

TOWN OF MONTVILLE

Request for Qualifications

Town Engineer

Bid 2017--03

The Town of Montville is interest in receiving bids for engineering services for to be used exclusively as the TOWN ENGINEER.

Bid specifications are available from the Finance Dept, Town Hall, 310 Norwich-New London Tpke, Uncasville, CT 06382 or at www.montville-ct.org.

All proposals must be sealed and must be received at the Finance Office prior to the due date. All bids are due no later than November 14, 2016 at 10:00 a.m. The bids will be opened publically and read aloud at the Town Hall. All bids must be in a sealed envelope marked-"Engineer BID." All bids must be signed by company official.

Any question can be answered by the Town Planner or the Mayor, Montville Town Hall, 310 Norwich-New London Tpke, Uncasville, CT 06382.

The Town of Montville reserves the right to reject any or all Bids any waive the informalities or irregularities in the bid procedure.

Theresa Hart
Finance Director

Request for Qualifications
for
Town Engineer

Essential Qualifications and Responsibilities:

- Shall be a registered professional engineer (civil) licensed to practice in the State of Connecticut
- Experience with Public Works projects
- Experience working with State and Federal Agencies
- Surveying experience preferred
- Reviews private project development plans for conformance with general engineering practices and compliance codes, regulations and standards; adequacy of applications for permits and compliance with approved plans.
- Coordinates the preparation of, or develops, engineering plans and specifications; coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants in accordance with the selection criteria.
- Provides project management for the construction of municipal public works projects; oversees assigned projects to insure contractor compliance with time and budget parameters for the project.
- Updates Town subdivision and public works standards
- Assures as-built records of projects, and documents necessary changes for the operation and maintenance program.
- Works for and directly responsible to the Town Council
- Attendance at night meetings as required
- Attend technical meetings, grant workshops, or any funding sources meetings
- Must be able to respond to Town emergencies in a timely manner
- Responds to public or other inquires or complaints relative to engineering policies and procedures or specific projects and other information; evaluates issues and operations regarding municipal public works and makes recommendations.
- Provides review of and recommendations for rights-of-way permits.

- Coordinates local, State and Federal permits for Town construction projects within the Town of Montville that require approvals from any Town of Montville Agency other than those assigned by the Town.
- Shall be physically present in the Town every Tuesday.

Minimum Qualifications:

- Graduation from a four-year college or university with a degree in civil engineering or closely related field.
- Minimum of seven years previous professional civil engineering experience including at least three years of municipal engineering, which dealt with field engineering and contract administration.
- Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting.
- Considerable skill in arriving at cost estimates on complex projects, various water, sewer, transportation and drainage applications.
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representative, Town officials and the general public.; ability to conduct necessary engineering research and compile comprehensive reports.
- Extensive knowledge of contract administration, including the preparation, bidding techniques, construction supervision and final correlating of paperwork.
- Experience with design/build projects a plus.

Submission of Proposals

Each Offeror must submit five (5) copies in a sealed envelope bearing on the outside the name of the firm, full address, name of the project for which the proposal is submitted and date and time proposal is due.

Each proposal must include a fee schedule.

Local Bidders

For all Town purchases of goods and services not utilizing State or Federal funds, any responsible Town Bidder that has submitted a bid not more than 15% (fifteen percent) higher than the low bid provided such Town based bidder agrees to accept the award of the bid at the amount of the low bid. If more than one Town based bidder have submitted bids not more than 15% (fifteen percent) higher than the low bid, and have agreed to accept the award of the low bid, the lowest responsible bidder shall be the one of such Town based bidder s that submitted the lowest bid.

That within the bidding process, that all businesses claiming to be Montville businesses, provide the Finance Department(Assessor's Section) with sufficient documentation to prove that they are in compliance with property tax assessments, including motor vehicle tax assessments.

Seller agrees that as a condition of his sale of goods and/or services to the Town of Montville, the Town of Montville will be authorized to deduct from the proceeds due the seller an amount not to exceed 25% (twenty five percent) of the total amount due the seller. Said amount is to be applied against any unpaid and overdue taxes, assessments, fees, or other charges levied by the Town of Montville or any agency thereof against the Seller.

The Seller further agrees that Seller shall insure that Seller has the right to withhold an amount not to exceed 25% from each subcontractor working for the Seller, and providing goods and/or services to the Town of Montville, and to remit such withheld money to the Town in full or partial satisfaction of any unpaid and overdue taxes, assessments, fees, or other charges levied by the Town of Montville or any agency thereof against such subcontractor."

In no case shall the amount of any deduction from the proceeds due a Seller and/or subcontractor exceed the total amount owed by such Seller or Subcontractor to the Town or its agencies.

Right of Offset

Seller agrees as a condition of his sale of goods and/or services to the Town of Montville, the Town of Montville will be authorized to deduct from the proceeds due the Seller an amount not to exceed 25% of the total amount due the Seller. Said amount is to be applied against any unpaid and overdue taxes, assessments, fees, or other charges levied by the Town of Montville or any agency thereof against the Seller. The Seller further agrees that Seller shall insure that Seller has the right to withhold an amount not to exceed 25% from each subcontractor working for the Seller, and providing goods and/or services to the Town of Montville, and to remit such withheld money to the Town in full or partial satisfaction of any unpaid and overdue taxes, assessments, fees, or other charges levied by the Town of Montville or any agency thereof against such subcontractor."

In no case shall the amount of any deduction from the proceeds due a Seller and/or subcontractor exceed the total amount owed by such Seller or Subcontractor to the Town or its agencies