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# Request for Proposals

**Design Services Related to  
Valley Falls Park Dam  
Improvements**

***Contract #1077- 10/23/2015***

**LATE PROPOSALS WILL NOT BE ACCEPTED**

**LEGAL NOTICE**

**TOWN OF VERNON**

**CONTRACT # 1077 10/23/2015**

**RFQ**

**DESIGN SERVICES RELATED TO VALLEY FALLS DAM IMPROVEMENTS**

**INVITATION TO BID**

The Town of Vernon, Connecticut, is seeking written responses to a Request for Qualifications ("RFQ") for Design Services for improvements to the dam and associated elements at Valley Falls Park. Respondents must have demonstrated experience in providing similar Engineering services and adhere to standards and requirements of the industry typical for such service.

Copies of the RFQ are available online at the Town of Vernon website at [www.vernon-ct.gov/legal-notices](http://www.vernon-ct.gov/legal-notices) with reference to Contract # 1077 - 10/23/2015 and at the Department of Administrative Services website at [www.das.ct.gov](http://www.das.ct.gov).

All questions regarding this RFQ must be submitted in writing to David Smith, Town Engineer at [DASmith@vernon-ct.gov](mailto:DASmith@vernon-ct.gov); no later than October 20, 2015 at 4:00pm. Answers to all questions will be posted by 5:00 pm on October 21<sup>st</sup>, 2015 on the Town's website under the bid section at <http://www.vernon-ct.gov/legal-notices> with Contract # 1077 10/23/2015.

Three (3) hard copies and one (1) digital copy (on CD-R disk or USB drive) of each vendor proposal is required. All should be submitted in a sealed envelope, with "BID DOCUMENT – DO NOT OPEN – CONTRACT #1077 10/23/2015", clearly marked on the outside of the envelope, to: John D. Ward, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, 3rd floor, Vernon, Connecticut 06066 by 10:00 AM on October 23<sup>rd</sup>; at which time proposals shall be opened and read aloud publicly. **E-mailed, faxed or late bids will not be accepted.**

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBEs/WBEs/SBEs are encouraged to apply. The Town reserves the right to reject any or all proposals in whole or part, to award any one service or group of services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any company for any services mentioned in this RFP; if it is deemed to be in the best interest of the Town.

John Ward  
Town Administrator

**As Printed in the Rockville Reminder 10/09/2015**

## INTRODUCTION

The Town of Vernon is seeking statements of qualifications and proposals for the provision of a design services related to the Valley Falls Park Dam Improvements. Valley Falls Park is a town recreation area providing picnicking, fishing, swimming and hiking opportunities in the south easterly portion of town. The Dam is a combination of earth and concrete elements that impounds Railroad Brook to create Valley Falls Pond. The dam is also a historic and aesthetic resource to the park and any improvements need to be sensitive to this as well as meeting sound engineering and construction practices.

This work will be funded with a combination of local funding and monies provided by the State of Connecticut DEEP – Flood and Erosion Control program.

This facility has been inspected previously and the following points were identified for maintenance and facility improvements. Those tasks identified include:

- Removal of Trees and Brush
- Evaluate need to increase spillway capacity - Develop design to address this concern and construct approved improvements
- Evaluate need for modifications to intake / outlet structures - Develop design to address this concern and construct approved improvements
- Embankment Reconstruction and Toe Drain Installation - Develop design to address this concern and construct approved improvements

### **Tasks - The firm selected for this assignment shall at a minimum:**

**Attend Project Meeting #1** – initial meeting with Town Staff and Consultant team to review project priorities and schedule

**Provide a New Inspection** - in accordance with the practices of the CT DEEP Dam Safety Unit and prepare a report on forms acceptable to the CT DEEP.

**Prepare a Base Map** – to include general property lines, existing improvements including parking, buildings, pathways, beach, topographic information with 2' contour interval within 1000' feet of Valley Falls Road and extending 300' east and west of the limits of the pond, developed from existing mapping. This map shall be presented at 40 scale and will be completed to Class D and TD standards.

**Prepare a Plan of Existing Conditions** – the area of the dam and all surrounding areas within 200' shall be mapped at 20 scale, with field generated topographic information and spot elevations executed to T2 standards. The topographic survey does not need to extend 200

upstream of the dam, however sufficient information shall be required to determine the extent of the upstream embankment and toe of slope. Depending on seasonal limitations, it may be practical to lower the water level to generate this data or it may be necessary to complete this task from a boat.

A minimum of three vertical benchmarks and 4 horizontal control points shall be established convenient to the future active area using NAD '83 and NAVD '88 datums. Inland Wetland limits as field delineated by a Certified Soil Scientist and located by a CT. Licensed Land Surveyor shall also be shown on this plan. All existing improvements shall be shown within this area, including dimensions of structural elements.

**Attend Project Meeting #2** – meet with Town Engineer, Director of Recreation, Inland Wetlands Officer, and possibly other members of the Town Staff and DEEP staff to review initial assessment and existing conditions. Develop a scope of work for future design elements.

