

MARCIA A. LECLERC  
MAYOR

**TOWN OF EAST HARTFORD**

740 Main Street

East Hartford, Connecticut 06108

PURCHASING DEPARTMENT

(860) 291-7270

FAX (860) 282-4857

WWW.EASTHARTFORDCT.GOV

**TOWN OF EAST HARTFORD, CT  
INVITATION TO BID**

BID #17-07

RE: R.F.P. – On –Call Engineering Services

Proposals will be received at the Office of the Purchasing Agent, Town Hall,  
740 Main Street, East Hartford, Connecticut, 06108 until Wednesday, October 26, 2016  
at 11 a.m. at which time they will be publicly opened and recorded.

Information and Specifications are available at the above office or on the Town of East Hartford  
bid's website at **<http://www.easthartfordct.gov/bids>**

The right is reserved to reject any or all bids when such action is deemed to be in the best  
interest of the Town of East Hartford, Connecticut

Michelle A. Enman  
Purchasing Agent  
(860) 291-7271



## TOWN OF EAST HARTFORD, CT.

### STANDARD INSTRUCTIONS FOR PROPOSAL

1. Sealed proposals will be received by the Purchasing Agent until the date and time specified on the title sheet. Proposals received later than the date and time specified will not be considered and will be returned unopened. **Proposals will not be accepted via fax or e-mail.**
2. All proposals will be opened and recorded and are subject to public inspection. Firms may be present or be represented at all openings.
3. Municipalities are exempt from any sales, excise or federal taxes. Fees must be exclusive of taxes and will be so construed.
4. The Town of East Hartford reserves the right to reject any or all proposals or any part of any or all proposals and to waive any informality when such action is in the best interest of the town and also reserves the right to extend an awarded proposal by mutual consent and negotiate any terms, conditions and prices if it is in the best interest of the town.
5. Firms should familiarize themselves with the items and/or conditions set forth in the Request for Proposal specifications. Failure to be informed will not be accepted as an excuse from fulfillment of the requirements.
6. In case of an error in the extension or addition of prices, the unit price will govern. The Town will not be subject to any price increases after an award if not part of the original proposal terms.
7. For professional services - a selected town committee will evaluate all responses and make a recommendation to the Mayor. **If deemed necessary** by the committee, an interview may be required as part of the selection process.
8. Please include a corporate resolution with your submittal. Sample formats for Corporations and Professional Corporations, Limited Liability Company and Partnerships (including Limited Partnership and Limited Liability Partnership) are attached in this packet.
9. Per Town Ordinance Sec. 10-10 (d): The Town shall not award a bid to any bidder who owes a delinquent tax to the Town. Bidders certify by virtue of their signature on the bid sheet that neither the bidder nor any business or corporation in which the bidder owns and interest is delinquent in tax obligations to the town.
10. The bidding entity is required to provide evidence from the Connecticut Secretary of State that they are in good standing and qualified to conduct business in the State of Connecticut.

**RESOLUTION FOR CORPORATIONS/PROFESSIONAL CORPORATIONS**

***(TO BE TYPED ON CORPORATION LETTERHEAD)***

I (name of Corporation's Secretary), Secretary of (legal name of Corporation) a Corporation duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Board of Directors of such Corporation, duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the Board of Directors was present and voted in favor of such Resolution. I further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following Officers of this Corporation, or any one of them individually:

(Name and title of Officer or Officers)

are empowered to execute and deliver, in the name of and on behalf of this Corporation, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to affix the Corporate Seal to such documents and to bind the Corporation to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature and the Corporate Seal of the Corporation, this (date) day of (month) 20\_\_

(Typed name of Corporation's Secretary)

*(Corporate Seal)*

\_\_\_\_\_  
SIGNATURE OF SECRETARY

**RESOLUTION FOR LIMITED LIABILITY COMPANIES**

*(TO BE TYPED ON COMPANY LETTERHEAD)*

The undersigned, comprising all Members of (legal name of LLC), a Limited Liability Company duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Members, duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the voting Members was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following Members of this Limited Liability Company, or any one of them:

(Name and title of Members)

are empowered to execute and deliver, in the name of and on behalf of this Limited Liability Company, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to bind the Limited Liability Company to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have executed this resolution, this (date) day of (month) 20\_\_

