

**Non-Mandatory Project Scoping Meeting for
The Design of the Forbes Street Culverts Replacement Project
Request for Proposal – Bid #16-19
Town of East Hartford
2:00 pm on March 10, 2016
Welling Conference Room
Meeting Minutes**

ATTENDEES

Town of East Hartford
Prospective Consultants
(See attached sign-in sheet)

The Town hosted a non-mandatory scoping meeting for RFP #16-19 for the design of the Forbes Street Culverts Replacement Project. The attached agenda lists the elements that brought to the attention of the Consultants by Town.

The meeting began at approximately 2:00 pm.

Mr. Nick Casparino (Town) provided introductions of the Town Officials and notified the consultants that the bid opening is at 11:00 am on March 24, 2016 at the Town of East Hartford Purchasing Agents Office.

The consultants were requested to complete a sign-in sheet. It was made clear that attendance at the meeting was not required to submit a proposal and that signing the sign-in sheet was not mandatory.

There was a discussion on each item included in the attached agenda including an overall review of the type of work to be done in the project.

The meeting agenda, minutes of the scoping meeting, sign-in sheet and answer to any of the questions not provided at the scoping meeting will be posted on the website. The consultants are responsible to check for updated information on the Town's website.

All questions concerning the project must be sent to the Purchasing Agent's Office at Town Hall in East Hartford in writing. All bidders' questions should be submitted by Thursday, March 17, 2016.

The contact information for the Purchasing Agent is as follows:

Michelle Enman
Purchasing Agent
(860) 291-7271
Menman@easthartfordct.gov

After the Town's presentation, the consultants were welcomed to ask the Town questions concerning the project and the required proposal.

The following is a summary of the topics discussed during this period:

Q: Some of the items noted in the RFP such as the cost of property maps are considered optional. How should the RFP be handled when preparing the cost of the proposals?

A: The proposals are to include all of the costs necessary to complete all elements of the RFP including the base contract, optional items such as the property map development, time & material elements. The cost of the proposals is to include all items, even those listed as optional, in the total cost of the proposal.

Q: What if Environmental tasks higher than 110 will need to be performed?

A: The cost of Task 110 is to be included in the base contract. While the Town does not anticipate task 110 to reveal any problems, it may become necessary to perform higher tasks. If so, they will be negotiated separately once the scope of environmental work has been determined by the Task 110.

Q: What investigations / data collection elements are to be included in the proposals?

A: The consultants must include all items required to complete the design. All investigations necessary to successfully complete the project are to be included in the proposal. A design schedule including milestones and man-hour projections are to be included in the proposal to document the proposal costs. The proposals shall include sufficient information to insure that Town staff can determine if the Consultant has included all elements of the RFP.

Q: Will there be any sidewalk reconstruction?

A: No sidewalk reconstruction associated with the roadway resurfacing is anticipated, except portions removed in conjunction with the culvert reconstruction. All appropriate project elements are to be ADA compliant so the possibility exists that a sidewalk ramp might need to be installed. If the proposed vertical alignment of the roadway requires adjustment of the public sidewalk, the sidewalk section through the driveway might need to be replaced if the apron is too steep.

Q: Who will be responsible for the utility test pits? How many test pits will be necessary? Who will determine the number?

A: The proposal is to include a budget to conduct all test pits necessary to complete the project including the test pits of the public utilities. Test pits in sufficient number to determine the extent of the work will be performed. The consultant is responsible to determine the necessary budget to complete the appropriate test pits.

Q: What guidelines should the consultant follow when considering water quality measures?

A: Water quality measures at the storm drainage system tie-in points should be considered, and the consultant will advise the Town about the best possible solution and include this in its base contract. The cost of the design of water quality measures and associated bid elements are to be shown as an optional item in the proposal.

Q: Who will be responsible to write the utility relocation agreements?

A: The Town and utility companies will be involved in writing the utility relocation agreements; the consultant will assist in the Town in their development.

Q: How many property appraisals will the Town require?

A: The Town will advise the consultants regarding the number of property appraisals required for the property right acquisitions. **(Subsequent to the meeting – see below)**

Q: Will the consultant be performing the legal work required to obtain the property or rights required to accomplish the necessary work? Has the Town considered utilizing a time & material basis for the cost of the legal assistance?

A: All legal work necessary (i.e.: title searches, appraisals, negotiations, closings, etc.) for property or rights acquired outside the town's right of way will be performed by the consultant or its subcontractor. A maximum of 6 properties will require property right acquisition. The proposals are to include a unit cost per each property requiring property right acquisition. The Town would evaluate the possibility of modifying the pay item for the legal activities. **(Subsequent to the meeting = see the modification noted below.)**

Q: Will the Town consider the use of eminent domain to obtain property rights?

