City of Norwich

Department of Finance – Purchasing Agent
100 Broadway, Room No. 105
Norwich, CT 06360

Phone: (860)823-3706
Fax: (860)823-3812
E-mail: kklein@cityofnorwich.org

Request for

Proposal

RFP 27-29

The Purchasing Agent, City of Norwich will receive proposals for **Rehabilitation of a 0.41 Mile of Hunters Road and Culverts Replacement** until 2**:00 P.M. prevailing time on November 27, 2026** at which time they will be opened on the Procurement website and be available to view. All bids are to be submitted via the City of Norwich Procurement Portal at the following website:

City of Norwich Procurement Portal

The project documents may be downloaded from the following website:

City of Norwich Procurement Portal

Addenda, if any, will be posted on the website listed above. All bidders, prior to submitting their bids, should check the websites to ensure they have received all issued addenda.

The City of Norwich reserves the right to reject and all bids, in whole or in part, to waive minor irregularities in the bidding and to award the bid to other than the low bidder if deemed in the best interest of the City.

No Bidder may withdraw its bid within sixty (60) days of the bid opening date. Should there be reason why the contract cannot be awarded within the specified time, the time may be extended by mutual agreement between the City and the designated, qualified low bidder.

All final awards of the bid shall be in compliance with the City of Norwich Code of Ordinances §7-46 – Delinquent Tax Setoff Against Money Due Bidder or Contractor.

All bidders must submit bids/proposals through the City Procurement Portal.

Responding bidders must ensure that employees and applicants for employment are not discriminated against because of their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to blindness, unless it is shown by such bidder that such disability prevents performance of the work involved.

Karl J. Klein Jr.
Purchasing Agent

BIDDER'S INSTRUCTIONS
RFP 27-29
Rehabilitation of a 0.41 Mile of Hunters Road and Culverts Replacement

The following instructions and specifications shall be observed by all proposers:

Time and Place of Bid Opening
Proposals will be received on **November 27, 2026 at 2:00 P.M.** online at:
https://norwichct.bonfirehub.com/portal/?tab=openOpportunities
Proposals will not be allowed after the time and date of the opening.

Availability of Documents
Vendors are advised that all documents relative to this project are only available online at the following web address:
https://norwichct.bonfirehub.com/portal/?tab=openOpportunities

Addenda
If additional information becomes available or changes are made to the documents, an addendum will be issued not later than 3 days prior to the opening date. All addenda shall become part of the Contract Documents.
It is incumbent on the Vendor to ensure that it has received all issued addenda by checking the websites listed above. Failure of any Vendor to receive any such addendum shall not relieve it of the obligations under its proposal.
Notice of any addendum will be posted on the following website:
https://norwichct.bonfirehub.com/portal/?tab=openOpportunities

Instructions
Proposals must be submitted to the City of Norwich Procurement portal at:
https://norwichct.bonfirehub.com/portal/?tab=openOpportunities
Proposals will not be accepted by mail, in person or by email.

All forms and associated documents must be uploaded through the procurement portal.
Sales and Use Tax
Vendors are reminded that the Connecticut State Sales and Use Tax and associated Federal taxes are not applicable under this contract, and therefore these taxes are not to be included in the price.
Under the terms of Connecticut Agencies Regulations §12-426-18, Contractors and Subcontractors, the contractor may purchase materials and supplies as are to be installed or placed in projects being performed under these contracts and will remain in such projects after completion, including tangible personal property that remains tangible personal property after its installation or placement, without payment of the tax and shall not charge any such exempt organization or agency any sales or use tax thereon.

Definitions
For the purposes of these documents:
The word “City” means the City of Norwich, CT.
The word “Proposer” or “Vendor” refers to the party or parties submitting a proposal to perform the work to be done or materials to be furnished under the Contract; the legal representatives of such party or parties.

Certificate in Good Standing
Any corporation whose proposal is being considered for acceptance by the City may be required, if requested, to provide a “Certificate of Good Standing” from the Office of the Secretary of State for Connecticut.