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(Typed Member Name)

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(Typed Member Name)

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(Typed Member Name)

---

(Typed Member Name)

**RESOLUTION FOR LIMITED LIABILITY COMPANIES BY MANAGING PARTNER**

*(TO BE TYPED ON COMPANY LETTERHEAD)*

I (name of Managing Member), Managing Member of (legal name of LLC), a Limited Liability Company duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Members, duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the voting Members was present and voted in favor of such Resolution. I further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following Members of this Limited Liability Company, or any one of them:

(Name and title of Members)

are empowered to execute and deliver, in the name of and on behalf of this Limited Liability Company, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to bind the Limited Liability Company to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature, this (date) day of (month) 20\_\_

(Typed name of Managing Partner)

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SIGNATURE OF MANAGING PARTNER

**RESOLUTION FOR PARTNERSHIPS**

*(TO BE TYPED ON COMPANY LETTERHEAD)*

The undersigned, comprising all (partners/general partners) of (legal name of partnership), a (partnership/Limited Partnership/Limited Liability Partnership) duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the voting (partners/general partners), duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the voting partners was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following (partners/general partners) of this Limited Liability Company, or any one of them:

(Name and title of partners/general partners)

are empowered to execute and deliver, in the name of and on behalf of this (partnership/Limited Partnership/Limited Liability Partnership), contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to bind the (partnership/Limited Partnership/Limited Liability Partnership) to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have executed this resolution, this (date) day of (month) 20\_\_

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(Typed partner/general partner Name)

## **INSURANCE AND INDEMNIFICATION REQUIREMENTS**

A CERTIFICATE OF INSURANCE WILL ONLY BE REQUIRED OF THE AWARDED BIDDER

### **INDEMNIFICATION REQUIREMENTS**

**AGENCY** agrees to indemnify and hold the Town of East Hartford, CT harmless against and from any and all claims by or on behalf of any person arising from or in connection with:

A: Any act, error, omission, negligence or fault of **AGENCY** or any of its agents, servants, employees and sub-contractors.

B: Any accident, injury or damage whatsoever caused to any person occurring during the performance of this contract.

Further, the **AGENCY** agrees to indemnify and hold harmless the Town of East Hartford, CT against and from all reasonable costs, counsel fees, expenses and liabilities incurred in or with respect to any such claim and any action or proceeding brought thereon; and in any case any action or proceeding shall be brought against the contractor by reason of any such claim, contractor upon notice from the Town of East Hartford, CT agrees to resist and defend such action proceeding, unless **AGENCY** causes the same to be discharged and satisfied.

### **INSURANCE REQUIREMENTS**

#### **A. GENERAL REQUIREMENTS**

The **AGENCY** shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of the **AGENCY** obligations under this contract with an insurance company(ies) with an AM Best Rating of A-VII or better licensed to write such insurance in the State of Connecticut and acceptable to the Town of East Hartford, CT

The **AGENCY** at the **AGENCY'S** own cost and expense shall procure and maintain all insurance required. The insurer shall provide the Town of East Hartford, CT with **Certificates of Insurance signed by an authorized representative of the insurance AGENCY(ies)** prior to the performance of this contract describing the coverage and providing that the insurer shall give the Town of East Hartford, CT written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage. Such insurance or renewals or replacements thereof shall remain in force during the **AGENCY** responsibility under this contract.

The Town of East Hartford, CT is to be named as an "**additional insured**" on all contracts, except Workers' Compensation and Professional Errors & Omissions coverage's. An additional insured policy endorsement must be submitted with the Certificate of Insurance. The Certificate should state in the comments section "The Town of East Hartford, its officials, employees, and volunteers are named as additional insureds with respect to all liability arising out of the permitted activities of the business"

**B. SPECIFIC REQUIREMENTS:**

1) Workers' Compensation and Employer's Liability Insurance

The **AGENCY** shall provide Statutory Workers' Compensation Insurance, as required by the State of Connecticut, including Employer's Liability

Amount of Coverage: \$100,000 Each Accident  
\$500,000 Disease, Policy Limit  
\$500,000 Disease, Each Employee  
Policy Period: Annual

