

**TOWN OF WESTPORT, CT**

**RFP #17-867T**

**REQUEST FOR PROPOSAL**

**SURVEYING SERVICES FOR  
COMPREHENSIVE GROUND SURVEY  
OF  
60 COMPO BEACH ROAD, aka COMPO BEACH**

**ADDENDUM #1 – 11/14/16**

**Contact Persons for Additional  
Information:**

**Peter Ratkiewich, P.E.  
Westport Town Engineer  
203 341 1131  
[pratkiewich@westportct.gov](mailto:pratkiewich@westportct.gov)**

**Richard Kotchko  
Purchasing Officer Town of Westport  
203-341-1047  
[rkotchko@westportct.gov](mailto:rkotchko@westportct.gov)**

Description:

The Town of Westport is seeking to retain a qualified surveying firm to provide a comprehensive ground survey of 60 Compo Beach Road in Westport, CT. This property is a recreational center that includes Compo Beach, the Ned Dimes Marina, as well as a myriad of recreational facilities including but not limited to basketball courts, a skate park, boat storage areas, a playground, a concession stand, and various support facilities.

At this time the Town of Westport is soliciting proposals for surveying services under the general category of a Comprehensive Ground Survey. A more detailed description of the services being solicited is included below under the Tasks section. The cost proposal requested is a lump sum fee for each of the following tasks. Any item of work necessary for the preparation of the survey, but which may not be identified separately herein, shall be included within the most appropriate task listed.

Tasks:

- A. Perform an A-2 class accuracy Property Survey of the entire property projected in Connecticut State Plane coordinates on the NAD83 datum.
- B. Perform a T-2 class accuracy Topographic Survey of the entire property projected in NAVD88 Datum.
- C. Prepare survey maps at 1"=40' scale depicting both of the above in a comprehensive ground survey of existing conditions at the property. Include all federal, state, and local regulatory lines, including but not limited to Mean High Water (MHW), Mean Low Water (MLW), High tide line (HTL), Coastal Jurisdiction line (CJL), Tidal Wetland lines, and Waterway Protection Line as applicable. Contours should be shown at 1' intervals.

Survey tasks listed above, and all associated work shall be completed in accordance with Connecticut General Statutes Section 20-300b-1 through 20-300b-20, as applicable.

Utilization of Aerial flight data, photogrammetric data, or any data other than that generated by ground survey shall not be utilized in the work.

In order to utilize the generated survey data for preparation of future design plans, permitting, and construction drawings, the survey work shall be released without limitation to the Town in AutoCAD Civil 3D 2016 .dwg format, including but not limited to points, surfaces, and all surface data.

The selected firm will be expected to:

- A. Conduct a pre-survey meeting with Town officials to obtain existing control data, obtain information on local regulatory jurisdiction, and to generally outline the schedule, means and methods, and any local protocol for conducting the survey
- B. Submit a draft map product to the Town for review prior to finalizing the survey.

- C. Prepare a final map product on hardcopy mylar, as well as electronic submissions in both AutoCAD Civil 3D as detailed above, and in pdf format.
- D. **Complete all of the above by February 1, 2017.**

### **MINIMUM QUALIFICATIONS**

In order to be considered for selection, Consultants must:

- Demonstrate at least three (3) previous successful efforts producing large (over 20 acre) surveys of Municipal property.
- Demonstrate a working knowledge of, and previous track record of working with AutoCAD Civil 3D to produce survey maps for use by a municipality.
- Identify an individual project manager who has a Connecticut Surveyors license. The project manager must have had principal control over at least three previous similarly sized projects.
- Be a firm which can provide adequate support and personnel when necessary at critical times.

**INSURANCE REQUIREMENTS:**

The Consultant shall purchase from and maintain, for the life of the contract, in a company or companies with an A.M. Best rating of A- (VII) or better. Such insurance will protect the Town from claims set forth below which may arise out of or result from the Consultant's obligation under this agreement, whether such obligations are the Consultant's or by a subcontractor or any person or entity directly or indirectly employed by said Consultant or by anyone for whose acts said Consultant may be liable.

A. Workers Compensation:

Consultant shall provide workers compensation insurance required by law with employers liability limits for at least the amounts of liability for bodily injury by accident of \$ 500,000 each accident and bodily injury by disease of \$500,000.including a waiver of subrogation.

B. Commercial General Liability Insurance:

Consultant shall provide commercial general liability insurance policy with an edition date of 1986 or later including products and completed operations. Limits should be at least: Bodily injury & property damage with an occurrence limit of \$1,000,000: Personal & advertising injury limit of \$1,000,000 per occurrence: General aggregate limit of \$2,000,000 (other than products and completed operations): Products and completed operations aggregate limit of \$2,000,000 per project. Coverage will continue three years after the completion of the work.

