

**REQUEST FOR PROPOSALS FOR BOROUGH OF NAUGATUCK
ANDREW MOUNTAIN OPEN SPACE PROPERTY, NAUGATUCK OSWA-445**

Section 1. General Information and Requirements

1.1 General Information

The Borough of Naugatuck is distributing this Request for Proposals (RFP) for an **A-2 Certified - Monumented Property/Boundary Survey of the Andrew Mountain Open Space Property, Naugatuck, CT OSWA-445.**

1.2 Purpose

The Borough of Naugatuck is completing the process of acquiring reimbursement funds from the State of Connecticut Department of Energy & Environmental Protection (CTDEEP) for property on Andrew Mountain Road that the Borough recently purchased. An A-2 certified Property/Boundary survey is one of the items required by CTDEEP that the Borough must furnish as part of this process.

1.3 Project Description

The property acquired by the Borough of Naugatuck consists of 4 (four) contiguous parcels. The survey and an associated legal description need to be obtained by the Borough of Naugatuck to satisfy Connecticut Department of Energy & Environmental Protection (CTDEEP) requirements for funding. A .pdf file of an overall map of the parcels is included with this document.

1.4 Project Scope

See Item 3. **Price Proposal** under **REQUIRED DOCUMENTATION**

GENERAL INSTRUCTION

Inquiries. Questions on the proposal may arise as firms prepare their packages. For answers to questions see **Section 1.5 Clarifications and Interpretations.**

Signature Requirements. Proposals must be signed by a duly authorized official of the firm. Consortiums, joint ventures, or teams submitting proposals will not be considered unless it is established that all contractual responsibility rests solely with one contractor or one legal entity, which shall not be a subsidiary or affiliate with limited resources. Each proposal shall indicate the entity responsible for execution on behalf of the proposal team.

Proposal Deadline. The Borough of Naugatuck must receive one (1) copy of your proposal addressed as indicated above no later than April 1, 2013.

Proposals to be in effect. Each proposal shall state that it is valid for a period of not less than sixty (60) days from the date of receipt.

Rejection Rights. The Borough of Naugatuck retains the right to reject any or all proposals and to re-solicit if deemed to be in the best interest of the Borough of Naugatuck to do so.

Cost of Proposal Preparation. No reimbursement will be made by the Borough of Naugatuck for any costs incurred for the preparation of a proposal or during the selection process.

REQUIRED DOCUMENTATION

The proposal **must** contain the following information:

1. Firm(s) name, size, and related experience on similar projects.
2. List of municipalities served in Connecticut including references.
3. Price Proposal including the following items:
 - a. Records research.
 - b. A-2 certified Monumented Property/Boundary Survey and Map which complies to the latest adopted “Recommended Standards for Surveys & Maps in the State of Connecticut”, including improvements and cultural features (watercourses, wetlands, existing trails, structures, structural remains, dump sites or other items as may exist).
 - c. The delineation of the State of Connecticut’s conservation area is to be included as part of the monumentation requirement.
 - d. Survey and Map to be Geo-referenced and comply to current NAD 83 standards.
 - e. Complete “metes and bounds” legal description.
 - f. Required copies of documents suitable for filing, including at a minimum, two record mylar map copies and a legal description on company letterhead.
 - g. Digital copies of the survey and map in .dwg format, a copy of the legal description in MS-Word and .pdf format.
 - h. A copy of the original field book notes, sketches & computations.
4. Proposed work schedule for completion of the survey and legal description (including estimated number of days from approval of proposal to completion.)

NOTE: Proposals not meeting these minimum requirements may be disqualified.

SELECTION PROCEDURES

Responses to the RFP will be evaluated in accordance with the following criteria:

1. Qualifications, experience, and reputation of company.
2. Qualifications of key personnel assigned to the project.
3. List of municipalities served and references provided.
4. Proposed work schedule.
5. Cost estimate of survey including research, monumentation and “metes and bounds” legal description.
6. Schedule of fees.
7. Other considerations.

1.5 Clarifications and Interpretations

- a. No pre-submission conferences are proposed.
- b. All questions and inquiries shall be directed to:

Wayne J. Zirolli, P.E. & L.S.
Borough Engineer
Town Hall
229 Church Street
Naugatuck Ct, 06770
(203) 720-7005
Fax: (203) 720-7041
wzirolli@naugatuck-ct.gov

- c. Questions must be submitted at least 2 weeks prior to receipt date.
All firms interested in responding and receiving Clarifications and Interpretations must submit contact information by fax to 203-720-7041 using the supplied **Intent to Respond** form.
- d. All significant questions and responses will be disseminated to the registered respondents in one e-mail after the question submission date.

1.6 Submission of Proposal

Proposals will be accepted until 2:00pm April 1, 2013. All proposals must be clearly marked on one (1) large envelope entitled: **“A-2 SURVEY REQUEST FOR PROPOSALS FOR VENDOR SERVICES FOR BOROUGH OF NAUGATUCK ANDREW MOUNTAIN OPEN SPACE PROPERTY, NAUGATUCK, CT OSWA-445”**.

