



**TOWN OF MANSFIELD  
DEPARTMENT OF PUBLIC WORKS**

**Request For Qualifications (RFQ)**

**Pavement Management System**

**Submission Deadline: 3:00 PM on Thursday December 11, 2014**

**Submission Contact and Address:**

John C. Carrington  
Director of Public Works  
4 South Eagleville Road  
Mansfield, Connecticut 06268  
860-429-3331

[CarringtonJC@mansfieldct.org](mailto:CarringtonJC@mansfieldct.org)  
[www.mansfieldct.gov](http://www.mansfieldct.gov)

**Project Description**

The Town of Mansfield is seeking qualified consultants for the establishment of a Pavement Management System (PMS) that will include an inventory of current conditions for all 100 paved miles of town maintained roads and produce a list of needs for the road network, considering a ten year planning horizon. Specifically, the Town wants a PMS that will provide the Department of Public Works with:

- An inventory of all paved Town maintained roadways with dimensions.
- The current pavement condition for each of the paved Town maintained roadways.
- A listing of pavement needing maintenance and rehabilitation.
- A forecast of budget needs for maintenance and rehabilitation.
- A final product in an “open source” format compatible with “open source” software.

Include the following information in each submittal of qualifications:

1. Background statement describing the organization, capabilities, principals, staff availability, location, and financial stability. An overall introduction of the organization, including a statement of the organization’s understanding of the contractual commitments. Statement of the organization’s qualifications to meet the Town’s needs.
2. Qualifications and position of those individuals assigned to the project with resumes of essential personnel.
3. An overall project approach for achieving compliance with the RFQ requirements.
4. Organization’s ability to effectively communicate with elected officials, citizen committees and the public.

5. A list of clients for whom the Proposers has performed services similar to those described in this RFQ. Names and phone numbers of client's Project Manager/ Engineer are to be provided.
6. If necessary, an explanation of joint efforts with others that describes the relationship and ultimate responsibility.
7. Any additional tasks that the firm deems as necessary to provide the Town the desired product, but not specifically mentioned in this proposed scope.

**Submission Deadline**

Submit five (5) copies of the response to this RFQ by 3:00 PM on December 11, 2014, containing the above requirements, to the following address: Department of Public Works, Attention: John C. Carrington P.E., Town Hall, 4 South Eagleville Road, Mansfield, CT 06268-2599.

E-mail submissions will not be accepted.

Any responses may be withdrawn prior to the above-scheduled deadline. Any proposals received after the date and time specified shall not be considered, unless the submission deadline is officially extended.

## 1. GENERAL INFORMATION

The Town of Mansfield, Department of Public Works, requests qualifications from consultants for the establishment of a Pavement Management System (PMS) that will include an inventory and an assessment of current conditions for all 100 paved miles of town roads, as well as a means of evaluating, prioritizing, and justifying future maintenance activities. The final product shall utilize available commercial (or free) software.

Response should address qualifications and recent experience in establishing a Pavement Management System. Costs shall not be reflected in the proposal.

Submit five (5) copies of the response to this RFQ by 3:00 PM on December 11, 2014, containing the above requirements, to the following address: Department of Public Works, Attention: John C. Carrington P.E., Town Hall, 4 South Eagleville Road, Mansfield, CT 06268-2599. E-mail submissions will not be accepted.

Please submit any questions or information requests in writing by 5:00 PM on December 5, 2014 to: [CarringtonJC@mansfieldct.org](mailto:CarringtonJC@mansfieldct.org)

Subject Line: Pavement Management Systems Questions

Only questions received via email will receive responses. All questions/answers will be posted on the Town website ([www.mansfieldct.gov/](http://www.mansfieldct.gov/) select **Legal Notices & Hearings** on the right side of the screen, then choose **Bid Notices/RFPs/RFQs** from the drop down menu.)

The Town does not expressly state or imply any obligation to reimburse responding firms for any expenses incurred in preparing submissions in response to this request. The Town reserves the right to reject any or all submissions, to select a firm in a manner that is advantageous to the Town and to waive all formalities in the bidding. The Town of Mansfield is proud to be an equal employment opportunity employer.

All qualification submittals will be reviewed by a selection committee consisting of Town Staff. Each submission shall be evaluated for thoroughness and compatibility with the Town's objectives. A short list of firms shall be developed and these respondents shall be invited to make a short presentation and answer questions from the selection committee. Final selection shall be made after the interviews. The Town will negotiate a contract for the final proposed scope of service. If the Town and the selected firm are unable to establish a contract, the Town will choose the next qualified firm and conduct contract negotiations with them.

## 2. INSURANCE

Insurance requirements will be provided upon selection and before negotiations are completed. The selected firm shall procure insurance coverage against claims which may arise from, or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors. The insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. The cost of such insurance shall be paid by the contractor.