2) Commercial General Liability Insurance

The **AGENCY** shall carry Commercial General Liability Insurance (broad form coverage) insuring against claims for bodily injury, property damage, personal injury and advertising injury that shall be no less comprehensive and no more restrictive than the coverage provided by Insurance Services Office (ISO) form for Commercial General (CG 00-01-10-01). By its terms or appropriate endorsements such insurance shall include the following coverage, to wit: Bodily Injury, Property Damage, Fire Legal Liability (not less than the replacement value of the portion of the premises occupied), Personal Injury, Blanket Contractual, Independent Contractors, Premises Operations, Products and Completed Operations (for a minimum of two (2) years following Final Completion of the Project). Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

Type of Coverage: Occurrence Basis  
Amount of Coverage: \$1,000,000 per occurrence  
\$2,000,000 aggregate  
Policy Period: Annual

3) Business Automobile Liability Insurance

The **AGENCY** shall carry Comprehensive Business Automobile Liability Insurance insuring against claims for bodily injury and property damage and covering the ownership, maintenance or use of any auto or all owned/leased and non-owned and hired vehicles used in the performance of the work, both on and off the Project Site, including loading and unloading. The coverage should be provided by Insurance Services Office form for Commercial Auto Coverage (CA-00-01-10-01) or equivalent. "Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

Type of Coverage: Occurrence Basis  
Amount of Coverage: \$1,000,000 combined single limit  
Policy Period: Annual

4) Umbrella Liability Insurance

The Town reserves the right to require the **AGENCY** to carry an umbrella liability insurance policy up to **\$5,000,000**. The necessity and amount of umbrella liability insurance is dependent upon a number of factors including, but not limited to scope, price and duration of the work to be

performed. The Town of East Hartford will inform the CONTRACTOR as to the necessity and limits for this insurance.

**C. OTHER REQUIREMENTS FOR PROFESSIONAL SERVICE CONTRACTS ONLY (E.G., ARCHITECTS, ENGINEERS, ET AL.)**

The AGENCY shall carry Errors & Omissions coverage in the amount \$1,000,000 per occurrence for all **professional services contracts only**. If the insurance coverage is written on a claims made basis, an extended reporting period of at least 3 years after substantial completion of the project is required.

The Town reserves the right to amend amounts of coverage required and type of coverage provided based on work or service to be performed.

**D. SUBCONTRACTOR'S REQUIREMENTS:**

The AGENCY shall require its subcontractors and independent contractors to carry the coverages set forth in section B and C (if applicable) above and will obtain appropriate Certificates of Insurance before the subcontractors and independent contractors are permitted to begin work.

The AGENCY shall require that the Town of East Hartford, CT be named as Additional Insured on all subcontractors and independent contractors insurance before permitted to begin work.

The AGENCY and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the Town of East Hartford, CT, and its officers, agents, servants and employees for losses arising from work performed by each on this contract.

**BID #17-07**

**REQUEST FOR PROPOSALS (RFP) FOR PROVIDING  
ON-CALL ENGINEERING AND RELATED SERVICES  
TO THE TOWN OF EAST HARTFORD'S  
PUBLIC WORKS ENGINEERING DIVISION**

**Issued by: Public Works Department  
Engineering Division  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108**

**Technical Contact: M. Denise Horan, P.E.  
Town Engineer  
(860) 291-7380**

**Proposal Due: 11 a.m., Wednesday, October 26, 2016  
To the Purchasing Department**

**Michelle Enman  
Purchasing Agent  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108  
(860) 291-7271**

**TOWN OF EAST HARTFORD  
REQUEST FOR PROPOSALS (RFP) FOR PROVIDING  
ON-CALL ENGINEERING AND RELATED SERVICES  
TO THE TOWN OF EAST HARTFORD'S  
PUBLIC WORKS ENGINEERING DIVISION**

**1. Description and General Information:**

The Town of East Hartford (the Town) is inviting Consulting firms to submit their firm's qualifications and rate schedule to provide engineering and related services on an as-needed or "on-call" basis. The Town is seeking multiple consulting firms (minimum of two) to provide on-call engineering services. It is the Town's intent to enter into contracts with qualified firms to provide services on an as-needed basis. The nature of this assignment is to assist the Engineering Division staff by providing services in a timely manner as requested. The term of the assignment will be three years renewable to a total maximum period of five years or for a total value of \$100,000 worth of task-order fees per firm, which-ever occurs first. See Section 9.

