



**TOWN OF TRUMBULL
REQUEST FOR QUALIFICATIONS
CONSULTING ENGINEERING SERVICES FOR THE
REGIONAL PEQUONNOCK RIVER TRAIL PROJECT
DESIGN PROJECT
SECTION A2: EXTENSION THROUGH TRUMBULL CENTER**

RFQ: #5970 DUE: FEBRUARY 21, 2013 at 3:00PM

PURPOSE AND OVERVIEW

The Town of Trumbull (Town) is seeking to contract a professional engineering consultant (CE) to design an extension of the Pequonnock River Trail (PRT) through Trumbull Center from the south end of the Pequonnock Valley to the vicinity of Twin Brooks Park. The concept is to create an aesthetically attractive, landscaped "Riverwalk" that incorporates a landscaped buffer, user amenities, textured material and the possibility for decorative lighting. The design team should include a strong background in landscape architecture.

This section of the PRT is designated as Section A2 and is part of an approximately 4.6-mile extension that was recently designed and partially built. During the design phase of the extension project, public comment was received that recommended and supported an alignment of the trail through Trumbull Center as opposed to continuing the trail along other alternative routes. In response to these suggestions, the Town of Trumbull decided to break-out Section A2 from the extension project and initiate as a separate action.

The regional Pequonnock River Trail is comprised of multiple sections in the City of Bridgeport and the towns of Monroe and Trumbull. Ultimately, the goal is to develop a continuous, regional bicycle-pedestrian path from Long Island Sound and Downtown Bridgeport to the Monroe-Newtown town line. The alignment of the PRT generally follows the path of the abandoned Housatonic Railway corridor and runs parallel to the Pequonnock River. Once completed, the PRT will extend a distance of approximately 16 miles. Construction of the PRT began in the late 1990s and is ongoing. The Town constructed the section through Twin Brooks Park (Section B) in the spring of 2012 and two federal-aid construction projects will be started in the spring of 2013 that will extend the trail along Quarry Road (Section D), through Beardsley State Park (Section E) and through Beardsley Park and Zoo (Section F).

The design project will determine the alignment of the PRT through the Trumbull Center area and how Section A2 will connect existing sections at the Pequonnock Valley and in Twin Brooks Park. The Town in conjunction with the Greater Bridgeport Regional Council (GBRC) assessed three alternative alignments:

1. Adjacent to the Pequonnock River on the eastern edge of the parking lot of the Trumbull Center shopping center (east side of Route 127 – White Plains Road) with a bicycle-pedestrian bridge to connect to the Twin Brooks Park trail (Section B) – Scheme 1;
2. Adjacent to Route 127 (White Plains Road) from Daniels Farm Road to Pequonnock Road using the existing and to-be constructed sidewalks on the eastern side of the road in front of the commercial buildings – Scheme 2; and
3. Behind the buildings and shopping center on the western side of Route 127 – White Plains Road from Taits Mill Road to Reservoir Avenue – Scheme 3.

The assessment concluded that Scheme 1 was the preferred alignment. This alignment was determined to: provide the most direct connection between the Pequonnock Valley and Twin Brooks Park; most likely result in economic benefits and synergy between the trail and businesses located in the shopping center; results in the fewest property impacts; and minimizes road crossings and traffic conflicts. It also has the potential to create aesthetically attractive and signature destination in the Town and enhance public access to the river.

In addition to the portion through the Trumbull Center shopping center, the project includes designing a trail section along Daniels Farm Road from Tait Mill Road to the crossing of Daniels Farm Road at the driveway to rear of the shopping center. The preliminary design plans provide an eight-foot wide path with two-foot shoulders and a four-foot buffer from Daniels Farm Road.

The Town has entered into a long-term lease for a former single-family house located at 579 Church Hill Road, with the intention to renovate it to function as the visitor center and rest area, including restroom facilities. The house is located adjacent to the Helen Plumb Building, the former town hall and near the trailhead for the Pequonnock Valley section on Tait Road. The property also provides an opportunity to construct a trail connection on site from the Pequonnock Valley to Daniels Farm Road. A landscaped rest area will be installed. The preparation of renovation plans for the house and design of the trail connection are included in the project scope.

