



## REQUEST FOR QUALIFICATIONS

LEGAL NOTICE: The Town of Watertown is seeking to engage the services of an experienced Consulting Engineering firm to provide survey, engineering, and design services for the preparation of contract plans and documents for the following transportation project: **State Project No. 107-TBD - Complete Streets Improvements – Main Street Corridor**. Subsequent to the initial design phase procurement, the Town, at its own discretion, may request construction phase and/or Construction Engineering and Inspection Services of the selected consultant.

The project is funded by a \$3.0M Federal Earmark with local matching funds. As such, design submissions and reviews will follow procedures for federally funded local projects. Construction funds shall be obligated by September 30, 2026. The designed improvements will include operational and safety improvements along Main Street/CT Route 63 between Baldwin Street and French Street. The selected Consultant will review previous studies and recommendations developed by the town and will coordinate with other ongoing design and construction projects within the project limits. Additionally, the Consultant may be asked to develop conceptual plans for the remainder of Main Street from French Street to Oakville Center and the Waterbury town line. Study and design goals include the following:

- create a safe and walkable town center
- balance the needs for all travel modes
- enhance safe bus transit connectivity
- accommodate individuals ranging in physical ability
- consider the necessary interactions between roadway and adjacent land uses
- incorporate linkages to community resources such as off-street parking and Steele Brook Greenway
- establish gateway treatments and changes to the character of the corridor to influence driver behavior
- promote economic development
- improve quality of life for our community

The following reference materials are available for downloading at the Town of Watertown website [www.watertownct.org](http://www.watertownct.org) under Purchasing Department - Current Bid Information and shall be considered a part of this RFQ:

1. CTDOT Road Safety Audit report (without appendices)
2. Main Street Concept Preferred Alternative – Baldwin Street to French Street
3. Oakville center visioning graphic plan

The Consulting Engineering firm selected will be required to provide survey, engineering, and design services and assist with public involvement. The Consultant may also provide assistance with permits, rights-of-way acquisitions, and utility coordination. Firms responding to this request should be of adequate size, familiar with CTDOT policies and procedures, experienced in designing Complete Streets improvements on state arterial roadways, and sufficiently staffed to perform the assignment described above.

The Consulting Engineering firm will be evaluated and selected based on design and technical competence, the capacity and capability to perform the work within the time allotted, past record of performance, and knowledge of Federal, State, and Municipal procedures, appropriately weighted in descending order of importance.

The design fee will be negotiated on a Lump Sum basis.

A Disadvantaged Business Enterprise (DBE) sub-consultant goal will be assigned to this project. The exact DBE goal will be forthcoming, but is not expected to be greater than fourteen percent (14%).

The selected firm must meet all Municipal, State and Federal affirmative action and equal employment opportunity practices. A letter of interest, together with general information on the firm and proposed sub-consultants, the firm's brochure, current complete Federal Form SF330, experience of the firms, and resumes of key personnel shall be addressed to: **Mr. Mark Raimo, Town Manager - Town of Watertown, Watertown Town Hall, 61 Echo Lake Road – Watertown, CT 06795**. Additionally, all interested firms must submit a detailed statement including the organizational structure under which the firm proposes to conduct business. Proposed sub-consultants should be clearly identified. The relationship to any "parent" firm or subsidiary firm, with any of the parties concerned, must be clearly defined. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Personnel in responsible charge of the projects will be required to possess and maintain a valid Connecticut Professional Engineer's License, and shall be actively involved in the design of the project.

Prior to initiating preparation of a scope of services, the selected firm will be required to provide documentation of a Connecticut Department of Transportation-approved audit, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain professional liability insurance coverage from a firm licensed to do business in the State of Connecticut. Proof of coverage must be submitted prior to the start of the scoping process. Failure to provide these above-noted materials in a timely manner at the Town's discretion may result in the Consultant being deemed non-responsive and disqualified.

Sealed qualifications (Five hard copies and 1 USB with PDF file) of the submittal must be postmarked by **November 8, 2023** (if mailed) or brought to Town of Watertown Town Hall at the address above (if hand delivered) no later than 2:00 pm of that date.

Responses received or postmarked after this date will not be considered.

This RFQ notice may be downloaded at the Town of Watertown website or at [www.biznet.ct.gov](http://www.biznet.ct.gov).

Questions regarding this RFQ must be directed to Lisa Cattaneo, Executive Administrative Assistant, Town Manager's Office: [Cattaneo@watertownct.org](mailto:Cattaneo@watertownct.org) and will be accepted until 2pm on Friday, October 27, **2023**.

It is the responsibility of the vendor to check the website, [www.biznet.ct.gov](http://www.biznet.ct.gov), for any addenda prior to submission of any RFQ. Failure to address any addenda relating to the RFQ may disqualify the submission.

Circumstances may require the rescheduling or cancellation of projects. Should this action be necessary, the Town would be under no obligation to provide supplementary work.