- The policy shall name the Town as an additional insured and include ISO Form CG 2010 (04/13) and CG 2037 (04/13).
- Such coverage will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance or self-insured retention carried by the Town.
- The policy shall contain a waiver of subrogation in favor of the Town.
- Such coverage shall contain a broad form contractual liability endorsement or wording within the policy form to comply with the hold harmless and indemnity provision of the contract
- Deductible and self-insured retentions shall be declared and are subject to the approval of the Town.

C. Commercial Automobile Insurance:

Consultant shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage. Policy shall name the Town as an additional insured.

D. Errors & Omissions Insurance:

If the agreement is for professional services, the Consultant shall provide errors & omissions insurance for liability resulting from the negligent performance of professional duties or operations. Such policy shall contain limits of liability in the amount of \$1,000,000 each claim and \$3,000,000 in the aggregate per project. The policy shall name the Town as an additional insured.

As to the insurance required, the insurer(s) and/or their authorized agents shall provide the Town with certificates of insurance prior to execution of the agreement by the Town, describing the coverage and prior to 30 days of any renewal. The certificate will include a copy of the additional insured and contractual liability endorsements and to the extent Errors & Omissions Insurance is required, the certificate shall indicate a retroactive date prior to the commencement date of the contract.

(Note contract should provide that the contractor is obligated to provide the Town with updated certificate.)

**GENERAL INSTRUCTIONS:**

The Town will only accept questions, in writing, via e-mail regarding this RFP until November 14, 2016. Please provide company name, address, phone number, e-mail address and contact person when submitting questions. Questions regarding the RFP shall be received via e-mail, and submitted to:

Peter Ratkiewich, P.E.  
Westport Town Engineer  
203 341 1131  
[pratkiewich@westportct.gov](mailto:pratkiewich@westportct.gov)

or

Richard Kotchko  
Purchasing Officer Town of Westport  
203-341-1047  
[rkotchko@westportct.gov](mailto:rkotchko@westportct.gov)

Each Response to this RFP must be enclosed in a sealed envelope which is clearly marked with a reference to **RFP 17-867T**. The envelope shall then be placed in an outer envelope which shall be securely sealed and addressed to the Finance Department, Room 313, Town Hall, 110 Myrtle Avenue, Westport, CT 06880. The envelope shall bear the name and address of the Consultant and the designation of the RFP.

The response shall be signed by an authorized official. The response shall also provide name, title, address, telephone number, fax number and e-mail address for the individual or

individuals with authority to negotiate and contractually bind the Consultant, and for those who may be contacted for the purpose of clarifying the information provided.

**Provide one (1) signed original, three (3) identical hard copies and one electronic version.**

**Responses shall be received on or before Friday November 18, 2016, no later than 11:00 a.m. at:**

**Finance Department  
Town Hall, Room 313  
110 Myrtle Avenue  
Westport, CT 06880**

No responses will be accepted after that hour.

E-mail or electronic attachments are not acceptable means of submitting a response and will be rejected as non-conforming.

Responses will be opened immediately after the submission deadline in a Town Hall conference room. No decisions will be made at that time.

**THE TOWN WILL REJECT RESPONSES WHICH ARE SUBSTANTIALLY INCOMPLETE, AND WILL NOT ALLOW SUBMISSION OF ANY ADDITIONAL WRITTEN INFORMATION AFTER THE RFP DEADLINE.**

**THE TOWN RESERVES THE RIGHT TO WAIVE ANY DEFECTS AND INFORMALITY IN ANY RESPONSE, TO REJECT ANY AND ALL RESPONSES FOR WHATEVER REASON AND TO ACCEPT THAT RESPONSE DEEMED TO BE IN THE BEST INTEREST OF THE TOWN**

**THE TOWN RESERVES THE RIGHT TO REJECT ANY RESPONSE IF THE EVIDENCE SUBMITTED BY OR INVESTIGATION OF THE CONSULTANT FAILS TO SATISFY THE TOWN THAT THE CONSULTANT IS PROPERLY QUALIFIED TO PERFORM THE SERVICES.**

**RFP TIMELINE:**

Deadline for submitting questions	11/14/2016 4:00 p.m.
Answers to all questions submitted	11/16/2016 4:00 p.m.
<b>Deadline for submission of RFP</b>	<b>11/18/2016 11:00 a.m.</b>

**EVALUATION AND AWARD PROCESS:**

The evaluation of the proposals will be performed by representatives of the Town's Public Works Department who will then make recommendations to the Board of Selectman. The Town's selection of a Consultant will be based on the qualifications of the firm, the experience of key personnel, and the fees and other considerations as the Town deems appropriate. The final selection will be made by the Board of Selectman.