

## TOWN OF MONTVILLE

### REQUEST FOR PROPOSALS FOR GEOTECHNICAL AND STRUCTURAL ENGINEERING CONSULTANT SERVICES BID NO. 2024-02

The Town of Montville requests proposals from qualified consulting firms to perform geotechnical and structural engineering consultant services for a proposed fishing pier to be located at 55 Dock Road, Uncasville, CT. The Town desires to retain a qualified firm to provide the structural design, foundation element design, and construction documents for the proposed fishing pier. The qualified consulting firm shall have specialized knowledge and experience in the design of similar coastal and riverine fishing pier type structures. The selected consultant shall coordinate their work with Town Staff and other work proposed for the site.

The RFP document is available online at [www.townofmontville.org](http://www.townofmontville.org) under Departments/Finance Department/Bids and Proposals (hereafter the “Town’s website”).

All questions regarding this request for proposals shall be directed to Barbara Griffin, Finance Director in the Finance Department, Montville Town Hall, 310 Norwich-New London Turnpike, Uncasville, CT 06382, Telephone (860) 848-6714 between 8:00 am and 4:30 pm, local time, Monday through Friday. All questions shall be presented at least four business days prior to the submission deadline to allow for the preparation and distribution of addenda.

All firms or individuals wishing to be considered for this appointment shall submit one (1) original paper proposal and one (1) paper copy of their proposal and a compiled PDF copy of their proposal as set forth in this RFP document.

Proposals are due no later than **10:00 AM on October 5, 2023** in the Finance Department, Montville Town Hall, 310 Norwich-New London Turnpike, Uncasville, CT 06382. A proposal must be delivered by regular or overnight mail to the Town of Montville, Finance Office, 310 Norwich/New London Turnpike, Uncasville, Connecticut 06382, with the proposal contained in a sealed envelope marked “**Geotechnical and Structural Engineering RFP**”. The proposal must be signed by a Company official. Proposals will be opened and read aloud in the Finance Office, and interested persons may attend the opening.

Any addenda will be posted on the Town’s website at least two business days prior to the response deadline. All respondents are responsible for checking the Town’s website for the presence and content of all addenda.

In addition to other reservations and conditions contained in the proposal documents, the Town of Montville reserves the right to waive any technical defects in the proposals received; to waive any formalities or irregularities; to reject any and all proposals for any reason, including that it or they do not conform to the terms and conditions described herein, as determined by the Town in its sole discretion; to accept or reject any part of any proposal received; to present and negotiate terms of a contract together or separately with any party submitting a proposal; to determine qualifications exclusively and finally; to request additional qualifications; and to select any proposal or part

thereof based on any combination of factors, including the amount proposal, the time of completion, and the Town's best interests. The Town further reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether or not that proposal is selected.

## **I. PROJECT BACKGROUND**

The Town of Montville Town Boat Launch Facility is located at 55 Dock Road, Uncasville, CT 06382. The site is at the eastern terminus of Dock Road, adjacent to the Thames River. The existing facility is comprised of an asphalt milling and gravel parking lot, bituminous concrete boat ramp, fixed pier, and floating docks. The Town has been in the process of developing plans for improvements and expansions to the facility. Design plans have been prepared for site work improvements including a new parking lot, sidewalks, rain garden, site amenities, and reconstruction of the boat launch and floating docks. Included with these plans has been a conceptual layout for a new fishing pier to extend from the proposed parking lot into the Thames River to increase fishing access to the river. The conceptual fishing pier includes a  $\pm 120'$  long pier with two octagonal fishing platforms within the river. It has been assumed that the fishing pier will be a timber structure with potential for alternate decking material, guardrails, and amenities to be incorporated into the documents. Plans for the site improvements and conceptual fishing pier are attached to this request for proposal.

Local Town permits have been acquired for the site work, boat launch, and the conceptual fishing pier construction. CTDEEP NDDDB, Fisheries, and Aquaculture have reviewed the proposed project and found that it will not significantly impact the environment or habitat. CTDEEP Structure, Dredge, and Fill Permitting and Flood Management Certification will be performed by others concurrent with the fishing pier design process.