A: The Town may utilize eminent domain but it will only be utilized as a last resort. The proposals are to assume that the property rights will be obtained through negotiations with the affected property owners.

Q: The RFP references various DOT design methodology. What is DOT involvement on the project? Will DOT be reviewing the design?

A: DOT guidelines will be followed when performing this task. All reviews except regulatory reviews will be done by the Town. Local funding will be utilized for the design of the project. DOT is not involved in the project and will not be reviewing the design.

Q: Who will be charged with hosting the bid documents?

A: The consultant will host the documents on its website during the bidding process. Some means is to be provided so that a list of plan holders is developed. The bid opening will be held in the Purchasing Office at Town Hall. The Consultant will be responsible to have a representative available at the bid opening and complete a bid evaluation along with reference checks of the prospective contractors.

Q: Provide information on the Town's lack of standardized contracts. What information will the Consultants be required to provide?

A: The consultants will be responsible to develop the professional services contract and the construction contract which are acceptable to the Town's Assistant Corporation Counsel. The Town will provide

standard instruction for bidders from the Town's Purchase Department which must be incorporated into the construction contract.

Q: Describe the selection process for the RFP?

A: Cost is an important component of the selection process but it is not the only criteria in the selection of the successful Consultant. The highest rated proposal will be deemed in the best interest of the Town. The Town will interview a short list of the consultants with the highest rated proposals prior to completing the Town's administrative actions.

Other items discussed

The Consultant might be required to obtain property rights to complete soil investigations due to the possible lack of existing property rights in favor of the Town.

For written responses to questions, they must be submitted to the Purchasing Agent by March 17th, unless it is determined to be in the Town's interest to answer a question submitted after that date.

The meeting ended at approximately 3:00 pm.

Attached is a copy of the sign in sheet and agenda.

Subsequent to the meeting the following modifications have been made to the RFP or information provided.

Property Appraisals:

One appraisal will be required for each property requiring property right acquisition. This language will be provided in Addendum #1.

Legal Services:

The RFP will be modified to eliminate the unit cost approach for the legal service and it will be replaced with a time & material basis with a not to exceed value for the legal services on up to 6 impacted properties. Additional language on the modification will be provided in Addendum #1.

Roadway Resurfacing:

The Town's Road Improvement Program has completed work in close proximity to the two culverts. The Town will provide the pavement cores, test pits and pavement design summary sheet from the two Road Improvement Projects.

The roadway pavement which is disturbed by the installation of the culverts will require total reconstruction. The Consultant will be responsible to determine the appropriate pavement design for the roadway segment that is located outside the limits of the two Roadway Improvement Projects and disturbance resulting from the culvert replacement.

The pavement area located within the limits of the 2011 Roadway Improvement Project that is not disturbed by the culvert replacement shall be milled and paved. The installation of the surface course for the entire project is to be placed at one time for the project. The limit of the mill and pave work shall be from face of curb to face of curb.

The Consultant will be required to develop the appropriate pavement designs for the various pavement restoration efforts. Sufficient survey is required complete the project including the pavement restoration and insure that ADA requirements are met. Additional language on the modification will be provided in Addendum #1.

**TOWN OF EAST HARTFORD, CT
PURCHASING DEPARTMENT
NON-MANDATORY PRE-BID SIGN IN SHEET**

BID # 16-19 – R.F.P. – DESIGN OF THE FORBES STREET CULVERTS PROJECT

DATE: THURSDAY, MARCH 10, 2016 @ 2 P.M. AT THE WELLING CONFERENCE ROOM, 740 MAIN STREET, EAST HARTFORD, CT. 06108

PRINT CLEARLY

COMPANY & YOUR NAME WMC Engineers - Stephen McDonnell
ADDRESS: 27 Holme, Rte. Newington 06111 ZIP CODE
Phone # (260) 667-8624 Fax # (260) 665-1551
PRIMARY EMAIL smcdonnell@wmcengineers.com

COMPANY & YOUR NAME AI ENGINEERS INC / Michael PATENAUDE
ADDRESS: 919 Middle Street Middletown CT 06457 ZIP CODE
Phone # 860-635-7140 x179 Fax # _____
PRIMARY EMAIL MPATENAUDE@AIENGINEERS.COM

COMPANY & YOUR NAME Milone and MacBrien Shelley Plude
ADDRESS: 99 Reatty Drive Cheshire, CT 06410 ZIP CODE
Phone # 203-271-1773 Fax # 803-272-7733
PRIMARY EMAIL splude@mmmc.com

