

**TOWN OF NORFOLK
STATE PROJECT #0097-0098
REQUEST FOR QUALIFICATIONS
REPLACEMENT OF MOUNTAIN ROAD BRIDGE OVER SPAULDING BROOK**

The Town of Norfolk seeks to engage a Consulting Engineering Firm to provide Inspection Services during 2026-2027 for the following transportation project:

**REPLACEMENT OF MOUNTAIN ROAD BRIDGE OVER SPAULDING BROOK
BRIDGE #06926**

The construction cost is expected to be in the range of \$2,000,000 - \$3,000,000. The Consulting Engineer will be evaluated and selected based on technical competence, the capacity and capability to perform the work within the time allotted, past record of performance, and knowledge of Federal, State and Town of Norfolk procedures, approximately weighted in descending order of importance. The construction inspection fee will be negotiated on a cost-plus basis.

Firms responding to this request should be of adequate size and sufficiently staffed to perform the assignment described above. The selected firm must meet all Town of Norfolk, State and Federal affirmative action and equal employment opportunity practices.

A letter of interest, together with general information on the firm and proposed sub consultants, the firm's brochure, current Federal GSA Form 330, experience of the firms, and a resume of key personnel should be addressed to Matt Riiska, First Selectman, 19 Maple Avenue, PO Box 592, Norfolk, CT 06058. Additionally, all interested firms must submit a detailed statement including the organizational structure under which the firm proposes to conduct business. Proposed sub consultants should be clearly identified. The relationship to any "parent" firm or subsidiary firm, with any of the parties concerned, must be clearly defined.

Project personnel will be required to have the following experience for each classification listed:

Construction Coordinator

- The Construction Coordinator will be responsible for coordination between the administering unit of the Municipality, Department, Consulting Firm, and project staff to resolve problems concerning activities related to the project.
- Experience:
 1. Not less than fifteen (15) year employment in civil or highway engineering of which at least six (6) years must have been in a supervisory capacity of complex highway and/or bridge construction activities, vertical or rail construction activities as required, and at least four (4) years of which will have been in field inspection activities. A Bachelor of Science Degree in Civil or Construction Engineering may be substituted for two (2) years of general experience requirement.

2. Have considerable knowledge of construction practices and procedures as required; ability to prepare correspondence, reports, and recommendations concerning construction issues; the demonstrated ability to deal effectively with others; the ability to supervise.

Chief Inspector – Level 2 (Low Complexity Projects; typically, under \$5 Million):

- **Experience:**
 1. Not less than eight (6) years employment in civil, highway or a relevant engineering field of which four (4) years must have been in a supervisory capacity of highway, bridge, facilities, or rail construction activities, as required; at least six (6) years of which shall have been in field inspection activities.
 2. Have considerable knowledge of highway, bridge, facilities, or rail construction practices and procedures as required; ability to prepare correspondence, reports, and recommendations concerning construction issues; demonstrated ability to deal effectively with others; the ability to supervise; and the ability to establish and maintain project records.
- **Certifications:** NICET Level IV Certification in Transportation/Highway Construction is required, except for those persons possessing a current Professional Engineer's License registered in the State of Connecticut (PE).

Survey Party Chief:

- **Experience:**
 1. Not less than four (4) years of construction survey experience of which at least three (3) years shall have been as an instrument person or survey party chief.
 2. Have considerable knowledge of principles and methods of land surveying; knowledge of principles and practices of highway engineering; the ability to keep and reduce field notes; the ability to determine construction quantities and amounts on completed projects; the ability to supervise the layout of limits of work and grades, ability to check contractor's survey layout for accuracy; the ability to layout foundations, rail track layouts, abutments, culverts and pipe lines; the ability to re-establish boundary lines and stake-taking lines; and the ability to prepare as-built plans and other related duties as required.
- **Licensing:** Land Surveyor License in the State of Connecticut or shall be working under the direct supervision of a member of the Consulting Engineer's staff.

Questions about this request for qualifications are to be submitted electronically to Matt Riiska, First Selectman at mriiska@norfolk.org. All questions and answers will be on the Town

of Norfolk Website. Questions will be accepted until 4:30 P.M. on June 27, 2025; answers will be submitted by 4:30 P.M. on July 3, 2025. All letter of interest must be postmarked by a U.S. Post Office (if mailed) or received in the Selectmen's Office (if hand delivered), no later than 10:00 AM on Monday, July 14, 2025. Responses received or postmarked after this date will not be considered.

The Town of Norfolk is an Affirmative Action Equal Opportunity Employer. Minority/Women's Business Enterprises are encouraged to apply.

Matt Riiska
First Selectman