The Town will have sole discretion as to which projects, if any, will be assigned to a Consultant. The Town has separate "on-call" agreements for land surveying as well as architectural services and reserves the right to utilize any of the "on-call" agreements for all or portions of a project. In the event the Town does utilize a different "on-call" firm for a portion of the work, the Town will supply the Consultant with the necessary information required to complete the Consultant's scope of services with respect to the engineering services. The Consultant will also be required to coordinate their efforts with other Consultants the Town has retained.

The Town reserves the right to advertise by competitive bid or request a proposal for any project it deems appropriate. The selected Consultants will be afforded an opportunity to submit proposals on any advertised RFP outside the scope of this assignment. All work performed under this contract shall be under the direction of a professional engineer, licensed in the State of Connecticut.

**2. Scope of Services:**

The selected Consultants will be required to provide comprehensive engineering and related services (site, civil, traffic, mechanical, structural, environmental, electrical, geotechnical or any other specialty) required by an assignment.

The successful Consultants must be thoroughly familiar with State of Connecticut Department of Transportation (DOT) design standards, DOT Rights-of-Way, DOT Construction Guidelines, Connecticut building code and all applicable local, state, and federal codes. The Consultant shall also have sufficient personnel to ensure that all work can be done in a timely manner and, at a minimum, must be able to provide the following:

- Land surveying and related services

- Environmental assessment and State of Connecticut Department of Energy and Environmental Protection (DEEP) Licensed Environmental Professional-related services
- Inland wetland delineation, soil scientist, and wetland biologist-related services
- Geotechnical engineering, and related subsurface investigation-related services
- Civil engineering and related design services including but not limited to: roadway, storm drainage, culvert, hydrology, soil erosion and best management practice, and hydrology/hydraulic analysis to develop construction plans, specifications, and cost estimates
- Right-of-Way and Easement acquisition assistance which includes map preparation, title search, property appraisal, and negotiation services
- Building-related services which include but are not limited to: mechanical, electrical, and plumbing design and related services
- Comprehensive structural engineering, inspection, and evaluation services
- Landscape architecture and related services
- Traffic Engineering, Pavement Design and related services
- Permit assistance which will include preparing all required permits, meeting attendance, and presentations for Local, State, Federal, and Railroad permits
- Environmental engineering services
- Bidding assistance which will include preparing all bid documents requested by the Town, bid evaluation, and responding to requests for information from prospective bidders
- Construction consultation services
- Construction inspection, administration, and testing services

Attachment A provides a more detailed description of particular tasks representative of on-call assignments and the level of detail expected from the Consultant.

### **3. Project Management:**

The Managing Authority for this project will be the Division of Engineering. The Consultants will report to the Town Engineer or her designee.

The Consultant will provide and maintain project files, status reports, payment records, inspector's daily reports, schedules, bid summaries, delivery receipts, miscellaneous correspondence, etc.

### **4. Terms & Conditions:**

The Consultant must be willing to adhere and agree to the following conditions of the Town for work, and they must have a positive statement to that affect in their proposal:

1. The Consultant must have, or must open an office in the vicinity of the East Hartford area. The actual or proposed location of the office must be identified in the proposal. Travel time between the Town and the Consultants' office will not be considered a reimbursable expense.

