



Request for Proposals 2P11-111

The City of Bristol is accepting Proposals on the following:

School Traffic Control Services

All submittals must be made in accordance with the specifications supplied by

The City of Bristol
Purchasing Office
111 North Main Street, 2nd Floor
Bristol, CT 06010

Submittals will be received until **11:30 am, June 21, 2011.**

Roger D. Rousseau
Purchasing Agent
Tel (860)584-6195
Fax (860) 584-6171
<http://www.bristolct.gov/bids>

Request for Proposals 2P11-111
School Traffic Control Services for Board of Education

The Bristol Board of Education is seeking proposals from qualified firms for the provision of services relative to controlling vehicular and pedestrian traffic at designated school crossing locations for the 2011-2012 school year. The scope of services and proposal submission documents are available from

the City of Bristol
Purchasing Department
111 North Main Street, Second Floor
Bristol, CT 06010

between the hours of 8:30 am and 5:00 pm Monday through Friday, or by downloading from the website noted below.

Proposal submissions will be accepted by the City of Bristol Purchasing Department until Tuesday, June 21, 2011 at 11:30 am; submissions received after this date and time will not be considered. The City reserves the right to waive any informalities in any submission, to reject any and/or all submissions, and to accept the proposal(s) that in its judgment is in its best interest. Each submission shall be in a sealed envelope or package clearly identified as " RFP 2P11-111 School Traffic Control Services" delivered to the address noted above.

Roger D. Rousseau, Purchasing Agent
City of Bristol, CT
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r/a 06/03/2011

INDEX

I. Project Specifications	
1. Introduction	1
2. Background	1
3. Scope of Services	1
4. Project Schedule	1
II. Submission Requirements	
1. Submission Due Date	2
2. Directions for Written Submission	2
3. Vendor Information	3
4. Evaluation Criteria	3
5. Addenda	3
III. Contract Considerations	
1. Equal Opportunity – Affirmative Action	4
2. Indemnification	4
3. Insurance	4
4. Invoicing and Payment	5
5. Award Considerations	5
IV. Forms and Attachments	
1. Submission Form	
2. Acknowledgement Form	
3. Proposal Check List	
4. Non-Collusion Affidavit	
5. Employment Information Form	
6. Attachment A Schedule of Designated Road Crossing Locations	



REQUEST FOR PROPOSALS CITY OF BRISTOL, CONNECTICUT

2P11-111 School Traffic Control Services

I. PROJECT SPECIFICATIONS

I.1. INTRODUCTION

The Bristol Board of Education currently consists of two high schools (9-12) serving 2,616 students, three middle schools (6-8) serving 2,002 students, and nine elementary schools (K-5) serving 3,984 students. A considerable volume of the student population are within walking distance of their designated school; the Bristol Board of Education strives to provide safe passage for students as well as appropriate traffic control for vehicles in the vicinity of school-based pedestrian traffic. The intent of this specification is to acquire the services of a qualified vendor for the purposes of controlling vehicular and pedestrian traffic at designated school crossing locations.

The Bristol Board of Education intends to award this contract to the responsive and responsible bidder offering the lowest total cost for the 2011-2012 school year.

I.2. BACKGROUND

Designated road crossing locations are provided as part of this document, outlined in Attachment A.

I.3. SCOPE OF SERVICES

The awarded vendor shall provide traffic control services to ensure the safety of its student population. Traffic control services will be required at work sites on local and/or state roadways within the City of Bristol, Connecticut, as designated by the Transportation Office for the Board of Education. The Transportation Office may change these work locations and schedules during the course of the school year, as necessary.

The vendor's personnel shall be responsible to provide his/her own transportation to and from work and between work sites during the course of the day. The vendor's personnel must be attired in vendor supplied clothing and equipment, inclusive but not limited to a vendor uniform identifying the business, reflective safety vests and hand help stop signs.

