



## **City of New London**

Department of Finance-Purchasing Agent

13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

### **Request for Letters of Interest with Qualifications**

**RFQ No.: 2015-12: Engineering Design Services for the Reconstruction of two (2) Municipal Parking Lots along Eugene O'Neill Drive- Public Works Department, City of New London, CT**

**A qualified Engineering Consultant Firm is being requested by the City of New London to provide a variety of professional consultant services to manage the design phases, construction phase and to also provide public information/awareness services for the reconstruction of two (2) existing municipal parking lots including roadway improvements to a section of Eugene O'Neill Drive.**

**RFQ Submittal Deadline Date: Friday, May 8, 2015 at 12:00pm**

All submittals must be made in accordance with the attached specifications and shall be submitted to:

Alicia Smith  
Purchasing Agent  
City of New London  
13 Masonic Street  
New London, CT 06320

## **Request for Letters of Interest with Qualifications**

### **No. 2015-12: Engineering Design Services for the Reconstruction of two (2) Municipal Parking Lots along Eugene O'Neill Drive - Public Works Department, City of New London, CT**

The City of New London, hereinafter "City" or "Owner", is requesting letters of interest with qualifications for engineering consultant services that include parking lot design, roadway design, construction inspection services and customer service.

#### **Background**

Pursuant to changes in state laws enacted in July, 2007, the City, in order to receive state reimbursement, must award this contract for professional services to the most qualified, responsible bidder. Therefore, the City is seeking a Consultant Firm using the qualification criteria noted below. Only those Consultant firms and their consultant teams meeting the qualifications will be considered.

The City has been awarded a \$500,000 grant from the State of Connecticut, Department of Housing to provide funding to realign a section of Eugene O'Neill Drive between State Street and Pearl Street that is adjacent to the parking lot projects. \$1,250,000 of municipal funding has been approved to complete the reconstruction of the two (2) existing municipal parking lots.

#### **Qualification Criteria**

Eligible bidders will be those design teams that meet the following qualification criteria:

1. Each member firm of the design team that will be providing engineering design services, construction inspection services and customer relations, must provide adequate evidence and information showing that it has provided the type of services it proposes to provide for the project on at least three (3) projects of similar scope and scale in Connecticut within the past ten (10) years. Information shall include description of projects, scope of services provided by the consultant and the budget for those services and acceptable references for each project.
2. All other member firms must provide adequate evidence and information showing that it has provided the type of services it proposes to provide for the project on at least three (3) projects of similar scope and scale in Connecticut within the past ten (10) years. Information shall include description of project, scope of services provided, and the budget for those services and acceptable references for each project.
3. The Engineering Consultant firm, as the entity contracting with the City on behalf of the design team, must provide an affirmative written statement as to its intent to negotiate in good faith and execute an agreement for these services.
4. Each member firm of the design team must provide the information further requested herein, and provide an affirmative written statement as to its understanding of the qualification and bid process contemplated herein, as well as its intent and ability to comply with the terms and conditions noted herein.

#### **Scope of Services**

The City is seeking a design team to provide the following professional services for the project:

- a) Develop final design plans and technical specifications for Eugene O'Neil Drive that includes a streetscape beautification scheme.
- b) Develop final design plans and technical specifications to reconstruct two (2) municipal parking lots that include sidewalk, curbing, storm drain and pavement replacements, placing all overhead electrical wiring/services underground, parking lot illumination, security cameras and beautification scheme.
- c) Coordinating all design work with the various local utility companies.
- d) Assist the City in the bidding process and contractor selection.
- e) Perform daily full time inspection services of all the contractual work that includes but not limited to: coordination of all utility work, daily work schedule of the contractor or his/her sub-contractors, along with maintaining the quantities of work completed and acceptance of the quality of work.
- f) Providing a full or part time individual as an informational liaison for the City by maintaining a close relationship with the downtown merchants as it pertains to providing written weekly updates of the construction activity, placing notices of any changes in activity or construction scheduling with the local news media. Resolve any conflicts between the contractor and public or adjoining property owners. Provide daily information updates to City Staff.
- g) **Construction must be completed by September 1<sup>st</sup> 2016.**

### **Agreement Period**

The agreement period for any contract or purchase order resulting from this Request and subsequent bid process is anticipated to be from the date of award through project completion.

### **General Information**

- 1. The City is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The City is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate based on disability in admission to, access to, or operation of its programs, services, or activities.
- 2. Any contract or purchase order resulting from this Request will be based on a three-step process. The first step will be review and evaluation the qualification information provided by each design firm in response to this Request, and the City's determination of those design teams pre-qualified to be further interviewed. The second step will involve the City sending out an Invitation to those selected Engineering firms, to present their qualifications and project outline approaches to the Scope of Services being requested to a selection team. The third step will be requesting from one or more of the final firms selected, to submit prices for their consulting services to be further investigated by the city.
- 3. Respondents must be prepared to negotiate in good faith and execute a contract with the City within two (2) weeks of notice of intent to award the project.
- 4. Schedule of key dates:  
Letters of Interest & Qualifications due: May 8 2015 at 12:00pm  
Review: May 9 – 13, 2015  
Interviews/Invitation for Proposals: May 14 – 22, 2015  
Proposals Due: June 1, 2015
- 5. All **questions and communications** about this Request and any submission requirements must be directed in writing to Alicia Smith, Purchasing Agent; and must be received at the above address, by fax (860-447-5297) or by email at [asmith@ci.new-london.ct.us](mailto:asmith@ci.new-london.ct.us) no later than April 29, 2015 at

12:00 P.M. Prospective respondents must limit their contact regarding this request to Ms. Smith or such other person otherwise designated by Ms. Smith. Written responses to questions submitted in writing by the date noted above will be in the form of an addendum to this Request; which will be posted on the State of Connecticut Department of Administrative Services, and the City of New London websites at least five (5) working days before qualifications packages are due.

