

# TOWN OF EAST HADDAM

Selectman's Office  
P. O. Box 385  
Moodus, CT 06469

## Request for Qualifications/Request for Proposal

**Preliminary Design of a Trail along Town Street / Route 82  
Town of East Haddam**

Prepared By:

Town of East Haddam

### Board of Selectmen

Irene M. Haines – First Selectman

Erik W. Dill – Selectman

Tanya M. Bourgoin – Selectman



July 2024

**Legal Notice  
Town of East Haddam  
Request for Qualifications / Proposals**

**Preliminary Design of a Trail along Town Street / Route 82**

The Town of East Haddam (the “Town”) is soliciting qualifications and proposals (RFQ/RFP) from qualified professional planning, surveying, and engineering consultants/firms for the preparation of a preliminary design of a 9100-foot section of Town Street / CT Route 82. The previous grant application, mapping, the Plan(s) of Conservation and Development and other associated documents are available at [www.easthaddam.org/bids](http://www.easthaddam.org/bids) Preliminary Design of the Town Street Trail.

Said qualifications and proposals must be mailed or hand delivered and titled: **“STATEMENT OF QUALIFICATIONS AND PROPOSALS THE PRELIMINARY DESIGN OF THE TOWN STREET TRAIL EAST HADDAM, CT”**. Specifications and qualification documents may be viewed on the East Haddam web page. All qualifications will be accepted by mail or hand delivery in a sealed envelope to Town of East Haddam, Municipal Office Complex, Linda Zemienieski– Executive Manager, 1 Plains Road, P.O. Box 385, Moodus, by Thursday, August 29, 2024 at 2:00 pm.

The Town reserves the right to waive any informalities or defects in any qualification/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. Qualifications, amendments to qualifications, or withdrawal of qualifications, after the time set for acceptance, will not be considered.

Dated at East Haddam, Connecticut  
This the 26th day of July 2024

Irene M. Haines  
First Selectman

**Town of East Haddam Ct  
Request for Qualifications / Proposals  
Preliminary Design of a Trail along Town Street / Route 82**

**Inquiries:** Linda Zemienieski – Executive Manager  
[admin@easthaddam.org](mailto:admin@easthaddam.org)  
1 Plains Road, Moodus CT 06469

**Proposal Due by mail or hand delivered by Thursday, August 29, 2024 at 2:00 pm**

**1. PURPOSE**

The Town is soliciting qualifications and proposals (RFQ/RFP) from qualified professional planning and engineering consultants/firms for the preparation of a Preliminary Design of a 9100-foot section of Town Street / Ct Route 82. The previous grant application(s), mapping, the Plan(s) of Conservation and Development and other associated documents are available at [www.easthaddam.org/bids](http://www.easthaddam.org/bids) Preliminary Design of the Town Street Trail.

**2. HISTORY**

For two years the East Haddam Economic Development Commission, the Chester Economic Development Commission, the Connecticut Landmarks, and the National Parks Service have been discussing alternative modes of transportation for area residents and tourists to experience the attributes and natural resources of the communities situated along the Lower Connecticut River. These opportunities include touring historic villages, scenic views from open space parcels and state parks, visits and patronage of local shops and stores, as well as visits to local farms. Presently, ninety-eight percent (98%) of the amenities are accessed via motor vehicle. The creation of this intwine would increase outdoor activities, provide directions to our State Parks, Open Space Parcels, and scenic overviews, and add economic opportunities to our local shops, stores, and farms.

The Town is seeking a preliminary design for a 9100-foot section of Town Street – CT Route 82. The project goal is to collect data, create preliminary design, limited survey work along the tighter areas, public workshops, and finally an opinion of cost so the Town is prepared for the next phase which would be final design and construction. The Town will need to know which areas are suitable for pedestrian and bicycle side paths and if any areas need to be bike lanes due to physical constraints. The Town will need to identify parking areas, bench and bike rack needs, and signage needs. The pathway will be used by residents, guests at the Wolf's Den campground, and tourists for biking, hiking, walking, and jogging. The addition of pedestrian access and bikeways are part of the Town's 2019 Plan of Conservation and included in the Lower Connecticut River Valley Bicycle and Pedestrian Master Plan of May 2022, which is the greater long-range plan for an 18-mile pedestrian and bike loop.

The previous grant application(s), mapping, the Plan(s) of Conservation and Development and other associated documents are available at [www.easthaddam.org/bids](http://www.easthaddam.org/bids) Preliminary Design of the Town Street Trail.

### 3. OVERVIEW / SCOPE OF WORK

- Review existing studies and documents relating to the Proposed Trail.
- Initial meeting with relevant Town officials and committees.
- Prepare action plan identifying critical steps in the pursuit of the project including design decisions and constraints; grant restrictions and requirements; CT DOT requirements; necessary ROW acquisition steps and potential for donated services.
- Prepare concept plan incorporating improvements such as pedestrian and bicycle side paths, potential bike lanes on the highway, parking areas, benches, and bike rack needs, and identifying any conflicts or additional items to be considered.
- Prepare limited survey and topographical work along the areas that could present challenges in creating a trail.
- Prepare cost estimates for potential improvements.
- Attend public meeting to define the trail program.
- Assist with local and other governmental review such as the CT Department of Transportation (“CTDOT”) and the Connecticut Department of Energy and Environmental Protection (“CT DEEP”).
- Based on priorities established by the Committee, and other key stakeholders, prepare plans and specifications for the identified items

Project Schedule and Management: It is anticipated that the project will commence immediately after consultant/firm selection and contract execution. The budget for the project will likely span the fiscal budget years (2024 / 2025). It is expected that a final Preliminary Design for the Town Street Trail will be prepared in time to be forwarded to the Town by April 2025.