Traffic control personnel contracted as a result of this bid shall be properly experienced, trained and certified as may be applicable now or in the future. Work performance shall be in full accordance with any/all local, state or federal ordinances, laws and regulations

I.4. PROJECT SCHEDULE

The following is the proposed schedule for the selection process and work program:

Date of Issuance	June 3, 2011
Submittals Due	June 21, 2011
Interviews Conducted	June 29, 2011
Recommendation for Award	July 6, 2011
Contract finalized	July 27, 2011

II. SUBMISSION REQUIREMENTS

II.1. SUBMISSION DUE DATE

Proposals will be accepted at the City of Bristol Purchasing Office, 111 North Main Street, Bristol, Connecticut, 06010 until **11:30 am, June 21, 2011**. Proposals received after that time will not be considered. Proposals may be withdrawn 120 days after opening if no award has been made.

Unless otherwise indicated, proposals that are submitted are assumed to be valid for one hundred twenty (120) days from the date that proposals are due.

II.2. DIRECTIONS FOR WRITTEN SUBMISSION

Interested firms are required to submit **one original and six (6) copies**, as well as a copy provided in digital format (e.g. pdf or Word, on CD or USB disk) of the proposal to Roger Rousseau, Purchasing Agent, no later than the date and time noted above. Submittals shall consist of the following:

- a. A transmittal letter signed by the appropriate officer of the firm offering the proposal and certifying that the proposal and any cost projection included will remain in effect for 120 days after the due date.
- b. A concise and complete description of the work to be performed, including:
 1. An explanation of your firm's understanding of the project, its approach to the work, the key issues to resolve and the level of detail that can be accomplished for the feasibility study within the available time.
 2. A detailed work program and time schedule for each phase of the project, including milestones for periodic review of the work with the advisory committee(s).
 3. A list of personnel who will be assigned to the project, including resumes for professionals expected to provide at least 20% of the person hours on the project. Support staff contracted by your firm for this project should additionally be included for review and consideration.
 4. A description of similar projects which your firm has been involved in, including references.
 5. A summary of your firm as outlined in Section II.3 of this document.
- c. A fee schedule for the services, submitted in a sealed envelope separate from but included with the proposal. Please note that evaluation and subsequent award of a resultant contract is primarily based on qualifications and not based on fee schedule; however, the cost for your firm's services is one of the criteria outlined in this document. If your firm is requested to attend an interview, and as a result of the interview certain clarifications and adjustments need to be made to the fee schedule submitted, your firm will be allowed to adjust the fee schedule submitted, if so directed by the City.

Submittals shall be delivered to the City of Bristol Purchasing Department, 111 North Main Street, Bristol, CT 06010, clearly marked as "2P11-111 School Traffic Control Services".

II.3. VENDOR INFORMATION

A. Vendor Overview

Please provide the following:

- The name and location of your company, including the office location that will be serving the City.
- A brief general description of your business.
- The number of years your company has been in business.
- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
- The primary line of business of your firm.

B. Client Base

Provide specific reference information for three to five clients you have served, relevant to the work proposed, to include:

- Client name and location
- Starting date of service and completion date
- Contact name, title and telephone number

The references must be relevant to service in the last forty-eight (48) months, and shall include specific details on how the project represents a school district of similar size and scope. Information on your firm's specific role must be included.

II.4 EVALUATION CRITERIA

Selection of firm(s) will be the responsibility of a committee consisting of City designated representatives. The evaluation will be based upon the written submittals and selected presentations and interviews. The factors, which will be evaluated, include the following:

1. The specialized experience of the individual(s) or firm(s) and its (their) assigned personnel as defined in Section II.3..
2. The firm's understanding of and approach to the project.
3. The firm's ability to adequately protect the student population relative to these services.
4. The firm's schedule, including milestones.
5. Clarity, organization, and effective presentation of submittal.
6. Review of references listed.
7. Proposed fee schedule or fee schedule methodology.

The City may invite a short list of responding firms for an interview based upon its review of written submissions. **Your firm should have June 29, 2011 available** if selected for an interview.

II.5 ADDENDA

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:

<http://www.bristolct.gov/bids>

This document includes an acknowledgement page; this page must be faxed back to the Purchasing Department, to ensure proper notification of changes to the published documents. The City of Bristol

does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

Questions regarding this document should be referred to Roger D. Rousseau at (860) 584-6195 or at <rogerrousseau@ci.bristol.ct.us>.

A summary of all questions and answers will be made available to each firm if they might influence the award of the contract.

