



## Town of Andover Request for Qualifications

Title: Invitation to submit Qualifications for **Contract Town Engineering Services**

Category: Professional

Status: Open

Description: **The town of Andover is seeking an individual or firm to provide engineering services to the town of andover to support the land use commissions as well as public works.**

Sealed proposals for Contract Town Engineering Services must be received by **the Town Administrators office, 17 School Rd Andover CT 06232 by 2 pm local time on 6/15/2022**

Applicants are encouraged to speak to the town administrator Eric Anderson prior to submitting a proposal. Email contact [eanderson@andoverct.org](mailto:eanderson@andoverct.org) or 860.771.1072

**Scope of work.** The town of andover does not have its own engineering staff. The town is seeking a consulting engineer or firm to provide on call engineering services.

1. Plan review to support the Land Use commissions, including the Planning and Zoning Commission, Inland Wetlands and Watercourses Commission and the Zoning Board of Appeals
2. Engineering review and support for the public works department for Drainage improvements and Roadwork Projects
3. Design oversight and or design services for large culvert replacement projects including federal and state permitting.
4. Assisting the town in reviewing bids for roadwork and other capital projects
5. Monitoring and quality review of paving reconstruction and significant roadwork projects.
6. Other Municipal support as needed.

### Application Requirements

- Name, address and description of firm, description of similar municipal services and projects completed by the firm in the last five years including client contact name and phone number, municipal references preferred
- Fee structure for services outlined in the scope of work.

- The CV for the engineer who will act as the primary town engineer.
- Proof of insurance
- Must certify affirmative action to insure equal employment opportunities (Unless sole proprietor)
- The applicant must file a written non-discrimination certification with the town of Andover

**The town of Andover reserves the right, as its sole jurisdiction to reject any or all applications, to waive all informality's or defects of an application or to accept any application that in the judgement of the town of Andover will be in its best interest.**

Publication Date: 5/19/2022

Contact: **Eric Anderson** <eanderson@andoverct.org>

**Closing Date:** 2 pm *6/15/2022*