### 4. SUBMITTAL DOCUMENTATION / SELECTION PROCESS

The information required for this Request for Qualifications / Proposal must be identified as **“STATEMENT OF QUALIFICATIONS FOR A PRELIMINARY DESIGN OF THE TOWN STREET TRAIL EAST HADDAM, CT”** and must be submitted via mail or hand delivery with one (1) original and six (6) copies and one (1) electronic copy on a flash drive, addressed to Linda Zemienieski – Executive Manager. Electronic questions shall be sent to Linda Zemienieski at [admin@easthaddam.org](mailto:admin@easthaddam.org).

Interested consultants/firms shall submit a cover letter addressed to Linda Zemienieski – Executive Manager – Town of East Haddam, signed by an authorized principal or agent of the firm. The letter shall provide an overview of the proposal, as well as the name, title, phone and fax numbers, and email address of the person to whom questions concerning the request for proposals may be directed.

Late proposals will not be considered. All costs incurred in the preparation and presentation of the RFQ / RFP shall be wholly absorbed by the respondent. Any material submitted shall become property of the Town and is available for review under the Freedom of Information Act.

The Town will accept RFQ / RFPs from all interested firms. After evaluation of all Qualifications, the Town will develop a short list of no more than four (4) firms that may be interviewed and further evaluated as provided herein.

The Town reserves the right to reject any or all Qualifications or Proposals submitted. The Town reserves the right to waive any informality or defect in any or all Qualifications or Proposals if such action is in the best interests of the Town. The selection of the successful firm will be based on several factors as described herein and to that end, the Town reserves the right to award this Contract, if at all, to a firm other than the lowest price if, in its sole discretion, it is in the Town's best interests to do so. It shall be understood that the award made by the Town shall be final and conclusive and without recourse or appeal by the remaining consultants/firms.

**A. The following information should be included in the STATEMENT OF QUALIFICATIONS.**

**1. History and Resumes**

The consultant/firm must include a brief history of the company including:

- Consultant/firm size and organization.
- Length of time the consultant/firm has been in business.
- Products and services offered.
- Resumes of key individuals that will be assigned to this project.
- The lead project manager must be identified. It is expected that the person who will lead the public participation process will also participate in the interview process.

**2. Executive Summary - Key Issues, Experience, and Ability to Perform:**

This summary, limited to five (5) single spaced typewritten pages, should provide a high-level description of the Bidder's ability to meet the requirements of the RFQ/RFP and a statement describing why the Bidder believes itself to be the best qualified to provide the specified services.

Provide examples of previous work on similar projects to demonstrate the consultant's/firm's understanding and familiarity with projects of this type, including providing a list of municipal trail projects of comparable type for Connecticut communities which have been completed in the last five years.

**3. Project Approach**

Outline the approach to the project, including information on community outreach, consensus building and innovative approaches to community planning. Provide information on the consultant's/firm's planning philosophy and proposed approach to the development of a Preliminary Design of a Trail along Town Street.

#### 4. **References**

At minimum, a list of at least 1 previous and/or current project/contract that is similar to the Town's scope of services, including:

- a) Dates of contract duration.
- b) Services performed and fees for services.
- c) Name, address, telephone numbers of clients which may be contacted for verification of information submitted.
- d) Statement as to whether project was completed on time and within budget.

#### 5. **The following factors will be evaluated and weighted appropriately in the selection process.**

1. The technical competence of the consultant/firm. 25%
2. The consultant's/firm's proposal to work with and engage the public. 25%
3. The consultant's/firm's experience on similar projects. 20%
4. The consultant's/firm's qualifications and experience of key personnel. 20%
5. The expected quality and description of the deliverables the consultant can provide for an established budget. 10%

The Town may conduct interviews with up to four (4) consultants/firms it judges to be the most qualified to perform the required services based upon the criteria in this RFQ / RFP.

#### 6. **Point of Contact**

Written questions may be directed to Linda Zemienieski – Executive Manager. Electronic questions shall be sent to [admin@easthaddam.org](mailto:admin@easthaddam.org). Questions must be submitted two weeks before the RFP is due, and answers will be issued one week before the RFP is due.

#### 7. **Budget**

The consultant firms shall supply the Town with an estimated budget range to complete the project based on the scope of services, as amended if necessary and the required time frame for providing professional services. Also, the hourly rates and expense schedule shall remain in place during the project.

The final budget for this project will be defined after a final scope of work is determined with the selected consultant/firm. The proposal and scope of work shall reflect the number of meetings with the Committee, key stakeholders, and the public at large, and a list of all deliverables. The successful consultant/firm will be expected to execute a standard contract for professional services as approved by the Town.