## **Conditions**

All respondents must be willing to adhere to the following conditions and must positively state this in the response:

1. All responses to this Request shall be the sole property of the City. Respondents are encouraged not to include in their responses any information which is proprietary. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws.
2. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the Request shall be the sole property of the City.
3. The timing and sequence of events resulting from this Request will ultimately be determined by the City.
4. The City may amend the terms or cancel this Request any time prior to the execution of a contract or purchase order for these services if the City deems it to be necessary, appropriate or otherwise in the best interests of the City. Failure to acknowledge receipt of addenda to the proposal, in accordance with the instructions contained in the subsection (i.) under the Respondent Information Section, may result in a proposal not being considered. At its option, the City may provide all respondents with a limited opportunity to remedy any technical deficiencies identified by the City in its initial review of responses.
5. All sub-consultants hired by the respondent awarded a contract or purchase order as a result of this Request, must have approval of the City prior to and during the agreement period.
6. Any costs and expenses incurred by respondents in preparing or submitting a letter of interest are the sole responsibility of the respondent.
7. A respondent must be prepared to present evidence of experience, ability, financial standing, and any other information deemed necessary by the City to satisfactorily meet the requirements set forth or implied in the response.
8. No additions or changes to the original will be allowed after submittal. While changes are not permitted, clarification of information may be required by the City at the respondent's sole cost and expense.
9. The respondent may be required to give presentations to the extent necessary to satisfy the City's requirements or needs. In some cases, respondents may have to give presentations or further explanation to a selection committee established by the City.
10. The respondent represents and warrants that the submission is not made in connection with any other respondent and is in all respects fair and without collusion or fraud. The respondent further represents and warrants that no agent, representative or employee of the City participated directly in the respondent's preparation.

11. All responses to the Request must conform to instruction. Failure to include any required signatures, provide the required number of copies, to meet deadlines, answer all questions, follow the requested format, or failure to comply with any other requirements of this Request may be considered appropriate cause for rejection of the response.
12. Any contract or purchase order resulting from this Request process will represent the entire agreement between the respondent and the City and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The City shall assume no liability for payment of services under the terms of the contract or purchase order until the successful respondent is notified that the contract or purchase order has been accepted and approved by the City. Any contract resulting from this Request may be amended only by means of a written instrument signed by the respondent and the City.

#### **H. Submission Requirements & Required Format**

Submissions must be delivered in a sealed envelope with the title **“RFQ 2015-12: Engineering Design Services for the Reconstruction of two (2) Municipal Parking Lots along Eugene O’Neill Drive - Public Works Department, City of New London, CT** One original (clearly identified as such) and six (6) paper copies must be received **no later than 2:00 PM on May 8, 2015.**

#### **DO NOT USE 3-RING BINDERS.**

All submissions are to be mailed or delivered to:

Alicia Smith, Purchasing Agent  
City of New London  
13 Masonic Street  
New London, CT 06320

Respondents must set forth accurate and complete information for each of the items listed below. At the City’s discretion, failure to do so could result in disqualification.

Each respondent shall submit its qualifications on Standard Form 330 (rev. 3/2013) Architect-Engineer Qualifications (Standard Form). Failure of a respondent to use this form shall result in that respondent’s qualifications package being disqualified.

Any required respondent information listed below that does not have a specific block in the Standard Form shall be submitted in Section H. Additional Information.

#### **1. Respondent Information:** Please provide the following information:

- a. Firm Name
- b. Permanent main office address
- c. Date firm organized
- d. Legal Form of ownership. If a corporation, indicate where incorporated.
- e. Number of years engaged in services you provide under present firm name
- f. Names, titles, reporting relationships, background and experience of the principal members of your organization, including officers.
- g. List any contracts or purchase orders in the last seven (7) years between the respondent and any agency of the City of New London.
- h. Conflict of Interest. Disclose any current (within the last 5 years) business, financial, personal or other types of relationships, which may pose a conflict of interest.

- i. Should the City issue addenda to the Request, acknowledgement of receipt of the addenda is required in the Proposal package.

2. Information Regarding: Failure to Complete Work, Default and Litigation.

Please respond to the following questions:

- a. Have you or any member of your design team ever failed to complete any work awarded to you? If so, where and why?
- b. Have you or any member of your design team ever defaulted on a contract? If so, where and why?
- c. Is there any pending litigation involving you or any member of your design team which could affect your ability to perform this agreement? If so, please describe.
- d. Has your firm or any member firm of your design team ever had a contract terminated for cause within the past five (5) years? If yes, provide details.
- e. Has your firm or any member firm of your design team been named in a lawsuit related to errors and omissions within the past five years? If yes, provide details.
- f. Has your firm or any member firm of your design team been taken to arbitration and lost within the past five (5) years? If yes, provide details.
- g. During the past seven years, has your firm or any member firm of your design team ever filed for protection under the Federal bankruptcy laws? If yes, provide details.
- h. Are there any other factors or information that could affect your firm's or your design team members firms' ability to provide the services being sought about which the City should be aware?

3. Exceptions and Alternatives. Respondents wishing to take any exceptions to any requirement in the Request shall state and explain such exceptions on a separate informational sheet entitled "Exceptions to the Request". The City may accept or reject any taken exception to any requirements in this Request, or which offer any alternative to a requirement herein, as well as consider such exceptions and alternatives in evaluating responses. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this Request.

**I. Rights Reserved To the City**

The City reserves the right to award in part, to reject any and all, in whole or in part, for misrepresentation or if the respondent is in default of any prior City contract, or if the Respondent limits or modifies any of the terms and conditions and/or specifications of the Request The City also reserves the right to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the City of New London.