COMPANY & YOUR NAME BETA Group Roy Seelye
ADDRESS: 1010 Wethersfield Ave Hartford CT 06114 ZIP CODE
Phone # 860 513-1503 Fax # 860-513-1582
PRIMARY EMAIL Rseelye@beta-inc.com

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COMPANY & YOUR NAME Anchor Engineering - Dennis Garceau, PE
ADDRESS: 41 Sequin Dr., Glastonbury, Ct 06033 ZIP CODE
Phone # 860-633-8770 Fax # 860-633-5971
PRIMARY EMAIL dgarceau@anchovengt.com

COMPANY & YOUR NAME Tectonic Engineering
ADDRESS: 1344 Silas Deane Hwy, Tocky Hill CT 06067 ZIP CODE
Phone # 860-562-2541 Fax # 860-258-4882
PRIMARY EMAIL jscalq@tectonicengineering.com

COMPANY & YOUR NAME AI Engineers, Ajit S. Gokhale
ADDRESS: 919 Middle St Middletown CT ZIP CODE
Phone # 860-635-7740 Fax # _____
PRIMARY EMAIL agokhale@aiengineers.com

COMPANY & YOUR NAME BENESCH STEVE DRECHSLER
ADDRESS: 90 NATIONAL DR. GLASTONBURY, CT 06033 ZIP CODE
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PRIMARY EMAIL SDRECHSLER@BENESCH.COM

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COMPANY & YOUR NAME Harry Rocheville & Camilo Gaviria of Centek Eng.
ADDRESS: 63-2 N. Bedford rd Bedford, CT ZIP CODE _____
Phone # 203-488-0580 Fax # _____
PRIMARY EMAIL hrocheville@centekeng.com

COMPANY & YOUR NAME CARDINAL Engineering Assoc. Joseph Lemada II
ADDRESS: 3 Colony Meriden CT ZIP CODE 06451
Phone # 203 238 1969 Fax # 203 630 2056
PRIMARY EMAIL jac3@cardinal-engineering.com

COMPANY & YOUR NAME Stantec Andrew Lessard
ADDRESS: 55 Church St Suite 601 New Haven CT 06510 ZIP CODE _____
Phone # 203-495-1645 Fax # 203-495-1652
PRIMARY EMAIL andrew.lessard@stantec.com

COMPANY & YOUR NAME Lenard Engineering - James DeSellier
ADDRESS: 2210 main st Glastonbury ZIP CODE _____
Phone # 860 659 3100 Fax # _____
PRIMARY EMAIL jdesellier@Lenard-eng.com

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Request for Proposal – Bid #16-19
Town of East Hartford
2:00 pm on March 10, 2016
Welling Conference Room**

1. Introductions - Denise Horan, Town Engineer
Nick Casparino, Civil Engineer
2. Sign-in Sheet – Please complete the sign-in sheet and provide email contact data.
3. Information concerning the RFP is available on the Town’s website (www.easthartfordct.gov – current bid link on the Purchasing Department page). The agenda and meeting minutes for the scoping will be posted on the website. The Consultants are responsible to check the website for updates.
4. Bid Opening – 11:00 am on Thursday March 24, 2016 in the Purchasing Department. One original and two copies of the proposal are to be submitted.
5. All questions are to be in writing and submitted to Michelle Enman, Purchasing Agent menman@easthartfordct.gov by Thursday March 17, 2016. Phone number and mailing address are found in the RFP. The Town will not guarantee a response will be provided to questions received after this date.
6. Purpose of the Scoping meeting – Provide an overview of the project and to allow for the Consultants to ask questions of the Town. The RFP is for professional services which will provide comprehensive services associated with the design of all phases of the project with the exception of construction administration & inspection. Construction administration and inspection services are not included in the RFP and will be secured separately.
7. Funding – Town is an equal opportunity employer and does not any have mandatory set aside requirements.
 - a. Design – Local bond funding with no State or Federal funds.
 - b. Construction – The current assumption is that local bond funds will be utilized but the Town will explore all alternate sources of available funding sources.
8. Proposed design duration – Approximately 24 months if it is determined that a property right acquisition activities are required.
9. The Consultants will be reporting to the Engineering Division. Monthly status / coordination meetings will be held.