### 5. **GENERAL**

#### a. **Proposal Withdrawal**

No proposal can be withdrawn after it is filed unless the Bidder makes a request in writing to the Town, prior to the time set for the opening of the proposals.

**b. Collusion Among Bidders**

Multiple proposals from an individual, firm, partnership, corporation or association under the same or different names are subject to rejection. Reasonable grounds for believing that a Bidder is interested in more than one proposal for the work contemplated may result in rejection of all bids in which the Bidder is interested. Any or all proposals will be rejected if there is any reason for believing that collusion exists among the Bidders. Participants in such collusion may not be considered in future solicitations for the same work. Each Bidder, by submitting a bid, certifies that it is not a party to any collusive action.

**c. Irregular Proposals**

Proposals may be rejected if they show omissions or irregularities of any kind. Proposals taking or noting exception to any element requested may be rejected in their entirety.

**d. Laws and Regulations**

It shall be understood and agreed that any and all articles and/or equipment furnished, or contract awarded on this proposal shall comply fully with all applicable local, state, and federal government laws and regulations.

**e. Non-Conflict of Interest Statement**

It is unlawful for any officer, employee or agent of the Association to participate personally in his/her official capacity through decision, approval, disapproval, recommendation, advice or investigation in any contract or other matter in which he/she, his/her spouse, parent, minor child, brother or sister, has a financial interest, or to which any firm, corporation, association, or other organization in which he/she has a financial interest, or in which he/she is serving as an officer, director, trustee, partner, or employee, or agent. The successful Bidder agrees that during the term of the Contract and for twenty four (24) months following the exit conference, the successful Bidder, its employees, agents, and representatives, shall not, with or without compensation, on behalf of the successful Bidder, or another person, entity, or corporation, take any action in connection or receive any benefit with any specific matter, finding or recommendation associated in any way with this project, except with the express written consent of the Town.

**f. Non-Discrimination of Employment**

The Town actively subscribes to a policy of equal employment opportunity and will not discriminate against any employee or applicant because of race, sex, age, color, physical or mental handicap, marital status, sexual affiliation, religion, nation origin or political affiliation. Bidders shall not discriminate in any manner against any employee because of race, sex, age, color, physical or mental handicap, marital status, sexual affiliation, religion, national origin or political affiliation.

**g. Contingent upon Availability of Funds**

The Town's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Town for any payment may arise until funds are made available

and approved by the Town in the budget process for this contract and until a selected Bidder receives a Purchase Order as notice of such availability.

**h. Insurance Requirements**

Based upon the outcome of this process, the final chosen Bidder shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with activities of the Bidder and any agents, representatives, subcontractors or employees. Insurance companies must be licensed by the State of Connecticut or otherwise acceptable to the Town. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the Bidder. Full disclosure of any nonstandard exclusion is required for all required coverage.

It is further agreed that the Bidders shall provide the Town with thirty (30) day notice of cancellation.

**Commercial General Liability (Town of East Haddam added as additional insured):**

Each Occurrence:	\$1,000,000
Personal/Advertising Injury Per Occurrence:	\$1,000,000
General Aggregate:	\$2,000,000
Product/Completed Operations Aggregate:	\$2,000,000
Fire Damage Legal Liability	\$ 100,000

**Automobile Liability (Town of East Haddam added as additional insured):**

Each Accident:	\$1,000,000
Hired/Non-owned Auto Liability	\$1,000,000

**Workers' Compensation/Employers Liability:**

Workers' Compensation: Statutory Requirement set forth by State of Connecticut

Employers Liability	
Each Accident	\$ 100,000
Disease-Policy Limit	\$ 500,000
Disease-Each Employee	\$ 100,000

**Umbrella/Excess Liability (following form of general liability, auto liability and employer liability):**

Each Occurrence:	\$1,000,000
General Aggregate:	\$2,000,000
Product/Completed Operations Aggregate:	\$2,000,000

**Professional Liability**

Each Claim:	\$1,000,000
Annual Aggregate	\$1,000,000

**Indemnification and Hold Harmless**

All Bidders shall fully indemnify, defend and hold harmless the Town and all of its respective officers, Board members, elected officials, employees, agents, servants and volunteers to the fullest extent allowed by law for any claim for personal injury, bodily injury, death, property damage, emotional injury or any other injury, loss or damage of any kind, including loss of person identifiable information, occurring during the term of the agreement and alleged to have been caused in whole or in part by Bidders, and even if caused by the negligence of the Town, their officers, Commissioners and Board members, elected officials, employees, agents, servants and volunteers. Bidders shall require of subcontractors, by appropriate written agreements, the same requirements in favor of the Town.

**Waiver of Subrogation Requirement**

Bidders will require all insurance policies in any way related to the work and secured and maintained by the Bidders to include clauses stating each carrier will waive all rights of recovery, under subrogation and otherwise, against the Town, and its respective officers, elected officials, employees, agents, servants and volunteers. Bidders shall require of subcontractors, by appropriate written agreements, similar waivers each in favor of the Town.