III. CONTRACT CONSIDERATIONS

1. EQUAL OPPORTUNITY – AFFIRMATIVE ACTION

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

2. INDEMNIFICATION

The awarded firm agrees to indemnify, defend, and save harmless, the City of Bristol, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract, except to the extent caused by the negligent acts of the City of Bristol or its officers, agents or employees.

The City, as a sovereign government, cannot indemnify businesses or individuals.

3. INSURANCE

Prior to the execution of any contract, the City of Bristol requires that any awarded contractor providing materials, equipment or services to the City, must provide to the City a certificate of insurance (Acord or other approved format) naming the City of Bristol as additional insured, for the following:

- General liability (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and \$2,000,000 general aggregate coverage.
- Automobile Liability in the amount of \$1,000,000 (combined single limit), Property Damage and Bodily Injury coverage.
- Worker's Compensation as defined in the Connecticut General Statutes.

Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the City before starting work.

The awarded firm shall maintain professional liability insurance until the expiration of the statute of limitations. In the event there is no statute of limitations specifically applicable to this project, the awarded firm shall maintain coverage for a reasonable period after the date of substantial completion of the project as agreed to by the City and the awarded firm.

4. INVOICING AND PAYMENT

Invoices shall be paid promptly by the City unless any items thereon are questioned, in which case payment will be withheld pending verification of amount claimed and the validity of the claim. Standard payment terms are Net 30 Days from receipt of properly executed invoice(s). If your firm submits a proposal that includes payment schedules based on the completion of designated phases, those stages must be clearly outlined in your proposal. The City cannot make payments for "execution of contract" (payments due upon contract signing).

5. AWARD CONSIDERATIONS

The City may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of proposals or submittals, the City will be guided by consideration of the interests of the City. The City also reserves the right to negotiate further with one or more of the firms as to any features of their proposals or submittals and to accept modifications of the work and price when such action will be in the best interests of the City.

The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Bristol is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interests of the City of Bristol.

Unless otherwise noted within a proposal, proposals received in response to this document, including proposed fee schedules, are assumed to be valid and binding for one hundred and twenty (120) days from receipt of the proposal. If award is not made within such time, the proposal can be deemed to be either no longer valid, or can be extended with mutual consent of the City and the firm submitting the proposal.

Prices offered on proposed schedule shall be firm for the specified period. The Bristol Board of Education and the selected firm may mutually agree to extend the contract for three (3) additional years. Any extension shall be at the same price, terms, and conditions as the preceding year. Evaluation for extension of the contract will be done at the anniversary date of the contract, but in no case shall the duration of this contract exceed four (4) years in total.

**REQUEST FOR PROPOSALS
CITY OF BRISTOL, CONNECTICUT 06010**



**School Traffic Control Services
2P11-111**

Due Date: 11:30 am, June 21, 2011

City of Bristol
Purchasing Office
111 North Main Street, 2nd Floor
Bristol, Connecticut 06010

In accordance with the City's requirements, the undersigned agrees to provide services as defined herein.

The undersigned is familiar with the conditions surrounding this Request for Proposals, is aware that the City reserves the right to reject any and all proposals, and is making submission without collusion with any other person, individual or corporate.

Witness

Signature

Company Name

Printed Name

Address

Title

Town

State Zip

Date

Federal ID #

Telephone Number

Email address

Fax Number

RETURN THIS FORM IMMEDIATELY!

City of Bristol, Connecticut
Acknowledgment: Receipt of RFP Documents

**Request For Proposals 2P11-111
Professional Services Relative to Redistricting Bristol Schools**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date issued: February 23, 2011
Date documents received: ____/____/____
Do you plan to submit a response? Yes____ No____

Print or type the following information:

Company name: _____
Address: _____
City or Town: _____
Phone: _____
Fax: _____
Email: _____
Received by: _____

**Note: Faxed acknowledgments are requested!
FAX (860)584-6171
A cover sheet is NOT necessary.
IMPORTANT: DO NOT FAX PROPOSALS.
PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES**

**CITY OF BRISTOL
PURCHASING DEPARTMENT
111 NORTH MAIN STREET
BRISTOL, CT 06010**

Proposal Check List

This form need not be returned with your submittal. It is suggested that you review and check off each action as you complete it.

