

Request for Proposal

Clarke Business Park – Design for the Expansion of the Park

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 engineering services to design the expansion property in Clarke Business Park.

Clarke Business Park is town owned property 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 at the southern edge of Trowbridge Drive to add three new lots (Lot 1, Lot 2, Lot 3), approximately 9.8 acres, and approximately 650 linear feet of new roadway as illustrated in “Conceptual Subdivision Plan – Alternate - CS-2”, dated February 13, 2015, by Milone & MacBroom.

The town would like the firm to consider in its design the possible use (i.e. material) of Lots 4 and 5 (approximately 2.87 acres) in the development of Lot 1, Lot 2 and Lot 3 and the future development of Lot 4 and Lot 5 as illustrated in the conceptual plan “Conceptual Subdivision Plan – CS-1”, dated February 13, 2015, by Milone & MacBroom.

The town intends to sell the lots.

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. **Survey** –The firm will identify the survey work that will be required to meet the town’s regulatory standards as well as permit the future lot owners to design and construct their individual facilities including wetland boundaries. The survey area will include the three proposed lots (Lots 1-3), Lots 4 and 5 and the road extension (12.67 acres). This can include, but not limited to: Topographic survey using aerial mapping, boundary survey, adjacent wetlands boundary survey - see below for available surveys and reports.
2. Once the survey work is complete, the firm will meet with representatives of the town to discuss the results and preliminary design alternatives.

3. **Preliminary Design** – The firm will prepare a preliminary design illustrating how the property can be divided, potential build-out scenarios, and a budget to construct the public improvements.

The firm will need to address any project requirements and mitigation determined by CTDEEP or any other state agency in their design plans. Including but not limited to:

- Metalmark habitat - Minimizing intrusion/fragmentation of the calcareous dry circum neutral forest (eastern portion of the site) to the greatest extent possible and some habitat enhancement (cutting some trees, removing invasives, maybe some plantings) of that critical habitat is conducted.
 - Other State-Listed Species – Minimize potential negative impacts by:
 - Avoiding areas where *Ribes rotundifolium*- state special concern species was documented,
 - Ensuring that the ridge (steep, bouldery, rich and moist talus forest) is not developed, and
 - Ensuring that box turtles are not impacted during construction activities.
4. The firm will review the Preliminary Design with representatives of the town before final design and specifications are prepared.
 5. **Final Design and Specifications** – Final design plans will be prepared to meet the submission requirements of the town’s regulatory commissions to obtain subdivision approval and permits related to the wetland regulated areas.
 6. The firm will review the Final Design and Specifications with representatives of the town and then develop a Final Plan incorporating the town’s comments.
 7. **Final Plan and Presentation** - The firm will provide and present the Final Plan to town representatives.
 8. **Local and State Approvals** - The firm will assist the town in applying for local and state regulatory approvals (i.e. Inland Wetland, Planning and Zoning, CTDEEP, OSTA)
 9. Upon receipt of regulatory approvals, the plans will be reviewed with representatives of the town and specifications will be prepared to permit the town to seek bids for the public improvements.

Project Schedule

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

- Proposal Due – Thursday, November 30, 2017 by 4:00p.m.
- Interviews - To be scheduled as necessary – December 2017
- Project Award – December 2017
- Project Completion and Presentation – May 2018

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 – November 19, 2013
2. A-2 Survey by New England Land Surveying, P.C. - Dec. 4, 2006
3. Francis J. Clarke Business Park Expansion Report by Milone and MacBroom - February 16, 2015
 - a. Conceptual Subdivision Plan – Alternate - CS-2 - February 13, 2015
 - b. Conceptual Subdivision Plan – CS-1 - February 13, 2015
4. Geotechnical Engineering Assessment by GeoInsight - February 19, 2016
5. Report on a botanical survey of the Trowbridge terminus site, Frances Clarke Industrial Park – September 21, 2016
6. NDDDB Preliminary Review 201303698 – additional comments – May 15, 2017
7. Milone & MacBroom response letter – June 21, 2017

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, November 30, 2017 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: _____

DELIVERY: _____ CALENDAR DAYS.

BY: _____

(SIGNATURE) (COMPANY NAME)

(PRINT NAME AND TITLE) (ADDRESS)

(DATE) (TELEPHONE)