TOWN OF OLD LYME, CONNECTICUT

Memorial Town Hall
52 Lyme Street
Old Lyme, Connecticut 06371

REQUEST FOR PROPOSALS

PROFESSIONAL ENGINEERING SERVICES

FOUR MILE RIVER AND BLACK HALL RIVER NAVIGABLE WATERWAYS STUDY

August 20, 2012

TOWN OF OLD LYME, CONNECTICUT

Memorial Town Hall
52 Lyme Street
Old Lyme, Connecticut 06371

PROFESSIONAL ENGINEERING SERVICES
FOUR MILE RIVER AND BLACK HALL RIVER
NAVIGABLE WATERWAYS STUDY

BID COVER PAGE

Bidder (Name of Firm):

Address:

Town/State/Zip:

Name and Title of Authorized Officer (Printed):

Signature of Authorized Officer:

Telephone:

Fax:

Email:

Date Submitted:

Sealed bids and proposals must be addressed to First Selectwoman Bonnie A. Reemsnyder and will be received at the Office of the First Selectwoman, Memorial Town Hall, 52 Lyme Street, Old Lyme, Connecticut 06371 until: 2pm on Monday, 1 October 2012.

NOTES TO BIDDERS:

1. Sealed bids and proposals are subject to the instructions set forth in this Request for Proposals. Any modifications must be specifically accepted by the Town of Old Lyme Purchasing Authority.

2. Bidders are to provide all required data on the Bid Cover Page and return the completed page with their bid.

3. ONE (1) printed original, ONE (1) electronic copy on disk, and FIVE (5) printed copies of the proposal must be submitted in a sealed envelope and clearly marked with the responding firm's name and "Harbor Management Commission Bid" on the outside of the envelope, including all outer packaging such as Express Mail, FedEx, and UPS packaging.

4. All questions concerning the Request for Proposals, including the required Scope of Work and Bidding Process, should be directed in writing to: Ms. Bonnie Reemsnyder, First Selectwoman, Memorial Town Hall, 52 Lyme Street, Old Lyme, Connecticut 06371 breemsnyder@oldlyme-ct.gov.

5. Written requests for information will not be accepted after 2pm on Friday, 14 September 2012. Verbal requests for information via phone or other means will not be accepted.

6. Any addenda concerning important information and/or modifications to specifications will be posted on the "Current Projects" page of the Town's website at http://www.oldlyme-ct.gov/Pages/OldLymeCT_projects/currentprojects.

7. It is each bidder's sole responsibility to monitor the above website for all updated information. Please note that addenda will not be mailed, e-mailed, or faxed to prospective bidders.

8. In submitting a proposal, the bidder agrees that the proposal will remain valid for a period of ninety (90) days after the closing date for submission, and may extend beyond that time by mutual agreement with the Town. Prices quoted must be firm, for acceptance by the Town of Old Lyme, for a period of ninety (90) days.

9. The bidder shall be thoroughly familiar with the requirements of all specifications and the actual physical conditions of the potential project sites. The submission of a proposal shall be construed as evidence that the bidder has examined the actual job conditions, requirements, and specifications. Any claim for labor, equipment, or materials required or difficulties encountered that could have been foreseen will not be recognized by the Town.

10. No contract may be assigned without the consent of the Town of Old Lyme Purchasing Authority.

11. The successful bidder will be required to furnish and maintain professional liability insurance and a comprehensive general liability certificate of insurance naming the Town as additional insured. The insurance is to be suitable liability, worker's compensation,

and professional coverage. The certificates of insurance will be provided by companies licensed in the State of Connecticut and will be in reasonable amounts satisfactory to the Town.

12. All applicable laws, rules, and regulations of all local, state, and federal authorities having jurisdiction over the project shall apply to any contract that may be issued for this project. In submitting a proposal, all bidders certify familiarity with and adherence to all local, state, and federal laws, rules, and regulations that may affect cost, progress, performance, and furnishing of all work products pursuant to the submitted bid.

13. After review of all factors, terms and conditions, including price, the Town of Old Lyme Purchasing Authority reserves the right to reject any and all bids and proposals; or any part thereof, or waive defects in same, or accept any proposal deemed to in the best interest of the Town.