ANTICIPATED SCOPE OF SERVICES

The following tasks are included as part of the design phase and the selected consultant engineer will be required to complete preliminary and final design plans:

1. Prepare topographical and base mapping based on previously completed survey work;
2. Delineate wetlands boundaries;
3. Research stream channel encroachment lines, flood plan boundaries and floodway limits;
4. Prepare right-of-way property acquisition and easement maps.
5. Prepare and coordinate utility relocation plan, as necessary.
6. Prepare preliminary design (30%), semi-final design (70%), and final design (100%) plans in accordance with Connecticut Department of Transportation design guidelines and the Consultant Administration and Project Development Manual for the construction of bicycle and pedestrian facilities. This will include location plans, construction plans with contours, trail profiles and typical cross sections. The design approach will be established in consultation with the Town.
7. Prepare detail plans for the trail crossing at Daniels Farm Road and the driveway to the Trumbull Center shopping center, including sign placement and advanced warning system. (Preliminary assessment available).
8. Prepare the technical aspects of all applicable regulatory, environmental and land use permits – federal, state and local – as may be needed and submit to appropriate regulatory agencies. This task is especially critical because the section will be aligned along the Pequonnock River, be within the floodway, encroach on regulated wetlands, and cross the river. The CE will be expected to attend and present at local regulatory commission meetings, as may be necessary, and respond to questions and concerns, and attend the ConnDOT's Project Managers Meeting.
9. Develop two alternate conceptual drawings for the section along the Pequonnock River through the Trumbull Center shopping center parking lot at the 10% stage. One concept will essentially be a surface trail with adequate buffering between the parking lot and river and the second an elevated boardwalk. Conceptual drawings will also be prepared for various trail features including, but not limited to, fencing, bollards, retaining walls, boardwalk, benches, and other amenities. Access to this section of trail will also be designed to control movement between the

parking lot and the trail. Preliminary cost estimates will be developed based on the concepts to allow the Town to better evaluate the designs and decide which concept to advance further.

10. Prepare structural design plans for the proposed new bridge over the Pequonnock River from the trail to connect with the Twin Brooks Park section. The new bridge needs to provide zero net impact on the river, floodway and regulated wetlands.
11. Prepare a hydraulic analysis of a new bridge over the Pequonnock River and other structures that may be included in the design concept, including boardwalks and cantilevered sections over the river.
12. Prepare an erosion and sedimentation (E & S) control plan with detail drawings.
13. Prepare storm water drainage plan with detail drawings.
14. Prepare landscape design concept plans for special areas along the trail, including but not limited to rest areas and along the shopping center parking lot. This will include identifying and marking invasive species for removal and developing a riparian buffer restoration plan.
15. Assess the impact of constructing the trail through the back of the parking lot for the Trumbull Center shopping center and prepare a parking lot layout and design plan that minimizes the loss of existing spaces, reconfigures the parking lot to maximize the number of spaces, and improves vehicle flow.
16. Inspect the house at 579 Church Hill Road and prepare a detailed renovation plan for converting the house into a visitor center. The plans will include architectural renderings and floor plan.
17. Prepare design plans for the trail connection between the Pequonnock Valley and Daniels Farm Road behind the Helen Plumb Building and the proposed visitor's center at 579 Church Hill Road. The plans will include landscaping and layouts for an outdoor picnic and rest area.
18. Periodically meet with staff from the Town of Trumbull, ConnDOT and the Department's enhancement liaison, as required, to review and discuss project plans, schedules and outreach.
19. Develop detailed project specifications, itemized cost estimates, and construction quantities (PS&E) consistent with and conforming to ConnDOT guidelines and requirements.
20. Attend and participate in project advisory and technical committee meetings and public information meetings. At a minimum, public information meetings will be held at the start of the design phase, 30% completion and final design completion. Meetings with municipal boards, commissions, councils and departments as well as with CEOs, may be required throughout the project.
21. Print a sufficient number of copies of the design plans for ConnDOT and municipal reviews and specifications for bidding.

A project advisory committee and technical committee will be formed to assist in designing this section of the PRT, establish a design approach, and oversee the development of ancillary features of the trail. The committees will also assist in the selection of the consultant engineer to design the trail and review design plans.

INFORMATION & INQUIRIES

It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this request have been made. All and any addendums will be posted on the Town of Trumbull – Purchasing department website. www.trumbull-ct.gov.

All inquiries regarding this RFQ must be in writing and must be delivered by and addressed to:

Mr. Frank Smeriglio, Town Engineer
Town of Trumbull
Trumbull Town Hall
5866 Main Street

Trumbull, CT 06611

Email: fsmeriglio@trumbull-ct.gov

Responses to questions will be provided to all interested consultants via amendments to this RFQ. No contact with any other Trumbull personnel other than the authorized contact person is allowed until such times as an award/awards has/have been made.

SUBMISSION REQUIREMENTS

Respondents are asked to submit responses in two parts: Letter of Interest and Technical Response.

