

Request for Proposal

Clarke Business Park Expansion

Introduction

The Bethel Economic Development Commission (EDC) is seeking proposals from qualified engineers/firms licensed to do business in the State of Connecticut to provide professional services as it relates to the expansion of Clarke Business Park.

Clarke Business Park is located on 644 acres known as the Terre Haute Estate in Bethel, CT. Of the 644 acres, 220 acres of the park have been developed. The Town of Bethel would like to expand the park beyond Trowbridge Drive southerly in order to add approximately 10 acres of town-owned land. The additional acreage would be located on land in an area designated as a Priority Funding and a Balanced Priority Funding Area on the 2013-2018 State of Connecticut Conservation and Development Locational Guide Map.

Scope of Work

Presented below are the specific tasks for this project. The tasks listed below are meant to represent the minimum required end products. All responders to the RFP are encouraged to present their approach to the needs described in this RFP and the general scope of work.

Specific Tasks:

1. A certified soil scientist shall perform a reconnaissance of the site in order to confirm that there are not any areas which would be regulated as wetlands or watercourses as defined by section 22a-38 (15) and (16) of the Connecticut General Statutes (CGS). If the reconnaissance identifies regulated areas, they should be delineated.
2. A botanical field survey shall be conducted to identify the current distribution of state-listed species within the proposed project site. Survey shall occur during the blooming season which is May-July 2014.
3. An invertebrate biologist familiar with the habitat requirements of the northern metalmark butterfly (*Calephelis borealis*) shall perform a survey of the site. Survey shall occur during the adult butterfly flight period which is June 15-July 21, 2014.
4. A herpetologist familiar with the habitat requirements of the jefferson salamander complex (*Ambystoma jeffersonianum*) and eastern box turtle (*Terrapene c. carolina*) shall perform a survey of the site. Survey shall occur:
 - Jefferson salamander complex –During their breeding season which is February through April 2014
 - Eastern box turtle – During their active season which is April 1 through October 2014

5. Conceptual Site Plans – Based on the investigations and surveys outlined above, the firm shall prepare two (2) development scenarios: (1) a feasible subdivision development plan, and (2) a common interest (industrial condominium) development plan. The development plans shall address the concerns identified in the *Conclusion* section of the *State of Connecticut, Department of Economic and Community Development, Infrastructure and Real Estate Projects Environmental Assessment Checklist* including; delineation and avoidance of regulated wetland or watercourses areas as defined by section 22a-38 (15) and (16) of the Connecticut General Statutes (CGS), and mitigation of environmental concerns.

6. Economic Analysis – Preparation and presentation of an economic analysis based on the conceptual site plans. The analysis shall include the estimated project costs (i.e. roadway and utility extension, filing local Inland Wetlands and Planning & Zoning permits, state permits pursuant to 40 CFR 122.26 - Stormwater discharges from construction sites where one or more acres are to be disturbed), ROI of each alternative and any non-economic barriers associated with the proposed alternatives (i.e. government restrictions, environmental concerns).

Project Schedule

The EDC requires that the performance of this contract be completed and submitted as follows:

- Pre-bid informational meeting – Thursday, January 23, 2014 at 1:00 p.m.
Location: Clarke Business Park at the end of Trowbridge Drive
- Proposal Due – Thursday, February 6, 2014 by 4:00p.m.
- Interviews - To be scheduled as necessary - February 2014
- Project Award – The town has been working with the state to obtain funding for this project. The town will award this project following the response from the state.
- Project Completion and Presentation – Wednesday, November 26, 2014 at 4:00 p.m.

Proposal Contents

Responses shall contain, at a minimum, the following information:

A) Executive Summary: This portion of the response should include an overview of the engineer/firm's relevant experiences and highlighting their approach to meeting the needs of the EDC for the above outlined project.

B) Relevant Experience: This portion of the response should include a listing of relevant projects that the engineer/firm has accomplished with similar concepts to the project being considered.

C) Project Approach: This portion shall include a specific description of the engineer/firm's suggested approach to the project. Travel time and expenses to attend these suggested meetings should be included in the proposal fee.

D) References: This portion shall include a minimum of three (3) current references. This list shall include contact name, address, telephone number, and e-mail address (if available).

E) Scheduling: This section shall include a proposed timeframe for meeting milestones based on the submitted proposal.

F) Financing Considerations: The firm shall provide an analysis of the various options available for financing the proposed expansion.

G) Fee: The firm shall present their fee for the plan on the attached Fee Sheet.

EDC Responsibilities

The EDC and the Director of Economic Development will assist in gathering the necessary information for this project and such other information as is necessary for the successful completion of this project.

The EDC has compiled and will immediately make available the following reports and studies:

1. State of Connecticut, Department of Economic and Community Development, Infrastructure and Real Estate Projects Environmental Assessment Checklist
2. A-2 Survey of the proposed expansion area
3. Maps of the proposed expansion area
4. March 2003 Terre Haute Land-Use Study

Factors for Awards

In evaluating the submitted proposals, the following factors shall be considered:

- 1) Qualifications of the professional consultants (individuals or teams) presenting the proposal.
- 2) Previous experience of the key team members who will serve on the project.
- 3) Previous examples of similar projects that the professional consultants conducted.
- 4) Ability to meet the proposal requirements in a timely and efficient manner.
- 5) Past performance in terms of quality of work and the timeliness of accomplishment.
- 6) Consultant's Interview with the Economic Development Commission, if necessary.
- 7) The overall cost of services.

Submission

The engineer/firm shall submit a sealed proposal no later than 4:00 p.m. on Thursday, Feb. 6, 2014 to the Purchasing Office, Clifford J. Hurgin Municipal Center, 1 School Street, Bethel, CT 06801.

Fee Sheet

To: Mike Boyle, Chairman, Economic Development Commission
c/o Purchasing Authority
Town of Bethel, Connecticut
1 School Street
Bethel, CT 06801

We, the undersigned, propose to furnish engineering services to the Economic Development Commission of the Town of Bethel, CT as described herein for the price stated below:

PRICE IN WORDS: _____

PRICE IN FIGURES: _____

DELIVERY: _____ CALENDAR DAYS.

ACKNOWLEDGEMENT OF ADDENDA: _____

DID YOU DEVIATE FROM THE SPECIFICATIONS IN ANY WAY: __YES __NO

(IF YES, YOU MUST SUBMIT DETAILED DESCRIPTIONS OF ALL DEVIATIONS)

BY: _____

(SIGNATURE) (COMPANY NAME)

(PRINT NAME AND TITLE) (ADDRESS)

(DATE) (TELEPHONE)