

REQUEST FOR PROPOSAL

Survey Services for Repair to Bridge 05155 West Hyerdale Dr. over Marshapaug River

Goshen Department of Public Works



Town of Goshen, Connecticut

Issue date: February 11, 2022

Prepared by:

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www.goshenct.gov

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SECTION I

GENERAL INFORMATION

The Town of Goshen is seeking proposals from qualified survey consultants for services as outlined under Section III, Scope of Services. It is the intent of the Town to enter into a contractual agreement with one Consultant to provide such survey services per the included project schedule.

Proposal Form

Proposals shall be submitted on the Proposal Submittal Form Included in this Request for Proposal package. All additional written information to be submitted shall be attached to the Request for Proposal Form.

Forms are to be signed by a partner of the business submitting bid or other duly authorized employee.

Proposal Price

The total proposal price shall include all charges, for delivery of a completed scope of services to the project engineer either electronically, hard copies or a combination of the two.

Scope of Services

The consulting surveying firm shall demonstrate the ability to provide the range of services the Town is requesting per the Scope of Services, provide a list of 3 similar projects completed to date.

Project Schedule

The following is the proposed schedule for the selection process and project work schedule:

- Date of RFP Issuance February 11, 2022
- Submittal Due March 1, 2022
- Possible Recommendation March 8, 2022
- Complete Project June 1, 2022

Questions & Contact with Town Personnel

At no time shall the Applicant, its agent, representatives or contracted personnel contact or otherwise communicate with Town personnel. All questions relating to the RFP are to be addressed to Garret Harlow, Supervisor of Public Works– Town of Goshen; gharlow@goshenct.gov or (860) 491-6029. Deadline for questions is 4:00 pm February 24, 2022 Addenda information shall be shared in writing, as necessary, to all participants.

The Town of Goshen does not discriminate on the basis of sex, race, age, physical disability, religion or national origin.\

SECTION II

SUBMISSION INSTRUCTIONS

Proposal Procedures

Submissions shall be submitted in duplicate on the forms designated by the Town of Goshen. Additional information to be included along with forms as follows:

1. List of similar projects
2. Proposed staff
3. References (can be included as part of project list)
4. Insurance certificates for general liability and professional liability

Proposal Submission and Delivery

Submit **sealed proposals**, clearly marked: “**Survey Services, Bridge 05155**”, to the First Selectman’s office at:

Town of Goshen
42A North Street
Goshen, CT 06756

Proposals will be accepted at the location up until **4:45 p.m. of Tuesday, March 1, 2022.** Proposals will be opened and read aloud at the 5:00 Selectman’s meeting. No immediate decision will be rendered.

No faxed, emailed, or late proposals will be accepted. The Town will not be responsible for proposals placed in the mail which do not arrive by the deadline. If RFP’s are mailed, the sender is to send a sealed envelope clearly marked with RFP-as stated above within the mailed envelope.

Proposals received before the time of opening will be kept by the Town Selectman securely and unopened. Proposals received after the deadline will not be considered. The Town reserves the right to interview applicants prior to making a final recommendation.

Scope and Submission information may be obtained from the Town of Goshen website at www.goshenct.gov. Information is also available at the Public Works Office at:

Goshen Public Works Dept.
38 Torrington Road
Goshen, CT 06756
PH. (860) 491-6029
FAX (860) 491-6036

Preparation of Documents

There is no expressed or implied obligation of the Town of Goshen to reimburse responding applicants for any expenses incurred in preparing proposals in response to

this request. All Proposals become the property of the Town of Goshen and as such are a matter of public record.

Modification or Withdrawal of Proposal

Bids can be withdrawn or modified only by written or telegraphic request received before proposal receipt time of **March 1, 2022 at 4:45 p.m.** Telegraphic requests must be confirmed by letter postmarked earlier than bid receipt time.