10. Personnel – The Consultant shall provide sufficient qualified personnel for timely completion of the project. The proposals are to include the proposed design team including identification of the project manager, roster of proposed personnel and sub consultants to be utilized.
11. Meetings – The Consultant will be responsible to attend all meetings with Federal, State, Local Agencies, Town staff, public utility companies and public required for the completion of the services contained in the RFP as well as a pre-bid meeting with prospective contractors. The Consultant will be responsible for the preparation of meeting agendas, minutes, presentation materials, etc.
12. Mapping provided with the Town’s RFP – Information was available in the Engineering Division records. The utility plans are provided for informational purposes and should not be considered as-built. The successful Consultant will be responsible to obtain the latest available information.
13. Project Description
 - a. Forbes Street is classified as a minor arterial with 2012 ADT of 7,400 (DOT location 54)
 - b. Replacement of two culverts on Forbes Street
 - c. Roadway resurfacing – proposed limits are front of walk to front of walk. (i.e. new curbing, new aprons, regrading of the snow shelves to improve drainage, etc.) Forbes Street in the vicinity of the south culvert received a 3.25” mill and pave in 2011. The roadway resurfacing in this area will likely be a different resurfacing treatment than the area located to the north of Forest Street.
 - d. Northern culvert crossing – 36” CMP with concrete headwalls on both sides of the roadway.
 - 1) Two existing catch basins are located at the roadway sag at the culvert.
 - 2) Property rights might be required at the culvert inlet and outlet.
 - 3) The Town made repairs to the sidewalk areas and fences located along the sides of the road at the culvert crossing a few years ago. The CMP culvert had rusted out at the invert and pipe is deforming.
 - e. Southern culvert crossing - 3’ x 3’ concrete culvert with 42” CMP pipes extensions on each side of the culvert.
 - 1) Two existing catch basins are located at the roadway sag at the culvert. Two existing storm drainage systems connect to the culvert.
 - 2) An inspection report has been included in the RFP documentation for the culvert. In response to the poor condition of the culvert, steel plates were installed approximately 1.5’ above the existing culvert in 2012. Prior to the installation of the steel plates, Public Works placed a localized concrete pour to address a sinkhole over the culvert.
 - 3) A 12” water main and a +/- 6” steel gas run through the concrete box culvert. The project will include the relocation and / or abandonment of the utilities located within the box culvert.

- 4) Another bituminous concrete pavement was encountered during the installation of the steel plates. The bituminous concrete was found below the existing roadway surface and processed aggregate base.

14. Scope of Services

- a. Data collection
- b. Survey
- c. Structure selection – exploring the type of culvert that is in the Town’s best interest for long term life / maintenance.
- d. Inland wetland delineation & report – State and Federal defined
- e. Geotechnical engineering – test pits & borings for the culverts, utility location as well as the roadway resurfacing. Please note that the Consultant might need to secure the right to work on private property to conduct borings located outside of the roadway right of way due to the lack of existing easements.
- f. Environmental Engineering
- g. Hydrologic & Hydraulics
- h. Storm drainage
- i. Utility coordination / relocations
- j. Pavement design
- k. Plan & specification development
- l. Public Involvement
- m. Regulatory permitting & approvals
- n. Water quality
- o. Property Right Acquisition / Legal Services
- p. Bidding
- q. Bid Evaluation
- r. Construction consultation services – approval of submittals / shop drawings and RFI process concerning the design.
- s. As-builts

15. Regulatory Areas

- a. State defined and Federal Inland Wetlands must delineated along with the appropriate report
- b. Flood Zones – Flood Zone AE with floodways

16. Environmental Task 110 will be part of the base contract. Subsequent Environmental Tasks will be subject to negotiation based on the recommended scope of work.

17. ADA – Appropriate ADA requirements will be incorporated into the design.

18. Staged Construction - Forbes Street is one of the few north / south minor arterials in the Town's road network. The closing of Forbes Street will not be allowed during construction. The appropriate staged construction elements are to be included in the base contract. Appropriate coordination efforts with the local Public Safety Agencies, Board of Education Transportation unit, Connecticut Transit and Public Works are to be included in the base contract.
19. Water Quality – The base contract is to include a task to explore the possible water quality elements that might be incorporated into the design for the Forbes Street storm drainage systems. An optional Task and associated cost must be included in the proposal for the inclusion of the design and associated plan development to incorporate the water quality elements.
20. Permitting
 - a. Federal
 - b. State
 - c. Municipal
 - 1) Local Inland wetlands
 - 2) Potential - Erosion and Sedimentation control approval if the area of the disturbance for the roadway resurfacing (exposed based only) and culvert replacement exceeds ½ acre.
 - 3) Development within a Flood Hazard Zone
 - 4) Development of an 8-24 Referral
21. Submissions
 - a. Conceptual / Structure selection including report
 - b. Preliminary – 35% including design report and cost estimate
 - c. Semi-final = 90% including design report, cost estimate, specifications and draft construction contract
 - d. Final = 100% including all documents and bid documents
22. Reviews will be completed by the Engineering Division and the appropriate Regulatory Agencies. The Consultant will be responsible to address all comments and incorporate the appropriate comments into the design including comments generated at the public involvement process.
23. Approval will be required for the Town prior to commencing any Tasks and subsequent design phases. The Consultant will not be compensated for any of the optional elements not utilized on the project. Payments for time and material and unit cost elements will be made for the appropriate amounts.
24. Utility Coordination / Utility Relocation Mapping – The base contract is to include all of the necessary coordination, communications and meetings with the owners of public utilities and telecommunication companies located within the project limits. Any utility relocation plans developed in support of the project are to be included in the Town's bid documents for informational purposes.

