

**Margerie Reservoir Trail Advisory Committee (Meeting #3)**  
**June 27, 2023 - 7 P.M.**

**Call to Order:**

Committee Member DiGilio called the meeting to order at 7:11p.m. on Tuesday, January 23, 2023 at the Senior Center in New Fairfield.

Present were Committee Members Antonio Iadarola, Public Works Director & City Engineer, City of Danbury & Engineer, New Fairfield; David Day, Public Utilities Superintendent, City of Danbury; Jeff Main, Conservation Inlands Wetlands/Conservation Commission, New Fairfield; Peter Hearn, New Fairfield; and Jonathan Barney, Alternate member, City of Danbury.

Present from the public were Patricia Del Monaco, New Fairfield First Selectwoman; Khris Hall, New Fairfield Selectwoman; and several unidentified individuals

**Pledge of Allegiance**

**Public Speaking:**

Dawn (inaudible) – New Fairfield Resident, inquired about the location of the trail, traffic congestion, animal displacement, wetland requirements, and safety concerns.

Cathy Hull – New Fairfield Director of Senior Services, expressed support for the trail from members of the senior walking club.

Jim Keller – New Fairfield High School Track & Cross Country Coach, supports the trail for the team to train

Sean Locker – New Fairfield Park & Rec Chairman, inquired about the timeline of the project

David Eres – New Fairfield Resident, inquired about congestion and environmental issues.

Gloria Boyd – New Fairfield Resident, supports the trail for a better quality of life

**Minutes:**

***A motion was made by Member Day, and was seconded by Member Hearn, to accept the meeting minutes as presented.*** Motion carried unanimously.

**Establish Meeting Dates:**

3rd Tuesday, at 6pm, with a rotating meeting location between Danbury and New Fairfield. Frequency is to be determined.

**Site Visit:**

Mr. Iadarola clarified property ownership and liability. He noted that he did take a walk on the east side of the reservoir and warned that the territory is treacherous and heavy with vegetation. He also cited the accuracy of the GIS mapping used for the plan.

Mr. DiGilio inquired about visiting parts of the planned trail instead of walking the whole thing. Mr. Iadarola confirmed that there are cleared areas that are easier to access but recommended that visits take place in the Fall.

Mr. Main asked about the type of vegetation growing on the property, and noted that he would want to visit the property with Mr. Hearn with permission of the City of Danbury.

Mr. Main provided a topography map of the area and explained that his goal is to protect all animals that live in the area. He noted similar residential concerns for trails in NY and a positive outcome of those projects and asked everyone to keep an open mind.

### **Property Map & Conditions:**

Mr. Iadarola presented a map of GIS from Danbury & New Fairfield used to evaluate the trail report and review a possible walking path. He discussed a few areas of greater resistance and limited right of ways. He estimated that the length is about 1.5 miles and took 3 hours to walk.

Mr. DiGilio explained the grant process and discussed the phases of the project.

Mr. Iadarola confirmed that this is the Design and Planning Phase of the grant to review challenges and feasibility and approval of using land around the reservoir. He noted the large meeting turnout and a lot of public interest in the project. He confirmed that the grant for this phase is \$483,000, and noted that the area is quiet despite the close roadways.

Mr. Main discussed similar projects in other locations. Mr. Iadarola said that parking for the trail could be designated as the same parking lot that is used for the dog park that is nearby.

### **RFP Projects & Process:**

A draft was presented of an RFP to secure Wetland Delineation Services. Mr. Iadarola noted the importance of identifying the wetland areas through soil analysis before any designing can take place. He explained that surveying services will be the following RFP so that a surveyor can locate the flagged wetland locations. Mr. Hearn asked about separating RFPs for various services instead of creating one RFP for all design services. Mr. Iadarola explained that separate RFPs are meant to expedite the process.

### **Public Speaking #2:**

Carol Malesco, New Fairfield Resident, supports the trail as a safe place for walkers.

Sheri, New Fairfield Resident, supports the trail as a good place for dog walkers. She did ask to address safety concerns due to proximity of the path to the condos adjacent to the property.

Ken Gucker, Danbury Resident, commented on the design and location of the path, he noted the positive impact on property values, he discussed the positive impact of trails on other communities.

Dawn, New Fairfield Resident, supports the trail but urges the committee to address parking concerns and other corridors mentioned in previous meetings, and animal displacement.

Mr. Iadarola noted that the north corridor mentioned in the minutes from the January 23, 2023 meeting should read “west side of the corridor”

Mr. DiGilio explained that the legislative bodies in Danbury and New Fairfield would approve or deny the recommendation of the committee. He also explained the state and federal oversight of these types of projects.