Sales and Use Tax
Bidders are reminded that the Connecticut State Sales and Use Tax and associated Federal taxes are not applicable under this contract, and therefore these taxes are not to be included in the bid price(s).

Under the terms of Connecticut Agencies Regulations §12-426-18, Contractors and Subcontractors, the contractor may purchase materials and supplies as are to be installed or placed in projects being performed under these contracts and will remain in such projects after completion, including tangible personal property that remains tangible personal property after its installation or placement, without payment of the tax and shall not charge any such exempt organization or agency any sales or use tax thereon.

Acceptance/Rejection of Proposals
The City may reject proposals which are incomplete, conditional, obscure, contain additions not called for, erasures or corrections not initialed, or which contain alterations or irregularities of any kind. The City may rightfully waive informalities. Determination of the best interest of the City shall include consideration of active or pending civil litigation between the City and any firm (or its subcontractors or suppliers) submitting a proposal to the City.

Withdrawal of Proposal Submitted
Any bid may be withdrawn prior to the designated date and time for receipt of proposals. Proposals may be withdrawn ninety (90) days after the opening if no award has been made by the City. If the City does not award a contract within ninety (90) days after the opening, all proposals will be null and void, except this time may be extended by mutual agreement of the City and the selected vendor.

Award Execution
The firm whose proposal is accepted will be issued a "Notice of Award." The Vendor will be required to execute the "Notice of Award," and provide a certificate of insurance that meets the requirements in section 15 of the Standard Bid Contract Terms and Conditions, within ten working days from the date the Notice of Award is issued.

Freedom of Information
All proposals shall be made available for public inspection, in accordance with the provisions of Connecticut General Statutes § 1-210, Freedom of Information. Copies of any information resulting from any proposal opening are generally not available until a contract has been awarded or a purchase order issued.

Non-Collusion
The individual signing the proposal hereby declares that no person or persons other than members of its organization are interested in this proposal or in the contract proposed to be taken; that it is made without any connection to any other person or persons submitting a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting on behalf of or employed by the City of Norwich is directly or indirectly interested in the supplies or work to which they relate or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interests of the City of Norwich.
Contract Execution
The firm(s) whose bid(s) has/have been accepted by the City will be required to furnish all insurance certificates in the amounts specified, within 5 days from the date of the notice of award. The firm(s) will also be required to furnish all performance and payment bonds to the City prior to contract signing.
The firm(s) whose bid is accepted will be required to execute a contract, in substantially the form included in the bid documents, on a date and time mutually agreed to by all parties. Once the contract is executed, the contractor(s) will be issued a Notice to Proceed.
Contracts valued at less than $25,000.00 may be executed directly via the issuance of a purchase order, at the discretion of the City.

CITY OF NORWICH

DEPARTMENT OF PUBLIC WORKS

NORWICH
CITY OF NORWICH
PUBLIC WORKS DEPT.

REQUEST FOR SURVEY AND DESIGN PROPOSAL

REHABILITATION OF A 0.41 MILE SECTION OF HUNTERS ROAD
AND
CULVERTS REPLACEMENT

PHASE 1

BID No. 27-29

SEPTEMBER 2026

1. PROJECT DESCRIPTION

The City of Norwich is soliciting proposals from qualified engineering firms to provide survey and design services for the rehabilitation of approximately a 0.41 mile (2,180 Ft.) section of Hunters Road located between Norwich Ave (CT Route 12) and Laporte Drive and replacement of Bridges/Culvert # 103018 & 103019 under the Local Transportation Capital Improvement Program (LOTCIP) administered by the Connecticut Department of Transportation.

This project will be designed in accordance with all applicable CTDOT LOTCIP Guidelines, the CTDOT Highway Design Manual, and all federal, state, and local requirements.

The selected consultant will be responsible for advancing the project from survey through final design, permitting, and bid-ready contract documents, in coordination with the City and CTDOT.

