

REQUEST FOR PROPOSALS (RFP):

Kinneytown Dam ALTA/NSPS Land Title Survey

Seymour and Ansonia, CT

Intent

The Naugatuck Valley Council of Governments (NVCOG) is soliciting proposals for an ALTA/NSPS Land Title Survey with at least a Class A-2 standard of accuracy (the “ALTA Survey”) of three parcels of land in Seymour and Ansonia, CT associated with Kinneytown Dam. The three subject properties are currently owned by Kinneytown Hydro, Inc. This work is being funded with a grant received by NVCOG from the National Oceanic and Atmospheric Administration (NOAA) Restoring Fish Passage Through Barrier Removal grant program funded under the Bipartisan Infrastructure Law and is subject to all applicable laws and requirements.

Purpose of Survey

The purpose of the ALTA Survey is to accurately (a) define the boundaries; (b) compute the exact acreage of the property; (c) show the location and dimensions of all buildings and improvements on the property; and (d) show easements, rights of way and servitudes impacting the property, in preparation for the proposed acquisition of the property by the Connecticut Brownfield Land Bank as part of a federally funded project to remove Kinneytown Dam (the “Project”). Additional information about the Kinneytown Dam Removal Project can be found at www.nvcogct.gov/kinneytown

Description of Land to be Surveyed

The properties to be surveyed total approximately 215.89 acres across three parcels: two parcels in Seymour and one parcel in Ansonia. The properties are associated with Kinneytown Dam Hydroelectric Facility. All three parcels abut State of Connecticut owned railroad property that is in active use by Metro North Railroad for passenger rail service on the Waterbury Branch Line. Parcel 0036 0001 0003 in Ansonia is wooded land surrounding Canal Reservoir, also known as Coe Pond, an impoundment behind Canal Reservoir Dam. Kinneytown Generating Unit 2 is located at the southern end of the parcel. This parcel is abutted by the railroad property to the west and residential properties to the east. Parcel 11-03-35-0 in Seymour is wooded and located along the steep slope between the CTDOT owned railroad property to the west, and mainly residential properties to the east. Parcel 12-04-34-0 in Seymour is wooded and straddles the Naugatuck River. This parcel also contains the Kinneytown Dam and Powerhouse. It is abutted by the CTDOT owned railroad property to the east and CTDOT owned Route 8 and Town of Seymour owned property to the west.

Municipality	Assessor Address	Map/Block/Lot	Acres	Volume/Page
Ansonia	0 Hotchkiss Terr	0036 0001 0003	54	0206/0739
Seymour	677 South Main St	11-03-35-0	17.89	142/318
Seymour	769 Derby Ave	12-04-34-0	99	142/318

Minimum Scope of Services:

- The selected bidder shall make a field survey of the property, setting iron pins or drill holes at all major angle points in the perimeter boundary, where all abutting property boundaries meet the subject property boundary, and at such additional points as necessary so that the distance between iron pins or drill holes shall not exceed 600 feet on perimeter lines not bounded by roadways.
- The selected bidder shall mark every 100 feet of property perimeter that is not bounded by a roadway or evidenced by a fence line or stonewalls, with a flag.
- The selected bidder shall prepare and provide the NVCOG with the ALTA Survey map for each subject parcel in digital format as well as three (3) survey maps for each subject parcel on Mylar or similar media acceptable for filing in the public records and ten (10) white paper prints of the survey map, as dictated by the municipality. All mylar and/or paper copies should have a seal. The ALTA Survey shall also meet the Class A-2 standard of accuracy.
- The selected bidder shall indicate on the ALTA Survey all encroachments (including but not limited to fences, stone walls, and cellar holes), rights-of-ways, roadways, watercourses, and easements. Map notes should be consistent with recorded property rights (subject to's) found during the surveyor's title search.
- The selected bidder shall prepare a survey map which will contain (a) a location map at a scale of 1" = 2,000'; and (b) an ALTA Survey certification to NVCOG, Connecticut Brownfield Land Bank, Inc. ("CBLB"), Save the Sound, Inc. ("STS"), the title insurance company, and if required, any funds grantor or regulator related to the Project.
- The selected bidder shall provide the NVCOG and CBLB, and, if required, the Town of Seymour and the City of Ansonia, with a legal description of each subject property area based upon the property survey maps.
- The selected bidder shall provide geospatial data to NVCOG for all features indicated on the survey map in a format capable of being imported into a Geographic Information System (GIS) using common GIS software.