Proposals

Proposals will be opened publicly on **March 1, 2022** at the Goshen Town Hall, 42A North Street, Goshen, CT 06756, during the 5:00 p.m. Selectmen's Meeting.

Fair Employment Practices

The successful Consultant shall agree that neither he nor his Sub-consultant will refuse to hire or employ or to bar or to discharge from employment an individual, or to discriminate against him in compensation or ill terms, conditions or privileges of employment because of race, color religious creed, age, sex, national origin, or ancestry, except in the case of a bona fide occupational qualification or need.

The terms stated above are taken from Section 31-126 of the Connecticut General Statutes, "Unfair Employment Practices". In addition, the Consultant shall not discriminate with regard to requirements of ADA.

Rejection of Proposals

The Town of Goshen reserves the right to not accept any or all proposals. The Town of Goshen reserves the right to waive informalities, and make an award in any manner that is most beneficial to the Town of Goshen. Nothing in the request for proposal or the contract documents shall be interpreted as restricting these rights.

Proposals may be rejected if:

- If it includes unexplained interlineations, alterations, or erasures on the form;
- If it is made subject to any qualifications or restriction added by the proposer;
- If it is in any way incomplete or irregular.

Expiration of the Proposal

By submitting a proposal the applicant offers to enter into the Contract, the form and content of which shall be agreed upon by both parties. The applicant's proposal shall not be revocable for ninety (90) days following the response deadline indicated above. The Town reserves the right to waive any defects in the offer of any vendor, to reject any or all offers, and to request additional information from any and all vendors.

Award of Contract

The Town of Goshen will issue a Purchase Order to the successful consultant within approximately two weeks of the proposal being due.

IRS W-9 Form

The selected consultant is required to provide the Town of Goshen with a completed IRS W-9 form within ten (10) working days of notification of bid award.

Taxes

The Town of Goshen is excluded from paying all Federal Excise Taxes and State Sales Taxes. Consultant shall not include any tax in his cost.

SECTION III

Scope of Services

Introduction

The Town of Goshen intends to install structural liners in the four 12'-4" wide x 7'-9" high pipe-arch culverts that comprise Bridge 05155 on West Hyerdale Drive at the Marshepaug River crossing. A variety of temporary and permanent site work is necessary to construct the liners. At the same time, the Town intends to seek a *Letter of Map Revision* from FEMA to correct original hydraulic modeling errors along the Marshepaug River between West Hyerdale Drive and Sharon Turnpike (State Route 4) in Goshen. These modeling errors are embedded in the prevailing FEMA *Flood Insurance Study* and *Flood Insurance Rate Maps* for Goshen.

These two projects are separate but related by the presence of the Marshepaug River. The Town seeks to engage a Connecticut-licensed land surveyor to provide the professional surveying services required for both projects as one assignment.

Supplemental Documents

Attached, please find the following documents, which supplement the scope of services listed below:

1. *Survey Limits Map* dated January 25, 2022 by Lenard Engineering, Inc.
2. *Hydraulic Cross Section Map* dated January 25, 2022 by Lenard Engineering, Inc.
3. *Typical Channel Section* sketch dated January 25, 2022 by Lenard Engineering, Inc. This sketch shows requirements for surveying of river channel cross sections.

Scope of Services

The selected surveyor shall provide the following professional services:

- 1) Coordinate all survey work with the Town of Goshen and its consulting engineer (Lenard Engineering, Inc.; hereinafter – Engineer).
- 2) Establish horizontal control (NAD 83) and vertical control (NGVD-29) for the topographic survey at Bridge 05155 and for the channel cross section survey along the reach from West Hyerdale Drive to Sharon Turnpike. All survey data for this project shall be tied to these datums.
- 3) Determine and report the conversion value from NGVD-29 to NAVD-88 at the site.
- 4) Set at least three horizontal control points and three benchmarks within the topographic survey limits as defined on the *Survey Limits Map*. To the extent that can be predicted at the time of survey, these control points and benchmarks shall be placed in areas that will not likely be disturbed by construction activity. The Engineer will provide the surveyor with a preliminary sketch of anticipated construction limits prior to the commencement of survey.

