

**REQUEST FOR QUALIFICATIONS**  
**Bid #6546RFQ**

**Construction Engineering and Inspection Services for Project No. 155-168**  
**Prequalification Category - Construction Engineering and Inspection (Road & Bridge)**

The Town of West Hartford, Connecticut is seeking to engage one (1) prequalified consultant engineering firm, in the category listed above, to administer and perform the Construction Engineering and Inspection services for the following project:

**State Project No. 155-168 – Park Road and SR501 Capacity, Safety and Operational Improvements**

The Park Road and SR501 Capacity, Safety, and Operational Improvement project consists of relocating the I-84 off-ramp to the west, improving the I-84 off-ramp geometry, relocating a traffic signal and adding left turn lanes to select approaches at the Raymond Road and Trout Brook Drive intersections.

As part of the project, Park Road will be widened to the south to accommodate additional turning lanes to access SR 501 and Raymond Road. The SR 501 northbound terminus will be relocated approximately 160 feet to the west, adjacent to the southbound leg. SR 501 will also be widened to provide double right and left-turn lanes in the northbound direction and three lanes entering from Park Road in the southbound direction. The existing vertical geometry along SR 501 will be reconfigured to improve sight distance along the ramp. Three existing traffic signals will be replaced with new traffic signal systems at the relocated SR 501 and Raymond Road to accommodate the additional turning lanes and ramp relocations.

Additional work includes removing and replacing driveway aprons and concrete sidewalk, bridge parapet modifications, installation of granite curbing, pre-cast concrete barrier curb, guide rail, new pavement markings and signs, construction of a stone planter/gateway sign, regrading and restoration of all disturbed areas with topsoil and grass seed. This contract is scheduled to be advertised in March, 2017, with a scope code of "G". Construction is expected to begin in June of 2017 and be completed by November 2018. A total of 413 calendar days have been allotted for this project. More information about the project may be found on the Town's website: [www.westhartfordct.gov/Park Road](http://www.westhartfordct.gov/Park%20Road)

Firms responding to this request should be of adequate size and sufficiently staffed and experienced to perform this assignment and will be required to provide the necessary staffing upon execution of the contract. Firms responding to this request must be pre-qualified by the CONNDOT and be familiar with the CONNDOT construction inspection policies and procedures as outlined in the Construction Manual, Information Pamphlet for Consulting Engineers Performing Construction Inspection, and Municipal Manual. (These documents can be found online at <http://www.ct.gov/dot/cwp/view.asp?a=1410&Q=413852>.) The Firm may also be required to respond to citizen questions and complaints, coordinate utility relocations, provide on-site survey, provide as-built plans, perform on-site testing, and arrange for testing and materials certifications with the Connecticut Department of Transportation (Department or ConnDOT).

The consulting Engineering firms will be evaluated and selected based on technical competence and the capacity and capability to perform the work within the time allotted, past record of performance, and knowledge of Federal, State, and Municipal procedures, appropriately weighted in descending order of importance. The selected firm must meet all Municipal, State, and Federal affirmative action and equal employment opportunity practices.

This will be a cost-plus, fixed-fee contract. All firms are advised that the prime consultant must perform the majority of the work with employees of the firm. Joint venturing assignments will not be allowed. A Disadvantaged Business Enterprise (DBE) sub-consultant goal of no less than six (6) percent of the agreement value. Within the submittal, you must include the designated certified DBE sub consultant(s) which you plan to use. To be eligible for DBE credit, the sub-consultant(s) must be currently certified by the ConnDOT.

If your firm desires to be considered for this assignment, your submittal should consist of a one page letter of interest and ConnDOT Form CSO 255 (Rev. Jan. 2016), and up to a maximum of five (5) resumes of key personnel, which are limited to two (2) pages each. One of the resumes must be that of the proposed Resident Engineer, and one for the Office Engineer, as well as assurance they will be available for work when required. The CSO 255 Form can be found online at <http://www.ct.gov/dot/business/consultant/selection>.

Responding firms must also provide copies of the required licenses and certifications for the proposed inspectors, resident engineer, and office engineer showing that they are in current standing. Information regarding the licensing, certification and qualification requirements for this project can be found in the "Construction Engineering and Inspection Information Pamphlet for Consultants" dated August 2008. (This Pamphlet can be found online at [http://www.ct.gov/dot/lib/dot/documents/dconstruction/consultant/information\\_pamphlet\\_2008.pdf](http://www.ct.gov/dot/lib/dot/documents/dconstruction/consultant/information_pamphlet_2008.pdf).)

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

Submittals must be signed by an authorized representative of the Consultant. Unsigned submittals shall not be considered. Please be advised that firms must continue to be prequalified in the specified category in the year a shortlist is finalized and/or a selection is made.

The Town of West Hartford will not be liable for costs incurred in the preparation of the response to this Request For Qualifications or in connection with any subsequent consultant meeting prior to the award of work.

**All responses should be clearly marked and sealed with the Proposer's name and the words "Construction Engineering and Inspection Services, Bid #6546RFQ". Three (3) copies of the submittal are required and they must be either postmarked by a U.S. Post Office (if mailed) or brought to Purchasing Office (Room 223) at the address below (if hand delivered) no later than 2:00 p.m. on December 21, 2016. Responses received or postmarked after this date will not be considered. A final selection is anticipated no later than February 10, 2017.**

**Mr. Peter Privitera  
Director of Financial Services  
50 South Main Street  
West Hartford, CT 06107**

The Town of West Hartford may elect to meet with any, all, or none of the Consultants prior to selection to clarify their submittal.

The Town, in its sole discretion, reserves the right to cancel this solicitation and terminate the process to retain consultant services, and is under no obligation to contract for the services specified herein. The Town of West Hartford reserves the right to reject any or all of the submissions. The Town of West Hartford reserves the right to negotiate the cost of this RFQ and to award the work to any consultant other than the consultant with the lowest cost, if it is in the best interest of the Town.

**All inquiries regarding this Request For Qualifications shall be submitted no later than December 9, 2016, in writing via e-mail to Tammy Bradley, [tammyb@westhartfordct.gov](mailto:tammyb@westhartfordct.gov).**