

# CITY OF NORWICH PUBLIC WORKS DEPARTMENT

## RFQ 11-01

The City of Norwich is seeking to engage the services of a Consulting Engineering firm to provide engineering services for the preparation of contract plans and documents for the following transportation project:

### **State Project No. 103-259 Rehabilitation of the Sherman Street Bridges over Yantic River**

The project involves the rehabilitation of Bridge Nos. 03797 & 04047, which carry Sherman Street over the Yantic River in Norwich, CT

The Consulting Engineering firm selected may also be required to provide survey, prepare environmental documents and perform construction inspection. The projected construction cost is expected to be in the range of \$ 3.5 million. Firms responding to the request should be of adequate size and sufficiently staffed to perform the assignment described above.

The Consulting Engineering firm will be evaluated and selected based on design and technical competence, the capacity and capability to perform the work within the time allotted, past record of performance, and knowledge of Federal, State, and Municipal procedures, appropriately weighted in descending order of importance.

The design fee will be negotiated on a Lump Sum basis.

The Disadvantaged Business Enterprise (DBE) sub consultant goal will be no less than twelve percent (12%) of the total contract value.

The selected firm must meet all Municipal, State, and Federal affirmative action and equal employment opportunity practices.

A letter of interest, together with general information on the firm and proposed sub consultants, the firm's brochure, current Federal Form SF330, experience of the firms, and resumes of key personnel shall be addressed to: the City of Norwich, Mr. Bill Block, City Purchasing Agent, 100 Broadway, Norwich, CT 06360. Please submit (5) copies of the proposal, clearly mark the exterior of your submittal with the project name. Inquiries should be directed to Mr. Patrick McLaughlin, City Engineer.

Additionally, all interested firms must submit a detailed statement including the organizational structure under which the firm proposes to conduct business. Proposed sub consultants should be clearly identified. The relationship to any "parent" firm or subsidiary firm, with any of the parties concerned, must be clearly defined.

Personnel in responsible charge of the project will be required to possess and maintain a valid Connecticut Professional Engineer's License. All letters of interest must be postmarked by a U.S. Post Office (if mailed) or brought to Mr. Bill Block, City Purchasing Agent, at the above address (if hand delivered) no later than 3:00 pm, on Wednesday, February 9,2011. Responses received after this date will not be considered.

**William Block**

A handwritten signature in black ink, appearing to read "Wm. Block", with a long horizontal flourish extending to the right.

**City Purchasing Agent**



WILLIAM BLOCK  
PURCHASING AGENT  
Phone: (860) 823-3706  
Fax: (860) 823-3812

100 Broadway Room 105  
Norwich, CT 06360-4431

[bblock@cityofnorwich.org](mailto:bblock@cityofnorwich.org)

January 7, 2011

Ladies/Gentlemen:

Subject: **Request for Letter of Interest**  
State Project No. 103-259  
Federal-aid Project No. (PE) 1003(106)  
Project Title: **Rehabilitation of the Sherman Street Bridges over  
Yantic River**

Your firm is one of the firms that have been pre-qualified for calendar year 2011 by the Connecticut Department of Transportation to provide Bridge and Structural Design services.

The City of Norwich seeks to engage the services of a Consulting Engineering firm to perform design services for the rehabilitation of the Sherman Street Bridges over the Yantic River. The improvements will include the replacement of one superstructure with abutment modifications and rehabilitation of another superstructure with deck replacement. Additional improvements include full depth reconstruction of roadway approaches, upgrading bridge rails and roadway railing, sidewalks and utility adjustments.

Successful applicants to this request may be required to provide survey, prepare environmental documents and perform construction inspection. Firms responding to this request should be of adequate size and sufficiently staffed to perform the assignment described above.

If your firm desires to be considered for this assignment, your submittal should consist of a letter of interest, general information on the firm and proposed sub consultants, the firm's brochure, current Federal Form SF330, relevant experience of the firm and sub consultants, and resumes of key personnel. Additionally, all interested firms must submit a detailed statement including the organizational structure under which the firm proposes to conduct business. Proposed sub consultants should be clearly identified. The relationship to any "parent" firm or subsidiary firm, with any of the parties concerned, must be clearly defined. Five copies of the submittal must be postmarked by February 9<sup>th</sup> (if mailed) or brought to Mr. William Block, City Purchasing Agent, 100 Broadway, Norwich, CT 06360, (if

hand delivered) no later than 3:00 p.m. on that date. Responses received or postmarked after this date will not be considered.

Your firm will be evaluated and selected based on design and technical competence, the capacity and capability to perform the work within the time allotted, past record of performance, and knowledge of Federal, State, and Municipal procedures, appropriately weighted in descending order of importance. The selected firm must meet all Municipal, State, and Federal affirmative action and equal employment opportunity practices.

For a DBE goal:

You are advised that there is a twelve percent (12%) disadvantaged business sub consultant goal that applies to this assignment. Within the letter of interest narrative you must include the designated certified Disadvantaged Business Enterprise (DBE) sub consultant(s) that you plan to use. The DBE sub consultants must be currently certified by the Department. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Sub consultants may be used to comply with (DBE) requirements or perform specialized work. Joint venturing assignments will not be allowed.

Prior to the negotiation process, the selected firm will be required to have a Connecticut Department of Transportation-approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain professional liability insurance coverage from a firm licensed to do business in the State of Connecticut. Proof of coverage must be submitted prior to the start of the negotiations process.

Circumstances may require the rescheduling or cancellation of projects. Should this action be necessary, the City would be under no obligation to provide supplementary work.

All letters of interest shall be addressed to:

Mr. William Block, City Purchasing Agent  
100 Broadway  
Norwich, CT 06360

Please be advised that firms must also be pre-qualified in the particular year a shortlist is finalized and/or a selection is made.

Very truly yours,



Mr. William Block  
City Purchasing Agent