2. Have personnel reserve sufficient to assure task continuity, and agree that all personnel proposed are committed for the full duration of the contract. If a change is required, the Town shall be notified and will judge whether the substitution will impair the success of the project.
3. Agree that all sub-consultants hired by the Consultant must be included in the credentials submitted with the proposal and must be approved by the Town prior to working on any project.
4. Agree that all work produced under this agreement is to become the property of the Town of East Hartford and to turn over to the Town all original documents upon completion or demand.
5. Agree to accept management direction from the Town and, specifically, the Managing Authority.
6. Agree to conform to all applicable laws, ordinances, and statues of the Federal Government, State of Connecticut, and Town of East Hartford which includes but are not limited to the following:
  - Signing and ink stamping of the plans by the appropriate professional licensed in the State of Connecticut
  - Civil Rights Act of 1964, as amended
  - Executive Orders numbers 1 & 3 of the State of Connecticut
  - Federal Labor Standards (29 CFR Parts 3, 5, and 5a) Davis Bacon Act, as amended (40 USC 327-330)
  - Copeland “Anti-Kickback” Act (18 USC 874), as supplemented in the Department of Labor regulations (20 CFR - Part 3)
  - Flood Disaster Protection Act (PL 93-29 1)
  - Hatch Act (Title 5 USC Chapter 15)
  - Section 504 of the Rehabilitation Act of 1973
  - Immigration Reform and Control Act of 1986
7. Agree that the Town reserves the right to terminate the contract at any time with the assurance that the Consultant shall be entitled to reimbursement for any services rendered prior to Receipt of Notice of Termination
8. Provide a statement that the applicant has no conflicting financial interests and is qualified to perform the services
9. Provide a statement that the applicant, if selected, agrees to not appear before any board or commission of the Town of East Hartford representing a client other than the Town during the duration of the contract

## **5. Selection Procedure:**

All proposals submitted in response to this RFP will be reviewed against criteria listed in Section 6 and award of the contracts shall be made in accordance with the Town’s purchasing procedures. A selection shortlist of Consulting Engineers submitting RFP’s will be invited to an interview with, and to make a detailed presentation to the Selection Committee. Short-listed firms will be notified of the location and the time of interview at a later date.

A Selection Committee composed of Town staff will assist the Managing Authority in selecting Consultants to provide the requested services. The Town intends to award a contract to the most

responsible Consultants, or to the Consultants whose proposal is determined to be in the best interest of the Town. The Town reserves the right to reject or modify any proposal or parts thereof for any reason, to negotiate changes to the proposal terms and to waive minor inconsistencies within this RFP.

#### **6. Criteria for Selection:**

Proposal packages will be evaluated in accordance with the following criteria:

- The Consultant's demonstration that the firm and the personnel assigned to the assignment have adequate experience with similar on-call assignments.
- The Consultant's demonstration that the firm has adequate depth of staff and other resources to provide responsive and comprehensive services throughout the contract duration.
- The Consultant's demonstration that they understand the services required to be provided for the on-call assignment.
- Competitiveness of the Consultant's fees compared to the other firms that submitted for the assignment.
- Completeness of the proposal package with all of the information requested within the RFP.

#### **7. Insurance:**

The awarded Consultants will be required to furnish evidence of the insurance coverage within ten (10) days from the notification of the contract being awarded. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. All renewal certificates shall be furnished at least ten (10) days prior to the policy expirations. See *INSURANCE AND INDEMNIFICATION REQUIREMENTS* above for minimum insurance requirements.

#### **8. Additional Information and Revisions to Proposals:**

Information may be provided to responsible respondents who anticipate submitting a proposal for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Consultants shall be afforded fair and equal treatment with respect to access to additional information and revisions of the proposals.

#### **9. Duration of Contract:**

- The agreement for on-call services will expire three (3) years from the date of contract signing with an option to extend by mutual written agreement of both parties for two (2) one-year increments. In no event will the contract exceed a total duration of five (5) years. The Town reserves the right to negotiate contract fees at the time of a renewal.
- The contract shall be limited to fees not exceeding \$100,000.00 over the period of the entire contract of not more than five years, whichever comes first, per Town Ordinance Sec. 10-6(a)

## **10. Proposals:**

Consultants wishing to be considered for this assignment should submit their qualifications on United States General Services Administration standard form 330 along with other information specified within the organization and content portion of this section.

All proposals must be received by **Wednesday, October 26, 2016 at 11 a.m.**

Three (3) copies (one original, two copies) of the proposal shall be submitted in a sealed envelope to:

**Michelle Enman, Purchasing Agent  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108**

Proposals shall be plainly marked on the sealed envelope:

**“Bid 2017-07 Request for Proposals – On-Call Engineering Consultant”**

Technical questions about this request for proposal may be directed to Denise Horan, P.E. Town Engineer, at 860-291-7380. All other questions are to be directed to Michelle Enman, Purchasing Agent, at 860-291-7270.

