

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

Planning, Design and Construction for Various Wastewater Improvement Projects

The Town of Redding, on behalf of its Water Pollution Control Commission (“WPCC”), will receive statements of qualifications from engineering consulting firms to provide on-call professional services in planning, surveying, design, information technology, construction contract administration, resident inspection, and general technical support for Wastewater Treatment Facilities and Collection Systems. All statements of qualifications can be submitted in PDF format via email until May 29, 2024 at 4:30PM, to:

Subject: WPCC – Wastewater Improvements RFQ
nportolese@townofreddingct.org

Six hard copies of the cost proposal can be submitted until May 29, 2024, at 4:30PM to:

Att: Nancy Portolese
WPCC – COST PROPOSAL
P.O. Box 1104
100 Hill Road
Redding, CT 06896

The WPCC intends to select a prequalified list of consulting engineering/professional firms specializing in the areas identified herein. The WPCC intends to structure a two (2) year On-Call Contract with each “approved list” consultant with up to three (3) - two (2) year extensions, at the discretion of the WPCC. Task Orders referencing the On-Call Contract will be issued to the consultants as projects are assigned. The scope and fee for each Task Order will be negotiated individually.

As needed, the work shall be awarded to the most qualified and responsible firm, in accordance with the Regulations of Connecticut State Agencies (RCSA) Section 22a-482-4 (i) ARCHITECTURAL/ENGINEERING PROCUREMENT REQUIREMENTS. Any contract awarded under this request for qualifications or professional proposals is expected to be funded in part by the State of Connecticut. This procurement will be subject to requirements contained in subsections (h), (i) and (o) of the RCSA Sections 22a-482-4. The State of Connecticut will not be a party to this request for qualifications or professional proposals or any resulting contract. The WPCC reserves the right to reject any or all proposals or parts thereof; to waive any informality in same, or accept any proposal deemed to be in the best interest of the WPCC.

OPTIONAL SITE VISIT

An optional site visit will be held on Wednesday May 8, 2024 at 10:30 AM for respondents interested in a tour of the facility.

INQUIRIES

General questions concerning this request and submission requirements may be directed to Amy Atamian via email subject: “WPCC – ENGINEERING SERVICE RFQ”, to: nportolese@townofreddingct.org.

All questions must be submitted no later than May 14, 2024, and questions received after that time will not be answered. To ensure consistent interpretation of certain items, answers to questions will be posted as a Solicitation Addenda to the Town of Redding website [Bids, RFPs & RFQS - Town of Redding, Connecticut Official Website \(townofreddingct.org\)](https://www.townofreddingct.org) by May 16, 2024. Additionally, after proposals are received, the WPCC reserves the right to communicate with any or all of the proposers to clarify the provisions of this request and the qualifications of the proposers. The WPCC further reserves the right to request additional information at any time after proposals are opened.

INSURANCE

Work contracted by the Redding WPCC to firms selected under this RFQ requires a Certificate of Liability as outlined in **Attachment A - Insurance Clause Town of Redding** naming the Town of Redding CT as an additional insured.

BACKGROUND

The Redding Water Pollution Control Facility (WPCF) was originally constructed in 1996 with a capacity of 30,000 gallons per day (GPD) to service the Georgetown Village area of Redding. The collection system includes one pump station, 16 manholes, 3100 linear feet (LF) of 8" PVC gravity pipe, and 1500 LF of 3" PVC force main. The WPCF was expanded in 2000 to accommodate an additional flow of 45,000 GPD to serve the Meadow Ridge Life Care Facility. Meadow Ridge owns and maintains on-site sewer lines, a grinder, and a 2300 LF private service lateral directly connected to the WPCF. A third WPCF expansion of 170,000 GPD was completed in 2007 increasing the WPCF capacity to 245,000 GPD to accommodate a planned development at the former Gilbert and Bennett Wire Mill brownfield site. Due to limitations in land area at the WPCF site, the third upgrade utilized a membrane filtration system which meets tertiary treatment water quality standards. The planned development never came to fruition, so the WPCF has been operating at 17% of capacity since the 2007 expansion, with a flow of approximately 41,000 GPD.

The WPCF is composed of four buildings: the original 1996 Administration and Odor Control Buildings, and the 2007 Influent/Screening Chamber and Phase III Building. Odor control is accomplished with an activated carbon system. The influent process includes parallel grinders and rotary drum screens and an array of three influent pumps. Two covered aeration tanks are adjacent to the Influent/Screening Chamber; one tank is used for storage and was not updated with all controls needed to make it fully operational due to the low flow to the facility. Aeration basin equipment includes two mixers and one recirculation pump in each basin. The Phase III building houses two membrane tanks, gravity belt thickener, an array of three RAS pumps, four aeration blowers serving the membranes and aeration tanks, UV disinfection, SCADA system controls and pneumatic compressors.

