



Town of East Granby

Request for Proposals

Engineering and Design Services

For

School Street Improvements

Email Submissions Due:

August 20, 2024, by Noon

I. Introduction

The Town of East Granby (“Town”) is seeking to engage the services of a qualified firm or firms to provide survey, design, plan development, and permitting services related to State Project NoLo39-0001. Construction phase funding has been secured in the amount of \$3,224,000 related to the realignment of School Street along Route 187, realignment of School Street to Route 20, installation of sidewalks and other road improvements. The Town has recently executed a Commitment to Fund Letter with the CT Department of Transportation. The Town now wishes to engage qualified firm(s) for the purpose of developing construction-level plan documents which will be submitted to CTDOT for review and used for construction of the improvements by a future contractor.

II. Scope of Required Services

The Scope of Services is generally defined as noted below but is subject to change and final negotiation.

The selected consultant will provide comprehensive surveying and engineering services (including civil-site, traffic, geotechnical etc.) for the preparation of complete engineering drawings, specifications, estimates, contract documents, property maps, streetline maps and related services.

The selected firm will provide the Town of East Granby with expertise in performing other functions, such as traffic analysis, geometric roadway design, surveying, drainage analysis/design, engineering plans, construction documents, and preparing permit applications.

The selected firm will have sufficient staff to ensure prompt delivery of services and completion of tasks assigned. The selected firm must assign a Professional Engineer licensed by the State of Connecticut to be responsible for the management and design of the project. The scope of work shall follow the Capital Region Council of Governments (CRCOG) Guidelines for deliverables related to LOTCIP projects.

Firms submitting proposals are required to include information on how the Scope of Services will be addressed.

At a minimum, the selected firm will be expected to:

1. Review all necessary documentation related to the project including correspondence from the Town, CRCOG, CTDOT and project concept plans.
2. Perform land surveying of the project area to include property (boundary), as well as topographic/location surveys for the purpose of base mapping.
3. Develop project level plans and specifications, in compliance with all CTDOT and CRCOG LOTCIP Guidelines using available survey data, information provided by the Town and the DOT endorsed concept plans.

4. Coordinate reviews with SHPO and other mandatory reviewing agencies.
5. Assist the Town with required public outreach.
6. Assist with coordination with public utilities.
7. Assist with R.O.W. Acquisitions and be familiar with the DOT requirements.
8. Prepare a detailed cost estimate using the developed project plans.
9. Act as a Town representative for any necessary Right of Way acquisitions.
10. Act as a Town representative related to the submission, review and revision of the submitted plans.

III. Submission Requirements

Interested firms should submit:

1. Letter of interest, to include:
 - a. General information on the firm and any proposed subconsultants.
 - b. A brief narrative to demonstrate the firm's understanding of the project.
 - c. A description of an improvement or unique feature or suggestion that if incorporated into the process, would improve the project overall.
2. Firm experience with similar projects and/or deliverables, including:
 - a. LOTCIP funding program
 - b. Roadway Design
 - c. Storm Drainage Design
 - d. CT DOT Coordination
 - e. Eversource/utility Coordination
 - f. Right of Way Investigation, impacts and acquisition.
 - g. Public Outreach
3. Resumes of key staff to participate in the project to demonstrate that all work performed under this contract will be at the direction of Licensed Professional Engineers and Licensed Land Surveyors.
4. The names, titles, addresses and telephone or email addresses of three references who have been recipients of the firm's services within the last three years.
5. Proposed Project Schedule including the Firm's earliest possible date of availability.
6. Fee proposal which addresses all elements of the project to be performed and in sufficient detail to include the specific tasks related to the proposed project schedule.
7. A listing of any proposed subcontractors to be used for this work and the type of services the proposed subcontractor is proposed to perform.
8. Proof of Commercial General Liability Insurance, including Contractual Liability Insurance providing for a total limit of One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injuries to or destruction of property in any one accident or occurrence, and, subject to that limit per accident, a total (or aggregate) limit of Two Million Dollars (\$2,000,000) for all damages arising out of bodily injuries to or death of all persons in all accidents or occurrences and out of injury to or destruction of property during the policy period, naming the Town as an additional insured.

9. Any other information deemed relevant or necessary to adequately address how the respondent will provide the identified Scope of Services.
10. Information regarding the firm's internal quality control reviews and process.

IV. Information Provided by The Town

The following information can be obtained from the Town's website, [Planning & Zoning Department – Town of East Granby, CT \(eastgranbyct.org\)](http://Planning & Zoning Department – Town of East Granby, CT (eastgranbyct.org)) :

1. LOTCIP Application and Concept Plans
2. CT DOT Commitment to Fund
3. LOTCIP CRCOG Guidelines

V. Submissions:

Email submissions only will be accepted and must be received by the Town no later than August 20, 2024 by Noon via email to Robin Newton, Director of Planning and Economic Development, robin@egtownhall.com

Questions may be submitted via email until August 12, 2024 to the Director of Planning at robin@egtownhall.com Responses will be accumulated and posted on the Town's website.

Proposals must be valid for a minimum of 90 days from date of submission. Any responses received after Noon on August 20, 2024, will not be considered.

VI. Award/Rejection/Other

The Town reserves the right to reject any and all submissions, waive informalities, and to recommend the award of a contract as may be in the best interest of the Town. All submissions, materials, documents, etc. submitted in conjunction with the selection process shall become the property of the Town and may be disposed of without notification and shall be considered public information. The applicant selected by the Town shall be expected to comply with all applicable federal, state, and local laws and regulations in the performance of services.