- 5) Survey cross-sections of the Marshepaug River channel at locations depicted on the *Survey Limits Map* (seven locations required) and the *Hydraulic Cross Section Map* (27 locations required). The Engineer will refine and flag the cross section locations prior to the commencement of survey.
- 6) Prepare a Class T-2 topographic survey within the limits defined on the *Survey Limits Map*. The survey shall be prepared at a Scale 1" = 20' and shall have a two-foot contour interval. *Note: The limits of survey include bathymetry of scour holes and the river channel at the inlet and outlet of the existing culverts.*
- 7) Horizontally and vertically locate the invert and crown of each culvert barrel at the upstream and downstream ends.
- 8) Within the topographic survey limits, locate and plot the existing highway lines and applicable Town and utility easements with Class A-2 precision.
- 9) Locate physical evidence of subsurface and above-grade utilities within the project limits. This work shall include invert elevations and pipe size/diameter for all storm and sanitary sewers. The Town will arrange for utility mark-outs via *Call Before You Dig* immediately in advance of the survey field work.
- 10) Locate wetland delineation and ordinary high water mark flagging placed by the Town's wetland scientist.
Notes:
 - a) *Wetland and watercourse flagging will be limited to the immediate vicinity of Bridge 05155, approximately as depicted on the Survey Limits Map.*
 - b) *State and Federal wetland and ordinary high water mark delineation may be coincident (one composite flagging sequence) or comprised of up to three separate flagging sequences at this site.*
- 11) Provide the Engineer with a working drawing of all survey information in AutoCAD (DWG) format. A finished base map is not required. However, the working drawing shall show all survey points, contours, culverts, storm sewers, utilities, horizontal and vertical control, street lines, existing easements, etc.
- 12) Provide the Engineer with a coordinate list and shot descriptions for all survey points, including horizontal and vertical control points.
- 13) Provide the Engineer with the TIN utilized to create the contours. Alternately, provide the Engineer with the AutoCAD surface used to create the contours.
- 14) Provide the Engineer with cross-tie sketches in AutoCAD (DWG) format for all horizontal control points.
- 15) Following completion of the design process, prepare two Class B right-of-way maps for adjacent private properties. The Engineer will establish:
 - The project baseline
 - Baseline stationing and offsets for temporary and permanent easements

- The nature of easements and/or rights required for each property

As of the date of this solicitation, the Town anticipates that right-of-way maps will be required for the following properties:

- 9 Canterbury Court (N/F Palmer & Riiska Assessor's Map 06 – Block 006 – Lot 142-00)
- West Hyerdale Drive (N/F Lutjen Assessor's Map 06 – Block 006 – Lot 360-00)

Additional right-of-way maps, if required, will be considered as additional services.

Additional Information

- 1) The Engineer intends to utilize the information developed by the surveyor to compile composite cross sections of the Marshepaug River and associated flood plain for use in hydraulic modeling of the river. To create these cross sections, the Engineer will hold the field-survey channel data as supplied by the surveyor and develop the overbank geometry using the 2016 Connecticut LiDAR DEM, adjusted to NGVD-29.
- 2) The Town will acquire permission for the surveyor to gain access to applicable private properties for field work.
- 3) Questions pertaining to this solicitation shall be directed by e-mail to Mr. Garret Harlow, Public Works Supervisor for the Town of Goshen at gharlow@goshenct.gov. Responses will be distributed to all respondents.

