

**Town of East Hampton
Request for Qualifications
Route 66 Streetscape Improvements, Phase I
Professional Services**

The Town of East Hampton is requesting qualifications from licensed design consultants to provide conceptual design, survey and contract plans and documents to successfully implement Phase I of the Route 66 Streetscape Improvement project. This project, funded under a State grant, will extend east from the intersection of Route 66 and East Main Street to the Town Hall.

Proposals will be reviewed in the Town Managers office until 3:00 p.m. on Thursday October 12, 2006. The selected firm must meet all town/state Affirmative Action and Equal Opportunity practice requirements. The Town reserves the right to reject any and all proposals.

I. General Information

All proposals shall be submitted to the Office of the Town Manager, 20 East High Street, East Hampton, CT 06424. The proposals shall be addressed to the attention of: Alan H. Bergren, Town Manager, and clearly marked: **Proposal for Streetscape Project – Professional Qualifications**. Each proposal shall include eight (8) copies for review by the selection committee.

II. General Information

The Town of East Hampton was awarded a Small Town Economic Assistance Program (STEAP) grant in June 2006. The specific objective of the grant is to implement the first Phase of Streetscape improvements to Route 66. Recognizing that the corridor is a gateway to the Town, there has been a strong desire to improve the area and thematically connect it to the Town's charming village center. Pedestrians also use Route 66 as part of the "loop" connecting to the Village Center. Therefore, pedestrian enhancements are a priority.

The Scope of Work required under this phase is expected to include the following:

1. Background and data collection, including survey
2. Public workshops
3. Schematic design
4. Design development
5. Construction documents
6. Bidding and negotiating
7. Construction Administration
8. Coordination with Town and DECD representatives

III. Proposal Contents

Interested firms are requested to submit eight (8) copies of the following information in sealed envelopes:

1. Letter of Transmittal on letterhead of the prime consultant, defined by the firm responsible for at least 75% of the required work tasks, signed by the anticipated Project Manager.
2. Resumes of individuals to be involved with at least 50% of the work tasks.
3. Brief narrative explaining the intended approach to the project.
4. A Summary of Qualifications including:
 - examples of at least two municipal streetscape projects successfully designed and constructed within the last 5 years;
 - projects demonstrating coordination with DECD.

5. Information demonstrating knowledge of East Hampton's goals and objectives.
6. Statement attesting to the representation of assigned personnel will be consistent with the individuals included in the proposal.
7. A brief statement detailing whether your firm is currently in litigation or has been in litigation within the last five (5) years. If there has been litigation, explain the circumstances and outcome.
8. Out of State corporations, sole proprietorships and partnerships shall include their current "Certificate of Legal Existence in the State of Connecticut" as well as their "Certificate of Good Standing" from their home state. No supplemental data is to be attached to the above.
9. References of at least three municipal clients.
10. Provide an hourly rate and expense schedule.

IV. Selection Process and Schedule

It is the intent of the Town of East Hampton to evaluate the submissions according to the following:

1. Compliance with the requirements of this RFQ.
2. Respondent's experience and qualifications.
3. Respondent's awareness of project issues and opportunities.
4. Qualifications of individual personnel to be assigned.
5. References.

The Town reserves the right to negotiate directly with any respondent considered to possess favorable qualifications. Depending on the number of respondents, an interim short list may be developed. This Request for Qualification document in no way establishes the right of a respondent to the award of the contract.