

# **TOWN OF MONTVILLE**

## **WATER POLLUTION CONTROL AUTHORITY**

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### **Request for Qualifications (RFQ)**

#### **for Engineering Services for Cook Hill Tank Replacement Project**

The Town of Montville WPCA (Montville WPCA) is soliciting statements of qualifications from Engineering Consulting firms to provide engineering services (design and construction oversight) for Cook Hill Tank Replacement Project.

The RFQ documents can be obtained by requesting or contacting Derek Albertson, Superintendent via e-mail at [dalbertson@montville-ct.org](mailto:dalbertson@montville-ct.org)

One original, signed by the Responder or an authorized representative, and 3 Copies of the written qualifications and one electronic version in PDF format must be received by the Montville WPCA, prior to 3:00 p.m. on Wednesday August 11, 2021. Written qualifications should not exceed 30 pages in length (excluding covers, cover letter and resumes).

Statement of Qualifications shall be sealed and either hand delivered or mailed to the following address.

Montville WPCA

Attn. Derek J. Albertson, Superintendent

83 Pink Row

Uncasville, CT 06382

Post marks will not be accepted, as they will be distributed to the selection committee following the end of the business day. All proposals should be clearly marked on the outside of the envelope: "Engineering Services for the Cook Hill Road Tank Replacement Project". The Town may consider proposals that do not address the items listed in this section as non-responsive or may waive any irregularities at its sole discretion or decide to reject all proposals.

Any contract awarded under this request for RFQ is expected to be funded by a loan from the State of Connecticut Drinking Water State Revolving Fund (DWSRF) and will be subject to requirements of Subsections (h), (i) and (o) of Section 22a-482-4 of the Regulations of Connecticut State Agencies. The State of Connecticut will not be a party to this request or any resulting contract.

This engineering agreement services for this RFQ are subject to Minority Business Enterprises of 3.0% and Women Business Enterprises of 5.0% utilization goals.

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The Montville WPCA 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 Town.

### General Overview

The purpose of this *Request for Qualifications* is to select a qualified engineering consultant to provide design and construction administration services for the proposed Cook Hill Tank Replacement Project. The Town of Montville Water Supply is a municipal system under the control and authority of the Town of Montville WPCA (Montville WPCA). The Montville WPCA is considering replacement of the existing 590,000-gallon Cook Hill Road (potable water storage) steel tank with a 606,300-gallon glass-fused-to-steel. The Montville WPCA has applied for funding through the State of Connecticut Department of Health (CTDPH) Drinking Water State Revolving Fund (DWSRF) program to cover the costs for this project. The project planning phase has been completed and engineering report for this project has been accepted by CT-DPH.

### Background Information

The existing Cook Hill tank is 33 feet in diameter and 98 feet tall located in the northern portion of the Town of Montville, Connecticut west of Route 32. The project includes design, bidding and construction administration services related to the replacement of the existing tank with a new glass fused to steel (606,300-gallon capacity) at the current tower site adjacent to the existing (active) tank. The design services also include site land survey and geotechnical borings and report as well as other work described below.

### Scope of Work

In general, professional engineering services for this project include, but not limited to the following:

#### 1. Design Phase Services

- a) Conduct a pre-design kick-off meeting with Montville WPCA staff.
- b) Conduct necessary site survey, soil testing and geotechnical explorations.
- c) Prepare specifications and contract documents and construction cost estimate for installation of a new 606,300-gallon glass fused to steel water storage tank, including civil site, yard piping, mixing system and SCADA connection to the existing system and cellular antenna relocations.
- d) Prepare specifications and contract documents for demolition of the existing 590,000-gallon steel tank.
- e) Contract documents to be prepared per CTDPH bidding requirements assuming DWSRF requirements for state and federal, Minority Business Enterprise (MBE)

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and Women Business Enterprise (WBE) participation, federal and state wages rates and American Iron and Steel requirements.

- f) Include requirements for environmental controls for the safe removal of the existing tank and appurtenances.
- g) Include requirements for tank disinfection requirements and water quality testing.
- h) Provide the Montville WPCA with a set of design documents for review prior to bidding.
- i) Submit design documents to CTDPH for approval.
- j) Assist the Montville WPCA to secure all the necessary permits from state and local agencies associated with this project.