Partial Funding will be provided by the U.S. Fish and Wildlife Service, Sport Fish Restoration Program administered by the Connecticut Department of Energy and Environmental Protection (DEEP).

## **II. AVAILABLE DATA**

Base survey information will be provided to the selected consultant in CAD format. Boundary and topographic survey have been performed for the proposed work area (river bathymetric to  $\pm 150'$  from the river edge).

A site plan and conceptual fishing pier plan has been prepared and will be provided to the selected consultant for their use.

## **III. QUALIFICATIONS AND PROPOSAL REQUIREMENTS**

The Town desires to retain a qualified firm to provide the structural design, foundation element design, and construction documents for the proposed fishing pier. The

qualified consulting firm shall have specialized knowledge and experience in the design of similar coastal and riverine fishing pier type structures.

1. Minimum Qualifications
  - a. A minimum of 5-years professional engineering experience in the design of similar coastal and riverine fishing pier type structures.
  - b. Employ professional engineers registered in the State of Connecticut to perform the work.
2. At a minimum, Proposals must include the following:
  - a. A cover letter expressing the Firm's interest in the project.
  - b. A company background narrative/brochure.
  - c. A list of at least three similar projects completed within the last 7-years.
  - d. Contact information for at least five professional references.
  - e. Resumes of the proposed project team.
  - f. Proposed sub-consultants or sub-contractors if applicable.
  - g. Proof of the firm's ability to do work in Connecticut.
  - h. Any additional information the firm believes will demonstrate their qualifications to perform the required scope of work.

#### **IV. SCOPE OF SERVICES**

The selected consultant shall coordinate the following investigation and design tasks with Town Staff and the Consulting Town Engineer (CLA Engineers, Inc.). CLA Engineers will be coordinating and compiling a complete overall plan set for the facility improvements. The fishing pier design and technical specifications will be incorporated in the overall plan set and project manual for bidding and construction.

The design intent shall be to utilize the most cost effective and structurally sound foundation and structural framing design for the fishing pier. It has been assumed that the fishing pier will be a timber structure with potential for alternate decking material, guardrails, and amenities to be incorporated into the documents. Alternative materials, means, or methods of construction for the foundation and structural framing will be considered if the site conditions warrant.

##### **1. TASK 1**

- A. Meet with Town staff and project personnel at the site to review the existing conditions and general scope of the proposed work. Town staff will coordinate the meeting time and invitation list with the selected Consultant.
- B. Perform existing records research for potential subsurface investigations for the adjacent utility installations. A subsurface water transmission main (Montville WPCA) and gas transmission main (Eversource Gas) are located adjacent to the proposed fishing pier location.

- C. Perform in-water borings and land side borings as required for the structural design and support of the fishing pier structure and foundation. Consultant shall determine the location and number of borings as needed for the design of the fishing pier structure foundation elements. A minimum of 3 borings shall be performed. Prepare the soil boring plan. Hire and coordinate with a drilling contractor and barge as needed to perform the borings. All costs for borings including but not limited to transportation costs, permits, loading costs, barge operations, fuel, personnel, boring subcontractor, equipment, tools, and all work associated with performing the borings shall be included in this task.
- D. The existing boat launch facility may be used as a temporary laydown area for the boring equipment if needed with coordination with Town Staff. Access to the neighboring properties shall not be blocked.
- E. Witness the soil test boring operations and prepare boring logs and or coordinate with the boring contractor. Make changes to the boring program as needed during operations and prior to demobilization of equipment.
- F. Sample the borings at 5-ft intervals or at each observed change in the characteristics of an exposed material strata. Rock, if encountered, shall be cored for 5 feet.
- G. Samples will be retrieved from the test borings, using standard split spoon (ASTM D 1586). Two (2) Shelby Tube samples (ASTM D 1587) will be obtained if cohesive sediments are found. Portions of the split spoon samples will be retained for subsequent laboratory testing if needed. The Shelby tube samples, considered to be undisturbed, will be retained for more definitive laboratory analysis, including the following: determination of shear strength, assessment of the Atterberg Limits. The Consultant shall determine if additional laboratory testing is necessary for their geotechnical and structural design of the fishing pier and shall perform that testing as needed.
- H. Perform a geotechnical analysis of the site soils for analysis and design of the fishing pier structure and foundation elements.
- I. Meet with Town staff and project personnel to provide information on the soil conditions, potential issues, and the foundation design.
- J. Provide copies of boring logs and any laboratory analysis to the Town.