Prerequisites and Requirements

- All work must be done by the submitting firm. Subcontracting will not be allowed on this project.
- Submitting firms must demonstrate experience working within active passenger rail corridors and in and around the waters of the State of Connecticut.
- The selected bidder will be required to follow all Metro North safety protocols for working on railroad property, and all workers will be required to have active Metro North contractor safety training certification during all field work.

Timeline

Survey work is expected to conclude, and all resulting work product received by NVCOG no later than April 30, 2024.

Information & Inquiries:

Updates and amendments to this RFP can be found at <http://nvcogct.org/content/vendors> or can be obtained by contacting the NVCOG directly. Interested firms are responsible for monitoring updates and amendments.

ALTA Commitment for Title Insurance, dated July 20, 2023, relating to the properties is attached as Exhibit A. The underlying documents evidencing the listed exceptions in the title commitment will be provided to the selected bidder.

All inquiries regarding this RFP must be submitted in writing via email to Aaron Budris, NVCOG Environmental Planning Director, at abudris@nvcogct.gov.

The NVCOG will respond to questions up to seven days before the deadline for responding to this RFQ. All questions and their responses will be posted at <http://nvcogct.org/content/vendors>. No contact with any other NVCOG staff, town personnel, or project partner, other than the authorized contact person, is allowed until such time as an award has been made.

Submission Requirements:

By responding to this RFP, the prospective consultant represents that they have read, examined, and understand the anticipated work as described in the Minimum Scope of Services, meets requirements listed in the prerequisites, can perform the work to achieve the objectives of this project, and that they are certified as a Licensed Surveyor in the State of Connecticut.

All bids shall contain the following:

1. Name, address, phone number and email address of the person or firm submitting the proposal.
2. A narrative outlining:
 - a. The firm/person's proposed project approach to complete the minimum Scope of Services as identified above.
 - b. The proposed schedule to complete the Scope of Services.
 - c. The total (lump sum) fee required by the firm/person to complete the above Scope of Services.
 - d. A clear description of relevant experience with similar projects which further demonstrates the person/Firm's ability to perform the above requested work. Please include relevant experience working within active passenger rail corridors and in and around the waters of the state of Connecticut.
 - e. A list of personnel, with qualifications, that are proposed to conduct the work.
 - f. Any other information which may be helpful to the NVCOG in review of the RFP submission.
 - g. A list of professional references related to similar projects.

The proposer must submit the above in three (3) paper copies and one (1) electronic version in PDF format capable of being emailed to the selection committee. Paper submissions must be received in a sealed envelope bearing on the outside the name of each firm, full address, and the date and time proposal is due. All submissions shall be clearly marked "Kinneytown Dam ALTA/NSPS Land Title Survey, Seymour and Ansonia, CT", and shall be delivered to:

Aaron Budris, Environmental Planning Director
Naugatuck Valley Council of Governments
49 Leavenworth Street, 3rd Floor
Waterbury, CT 06702
Hours of business 8:30am-4:30pm Monday thru Friday excluding holidays

The response must be received no later than 12:00 Noon on Friday, January 5, 2024. Proposals received after the date and time prescribed shall not be considered.