- ___ 1. The proposal has been signed by a duly authorized representative of the company.
- ___ 2. Any fee schedule you have offered has been reviewed and verified.
- ___ 3. Standard payment terms are net 30 days. Net terms for periods less than 30 days may result in proposal rejection. (You may offer cash discounts for prompt payment).
- ___ 4. Any technical or descriptive literature, drawings or proposal samples that are required have been included with the proposal.
- ___ 5. Any addenda to this document have been acknowledged and included.
- ___ 6. The envelope has been addressed to: City of Bristol Purchasing Department
2P11-111 School Redistricting
111 North Main Street
Bristol, CT 06010
- ___ 7. The envelope has been clearly marked with the proposal number and opening date.
- ___ 8. If additional copies are required as part of your response, make sure the original is clearly marked.
- ___ 9. The proposal is mailed or hand-delivered in time to be received no later than the designated opening date and time. Late responses are **NOT** accepted under any circumstances. Faxed responses are not accepted. Please allow enough time if mailing your proposal.



**CITY OF BRISTOL, 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.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

Please complete and sign

Legal Name of Bidder: _____

Business Address: _____

Name of Authorized Agent _____ Title: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

Employment Information Form



City of Bristol
Workplace Analysis Affirmative Action Report
Employment Information Form

Purchasing Department
111 North Main Street
Bristol, CT 06010

Company Name Street Address City State Zip	Contact Person	Phone Number	Date
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Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

JOB CATEGORY	A. OVERALL TOTALS (sum of all columns, B-F Male & Female)	B. WHITE (not of Hispanic origin)		C. BLACK (not of Hispanic origin)		D. HISPANIC		E. ASIAN/PACIFIC ISLANDER		F. AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officers/Managers											
Professionals											
Technicians											
Sales Workers											
Office/Clerical											
Craft Workers (skilled)											
Operatives (semi-skilled)											
Laborers (unskilled)											
Service workers											
TOTALS ABOVE											

Do you use minority businesses as subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
If CT based, do you post all employment openings with the State Of CT Employment Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Do you use an Affirmative Action Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Describe your recruitment, hiring, training and promotion anti-discrimination practices.	

CROSSING LOCATION	POST TIMES			HRS	
MT. VIEW					
78 ELIZABETH ROAD	8:05-9:10	11:00-12:25	2:35-3:35	3HR 30M	Wednesday
BETHS AVE / VERA RD	8:05-9:10	11:30-12:55	2:55-3:55	3HR 30M	
EDGEWOOD					
323 JEROME AVE	7:55-9:00	11:05-12:25	2:30-3:40	3HR 35M	Wednesday
JEROME AVE & MIX ST	7:55-9:00	11:35-12:55	2:45-3:55	3HR 35M	
IVY DRIVE					
99 BRACE AVE	8:10-9:10	11:00-12:30	2:35-3:35	3HR 30M	Wednesday
IVY DRIVE @ IVY DRIVE SCHOOL	8:10-9:10	11:30-1:00	2:55-3:55	3HR 30M	
GREENE - HILLS					
	8:10-9:10	11:00-12:40	2:35-3:35	3HR 40M	Wednesday
PINE ST / CENTRAL ST	8:10-9:10	11:30-1:10	2:55-3:55	3HR 40M	
STAFFORD (+20)					
270 BROOK ST	8:10-9:10	11:05-12:25	2:35-3:35	3HR 20M	Wednesday
BROOK ST / LOUISIANA AVE	8:10-9:10	11:35-12:35	2:55-3:55	3 HR	
ST. MATTHEWS					
205 KOZANI ST	7:15-8:30	10:50-12:05	1:55 - 2:45	3HR 20M	Wednesday
CHURCH ST / WELCH DR	7:15-8:30	10:50-12:05	2:25-3:15	3HR 20M	
HUBBELL (+20)					
124 VILLAGE ST	8:10-9:10	11:05-12:25	2:35-3:35	3HR 20M	Wednesday
W. WASHINGTON ST / MECHANIC	8:10-9:10	11:35-12:35	2:55-3:55	3HR	
SOUTH SIDE					
172 GREENE STREET	8:00-9:15	11:05-12:25	2:35-3:35	3HR 35M	Wednesday
TUTTLE RD / WOLCOTT ST	8:00-9:15	11:35-12:55	2:55-3:55	3HR 35M	
CHIPPENS					
130 IVY DRIVE	7:30 - 8:30		2:00-3:00	2HR	Wednesday
JAMES P. CASEY RD @ CHIPPENS HILL	7:30 - 8:30		2:30-3:30	2HR	
EDGEWOOD					
196 GOODWIN ST	8:00-9:00		2:35-3:35	2HR	Wednesday
MIX ST / LOHAVEN	8:00-9:00		2:45-3:45	2HR	
STAFFORD					
5 BEACON ST	8:10-9:10	11:05-12:25	2:35-3:35	3HR 20M	Wednesday
LOUISIANA AVE / MORRIS AVE	8:10-9:10	11:35-12:55	2:55-3:55	3HR 20M	
BOULEVARD					
245 MARK STREET	7:15-8:15		2:00-3:00	2HR	Wednesday
SOUTH ST @ BOULEVARD SCH.	7:15-8:15		2:30-3:30	2HR	
NORTHEAST (+20)					
96 BETHS AVE APT A	7:15-8:15		2:00-3:00	2 HR	Wednesday
STEVENS ST / FLEETWOOD	7:15-8:15		2:30-3:30	2 HR	
O'CONNELL (+20)					
131 PARK ST	8:10-9:10	11:05-12:25	2:35-3:35	3HR 20M	Wednesday
PARK ST / O'CONNELL SCH	8:10-9:10	11:25-12:25	2:55-3:55	3HR	
O'CONNELL (+15)					
48 HOBSON AVE	8:00-9:10	11:05-12:25	2:35-3:35	3HR 30M	Wednesday
DIVINITY ST / TULIP ST	8:00-9:10	11:35-12:40	2:55-3:55	3HR 15M	

