

REQUEST FOR PROPOSALS FOR A MUNICIPAL PAVEMENT MANAGEMENT SYSTEM

The Town of Stafford is soliciting proposals from licensed professional engineering firms with expertise in pavement management, pavement engineering, and GIS implementation for consulting services to implement a municipal pavement management system for the Town of Stafford.

PURPOSE - The purpose of the management system will be to provide Stafford with easily accessible inventory and management information for its pavement network. The system will serve as a tool in providing the basis for the development of both short and long term operational and capital funding outlays and projections. The system will allow the community to maintain its roadway facilities in the best condition possible through the effective spending of available dollars and help the Town prepare a multi-year capital improvement program. Graphics must show future projected condition of the pavement network under various funding scenarios. The pavement management system shall be based on ESRI's ArcGIS Online platform. The consultant will provide web based GIS tools that allow the Town to maintain the pavement database. The estimated number of roadway centerline miles maintained by the Town of Stafford is 94

SCOPE OF SERVICES

1. Meet with the municipality to review available data needed to initiate data collection and system development.
2. Identify the municipal pavement network by street name and functional classification. Integrate Town provided descriptive data such as snow plow routes as requested as part of the network identification to allow for search and reporting capabilities.
3. Develop a GIS roadway centerline describing logical paving project limits based on the Town's existing digital GIS mapping.
4. Inventory all Town maintained pavements by proper pavement management sectioning techniques. Both station reference and physical boundary shall identify each section.
5. Conduct a pavement condition evaluation using a method that provides repeatable, consistent data with proven results.
6. Conduct field quality assurance measures to periodically check the accuracy and consistency of the data collected.
7. Meet with Town staff to configure the system to include pavement treatments appropriate for the Town, and identify the condition thresholds at which each treatment is appropriate. Provide hands-on pavement engineering consultation regarding the refinement of the system to reflect actual conditions in Stafford.
8. Produce a report of findings, describing the project methodology, current conditions as evaluated in the field, and the effects of various future funding scenarios.
9. Assist Stafford staff in presenting the results of the study and the impacts of various funding decisions to Town decision makers.
10. Implement the ArcGIS Online based system and train Town staff on system use.
11. Provide the necessary support team for the system.

Note: Stafford reserves the right to increase or decrease the scope of this work as the budget allows.

PAVEMENT MANAGEMENT SYSTEM CRITERIA

1. The pavement management system must be based on ESRI's ArcGIS Online platform. The GIS integration shall be based on existing digital mapping.
2. The system shall contain intuitive mapping tools to display current and projected conditions of pavements for user-defined funding scenarios as well as historical pavement projects and planned pavement projects.
3. The system must be capable of projecting and comparing the effect of any number of budget scenarios on future overall pavement condition. Budget scenarios must be able to be developed for separate funding sources or repair categories.
4. The system must be capable of developing a multi-year capital road improvement program.
5. The system must allow the Town to adjust the annual road program based on local pavement engineering and public works management principles.
6. The system must provide a way to link multiple images and electronic documents.
7. The system must be easily understood, thorough, and require minimal user training with simplified follow-up and data entry. The database must be accessible using common desktop tools such as Microsoft Excel.

QUALIFICATION CRITERIA

The following factors will be considered in evaluating the proposals and making an award:

1. The qualifications, and in-house capabilities of the firm relative to network and project level pavement management.
2. The qualifications and suitability of experience of key staff members assigned to the project.
3. Selected references
4. Proposal content
5. The demonstrated success and acceptance of the management system in the Northeast US
6. Total and line item proposed costs
7. By request, an on-site demonstration of the management system specifically addressing each of the scope requirements.
8. Firm's ability to support the software including number of years' experience in providing user support and updates.

REQUIRED INFORMATION

1. Name, address, and telephone number(s) of professional pavement management firm and principal contact(s).
2. Type of organization (i.e. corporation, partnership, joint venture, etc.), including listing of participants, as appropriate.
3. The signature of the person duly authorized to sign the submittal on behalf of the engineering firm.

4. A listing of closely related pavement management projects successfully completed during the past five years for a similar size community with the proposing engineering firm acting as prime. The listing should include the names of several communities that have successfully increased their local road budgets specifically because of the prime firm's assistance and the management system findings.
5. Proposed project schedule.
6. Detailed description of proposed data collection procedures.
7. Insurance Certificate. The insurance company shall send to the Public Works/Engineering office such insurance certificate, that such insurance is in force and notification of any termination or material change in the insurance be made at least ten (10) days prior to the date on which the termination or change takes place. The Engineer shall carry Workmen's Compensation Insurance, Public liability for bodily injury and property damage of \$1,000,000; Architects and Engineers Professional Liability Insurance of \$1,000,000 minimum; and required Automotive Liability Insurance.
8. On-Site Demonstration: The professional pavement engineer shall demonstrate a similar pavement management system (if requested).

SPECIAL REQUIREMENTS AND CONDITIONS

1. This will be a professional services contract, and as such, professional engineering registration in Connecticut will be required for the Principal in Charge.
2. All submitting firms must be in compliance with all municipal and State Affirmative Action and Equal Opportunity practices.
3. The proposal costs are to be submitted on the form provided with the RFP. All proposal items are to be completed; partial proposals will not be accepted.
4. Stafford reserves the right to reject any or all proposals or to waive defects if deemed to be in its best interest.
5. Proposals received after the time and date specified will not be considered.
6. Proposals to be submitted by 3:00 pm January 31, 2019 to the Office of the First Selectman, 1 Main Street, Stafford Springs, CT 06076.

FEE PROPOSAL
 FOR A MUNICIPAL PAVEMENT MANAGEMENT SYSTEM
 FOR THE TOWN OF STAFFORD

We hereby submit the following proposed fee to provide professional engineering services to perform the scope of services detailed in the Request for Proposal. We understand that if the scope of services is modified, the fee may be changed by mutual agreement.

Project Task	Proposed Fee
Project Meetings	
Database Development & GIS Integration	
Pavement Condition Evaluation	
Analysis and Report of Findings	
Public Presentation	
Subtotal Proposed Fee	
Optional Services:	
Pavement Management System Software	
Installation and Software Training	
Total Proposed Fee	

Date: _____

Name of Company _____

Address: _____

Telephone Number: _____

Name and Title of Person Submitting Proposal: _____

Authorized Signature _____