

TOWN OF CANTON, CONNECTICUT REQUEST FOR QUALIFICATIONS

CONSULTANT(S) FOR ON CALL CONSULTANT SERVICES (INCLUDING ENGINEERING SERVICES AND CONSTRUCTION/ POST CONSTRUCTION MONITORING AND INSEPTION SERVICES) TO THE TOWN OF CANTON

The Town of Canton, Connecticut, including its Land Use Commissions, Planning, Zoning, & Inland Wetlands & Watercourses, (hereinafter "Commission") are seeking professional/technical qualifications to assist in reviewing applications, the provision of technical information and or testimony, and the provision of additional services as specified below.

Scope of Work

The consultant(s) selected will be directly responsible for the following activities:

- Review of submitted applications submitted to the Commission requiring a technical review as deemed necessary;
- Prepare and submit a detailed report to the Commission analyzing the impact of the proposed activity upon the town and its resources, highlighting any anticipated adverse impacts resulting from the proposed activity;
- Attend Commission meetings and give testimony on behalf of the Commission;
- Work with and coordinate between the Commission and Town of Canton Land Use Office review staff;
- Prepare and/ or review surety bond estimates for Subdivision construction, Wetlands Permit activities, Site Plan construction and Special Exceptions construction. Make recommendation for bond reductions during constructions;
- Inspect construction of public and private improvements for Subdivisions, Site Plans and Special Exceptions as required or directed;
- Conduct construction and post construction inspection and monitoring services for compliance with Wetlands Permits and other approvals when required;
- Perform such other tasks as the Commission may from time to time require; and,
- Provide engineering assistance to the Commission for non-development application tasks as required.

Those activities listed above are to be carried out as needed and/or required as provided in the Town of Canton Ordinance #224 adopted on July 6, 2004, and Section 19.5 of the Inland Wetlands and Watercourses Regulations.

Consultants must be knowledgeable in the areas of law that govern wetlands, subdivision and zoning in the State of Connecticut, and have extensive experience in dealing with land use, conservation and development issues. Consultants should have demonstrated experience in representing combined or independent planning and zoning commissions, wetlands agencies, and other regulatory boards, committees or commissions in other communities. Any consultants or team of consultant should include technical experts in: site plan review; civil engineering and surveying; traffic; noise, light, hydrology/ hydrogeology/geology; soils science, flora and fauna; sanitation; geotechnical/ structural engineering; architecture; landscape architecture; stormwater, water, and waste water quality; or other technical expert that may be required, or the ability to obtain such experts as a sub consultant in a quick and efficient manner.

Submission of Statement of Qualifications

Seven (7) copies of the Statement of Qualifications describing the respondent, its experience in regard to scope of work with examples of such projects, special expertise and strengths, and a fee schedule should be submitted **by 4:00 PM, Thursday, January 14, 2010** to: Chief Administrative Officer of the Town of Canton 4 Market Street, P.O. Box 168, Collinsville, CT 06022-0168.

The seven (7) copies of the Statement of Qualifications and other material submitted to the Town of Canton will be retained by the Town and will not be returned to prospective consultants responding to this RFQ.

The Statement of Qualifications should describe the following:

- (1) The general and special skills of the consultant firm;
- (2) The experience of the consultant in regard to projects of this nature;
- (3) The project director, personnel who will be actively involved in the project including additional personnel who will be available and may become involved in the project;
- (4) The professional qualifications of the personnel who will be involved in the project;
- (5) Recommendations for management of the project;
- (6) A proposed fee schedule (hourly or alternate fee proposal);
- (7) Four (4) references;
- (8) A list of municipalities, inclusive of contacts, for which similar services are currently being provided;
- (9) Certificate of liability insurance; and,
- (10) Any additional information that will assist in evaluating the qualifications of the consultant.

Respondents with questions regarding the submission requirements or requesting an electronic version of this Request for Qualifications (RFQ) may contact the following purchasing agent *via email only* (telephone inquiries related to proposal requirements shall not receive a response):

Neil S. Pade AICP, Director, Planning and Community Development
Town of Canton
npade@townofcanton.org

All submissions shall be final and binding on the respondent for acceptance by the Town for 120 days from the RFQ closing date and time.

A respondent filing a Statement of Qualifications thereby certifies that no officer, agent or employee of the Town who has a pecuniary interest in this request for proposal neither has nor shall participate in the contract negotiations on the part of the Town, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other respondent of the same call for proposals, and that the respondent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm.

Respondents must fully disclose, in writing to the Town on or before the closing date of this RFQ, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the respondent were to become a contracting party pursuant to this RFQ. The Town shall review any submissions by respondents under this provision and may reject any proposals where, in the opinion of the Town, the respondent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the respondent were to become a contracting party pursuant to this RFP.

Respondents shall make all investigations necessary to inform it regarding the service(s) to be performed under this request for proposal.

Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such person guilty of said misrepresentation or collusion. In the event that the Town enters into a contract with any respondent who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty, or damages.

Selection of Consultant(s)

The Chief Administrative Officer shall designate a selection committee consisting of Five (5) persons, three (3) of which shall be: one (1) member of the Planning Commission; one (1) member of the Zoning Commission; and, one (1) member of the Inland Wetlands and Watercourses Agency. The other two (2) members shall be comprised of the Town Planner and the Chief Administrative Officer or his designee. The selection committee shall evaluate the Statements of Qualifications, and if desired, create a short list for the purpose of conducting interviews. The selection committee shall recommend the retention of a consultant(s) to the Chief Administrative Officer, who shall select the consultant(s) based upon Town administrative policy and procurement procedures.

The Town of Canton is issuing this Request for Qualifications (RFQ) for the purpose of determining the benefits of retaining consultants to provide the services described in this Scope of Services and reserves the right to reject any or all Statements of Qualifications and to amend this Scope of Services in the process of selecting a Consultant. The Town of Canton reserves the right to enter into a contracted service agreement with more than one consultant as may be required to ensure the fair due process of the application review process and to meet the specialized needs of the Commission.

Selected consultants will immediately enter into negotiations with the Town to formalize an executed agreement.

The On Call Consultant Services to the Town of Canton Commission/ Agency shall be established for a 12 month period based on an annually progressive rate. At the end of the 12 month period such agreement between the consultant(s) and the Town may be extended for one additional 12 - 36 month period, based on the successful performance of the consultant(s). If no extension is granted, the Request for Qualifications shall be re-issued. Selected consultants shall be subject to an annual evaluation by the Town in addition to the terms of contract service agreement. Such contract shall not occur for more than 4 consecutive years without the RFQ being reissued and a new contract has been established through a competitive process.

In specific instances where the request for on call services is made, selected consultants shall be required to provide hourly estimates to carry out the specific request(s) on a case by case basis in advance of the execution of a specific work order, contract or authorization to proceed for that request.

The Town of Canton is an Affirmative Action Equal Opportunity Employer.

The individual or firm selected will be required to abide by the Town of Canton Municipal Code of Ethics.

All engineering services rendered under this Scope of Services shall be performed under the direct supervision of a principal engineer having at least ten years experience and licensed in the State of Connecticut.

The Town of Canton reserves the right to accept or reject any and all proposals in whole or in part that it deems to be in the best interest of the Town.

Robert H. Skinner
Chief Administrative Officer