

**REQUEST FOR PROPOSALS FOR  
BOROUGH OF NAUGATUCK,CT  
Pavement Management Implementation**

**1. General Information**

The Borough of Naugatuck is distributing this Request for Proposals (RFP) for the implementation of a comprehensive pavement management program.

**2. Purpose**

The Borough of Naugatuck has proposed the development of a pavement management system to more effectively manage the Borough of Naugatuck road network.

**3. 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.

**4. Selection Procedures**

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

- a. Qualifications, experience, and reputation of company.
- b. Qualifications of key personnel assigned to the project.
- c. List of municipalities served and references provided.
- d. Proposed work schedule.
- e. Cost estimate Schedule of fees.
- f. Other considerations.

**5. Clarifications and Interpretations**

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

James R. Stewart, P.E. & L.S.  
Director of Public Works  
246 Rubber Ave.  
Naugatuck Ct, 06770  
(203) 720-7071  
Jstewart@naugauck-ct.gov

- c. Questions must be submitted at least 1 week prior to receipt date.

- All firms interested in responding and receiving Clarifications and Interpretations must submit contact information by e-mail to James Stewart.
- d. All significant questions and responses will be disseminated to the registered respondents in one e-mail after the question submission date.

## **6. Submission of Proposal**

The Borough of Naugatuck must receive three (3) paper copies and one digital copy of your proposal addressed as indicated. Proposals will be accepted until 3:30 pm June 14, 2013. All proposals must be clearly marked on one (1) large envelope entitled: **“Pavement Management REQUEST FOR PROPOSALS FOR VENDOR SERVICES FOR BOROUGH OF NAUGATUCK”**.

Proposals shall be directed to:

James Stewart, P.E. & L.S.  
Director of Public Works  
246 Rubber Ave  
Naugatuck Ct, 06770

**NOTE: Late submissions will not be accepted.**

## **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.

## **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.

## **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.

## **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 change 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.

## **11. REQUIRED DOCUMENTATION**

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

- a. Firm(s) name, size, and related experience on similar projects.
- b. List of municipalities served in Connecticut including references.
- c. Price Proposal including the following items:
  - i). Provide and install Pavement Management software system including
    1. Software installation and training
    2. Software Support
    3. Population of database with available information
  - ii) Pavement Condition Ratings
    1. Cost shall be per mile (120 Miles)
  - iii) System Configuration, Analysis, Reporting and Presentation
    1. Meeting and Preparation
    2. System Configuration
    3. Reporting
    4. Public Presentation
- d. Proposed work schedule for completion of the project (including estimated number of days from approval of proposal to completion.)

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

## **12. Attachments**

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

## **13. 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

## **14. 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.

## **15. Licenses & Certifications**

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

**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.

**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.

**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.