



**New Elementary School  
Project  
Mansfield Public Schools  
Request for Qualifications and Proposals for  
Traffic Analysis Services  
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.

## **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. Last Day for Addenda questions: | May 2, 2019 by 2:00 p.m.  |
| 3. Proposals Due:                  | May 7, 2019 NLT 2:00 p.m. |
| 4. Consultant Selection:           | May 9, 2019               |
| 5. Survey and Traffic analysis:    | Immediately               |

## **III. Scope of Services**

### **1. Traffic Analysis Services**

Perform the following traffic analysis services:

- Perform traffic counts at key intersections (assume 3 intersections).
- Based on information provided by the Town and the Architect, determine the number of trips generated by the proposed school.
- Determine the anticipated approach routes of motorists accessing the site and distribute the new site-generated traffic to the surrounding roadway system.
- Review the traffic impact associated with other developments that have been proposed but not constructed in the vicinity of the site.
- Determine the traffic impacts due to the proposed expansion on the intersections surrounding the site.
- Conduct capacity analyses of the intersections surrounding the site.

- Determine if any off-site improvements are necessary to mitigate the new traffic generated by the proposed school (based on the Conceptual Design Plan to be provided by the Architect).
- Provide an estimate of costs for any proposed off-site improvements
- Prepare a report summarizing your findings.

## 2. 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 fixed fee proposal for this project including hourly rates for all staff as part of the proposal

## V. Selection Criteria

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

## VI. Instructions for Submission of Proposal

### 1. 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 **Friday, May 2, 2019 by 200 pm.**

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

Please clearly mark all proposals with “**New Mansfield Elementary school Traffic Study; 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 Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit Each Accident	\$1,000,000
	Including Endorsements:	
	<ul style="list-style-type: none"> <li>• MCS-90</li> <li>• Pollution Liability (CA9948)</li> </ul>	
Pollution Liability	Each Claim or Each Occurrence	\$3,000,000
	Aggregate	\$3,000,000
Professional Liability	policy must contain no exclusion for asbestos	
	Each Claim or Each Occurrence	\$3,000,000
Umbrella	Aggregate	\$3,000,000
	Each Occurrence (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.