



**New Elementary School  
Project  
Mansfield Public Schools  
Request for Qualifications and Proposals for  
Site Survey and Wetlands Delineation  
Parcel – “D”**

<b><u>RFQ/RFP Issue Date:</u></b>	<b>April 23, 2019</b>
<b><u>RFQ/RFP Due Date:</u></b>	<b>No later than May 7, 2019 at 2:00 p.m.</b>

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## I. Project Overview

The Town of Mansfield is exploring the consolidation of its three existing elementary schools into a single new centrally located facility. The site which has been identified as parcel "D" is a 16.1-acre site located at 134 Warrenton Road, Mansfield Ct, the current location of the Southeast Elementary School. The project will construct a new elementary school on the site and will remove the existing school. The new school will be designed for 566 student's grades K through 4. The Town is currently targeting a grant application submission to the State of Connecticut by June 14, 2019.

A copy of the current property maps and property details have been included as Appendix A for Parcel "D".

## II. Project Schedule

The current schedule is focused on the grant application to the State by the middle of June, 2019. The wetlands survey is critical to Town reviews and the initial filing with the State. The Consultant shall work with the Town and design team to provide the required information based on the schedule listed below.

The site survey selection and completion schedule of the work is as follows and is subject to change:

1. RFQ/RFP Issued:	April 23, 2019
2. Receive RFQ/RFP for Phase I ESA	May 7, 2019
3. Award Contract:	May 9, 2019
4. Wetland flagging	May 10 to May 17, 2019
5. Provide Draft Wetland Report	May 22, 2019
6. Provide initial boundary survey	May 31, 2019
7. Provide AutoCAD file of site	May 31, 2019
8. Provide final reports and survey	June 7, 2019.

## III. Scope of Services

### A. Boundary & Topographic Survey

1. Prepare a Class A-2 Property/Boundary and a Class T-2 Topographic survey for the entire 16.1-acre 'Parcel D' as depicted on Appendix A. (Note this will be a separate Fee on the bid form) The scope of work shall include the following:

- *Research local land records in accordance with the "Standards for Surveys and Maps in the state of Connecticut".*
- *Contact local utility companies listed on the Connecticut Department of Transportation Utility Owners by Town List for utility information pertinent to the location of their underground and overhead utilities within the project area.*

- Establish horizontal and vertical site control. Horizontal control shall be based on the North American Datum of 1983 (NAD 83) and vertical control shall be based upon the North American Vertical Datum of 1988 (NAVD 88).
- Tie-in to any existing Town control within a ½ mile of the project site.
- Perform a field survey to include incorporate the location of the following property and topographic features: property and street right-of-way monumentation, walls, fences, trees, buildings, structures, driveways, edge of pavement, edge of parking, pavement markings, top and bottom of curbs, walks, vegetative brush lines, wetland flags, plantings, visible signs of utilities, utilities marked out by others, top of frame and invert elevations of storm and sanitary sewers, manholes, water gates, gas gates, electric and telephone hand holes, poles, signs, and lights. Note that the selected surveyor is not required to enter spaces considered “Confined Space” as defined by OSHA, however, the surveyor is required to remove manhole covers to provide accurate inverts of all culverts leading into and out of all gravity storm sewer and sanitary sewer structures. Ground Penetrating Radar (GPR) survey and location is not part of this RFP.
- Prepare mapping using AutoCAD Civil 3D software. Contours shall be depicted at one foot intervals. Finished floor elevations shall be depicted for buildings and structures within the project area. Spot elevations shall be depicted at entry/exit doors. The plan shall also depict the location of features collected by the field survey. Flood zones within the project area, if any, shall be depicted using current Federal Emergency Management Agency (FEMA) FIRM and local mapping, respectively. Wetland limits and upland review areas shall be depicted based upon the field location of wetland flags. Visible evidence of encroachments, easements, and right of ways shall be depicted on the plan.

