

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

(860) 291-7270

FAX (860) 282-4857

PURCHASING DEPARTMENT

WWW.EASTHARTFORDCT.GOV

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

BID #15-11

RE: R.F.P. – Flood Protection Inspections Services

Proposals will be received at the Office of the Purchasing Agent, Town Hall, 740 Main Street, East Hartford, Connecticut, 06108 until Tuesday, March 3, 2015 at 11 a.m. at which time they will be publicly opened and recorded.

There will be a **Mandatory** Pre-Bid Conference at Town Hall, 740 Main Street, East Hartford, CT 06118 on Thursday, February 19, 2015 at 10:00 a.m. in the second floor Welling Conference Room.

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.

INSURANCE REQUIREMENTS

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

INSURANCE INDEMNIFICATION CLAUSE

The Town of East Hartford, CT is to be named as an “**additional insured**” and an additional insured policy endorsement must be submitted with the certificate of insurance and the nature of the project is to be stated on the certificate.

INDEMNIFICATION

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.

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 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 contracts.

The **AGENCY** at the **AGENCY’S** own cost and expense, shall procure and maintain all insurance required and shall name the Town of East Hartford, CT as Additional Insured on all contracts, except Workers’ Compensation and Professional Errors & Omissions coverage’s.

B. SPECIFIC REQUIREMENTS:

1) Workers' Compensation Insurance

The **AGENCY** shall provide Statutory Workers' Compensation Insurance, including Employer's Liability with Limits of:

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

2) Commercial General Liability Insurance

The **AGENCY** shall carry Commercial General Liability Insurance (Insurance Services Officer Incorporated Form CG-0001 or equivalent). As per occurrence limit \$1,000,000 is required. The Aggregate Limit will be not less than \$2,000,000. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

3) Business Automobile Liability Insurance

The **AGENCY** shall carry Business Automobile Liability Insurance (Insurance Services Office Incorporated Form CA-00001 or equivalent). A per occurrence limit of \$1,000,000 is required. "Auto Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

C. **OTHERS: PROFESSIONAL SERVICES – 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 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.

RESOLUTION FOR CORPORATIONS AND PROFESSIONAL CORPORATIONS (required)

(TO BE TYPED ON CORPORATION LETTERHEAD PAPER)

I _____, Secretary of _____
(Name of Corporation's Secretary) (Legal name of Corporation)
a Corporation duly organized and operating under the laws of _____ and
(State)

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 _____, 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
them: _____

—,

(Name and title of Officer or Officers)

is empowered to execute and deliver in the name 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 _____ day of _____.

(Affix Corporate Seal Below)

(Typed name of Corporation's Secretary)

SIGNATURE OF SECRETARY

Resolution for Limited Liability Company (required)
(TO BE TYPED ON LIMITED LIABILITY COMPANY LETTERHEAD PAPER)

The undersigned, all of the members [or, if applicable, the managing member] of _____
(legal name of LLC)
A Limited Liability Company duly organized and operating under the laws of _____ and
(State)
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 of such Limited Liability Company, duly convened and held on _____, 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 them: _____

_____,
(Name and title of Members)
is empowered to execute and deliver in the name 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 seal to such documents and to bind the Limited Liability Company to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have executed this resolution, this _____ day of _____.

Have all necessary parties sign and indicate their name and title, such as member, managing member etc..

Resolution for Partnership (including Limited Partnership and Limited Liability Partnership) (required)

(TO BE TYPED ON PARTNERSHIP LETTERHEAD PAPER)

The undersigned, all of the partners (or, if a Limited Partnership, all of the general partners, or if a Limited Liability Partnership, all of the partners) of _____, a partnership (or, if applicable, a Limited Partnership or Limited Liability Partnership) duly organized and operating under the laws of _____ 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 of such partnership duly convened and held on _____, 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, or any one of them: _____

(Name and title of Partners)

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

IN WITNESS WHEREFORE, the undersigned have signed this resolution on, this

_____ day of _____.
(day) (month and year)

Have all necessary partners sign and indicate their name and title, such as partner, general partner, etc.

TOWN OF EAST HARTFORD

**REQUEST FOR PROPOSAL FOR
CONTRACTED FLOOD PROTECTION
SYSTEM SERVICES**

JANUARY 2015

**REQUEST FOR PROPOSAL FOR
CONTRACTED FLOOD PROTECTION
SYSTEM SERVICES**

1. INTRODUCTION

The Town of East Hartford operates the East Hartford Flood Control System which was designed and constructed by the US Army Corps of Engineers (USACOE) in response to severe flooding from the Connecticut River in 1936 and 1938. The system includes nearly 4 miles of levee embankment, 1,400 feet of concrete floodwall, two stop-log closure structures, three pumping stations and a storage pond. As part of the Federal Emergency Management Agency (FEMA) accreditation process, the Town is required to perform the maintenance and inspections outlined in the Operations and Maintenance (O&M) manual for the flood control system. The Town is seeking professional engineering services to assist with the maintenance and inspection tasks outlined below.