**Proposal Organization and Content:** (The proposal submitted shall follow the format below)

1. Cover Letter – this letter of transmittal shall include a statement accepting the terms and conditions specified within section 4 of this request for proposals.
2. Project and Assignment Understanding – This section will convey the Consultant understands of services to be provided under this assignment to the Town.
3. Firm information – This section shall include general information on the firm, information on all proposed sub-consultants, firm brochure, and a minimum of three client references with their contact information. This section will also include a detailed statement indicating the organizational structure under which the firm proposes to conduct business. The relations to any “parent” firm or subsidiary firm, with any of the parties concerned must be clearly defined.
4. Personnel and organizational structure – This section shall include an organizational chart of the personnel and sub-consultants that are intended to be allocated to this assignment. This section shall also include resumes, qualifications, and experience of the personnel identified within the organizational chart.
5. Experience – Provide a concise description of the firm’s experience including, but not limited to, the following:

- Experience related to services noted within the scope of services
- Experience with finding cost-saving/cost-effective solutions
- Experience with providing timely and responsive services on similar assignments
- Experience with providing environmentally sensitive solutions
- Qualifications and experience of sub-consultants intended to be used on the project
- Examples of effective services rendered during the construction phase of project designed by the firm

6. GSA Form 330 – Filled out with information relevant to this request.
7. Consultant Fees on the form provided within attachment B and Reimbursable Schedule. (All markups shall be clearly identified.)
8. Services expected by the Consultant from the Town, exclusions, and any other material the Consultant feels appropriate to submit.

## ATTACHMENT A

### TYPICAL TASKS AND EXPECTATIONS

#### **1.0 SAMPLE PROJECTS:**

The list below is a partial list of recent projects assigned to the on-call engineer and is meant to be representative of the nature of assignment. A typical project is given to Town staff with little-to-no advanced warning and is typically expected to be completed responsively in a very short time. The on-call engineer's role is to supplement Town staff's experience and to meet project deadlines.

1.1 Provide assistance with preparing Capital Improvement Project (CIP) requests for preparation of the annual Town Budget.

- Scope project with Town, prepare task order proposal within a week's time.
- Collect and review available mapping, prepare a preliminary design plan or report for review
- Prepare a cost estimate based on the preliminary design plan or report.
- Prepare a fee estimate for full design plans and bid documents.

1.2 Provide pavement design and subsurface exploration services for Town parking lots or roadways.

- Scope project with Town, prepare task order proposal within a week's time.
- Collect and review available mapping, prepare a plan for exploration and sampling.
- Implement exploration plan analyze results and prepare a report noting findings and proposed pavement design.

1.3 Provide assistance with preparing design plans for retaining walls.

- Scope project with Town, prepare task order proposal within a week's time.
- Collect and review available mapping; collect field survey information
- Prepare and implement a subsurface exploration plan with geotechnical engineer's recommendation
- Prepare design plans, bid documents, and cost estimate.
- Assist with local permitting and project bidding.
- Review Contractor shop drawings.

## **2.0 EXPECTATIONS:**

The list below represents some general minimum expectations of the Town and is not intended to be a comprehensive list. At the scoping of each assignment, the Consultant's expected level of detail and degree of effort will be conveyed by the Town to the Consultant.

### 2.1 Design:

- All preliminary plans and contract documents must be submitted to the Town of East Hartford for review and comment. The preliminary set of contract documents will incorporate all pertinent Town of East Hartford standard contract sections. Also, an itemized cost estimate must accompany each submission.
- After final approval by the Town of East Hartford of all revisions to the preliminary submissions, a final set of the construction drawings, specifications, cost estimates, construction schedules, and contract documents will be prepared and submitted to the Town.
- All design work shall be certified by a Professional Engineer licensed by the State of Connecticut or another appropriate professional for each assignment.