Selection Criteria:

NVCOG will evaluate the responses based on multiple criteria and will select the best firm whose proposal is most advantageous to NVCOG. NVCOG is not obligated to select the lowest price bidder. All responses will be evaluated in the following areas:

- Relevant survey experience- 20%
- Relevant experience working within active passenger rail corridors – 20%
- Project team organization and level of staff commitment – 10%
- Demonstration of project understanding and approach to carrying out the survey - 20%
- Clarity and conciseness of the material that is presented – 10%
- Lump sum cost proposal – 20%

Selection Process:

A Selection Committee composed of NVCOG staff and project stakeholders will review submissions and independently score them based on the above criteria, and a combined score will be calculated to rank submissions. NVCOG reserves the right to request interviews with the top ranked submitters if it is deemed necessary to select a preferred firm. The Selection Committee will recommend a preferred consultant to the NVCOG Board for concurrence and endorsement.

The selected consultant will be notified of their selection within 14 days of the culmination of the selection process and contract negotiations will commence immediately upon notification.

The firm awarded the contract under this selection process must meet all Municipal, State and Federal affirmative action and equal employment opportunity practices. This will include compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity," Department of Labor."

Other Requirements

Freedom of Information

Respondents are advised that all materials submitted in response to this RFQ shall become the sole property of NVCOG and shall be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information).

Incurred Costs

This RFQ does not commit the NVCOG or any of its Municipalities to award a contract or to pay any costs incurred in the preparation of a response to this request. Neither the NVCOG nor its member municipalities will be liable in any way for any costs incurred by respondents in replying to this RFQ.

Insurance

The NVCOG requires Consultants to provide and maintain adequate professional liability for errors and omissions in the minimum amount of Three Million Dollars (\$3,000,000) and automobile liability insurance in the minimum amount of One Million Dollars (\$1,000,000). The Consultant(s) and subcontractors shall carry workman's compensation insurance. Proof of adequate insurance must be included in the bid application.

Personnel

The Contractor shall provide the professional services identified in this Scope of Services and requested by the NVCOG. The proposal must identify the person or persons who will be responsible for conducting the work as listed in this scope of services.

The NVCOG is requesting that a senior experienced person be the primary representative for your firm in actually performing the services.

Length of Service

It is expected that the agreement and work covered by this RFQ and Scope of Services shall extend for Six (6) months from the date of execution of an agreement between the NVCOG and the consulting firm or team with an NVCOG option to extend the agreement. No delivery of services shall start without a written contract issued by the NVCOG.

Contract/ Agreement

The successful firm shall enter into a contract with the NVCOG and agree to abide by all state and federal contractual requirements. By signing the agreement with the NVCOG, the Consultant agrees to perform work as specified in the Scope of Services and accepts the terms and conditions set forth in the contract.

Acceptance or Rejection by the NVCOG

The NVCOG reserves the right to accept or reject any or all responses submitted for consideration, to waive any informalities and/or technicalities, or to negotiate separately in any manner necessary to serve the best interests of the NVCOG. Respondents whose responses are not accepted shall be notified in writing.

Amending or Canceling RFP

The NVCOG reserves the right to amend or cancel this RFP, prior to the due date and time, if it is deemed to be in its best interest to do so.

Affirmative Action

The NVCOG and its member municipalities participating in this RFQ are equal opportunity employers and require an affirmative action policy from all consultants as a condition of doing business with the NVCOG or its member municipalities, as per Federal Order 11246. By responding to this RFQ, all consultants agree to this condition of doing business with the NVCOG or its member municipalities and, should they choose to audit for compliance, the consultant agrees to cooperate fully.

Minority-owned Business Enterprise (MBE)/ Woman-owned Business Enterprise (WBE)/
Small Business Enterprise (SBE)

It is the policy of NVCOG to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit a proposal and selection will be based on and conditioned upon satisfying the requirements described in this RFQ and Scope of Services. These requirements apply to all proposers, including those who qualify as an MBE, WBE or SBE. Contracts awarded under this RFQ will be required to meet state and regional MBE, WBE or SBE goals.