Proposals shall be directed to:

Wayne J. Zirolli, P.E. & L.S.
Borough Engineer
Town Hall
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Naugatuck Ct, 06770

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Fax (203) 720-7041
wzirolli@naugauck-ct.gov

NOTE: Late submissions will not be accepted.

1.7 Vendor Selection

It is the intent of Borough of Naugatuck to negotiate a contract with the most technically qualified Vendor based on lowest cost, provided that the Vendor's performance records are acceptable and the cost for services is fair and reasonable, considering the estimated value, scope, complexity and professional nature of the services to be rendered.

1.8 Borough of Naugatuck's Reservation of Rights

The Borough of Naugatuck reserves the right to waive any informalities or to reject any or all proposals.

The Borough of Naugatuck reserves the right to reject any proposals if they show any omission, alteration of form, additions not called for, conditional bids, or irregularities of any kind.

The Borough of Naugatuck reserves the right to reject any or all proposals or to accept any proposals, should it deem it to be in the best interest of the Borough.

1.9 Reimbursement for Costs

It is the responsibility of the respondents to pay for all costs associated with submitting qualifications and proposals. The Borough of Naugatuck shall not reimburse any costs.

1.10 Insurance Requirements

Before execution of the Contract, the Bidder will be required to file with the Borough of Naugatuck a certificate of insurance. The certificate, executed by an insurance company satisfactory to the Borough of Naugatuck shall name the Borough of Naugatuck and the State as additional insured parties on the form furnished with these specifications. The "Certificate of Insurance" shall state that at a minimum, with respect to the contract, the bidder carries insurance in accordance with the requirements and stipulations listed below:

- a. Unless requested otherwise by the Borough of Naugatuck, the Bidder and its insurer shall not assert the defense of governmental immunity in the adjustment of claims or in the defense of any claim or suit brought against the Borough of Naugatuck and the State. The Bidder shall assume and pay all cost and billing for premiums and audit charges earned and payable under the required insurance.
- b. Workmen's Compensation Insurance: With respect to all operations the Bidder performs and all those performed for it by subcontractors, the Bidder shall carry

workmen's compensation insurance in accordance with the requirements and the laws of the State.

- c. Professional Errors and Omission: coverage of \$1 million
- d. Automobile Liability Insurance: The operation of all motor vehicles, including those hired or borrowed, used in connection with the project, shall be covered by Automobile Liability Insurance. The insurance shall provide coverage for each accident or occurrence in the amount of \$500,000 for all damages resulting from (1) bodily injury to, or death of, persons and/or (2) injury to or destruction of property. If an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least \$1,000,000.
- e. Termination or change of Insurance: Each insurance policy shall be endorsed to provide that the insurance company shall notify the Borough of Naugatuck by certified mail at least thirty (30) days in advance of termination, or any change in the policy. No such change shall be made without prior written approval of the appropriate Officials.
- f. Claims: Each insurance policy shall state that the insurance company shall agree to investigate and defend the Borough of Naugatuck and State against all damages, even if groundless.
- g. Compensation: There shall be no direct compensation allowed for any premium or other charge necessary to take out and keep in effect all insurance or bonds, but the cost thereof shall be considered included in the general cost of the work.

1.11 Attachments

- a. Certificate of Non-Collusion Form
- b. Certificate of Tax Compliance Form

1.12 Prime Firm/Company

The Vendor shall submit a brief response to the following items:

- a. Firm history
- b. Leadership
- c. Location(s)
- d. Resumes
- e. Services provided

1.13 Representative Projects

The Vendor shall provide information on representative projects active within the last 5 years. The maximum number of projects submitted shall be Five (5). Representative projects shall be relevant as to project type, size and cost.

1.14 References

The Vendor shall provide a list of references for the representative projects listed in Section 1.13.

1.15 Licenses & Certifications

The Vendor shall provide copies of all applicable licenses and certifications.

1.16 Litigation Statement

- a. Provide details of all past or pending litigation or claims filed against your company that would affect your company's performance under a contract with the Borough of Naugatuck.
- b. Provide a claims history under professional malpractice insurance for the past five (5) years of the Prime Firm and any team members proposed.

1.17 Financial Statement

- a. Provide details concerning any current default on any loan agreement or financing agreement with any bank financial institution, or other entity.

1.18 Additional Information

- a. Other pertinent information as may be required.

ATTACHMENT A
CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature

_____/_____/_____
Date

Printed Name of Person Signing Proposal

Name of Business

ATTACHMENT B
CERTIFICATE OF TAX COMPLIANCE

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all tax returns and paid all local and state taxes required under law.

Signature of Individual* or
Printed Corporate Name

_____/_____/_____
Date

Corporate Officer Signature*

Federal ID Number

Printed Name of Person Signing Proposal

*Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