REQUEST FOR PROPOSALS

PROFESSIONAL ENGINEERING SERVICES FOUR MILE RIVER AND BLACK HALL RIVER NAVIGABLE WATERWAYS STUDY

INTRODUCTION

The Town of Old Lyme (the Town), on behalf of the Town's Harbor Management Commission (HMC), is seeking bids and proposals from Connecticut licensed professional engineering firms qualified to conduct a Navigable Waterways Study (Study) for the Town. The proposed Study will assist the HMC in determining the feasibility of pursuing a project to dredge a nonfederal navigation channel in one or both of two navigable, nonfederal waterways in the Town's coastal area. Those waterways are the Four Mile River and Black Hall River. The HMC and State of Connecticut Harbor Master for the Town have determined that ongoing sedimentation in each of the two identified waterways has diminished the capacity of the waterways' existing navigation channels to support continued safe and enjoyable recreational boating activities at all stages of the tide. The HMC and Connecticut Department of Transportation (CONNDOT) have formed a partnership for managing the proposed Study and evaluating the Study's findings.

Firms responding to this Request for Proposals (RFP) must comply with all submittal requirements specified in the RFP. A preferred firm (Preferred Firm) from among the responding firms may be selected by the Town and asked to initiate development of a detailed Study work program and contract with the Town. Selection of the Preferred Firm will be based on consideration of all respondents' qualifications, experience, proposed approach to the Study, proposed scope of work, cost proposal, and any other considerations deemed relevant by the Town. Execution of the detailed Study work program and contract will be dependent on the availability of Study funds.

PROJECT GOALS

The two principal goals of the Town's Navigable Waterways Study are:

1. To develop the data and information needed to determine the feasibility of establishing a suitable dredged navigation channel to maintain ease and safety of navigation in one or both of two identified waterways in the Town.

2. To reach agreement with the Connecticut Department of Energy and Environmental Protection's Office of Long Island Sound Programs (DEEP OLISP) and U.S. Army Corps of Engineers (USACE) on a conceptual dredging plan or plans to be evaluated in more detail by the Town.

IDENTIFIED WATERWAYS

The Four Mile River and Black Hall River include coastal resources subject to the harbor management jurisdiction of the Town and provide opportunities for boating activities and navigation access to Long Island Sound. For the purpose of the Waterways Management Study, the Four Mile River and the Black Hall River are the "Identified Waterways" for study and evaluation by the Preferred Firm.

The Four Mile River study area (see the attached Figure 1) forms part of the Town's eastern boundary with the Town of East Lyme. This river's existing channel is constricted by a fixed railroad bridge, winds through tidal mudflats, and provides boating access to and from a state boat launching ramp and two small commercial marinas. The Black Hall River study area (see the attached Figure 2) near the mouth of the Connecticut River provides boating access to and from a state boat launching ramp and a commercial marina at Shore Road (Route 156).

SCOPE OF WORK

A three phase Scope of Work for the Study has been developed by the HMC. For the purpose of this RFP, prospective firms are required to provide a cost proposal only for "Phase 1: Dredging Project Feasibility Analysis" which consists of tasks 1.1 through 1.8 outlined below. Subsequent phases 2 and 3 of the Study may be awarded to prepare environmental analysis and documentation as well as engineering and design development as needed.

Phase 1: Dredging Project Feasibility Analysis:

1.1. <u>Assemble Pertinent Information</u>: Review State of Connecticut and USACE regulatory permit history regarding any historical dredging plans and/or dredging projects in the identified waterways, including any public and private plans and/or projects; obtain copies of any previous plans, surveys, and other pertinent reports and documents.

1.2. <u>Conduct Hydrographic Condition Surveys</u>: Plan and conduct hydrographic surveys of the identified waterways in accordance with standards established by the USACE for navigation condition surveys; present results of hydrographic surveys on appropriate drawings signed and sealed by a certified hydrographer, professional engineer, or professional surveyor; review survey results with the HMC, Harbor Master, and CONNDOT during one meeting convened for that purpose.