PROJECT PURPOSE AND NEED

Hunters Road is a 1.1 mile long, 2-lane urban collector road running east–west with an ADT of 4,300 vehicles per the CTDOT Traffic Monitoring Station Viewer for 2023. The CTDOT Functional Class is a Major Collector. Hunters Road provides a vital link between Norwich communities. Frequently used as a shortcut between Taftville and Norwichtown (Ct Rte 12 & 97 to Ct Rte 2 & 642), this road carries a diverse mix of traffic including passenger vehicles, delivery vehicles,

service vehicles, maintenance vehicles, tractor-trailer trucks, public transportation, bicycles and pedestrians. The average paved width varies from 34' in the west down to 21' in the east. The wider pavement widths tend to result in faster vehicular speeds and a decrease in safety. The roadway ROW varies between 70’ and 40’ in the westerly areas (between Harland Road and Laporte Drive) and 50’ to 30’ in the east (between Laporte Drive and Norwich Avenue). The road has a posted speed limit of 30 mph.

Hunters Road provides one of the three entrances to Mohegan Park via Mohegan Park Road. Mohegan Park is the largest and most visited public recreation area within the City as well as for adjacent towns. Mohegan Park Road is a rural road with a posted speed limit of 25 mph and is reduced to 15 mph within the park. Areas north of the park use Mohegan Park Road as the primary park entrance, thereby traversing Hunters Road as well. Public transportation provided by the SEAT Bus Company (Southeast Area Transit District) has a bus stop at the intersection of Mohegan Park Road and Hunters Road (Stop ID 1045). Future public improvement plans include encouragement for pedestrian and bicycle use along Mohegan Park Road, which would augment these same improvements to Hunters Road.
Encouraging bicycle and pedestrian traffic as well as public transportation are City goals as discussed in the City Plan of Conservation and Development. A section of Hunters Road is identified in the SECOG Regional Bike Plan as a medium priority for inclusion of bike lanes on the westerly (Harland Road) side. Norwich Avenue is part of the On-Road Bicycle Planning Network that municipalities are encouraged to provide bicycle connections to the network roadways. The potential for substantial pedestrian and bicycle traffic to Mohegan Park from the Hunters Road area is significant. The large residential trailer park immediately east of Mohegan Park Road, combined with the residences along Hunters Road and in Taftville, represents a significant opportunity to advance the City’s connectivity goals

Additionally providing safe passage to the intersection with Norwich Ave where the zoning changes from residential to commercial would be a significant benefit for the residents. Currently, the absence of sidewalks and bike lanes discourages non-motorized traffic all along Hunters Road.

Drainage is another consideration associated with the need for roadway rehabilitation. The Taftville Reservoir discharges into Hunters Brook. The brook runs roughly parallel with Hunters Road. The brook crosses Hunters Road in three (3) places: west of Oakland Drive and in 2 places east of Norwich Ave (Bridges # 103018 & 103019). The majority of Hunters Road is within a high hazardous risk area associated with potential flooding associated with the Taftville Reservoir Emergency Action Plan.

Both bridges are identified in the SECOG Hazard Mitigation and Climate Adaption Plan for replacement. The easterly bridge (Bridge 103018) was constructed in 1942. Bridge No. 103019, constructed in 1920. Both bridge culverts are within FEMA flood zone AE. The latest inspection of these culverts was in 2016. Both culverts superstructure and substructure were rated fair to worse. It is fair to say that both have degraded further since the 2016 inspection. Both bridges are also recommended for replacement on the SECOG Hazard Mitigation and Climate Adaptation Plan.

Additional drainage considerations for Hunters Road pertain to the large gaps between storm drainage inlet structures and substantial off-site areas which drain onto the road and overwhelm the existing inlets within the road, especially at the extremely narrow section of pavement. Roadway ponding from runoff is a significant safety concern. Ponding typically occurs where the road grades lessen. For Hunters Road, this occurs near the Norwich Avenue intersection and coincides with where the road narrows.

