulatory requirements.

Interested firms should submit cost estimates & statements of qualifications to the Mayor's Office, 741 Colonel Ledyard Highway, Ledyard, CT 06339 no later than 2:00 PM on September 30, 2020. They should be marked "**Engineering Services in Connection with the Proposed LOTCIP "Ledyard High School Multi-Use Pathway & Sidewalk Extension" Project – RFP/RFQ No. 2021-02**."

Project Background

A pre-application for the Project submitted by the Town to SCCOG was deemed to have an eligible purpose & need and the Town of Ledyard has received approval to submit a full application in conformance with CTDOT and SCCOG guidance. An acceptable application will include all necessary inclusions, certifications and provide preliminary design plans. Please be advised application materials must meet the stated criteria for submittal to CTDOT (see Additional Information below).

Potential Engineering Services*

* Specific services will be subject to negotiation; the following are exemplary, and services may be added or deleted from the ultimate agreement.

1. Review existing studies, data, and information; meet with Town staff and make recommendations as to specific approach to the project.
2. Preparation of the LOTCIP Project application including all necessary inclusions, certifications, and preliminary design plans that meet the stated criteria for submittal to CTDOT.

3. Upon securing funding from CTDOT for the project and following receipt of authorization to proceed from the Town, the Engineering Firm will coordinate all design and bidding activities with the Town and prepare plans and specifications as necessary for approval. The Town shall distribute invitations to bid, bid sets, and any addenda as well as place the legal advertisement in the newspaper. The Town will be the sole source for the distribution of bid documents.
4. The Engineering Firm will attend any and all mandatory pre-bid conferences with all bidders. The Engineering Firm shall answer any inquiries regarding the plans and specifications during the bid process from potential bidders in strict accordance with the requirements of the Bid documents. Any necessary addenda needed during the bid process will be prepared by the Engineering Firm and provided electronically to the Town for distribution.
5. After the bid opening, the Engineering Firm will review all bids received as well as bidder qualifications and references of the three lowest bidders. The engineering firm's recommendation regarding the lowest bidder's ability to perform the work and to conform to the standards established in the bid documents will be made. Finally, the Engineering Firm shall make a written recommendation for award to the Town.
6. Also, the Engineering Firm in conjunction with the Town will respond to and make recommendations concerning the suitability of any proposed alternate or substituted equipment, material, or methods proposed.
7. Throughout all the above steps, the Engineering Firm will engage and coordinate communication with the State of Connecticut DOT with respect to all matters affecting the nature and process of the design and bidding for this project according to the requirements of LOTCIP and any other stipulations imposed by the State of Connecticut DOT or other cognizant agencies. The Engineering Firm will prepare and coordinate the submittal of all required and associated documentation.
8. Construction Administration

    A. During the construction phase, the Engineering Firm will provide construction administration services customarily expected for a project of this scale and scope. This will include coordination of and communications with the contractor and on- site regular project observations. These will require the preparation and submission of written observation reports and minutes of project coordination meetings with the contractor.

B. The Engineering Firm will promptly review and approve shop drawings, material samples, subcontractor's qualifications, and any other submission for compliance with the specifications. Also, evaluate any and all change orders and Applications for Payment; forward (if appropriate) to the Town for approval and signature. The Engineering Firm will determine contract completion, recommend project acceptance, and perform other standard engineering services related to this project. The firm will also document As-Built information provided by the prime contractor on their data files, providing one set of replotted tracings and one set of drawing and specification data files on CD-R for the Town's use.

C. Throughout the above steps, the Engineering Firm will engage and coordinate communication with the State of Connecticut DOT with respect to all matters affecting the nature and process of construction for this project according to the requirements of LOTCIP, and any other stipulations imposed by the State of Connecticut DOT or other cognizant agencies. The Engineering Firm will prepare and coordinate the submittal of all required and associated documentation.

Submission Requirements

- Cover Letter
- Costs Estimates
- Information concerning relevant past experience in the provision of design engineering services for infrastructure projects.
- Information concerning staff resources and management approach and the names of personnel that will be assigned to the project.
- References with contacts and phone numbers

Based on submissions, the Town will conduct interviews with selected firms and will either attempt to negotiate a contract with a selected firm or request fee proposals from up to three firms.

Criteria for Selection

- Familiarity with the proposed project.
- Previous successful relevant experience.
- Proposed approach to conducting the work.
- Staff resources and capability.
- References.

Additional Information

Information related to the Project may be found at the following links:

LOTCIP guidance and application form:
https://portal.ct.gov/DOT/Office-of-Engineering/Highway-Design---Local-Roads---LOTCIP

SCCOG guidance:
http://seccog.org/wp-content/uploads/2018/11/2016LOTCIP-GuidelinesAndApendicies.pdf

Copy of Pre-Application:
https://www.ledyardct.org/DocumentCenter/View/376630/TownLedyard-LOTCIP2020-Pre-App-060320

Town Contacts: Steven Masalin, P.E., Public Works Director
public.works.director@ledyardct.org or 860.464.3238

Elizabeth Burdick, Director of Land Use & Planning at
planner@ledyardct.org or 860.464.3215