1.3. Determine Desirable Navigation Channel Depths and Widths: Determine desirable channel dimensions, including channel depths and widths, for safe navigation in the identified waterways; determine desirable channel dimensions in consultation with the HMC and Harbor Master based on consideration of existing and anticipated vessel activity in the identified waterways.

1.4. Identify Critical Coastal Resources and Conditions: Identify the locations of coastal resources and other natural and man-made conditions that will affect the design of conceptual plans for navigation channels in the identified waterways. Natural and man-made resources and conditions to be identified include, but are not limited to, intertidal flats, tidal wetlands, shellfish resource areas, the line of lowest predicted tide and other critical tidal datums, and bridge openings. Show the location of these resources and conditions on an appropriate drawing.

1.5. Prepare Conceptual Channel Plans and Dredged Volume Computations: Based on findings from tasks 1.1 through 1.4 above, prepare conceptual plans for navigation channels that would be established in each of the identified waterways, including appropriate channel widths, depths, and positions. Determine, utilizing an appropriate computational method approved by the HMC, the volumes of material to be dredged to construct each navigation channel in accordance with the conceptual plans. Show the conceptual plans on suitable drawings signed and sealed by a registered professional engineer; show the conceptual plans in plan view and cross-sectional view on those drawings in relation to the identified critical coastal resources and conditions and the existing depths in the identified waterways.

1.6. Identify Feasible Dredging Methods and Equipment and Prepare Preliminary Cost Estimates: Based on findings from tasks 1.1 through 1.5 above, identify feasible methods of dredging and dredged material disposal and suitable equipment for implementing the conceptual plans, and prepare preliminary estimates of probable cost of plan implementation based on reasonable assumptions.

1.7. Prepare Draft and Final Summary Reports: Present the results of tasks 1.1 through 1.6 above in a written draft summary report for review by the HMC, Harbor Master, and CONNDOT. Include in the summary report drawings presenting the results of hydrographic surveys, descriptions of the identified coastal resources and conditions, and conceptual plans for navigation channels. Following review by the HMC, Harbor Master, and CONNDOT, amend the draft summary report as necessary to prepare a final summary report for submittal to the DEEP OLISP and USACE.

1.8. Review Summary Report with Regulatory Agencies: Assist the HMC and Harbor Master with presentation of the final summary report to representatives of the DEEP OLISP and USACE for the purpose of reaching agreement on a conceptual plan or plans for dredging in the identified waterway or waterways, including presentation during one meeting to be held for this purpose.

The following phases 2 and 3 of the Study may be awarded to prepare additional environmental analysis and documentation as well as project engineering and design development as needed and in accordance with the availability of Study funds. Prospective firms are not required to provide cost estimates for phases 2 and 3.

Phase 2: Dredging Project Design:

2.1. Conduct Sediment Sampling and Testing: Conduct sampling and testing of sedimentary material to be dredged to implement the agreed-upon conceptual plan or plans in the identified waterway or waterways; conduct sediment sampling and testing in accordance with a sampling and testing plan approved by the DEEP OLISP and USACE.

2.2. Prepare Dredged Material Disposal/Placement Alternatives: Identify alternative methods and locations for dredged material disposal/placement, including upland and in-water locations, for review by the HMC, Harbor Master, CONNDOT, DEEP OLISP, and USACE; prepare estimates of probable cost for each alternative identified.

2.3. Identify Preferred Placement Alternative: In consultation with the HMC, Harbor Master, DEEP OLISP, and USACE, identify the preferred method and location for disposal/placement of dredged material.

2.4. Prepare Final Design Plans with Estimate of Probable Cost: Based on findings from tasks 2.1 through 2.3 above, prepare final plans for the navigation channel or channels to be established in the identified waterways, including appropriate channel widths, depths, and positions. Determine, utilizing an appropriate computational method, the volumes of material required to be dredged in order to implement the final plans. Show the final plans, in relation to the identified coastal resources and features, on a suitable drawing signed and sealed by a registered professional engineer or land surveyor.