Recent upgrades to the plant include replacing the original Xenon membranes with Layne membranes in 2013 with an in-kind replacement of the Layne membranes completed in 2024, and an upgrade from an analog to digital SCADA system in 2017. An inspection of the collection system and Meadow Ridge private line was conducted in 2022 (cleaning and televising). There were no observed defects in the Georgetown Village collection system; several recommendations were made to Meadow Ridge to provide automated monitoring of their service lateral and grinder. Veolia NA is the facility contract operator for the WPCC.

SCOPE OF SERVICES

Collection System Inspection Services: Tasks may include developing a written flow metering plan to effectively model existing flows within the collection system, review and evaluate flow data to recommend possible future investigation to isolate infiltration and inflow within. Subsequent inspections in target areas may include smoke testing, flow isolation and video inspection. Consultant shall self-perform, subcontract the work or assist in development of RFPs for these services.

Sewer Replacement/Rehabilitation: Design services for the rehabilitation of existing sewers, replacement of sewers, for the purposes of structural integrity, increased capacity, increased service life and elimination of excessive infiltration/inflow. It also includes replacement/rehabilitation of existing manholes and laterals. Replacement methods may include traditional open-cut construction or trenchless methods such as cured-in-place pipe lining, grouting, pipe bursting, pipe jacking horizontal directional drilling, micro tunneling, etc. Design services may also include planning level activities such as review of CCTV inspection videos for purposes of determining appropriate rehabilitation and/or repair methods. Such review shall be conducted by an engineer with current Pipeline Assessment Certification Program (PACP) certifications.

New Sewer Mains: Design services of new sanitary sewers, including pump stations related to the design area, and appurtenances into areas currently reliant upon subsurface disposal systems. The scope of services may include canvassing property owners, preliminary engineering reports, metering of existing flows and attendance at public hearings.

Wastewater Treatment Facilities and Pump Stations: Tasks may include planning, survey and design services for the evaluation and replacement of existing equipment, capital improvements, cost reduction strategies (e.g. chemical, fuel, water, electrical usage, data communications) and/or upgrades to process operations. All related discipline services, including Architectural, Structural, Mechanical, Plumbing, HVAC, Instrumentation & Control, Electrical, Information Technology and Management shall be offered by the selected consultants in support of requests by the WPCC.

Management Systems: Services may include planning and implementation of information systems, tools, dashboards or reports to support cost tracking, capital project planning and management, and network/data management and cybersecurity.

Coordination with Contract Operations and Development of Solicitations for Contract Operations Services: Services may include assistance in coordinating with current Contract Operations provider including but not limited to process and operations review and the future development of a solicitation for provision of wastewater contract operations for the WPCC with the ultimate development of an Agreement.

Construction Administration: Services may include but are not limited to the following: review submittals; review and respond to requests for information (RFIs) and requests for clarification (RFC); interpret contract documents; conduct periodic construction site visits; attend and facilitate construction project meetings; prepare meeting minutes; review progress of construction; develop requests for proposals, change orders, and Work Change Directives; review and evaluate change order proposals; prepare change orders, maintain logs for submittals, RFIs, change order proposals and change orders; provide technical support; monitor contractor's general conformance with the Contract Documents and

pro-actively manage critical path tasks; provide field support during start-up; provide field support to the WPCC and contractor during process/plant shutdowns; develop system-wide or process-wide Operation and Maintenance (O&M) Manual(s) and Standard Operating Procedures (SOPs) for new facilities; provide and/or coordinate operator SOP training; participate in technical inspections of the project, substantial completion inspection and final walk-through; review punch list; prepare record drawings; and participate in close-out meeting with general contractor and the WPCC and their representatives.

Construction Inspection: Services may include providing professional services for inspection during the construction of projects. The services shall include but not be limited to the following: conduct periodic site inspections, maintain daily reports, interpret Contract Documents; review, evaluate and provide recommendations on change order proposals and Work Change Directives; monitor contractor's general conformance with the Contract Documents; coordinating facility shutdowns; observe all startups (commissioning), testing, and training as required by the Contract Documents; develop and maintain a punch list; participate in all final inspections and project closeouts, review and comment on Contractor payment requests; and participate in the meetings with general contractor and the WPCC and their representatives.