Maennerchor Avenue intersects Hunters Road at an unconventional angle resulting in limited sight lines, conflicting traffic movements and overall an unsafe intersection. The approximate intersection angle is 27-degrees. The sight line from Maennerchor looking east is all but nonexistent and requires the drive to edge out into the travel lane in an attempt to increase the sight line.
The Norwich Police Department conducted a traffic analysis study during the week of September 15, 2025 through September 23, 2025. During this time, 32,206 vehicles were counted and the 85th percentile speed was recorded to be 40mph, 10mph above the posted speed limit. The 2022-2025 Crash Report indicates the numbers of accidents and the prominent locations. The two most common locations are the intersection with Mohegan Park Road and at the lower Hunters Brook crossing (Bridge 103018). It's important to note that the majority of the reported accidents occurred in dry conditions on a clear day; not caused by inclement weather conditions or darkness. Most accidents were with another vehicle in operation. A total of 26 accidents occurred between 1/1/2022 and 8/31/2025.

Hunters Road was last resurfaced in 2008 with a thin overlay and is now showing significant signs of pavement distress. Preliminary subsurface

investigations revealed a total of 4-inches of asphalt that has reached or is close to reaching its maximum design life.

The goal of this project is for phase 1 of 2 roadway improvement phases which will significantly increase traffic safety, improve road resiliency, replace two bridges in need of replacement, improve roadway drainage and provide a safe and direct connection for bicyclists to Mohegan Park in the west and the commercially zoned properties in the east.

DESIGN SCOPE

The project includes, but is not limited to, the following:

Roadway Reconstruction

- Full Depth Reconstruction (FDR) of approximately 0.4 miles of Hunters Road (Norwich Avenue / Route 12 to Laporte Drive).
- Removal of existing pavement and unsuitable subbase.
- Construction of new pavement structure:
- Pavement widening to achieve a minimum 24-foot roadway width, consistent with CTDOT standards.

Intersection Improvements

- Realignment of Maennerchor Avenue intersection to improve safety, turning radii, and sight distance.
- Improvements at Norwich Avenue (Route 12) in coordination with CTDOT encroachment requirements.

Drainage and Structures

- Replacement of:
    - Bridge No. 103018
    - Bridge No. 103019
- Hydraulic and hydrologic analysis in accordance with CTDOT Drainage Manual.
- New storm drainage systems to address roadway ponding.

Complete Streets / Multimodal

- Incorporation of bicycle accommodations per CTDOT Complete Streets Policy.
- Use of bike lanes or shared lane markings (sharrows), as appropriate.

CONSULTANT SCOPE OF SERVICES (LOTCIP REQUIREMENTS)

All work shall comply with the latest LOTCIP Project Development Process and CTDOT requirements.

SURVEYING

Item 1.

The limit of the survey is approximately 0.41 mile. The survey shall encompass the width of the approximate 50 foot right-of way and extend 75 feet onto any intersecting streets. Drawings should show center line stationing, contours at one-foot intervals, existing trees within the right-of-way, driveway aprons, walls, sidewalks, underground utilities, hydrants, stairs, boulders, lighting and electric poles, electrical cabinets, gas and water valves, elevation of road, shoulders, side slopes and right-of-way lines. Additionally, the location and elevation of all catch basins and manholes including top of frame and invert elevations shall be shown.

The baseline survey is to be at Class A-2 standards, while the existing improvements can be shown to General Location Survey standards. The topographic survey shall be to Class T-2 standards.

The Surveyor shall provide on the plan and in the field benchmarks no further than five hundred (500) feet apart.

Plans shall be signed and sealed by a Professional Surveyor licensed in the State of Connecticut

DESIGN

Item 2.

The design will include the preparation of both Plans and Specifications. Special provisions and technical specifications for each contract item as well as an estimate of construction cost, shall be included with each submission. Preparation of 50%, 90% and 100% drawings and specifications to include at the minimum, plan and profile sheets, typical proposed cross sections, details and any other drawings and specifications required for the successful reconstruction of road section and bridges replacement on Hunters Road. Please note the timeline for submissions under the project schedule.