Phase 3: Regulatory Permitting

3.1. Prepare Permit Drawings: Modify the final design plan or plans prepared in Phase 2 as necessary to prepare permit drawings signed and sealed by a professional engineer for inclusion in permit applications to the DEEP OLISP and USACE.

3.2. Conduct Pre-Application Tasks: Complete pre-application consultations with the DEEP OLISP and USACE to discuss the proposed dredging project or projects prior to preparation of project plans; submit project plans to the HMC for harbor management review prior to submitting applications to the DEEP OLISP and USACE.

3.3. Prepare and Submit Permit Applications: Prepare and submit completed permit applications to the DEEP OLISP and USACE in accordance with DEEP OLISP and USACE instructions for preparing those applications. Prepare draft applications for review by the HMC and Harbor Master; amend draft applications as necessary and submit final applications.

3.4. Address Agency Comments: Modify project plans and/or other application materials as necessary in response to comments by the DEEP OLISP and USACE following submittal of permit applications.

SUBMITTAL REQUIREMENTS

Submit ONE (1) printed original, ONE (1) electronic copy, and FIVE (5) printed copies of the proposal in a sealed envelope clearly marked with the responding firm's name and "Harbor Management Commission Bid" on the outside of the envelope, including all outer packaging such as Express Mail, FedEx, and UPS packaging.

Sealed bids and proposals must be addressed to First Selectwoman Bonnie A. Reemsnyder and received at the Office of the First Selectwoman, Memorial Town Hall, 52 Lyme Street, Old Lyme, Connecticut 06371 not later than: 2pm on Monday, 1 October 2012.

All responses must include the following information:

1. Bid Cover Page: Provide the information required on the Bid Cover Page and return the completed Bid Cover Page with the proposal.

2. Letter of Transmittal: Submit a letter of transmittal on the responding firm's stationery, signed by an authorized officer of the responding firm, binding the firm to all representations included in the submitted proposal and identifying a primary contact person.

3. Firm Qualifications and Experience: Provide a description of the responding firm and its relevant experience and qualifications, including:

    a. Names, addresses, principals, and contact persons for the responding firm and all firms that would be involved in the Study, including any subcontractors;

    b. Type, size, and history of all firms involved in the Study, including any subcontractors, and including number of years in business;

    c. Resumes of principal personnel assigned to the Study; and

    d. Experience with similar projects, including contact information for references concerning similar projects.

4. Status of Disciplinary Actions: Provide information on the circumstances and status of any disciplinary actions taken or pending against the responding firm and any subcontractors during the past three years with local, state, and federal regulatory bodies or professional organizations.

5. Approach to Study: Provide a detailed description of the responding firm's proposed approach to successfully conduct and complete each of the Phase 1 tasks in the Scope of Work.

6. Timeline: Provide a detailed timeline for completion of each of the Phase 1 tasks in the Scope of Work, including proposed start and finish dates and the number of man-hours required to complete each task. Include any additional information necessary to demonstrate the firm's ability to complete the Study in accordance with the submitted timeline.

7. Price Proposal: Provide a total, not-to-exceed, fixed price for conducting and completing the required Scope of Work. Include sub-totals for each Phase 1 task. Provide a schedule

of hourly rates, fees, and other related expenses of all firms that would be involved in the Study, including any reimbursable expenses. Provide a unit price that will apply to any work that may be necessary to complete the project beyond the work required by the Scope of Work.

8. Town of Old Lyme Resources: Identify the resources, personnel, or other assistance which the firm requires from the Town of Old Lyme in order to successfully complete the required Scope of Work.

9. Additional Information: Include any additional considerations or strengths of the responding firm that will assist the Town in evaluating the firm's ability to meet the needs of the Town. This information is optional and should be limited to one page.

