

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS

The **Town of Ridgefield** invites all interested parties to submit sealed bids on the following:

BID DUE DATE: Thursday, July 11 2024

BID DUE TIME: 11:00am EST

BID ITEM: Depot Road Consulting Engineer for Inspection Services

BID NUMBER: 24-06

Terms and conditions as well as the description of items being bid are stated in the specifications. **Specifications may be obtained at the following address:**

**Town of Ridgefield
David McFate
400 Main Street
Ridgefield, CT. 06877
203 - 431 - 2720**

The return bid envelope must be marked and addressed to the following:

**TOWN OF RIDGEFIELD
PURCHASING MANAGER
BID NUMBER: 2024-06
400 MAIN STREET
RIDGEFIELD, CT. 06877**

Submissions must be received no later than the date and time stated above at the Purchasing Director's office on the second floor or via facsimile or email. **For further information**, please call **David McFate** at **(203) 431-2720** or email at **purchasing@ridgefieldct.gov**

Bid Documents available at www.ridgefieldct.gov in the Purchasing section under Departments

Results may be viewed at www.ridgefieldct.gov in the Purchasing Section under Departments after the bid opening.

**TOWN OF RIDGEFIELD
REQUEST FOR QUALIFICATIONS #24-06
STATE PROJECT #0117-0165
REQUEST FOR QUALIFICATIONS
REPLACEMENT OF BRIDGE NO. 07031
DEPOT ROAD OVER NORWALK RIVER**

The Town of Ridgefield seeks to engage a Consulting Engineering Firm to provide Inspection Services during 2025 for the following transportation project:

**REPLACEMENT OF DEPOT ROAD BRIDGE OVER NORWALK RIVER
BRIDGE # 07031**

The construction cost is expected to be in the range of \$1,800,000 - \$2,500,000. The Consulting Engineer will be evaluated and selected based on technical competence, the capacity and capability to perform the work within the time allotted, past record of performance, and knowledge of Federal, State and Town of Ridgefield procedures, approximately weighted in descending order of importance. The construction inspection fee will be negotiated on a cost plus basis.

Firms responding to this request should be of adequate size and sufficiently staffed to perform the assignment described above. The selected firm must meet all Town of Ridgefield, State and Federal affirmative action and equal employment opportunity practices.

A letter of interest, together with general information on the firm and proposed sub consultants, the firm's brochure, current Federal GSA Form 330, experience of the firms, and a resume of key personnel should be addressed to Rudy Marconi, First Selectperson, 400 Main Street, Ridgefield, CT 06877. Additionally, all interested firms must submit a detailed statement including the organizational structure under which the firm proposes to conduct business. Proposed sub consultants should be clearly identified. The relationship to any "parent" firm or subsidiary firm, with any of the parties concerned, must be clearly defined.

Project personnel will be required to have the following experience for each classification listed:

Construction Coordinator

- The Construction Coordinator will be responsible for coordination between the administering unit of the Municipality, Department, Consulting Firm, and project staff to resolve problems concerning activities related to the project.
- Experience:
 1. Not less than fifteen (15) year employment in civil or highway engineering of which at least six (6) years must have been in a supervisory capacity of complex highway and/or bridge construction activities, vertical or rail construction activities as required, and at least four (4) years of which will have been in field inspection activities. A Bachelor of Science Degree in Civil or Construction Engineering may be substituted for two (2) years of general experience requirement.

2. Have considerable knowledge of construction practices and procedures as required; ability to prepare correspondence, reports, and recommendations concerning construction issues; the demonstrated ability to deal effectively with others; the ability to supervise.

Chief Inspector – Level 2 (Low Complexity Projects: typically under \$5 Million):

- Experience:
 1. Not less than eight (8) years employment in civil, highway or a relevant engineering field of which three (3) years must have been in a supervisory capacity of highway, bridge, facilities, or rail construction activities, as required; at least four (4) years of which shall have been in field inspection activities.
 2. Have considerable knowledge of highway, bridge, facilities, or rail construction practices and procedures as required; ability to prepare correspondence, reports, and recommendations concerning construction issues; demonstrated ability to deal effectively with others; the ability to supervise; and the ability to establish and maintain project records.
- Certifications: NICET Level III Certification in Transportation/Highway Construction is required, except for those persons possessing a current Professional Engineer's License registered in the State of Connecticut (PE).

Survey Party Chief:

- Experience
 1. Not less than four (4) years of construction survey experience of which at least three (3) years shall have been as an instrument person or survey party chief.
 2. Have considerable knowledge of principles and methods of land surveying; knowledge of principles and practices of highway engineering; the ability to keep and reduce field notes; the ability to determine construction quantities and amounts on completed projects; the ability to supervise the layout of limits of work and grades, ability to check contractor's survey layout for accuracy; the ability to layout foundations, rail track layouts, abutments, culverts and pipe lines; the ability to re-establish boundary lines and stake-taking lines; and the ability to prepare as-built plans and other related duties as required.

