

LEGAL NOTICE
THE TOWN OF MANSFIELD IS ACCEPTING SEALED
REQUEST FOR QUALIFICATIONS FOR:
On-Call Surveying Services

Request for Qualifications shall be submitted in the manner specified to the Public Works Department, 4 South Eagleville Road, Mansfield, CT 06268 until **2:00 p.m. on June 11th, 2015.**

The Town will be accepting sealed Qualifications for On-Call Surveying Services. Qualifications are to be submitted in four (4) complete sets, together with general information on the firm, the firm's brochure, and a project list with the description of surveying services provided, along with a resume of key personnel who will be responsible for the daily activities in the various fields of expertise required to accomplish project requirements.

The successful consultant(s) will provide any of these comprehensive surveying services as required (boundary, topographic, boundary corner recovery, land survey, and easement survey and descriptions) for the preparation and support of complete engineering drawings; surveying; mapping; and planning services or studies. The successful firm shall:

- Be licensed with the State of Connecticut;
- Have extensive, successful experience in providing On-Call Survey Services;
- Ensure that any appropriate licenses or certifications required by the State of Connecticut are maintained for the duration of the contract;
- Meet all municipal, state and federal affirmative action and equal employment opportunity practices;
- Ensure that all insurance requirements required by the Town of Mansfield are maintained for the duration of the contract;
- Complete all forms associated with this RFQ and confirm receipt of any and all issued addenda issued prior to the closing date.

Additionally, all interested firms shall submit a detailed statement indicating the organizational structure under which the firm proposes to conduct business. Proposed subconsultants, subcontractors, joint ventures, etc., should be clearly identified. The relationship to any "parent" firm or subsidiary firm with any of the parties concerned must be clearly defined.

The Town of Mansfield reserves the right to reject any or all Request for Qualifications and to accept any or all Request for Qualifications, if it is deemed to be in the best interest of the Town of Mansfield.

John Carrington, P.E.
Director of Public Works
Town of Mansfield, CT

Dated: May 5, 2015

ON-CALL SURVEYING SERVICES

INTENT AND GENERAL INFORMATION

The Town of Mansfield solicits qualifications from consulting engineering and survey firms to provide "ON-CALL" professional surveying services on an as needed basis. All work performed under this contract shall be under the direction of professional surveyors licensed by the State of Connecticut. Consultants should be familiar with any State and Federal regulations that may apply when working on certain projects.

The Town will have sole discretion as to which projects, if any, will be assigned to the selected Consultants. The Town reserves the right to advertise via competitive request for Proposals any project it deems appropriate.

QUESTIONS / ADDENDA

Please direct any and all questions concerning this RFQ to the Town of Mansfield, Engineering Division in writing, via email at the following address: **PublicWorks@MansfieldCT.org**. Questions concerning this RFQ must be submitted no less than seven (7) calendar days prior to the date qualifications are due. Addenda will be issued no less than four (4) calendar days prior to the date qualifications are due. Potential bidders are required to send notification to the following address, **PublicWorks@MansfieldCT.org**, if interested in bidding to ensure delivery of any and all addenda. The potential bidder shall also refer to the Town's website for issuance of any and all addenda, www.mansfieldct.gov -> Legal Notices & Hearings -> Bid Notices/RFPs/RFQs.

SUBMISSION OF RESPONSES

Four (4) copies of the response to this RFQ must be received at the Public Works Department, 4 South Eagleville Road, Mansfield, CT 06268. The sealed envelope must have the Proposer's name and address in the upper left hand corner and a reference to RFQ On-Call Surveying Services due on **June 11, 2015 at 2:00 P.M.** in the lower left hand corner.

The Town reserves the right to reject any or all proposals and may waive any informality.

All responses submitted will be considered to be the property of the Town.

All business confidential information protected from disclosure under the State of Connecticut Freedom of Information Act must be clearly identified as such.

