

**TOWN OF CANTON, CONNECTICUT
REQUEST FOR PROPOSALS
FOR
PLANNING AND DESIGN SERVICES
FARMINGTON RIVER RAIL TRAIL EXTENSION - EAST**

The Town of Canton (Town) is soliciting proposals from any interested party (or parties) to conduct planning and design work to extent the Farmington River Rail Trail east (FRRT) from the intersection of State Routes 44 and 177 (Lovely Street and Albany Turnpike), east to the Simsbury/ Avon Town line.

The planning and design area is further defined on the attached, “Attachment A1 – Shops Rail Trail Extension.pdf” and, “Attachment A2 – 2021 Canton FRRT East – Location Map.pdf”.

Physical limits are shown in Attachment A1 in purple, blue, and yellow, and continue as shown on Attachment A2, with possible routes and required study areas shown in orange and red.

The selected consultant(s) will work under the direction of the Director of Planning and Community Development and will be expected to demonstrate professional experience in site design, landscape architecture, engineering, public input and involvement, consensus building, and presentation of design products to Town officials and the general public.

This work is to occur under a grant awarded under the Connecticut Recreational Trails Program. All work performed under this request will be required to comply with the requirements of this program. Please see “Attachment B – DEEP Scope of Work.pdf” for additional information. Please be aware the required Match to be provided will be in-kind service and is not part of the planning and design budget.

Project Area Background

The Farmington River Rail Trail existing usage. The Farmington Valley Trail’s Council (FVTC) maintains a counter just west of the project area, based on a trail usage study performed by the FVTC, approximately 156,000 seasonal users frequent this portion of the trail. These numbers were taken prior to the pandemic and usage has increased since. <https://fchtrail.org/pdfs/FVTC%20Trail%20Usage%20Study%202013-15.pdf>

Anticipated existing and future users include those that frequent, or are associated, with the Towns’ two largest employers located in the project area. The majority of the town's rental housing stock, subsidized housing and naturally occurring affordable housing are also nearby accessible via the trail system. This trail will serve as an alternative active transportation route for those who cannot afford, or desire not to have, a motor vehicle, and require a safe separated means of accessing employment, and services. The project area was also rezoned in 2018 to allow high density residential and mixed-use

development. The trail extension would support and be a resource for the existing and future users associated with the anticipated buildout of the area.

The proposed connection finalizes (leveraging the recent work through Community Connectivity Grant Program funds) the towns' economic and transportation strategy of connecting the Town's three centers of commerce, employment and services. Also accessed from this route are connections to Town parks and schools. A portion of this route served as the Town's Safe Routes to School Program. Once constructed, this trail will activate private open space for passive recreational use that was previously open to the public when formerly operated as a local golf course.

This project, when constructed, will create the opportunity for subsequent extensions of the shared use path to occur. Extension to existing and proposed residential areas and commercial and employment services in Simsbury and Avon are anticipated to occur once the segment designed through this grant is constructed.

Through this segment of Route 44 there is an unexpectedly high level of pedestrian traffic with very limited sidewalk infrastructure. Desire lines are worn into the unmaintained shoulders. There are workers in the vicinity that take the bus into Canton each day, or get dropped off, that work at the businesses in the project area (East Gateway) and do not have access to motor vehicles throughout the day. A shared use path through this vicinity will improve safety and help finalize this segment of the trail connection to Simsbury and Avon.

The Regional Transportation Plan shows an on-road bike route on Route 44 through this area. The Town Bicycle and Pedestrian Plan also recommends a Bike Route or a Shared Use Path through the project area.

The largest private property owner within the vicinity, has indicated their willingness to grant an easement for this project. Construction funds for the segment shown in blue on Attachment A1 has been awarded by the state. A kiosk shown on Attachment A1 has been funded by the FVTC.

This project will benefit from, and require coordination with, a Corridor Study currently being performed in the project area by the Capital Region Council of Governments. <https://crcog.org/wp-content/uploads/2022/12/2022-1201-RT-44-Study-Canton-RFQ-Draft.pdf>

Scope of Services

The purpose of this project is to create a complete design of the FRRT for the purpose of construction.

This project involves the following Tasks:

Task One: Review and Analysis of Existing Conditions and Documents. Meet with town staff and immediately affected property owners. Town staff will assist in the coordination of relevant documents, information, and meetings. Review existing available survey information. Conduct project area survey necessary to support the planning and design process.

Task Two: Public Engagement and Information Gathering - Solicit input on design through at least one public information meeting. Evaluate and leverage information gathered through public engagement sessions associated with the Corridor Study.

Task Three: Plan and Design proposed FRRT Extension

Develop a plan for the FRRT extension within the project limits, inclusive of any and all intersections and crossings.

1. Review plan with town staff to determine if additional public input or engagement is needed.
2. Conduct limited additional input gathering as needed. Confirm plan is appropriate for design. Make plan adjustments as needed.
3. Identify and document all anticipated permitting requirements.
4. Identify appropriate phases for the project to be separated into for construction. The project area currently funded for construction shall be a separate phase.
5. Project Design, inclusive of all necessary information and documentation for construction to be provided, by phase.
6. Prepare (by phase) itemized cost estimates for construction of design improvements including but not limited to costs associated with state and local permitting requirements, construction inspection requirements, and other related costs.
7. Provide a proposed construction schedule prioritizing order of installation based on overall budget, costs, and anticipated benefit of such.

The Town reserves the right to modify or expand the Scope of Services in a manner that best services the interest of the Town. Respondents may also separately offer alternate proposals or additional services.

