



## OFFICE OF THE SELECTMEN

115 Main Street, PO Box 96, Voluntown, CT 06384

### REQUEST FOR PROPOSALS: MAIN STREET & BEACH POND ROAD SIDEWALK DESIGN

The Town of Voluntown is issuing this Request for Proposals for the survey, engineering design, and permitting of a sidewalk and pedestrian bridge along the southerly side of State Route 138 (Main Street/Beach Pond Road). The project will be constructed using funds through the State of Connecticut Department of Transportation's Transportation Rural Improvement Program (TRIP), though design expenses will be paid for by the Town of Voluntown.

#### **Bid Proposal Data:**

**RFP#:** VOL 2023/2024-03

**Title:** **Voluntown Route 138 Sidewalk Design**

**Issue Date:** May 16, 2024

#### **Statement of Qualifications Timeframe:**

**RFP Issued:** May 16, 2024

**Mandatory Site Visit:** Wednesday, May 29, 2024 10:00 a.m. – Convene at Voluntown Town Hall, 115 Main Street, Voluntown CT 06384

**RFP Questions Due:** June 3, 2024 by 1:00 p.m. Responses to questions will be posted on State Bid Portal by Thursday, June 6, 2024

**Proposals Due:** Wednesday, June 12, 2024 at 12:00 p.m.

**Proposals Sent to:** First Selectman's Office  
115 Main Street, PO Box 96  
Voluntown, CT 06384

**Questions Sent to:** John Guskowski, Planning & Development Director  
via email: [planner@voluntown.gov](mailto:planner@voluntown.gov)

## I. Introduction

The Town of Voluntown, acting by and through its Board of Selectmen, is issuing this request for proposals (RFP) from civil engineering consulting firms to develop engineering plans and specifications for the design and construction of a pedestrian pathway along a state highway that functions as the Town's Main Street. The Town is issuing this Request for Proposals for the survey, engineering design, and permitting of a sidewalk and pedestrian bridge along the southerly side of State Route 138 (Main Street/Beach Pond Road). The project will be constructed using funds through the State of Connecticut Department of Transportation's Transportation Rural Improvement Program (TRIP), though design expenses will be paid for by the Town of Voluntown.

The Town wishes to extend its pedestrian network along State Route 138 to connect the Town's civic core with the primary retail destinations of the Riverside Mall and Bronson's Pool/True Value Hardware. The sidewalk will be installed along the southerly side of State Route 138 (Main Street and Beach Pond Road) from the intersection with Church Street in the west to Route 49 (Ekonk Hill Road) in the east.

The entire sidewalk project will be constructed within the State ROW along Route 138. The sidewalk will be constructed off the existing roadway surface along the southerly side of the State Route, including a pedestrian bridge to be added parallel to Bridge #01357 over Denison Brook. A preliminary concept drawing of the project is attached to this RFP.

## II. Project Description

The Town of Voluntown is a small community of approximately 2,500 residents in rural southeastern Connecticut. While the vast majority of the Town is owned by the State of Connecticut as Pachaug State Forest, the community has a small, compact village center that hosts the majority of its civic, educational, commercial, and community function. The Town has been actively working to improve the safety, connectivity, and pedestrian-friendliness of this village center. To that end, it had pursued and recently received a grant through the State of Connecticut Department of Transportation's Transportation Rural Improvement Program (TRIP) to undertake a sidewalk expansion project.

The overall project will extend Voluntown Village's existing sidewalk and pedestrian network easterly from the civic core area of Main Street in a linear way along Main Street/Beach Pond Road (Route 138) to connect to the Town's largest commercial area. The current sidewalk network that is located in the Village core connects the central civic resources of Town Hall, Public Library, grocery store, Elementary School, Senior Housing, and Post Office. Heading easterly out of the civic core, the sidewalk along the south side of Main Street ends roughly at the corner of Church Street, and on the northerly side of Main Street/Beach Pond Road, the sidewalk ends at Beachdale Road.

The remaining critical element to the core of the Voluntown Village area is the Town's principal commercial plazas, which include the Riverside Mall at 104 Beach Pond Road and the Bronson's Plaza at 129 Beach Pond Road. These plazas represent significant destinations for both commerce and employment within an extremely walkable distance from the Town's largest population and activity center. Unfortunately, this walkable distance is not currently served by a safe pedestrian network. This project will address that situation.

Specifically, through this project, the Voluntown Village sidewalk network will be extended, adding new concrete sidewalk at a minimum five-foot (5') width along the southerly side of Main Street/Beach Pond Road (Route 138) from its current terminus just east of Church Street to the intersection of Ekonk Hill Road (Route 49). New crosswalks will be added at the end of the north-side sidewalk network at the corner of Main Street and Beachdale Road - crossing Main Street to pick up the new south-side sidewalk, and at the location along Route 138 that would connect the Riverside Mall and the Bronson's Plaza.

This corridor is one of the most important stretches of roadway network in Voluntown. Numerous residents without access to vehicles - particularly schoolchildren from Voluntown Elementary School and residents of the Housing Authority's "Greenwood Manor" senior housing complex - must attempt the walk along the shoulder of a very fast and dangerous roadway to access this important commercial area. The shoulders are of varying width and not well protected. It is a very unsafe condition for pedestrians, particularly across bridge #01357 spanning Denison Brook, where the roadway narrows further.