SCOPE OF SERVICES

The scope of work is to provide On-Call Land Surveying Services to the Town of Mansfield. The selected Consultant(s) will provide on-call land surveying services that include, but are not limited to, the following:

- Performing record research, field surveys of control nets and lines, boundary lines, topography and construction stake-out. Survey procedures along with survey notes will be reviewed by the Town.
- Performing Quality Assurance work. Consultant(s) will be provided two sets of plans. Consultant(s) will be directed by the Town for the scope of work. Generally, this will include setting initial control points with horizontal and vertical values; checking various stages of construction at the direction of the onsite inspector.
- The selected consultants must have adequate staffing to assure that staff is and will be available to handle several projects simultaneously to assure task continuity, prompt delivery of services and completion of assigned tasks.
- The selected consultants must be able to begin work on assigned projects within fourteen (14) days of notification.
- The selected consultants must assign for each project a Professional Surveyor licensed by the State of Connecticut to be responsible for the management and deliverable.
- The selected consultants and the authorized Town representative will negotiate the compensation for each project based on the fee schedule outlined herein. The means of identifying projects will be through task orders.

STATUS REPORTS

These services could include a formal reporting to the Town of Mansfield monthly. A project management report will be submitted which will outline the activities completed and variance(s) from planned activities for the previous month and planned activities for the upcoming month.

RECORD KEEPING

These services shall include, without limitation, submitting copies of all project correspondence to the Managing Authority. In addition, the selected consultant will maintain a duplicate set of files. Upon completion of the contract, the selected consultant will provide the Town, with field notes, measurements, material slips, and any other copies of material, pertinent data regarding the contract. These records shall be bound in chronological order, or as otherwise specified by the Town of Mansfield.

REQUESTED INFORMATION

Experience:

Please provide a detailed written summary of the firm's history and experience and capability in providing the full range of on-call surveying services in the State of Connecticut.

References:

Please provide six (6) references with a brief written summary of the scope of work, contract amount, name, telephone number and timing of service.

Staffing Plan:

Please identify key personnel whom the firm has designated to work on projects under this contract, their state certifications, their background and experience and their areas and levels of responsibility. Please provide the resumes of all key personnel and a copy of current professional land surveyor's license issued by the State of Connecticut.

Management Plan:

Describe Consultant's management system and how it will function to ensure timely delivery of on-call engineering services.

Services Expected of the Town:

Define the nature and scope of all services to be provided by the Town.

Service Plan:

Provide a detailed itemized plan of services the consultant can provide the Town.

EVALUATION AND AWARD

- The background and experience of the firm in providing the wide range of services requested.
- The demonstrated effectiveness of the Consultant's proposed service delivery system to ensure quality service and timely completion of services.
- The Consultants' record of safety (Attachment A), certificate of non-collusion, and receipt of addenda.
- The background, education, qualifications and relevant experience of key personnel to be assigned to this contract, especially those of the day-to-day project manager and licensed professional land surveyors.

- Appropriately licensed as a Professional Land Surveyor by the State of Connecticut.
- References attesting to the quality of services performed and/or demonstrated ability of the Consultant.
- Proposer's demonstrated knowledge and familiarity with the Town and the areas where the work is proposed. Completion of a non-collusion certificate.

Selection Procedures

The Public Works Director reserves the right to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms and to waive minor inconsistencies with the RFQ. The Public Works Director reserves the right to make a selection on the basis of qualifications, experience in providing similar services elsewhere, the proposal's responsiveness to the Request For Qualifications requirements; and to negotiate a contract with the Consultant(s).

Proposals in response to this RFQ will be reviewed against the criteria listed above, and award of the contract shall be made in accordance with standard purchasing procedures. A Selection Committee shall assist the Public Works Director in choosing the successful respondent to provide the requested services.

The Town will select one or more firms to be placed on the "On-Call" list. The "On-Call" list is typically in effect for a period of three (3) years.

CONDITIONS

Respondents to this RFQ will be expected to adhere to the following conditions and must make a positive statement to that effect in its proposal submitted:

- Have personnel/resources reserve sufficient to assure task continuity.
- Agree that any resultant contract may be terminated in the event of non-appropriation of funds.
- Agree to accept and follow management direction from the Town and specifically, the Town's designated personnel.
- Agree that if the Town cannot in good faith negotiate a written contract within a reasonable time with the selected Respondent(s), the Town may unilaterally cancel its selection of that Respondent.
- Agree that the contract (Attachment B) between the Town and the Respondent shall be governed by and construed in accordance with the laws of the State of Connecticut and the ordinances of the Town of Mansfield.
- The respondent shall maintain as a minimum the insurance requirements stated in Attachment C.

ATTACHMENT A

Forms

Acknowledgment of Addenda

Bidder acknowledges receipt of the following addenda:

No.

