

RFQ Engineering Services-Aljen Heights

Permanent Municipal Building Committee Town of Ledyard, Connecticut Request for Qualifications - Bid #2012-12

Post-Design Engineering Service In Connection with The Aljen Heights Water Main Extension

The Town of Ledyard, through its Permanent Municipal Building Committee, is accepting qualification statements from professional engineering firms or teams licensed in the State of Connecticut to provide post-design engineering services in connection with the estimated \$5.4± million extension of water mains to Aljen Heights. The project is being funded under the Drinking Water State Revolving Fund.

The firm(s) should be able to demonstrate a successful track record in working on municipal water main 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 December 20, 2011. Additional information and the complete request are available at http://ledyarddevelopment.com/AljenHeight_Water.html or in the Planning Office.

Project Background

The Town is preparing to bid the extension of water mains to the Aljen Heights area of Ledyard. The project includes approximately 25,200± SF of 16, 10, 8 and 4 inch ductile iron pipe, site improvements, prefab pump station and related hydrant valves and water services. The project is being pursued with assistance from the Connecticut Department of Public Health.

RFQ Engineering Services-Aljen Heights

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. Following receipt of authorization to proceed from the Town, the Engineering Firm will coordinate all bid activities with the Town. 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.
2. The Engineering Firm will attend any and all mandatory pre-bid conferences with all bidders, with the Groton Utilities and the Town Representative. 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.
3. After 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 bidders' 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 Permanent Municipal Building Committee and the Town Purchasing Agent.
4. Also, the Engineering Firm in conjunction with the Public Building Committee will respond to and make recommendations concerning the suitability of any proposed alternate or substituted equipment, material, or methods proposed.

RFQ Engineering Services-Aljen Heights

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. The Contractor shall be responsible for the minutes of the regularly scheduled Owner's Meetings.

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. Review and comment on each set of the contractors meeting minutes for the regularly scheduled Owner's Meetings, , attend scheduled evening Permanent Municipal Building Committee meetings. 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.

RFQ Engineering Services-Aljen Heights

Submission Requirements

- Cover Letter
- Information concerning relevant past experience in the provision of post design engineering services for water main 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 Committee 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 Aljen Heights Project is available at http://ledyarddevelopment.com/AljenHeight_Water.html

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