EVALUATION

Proposals will be evaluated by the Town of Old Lyme with respect to the following considerations and any other factors which the Town may deem relevant.

a. Professional qualifications;

b. Technical competence;

c. Knowledge of the Town and the identified waterways;

d. Organizational stability;

e. Proposed approach to the Study and proposed schedule;

f. Credentials and experience of personnel assigned to the Study;

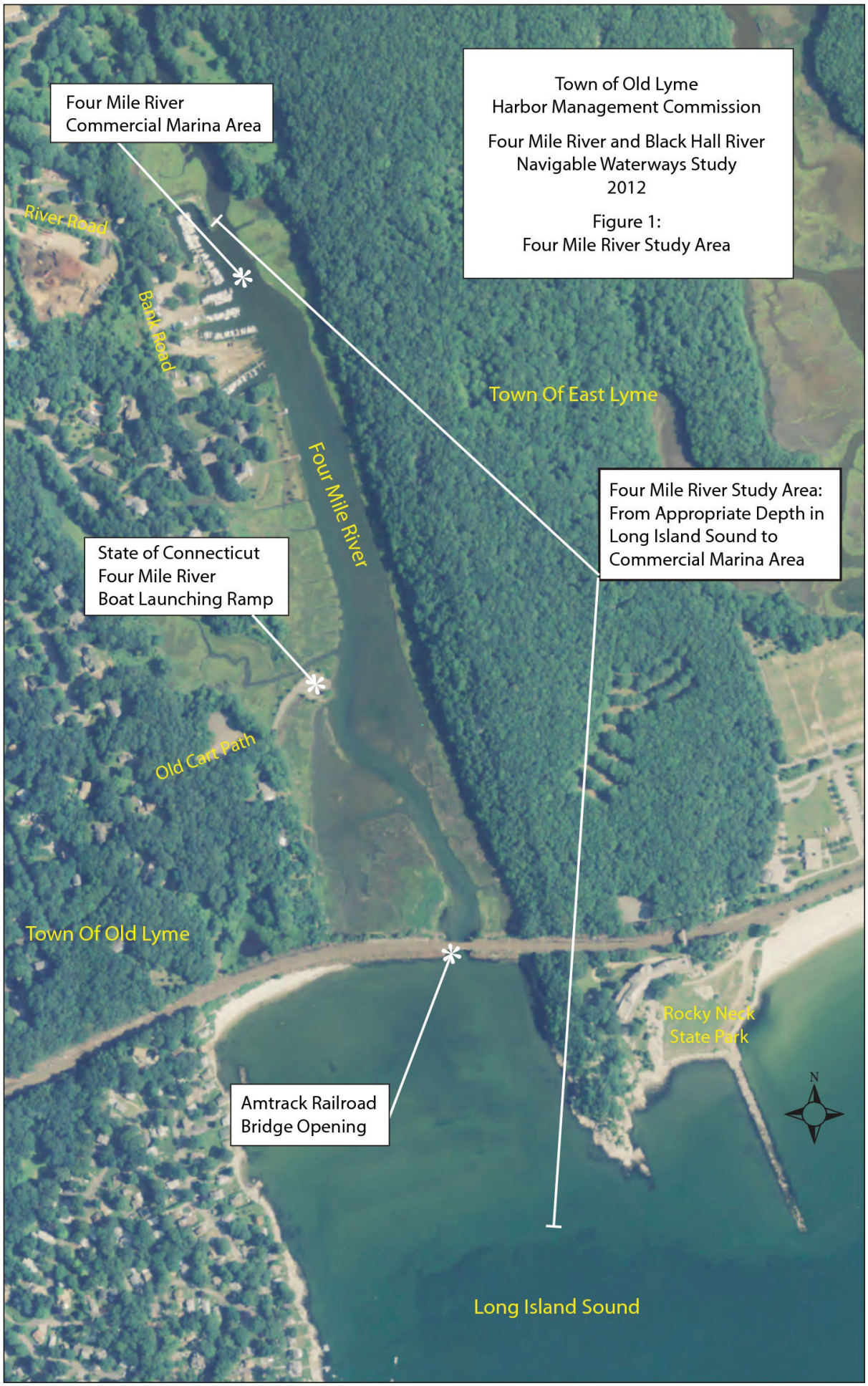
g.. Experience with similar projects;