Mr. Main discussed the width of the trail and removal of invasive species of vegetation including Barberry.

John, New Fairfield Resident, expressed concerns of increased trash pick-up from additional people walking the trail.

Mr. Iadarola noted that the designation of maintenance, management and insurance will need to be clarified later in the process.

David Eres, New Fairfield Resident, asked that a clear use of the trail be made at some point.

**Adjournment:**

***A motion was made by Member Hearn, and seconded by Member Main, to adjourn.*** The motion passed unanimously. The meeting adjourned at 8:48p.m.

Respectfully submitted,  
DiGilio, Chair  
Antonio Iadarola  
David Day  
Jeff Main  
Peter Hearn

Received by email on 08/03/2023 @ 1:12 p.m.  
by Chrystie M. Bontempo, Asst. Town Clerk, New Fairfield

**MARGERIE RESERVOIR TRAIL**

**ROUTE 37 ALONG MARGERIE RESERVOIR  
DANBURY, CT  
NEW FAIRFIELD, CT**

**REQUEST FOR PROPOSALS  
WETLAND DELINEATION**

**June 27, 2023**



**PUBLIC WORKS DEPARTMENT  
OF THE  
TOWN OF NEW FAIRFIELD**

**BID DOCUMENTS**

**Project No. \_\_\_\_\_**

**Bid No. \_\_\_\_\_**

**Request for Proposals  
Margerie Reservoir Trail  
Wetland Delineation  
Project No. \_\_\_\_\_  
Bid No. \_\_\_\_\_**

**A. Introduction/Background**

The intent of this request for proposals (RFP) is to obtain the services of qualified Consultants to establish a fixed fee for Soil Science services to locate and flag wetlands along a proposed trail project for the Town of New Fairfield.

The proposed project site is located in both Danbury and New Fairfield between State Route 37 and the eastern boundary fence of Margerie Reservoir.

**All Requests for Proposals will be due by 10:00 AM on August 14, 2023.**

**B. Project Description**

Proposed construction of a new 10' wide multi-use path along the eastern edge of Margerie Reservoir that would run between New Fairfield Town Hall and Bear Mountain Road in Danbury. Approximately half of the reservoir property on the southern side is in Danbury, while the northern section of property is in New Fairfield. The reservoir property is owned, operated, and maintained by the City of Danbury.

**The following are documents related to the development of this project and are for reference only. New wetland delineation and report is required from the selected Consultant. Bidders must call the Town of New Fairfield Purchasing Agent, Patty Mota at 203-312-5653 to obtain electronic copies of the following documents:**

- Topographic map of proposed project site
- Danbury & New Fairfield Route 37 Corridor Study

**Anticipated Project Schedule:**

1. July 24, 2023: Advertise RFQ/P
2. August 14, 2023: Proposals Due
3. August 28, 2023: Notice to Proceed
4. September 29, 2023: Completion of wetland flagging
5. October 13, 2023: Provide wetlands report

The Town will require strict adherence to the schedule to meet schedule milestones. The wetlands flagging is critical to the development of the project design and reviews with the Town. The Proposer shall work with the Town and design team to provide the required information based on the schedule listed above.

### **C. Scope of Services**

The Town of New Fairfield is seeking qualified professionals to conduct a wetland delineation in the proposed project location adjacent to Margerie Reservoir. The site identified for the project is located in an area that contains several types of wetlands to be delineated. Proposers should describe their ability in delineating complex wetland configurations.

A Certified Professional Soil Scientist, shall delineate the limits of wetlands and watercourses located within the proposed project area (see map attached). The selected Consultant shall provide comprehensive services based on the project scope provided in this RFP and all associated attachments. These services shall include a comprehensive study of the project location in addition to locating and flagging all wetlands in proposed site work area. Proposals are to include all project costs in a lump sum fee as dictated on the proposal form, including:

1. All consulting services for evaluations, investigations, analysis, recommendations, testing, reports, studies, designs, field inspections, and investigation.
2. All reimbursable fees including plan reproduction (except reproduction of bidding documents), postage, mileage, insurance, bond, etc.
3. Attendance at Margerie Reservoir Trail Advisory Committee meetings or for any land use or regulatory approvals required for City of Danbury or Town of New Fairfield, as well as presentations for the owner as needed for land use approvals/permits.
4. Review available mapping to determine the extent of previously identified or delineated waters, wetlands or watercourses.
5. Delineate wetlands and watercourses within the limits of the project.
6. Prepare and deliver a wetlands and watercourses report. The report will summarize the methods used to delineate the wetland boundaries, the wetland and upland soils mapped on site, and any watercourses on or immediately adjacent to the site.
7. Delineation of vernal pools and survey/assessment of such.

