

**RFP #2021-11
DAM INSPECTION
BREWSTER POND**

SEALED submissions are subject to the standard instructions set forth on the attached sheets.
Any modifications must be specifically accepted by the Town of Stratford.

Released: Friday, 4th September, 2020

Phillip Ryan, Purchasing Agent

Bidder:

Doing Business As (Trade Name)

Address

Town / State / Zip

Title (Mr /Ms)

Signature

Telephone

E-mail

Sealed bids will be received by the Purchasing Department at the office of the Purchasing Agent, 2725 Main Street, Room 202, Stratford, Connecticut 06615, up to:

11:00AM, Wednesday, 23rd September, 2020

NOTE:

1. Bidders are to complete all requested data in the upper right corner of this page and must return this page with their bid proposal.
2. No bid shall be accepted from, or contracts awarded to, any person/company who is in arrears to the Town of Stratford upon debt, or contract or who has been within the prior five (5) years, a defaulter as surety or otherwise upon obligations to the Town of Stratford.
3. Submissions are to be submitted in a sealed envelope and clearly marked “BID #2021-11” on the outside of the envelope, including all outer packaging, such as, DHL, FedEx, UPS, etc.

REQUESTS FOR INFORMATION (RFI) / ADDENDA

Direct all requests in writing to:

Town of Stratford, Purchasing Department
Attention: Phillip Ryan, Purchasing Agent
E-mail: PRyan@townofstratford.com

NOTE: Verbal requests for information will NOT be accepted.
All requests must be received in writing prior to 12:00PM on Tuesday, 15th September, 2020.

Response will be in the form of an addendum that will be posted approximately Friday, 18th September to the Town of Stratford, Purchasing Department website: <http://www.townofstratford.com/purchase>

It is the responsibility of each bidder to retrieve addenda from the website. Any contact about this bid between a Bidder and any other Town official and/or department manager and/or Town of Stratford employee, other than as set forth above, may be grounds for disqualification of that Bidder. No questions or clarifications shall be answered by phone, in person or in any other manner than specified above. Addenda will not be mailed, e-mailed or faxed out.

OVERVIEW

The Brewster Pond Dam (CT Dam ID# 13803) on Long Brook (CT Basin 6000) is located in Longbrook Park, Stratford, CT.

Watershed is approximately 160 acres and the dam impounds approximately four (4) acres of water.

The dam was reconstructed in 1986.

Construction is concrete and stone masonry; 57 feet long with a concrete walkway and railing over the top and is 12'-6" in height.

The weir spillway is 1'-6" vertical rectangular opening with a low level gated 12" diameter outlet.

Dam has a Hazard Classification B.

Information available pertaining to the dam includes:

- Brewster Pond improvements plan by CE Maquire from 1986
- Townwide Master Drainage study by Earth Tech from 2003
- Brewster Pond Dam Emergency Operations Plan by Earth Tech from March 2006
- Dam Inspection Report by Milone and MacBroom from March 2014

SCOPE OF WORK

Following DEP Bulletin 36 from the Connecticut Department of Energy and Environmental Protection, Guidelines for Inspection and Maintenance of Dams, and in compliance with Chapter 446j Section 22a-of the Regulations, the Consultant shall perform at a minimum the following work.

1. Complete a Statement of Proposed Compliance with Inspection Requirements for submittal to CT DEEP.
2. Perform an inspection of the dam and appurtenances, review available existing data, observe upstream and downstream conditions, evaluate the overall condition of the dam, evaluate the Town's O&M procedures, perform an analysis and assessment of the hydrologic and hydraulic capacities and the structural stability of the dam.
3. Prepare a report of the inspections, condition and hydraulic capacity including:
 - Recommendation for any emergency measures needed to assure the immediate safety of the dam;
 - Recommendations for remedial measures (engineered repairs);
 - Recommendations for additional detailed studies, investigations and analyses, if required;
 - Recommendations for time frames for the above recommendations;
 - Recommendations for routine maintenance (non-engineered) and inspection by the Town.
4. Prepare an Emergency Action Plan in full accordance with the CT DEEP regulations and guidelines. This shall include Dam monitoring procedures, Notification Flow chart, Warning notification procedures, Inundation mapping in NAVD88, and Drill procedures.
5. Submit draft copy of report to the Town for review and comment and then submit two (2) hardcopies to the Town and one (1) hardcopy to DEEP Dam Safety Unit along with digital copies to both parties in accordance with the filing conventions. For the EAP, provide listing of recommended distribution agencies and persons to receive the EAP and provide sufficient hard copies as well as digital files to affect the distribution needs.

STATEMENT OF QUALIFICATIONS

Submit a Statement of Qualification in accordance with the RFP.

The Town shall consider, at a minimum, the following:

- Licensed Professional Engineer in the state of Connecticut;
- Years of experience with dam inspection, design, or repair and permitting;
- Specific examples of dam inspection projects completed, including emergency action plans prepared;
- Familiarity with DEEP's current dam inspection requirements and statutes and regulations governing dams in CT.