Date



**Town of Mansfield
Department of Public Works
QUESTIONNAIRE CONCERNING
OCCUPATIONAL HEALTH AND SAFETY**

The Town of Mansfield is a political subdivision of the State of Connecticut and it is required by various state statutes and regulations and by its own Town Code of Ordinances to obtain background information on prospective contractors prior to entering into a contract. The questions below are designed to assist the Town of Mansfield in procuring this information.

	Yes	No
1. Has the Bidder been cited for three or more willful or serious violations of any occupational safety and health act?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the Bidder received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the issuance of this Request For Bids/Proposals/Qualifications?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the Bidder been the recipient of one or more ethical violations from the State of Connecticut Ethics Commission during the three-year period preceding the issuance of this Request For Bids/Proposals/Qualifications?	<input type="checkbox"/>	<input type="checkbox"/>
4. The Bidder shall provide three (3) References for work completed within the last five (5) years.		
4a. Designer/Owner Contract Value (\$) Contact Name Phone No Work Description		
4b. Designer/Owner Contract Value (\$) Contact Name Phone No Work Description		
4c. Designer/Owner Contract Value (\$) Contact Name Phone No Work Description		

CERTIFICATION OF NON-COLLUSION

The Undersigned certifies, under penalties of perjury:

That this Proposal has been made by the Proposer independently, and has been submitted without collusion, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment , or services described in this procurement document, designed to limit independent bidding or competition;

That the contents of the proposal have not been communicated by the Proposer or it's employees or agents to any person not an employee or agent of the Proposer or it's surety or any bond furnished with the proposal, and will not be communicated to any such person prior to the official awarding of this procurement.

That I have fully informed myself regarding the accuracy of the statement made in the certificate.

SIGNATURE: _____

NAME: _____

FIRM: _____

TITLE: _____

DATE: _____

ATTACHMENT B

Standard Professional Services Contract

TOWN OF MANSFIELD

AGREEMENT FOR PROFESSIONAL SERVICES

This agreement made on _____, 20__ between the Town of Mansfield, a municipal corporation chartered under the laws of the State of Connecticut (hereinafter referred to as “the Town”), and _____, an Independent Contractor (hereinafter referred to as “the Independent Contractor”).

The Independent Contractor is identified as follows:

Name: _____

Type of Entity: _____ Individual
 _____ Sole Proprietorship
 _____ Partnership
 _____ Corporation

Address: _____

City/State/Zip: _____

Business Telephone: _____ Fax #: _____

Social Security Number or Employer Identification Number: _____

In consideration of the promises and mutual covenants and agreements contained herein, the parties agree as follows:

Services To Be Performed. The Independent Contractor agrees to perform the following services for the Town: _____

Term of Agreement. The services called for under this agreement will commence on _____ and terminate on _____.

Technical Direction. The Independent Contractor will receive technical direction only from _____ or his/her designee, as authorized in writing.

Terms of Payment. The Town will pay the Independent Contractor according to the following terms and conditions: _____

Invoices. The Independent Contractor will submit to the Town invoices for all services performed.

Reimbursement of Expenses. The Town will not be liable to the Independent Contractor for any expenses paid or incurred by the Independent Contractor unless otherwise agreed to in writing.

Assistants. The Independent Contractor, at the Independent Contractor's expense, may employ such assistants as the Independent Contractor deems appropriate to carry out this Agreement. The Independent Contractor will be responsible for paying such assistants, as well as any expense attributable to such assistants, including income taxes, Social Security taxes, Unemployment Insurance and Workers' Compensation insurance.

Federal, State and Local Payroll Taxes. Federal, state, and local income and payroll taxes of any kind will not be withheld or paid by the Town on behalf of the Independent Contractor or the employees of the Independent Contractor. The Independent Contractor will not be treated as an employee with respect to the services performed here for federal, state or local tax purposes.

Notice to Independent Contractor About Its Tax Duties and Liabilities. The Independent Contractor understands that he/she is responsible to pay, according to the law, the Independent Contractor's income taxes. If the Independent Contractor is not a corporation, the Independent contractor further understands that the Independent Contractor may be liable for self-employment (Social Security) tax, to be paid by the Independent Contractor according to the law.