#### **D. Proposal Evaluation Criteria & Submission Requirements**

All qualification packages, proposals, and requested information must be submitted to Mrs. Patty Mota, Purchasing Agent, 3 Brush Hill Rd.; New Fairfield, CT 06812. Five (5) original hard copies and one (1) electronic copy (PDF format on thumb drive) shall be submitted. Any missing information may be considered grounds for rejection of the submissions. The Consultant shall meet the requirements specified below and submit the following items in the order listed below with the same numbering:

1. Firm profile including firm name, permanent main office address, date firm was established, legal form of ownership, number of years firm has been in business under current firm name, proof of licensure to work in the State of Connecticut (please provide copies of license).
2. Resumes of all personnel who will be involved in this project which shall include education and certifications/licenses in the fields of relevant information.
3. Litigation Statement: Firm is to note if it has ever defaulted on a contract, is involved in pending litigation/arbitration, or has ever had a contract terminated prior to completion.
4. Please demonstrate previous experience with wetland delineation.
5. Proposals are to be on the forms attached hereto. Consultants must complete and submit their fee for this project as per the schedule noted in Section B. The Consultant will adhere to this schedule as "Time is of the essence" and will be strictly enforced. Proposals should be inclusive of all costs as outlined in Section C, Scope of Services.
6. Firm is to include hourly rates of its staff members valid for one (1) year.

Note: Please feel free to provide any additional information or documentation to supplement any of the above submission requirements for this proposal.

#### **E. Selection Process/Schedule**

**All Requests for Qualifications and Proposals will be due by 10:00 AM on August 14, 2023.**

All proposals received will be evaluated by the Margerie Reservoir Trail Advisory Committee and shortlisted. The most qualified consultant may be interviewed by The Committee in order to make a final selection. Although this RFP is a solicitation of professional services and the most qualified consultant will be selected. The Committee will consider price part of their selection.

The Town anticipates the selected firm to begin work as described in Section C of the assigned project immediately after Notice to Proceed.

## **F. Additional Information**

The Town is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring. The Town is committed to complying with the Americans with Disabilities Act (ADA).

All materials submitted in response to this request for proposals are subject to the terms of State laws relative to Freedom of Information.

If warranted, addenda will be issued to answer questions/provide additional information. Failure to acknowledge receipt of addenda to this request for qualifications may result in a submission not being considered.

The Town will not be held responsible for any costs incurred by the consultant for work performed in the preparation of the qualifications and for any work performed prior to the issuance of a contract.

The Town reserves the right to reject any proposals for misrepresentation of facts. The Town also reserves the right to waive technical defects, irregularities and omissions, if in its judgment, it is deemed to be in the Town's best interest.

Questions regarding this request for qualifications and proposals can be directed to Patty Mota, Purchasing Agent, via email at [pmota@newfairfield.org](mailto:pmota@newfairfield.org). The deadline for requests for information will be at 10:00 A.M. on August 7, 2023.



# RFP for New Fairfield/Danbury Margerie Trail Project Proposal Sheet

Bid Number: TBD

## Proposal Format

The Firm is required to provide a lump sum fee proposal to include all of the tasks required in the RFP to fully identify, delineate, and flag, all wetlands, watercourses and vernal pools within the project area in order to secure permits for the construction of a new multi-use trail. This includes the cost for any and all sub-consultants required to do the same and any incidental cost items to complete this work. Fee proposal must include all costs for travel and other direct/indirect costs.

Company Name: \_\_\_\_\_

Responding Corporate Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Lump Sum Fee Proposal: \$ \_\_\_\_\_

Written: \_\_\_\_\_

\_\_\_\_\_

Bid #

**NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ being first duly sworn, deposes and says that:

1. I am \_\_\_\_\_ of \_\_\_\_\_, the bidder that has submitted the attached request for bid for \_\_\_\_\_;

2. I am fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

3. Such bid is genuine and is not a collusive or sham bid;

4. Neither the bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the work for which the attached bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the price of any bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of New Fairfield and/or BOE or any person interested in the proposed bid;

5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signed \_\_\_\_\_

Title \_\_\_\_\_

Subscribed and sworn to before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_

My commission expires \_\_\_\_\_