SCHEDULE

Provide an anticipated schedule of the work, including detailed timeline.

FORMAT OF SUBMISSION

1. Submit one (1) printed and signed “original” and three (3) printed copies, and one (1) USB digital copy in pdf format.
2. Provide a general description of the type of organization (i.e. corporation, partnership, consultant); number of years in business; size of firm; personnel qualifications and experience.
3. Include resumes and relevant experience of all personnel to be assigned to the project, including any subcontractors.
4. Submit details of any additional services to be provided, and identify estimated timelines and deliverables.
5. Identify any resources and/or assistance you will require from the Town of Stratford.
6. Provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three years with State regulatory bodies or professional organizations.
7. If your firm has engaged in a recent peer review (i.e. industry publication or article) please include a copy.
8. In addition to the above requirements, respondents may include additional factors or strengths that would assist in assessing their ability to meet the Town’s needs. This information need only be one page.
9. All submissions shall remain firm for a period not less than (90) days from the qualifications (RFP) due date, unless such period is extended in writing and agreeable to both parties.
10. Respondents are strongly encouraged to verify the scope of services prior to submitting a proposal. The Town reserves the right at all times to increase or decrease the project scope as deemed in its best interest.
11. Provide full details of any exceptions. The Town retains the right to accept or reject any or all exceptions.
12. Provide references for equal scope projects performed during the past three (3) years.

All respondents should provide a letter of interest, detailing overall qualifications and demonstrating a thorough understanding of the engagement. Include resumes for all personnel who will be directly involved in providing the requested services, describing their professional qualifications and past experience related to affordable housing development, financing and strategic planning.

Provide a description of similar work performed in the past five years and minimum of three (3) most recent professional references. Respondents may offer a detailed scope of work to be performed for the aforementioned tasks with a projected timetable and deliverables for each task.

QUALIFICATIONS

The firm shall possess significant experience related to the scope of work including zoning requirements.

Knowledge of federal, state and local municipal regulations and requirements in general, and the ability to work collaboratively with Town staff and volunteer boards is essential.

The submission should include the following information:

- Size of firm, including available technical staff.
- Geographical location from where services will be provided.
- Number of staff to be employed on the project (full-time and part-time).
- Include description of all services and estimated deliverables.
- References for projects performed for other municipalities of similar size.

If the respondent is a joint venture, the qualification of each firm comprising the joint venture should be separately identified and the firm that is to serve as the principal should be identified. Complete information on qualifications and experience should be provided for all joint venture partners and/or subcontractors.

EVALUATION CRITERIA

All firms will be evaluated based on the following criteria:

- a) Background and experience in providing services to municipalities or similar type environments.
- b) Demonstrated success on previous projects.
- c) Credentials of staff.
- d) Organizational stability.
- e) Effective communication, accuracy of response, and compliance of requirements.

FINAL SELECTION PROCESS

Upon evaluation of all submissions received, qualified candidates/firms may be invited to interview with various Town officials, department heads or committee members, prior to award of contract. Interviews may be requested at Town's own discretion.

The Town will review all proposals submitted in response to this solicitation for conformity with the qualifications sought in connection with this engagement.

In addition to the evaluation criteria, selection criteria shall include:

- a) prior work experience and its relevance to this engagement;
- b) documented ability to provide the services requested;
- c) knowledge of federal and state programs, requirements and regulations;
- d) review of references;
- e) fee for services rendered.

Upon award selection, the firm will be expected to enter into contract with the Town of Stratford. The Town reserves the right to reject any and all proposals received in response to this solicitation.

PROPOSAL

Lump Sum: \$ _____ per estimated total hours of _____.

Final contract value to be determined upon adjusted hourly rates per discipline.

Provide hourly rates per discipline, but not limited to:

Principal: \$ _____ /hour

Project Manager: \$ _____ /hour

Draftsperson: \$ _____ /hour

Survey: \$ _____ /hour

Inspector: \$ _____ /hour

Engineer: \$ _____ /hour

LEED: \$ _____ /hour

Clerical: \$ _____ /hour

Attach all rates and disciplines that shall apply on separate paper.

Provide costs for reimbursable expenses, such as, but not limited to, meetings, reports, travel, deliverables:

Meetings: \$ _____ /hour

Travel: \$ _____ /mile

Reports: \$ _____ /service

Attach all reimbursable expenses that shall apply on separate paper.

In the event that the Contractor does not perform the work in accordance with the specifications and/or scope of services, the Town reserves the right to terminate the contract upon (10) days' written notice.

Provide information regarding number of years in business, size of firm, and location.

Number of years in business: _____ Number of employees: _____ (full time) _____ (part time)

The Bidder hereby certifies that any and all defects, errors, inconsistencies or omissions where identified in the Bid Documents, of which he/she is aware, either directly or by notification from any sub-bidder, are listed herewith in this Bid Form.