Project Contacts:

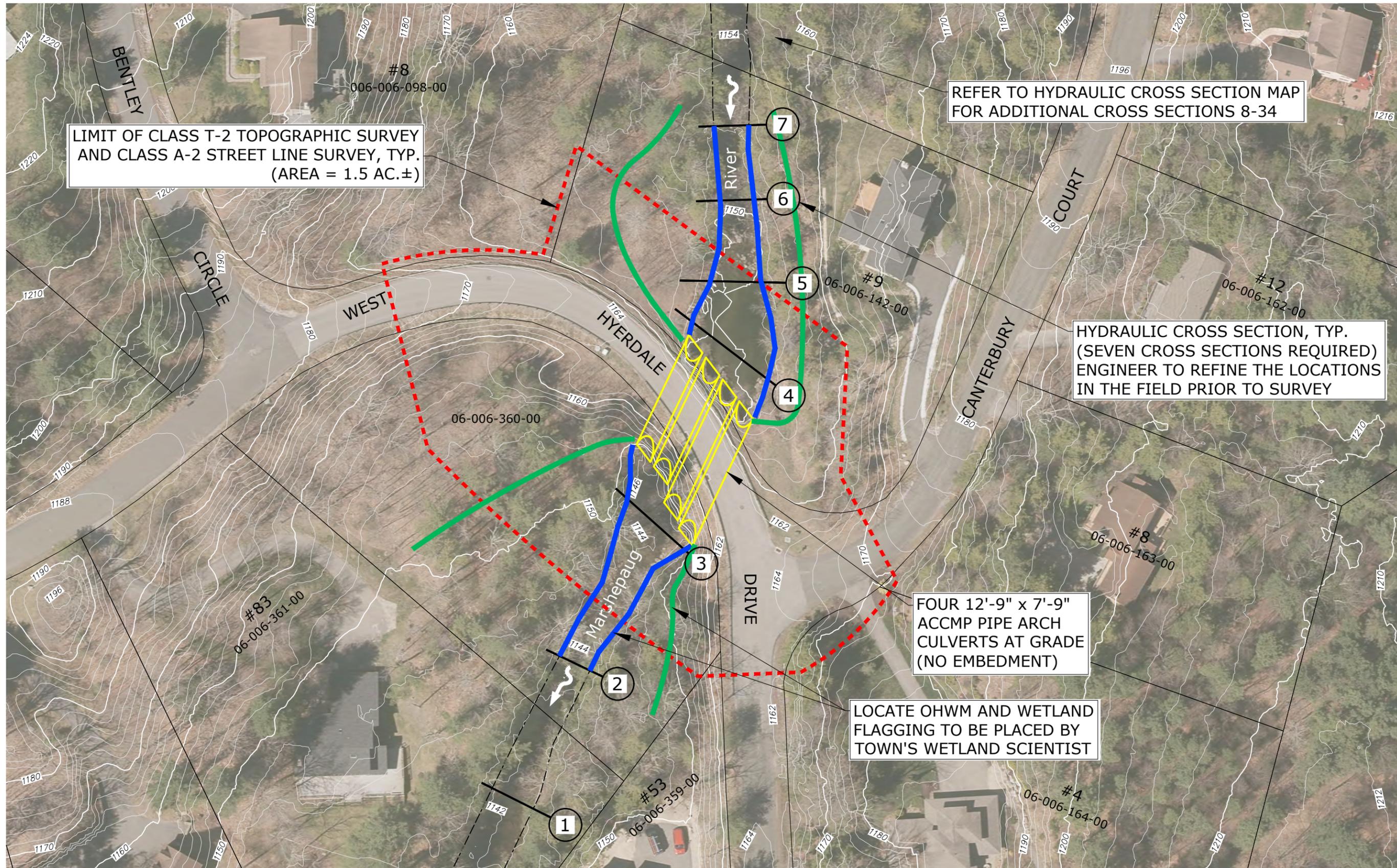
Town of Goshen

Garret Harlow – Public Works
Supervisor
42A North Street
Goshen, CT 06756
TEL: 860-491-6029
CELL: 860-601-6100
E-MAIL: gharlow@goshenct.gov

Consulting Engineer

David N. Battista, P.E.