**Prepare a Hydrologic /Hydraulic Evaluation** – the selected firm shall execute a hydrologic study of the tributary watershed to determine flow characteristics for the 10, 25, 50, 100 and 500 year storms and model the current dam configuration to identify capacity limitations. Proposed improvements will likewise need to be modeled to demonstrate appropriateness. This material shall be provided in a report suitable to accompany the plans for review and approval by local and state regulatory agencies.

**Provide Test Borings** - the selected firm shall contract with a boring contractor to provide test borings as may be required to determine subsurface conditions that may need to be address in the proposed improvements. At a minimum each test should provide depth to refusal (if less than 20'), relative compaction and textural assessment of the subsoil

**Develop a Preliminary Design** – This initial data gathering shall be assembled into a preliminary design to address identified issues and regulatory requirements. A preliminary cost opinion is also required with the Preliminary Design.

**Project Meeting #3** – meet with Town Engineer, Director of Recreation, Inland Wetlands Officer, and possibly other members of the Town Staff and DEEP staff to review to present Preliminary Design, initial cost opinion, and to review schedule of subsequent actions.

**Complete Final Design** - Final design should include all review comments from the DEEP and Town staff. It should provide an existing conditions plan, proposed improvement plan, phased construction plans if required, details and specifications for design elements, and sedimentation and erosion control plans.

**Submit Final Design** - to Town and CT. DEEP Dam Safety for review and approval

**Revise Final Design** – The selected firm shall make required revisions to the Final Design as needed, update their cost opinion and finalize a schedule for the implementation of these improvements

**Provide Preconstruction Services** – The selected firm shall prepare specifications to include with the Approved Plans and Town of Vernon standard language into a set of bid documents. They shall assist the Town of Vernon in the bidding process including a site walk for prospective bidders, respond to questions raised, attend the bid opening and assist bid evaluation and contractor selection

**Provide Inspection Services** – during critical elements of construction the design firm shall provide oversight and inspection services on behalf of the Town of Vernon to insure that the project execution is consistent with the plans and specifications. This service shall not necessarily constitute the need for a resident inspector and shall be negotiated separately from the main assignment once the design is completed and the contractor identified.

## **TIME FOR COMPLETION**

The Town of Vernon anticipates that construction of the approved plans will be done in the late summer/fall of 2016 after the recreation program has completed its summer season. To this end, design work needs to commence this fall and be ready to offer bid packages to the contracting community in April of 2016

## **QUALIFICATION REQUIREMENTS FOR RESPONDENTS**

The Town of Vernon will accept qualifications and proposals from Civil Engineering and Land Surveying firms experienced in dam design and renovations.

Respondents must be licensed and/or certified in the State of Connecticut, and be in good standing to perform such services.

In order to be considered for consulting work pursuant to this request firms must also include the following items in their submission:

1. A Proposed Scope of Work.
2. The qualifications and experience (on similar projects) of personnel that are to be assigned to the project team.
3. The ability to provide said services within the proposed project schedule and time constraints

4. The firm's awareness of potential projects issues, opportunities and constraints.
5. Quality and performance of past services.
6. Hourly fees and expense schedule.
7. Professional references.
8. A fee proposal corresponding to the scope of work stated from item 1 above.

All respondents should provide five (5) hard copies of proposals which should be submitted in a sealed envelope, clearly marked on the outside of the envelope,

***"BID DOCUMENT – RFQ/RFP #1077 10/23/2015 "***

to:

**Town of Vernon  
Mr. John D. Ward, Town Administrator,  
Memorial Building  
14 Park Place, 3<sup>rd</sup> Floor, Vernon CT 06066**

by 10:00 am on 10/23/2015 at which time proposals shall be opened and read aloud publically.  
**Emailed, faxed or late bids will not be accepted.**

Qualifications will be reviewed by the town's Selection Committee. Interviews may be required. The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBEs/WBEs/SBEs are encouraged to apply. The Town reserves the right to reject any or all applications in whole or in part, to award any one service or group of services or all services, to negotiate with any or all companies submitting qualifications, and to enter into an agreement with any company for any services mentioned in this RFQ/RFP if it is deemed to be in the best interest of the Town.

All questions about the proposals should be directed to David A. Smith, Town Engineer, by e-mail at [dasmith@vernon-ct.gov](mailto:dasmith@vernon-ct.gov) not later than 4:00pm, October 20, 2015. Answers to all so received questions shall be posted by 5:00pm, October 21, 2015 on the Town's website under the bid section at <http://www.vernonct.gov/legal-notices> with reference to RFQ/P #1077-10/23/2015

**CONFIDENTIALITY:** The Town of Vernon is subject to the requirements of the Freedom of Information Act. If a respondent believes the information contained in its qualifications should be treated as confidential, that material shall be clearly marked. The Town shall endeavor to protect confidential materials from disclosure to non-Town employees or contractors to the extent required by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of a response to this RFQ/RFP.