## **2. TASK 2**

- A. Perform wave analysis to determine the environmental loads on the pier. The foundation and framing design shall be based on the “100-yr” design storm as defined by FEMA on the current Flood Insurance Rate Map (FIRM) panel and corresponding Flood Insurance Study (FIS). The wave analysis and load

assessment on will be performed using standard methodologies as defined by FEMA and the U.S. Army Corps of Engineers.

- B. Utilize the geotechnical data obtained in Phase 1 and the wave loads to analyze the pile and framing requirements for the pier. The design intent shall be to utilize the most cost effective and structurally sound pile foundation and structural framing.
- C. Provide a “60%” progress set for the pier which shall include the following elements:
  - a. Pile/foundation design.
  - b. Framing and decking layout and design. Provide options for decking including pressure treated lumber or composite.
  - c. Land side concrete foundation or equivalent.
  - d. Guardrail design. Provide a minimum of two style options for the Town’s consideration.
  - e. Provisions for benches, fishing tables, and typical accessories for the Town’s consideration.
  - f. Demonstrate ADA accessibility of the pier including guardrail height, rail spacing, or any other components that increase the accessibility of the fishing pier.
- D. Provide plans for inclusion in the overall plan set and submittal for CTDEEP permitting.
- E. Meet with Town staff and project personnel to review the 60% plans. Incorporate modifications and design choices selected by the Town.
- F. Prepare 90% progress set that is substantially complete with plans, details, and notes or specifications. The plans shall include the final design, connections, details, and complete specifications and notes. Include any alternate / add alternates items or details that may be considered as part of the bid.
- G. Meet with Town staff and project personnel to review the 90% plans. Update the plans and specifications.
- H. Prepare Construction Drawings to be used for public bidding and construction. These drawings will be inserted into the overall plan set for the facility improvements. Drawings shall include a partial plan of the pier area as provided by the Town. Drawings shall include typical sections and appropriate details for the pier structure and foundation elements.
- I. Prepare technical specifications for the pier structural components, foundation elements, and related construction information for the pier structure. These technical specifications may be presented in narrative form on the Contract

Drawings or as separate documents to be incorporated into the Project Manual prepared by others.

- J. Provide three paper copies of the plans stamped and signed by a Professional Engineer registered in the State of Connecticut. Provide PDF copies of the plans and technical specifications as applicable.

**V. GENERAL CONDITIONS**

1. The Town reserves the right to waive informalities or to reject any or all proposals when such action is deemed to be in the best interests of the Town. The Town reserves the right to delete such items as it deems necessary from these proposals. Respondents are directed to be certain that they understand the terms and conditions as specified in this RFP. All exceptions of the respondent to the terms and specifications of this RFP shall be made in writing and submitted in full with the proposal. For all other terms and specifications, submission of a proposal constitutes acceptance by the respondent. It will be expected that all remaining terms and conditions expressed herein are acceptable and shall govern any resulting contract. The Town reserves the sole right to reject proposals that contain exceptions which are unacceptable. In order to provide the requested services to the Town, the respondent must be able to demonstrate the expertise and flexibility necessary to successfully complete this work. Services shall only be provided after written authorization is received from the Town. The Town reserves the right to utilize some, all or none of the various services identified in this RFP. All services performed shall be completed to the satisfaction of the Mayor. The Town reserves the right to terminate any agreement upon ten (10) calendar days' written notice of failure by the respondent to provide service to the satisfaction of the Mayor. The Town shall not be responsible for any expenses incurred in preparing and submitting a response to this Request for Proposals. The Town further reserves the right to request information from individual respondents and to negotiate fees and/or other terms and conditions.
2. The Consultant shall agree and warrant that it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental disability, physical disability, or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of Montville.
3. The Consultant agrees to indemnify, defend and hold harmless the Town of Montville and its respective officers, employees, agents and/or servants against all demands, claims, actions or causes of actions, losses, damages, liabilities, costs and expenses, including without limitation, interest, penalties, court costs and reasonable attorney's fees, asserted against, resultant to, imposed upon or incurred by the Town of Montville resulting from or arising out of:
  - A. Any breach by the Consultant of the terms of the specifications, or

