

LEGAL NOTICE
TOWN OF VERNON
CONTRACT #RFQ 1045-12/05/13
Vernon SRTS 146-197
Safe Routes to School

LEGAL NOTICE: The Town of Vernon is seeking to engage the services of a Consulting Engineering Firm to provide engineering services for the preparation of contract plans and documents for the following transportation project:

State Project No. 146-197-Safe Routes to School – Skinner Road School

The project involves the design of accessibility and pedestrian safety enhancements for the Skinner Road School community including the replacement of the pedestrian bridge on Dart Hill Road over the Hockanum River, a bituminous concrete walking trail around the rear of the school property, and replacement of the existing bituminous concrete sidewalk along Dart Hill Road with a new concrete sidewalk.

The Consulting Engineering Firm selected may also be required to provide survey, prepare environmental documents (including hydraulic analyses as necessary) and perform construction inspection. The project construction cost is expected to be in the range of \$373,000. Firms responding to this request should be of adequate size and sufficiently staffed to perform the assignment described above. The Consulting Engineering Firm will be evaluated and selected based on design and technical competence, 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 design fee will be negotiated on a Lump Sum Basis. The design phase of the project will utilize Town funds while the construction and inspection phases will utilize Federal funds.

The Disadvantaged Business Enterprise (DBE) sub consultant goal for the design phase of the project will be zero percent (0%). The DBE goal for Inspection Services, if desired by the Town, shall be zero percent (0%). The selected firm must meet all Municipal, State, and Federal affirmative action and equal employment opportunity practices.

A letter of interest, together with general information on the firm and proposed sub consultants, the firms brochure, current Federal Form SF330, experience of the firms, and resumes of key personnel shall be addressed to; Mr. John D. Ward, Town Administrator Town of Vernon 14 Park Place Vernon, Connecticut 06066. Additionally, all interested firms must submit a detailed statement including the organizational structure under which the firm proposes to conduct business. Proposed sub consultants should be clearly identified. The relationship to any “parent” firm or subsidiary firm, with any of the parties concerned must be clearly defined.

Personnel in responsible charge of the projects will be required to possess and maintain a valid Connecticut Professional Engineer’s License. All letters of interest must be postmarked by a U.S. Post Office (if mailed) or brought to the Town Administrator’s Office at the above address (if hand delivered) no later than 10:00 AM on **December 5, 2013**. Responses received or postmarked after this date will not be considered.

Questions about this quotation are to be submitted electronically to tmccarthy@vernon-ct.gov and will be accepted up to 4:30 PM on Monday, December 2, 2013. Answers to all so received questions shall be posted by 4:30 PM on Tuesday, December 3, 2013 on the Town’s website under the bid section at <http://www.vernon-ct.gov/legal-notices> with reference to Contract #RFQ 1045-12/5/13.

Confidentiality. If Respondent believes that any information in its proposal should be treated as confidential that Material shall be clearly marked. The Town shall endeavor to protect confidential material from disclosure to Non-Town employees to the extent required by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFQ.

John D. Ward
Town Administrator