## **B. Wetlands Delineation and Reporting**

1. A soil scientist, registered with the Society of Soil Scientists of Southern New England, shall delineate the limits of Federal and State jurisdictional waters, wetlands and watercourses located on and within 50 feet outside of the 16.1-acre ‘Parcel D’ as depicted on Appendix A. (Note this will be a separate Fee on the bid form) The scope of work shall include the following:
  - Review available mapping to determine the extent of previously identified or delineated waters, wetlands or watercourses. Such mapping includes local, State and Federal

wetland and soils maps, site-specific mapping (i.e. surveys, site plans, etc.), and aerial photographs.

- Delineate wetlands and watercourses (identified, classified, and flagged at approximately 30-foot intervals) in accordance with State of Connecticut Inland Wetland and Watercourses Act (CGS §§ 22a-36 to 22a-42 inclusive). In addition, Federal jurisdictional waters, including wetlands, will be delineated in accordance with the prescribed methodology of the U.S. Army Corps of Engineers' 1987 Wetland Delineation Manual (Technical Report Y-87-1) and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Northcentral and Northeast Region (ERDC/EL TR-12-1).
- Designate the boundary of wetlands with a prefix letter and numbered in a logical sequence.
- Perform an initial characterization of the ecological habitats within the project limits. This initial ecological characterization shall include a query of the Natural Diversity Database (NDDDB as managed by the Wildlife Division of the Connecticut Department of Energy and Environmental Protection).
- Prepare a brief wetlands and watercourses report. This report will summarize the methods used to delineate the wetland boundaries, the wetland and upland soils mapped on site, and any watercourses on or immediately adjacent to the site.
- The surveyor will work directly with the Town to secure access to adjoining properties

### **C. Permanent Survey Control**

1. The surveyor shall provide four (4) permanent monument points with horizontal and vertical control established. The control is for future use by the construction manager to use during construction. (Note this will be a separate Fee on the bid form)

### **D. Survey of Geotechnical borings and test pits**

1. Survey shall account for one half-day effort to locate future geotechnical borings under the assumption that they may not be completed at the time the site survey is complete. (Note this will be a separate Fee on the bid form)

### **E. Certification of Survey**

1. All surveys shall be signed and sealed by a Connecticut-licensed land surveyor. The plan and field survey shall be prepared in accordance with the accuracies of a Class A-2 Property/Boundary Survey and a Class T-2 Topographic Survey as defined in the "Standards for Surveys

and Maps in the State of Connecticut," prepared and adopted by the Connecticut Association of Land Surveyors, Inc., September 26, 1996. Signed and sealed plans, along with the digital AutoCAD file containing all point and 3D surface data, shall be provided to the owner for unrestricted use by the owner and its consultants.

#### **F. Agreement**

The successful surveyor will enter into an Agreement directly with the Town of Mansfield. This RFP and the proposal provided by the consultant shall be referenced in the Agreement. The proposals shall include all services as described in this RFP.

### **IV. Contents of Proposal**

#### **1. Transmittal Letter, including:**

- a. Company name, main office address and local office address
- b. Statement indicating your understanding of the work to be performed
- c. Name, title, address, telephone number, and e-mail address of the individual to whom all inquiries about this response should be addressed

#### **2. Basic Firm Information (may be simply listed), including:**

- a. Name of company
- b. Date organized
- c. Tax Identification number(s)
- d. Legal form of ownership. If a corporation, where incorporated
- e. Number of years engaged in services under present name
- f. Identify and explain any work awarded to your company that your company has failed to complete
- g. Identify and explain any instance in which your company has defaulted or has been accused of defaulting on a contract
- h. Identify and explain any potential conflicts of interest
- i. Identify the individuals who are authorized to bind the company in negotiations
- j. Describe any previous and pending litigation or other factors that could affect your company's ability to perform this agreement

#### **3. Qualifications and Capacity, including:**

- a. **Firm's Qualifications:** Provide information demonstrating the qualifications of your firm to complete this work. Please include:
  - Unique qualifications that your firm has regarding this project
  - Proposed staffing for this project
  - Resumes / qualifications for personnel that would be assigned to this project for each aspect of the proposed staffing plan, including their experience on projects of this size and type and their years with the firm