Accordingly, the project will also include a pedestrian bridge to be constructed to span Denison Brook along the south side of Route 138 because the current width of Bridge #01357 spanning the Brook is too narrow to accommodate an integrated sidewalk within the roadway. This walkway will involve a small area of wetlands impact for the footbridge abutments and will be approximately six feet (6') wide for its length before merging back with the sidewalk easterly and westerly of the bridge.

This extended sidewalk network will allow residents of Voluntown Village, including students at the Elementary School, residents of the highest-density neighborhood in Town, and residents of the senior housing complex, to access the principal commercial area of Voluntown in a safe manner. This project is responsive to the State's Complete Streets initiatives and the Town Plan of Conservation & Development.

This RFP seeks to undertake all necessary survey, design, and permitting for the pedestrian enhancement. Because of both the project's location within the State's Right of Way and the fact of the construction funding coming from the Department of Transportation, it is anticipated that a great deal of coordination will be necessary with DOT staff and the use of DOT design guidelines.

III. Scope of Services

The selected firm will be responsible for the following:

- a. Undertake a survey of the planned sidewalk extent;
- b. Identify wetlands along the proposed project extent, focusing on the Denison Brook area;
- c. Prepare engineering plans, suitable for construction bidding and DOT encroachment permitting, of the sidewalk, pedestrian bridge, and other associated improvements;
- d. Assist the Town in preparation of construction contract bidding materials and selection of construction contractor;
- e. Coordinate submission of DOT encroachment permit and Voluntown Inland Wetlands permit applications;
- f. Participate in project coordination meetings with the Town of Voluntown and CT-DOT on a monthly basis and submission of written project progress reports on a bi-weekly basis during the project period.

Deliverables:

- a. Survey of project extent, including wetlands delineation;
- b. Construction design for sidewalk, pedestrian bridge, and associated improvements;
- c. DOT Encroachment Permit application package;
- d. Voluntown Inland Wetlands application package;
- e. Construction Bid solicitation package

IV. Selection Criteria

Without limiting the ability of the Town to consider and evaluate all responses, the current criteria for selection of the successful proposer includes the following:

- a. The specialized experience of the individuals or firm and assigned personnel on similar projects, with specific attention drawn to landscape architecture and civil engineering;
- b. The firm's understanding of and technical approach to the project;
- c. The firm's ability to effectively coordinate public participation and market such efforts on behalf of the Town;
- d. The ability of the firm and its subconsultants and support staff to work effectively with the Town and its project team;
- e. The firm's schedule, including milestones showing any public involvement and deliverables, as well as the firm's demonstrated ability to perform the work in a timely manner;
- f. Clarity, organization, and effective presentation of the proposal;
- g. Review of listed references;

- h. Proposed fee schedule or fee schedule methodology.

The Town plans to invite a very short list of 2-3 responding firms for an interview based on a review of the written proposals. The responding firms should plan to make staff available to participate in an interview either in person or virtually.

#### V. Submittal Requirements

Proposals submitted must include the following information:

1. A transmittal letter signed by the appropriate officer of the firm offering the proposal and certifying that the proposal and cost included will remain in effect for 90 days after the due date.
2. Proposal information, including:
  - a. Firm name and contact information including email
  - b. Permanent main office address and location of office from which project will be managed (if different);
  - c. Date firm organized;
  - d. Legal form of ownership. If a corporation, indicate where incorporated;
  - e. Identification of primary client relationship manager and project manager (if different);
  - f. List of any subcontractors proposed to be involved, with subcontractor qualifications;
  - g. Disclosure of any financial, business, personal, or other relationships that may pose a conflict of interest;
  - h. List of any contracts or projects with the Town of Voluntown over the past three (3) years;
  - i. A statement of qualifications, including list of proposed project staff and details of similar projects undertaken by the firm in the last five (5) years;
  - j. A minimum of three (3) references from similar projects.
3. A fee schedule for the services, and/or a method for fee schedule development. Please note that evaluation and subsequent award of a resultant contract is not based solely on fee. Rather, evaluation will be based both on the qualifications of the responding firm and fee proposal. If the selected firm, as a result of interviews and clarifications, needs to adjust proposed fee schedule, the Town will undertake that negotiation following selection.
4. Proposed work plan, including schedule for work and deliverables and a statement of services that the Town would be expected to undertake.

**There will be a mandatory pre-bid site visit held on Wednesday, May 29, 2024 10:00 a.m., with interested parties convening at Voluntown Town Hall.**

Proposals shall be submitted no later than Wednesday, June 12, 2024 by 12:00 noon and submitted to the First Selectman's Office, Voluntown Town Hall, 115 Main Street, PO Box 96 Voluntown, CT 06384. One hard copy original and a copy of the proposal shall be included in the submission.

VI. General Terms and Conditions

This Request for Proposals is believed to be accurate as of the date of release.

The Town of Voluntown reserves the right to reject any or all proposals, to negotiate with one or more respondents, and to modify or reissue the Request for Proposals as needed to serve the best interest of the Town.

VII. Form of Contract

By submitting a response to this Request for Proposals, the proposer agrees to execute the attached AIA B101-2017, as modified, without exception, condition, or qualification. Insurance requirements, indemnity requirements and other important contract terms are included in the contract and should be reviewed. The Contract is attached as Attachment 1.

Attachments:

Attachment 1 – Modified AIA B101-2017 Agreement between owner and Architect.