### 3. SCOPE OF SERVICES

There are approximately 100 paved miles of Town owned and maintained roads/streets. The purpose of this project is to develop a 10 year funding/work plan for Town roads including:

- a. Plan to improve the condition of the overall road network to an acceptable level.
- b. Plan to maintain the road network at its current condition.
- c. Projection of future roadway condition based on historical, current and other funding levels.

In general, it is anticipated that the required services will fall into the following categories or phases, although a need may become evident for others.

These are as follows:

#### I. Road Data Collection and Pavement Evaluation

- a. Inventory - inventory each roadway determine actual length and width.
- b. Evaluate all roads utilizing a standard evaluation process.
- c. Nondestructive testing of roadway pavement structure where deemed necessary.
- d. Test holes/corings where deemed necessary.
- e. Identify areas requiring additional drainage.
- f. Identification of distress causing factors other than structural deficiencies.
- g. Create database of the road network information with pavement condition predicted 10 years out if no improvements are made.
- h. Programming database and program(s) into the Town's network system. Program shall be a network license with up to three (3) concurrent users.
- i. Corrective Measures - Definition of acceptable maintenance/repair/reconstruction alternatives. Each repair option shall include digital photographic examples of the existing roadway condition suitable for the recommended repair option.
- j. Comprehensive quality assurance/quality control protocol.

#### II. Data Analysis and Priority Setting

- a. Development of recommended repair options and costs based pavement condition.
- b. Ability to provide cost assessments of various repair types and funding scenarios.
- c. Preparation of ten-year capital improvement plan and a projection of its impact on the overall condition of the roadway network.
- d. Presentation to Town Council (up to 2 meetings). All key consultant personnel involved in the project will be expected to attend.
- e. Set priorities for repair options based on identified factors.

#### III. Other Parameters

- a. Complete compatibility to interface with Town GIS system (ArcGIS 10).
- b. Ability to develop user defined queries based on varying criteria.
- c. Preparation of reports / charts / electronic files to utilize data in other software packages.

#### IV. Software

- a. Proprietary software will not be considered.
- b. Provide information on System requirements.
- c. Meet with Town's Information Technology staff concerning the required network resources.

- d. Network system with ability for up to three (3) concurrent licenses.
- e. Installation, configuration, and on-site training of the software and pavement evaluation.

Configuration is to include setting up of rights and the procedure for setting up the rights of various levels of users. The selected consultant will be required to provide the necessary services, forms and software for the development of a computer networked database and program that will assist the Public Works Department to evaluate the relative condition of roadways throughout Town and prioritize the cost effective utilization of maintenance and repair resources.

The program is to be installed on a minimum of one computer in the Engineering Division at the beginning of the project to allow Town staff to begin the development of the required pavement related databases and procedures.

Submittals may include:

- Manuals / Documentation for the software and fieldwork.
- Training on the various software modules and limited training on the field aspect.
- Training will be for up to six (6) people for each of the software products/modules.
- Maintenance contract for annual user support and software updates.

#### **4. CRITERIA FOR SUBMITTAL ACCEPTANCE**

A selection committee will evaluate qualifications. The committee will grade and rank each submission with respect to criteria specifically developed to examine the technical competence and suitability of prospective firms. In order to qualify as responsible, a prospective firm must show they meet the following criteria:

1. Have adequate technical and financial resources for performance or have the ability to obtain such resources as required during performance.
2. Have the necessary experience, accreditation, organization and technical skill.
3. Reasonableness of approach in terms of meeting the project's general proposal requirements.
4. Have a proven and satisfactory record of performance in the development of similar type systems for other municipalities in Connecticut and/or New England.
5. Be an equal opportunity employer.
6. References (no more than 5).
7. The submission must address the following:
  - a. Background statement describing the organization, capabilities, principals, staff availability, location, and financial stability. An overall introduction of the organization, including a statement of the organization's understanding of the contractual commitments. Statement of the organization's qualifications to meet the Town's needs.
  - b. Qualifications and position of those individuals assigned to the project with resumes of essential personnel.
  - c. An overall project approach for achieving compliance with the RFQ requirements.
  - d. Organization's ability to effectively communicate with elected officials, citizen committees and the public.
  - e. A list of clients for whom the Proposers has performed services similar to those described in this RFQ. Names and phone numbers of client's Project Manager/ Engineer are to be provided.
  - f. If necessary, an explanation of joint efforts with others that describes the relationship and ultimate responsibility.

- g. Any additional tasks that the firm deems as necessary to provide the Town the desired product, but not specifically mentioned in this proposed scope.

## **5. SELECTION CRITERIA**

Submittals will be evaluated per the following criteria:

1. Quality of the submission.
2. Demonstrated experience with projects of similar scope.
3. Technology employed.
4. Quality of work previously performed by the firm for the Town and other clients in Connecticut and New England.
5. Demonstrated solutions to problems.
6. Proposed schedule.

Note that personnel in responsible charge of the project will be required to possess and maintain a valid Professional Engineer's license in the State of Connecticut.