The Letter of Interest must specify the following:

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

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

- Project understanding and approach to performing the anticipated scope of services.
- Respondent's understanding of the potential to incorporate aesthetically attractive features to promote a signature destination in town and enhance public access to the river.
- Any recommendations to improve/support the project.
- Description of any special services required.
- Name and required services of any subcontractors.
- Name and intended tasks to be performed the DBE.
- Project schedule.
- Resumes of key personnel proposed to work on the assignment with emphasis on relevant experience.
- A detailed organization chart.
- A description and status of comparable project experience.
- Three references from comparable types of projects.
- Pertinent examples of related work prepared by the consultant

Each respondent must submit **six (6) paper** copies and **one (1) digital** copy of their Letter of Interest and Technical Response in a sealed envelope bearing on the outside the name of each firm, full address, name of the project for which the proposal is submitted, and the date and time proposal is due. If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope addressed to the Town.

The Town must receive the proposal no later than 3:00PM on February 21, 2013. Proposals received after the date and time prescribed shall not be considered for contract award and shall be returned to the submitter.

SELECTION PROCESS

The Town will follow a Qualifications Based Selection (QBS) process for selecting the preferred Consultant(s). 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 planning project. All RFQs received by the Town will be reviewed and evaluated by a selection committee comprised of representatives of the Town and the Greater Bridgeport Regional Council. Up to five prospective

consultants will be selected and each will be requested to participate in an interview and presentation to the selection committee. A recommendation of the preferred consultant will be made by the selection committee and the Town will be authorized to communicate to the selected consultant and begin contract negotiations.

The proposals and Consultants will be evaluated based on the following criteria:

- Corporate experience and capacity.
- Understanding of work to be performed.
- Project organization and staff commitment.
- Professional expertise of team.
- Prior experience relative to project.
- Completeness, feasibility and quality of scope of services and project schedule.
- Clarity and conciseness of the presentation.

The selected consultant will be notified within 14 days of the decision by the selection committee of their selection and contract negotiations will commence immediately upon notification. A 60-day fee negotiation period will be provided for the selected consultant and the Town to finalize the contract fees, scope of service 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, the Town will terminate negotiations and begin negotiations with the second rated firm.

The firm awarded the contract as a result of being pre-qualified under this RFQ, 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 firm will be required to complete the project and prepare project documents in a timely manner and submit monthly status reports indicating work completed to date and any problems that has affected the design schedule. To this end, the consultant will be expected to assign sufficient administrative, engineering, planning and support staff to complete the scope of work within the established and agreed to schedule.

OTHER REQUIREMENTS

Disadvantaged Business Enterprise (DBE)

The Disadvantaged Business Enterprise (DBE) sub consultant goal will be not less than **ten percent (10%)** of the agreement value, inclusive of any approved and authorized extra work. DBE sub-consultants proposed for use in fulfilling the assigned contract goal must be certified by the Connecticut Department of Transportation Office of Contract Compliance. Proposals must clearly identify the DBE firm, the role the DBE will play in the project and the tasks assigned to the DBE. Proof of DBE certification must be submitted with the DBE's proposal.

Additional Services

If you believe that additional services to those requested in the specifications are necessary, please identify those services and your reasons for recommending such services.

Insurance

The Town requires Consultants to provide and maintain adequate professional liability for errors and omissions in the minimum amount of Two Million Dollars (\$2,000,000) and automobile liability insurance in the minimum amount of One Million Dollars (\$1,000,000). The Consultant(s) and subcontractors shall carry workman's compensation insurance. Proof of adequate insurance must be included in the bid application.

Personnel

The Contractor shall provide the professional services identified in this scope of services and requested by the Town. The proposal must identify the person or persons who will be responsible for conducting the work as listed in this scope of services, and include a copy of each person's resume, experiences with municipal/government clients and listing of references.

The Town is requesting that a senior experienced person employed by the Lead Firm be the primary representative for your firm in actually performing the services.

Length of Service

It is expected and required that the selected consultant engineer will complete design activities and prepare project documents in a timely and expeditious manner and submit monthly status reports indicating work completed to date and any problems that has affected the design schedule. The proposal shall indicate an approximate date for completion of the work and anticipated length of time needed to complete the project. To this end, the CE will be expected to assign sufficient administrative, engineering, planning and support staff to complete the scope of work within the established and agreed to schedule. It is expected that this design project will require two-to-three months to be initiated and started and approximately 12-to-15 months from start-up to be completed. Given limited and constrained construction funds, the technical and advisory committees will determine the project priorities and identify which actions will be constructed first.

Contract/ Agreement

The successful bidder shall enter into a contract with the Town and agree to abide by all state and federal contractual requirements. By signing the agreement with the Town, the Consultant agrees to perform work as specified in the scope of services and accepts the terms and conditions set forth in the contract.

PROJECT LOCATION