- B. Any injuries (including death) sustained by or alleged to have been sustained by the officers, employees, agents and/or servants of the Town of Montville or the Consultant or subcontractors or material men, or
  - C. Any injuries (including death) sustained by or alleged to have been sustained by any member of the public or otherwise any or all persons, or
  - D. Any damage to property, real or personal, (including property of the Town of Montville or its respective officers, agents and servants) caused in whole or in part by the acts or omissions of the Consultant any subcontractor or any material men or anyone directly or indirectly employed by them while engaged in the performance of any work for the Town of Montville.
4. Subcontractors: Should the Prime Consultant wish to utilize subcontractors as part of the work, they must present a list of those subcontractors, as well as their appropriate licensing and qualifications at time of proposal. Should the Consultant need to substitute a different company during the course of work, the Town must be notified and all of the same information must be supplied for the new subcontractor before they are utilized. The Town reserves the right to prohibit subcontractors on a case by case basis if they are found not to be licensed to perform the work they have been hired for, are uninsured, have accrued numerous and/or egregious safety violations. Note: At all times, the Prime Consultant will be responsible for the performance and conduct of their subcontractors.

**Insurance Requirements- Contractor**

Contractor shall agree to maintain in force at all times during the contract the following minimum coverages and shall name Town of Montville & Montville Board of Education as an Additional Insured on a primary and non-contributory basis to all policies, except Workers Compensation & Professional Liability. All policies should also include a Waiver of Subrogation except Professional Liability.

Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best’s Rating of “A-“ VIII. In addition, all Carriers are subject to approval by Town of Montville & Montville Board of Education

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	\$1,000,000

Umbrella/Excess Liability	Each Occurrence	\$5,000,000
	Aggregate	\$5,000,000
Professional Liability	Each Claim	\$1,000,000
	Aggregate	\$1,000,000

If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers’ Compensation and Employers’ Liability EL	Each Accident	WC Statutory Limits \$1,000,000
	EL Disease Each Employee	\$1,000,000
	EL Disease Policy Limit	\$1,000,000

Original, completed Certificates of Insurance must be presented to Town of Montville & Montville Board of Education prior to contract issuance. Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration date of the policies. Should any of the above-described policies be cancelled, limits reduced, or coverage altered, 60 days written notice must be given to Town of Montville & Montville Board of Education

(c) Property Damage Liability Insurance shall include coverage for the following hazards:

  X   X (Explosion),   X   C (Collapse),   X   U (Underground)

If subcontractors are employed, the same limits as named above shall apply and the certificate of insurance must be filed with the Owner

**VI. PROPOSAL CONTENTS & SUBMITTAL**

1. Consultant proposals shall include the following:

- A. The attached Fee Proposal Form.
  - B. Listing of proposed subcontractors (if needed) with licensing information and qualifications.
  - C. A proposed project approach.
  - D. Detailed information on the firm's background and experience in geotechnical and structural design of similar structures.
  - E. Resumes of professional staff members who will work on this project, and professional references with contact information.
  - F. Selected firm must be able to provide a certificate of insurance in the types and amounts specified within ten days of selection by the Town.
2. Consultants shall submit one (1) original paper proposal and one (1) paper copy of their proposal and a compiled PDF copy of their proposal on a USB drive.
  3. Proposals shall be submitted to the following office:  
Finance Department, Montville Town Hall  
310 Norwich-New London Turnpike, Uncasville, CT 06382

## **VII. EVALUATION OF PROPOSALS**

1. The Town will evaluate proposals based on the following criteria:
  - A. The Consultants experience, history, and resource capabilities to perform the required services.
  - B. Evaluation of assigned personnel.
  - C. Professional reference checks.
  - D. Price comparison.
2. Submissions will be reviewed by Town Staff. A shortlist and interview process may take place following a review of the submissions at the discretion of the Staff. However, the Town reserves the right to select a Consultant based solely upon the review of submissions.