Licensing: Land Surveyor License in the State of Connecticut or shall be working under the direct supervision of a member of the Consulting Engineer's staff.

Questions about this request for qualifications are to be submitted electronically to David McFate, Purchasing Manager, at purchasing@ridgefieldct.gov. All questions and answers will be on the Town of Ridgefield Website. Questions will be accepted until 4:00 P.M. on **June 20, 2024**; answers will be submitted by 4:00 P.M. on **June 27th, 2024**. All required documentation must be postmarked by a U.S. Post Office (if mailed) or received in the office of the town Purchasing Manager (if hand delivered), or emailed to purchasing@ridgefieldct.gov (if emailed) no later than

11:00 A.M. on **July 11th, 2024**. Responses received or postmarked after this dated will not be considered.

The Town of Ridgefield is an Affirmative Action Equal Opportunity Employer. Minority/Women's Business Enterprises are encouraged to apply.

David McFate
Purchasing Manager

TOWN OF RIDGEFIELD CONNECTICUT

BOARD OF SELECTMEN

INSTRUCTIONS TO BIDDERS

1. Submit proposals in a sealed envelope plainly marked with bid number to identify this particular proposal. The Town of Ridgefield will also accept electronic submissions of the bid via fax or email. If you decide to fax the bid; please send it to (203) 431-2723 or via email to the following email address; purchasing@ridgefieldct.gov. The time stamp of the hand delivery, fax or email shall be on or before the bid due date. Only one method of submission is necessary.
2. Withdrawals of or amendments to bids received later than the time and date specified for bid opening will not be considered.
3. The Board of Selectmen of the Town of Ridgefield reserves the right to accept or reject any or all options, bids or proposals; to waive any technicality in any bid or part thereof, and to accept any bid deemed to be in the best interest of the Town of Ridgefield, Connecticut.
4. Bidders may be present at the opening of bids.
5. Bids may be held by the Town of Ridgefield for a period not to exceed sixty (60) days from the opening of bids for the purpose of reviewing the bids and investigating the qualifications of bidders prior to the awarding of the contract.
6. **Insurance requirements:** if any, must be submitted with the bid. This includes any Hold Harmless requirements as well as Certificates of Insurance for the full amounts specified. **Unauthorized changes** to these forms, i.e. adding, striking out and/or changing any words, language or limits **will cause the bidder to be disqualified.**

Please Note: Certificates of Insurance, if required, MUST name the Town of Ridgefield as **Additional Insured**. Failure to do so will mean disqualification from the Bid. There will no exceptions.

7. **Sales Tax:** In accordance with the provisions of Special Act No. 77-98, as amended, and Section 12-412(a) of the Connecticut General Statutes, sales of tangible personal property and services to the Town are not

subject to the Connecticut Sales and Use Tax, and such tax shall not be included as part of the bid.

8. **Contractor's Qualification Statement:** The Contractor's Qualification Statement must be filled out as part of the bid package and the experience and references listed therein will be one to the determining factors in the awarding of the bid.
9. **Hold Harmless Agreement:** In order for the bid to be considered valid, the Contractor **must** sign the enclosed hold harmless agreement. Bids submitted without the signed hold harmless agreement will be rejected.
10. **Certified Payroll:** This project **is** subject to the State of Connecticut Certified Payroll requirements.
11. **RFQ Award:** The Town of Ridgefield will award to the Consulting Engineering firm based on attached evaluation criteria and professional references. .
12. **RFQ Submissions:** The following items shall be submitted for a RFQ to be considered complete:
 - (a) Insurance certificates
 - (b) Hold Harmless Agreement
 - (c) Contractor's List of References
 - (d) Letter of Interest on Company Letterhead

HOLD HARMLESS AGREEMENT

The undersigned covenants and agrees to and shall at all times indemnify, protect and save harmless the Town of Ridgefield from and against all costs or expenses resulting from any and all losses, damages, detriments, claims, demands, cost and charges including attorneys fees the Town of Ridgefield may directly or indirectly suffer, sustain or be subjected to by reason or on account of the work to be performed pursuant to this Contract or any activities in connection with said Contract whether such losses and damages be suffered or sustained by the Town of Ridgefield directly or by its employees, licenses or invitees or be suffered or sustained by other persons or corporations who may seek to hold the Town of Ridgefield liable therefore.

The Contractor shall comply with the Provisions of the Immigration Reform and Control Act of 1986 effective and enforceable as of June 6, 1987 which Act makes unlawful the hiring for employment or subcontracting individuals failing to provide documentation of legal eligibility to work in the United States. The Contractor shall hold the Town of Ridgefield harmless for the failure of the Contractor to comply with the provisions of said Act.