2. SCOPE OF WORK

a. Piezometer Monitoring

Eleven (11) piezometers have been installed along the East Hartford Flood Control System. The USACOE requires the Town to retrieve data from the piezometers every six months (in June and December) and compare it to levels recorded in the Connecticut River. A price shall be provided for each piezometer location which includes the site visit with battery replacement and associated report.

b. Megger Testing

The USACOE requires the Town to perform megger testing annually. Megger testing is performed to test the insulation properties of the electric wiring, motor windings, and equipment to determine if the insulation has been damaged or deteriorated such that a short circuit could result. Megger testing shall be completed for all wiring and equipment at all three pump stations. Electronic copies of the full records of the megger testing shall be provided along with the report. A lump sum price shall be provided for this task.

c. Flood Wall Monitoring

The USACOE requires the Town to perform flood wall monitoring twice per year (in June and December). A baseline of the crack locations has been established, and data is recorded each year to gauge movement of the wall and/or progression of the cracking. An excerpt from the O&M manual which outlines the requirements of the task is included as Attachment C. A price shall be provided for each crack monitoring location, including a site visit and the associated report.

d. Crane Testing

The consultant shall conduct crane testing in accordance with the OSHA standard for overhead and gantry cranes, 29 CFR 1910.179. One periodic inspection shall be conducted for the equipment at all three pump stations. This task does not include complete disassembly, internal inspection and load testing, which is completed every 5 years per the flood protection system Operations and Maintenance Manual. A lump sum price shall be provided for this task.

e. On-Call Monitoring Services

Hourly rates shall be provided for piezometer monitoring during flood emergency events. At Flood Stage (Elevation 16) the piezometers data should be collected and read every 24 hours. At Moderate Flood Stage (Elevation 24) the piezometers data should be collected and read every eight hours, and at the Major Flood Stage (Elevation 28) the piezometers data should be collected and read every four hours.

f. On-Call Geotechnical Services

The contractor shall provide hourly rates for geotechnical engineering services to ensure the integrity of the structure through testing and emergency repair recommendations. Geotechnical engineering services may be requested, at the discretion of the Town Engineer, if signs of distress to the structure are noted during a flood event.

3. SUBMISSION DEADLINE

All proposals must be received no later than 11:00 a.m. on Tuesday, March 3, 2015. Three copies of the proposal shall be submitted via hand delivery or U.S. Postal Mail to:

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

Proposal may not be withdrawn for a period of ninety (90) days. Proposals received later than the deadline shall not be considered. Respondents to this RFP are hereby notified that all proposals submitted and information contained therein and attached thereto will not become public information until selection of the successful respondent.

4. CONTENT OF PROPOSAL

All submissions shall include the following information:

A. Submittal Letter

Respondents shall submit a cover letter, addressed to the Purchasing Agent, signed by the contractor which provides an overview of the respondent's proposal, as well as the name, title and phone number of the person to whom the Town may direct questions concerning the proposal.

B. Proposal Details

All respondents are required to complete and submit a detailed proposal and work plan outlining how they propose to provide the services outlined in their proposal.

C. Certifications

All respondents are required to disclose any and all certifications that have been obtained which document and support the responsibility of the company and its ability to perform the work. Include the name, certification number, date obtained and expiration of each certification.

D. References and Experience

Respondents must demonstrate sufficient experience in the field to perform work proposed. The customer references must include the name of the organization, address and telephone number, individual contact person, where similar services were performed and a description of the services provided.

E. Organizational Structure

All interested firms must submit a detailed organizational chart outlining the structure under which the firm proposes to conduct business. Proposed subconsultants should be clearly identified. The relationship to any "parent" firm or subsidiary firm, with any of the parties concerned, must be clearly identified. Personnel in responsible charge of the project will be required to possess and maintain a valid Connecticut Professional Engineer's License.

5. INQUIRIES

All questions pertaining to this Request for Proposal shall be faxed to Michelle Enman, Purchasing Agent, at fax number (860) 282-4857 or emailed to menman@easthartfordct.gov

6. PRE-BID MEETING

Interested parties must attend a mandatory pre-bid meeting. The mandatory pre-bid conference will be at Town Hall, 740 Main Street, East Hartford, CT on Thursday, February 19, 2015 @ 10:00 a.m. in the second floor Welling Conference Room. Copies of inspection and testing reports from the prior year will be available for review at the pre-bid meeting. If necessary, site visits will take place after the meeting.

7. SELECTION PROCESS

The proposals will be evaluated by the Town based upon the following factors:

1. Price
2. Technical Competence
3. Capacity and capability to perform the work within the required timeframe
4. Past record of performance
5. Knowledge of Army Corps of Engineers policies and procedures

8. TERM OF CONTRACT

The term of this contract shall be for one year.

BID SHEET

Piezometer Monitoring Price Per Location \$ _____
Total 11 Piezometers \$ _____

Megger Testing Lump Sum Price \$ _____

Flood Wall Monitoring Price Per Location \$ _____
Total 3 Locations \$ _____

Crane Testing Lump Sum Price \$ _____

On-Call Monitoring Price per Hour \$ _____
Total 16 Hours \$ _____

On-Call Geotechnical Price Per Hour \$ _____
Total 16 Hours \$ _____

TOTAL \$ _____

To submit a bid offer, return this bid sheet, a corporate resolution and submittal letter stated on page 12

PRINT OR TYPE ONLY

Bid procedure questions should be directed to:
Michelle Enman, Purchasing Agent @860.291.7271

BIDDER _____

BY _____
TITLE

WRITTEN SIGNATURE _____

ADDRESS _____

ZIP CODE _____

TELEPHONE _____

FAX _____

EMAIL _____

TAX COLLECTOR VERIFICATION _____
NO DELINQUENT TAXES OWED BY THE **AWARDED**
BIDDER TO THE TOWN OF EAST HARTFORD, CT