Submission of Statement of Qualifications

Interested consultants who wish to be considered for this work shall provide two paper sets of the following information to Neil Pade, Town Planner. The information shall be delivered to the Town of Canton CT Land Use Office at 4 Market Street, P.O. Box 168, Collinsville, CT 06022-0168, no later than 12:00 pm local time on March 3, 2023. A digital/ electronic version of the proposal response on, flash drive or other comparable form shall accompany the submission. The submission shall also include:

1. Letter of Introduction
2. Firm's Information Package

3. An outline and description of the firm's understanding of the Project and proposed approach necessary to meet requirements of the Scope of Services
4. Detailed fee proposals identified by task as presented in the Scope of Services, including a total cost and schedule for completing the initial Scope of Services
5. An anticipated project schedule.
6. Resumes of personnel who will work on the Project.
7. Recommendations for the management of the Project.
8. Qualifications for, and experience with conducting public workshops, and soliciting public opinion.
9. Methods for solicitation and analysis of public input.
10. Methods for collection and analysis of market data.
11. Demonstration of the team's ability to efficiently represent the effect/ build out of conceptual/ preliminary designs graphically.
12. At least three references for on-going and/ or recently completed similar municipal streetscape design projects (including contact person and phone number).
13. Detailed and specific examples of similar work products and areas that have been designed and physically installed.
14. Certificate of liability insurance.
15. Any additional information that will assist in evaluating the qualifications of the consultant.

Additional Responses

Interested consultants may submit responses for portions of this request for proposals or alternate proposals. Separate fees shall be provided for alternate proposals and any scope of work not included as part of this request. Fees and alternate fee proposals must be complete and include all required design component services [e.g. electrical engineering and design, civil engineering and design, etc.] Alternate proposals must provide a clear description of tasks to be completed, a detailed approach in how such tasks will be completed, in addition to proposed deliverables.

Additional Requirements

Respondents with questions regarding the submission requirements may contact the following person *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@townofcantonct.org

An electronic copy of this request for proposals, along with any changes, will be posted on the Town web page (<http://www.townofcantonct.org/>). It is the respondent's obligation to visit the web page frequently for any addendums.

Selection of Consultant(s)

The Chief Administrative Officer shall designate a selection committee. The selection committee shall evaluate the responses, 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.

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 request for proposals, 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 request for proposals. 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 request for proposals.

Respondents shall make all investigations necessary to inform itself 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.

Minority and Woman Business Enterprises are encouraged to consider submitting qualifications for consideration. The Town is an Affirmative Action - Equal Opportunity Employer

The Town is issuing this request for proposals 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 responses and to amend this Scope of Services in the process of selecting a consultant. The Town reserves the right to enter into a contracted service agreement with more than one consultant, to divide up services, and to include or not include portions thereof, within any such service agreement as may be required to meet the specialized needs of the Town.

Addendum(s) to this RFP may be issued by the Town. The applicant is responsible for monitoring the Town website for any possible amendments to this request. When issued, addendum(s) will be posted on the Town's website under the "Request for Proposals" link. It is the respondent's responsibility to check to see if RFP addendum(s) have been issued by the Town and to ensure that its proposal addresses all addendum(s).

The Town reserves the right to waive informalities, non-material defects, or clerical errors in any proposal. The Town also reserves the right to reject any and all proposals, or any part of a proposal, when said action is deemed to be in the best interest of the Town. The Town reserves the right to negotiate with one or more respondents as it sees fit. Proposal will be evaluated based on what is in the best interest of the Town. Costs will not be the sole factor in evaluating proposals. No contract rights shall accrue to a respondent unless and until the Town and the respondent execute a binding contract.

All costs incurred in the preparation of the proposals will be borne entirely by the individual/ firm submitter.

All proposals submitted become property of the Town.

All proposals submitted, information contained therein, and attached thereto shall be subject to disclosure under the Freedom of Information Act.

Proposals shall be final and binding and may not be withdrawn or amended for one hundred and twenty (120) days from the date and time when proposal are due.

Selected respondent(s) shall carry Commercial General Liability Insurance (Bodily Injury, Property Damage, Products and Completed Operations) in an amount of not less than one million dollars (\$1,000,000) per occurrence with a two-million-dollar (\$2,000,000) aggregate, combined single limits. Such coverage shall also include coverage for operations, completed operations, products, and contractual liability insurance. Such policy shall name the Town of Canton as additional insured and shall be primary and noncontributory to any valid and collectible insurance carried by the town.

Selected respondent(s) shall provide errors and omissions liability insurance covering the respondent and the Town against loss for financial damages resulting from legal expenses and costs the Town may incur by fines, and penalties assessed against the Town through administrative or judicial proceedings caused by errors or omission in the billing by the Respondent in the amount of one million dollars (\$1,000,000) each wrongful act and \$1,000,000 in the aggregate.

Selected respondent(s) shall provide the Town with a certificate verifying such coverage before commencing services under this RFP. Such policy shall require thirty (30) days' notice to the Town in writing prior to alteration, cancellation, termination or expiration of any kind.

Any person contracting with the Town must, to the fullest extent permitted by law, indemnify, defend, and hold harmless the Town and its agents and employees from and against all claims, damages, loss or expense including reasonable attorney's fees arising out of or resulting from the performance of the contract. Selected respondents shall pay any and all attorneys' fees incurred by the Town, its agents, or its employees, in enforcing any of the selected respondents' defense or indemnification obligations. In any and all claims against the Town, or any of its agents or employees, by any employee of a selected respondent, or anyone directly or indirectly employed by a selected respondent, or anyone for whose acts as a selected respondent is liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or a selected respondent under Workers' Compensation Acts, disability benefits acts, or other employee benefit acts.

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

Dated at Canton, CT this 26th day of January, 2023

Robert Skinner
Chief Administrative Officer