# Town of Middlefield

## Request for Proposals

## Engineering and Design Services

## For

## Town Campus Sidewalk Connections

**Online Submissions Due: December 11, at 12:00 p.m.**

# I. Introduction

The Town of Middlefield ("Town") is seeking to engage the services of a qualified firm or firms to provide survey, design, plan development, and permitting services related to State Project No. 0170-3513GR. Construction phase funding has been secured through the Community Connectivity Grant Program (CCGP) in the amount of **$581,256.00** related to the construction of sidewalk installation within the Middlefield Town Campus, along Main Street (Route 157) and Jackson Hill Road. The Town has recently executed a Commitment to Fund Letter with the CT Department of Transportation. The Town now wishes to engage qualified firm(s) for the purpose of developing construction-level plan documents which will be submitted to CTDOT for review and used for construction of the improvements by a future contractor.

The Town has allocated up to **$50,000** for this phase of the project. Additional funds are not expected to be allocated.

# II. Scope of Required Services

The Scope of Services is generally defined as noted below but is subject to change and final negotiation.

The selected consultant will provide comprehensive surveying and engineering services (including civil, traffic, geotechnical etc.) for the preparation of complete engineering drawings, specifications, estimates, contract documents, property maps, street line maps and related services.

The selected firm will provide the Town of Middlefield with expertise in performing other functions, such as traffic analysis, geometric roadway design, plans, and permit applications.

The selected firm will have sufficient staff to ensure prompt delivery of services and completion of tasks assigned. The selected firm must assign a Professional Engineer licensed by the State of Connecticut to be responsible for the management and design of the project. The scope of work shall follow the CCGP Project Administration Guide.

Firms submitting proposals are required to include information on how the Scope of Services will be addressed.

At a minimum, the selected firm will be expected to:

1. Review all necessary documentation related to the project including correspondence from the Town and CT DOT and project concept plans.
2. Perform right-of-way and topographic surveys of the project area.
3. Develop project level plans and specifications, in compliance with all CT DOT and CCGP Administrative Guidelines using available survey data, information provided by the Town and the DOT endorsed concept plans.
4. Prepare a detailed cost estimate using the developed project plans.
5. Act as a Town representative for any necessary Right of Way acquisitions.
6. Act as a Town representative for any necessary CT DOT permit.

7. Act as a Town representative related to the submission, review, and revision of the submitted plans.
8. Maintenance and protection of traffic, if required.
9. Act as a Town Representative for all required Regulatory Approvals if needed.
10. Submit one set of final paper plans, an original copy of any other agency permits along with one mylar of the contract drawings for public bidding by the Town.
11. Prepare the bid and contract documents for the project.
12. Attend review meetings with the Town.
13. Prepare for, and attend a public information meeting, if necessary.
14. Review project bids received by the Town for accuracy and check references. Report to the Town on a recommendation for selecting a contractor.

## III. Submission Requirements

Interested firms should submit:

1. Letter of interest, to include:
    a. General information on the firm and any proposed subconsultants.
    b. A brief narrative to demonstrate the firm's understanding of the project.
    c. A description of an improvement or unique feature or suggestion that if incorporated into the process, would improve the project overall.
2. Firm experience with similar projects and/or deliverables, including:
    a. CCGP funding program
    b. Roadway Design
    c. CT DOT Coordination
    d. Eversource/utility Coordination
    e. Right of Way Investigation, impacts and acquisition.
    f. Public Outreach
3. Resumes of key staff to participate in the project to demonstrate that all work performed under this contract will be at the direction of Professional Engineers and Licensed Surveyors.
4. The names, titles, addresses and telephone or email addresses of three references who have been recipients of the firm's services within the last three years.
5. Proposed Project Schedule including the Firm's soonest date of availability.
6. Fee proposal which addresses all elements of the project to be performed and in sufficient detail to include the specific tasks related to the proposed project schedule.
7. A listing of any proposed subcontractors to be used for this work and the type of services the proposed subcontractor is proposed to perform.
8. Proof of Commercial General Liability Insurance, including Contractual Liability Insurance providing for a total limit of One Million Dollars ($1,000,000) for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injuries to or destruction of property in any one accident or occurrence, and, subject to that limit per accident, a total (or aggregate) limit of Two Million Dollars ($2,000,000) for all damages arising out of bodily injuries to or death of all

persons in all accidents or occurrences and out of injury to or destruction of property during the policy period, naming the Town as an additional insured.

9. Any other information deemed relevant or necessary to adequately address how the respondent will provide the identified Scope of Services.

## IV. Information Provided by The Town

The following information can be obtained from the Town's website at Building & Land Use | Middlefield, CT:

1. CCGP Application and Concept Plans
2. CT DOT Commitment to Fund
3. CCGP Design Guidelines

## V. Submissions:

**Electronic submissions only** will be accepted and must be received by the Town no later than 12:00pm on December 11, 2026. Email submission must go to rnewton@middlefieldct.org.

Questions may be submitted via email to rnewton@middlefieldct.org no later than December 4, 2026 by 4:00 p.m. Responses will be accumulated and posted on the Town's website.

**Proposals must be valid for a minimum of 90 days from the date of submission. Any responses received after 12:00 p.m. on, will not be considered.**

## VI. Award/Rejection/Other

The Town reserves the right to reject any and all submissions, waive informalities, and to recommend the award of a contract as may be in the best interest of the Town. All submissions, materials, documents, etc. submitted in conjunction with the selection process shall become the property of the Town and may be disposed of without notification and shall be considered public information. The applicant selected by the Town shall be expected to comply with all applicable federal, state and local laws and regulations in the performance of services.




NOTES:

1. Aerial Images from CTECO 2016.

THIS DRAWING IS INTENDED TO BE USED FOR INFORMATION AND REVIEW PURPOSES ONLY AND IS NOT INTENDED TO BE USED FOR CONSTRUCTION.

GRAPHIC SCALE

50 40 30 20 10 0 50 100

SCALE: 1"=50'

# MIDDLEFIELD TOWN CENTER

# COMMUNITY CONNECTIVITY GRANT PROJECT

# TOWN HALL TO PECKHAM PARK

## SIDEWALK PLAN PHASE 1 & A PORTION OF FUTURE PHASES

CONCEPT DRAWING

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REVISIONS

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| DATE: | MAY 2025 |
| SCALE: | 1"=50' |
| PROJECT No.: | 01020204 |
| CADD FILE: | 01020204SP |
| DESIGNED: | GLJ |
| DRAWN: | AJG |
| CHECKED: | BCC |

SHEET No.:

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