

**Town of East Haddam**

Municipal Office Complex  
1 Plains Road  
P. O. Box 385  
Moodus, CT 06469

**Request for Proposal**

**Pavement Condition Assessment**

**Board of Selectmen**

Irene M. Haines - First Selectman

Erik W. Dill - Selectman

Tanya M. Bourgoin - Selectman



JULY 2024

# **TOWN OF EAST HADDAM**

## **Request For Proposals**

### **Town-Wide Pavement Condition Assessment**

The Town of East Haddam is requesting proposals for engineering services to conduct a town-wide pavement condition assessment (rating) of the approximately 120 miles of roadway and to provide the town with pavement management software including training for staff to be received at the Office of the First Selectman at the Municipal Office Complex, 1 Plains Road, P.O. Box 385, Moodus, CT 06469 until 11:00 a.m. prevailing time on August 22, 2024. Submittal envelopes shall be clearly labeled "PROPOSAL FOR PAVEMENT EVALUATION SURVEY" and must be submitted with two (2) copies and one (1) electronic copy on a flash drive. Late proposals will not be considered. All costs incurred in the preparation and presentation of the RFP shall be wholly absorbed by the respondent. Any material submitted shall become the property of the Town of East Haddam and is available for review under the Freedom of Information Act.

East Haddam has a road network of 106.09 miles of improved roads and 13.032 miles of unimproved roads. The annual budget is approximately \$500,000 for road improvements and maintenance. The Town is interested in developing a results-based process for effectively managing road improvements to maximize return on the investment of public dollars. Development of a data-based inventory and management analysis system is desired.

Interested proposers may obtain copies or electronic files of town mapping at the office of the Director of Public Works, 7 Hood Lane, East Haddam, (860) 873-5023 between 6:00 a.m. and 2:00 p.m. Monday through Thursday.

The Town reserves the right to waive any informalities or defects in any proposal. The Town reserves the right to accept anything other than the lowest bid if the Town, in its sole discretion, deems it to be in the best interest of the Town to do so. Proposals, amendments to proposals, or withdrawal of proposals, after the time set for acceptance, will not be considered.

Dated at East Haddam, Connecticut  
This 24th day of July 2024

Irene M. Haines  
First Selectman

## REQUEST FOR PROPOSALS FOR

### Town – Wide Pavement Condition Assessment

The Town of East Haddam is soliciting proposals from licensed professional engineering firms with expertise in pavement management, pavement engineering, and software development for consulting services to develop a Town-wide pavement condition assessment and data driven Road Management plan. Sealed proposals will be received at the Office of the First Selectman at the Municipal Office Complex, 1 Plains Road, P.O. Box 385, Moodus, CT 06469 until 11:00 a.m. prevailing time on August 22, 2024. Submittal envelopes shall be clearly labeled “PROPOSAL FOR PAVEMENT EVALUATION SURVEY” and must be submitted with two (2) copies and one (1) electronic copy on a flash drive.

**PURPOSE:** The purpose of the evaluation will be to provide East Haddam with easily accessible inventory and management information for its paved and unpaved roads as well as curbing. The Assessment will serve as a tool in providing the basis for the development of both short and long term operational and capital funding projections. The system will allow the community to maintain its roadway facilities in the best condition possible through the effective spending of available dollars. Graphics must show the future projected condition of the pavement infrastructure. East Haddam is made up of an approximate 120 miles of roadway which includes approximately 107 miles of paved roads and 13 miles of unpaved roads including 7 scenic road designations.

#### **SCOPE OF SERVICES**

1. Meet with the municipality to review available data needed to initiate data collection and road system development.
2. Develop and identify the municipal road network by actual street name and functional class.
3. Inventory all public roads by proper pavement management sectioning techniques. Both station reference and physical boundary shall identify each section.
4. Conduct a pavement distress condition survey by qualified consultant personnel based on a pavement evaluation method that has proven results in northeast U.S. municipalities. Develop the survey such that future pavement distress surveys will be conducted within the same segment limits.
5. Conduct an unpaved road condition survey by qualified consultant personnel based on an evaluation method that has proven results in northeast U.S. municipalities. Develop the survey such that future maintenance of road distress surveys will be conducted within the same segment limits.
6. Conduct a curbing inventory including location, material, average exposed reveal, and condition.