ORGANIZATION AND CONTENT OF PROPOSAL

- 1) Letter of Transmittal. A letter of transmittal which includes a brief discussion of the respondent's background, experience, and ability to perform this contract in accordance with the Scope of Services. Also to be provided is a listing of clients for whom similar services were performed, and the nature of the projects.
- 2) Experience. Please provide a detailed written summary of the firm's history and experience and capability in providing the full range of on-call wastewater engineering and construction management services in the State of Connecticut. A minimum of five (5) references are to be provided with all contact information.
- 3) Staff Plan. Identify key personnel whom the firm has designated to work on projects under this contract, their state certifications, their background and experience and their areas and levels of responsibility. Please provide the resumes of all key personnel and/or engineers as well as a copy of current professional licenses issued by the State of Connecticut.
- 4) Management Plan. Describe Consultant's management system and how it will function to ensure timely delivery of on-call engineering services.
- 5) Letters of Reference. Consultant must provide a minimum of five (5) letters of reference, including names, titles, addresses and telephone numbers to allow the WPCC to contact these references. Please request that all letters are sufficiently detailed to indicate the type of services performed and deliverables provided. References should be from recent recipients of the Consultant's services (within the past two years).
- 6) Service Plan. Provide a detailed itemized plan of proposed services.
- 7) Fee Proposal (**SEPARATE SEALED ENVELOPE**)

Respondents are required to submit as their fee proposal an hourly rate schedule to perform all the services outlined in Scope of Services. The fee proposal must list the hourly rates for all personnel categories to be assigned to this contract. Any additional reimbursable costs associated with the performance of these services must be clearly delineated in the fee proposal submitted. The WPCC reserves the right to negotiate rates with the selected Consultant on a

project-by-project basis. **Failure to submit a Price Proposal in a separate sealed envelope may subject the respondent to disqualification and rejection, such decision to be at the sole discretion of the WPCC.**

EVALUATION AND AWARD

Selection Criteria

1. The Consultant's technological understanding of the Scope of Services as evidenced by the quality of the proposal submitted.
2. The background and experience of the firm in providing the wide range of services requested.
3. The demonstrated effectiveness of the Consultant's proposed service delivery system to ensure quality service and timely completion of services.
4. The background, education, qualifications and relevant experience of key personnel to be assigned to this contract, especially those of the day-to-day project manager.
5. Appropriately licensed by the State of Connecticut.
6. References attesting to the quality of services performed and/or demonstrated ability of the Consultant. Please be advised that the WPCC will contact references provided.

Selection Procedures

1. Proposals in response to this RFQ will be reviewed against the criteria listed above, and award of the contract shall be made in accordance with standard purchasing procedures.
2. A Selection team may assist the WPCC in choosing the successful respondents to provide the requested services.
3. Respondents submitting the most responsive proposals may be invited to an interview with a Selection Committee at a date to be determined.

Upon completion of the Evaluation Process, all respondents will be rated with a final score. The Selection Team shall prepare a selection report for the WPCC recommending the three highest scored respondents to be selected for the On-Call list.

NEGOTIATION OF FULLY LOADED FIXED HOURLY RATES

Subsequent to determination of the most highly qualified respondents, the WPCC shall compare the proposed labor rate pricing from each selected qualified respondent to a competitive price range for each labor category. Any proposed rate exceeding the competitive price range, as determined by the WPCC, will be negotiated within the competitive price range, or the successful respondent will not be awarded an on-call contract. The WPCC will utilize a combination of the proposed labor rates submitted by all respondents, publicly available market rate pricing, and historical labor rate pricing, to include task orders from executed prior solicitations for this work, as the foundation for determining the competitive price range for each labor classification.

Insurance Clause
Town of Redding

Contractor shall not commence work under this contract until he has obtained all insurance required under this Section, nor shall the Contractor allow any sub-contractor to commence work on his subcontract until all similar insurance of the subcontractor has been obtained.

A) **Commercial General Liability**

\$1,000,000 Combined Single Limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Board Form Property Damage coverage. If a general aggregate is used, the general aggregate limit shall apply either separately to the project or the general aggregate limit shall be twice the occurrence amount.

B) **Workers' Compensation and Employers Liability**

Statutory coverage in compliance with the Compensation laws of the State of Connecticut. Coverage shall include Employer's Liability with minimum limits of \$100,000 each accident, \$500,000 disease-policy limit, \$100,000 each employee.

C) **Automobile Liability**

\$1,000,000 Combined Single Limit Automobile Liability insurance shall be maintained against claims for damages resulting from bodily injury, including wrongful death, and property damage which may arise from the operations of any owned, hired or non-owned automobiles used by or for the Contractor in any capacity in connection with carrying out this contract.

D) **Minimum Scope of Insurance**

All Liability insurance policies shall be written on an "occurrence" basis only. All insurance coverage is to be placed with insurers authorized to do business in the Town of Redding and must be placed with an insurer that has an A.M. Best's Rating of no less and A-, VII. All certificates of insurance shall be filed with the Town of Redding on the Accord Certificate of Insurance form showing the specified insurance and limits. The Town of Redding shall be named as an Additional Insured. The contractor's insurer shall have no right of recovery of subrogation against the Town and the contractor's insurance shall be primary coverage.