Name _____

Title _____

Signature _____

Date _____

TERMS & CONDITIONS

Guarantee

All submissions shall remain firm for a period not less than (90) days from the qualifications (RFP) due date and may not be withdrawn, unless such period is extended in writing and agreeable to both parties.

Bid Bond / Payment and Performance Bonds

Bonds are not required to be submitted.

Deadline

Submissions not sealed and/or received later than the due time and date will not be considered. No exceptions.

Submissions

Bid proposals are to be submitted in a sealed envelope and clearly marked with the RFP number on the outside of the envelope or package, including all outer packaging, such as, DHL, FedEx, UPS, etc. All prices and notations must be printed in ink or typewritten. No erasures are permitted.

Bid proposals are to be in the office of the Purchasing Agent, 2725 Main Street, Room 202, Stratford, Connecticut, prior to date and time specified.

Right to Accept / Reject

AFTER REVIEW OF ALL FACTORS, TERMS AND CONDITIONS, INCLUDING PRICE, THE TOWN OF STRATFORD RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, OR ANY PART THEREOF, OR WAIVE DEFECTS IN SAME, OR ACCEPT ANY PROPOSAL DEEMED TO BE IN THE BEST INTEREST OF THE TOWN.

Power of Rejection

The Mayor shall have the power to reject all bids and to advertise again.

Questions / Requests for Information

All questions concerning conditions and specifications should be directed in writing to:

Phillip Ryan, Purchasing Agent: PRyan@townofstratford.com

Inquires must reference date of RFP opening, requisition or contract number, including the responding firm's name and address, and must be received no later than the time and date as stated in the bid document. Failure to comply with these conditions will result in the candidate waiving the right to dispute the specifications and conditions.

Prices

Price proposals shall remain firm for a period not less than (90) days from the qualifications (RFP) due date and may not be withdrawn, unless such period is extended in writing and agreeable to both parties.

The Contractor/Firm

The Contractor for the work described shall be thoroughly familiar with the requirements of all specifications. The submission of a proposal shall be construed as evidence that the Contractor has examined the actual job conditions, requirements, and specifications. Any claim for labor, equipment or materials required, or difficulties encountered, which could have been foreseen had such an examination been carefully made, will not be recognized.

Assignment of Contract

No contract may be assigned or transferred without the prior written consent of the Town of Stratford.

OSHA

The bidder will certify all equipment complies with all regulations and conditions stipulated under the Williams-Steiger Occupational Safety and Health Act of 1971, as amended. The successful bidder will further certify that all items furnished under this project will conform and comply with Federal and State of Connecticut OSHA standards. The successful bidder will agree to indemnify and hold harmless the Town of Stratford for any and all damages that may be assessed against the Town.

Life Cycle Costing

Where applicable, Life Cycle Costing will be used as a criterion for awarding bids. This is a method of calculating total cost of ownership of an item, which may include operation and maintenance expenses, transportation, salvage value, and/or disposal costs.

Insurance Coverage

The successful bidder will be required to furnish a Certificate of Insurance naming the Town of Stratford, its employees, officers and agents, as the additional insured, and be provided by companies licensed in the State of Connecticut.

Indemnification

In addition to providing insurance, the successful bidder shall indemnify and hold the Town, its employees, officers and agents harmless from all claims and demands of any nature for any loss, damage or injury which any person may suffer by reason of or in any way arising out of work required by this Bid/RFP and any resulting contract or purchase order issued pursuant to it.

Federal, State and Local Laws

All applicable Federal, State and local laws, rules and regulations of all authorities having jurisdiction over the locality of the project shall apply to the contract and are deemed to be included herein.

Conflict of Interest

No officer or employee or member of any elective or appointive board, commission or committee of the Town, whether temporary or permanent, shall have or acquire any financial interest gained from a successful bid, direct or indirect, in any project, matter, contract or business within his/her jurisdiction or the jurisdiction of the board, commission, or committee of which he/she is a member. Nor shall the officer/ employee/ member have any financial interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any project, matter or thing which comes under his/her jurisdiction or the jurisdiction of the board, commission, committee of which he/she is a member.

Scope of Work / Site Inspections

The Bidder/Candidate/Respondent declares that the scope of the work and/or specifications has been thoroughly reviewed and any questions resolved, and further declares that the site has been inspected if requested for in the specification.

Exception to Specifications

No protest regarding the validity or appropriateness of the specifications or of the Invitation will be considered, unless the protest is filed in writing with the Purchasing Agent, prior to the closing date for the bids. All bid proposals rendered shall be considered meeting the attached specifications unless exceptions are noted on a separate page dated and signed by the bidder.

Unless Otherwise Noted

It will be assumed that all terms and conditions and specifications will be complied with and will be considered as part of the submission.

Tax Exempt

The Town of Stratford is exempt from all State and Federal taxes.