25. Public Involvement Process – One public meeting is proposed at the end of the preliminary design phase. The Consultant will conduct the meeting with the support of the Town. Meeting will be held at East Hartford Town Hall. Consultant will be required to develop a mailing list, publish the meeting notice in the Hartford Courant, provide all presentation materials, agenda and meeting minutes.
26. Monthly Invoicing to be processed by the Engineering Division
27. Professional Service Contracts – The Town does not have standard contracts for professional services or construction services. The successful Consultant will be responsible to develop the appropriate contracts which are acceptable to the Town’s Assistant Corporation Counsel. The professional service contract must incorporate the RFP into the contract requirements.
 - a. The contract must include a project schedule with the identification of milestones
 - b. Provide man-hour projection and pay rates broken down by tasks and job classifications.
28. Construction Bid Documents - The Town will provide the Town’s standard instruction for bidders which includes the Town’s insurance requirements for construction contract. As noted, the Town does not have a standard contract form. The Town can provide information and samples from past contracts but the Consultant will be responsible to develop the appropriate front end documents. The Consultant will be responsible to develop a complete construction contract including: the invitation to bid, bid sheet, to obtain and incorporate the prevailing wages, special conditions, technical specifications, utility coordination information, etc.
 - a. The Town will publish notice of the construction bid
 - b. The Consultant is responsible to electronically host the bid documents during bidding process.
 - c. The Consultant will assist the Town in answering RFI’s and the development of all necessary bid addenda during the bidding process.
29. Construction Bid Evaluation – The Consultant will prepare a bid evaluation and recommendation. The effort will include reference checks of the contractors.

Proposal Elements

1. Base Contract – (Lump sum) The Base contract is to include all Tasks and outlined in the RFP except as noted.
2. Direct Expenses
 - a. Subcontractors
 - b. Town permit fees for work on Town property. Permit fees are waived. Contractors will be responsible to comply with the insurance, bond and hold harmless requirements associated

- with obtaining a permit through the Engineering Division. A license fee of \$35/ calendar year cannot be waived.
- c. Budget for reimbursable expenses, including but not limited to mileage, postage, reproductions, permit fees, advertising costs, etc. Equipment rentals will not be reimbursable expenses.
3. Water Quality
 - a. Base contract to include all costs with exploring the possibilities of installing water quality elements.
 - b. The design of any water quality elements is to be identified separate from the base contract (lump sum).
 4. Property acquisition (optional task - requires approval from the Town)
 - a. Property map development - assume 6 property maps with a unit cost per each for the maps.
 - b. Legal services – assume 6 properties will be impacted and provide a unit cost for each to assist the Town to appraise, negotiate, purchase and secure the necessary property rights.
 5. Environmental Services
 - a. Task 110 – cost is to be included in the base bid.
 - b. Higher tasks are to be negotiated separately based on the Task 100 findings.
 6. Construction Consultation Phase is to be compensated on an hourly basis. A budget with a not to exceed value is to be included in the proposal. Prior to the bidding of the construction contract, the successful Consultant shall provide the Town with a payroll roster and the most current State approved audit associated with the BF&O multipliers which will be utilized for the Task.

The Consultants shall indicate any other costs that they consider necessary for the completion of the project. The value of which must be included in the Consultant's proposal.

Selection process

The Town will utilize a panel of three staff members to review and rate all of the submitted proposals. The Town intends to meet with the firms submitting the highest rated proposals (normally 3 to 5 firms). The Consultants will be provided approximately 45 minutes to present their proposal (+/-20 minutes presentation, 20 minutes question & answer session & 5 minutes for closing remarks). The Town's panel will make a recommendation to the Public Work's Director which if approved will be transmitted to the Mayor for final approval.

The Town will award the project based on the proposal which is deemed in the best interest of the Town. Competitiveness of the proposed fee and costs is an important element but is not the only criteria.