



**TOWN OF MIDDLEFIELD, CONNECTICUT
REQUEST FOR PROPOSALS
FOR
PLANNING AND DESIGN SERVICES
MIDDLEFIELD/DURHAM COMMUNITY MULTI-USE TRAIL
Dated: December 17, 2024**

The Town of Middlefield (Town) is soliciting proposals from any interested party (or parties) to conduct planning and design work to connect multi-use paths from the Town of Middlefield Peckham Park with Main Street in the Town of Durham and other Blue Blazed trails throughout Middlefield.

The planning and design area is further defined and shown on the attached, "Overall Path Connections Plan" and in the overall project description, item I. below.

The selected consultant(s) will work under the direction of the Board of Selectman 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 "Scope of Services", item II below.

I. Project Area Description and Background

The overall objective is to create a new multi-use trail from Middlefield Peckham Park to the SE Middlefield/Durham town line in Phase 1 of this project. Phase 2 of the plan is to extend the trail to the Town of Durham's Main Street.

The notional pathway would utilize much of the old 1880-1910 Meriden-Middletown-Guilford Electric Railway Trolley Line path. Approximately 1/2 mile of this trolley trail currently is used by hikers and joggers starting at the south end of Middlefield's Peckham Park. The pathway crosses and follows the Coginchaug River basin to create a new access to river frontage, wildlife habitat and this diverse natural landscape for hikers, joggers, parents with strollers, ADA handicapped residents, birders, and bicyclists (including families with children). Current access to these wonderful resources is limited to occasional hunters and very few fishermen. This project will open up access to non-motorized pedestrians and cyclists, including ADA handicapped residents from our communities and beyond (ample parking available at Middlefield Peckham Park).

The Phase 1 Trail crosses Town of Middlefield land, plus land owned by private property owners. Discussion with each of the private property landowners indicates willingness to negotiate easements for the trail pathway on their property.

Definition of options for the Phase II trail pathway in/into Durham will also be undertaken in the planning and design period.

Geotechnical surveys will be done to analyze soil conditions and develop optimal construction methods. Routing finalization will include consideration of minimal disturbance to ground and flora. Construction would include paved sections where trail width permits, elevated and fenced boardwalks crossing wetlands and floodplains, and short bridges over Lyman Brook and the Coginchaug River. Benches, and river overlooks will be incorporated into the trail design as terrain makes viable and interesting.

This project will include permitting from Inland Wetlands and Watercourses Agency, a referral to the Planning and Zoning Commission, Licensing from Eversource and possible permitting from the following State/Federal Agencies: CT DEEP, ACOE, CT DOT). A pedestrian crosswalk will be required to cross State Route 147 and extend the trail to the Town of Durham.

II. Scope of 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, landscape architect, and engineering services (including civil-site, 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 surveying, drainage analysis/design, engineering plans, construction documents, and preparing 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 Surveyor licensed by the State of Connecticut to be responsible for the management and design of the project.

Firms submitting proposals are required to include information on how the Scope of Services will be addressed. General Tasks are listed below and better defined in the grant application exhibit which can be found on the Town's Website here: ([Middlefield - Durham Community Multi Use Trail Application \(PDF\)](#))

Task One: Scope of Design and Permitting Services to include a Topographic Survey as described in the Grant Application.

Task Two: Preliminary design (30%) and geotechnical services as defined in the grant application. This is critical for trail alignment and appropriate placement of trail based on soil conditions.

Task Three: Regulatory Coordination and Permitting (Federal, State, Local)

Task Four: Assist in public outreach and communication of project status.

Task Five: Final Design, Specifications and Opinion of Costs

Task Six: Bidding and Construction Phase

The Town reserves the right to modify or expand the Scope of Services in a manner that best services the interest of the Town.

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
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 Licensed Professional Engineers and Licensed Land 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 earliest possible 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.
10. Information regarding the firm's internal quality control reviews and process.
11. An anticipated project schedule.
12. Resumes of personnel who will work on the Project.
13. Qualifications for, and experience with conducting public workshops, and soliciting public opinion.

IV. Information Provided by The Town:

The following information can be obtained on the Town's Website at: (<https://www.middlefieldct.org/254/Economic-Development>) under the Title "Middlefield - Durham Community Multi-Use Trail"

1. Full and Complete Application and Concept Plans
2. Commitment to Fund Letter/Award Letter

V. Submissions:

Email submissions only will be accepted and must be received by the Town no later than January 28, 2025 and should be directed to First Selectman, Robert Yamartino at ryamartino@middlefieldct.org with a copy to Middlefield Finance Director, Al Rusilowicz at arusilowicz@middlefieldct.org.

Questions may be submitted via email until January 3, 2025 to Jen Huddleston @ EDC@middlefieldct.org and 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 January 28, 2025 at 5:00pm, 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.

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 themselves 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

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.

VII. Form of Contract

The form of contract for the services set forth in this Request for Proposal shall be a modified version of the AIA B104-2017. By submitting a response to this RFP, the firm represents and warrants that if awarded the services set forth herein, that the firm will execute the form of contract without modification, condition or exception. The form of contract is attached hereto as **Attachment 1.**

VIII. Insurance and Indemnity

See the form of contract for required insurance and indemnities.

Attachment 1 - Form of contract