

May 6, 2022

**TOWN OF WINDSOR
WILSON GATEWAY PARK
REQUEST FOR QUALIFICATIONS AND PROPOSAL – DESIGN SERVICES
RFP E2022-05**

THIS IS NOT A REQUEST FOR BIDS AND THE TOWN RESERVES THE RIGHT TO NEGOTIATE AND CONTRACT WITH ANYONE OR NO ONE IN THE BEST INTERESTS OF THE TOWN OF WINDSOR.

I. INTENT AND GENERAL INFORMATION

The Town of Windsor is seeking a qualified professional planning and engineering firm or consultant to facilitate a community planning process that culminates in a Wilson Gateway Park Master Plan, including construction plans and bid specifications for Windsor, CT. The project will convert a vacant parcel at #458 Wilson Avenue into a multi-purpose public park that will bring neighborhood and community residents together in both informal and formal ways.

The community vision for the park aims to achieve four goals: connect people and places, activate public space for individuals, families, and community, enhance the gateway to the neighborhood, and complement existing and future park network. The design may include elements such as passive recreation areas, flower gardens, pavilion, walking/exercise trails, gathering and community event space, and community gardens.

The Town of Windsor solicits proposals from qualified consulting firms to conduct perform survey, design, conduct public outreach, obtain permits, and prepare construction documents for the improvements to create the Wilson Gateway Park. The following scope of services is suggested at this time. If variations to this scope are suggested by the respondent they should be clearly identified in the response submitted by the consultant.

All work performed under the contract between the Town of Windsor and the firm shall be under the direction of professional engineers, landscape architects and land surveyors licensed by the State of Connecticut.

II. SUBMISSION AND DEADLINE

Proposals must be **received by 2:00 P.M. Thursday, May 26, 2022.** An original and two (2) hard copies of the proposal and an electronic (PDF) copy shall be submitted to:

James Bourke
Director of Finance
Windsor Town Hall
275 Broad Street
Windsor, CT 06095

Questions regarding this RFP may be directed to Jenna Zinky, Engineer via email at zinky@townofwindsorct.com and shall be received no later than five (5) business days prior to the opening date to allow for the timely preparation and posting of addenda. Questions received and the decisions regarding each question shall be set forth in a written addendum. Any addenda shall be posted on the Town's website. No oral interpretations shall be made to any respondent as to the meaning of any portion of the bid documents.

III. SCOPE OF SERVICES

A. Data Collection and Field Investigation

1. Survey
 - a. Review the Concept Plan developed by the Town and perform a field examination of the project area to become familiar with the existing conditions.
 - b. Perform an existing conditions survey of the 5.68 acre +/- project site and include the Windsor Ave / East Wolcott Ave intersection, Windsor Ave / Allen St intersection, and the East Barber Street right-of-way. Please refer to Attachment A.
 - c. The survey shall have a A-2 / T-2 standard of accuracy and shall show topography with one-foot contour intervals and spot elevations at critical points. All visible utilities and structures will be included in the survey. Vertical datum shall be NAVD88.
 - d. Locate inland wetland flags described in Section III.A.2.
 - e. Depict current FEMA mapping within the subject parcel.
 - f. Supplement the existing conditions survey with available information provided by the town and utility companies regarding the location of subsurface utilities.
 - g. Prepare a base map at an appropriate scale to be used as the basis for the project design. Scale will be determined prior to commencement of survey.
2. Inland Wetland Delineation
 - a. Obtain the services of a certified Soil Scientist to delineate the boundaries of inland wetlands and watercourses within 150' of the assumed project area. Conduct a general inspection of the wetlands to include a visual survey of dominant plant species present including trees, shrubs, and herbs and an assessment of the overall ecological condition of the wetlands and the proposed impact of the project upon the wetlands. Prepare a soil scientist's report documenting the inspection and findings.

B. Concept Plan and Public Input

1. Participate in a project initiation meeting with the town staff and stakeholders for the following purposes:
 - a. Review the Scope of Services and confirm the project goals, objectives and expectations.
 - b. Review the Concept Plan developed by Town staff and public engagement results to date.
 - c. Refine the project schedule and project reporting protocol.
 - d. Discuss the project budget.
2. Develop and refine the concept plan for a public information meeting.
3. Provide a concept level cost estimate for planning and budgeting purposes.
4. Facilitate a public information session to review concept plan and discuss major and minor elements of the design.
5. Assume two (2) public information meetings, one (1) Town Council meeting, and three (3) meetings with Town Staff.

C. Preliminary Design (60% Submission)

1. Revise the concept plan based on comments from public and Town staff.
2. Prepare preliminary design plans based on initial comments and input from the Town and stakeholders. The plans shall include:
 - a. Existing conditions/removals plan
 - b. Layout plan
 - c. Landscaping and planting plan
 - d. Existing and proposed grading including spot elevations where appropriate
 - e. Drainage plan (surface and subsurface) including supporting computations
 - f. Plans and details for fencing, benches and other required site amenities
 - g. Erosion and sedimentation control plan meeting the CT DEEP 2002 Guidelines
 - h. Plan for relocating site utilities within the project area, if any.
 - i. Preliminary signal plan for review and coordination with CTDOT.
 - j. Phasing plan for multi-year build.
3. Prepare an opinion of probable construction costs based on the preliminary design including add alternate(s).
4. Prepare the technical specifications for the proposed improvements based on Town of Windsor Engineering Standards and Specifications and CTDOT Form 818, modified as necessary.
5. Meet with the Town and stakeholders to review the preliminary design and the opinion of probable construction costs.
6. Assume three (3) meetings with Town Staff and key stakeholders.