### 2.2 Construction Inspection:

- At the scoping meeting for each individual inspection assignment, the Town will specify the required qualifications for the individuals assigned to inspect a project. At a minimum, inspectors shall have National Institute for Certification in Engineering Technologies (NICET) level 2 and New England Transportation Technician Certification Program (NETTCP) Concrete Inspector (CI) and Hot Mix Asphalt Paving Inspector (HMAPI) certifications. The Inspector shall have substantial prior experience and understanding of the practices and principals required for each of the projects. A thorough understanding and comprehension of each project's plans and specifications will also be required.
- If requested, the selected Consultant will provide an inspector(s) to monitor construction activities. The inspector will be required to enforce the plans and specifications, make measurements for payment, report to the Division of Engineering weekly on project status and maintain project schedules.
- At a minimum, daily logs will be kept by the Inspector which will briefly summarize the day's activities. The Town will prescribe or will solicit a recommendation from the Consultant minimum inspection and documentation effort for each assignment.
- The Inspector will maintain a safe working environment within his/her area of responsibility. Proper traffic detouring and pedestrian safety will be coordinated by the Inspector.
- The Inspector will hold a semi-final inspection. A review of that project will be performed with the Town of East Hartford and a punch list of items to be corrected will be developed by the Inspector.

### 2.3 Construction Survey:

- If required, the Consultant will be responsible for all required stake-out and / or construction layout for the project.
- All bench marks as shown on the plans shall be field-verified. All merestones (Town of East Hartford or private), iron pins, etc., shall be shown on the plans and all Town merestones shall be crossed and tied.
- All survey work shall be certified by a surveyor licensed by the State of Connecticut.

#### 2.4 Construction Project Management:

- Fiscal Management - The Consultant will be responsible for tracking construction activities. Monthly Reports will be typed and submitted to the Town of East Hartford for payment to the construction contractor. Construction contractor payment disputes relating to the construction contract will be resolved by the Consultant with final approval from the Town. All change orders will be submitted by the Consultant with prior acceptance of the construction contractor. The Consultant will be the negotiating agent for the Town in determining reasonable and mutually-agreeable prices between the Town and the construction contractor for all additional work. The Town will make the final approval for all additional work.
- Status Report - The Consultant will be reporting formally to the Town of East Hartford monthly. A Project Management Report will be submitted which will outline the activities completed, any variance from the plan for the previous month and planned activities for the upcoming month.
- Project Coordination - The Consultant will coordinate the activities of the construction contractor, surveyors, inspectors, utility companies and others to insure conformance to the project schedules. Advance notification to utility companies shall be made in writing. The Consultant will hold a pre-construction meeting two weeks prior to the start of construction. The Consultant will be required to prepare all written communication relative to completion of the project. This will include requests for utility relocations and replies to questions from construction contractors, Town residents, and Town Departments.
- Record-Keeping - The Consultant shall submit copies of all project correspondence to the Managing Authority. In addition, the Consultant will maintain a duplicate set of files and a complete set of reproducible record drawings. Upon the completion of the contract, the Consultant will provide the Town with all test reports, inspections, field notes, measurements, material slips and other copies of material, including record drawings and pertinent data regarding the contract. These records shall be bound in chronological order, or as otherwise specified by the Town.

**ATTACHMENT B**

**CONSULTANT HOURLY BILLING RATE SCHEDULE  
FOR ON-CALL ASSIGNMENT**

**NAME OF ENGINEERING FIRM:** \_\_\_\_\_

Please indicate your firm's hourly fees over the three-year period of the contract.

<u>Billing Category</u>	<u>Hourly Billing Rate</u>
<b><u>1.0 ENGINEERING RELATED:</u></b>	
1.1 Principal	_____
1.2 Senior Licensed Professional/Specialist	_____
1.3 Licensed Professional	_____
1.4 Senior Engineer/Designer/Planner	_____
1.5 Engineer/Designer/Planner	_____
1.6 Draftsperson/Technician	_____
1.7 Clerical/Researcher	_____
<b><u>2.0 SURVEY RELATED:</u></b>	
2.1 Chief of Survey	_____
2.2 Licensed Land Surveyor	_____
2.3 Survey Technician/Draftsperson	_____
2.4 Two (2) Person Survey Crew	_____
<b><u>3.0 CONSTRUCTION RELATED:</u></b>	
3.1 Senior Inspector (NICET IV) / Construction Manager	_____
3.2 Inspector (NICET III)	_____
3.3 Field Technician/Inspector (NICET II)	_____

Sub-consultant fees shall be reviewed and approved by the Town on a case by case basis as needed by each task order assigned to the Consultant.

**RETURN THIS PAGE WITH YOUR BID OFFER**

**LAST PAGE OF RFP**