IN WITNESS WHEREOF, the parties hereto have set their hand and seal this on the _____ day of _____

Signed, Sealed and Delivered in the
Presence of:

Signed:

Notary Public

Purchasing Department, Town of Ridgefield, 400 Main Street, Ridgefield, CT.
06877
203-431-2720 & purchasing@ridgefieldct.org

APPENDIX - INSURANCE REQUIREMENTS

Each bidder shall carry and maintain the following insurance coverage during the period of the contract : The Certificate of Insurance for the Limits of Liability stated below should be submitted with your bid to the Purchasing Department at Town Hall. **Bidders may not perform any work until all insurance requirements are met.**

1. **Comprehensive General Liability Insurance** as will protect him, the Town, and any subcontractor performing work covered by this Contract, from claims for damages for personal injury, including accidental or wrongful death, as well as claims for property damages, which may arise from operations under this Contract whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. Liability insurance shall include premises and operations, products, contractual, owners, and contractors protective. The minimum amounts of such insurance shall be as follows:
 - Bodily Injury Liability and Property Damage Liability:
\$1,000,000 each occurrence.
 - **The Town shall be named as an Additional Insured**
This **MUST** be stated explicitly on the Certificate or you will be **disqualified**
2. **Worker's Compensation Insurance and Employer's Liability** for all of his employees, employed at the site and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all employees of the later unless such employees are covered by the protection afforded by the Contractor.
 - Worker's Compensation and Employer Liability:
Statutory Limits
3. **Comprehensive Auto Liability Insurance:**
 - **Bodily Injury Insurance and Property Damage Insurance** covering the operation of all Motor Vehicles owned, hired and/or non-owned by the Contractor, or used by the Contractor in the Prosecution of the work

under the Contract, shall be in the minimum of **\$1,000,000 each occurrence.**

All policies relating to this Contract shall be so written so that the Town shall be notified of cancellation or change at least thirty (30) days prior to the effective date for each policy and type of coverage except for nonpayment which shall be ten (10) days prior to the cancellation. Renewal certificate covering the renewal of all policies expiring during the life of the Contract shall be filed with the Town not less than ten (10) days before the expiration of such policies. Failure to do so will result in work stoppage and possible contract cancellation.

LETTER OF INTEREST RATING FORM

STATE PROJECT NO. _____

FEDERAL PROJECT NO. _____

PROJECT DESCRIPTION: _____

NAME OF FIRM: _____

CRITERIA	MAXIMUM POINTS	POINT RATING
Specialized Design and Technical Competence	40	_____
Capacity and the Capability to perform the work within the time allotted	30	_____
Past Record of Performance on Contracts with the Town and other Clients with respect to such factors as control of costs, quality of work, and cooperation with the client.	20	_____
Knowledge of Federal, State and Municipal Procedures	10	_____
TOTAL	100	_____

PREPARED BY: _____
Printed Name of Panel Member

SIGNATURE OF PANEL MEMBER: _____ Date: _____

LETTER OF INTEREST RATING SUMMARY FORM

STATE PROJECT NO. _____

FEDERAL PROJECT NO. _____

PROJECT DESCRIPTION: _____

CONSULTANT FIRM	INDIVIDUAL PANEL MEMBER POINT RATINGS				TOTAL POINTS
	(1)	(2)	(3)	(4)	
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____

SUMMARY PREPARED BY: _____
Printed Name of Consultant Selection Panel Member

SIGNATURE OF PREPARER: _____ DATE: _____

REVIEWED/APPROVED BY: _____ DATE: _____

Signature of Chairperson
Consultant Selection Panel

PRINTED NAME OF CHAIRPERSON: _____

INTERVIEW RATING FORM

STATE PROJECT NO. _____

FEDERAL PROJECT NO. _____

PROJECT DESCRIPTION: _____

NAME OF LEAD FIRM: _____

LOCATION OF OFFICE: _____

NAME OF SUB-CONSULTANT FIRM: _____
(If applicable)

QUESTION	MAXIMUM POINTS*	POINT RATING
1.		_____
2.		_____
3.		_____
4.		_____
5.		_____
6.		_____
7.		_____
TOTAL	100	_____

PREPARED BY: _____
Printed Name of Panel Member

SIGNATURE OF PANEL MEMBER: _____ Date: _____

Note: Maximum point values for each question to be appropriately weighted based on critical project design elements and number of questions.

INTERVIEW RATING SUMMARY FORM

STATE PROJECT NO. _____

FEDERAL PROJECT NO. _____

PROJECT DESCRIPTION: _____

CONSULTANT FIRM	INDIVIDUAL PANEL MEMBER POINT RATINGS				TOTAL POINTS
	(1)	(2)	(3)	(4)	
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____

SUMMARY PREPARED BY: _____
Printed Name of Consultant Selection Panel Member

SIGNATURE OF PREPARER: _____ DATE: _____

CONSULTANT FIRM SELECTED: _____

REVIEWED/APPROVED BY: _____ DATE: _____
Signature of Chairperson
Consultant Selection Panel

PRINTED NAME OF CHAIRPERSON: _____