

Public Works Department Town of Ledyard, Connecticut Request for Qualifications

Engineering Services In Connection with the Replacement of Lantern Hill Road Bridge (Bridge No. 137001)

The Town of Ledyard is accepting qualification statements from professional engineering firms or teams licensed in the State of Connecticut to provide engineering services in connection with the estimated \$700,000 replacement of Lantern Hill Road Bridge over Whitford Brook (Bridge No. 137001). The project is approved under the State of Connecticut Local Bridge Program, through which it will be partially funded.

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

Interested firms should submit statements of qualifications (5 copies) to the Mayor's Office, 741 Colonel Ledyard Highway, Ledyard, CT 06339 no later than 2:00 PM on October 22, 2015. They should be marked "**Engineering Services-Lantern Hill Road Bridge – RFQ 2016-08.**"

Project Background

The Towns of Ledyard and Stonington have received approval from the State of Connecticut DOT for grant funding toward the replacement of Lantern Hill Road Bridge (Bridge No. 137001). This bridge spans Whitford Brook at the town line between Ledyard and Stonington on Lantern Hill Road. The Town of Ledyard is taking the lead in project administration, and will consult and include staff of the Town of Stonington throughout its execution. This bridge has been subject to preliminary study, a copy of which is contained in the document package for this project available at <http://www.ledyardct.org/DocumentCenter/Index/706>.

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. 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.

3. 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.
4. 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.
5. 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.
6. 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 the Local Bridge Program, 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.

Construction Administration

1. 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.
2. 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.

3. 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 the Local Bridge Program, 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
- Information concerning relevant past experience in the provision of design engineering services for bridge projects.
- Information concerning staff resources and management approach. What personnel will be assigned to the project?
- References with contacts and phone numbers

RFQ Process

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 Lantern Hill Road Bridge Project is available at <http://www.ledyardct.org/DocumentCenter/Index/706>.

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