Insurance Coverage. The Town will not obtain any General Liability, Auto or Worker's Compensation Insurance to provide coverage for the Independent Contractor or employees of the Independent Contractor. The Independent Contractor will supply the Town with a *Certificate of Insurance* indicating that during the contract term the Independent Contractor has insurance coverage in effect in accordance with the insurance guidelines prepared by the Town. The Town will be shown on the *Certificate of Insurance* as an *Additional Insured*. If applicable, the Town may require the Independent Contractor to carry Professional Errors and Omissions Insurance. The Independent Contractor will comply with the Worker's Compensation law concerning the Independent Contractor and its employees.

Hold Harmless Agreement. The Independent Contractor agrees to hold the Town and any of the Town's officers, agents or employees harmless from any liability (including reasonable attorney's fees and all costs) for any and all damages to persons and property resulting from the actions of the Independent Contractor, unless such damages are caused by, or are the result of, the misconduct of the Town or any of the Town's officers, agents or employees. The Town agrees to hold the Independent Contractor and any of the Independent Contractor's officers, agents or employees harmless from any liability (including reasonable attorney's fees and all costs) for any and all damages to persons and property resulting from the actions of the Town, unless such damages are caused by, or are the result of, the misconduct of the Independent Contractor or any of the Independent Contractor's officers, agents or employees.

Assignability. This Agreement will not be transferred or assigned, in whole or in part, by the Independent Contractor without the prior written consent of the Town.

Choice of Law. Any dispute under this Agreement, or related to this Agreement, will be decided in accordance with the laws of the State of Connecticut.

Independent Contractor Status. The Independent Contractor expressly represents and warrants to the Town that: 1) the Independent Contractor is not and will not be construed to be an employee of the Town and that his/her status will be that of an independent contractor in which the Independent Contractor is solely responsible for his/her actions and omissions; and 2) the Independent Contractor will act solely as an independent contractor and not as an employee or agent of the Town; and 3) the Independent Contractor is not authorized to enter into contracts

or agreements on behalf of the Town or to otherwise create obligations of the Town to third parties.

Other Clients. The Independent Contractor retains the right to perform services for other clients.

Termination of Agreement. This Agreement may be terminated at any time by the Town or the Independent Contractor, upon the giving of 30 days notice to the other party. Notice will be deemed to have been sufficiently given either when served personally or when sent by first-class mail addressed to the parties at the addresses set forth in this Agreement. The Town will not be liable for, nor will the Independent Contractor be liable to perform, any services or expenses incurred after the receipt of notice of termination.

Agreement. This Agreement supersedes all prior oral or written agreements, if any, between the parties and constitutes the entire agreement between the parties. The Agreement cannot be changed or modified orally. This Agreement may be supplemented, amended or revised only in writing by agreement of the parties.

ACKNOWLEDGED AND ACCEPTED

INDEPENDENT CONTRACTOR:

THE TOWN OF MANSFIELD:

Signature

Signature

Printed name and title

Printed name and title

Date

Date

ATTACHMENT C

Minimum Insurance Requirements



INSURANCE REQUIREMENTS FOR CONTRACTORS

Minimum Limits of Liability

Workers Compensation	Statutory
Employer's Liability – each accident	\$ 100,000
Disease, each employee	\$ 100,000
Disease, policy limit	\$ 500,000
Commercial General Liability Insurance	
Each Occurrence	\$ 500,000
Fire Damage	\$ 50,000
Medical Expense	\$ 5,000
Personal & Adv. Injury	\$ 500,000
General Aggregate	\$ 1,000,000
Products & Completed Operations Agg.	\$ 1,000,000
Business Automobile Liability Insurance	
Owned, Non-Owned & Hired Auto Limit	\$ 500,000
Combined Bodily Injury & Property Damage (each accident)	\$ 500,000
Property Insurance – if applicable	
Special Risk including Theft	
1,000 Deductible	
Professional Liability Insurance	
Professional Liability Insurance	\$ 1,000,000

Certificates of insurance must be provided to the Town after being awarded the contract and before doing any work. All insurance shall be provided by companies lawfully authorized to do business in the State of Connecticut with an A.M. Best Rating of A-VII or better. The Town of Mansfield shall be named as an additional insured on the General Liability, Automobile Liability and Excess Liability (if needed) insurance policies.

Each policy of insurance shall include a waiver of subrogation in favor of the Town of Mansfield and shall provide no less than thirty (30) days notice to the Town in the event of a cancellation or change in conditions or amounts of coverage.