The mapping proposal should include the cost to obtain all necessary permits, Right-of-Way acquisitions and of all site visits in connection with the preparation of the bid documents. It should also include the cost of printing up to 3 sets of plans for each submission at a scale of 1”= 20 Feet and an electronic copy of the final drawing, in AutoCad format on a thumb drive. It should include the cost of reviewing the State DOT and Norwich Public Works comments after each submission and incorporating the comments into the plans.

CTDOT / LOTCIP COMPLIANCE REQUIREMENTS

The consultant shall:

- Follow all applicable LOTCIP Guidelines and Procedures Manual
- Coordinate with CTDOT District 2 (or appropriate district)
- Ensure compliance with:
    - Connecticut Department of Transportation Standard Specifications (Form 818)
    - CTDOT Highway Design Manual
    - CTDOT Drainage Manual
    - CTDOT Bridge Design Manual (for culverts)
- Incorporate Prevailing Wage Requirements per State of Connecticut
- Comply with:
    - Connecticut Department of Administrative Services prequalification (if applicable)
    - Equal Employment Opportunity requirements
- Ensure all deliverables meet CTDOT review and approval standards

PROPOSALS

Proposals should, at a minimum, list the project team and their experience in similar projects, the Firm's experience in similar projects, and a fee proposal with a projected estimate of total fees for professional services.

Firms may include specialty consultants as required to provide the expertise demanded by the design program, and should include specific information on the relevant experience of all team members.

Project schedule:

Submission of proposals	November 27, 2026
Selection of Engineering Firm	December 18, 2026
Submission of 50% drawing documents:	April 30, 2027
Submission of 90% drawing documents	July 30, 2027
Submission of final drawing documents	September 24, 2027

PROPOSAL CONTENT REQUIREMENTS

1. **Cover Letter**
    - Demonstrated understanding of LOTCIP process
    - Commitment to CTDOT schedule compliance
    - Lump sum fee
2. **Project Team**
    - Identification of LOTCIP/CTDOT experience
    - Key personnel and certifications
3. **Relevant Experience**
    - Up to three LOTCIP or municipally administered roadway projects
4. **Scope & Methodology**
    - Approach to meeting CTDOT and LOTCIP requirements
    - Quality control procedures
5. **Cost Breakdown**
    - By phase (Survey, Design)
6. **Hourly Rates**
7. **Forms & Certifications**
    - Non-collusion affidavit
    - EEO documentation
    - CT DAS prequalification
    - Insurance certificates

EVALUATION CRITERIA

Criterion	Weight
LOTCIP / CTDOT Experience	25%
Understanding of Scope	25%
Key Personnel	15%
Fee Proposal	25%
References	10%

GENERAL CONDITIONS

- The City reserves the right to reject any or all proposals.
- Selection is subject to concurrence by Connecticut Department of Transportation.
- The selected consultant must execute a contract acceptable to the City and CTDOT.

BID FORM

BID 26-66

REQUEST FOR SURVEY AND DESIGN PROPOSALS

REHABILITATION OF A 0.41 MILE SECTION OF HUNTERS ROAD
AND
CULVERTS REPLACEMENT
PHASE 1

ITEM	DESCRIPTION	UNIT	AMOUNT
1.	SURVEYING	LS	_____
2.	DESIGN/ PERMITTING & BID PACKAGE	LS	_____
		TOTAL	_____

I/We agree to perform the above noted work at the lump sum prices listed above.

_____ _____
Authorized Signature Date

_____ _____
Phone Number Firm (Print)

CITY OF NORWICH, CONNECTICUT

NON-COLLUSION CERTIFICATION

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition. As used in this certification, the word person shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

The undersigned further certifies that it has not provided or directed to be provided gifts, meals or gratuities, as defined in Section 2-54(c) of the City of Norwich Code of Ordinances, to any official or employee of the City of Norwich responsible for awarding of this bid or contract.

Please complete and sign

Legal Name of Bidder: _____

Business Address: _____

_____

_____

Name of Authorized Agent _____ Title: _____

Telephone No. _____ Fax: _____

Signature: _____ Date: _____

Subscribed and sworn before me this_____day of_____, 20_____.

_____
Notary Public

My Commission expires on _____