7. Conduct field quality assurance measures to periodically check the accuracy and consistency of the data collected.
8. Perform all data entry and verify the accuracy and integrity of the data.
9. Develop a method such that the system can interact with individual condition indices for pavement, ride, drainage, utility patch condition, sidewalk, and other features including any ADA improvements required.
10. Develop the system such that local pavement engineering and public works management principles can adjust each decision that the computer generates. The system must be developed such that performance projections are based upon performance curve families rather than a single curve. Future (up to twenty years) pavement condition index projections are required for variable annual budget inputs.
11. Create a video-log of the Town' roads, which will allow the Town to virtually "drive" their roads from an office PC.
12. The system must be capable of projecting and comparing the effect of any number of budget scenarios on future overall pavement condition. Budget scenarios must be able to be developed for separate funding sources or repair categories.
13. System results shall provide supporting data for asset management applications and for broad-based GASB-34 valuations.
14. Meet with East Haddam staff to provide hands-on pavement engineering consultation regarding the refinement of the system to reflect actual conditions.
15. Test the system to actual conditions. The final reports of condition and suggested repair category must reflect that which exists in the field.
16. The system must provide a way to link multiple images, electronic documents, and video to pavement segment records.
17. Train office and field staff on system use.
18. Provide the necessary support team for the implementation of the system.
19. Provide all licensing agreements, software documentation, and applicable training manuals.
20. Produce a report of findings, describing the project methodology, current conditions as evaluated in the field, and the effects of various future funding scenarios.

*Note: East Haddam reserves the right to increase or decrease the scope of this work as the budget allows.*

### **REQUIRED INFORMATION**

1. Two (2) copies and one (1) electronic copy on a flash drive of the proposal shall be submitted in an envelope clearly labeled "PROPOSAL FOR PAVEMENT EVALUATION SURVEY".
2. A letter of interest (cover letter) signed by the person duly authorized to sign the submittal on behalf of the engineering firm.
3. Demonstration of an understanding of the proposed scope of work and project specific issues.

4. Profiles of the firm, its principals, key personnel, facilities and financial condition.
5. Profiles of the project team, including all proposed subcontractors.
6. A listing (minimum of five) closely related pavement management projects successfully completed during the past five years for a similar size community with the proposing engineering firm acting as prime. The listing should include the names of several communities that have successfully attained budgeting success due to the prime firm's assistance and the management system findings.
7. A detailed Scope of Work.
8. Proposed project schedule.
9. A detailed fee proposal. Fee proposal to be lump sum by task with hourly rates for services outside the Scope of Work.
10. Copy of a current Corporate Professional License.
11. Copy of current Professional Errors and Omissions Certificate of Insurance.
12. Certification that the proposer is not disbarred, suspended or otherwise prohibited from professional practice by any Federal, State or local agency.
13. On-Site Demonstration: The professional pavement engineer shall demonstrate a similar pavement management system (if requested).

#### **SPECIAL REQUIREMENTS AND GENERAL CONDITIONS**

1. The pavement management firm or their subcontractors and constituents shall not hold any secondary interests in roadway contractor or material supply related work.
2. Proposals received after the time and date specified will not be considered.
3. The Town of East Haddam reserves the right to reject any or all proposals, or to waive any parts or discrepancies thereof, or to solicit new proposals and to award contracts as in its best interest.
4. All proposals shall become the property of the Town of East Haddam.
5. The proposer agrees that the proposal will remain valid for a period of 90 days after the closing date of the submission and may be extended beyond that time by mutual agreement.
6. The successful proposer shall comply with all applicable State and Federal laws in performing services.
7. All plans, specifications, and other documents resulting from this contract shall become the property of the Town of East Haddam.
8. The selection of the successful proposer shall be made without regard to race, color, sex, age, religion, political affiliation, or national origin.
9. The Town of East Haddam is an Affirmative Action/Equal Opportunity Employer.

## QUALIFICATION CRITERIA

The following factors will be considered in evaluating the proposals and making an award:

1. The character and overall reputation of the firm, qualifications, and in-house capabilities relative to network and project level pavement management.
2. The qualifications and suitability of experience of key staff members assigned to the project.
3. Awareness of project's issues, opportunities, and limitations. Emphasis will be on grasp of the problems involved, soundness of approach and the quality of the overall proposal
4. References.
5. Proposal content.
6. Proposed schedule.
7. The demonstrated success and acceptance of the management system in the Northeast U.S.
8. Total and line-item proposed costs.
9. Insurance coverage.
10. By request, an on-site demonstration of the management system specifically addressing each of the scope requirements. Firm's ability to support the software including number of years' experience in providing user support and updates.

## NOTICE OF AWARD

The notice of award will be in writing and contingent upon a mutually agreeable scope of services and agreed fee. Following the notice, a signed contract will be mailed to the successful candidate.