h. Ability to communicate effectively; and

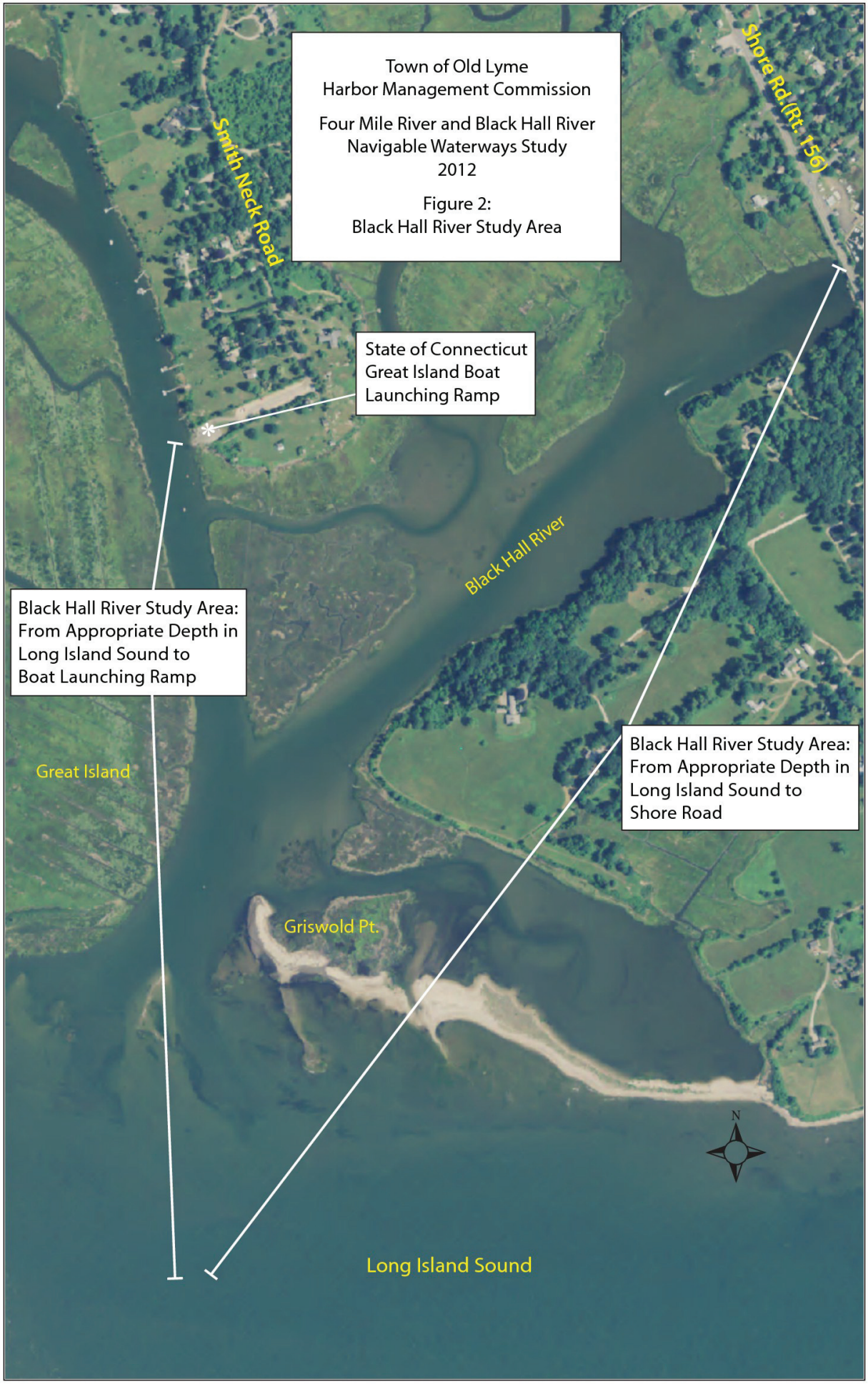
i. Competitive cost.

Following evaluation of all submitted proposals, qualified firms may be invited to participate in an interview with Town officials prior to selection of a Preferred Firm for conducting the Study.

After review of all factors, terms and conditions, including price, the Town of Old Lyme reserves the right to reject any and all bids and proposals, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the Town.



NOTE: This map is intended for use as a guide only. Firms responding to the RFP are solely responsible for determining all distances and areas to be surveyed as necessary to properly respond to the RFP.



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