### 2. Bidding Phase Services

- a) Upon written authorization, assist the Montville WPCA during advertisement for public bids.
- b) Assist the Montville WPCA in advertising for and obtaining bids for the project. Coordinate the required advertisement per DWSRF requirements in a local paper of regional circulation. The Montville WPCA will coordinate and pay the advertising fees for the required local newspaper advertisements.
- c) Distribute bid documents to prospective bidders and maintain a record of plan holders.
- d) Conduct a pre-bid meeting with bidders to provide project overview emphasizing construction sequence, project challenges and constraints, and funding requirements.
- e) Provide responses to questions from prospective bidders and issue addenda as appropriate to clarify or expand the Bid Documents.
- f) Attend, manage, and coordinate bid opening and prepare bid tabulation sheets. Evaluate the bids received to include bidder compliance with the submission requirements, investigate the qualifications of the apparent low bidder, and make written recommendations for contract award.
- g) Prepare the necessary pre-bid construction contract documents including the DWSRF checklist application for submission to the DPH requesting authorization to award construction contract.
- h) Assist the Montville WPCA in awarding the contracts for construction and contract signing by preparing 4 copies of contract documents suitable for execution. Review the performance and payment bonds and coordinate

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Montville's review of the certificates of insurance.

### 3. Construction Phase Services

- a) Organize a preconstruction meeting to review work plan, schedule, and contract requirements for this project. Quality control, contract reporting, and documentation requirements during execution of the work will also be reviewed in this meeting.
- b) Review electronic shop drawing submittals and samples from contractor.
- c) Review shop drawings for submitted materials with conformance with American Iron and Steel Provisions.
- d) Handle Request of Information submitted by the General/Prime Contractor.
- e) Attend monthly construction progress meetings.
- f) Review weekly payroll information for wage rate compliance.
- g) Review monthly payment applications.
- h) Provide construction observation services during construction.
- i) Execute a substantial completion certificate establishing a one-year warranty period for the work. Conduct a 1-year warranty review site walk at the conclusion of the warranty period.

For the project, assistance with all aspects of CTDPH DWSRF required applications, checklists, submittals and reports will also be required in order to secure funding.

### Instructions for Responders

- A. Statements of Qualifications (SOQ) must be submitted in accordance with the instructions and requirements contained in this RFQ. Failure to do so may result in the response being considered non-responsive and it may be rejected.
- B. Responders must promptly notify the Montville WPCA office of any ambiguity, inconsistency, or error which may be discovered upon examination of the RFQ. A Responder requiring clarification or interpretation of this RFQ should contact Montville WPCA, Derek Albertson, Superintendent at [dalbertson@montville-ct.org](mailto:dalbertson@montville-ct.org) no later than Monday, July 26, 2021 at 3:00pm. No site visit is expected due to COVID-19 restrictions.
- C. Responders are to address the criteria below at a minimum as part of their submitted response.

- 1. Qualifications of personnel, including resumes of the "Principal-in Charge",

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the Project Manager and the key technical personnel to be assigned to this project. Discuss the experience of these persons, including years of experience in current positions and other relevant positions, municipalities served, and their roles in those projects and relate that experience to this project. Include what portion of this contract would be assigned to each person. Include past working experience working with the Town of Montville.

2. Corporate history, including the length of time in the business, corporate experience, strengths in the industry, business philosophy, and a description of the organizational structure of the firm; a description of the management and operation of the services requested and/or provision of the items referred to in this RFQ, including an organizational chart denoting all positions and the number of personnel in each position. Provide the address of the office that will manage the project.
  3. Managerial and key staff capacity of the firm and ability to perform all obligations of any resultant contract. The availability of Responder's staff to comply with the duties and responsibilities described in this RFQ including Quality Assurance and Quality Control (QA/QC).
  4. Experience in providing the services and/or items requested by this RFQ. Responder shall list experiences with any tank projects of similar size that have been undertaken within the past 5 years. For each project include the name, address, email address and phone number of a person who can be contacted regarding your performance on the project.
  5. Past experience with drinking water projects funded through the DWSRF program and CTDPH. Since it is anticipated that all of the work performed by the selected Responder, as well as the construction to be performed by contractors installing the improvements will be funded through this program, the consultant's ability to satisfy their requirements is paramount.
  6. Competency Statement demonstrating the ability, capacity, and skill of the Responder to provide the services and/or items described in this RFQ and in a prompt and timely manner without delay or interference.
  7. The quality and timeliness of performance of previous contracts or services of the nature described in this RFQ.
  8. Provide a narrative demonstrating fully and completely describing the proposed approach/methodology proposed by the Responder in providing these requested services. Discuss any unique aspects of the project that may be anticipated. List any subcontractors likely to be used.
- D. The Montville WPCA has the right to use any or all ideas presented in reply to this RFQ.