Lenard Engineering, Inc.
140 Willow Street – Suite #8
Winsted, CT 06098
TEL: 860-379-6669
CELL: 860-485-4262
E-MAIL: battista@lenard-eng.com



LIMIT OF CLASS T-2 TOPOGRAPHIC SURVEY AND CLASS A-2 STREET LINE SURVEY, TYP. (AREA = 1.5 AC.±)

REFER TO HYDRAULIC CROSS SECTION MAP FOR ADDITIONAL CROSS SECTIONS 8-34

HYDRAULIC CROSS SECTION, TYP. (SEVEN CROSS SECTIONS REQUIRED) ENGINEER TO REFINE THE LOCATIONS IN THE FIELD PRIOR TO SURVEY

FOUR 12'-9" x 7'-9" ACCMP PIPE ARCH CULVERTS AT GRADE (NO EMBEDMENT)

LOCATE OHWM AND WETLAND FLAGGING TO BE PLACED BY TOWN'S WETLAND SCIENTIST

Designed By: DNB
 Drawn By: JS
 Checked By: DNB

Drawing date: January 25, 2022

Rev.	Date	Revision

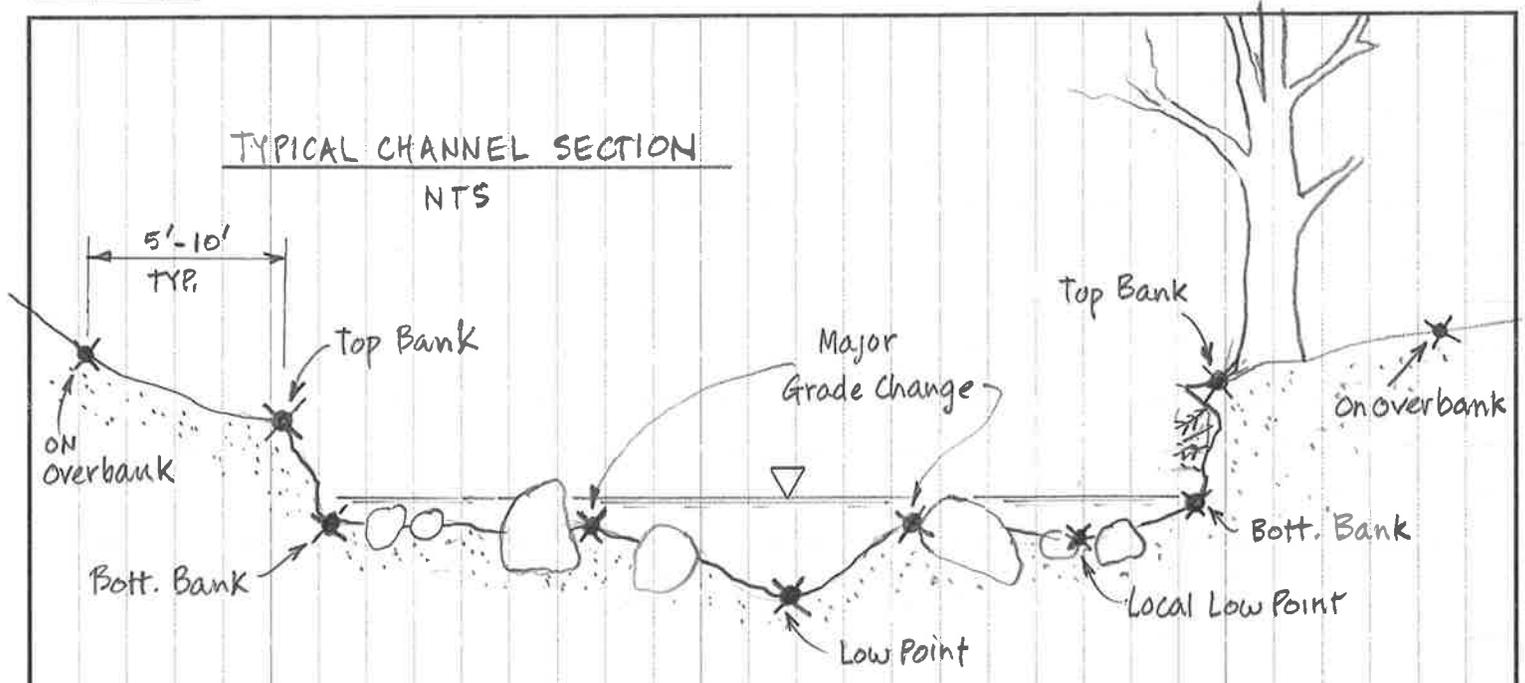
SURVEY LIMITS MAP
REPAIRS TO BRIDGE 05155
 WEST HYERDALE DRIVE
 OVER MARSHEPAUG RIVER
 TOWN OF GOSHEN, CONNECTICUT