D. Final Design and Construction Documents

1. Address comments from the Preliminary Design phase.
2. Prepare the final plans for review incorporating the comments from the Town and stakeholders on the preliminary design submission.

3. Prepare a final opinion of probable construction costs for the proposed improvements, phasing (if needed) add alternate(s).
4. Adjust phasing plan based on cost estimate and budgeting parameters.
5. Prepare and submit local permit applications and supporting documentation. At this time the anticipated permit will be from the Town of Windsor Inland Wetland and Watercourses Commission.
6. Prepare for and attend one (1) meeting with the Town of Windsor Inland Wetland and Watercourses Commission.
7. Meet with the Town and stakeholders to review the final plans and specifications. Make minor revisions as may be required.
8. Finalize the plans and specifications and provide the Town with final, bid-ready construction documents suitable for seeking competitive bids for the work.

E. Bid Phase

1. Provide bid advertisement and bid-ready documents including bid sheet.
2. Provide response to requests for information, questions and clarifications as necessary via Addendum during the bid phase.
3. Provide Bid Analysis and recommendation for the lowest qualified bidder.

F. Deliverables

1. Preliminary Design Phase - The Consultant shall provide one (1) full-size set and two (2) half-scale sets of all plans for review. Electronic (PDF) files for all plans and specification submissions for the review and record.
2. Final Design Phase
 - a. Final Design for Review - The Consultant shall provide two sets of plans, cut sheets/details, cost estimates and other supporting documentation.
 - b. Bidding Documents – One set of plans and cost estimates for bidding shall be submitted in Adobe Acrobat's portable document format (pdf). The technical specifications shall be provided in MS Word format.
3. The drawing scales shall be determined prior to commencing project. The design shall be prepared on 24" x 36" sheets.

IV. TERM OF CONTRACT

The term of the contract to perform these consulting services will be as negotiated between the Town of Windsor and the selected Consultant. The anticipated time to complete the Survey is 30 calendar days, weather dependent. The anticipated time to complete the Preliminary Design is 60 calendar days. Final construction documents shall be completed within 45 days of notice to proceed with this phase.

V. CONTRACT MANAGEMENT

The selected firm will assign one qualified individual, who will be the firm's contact person responsible for directing and coordinating the activities of the firm's personnel and subcontractors in all aspects of the project.

The Town of Windsor reserves the right to reject any or all of the proposals submitted. The Town of Windsor reserves the right to negotiate the cost of this proposal and to award the work to a firm other than the firm with the lowest cost, if it is in the best interest of the Town.

VI. PROPOSALS

The Town of Windsor will not be liable for costs incurred in the preparation of the response to this RFP or in connection with any presentation before a Selection Committee.

Respondents shall submit as their proposal the following:

Organization and Content:

- An original and two (2) copies of the proposal shall be submitted for review along with an electronic file (PDF).
- A letter of transmittal addressed to Jenna Zinky, which includes a statement by the respondent accepting all terms and conditions and requirements contained in this RFP and draft agreement.
- Brief statement as to the firm's/team's particular abilities and qualifications related to this project; state in detail the firm's/team's understanding of the requirements presented in this RFP.
- Description of project approach/methodology.
- Brief description of other projects of similar size and scope completed by this firm including public outreach efforts. Consultant must have experience with public park design. Include reference contact information. **Note:** To be competitive in this phase of the selection process, firms should show that they have successfully completed a minimum of 3 similar projects since 2015.
- Resumes of key personnel assigned to this project.
- Anticipated schedule with project milestones.
- Additional information, not included above, which you feel may be useful and applicable to this project.

Fee Proposal

A cost proposal addressing the elements of the work to be performed. This proposal shall be in sufficient detail to include the task, number of hours, unit hourly rates and total proposal. The consultant shall indicate any and all costs that are considered necessary for the completion of the project. One cost proposal shall be submitted. It shall be submitted in a **separate** envelope.

Proposals must be signed by an Officer of the Consulting Firm. Unsigned proposals will not be considered.

VII. CONSULTANT SELECTION PROCESS

The consultant will be selected on the basis of the following criteria:

- Recent, relevant experience of the firm
- The background, education, qualifications, and relevant experience of key personnel to be assigned to this contract
- References provided by the firm
- Past performance for the Town of Windsor
- The consultant's proposed schedule for completion
- A short-list of finalists will be developed based on qualification packages received and the above considerations. Fee proposals of the short-listed finalists will be opened and reviewed prior to selection.

The Town may elect to interview any, all, or none of the short-listed firms as part of the selection process.

The Town of Windsor may elect to meet with any, all, or none of the consultants prior to selection.

The Town of Windsor reserves the right to reject any or all of the proposals submitted. The Town of Windsor reserves the right to negotiate the cost of this proposal and to award the work to other than the firm with the lowest cost, if it is in the best interest of the Town.

VIII. INSURANCE AND INDEMNIFICATION—SEE SAMPLE AGREEMENT

IX. ADDITIONAL INFORMATION

Attachment A: Wilson Gateway Park Concept Plan

Attachment B: Record Survey Map

Additional information regarding existing mapping is available by request made to the Engineering Department.