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- E. The Montville WPCA is not liable for any costs incurred by any Responder in connection with this RFQ or any response by any Responder to this RFQ. The expenses incurred by Responder in the preparation, submission, and presentation of the proposal are the sole responsibility of the Responder and may not be charged to the Montville WPCA.
- F. The engineer will carry the following insurance with respect to service he performs for the duration of any contract to be let as a result of this process.
1. Worker's Compensation as required by the general laws of Connecticut.
  2. Public Liability Insurance, including the Town as an additional NAMED insured with limits of \$1,000,000 each occurrence and \$2,000,000 in the aggregate for property damage and bodily injury covering operations, completed operations and products liability. THIS REQUIREMENT OF NAMING THE TOWN AS AN ADDITIONAL ISSURED SHALL BE SET FORTH IN THE FINAL ENGINEERING CONSULTANT AGREEMENT.
  3. Automobile Liability Insurance, including the Town as an additional NAMED insured, covering the operations of all operations motor vehicles owned, leased, hired, or used by the Engineer in the furtherance of this Agreement with limits of \$1,000,000 each accident for bodily injury, and property damage. THIS REQUIREMENT OF NAMING THE TOWN AS AN ADDITIONAL ISSURED SHALL BE SET FORTH IN THE FINAL ENGINEERING CONSULTANT AGREEMENT.
  4. The engineer shall furnish, prior to commencement of work under any agreement, certificates of insurance evidencing worker's compensation, and the public, automobile, and professional liability coverages required PRIOR TO COMMENCEMENT OF SERVICES TO BE APPROVED AS TO CONTENT AND FORM BY THE TOWN'S INSURANCE AGENT.
  5. Professional liability insurance for protection against claims arising out of the negligent performance of services as engineer in the amount of \$2,000,000 for each wrongful act and \$2,000,000 in the aggregate.
- G. Evaluation Criteria and Selection Process. A selection will be based on the following criteria:
1. Technical competence and experience of the consultant and firm.
  2. Past record of performance with Montville WPCA and other similar municipal systems related to quality of work, cost control and ability to meet schedules.
  3. Past experience of the firm working with CTDPH and the DWSRF program.

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4. Demonstrated understanding of the project including the types of problems applicable to the project.
5. Capacity to perform the work within time limitations, considering the firm's current workload.
6. References.

Montville WPCA will review the responses to the Request for Qualifications (RFQ) based on the above criteria. The highest-ranking (at least three) engineering firms will be requested to submit a proposal (scope of work) outlining their plans to meet the requirements for this project. The proposal will be reviewed, and the highest-ranking engineering firm will be invited for interview and negotiate the services fee. If negotiation of service fee for the highest-ranking firm is not reached, Montville WPCA will terminate the negotiation. This process will be repeated to other two engineering firms until the services fee is reached. The resulting professional services agreement will be submitted to the CT DPH for their authorization to award. The award shall be subject to the Responder's execution of a contract to incorporate the terms of this Request and other requirements of the Montville WPCA. If the Responder does not execute the contract within fifteen (15) business days of the Notice of Award, the Montville WPCA may withdraw the Notice of Award and enter into discussions with another Responder.

The Montville WPCA hereby notifies that it will affirmatively ensure that in any agreement entered into pursuant to this invitation, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, religion, or national origin in consideration for an award.

The Town of Montville is an Equal Opportunity Employer (EOE) and does not discriminate against any person, firm, partnership, or organization as it pertains to race, color, religion, sex, age, national origin, marital status, sexual orientation, medical condition, physical handicap or disability. Any person, firm, partnership, or organization contracting with or doing business with the Town shall be in conformity with the Town's policy on nondiscrimination.

Any contract awarded under this request for qualifications or professional proposals is expected to be funded by a loan from the State of Connecticut Drinking Water State Revolving Fund and will be subject to requirements of Subsections (h), (i) and (o) of Section 22a-482-4 of the Regulations of Connecticut State Agencies, including Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) participation requirements: MBE: 3% and WBE 5%. The State of Connecticut will not be a party to this request for qualifications or any resulting contract.

As part of the terms of the final agreement, the successful Responder shall if requested provide information and aide to the Town of Montville to help procure funding from the CTDPH or any other Connecticut and/or Federal agency.

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### **K. Submittal**

One original, signed by the Responder or an authorized representative, and 3 Copies of the written qualifications and one electronic version in PDF format must be received by the Montville WPCA, prior to 3:00 p.m. on Wednesday August 11, 2021. Written qualifications should not exceed 30 pages in length (excluding covers, cover letter and resumes).

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Montville WPCA  
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