Lenard Engineering, Inc.
 Civil, Environmental and Hydrogeological Consultants
 2210 Main Street
 Glastonbury, CT 06033
 (860) 659-3100

140 Willow Street
 Auburn, MA 01501
 (508) 721-7600



Drawing #: 1 of 1
 Job #: 22-103



GENERAL NOTES

- ① Shoot channel floor, not the tops of protruding boulders.
- ② Take enough shots to reasonably define channel geometry without excessive detail. 10 or so shots on a channel like the one depicted above is adequate. May need a few more on wide channels, a few less on narrow channels.
- ③ Try to capture the lowest point in the channel at each section.
- ④ In areas of braided channels, shoot a section across each leg.
- ⑤ The overbank shots are intended to help blend the surveyed cross section to the cross section cut through the LIDAR DEM at the same location.

SECTION IV
ATTACHMENTS

Proposal Form
Survey Services bridge 05155
Town of Goshen

Date: _____

Company Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Fax: _____

Email: _____

Signature: _____

Submit prices for:

This proposal is made with the understanding that it will not be withdrawn before the elapsed time of sixty (60) days.

The undersigned further declares that he/she has carefully examined the RFP, Instructions to the Bidders, Scope of Services and hereby offers and agrees to the following: **(PLEASE COMPLETE AS REQUIRED)**.

1. Total Price for all field Survey Work and creation of digital mapping per Scope of Services #1-15, Additional Information #1-3, Survey Limit Map, Hydraulic Cross Section Map, and Typical Channel Section and Notes :

\$ _____

Price Written: _____

(Please complete this form in duplicate.)

ATTACHMENT #1

INDEMNIFICATION

The bidder hereby agrees to and shall indemnify and hold harmless the Town of Goshen, its agents and employees of said Town from any liability or damages for property damage or bodily injury, including death, which may arise from the Contractors negligent acts under this agreement, to the proportion such negligence contributed to this damage, injury or loss, whether such acts be by the Contractor or any or its subcontractors. The Town of Goshen agrees to and shall indemnify and hold The Contractor harmless from any liability or damages for property damage or bodily injury, including death, which may arise from all causes of any kind other than The Contractors negligence.

_____ Witness	_____ Signature (Owner)
_____ Date	_____ Company (Please print or type)
	_____ Address
	_____ City, State, Zip
	(_____)_____ Telephone
	(_____)_____ Fax
	_____ Date

NON-COLLUSION AFFIDAVIT

The undersigned certifies, under penalty of perjury, that to the best of his/her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultations, communication, or agreement with any other bidder or competitor on any matter whatsoever for the purpose of restricting competition;
2. Except as may be required by law, prices quoted in this bid have not been knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor, nor will they be so disclosed prior to the opening of bids;
3. No attempt has been made nor will be made by the bidder to induce any other person, partnership, or corporation to submit or to refrain from submitting a bid on this project.

BIDDER: _____

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

SIGNATURE: _____

DATE: _____

ATTACHMENT #3