- Describe your firm's familiarity with local laws, regulations, permitting and inspecting entities.
- b. **Firm's Capacity:** Provide information indicating the capacity of the office that will provide the hazardous materials consulting and inspection services. Please include:
- The number of full-time professional staff your (local) office employs
  - A list of all services required for this project that would be provided in-house by your firm, and a list of all services that would be outsourced
4. **Insurance:** Provide the name of your insurance company and agents, your insurance coverage including type and limits, with a sample certificate of representative coverage.
5. **References:** Include the name, title, and contact information of the authorized owner's representative for at least three recent projects of similar size, scale, and timeframe.
6. **Fee Proposal:** Provide fee proposal for this project as noted below and as provided on the enclosed bid proposal form:
- a. **Fixed Lump Sum Scope A** - Proposed Fee for complete survey in the form of a fixed lump sum.
  - b. **Fixed Lump Sum Scope B** - Proposed Fees for complete wetlands delineation shall be in the form of a fixed lump sum
  - c. **Fixed Lump Sum Scope C** - Proposed Fee for the Installation of 4 permanent survey control points shall be in the form of a fixed lump sum.
  - d. **Fixed Lump Sum Scope D** - Proposed Fee for survey of geotechnical borings and test pits including data entry on survey shall be in the form of a fixed lump sum.
  - e. Provide hourly rates for all staff as part of the proposal

## V. Selection Criteria

Successful survey firm will be based upon the lowest qualified responsible bidder as determined by the Mansfield School Building Committee.

## VI. Instructions for Submission of Proposal

### A. Submission Logistics

A total of **1 hard copy and 1 electronic copy** of each firm's Qualifications and Proposal must be received at the following location on or before 2:00 p.m. on May 7, 2019 at the following:

Office of the Town Manager  
Derrick Kennedy, Town Manager  
Audrey P Beck Municipal Building  
4 S. Eagleville Road, Storrs Mansfield, CT Woodbury, CT 06798

In addition, please email one electronic copy to Scott Pellman at the following:  
[scott.pellman@colliers.com](mailto:scott.pellman@colliers.com)

Questions regarding this request for proposals should be directed to:

Scott Pellman  
Owners Project Manager  
Colliers International  
135 New Road  
Madison, CT 06443  
203-584-1019

Email: [scott.pellman@colliers.com](mailto:scott.pellman@colliers.com) for questions to be submitted by  
**Wednesday, April 30, 2019 by 4:00 pm.**

Answers/addenda to be issued by Friday, May 3, 2019.

Please clearly mark all proposals with "**New Mansfield Elementary school Survey and Wetland delineation Parcel "D"**".

## VII. Insurance Requirements

Contractor shall agree to maintain in force at all times during the contract the following minimum coverages and shall name the Town of Mansfield as an Additional Insured on a primary and non-contributory basis to all policies, except Workers Compensation and Professional Liability. All policies should also include a Waiver of Subrogation. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's Rating of "A-" VIII. In addition, all Carriers are subject to approval by the Town of Mansfield.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed	\$2,000,000
	Operations Aggregate	
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
	Including Endorsements:	
	• MCS-90	
	• Pollution Liability (CA9948)	

Pollution Liability	Each Claim or Each Occurrence	\$3,000,000
	Aggregate	\$3,000,000
Professional Liability	Each Claim or Each Occurrence	\$3,000,000
	Aggregate	\$3,000,000
Umbrella	Each Occurrence	\$3,000,000
	(Excess Liability) Aggregate	\$3,000,000

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers' Compensation and WC Statutory Limits

Employers' Liability	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

Original, completed Certificates of Insurance must be presented to the Town of Mansfield prior to contract issuance. Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration date of the policies.



# Appendix A – Site Plans Parcel “D”

4/9/2019