CROSSING LOCATION	POST TIMES			HRS	
STA / ILS					
31 MCKINLEY AVE	7:35-9:00	11:15-12:25	2:00-3:10	3HR 45M	Wednesday
WEST ST & GAYLORD ST	7:45-9:10	11:15-12:25	2:30-3:40	3HR 45M	
HUBBELL					
23 GLENDALE DR	8:00-9:00	11:05-12:25	2:35-3:35	3HR 20M	Wednesday
W.WASHINGTON ST @ HUBBELL SCH	8:00-9:00	11:35-12:55	2:55-3:55	3HR 20M	
STAFFORD					
345 W. WASHINGTON ST	8:00-9:00		2:35-3:35	2HR	Wednesday
KING ST / LOUISIANA AVE	8:00-9:00		2:55-3:55	2HR	
JENNINGS					
57 JACOB ST	8:05-9:05	11:00-12:45	2:35-3:35	3HR 45M	Wednesday
BURLINGTON AVE / JENNINGS RD	8:05-9:05	11:25-1:10	2:45-3:45	3HR 45M	
NORTHEAST					
19 MANDY LANE	7:15-8:15		2:00-3:00	2HR	Wednesday
STAFFORD AVE / FELICE RD	7:15-8:15		2:25-3:25	2HR	
CTO / ST.A (+20)					
19 LANDRY ST	7:45-9:10	11:05-12:25	2:10-3:20	3HR 55M	Wednesday
WEST ST / DIVINITY ST	7:45-9:10	11:35-12:35	2:30-3:40	3HR 35M	
GREENE - HILLS					
91 BROOK STREET	8:10-9:10	11:00-12:40	2:35-3:35	3HR 40M	Wednesday
PINE ST @ GREENE HILLS SCH.	8:10-9:10	11:30-1:10	2:55-3:55	3HR 40M	
SOUTH SIDE (+20)					
66 EMMETT ST #63	8:00-9:10	11:05-12:25	2:35-3:35	3HR 30M	Wednesday
EAST RD / UNION ST	8:00-9:10	11:35-12:35	2:55-3:55	3HR 10M	
GREENE HILLS					
103 ARLINGTON ST	8:10-9:10	11:00-12:40	2:35-3:35	3HR 40M	Wednesday
PINE ST / REDSTONE ST	8:10-9:10	11:30-1:10	2:55-3:55	3HR 40M	

Please note: references to Wednesday indicate early dismissal schedules as they relate to each location.