



**TOWN OF TRUMBULL  
WATER POLLUTION CONTROL AUTHORITY  
REQUEST FOR QUALIFICATIONS FOR  
DESIGN AND CONSTRUCTION ADMINISTRATIVE SERVICES RELATED TO  
RESERVOIR AVENUE AND OLD TOWN ROAD  
PUMP STATION UPGRADES**

**RFQ # 6313**

**DUE: October 2, 2018 @ 2:00 PM**

**GENERAL INFORMATION**

The Town of Trumbull Water Pollution Control Authority, (hereinafter referred to as Town), invites qualified engineering design consultants to provide qualifications for design and construction administrative services related to the RESERVOIR AVENUE AND OLD TOWN ROAD PUMP STATION UPGRADES as detailed in this request. The upgrades related to Reservoir Avenue and Old Town Road Pump Stations consist of all components within the pump stations, which include, but are not limited to: preliminary treatment, pumps, valves, generator, all electrical, instrumentation, controls and mechanical systems and building structures, etc.

The selected design consultant will provide services under the coordinated direction of the Owner's Project Representative (OPR), Wright-Pierce, and the Town Engineer. The selected design consultant will enter into a Contract with the Town through negotiations regarding the price for services rendered. All work performed for the Town in this capacity shall be under the direction of architects and engineers licensed by the State of Connecticut.

There will be a Site Visit and all are encouraged to attend on September 20, 2018 at 11am at the Old Town Pump Station located at Old Town Pump Station – 1980 Old Town Road Trumbull ct 06611  
Following the Old Town Road Pump Station Site Visit, a Site Visit of the Reservoir Avenue Pump Station will occur at Reservoir Pump Station – 2595 Reservoir Avenue, Trumbull CT 06611.

Accordingly, all qualified and interested firms are invited to submit qualifications under the terms and conditions set forth as follows:

**A. PREPARATION OF QUALIFICATION PACKAGE**

1. One (1) ORIGINAL and two (2) EXACT COPIES of your proposal shall be submitted. All proposals should be submitted in a clear, concise and legible manner to permit proper evaluation.
2. The Town is not liable for costs incurred in the preparation of the response to this RFQ or in connection with any presentation before a Selection Committee.

**B. QUALIFICATION PACKAGE SUBMISSION**

1. Qualification packages are to be submitted in a sealed envelope and addressed as follows:

RFQ 6313– Design and Construction Administrative Services related to the Reservoir Avenue and Old Town Road Pump Station Upgrades

**Attention: Kevin Bova  
Purchasing Agent  
Town of Trumbull  
5866 Main Street, Trumbull, CT 06611**

2. Qualification packages must be signed by an authorized principal or agent that is authorized by the organization to contractually bind that organization with regard to contractual obligations. Unsigned packages will not be considered.
3. If a Firm wishes to withdraw his qualification package, he or she may do so before the time fixed for the opening of package by communicating his purpose to the Town of Trumbull Purchasing. Upon such notice, the qualification package will be made available unopened to the Firm at the Town of Trumbull Purchasing Agent address.
4. A qualification package received after the above scheduled date and time will not be considered or opened.

**C. TOWN OPTIONS**

1. The Town reserves the right to reject any or all qualification packages and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.
2. The Purchasing Agent may accept proposals which take exception to any requirements in this RFQ, or which offer any alternative to a requirement herein. Any exception or alternative must be clearly delineated and cannot materially affect the substance of this RFQ.

**D. TAX EXEMPT**

The Town of Trumbull is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in the proposal Price. The Town of Trumbull Tax Exempt number is 05-010 31-000.

**E. INQUIRIES**

1. All inquiries regarding this request shall be answered up to the close of business September 25, 2018 after which time no additional questions will be accepted. Inquiries of a technical nature may be directed to Fred Micha 203-452-5048 or [fmicha@trumbull-ct.gov](mailto:fmicha@trumbull-ct.gov). General questions concerning this request and submission requirements may be directed to Mr. Kevin Bova, Purchasing Agent, at (203) 452-5042 or [kbova@trumbull-ct.gov](mailto:kbova@trumbull-ct.gov). To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all proposers will be made available by email as appropriate to all proposers.
2. The deadline for submission of inquiries is no later than one week prior to the qualifications package due date. It is the respondent's responsibility to check prior to the RFQ deadline for any updates.

3. Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the proposers to clarify the provisions of this request. The Town further reserves the right to request additional information at any time after proposals are opened.

**F. AWARD AND AUTHORITY**

The requested services shall be awarded to the consultant whose proposal is deemed to best provide the services desired, taking into account the requirements, terms and conditions contained in the request for proposals and the criteria for evaluating proposals. The purchasing authority shall issue notification of award in writing.

**G. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

1. Any consultant or subconsultant of the Town offers and agrees to assign to the public purchasing body all rights, title and interest in and to all causes of action it may have under Sec. 4 of the Clayton Act, 15 U.S.C. Section 15 or under Chapter 624 of the General Statutes of Connecticut arising out of the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time the public purchasing body awards or accepts such contract, without further acknowledgment by the parties.

**H. HOLD HARMLESS CLAUSE**

1. The Town does not waive their right to subrogation. The contractor, all subcontractors and suppliers shall at all times indemnify and hold harmless the Town, their officers, agents, and/or employees against any and all claims, demands, damages, losses, judgments, costs, workers' compensation payments, litigation expenses and counsel fees arising out of injuries to the person (including death), damage to the property, or any damages resulting from breach of contract that alleged to have been sustained. Bidder agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under an agreement with the Town, whether or not due in whole or in part of any act, omission or negligence of the Town or any of his representatives or employees.
2. The existence of insurance shall in no way limit the scope of this indemnification. The contractor further undertakes to reimburse the Town for damages to the property caused by the contractor, or his employees, agents, subcontractors or material men or by faulty, defective or unsuitable material or equipment used by him or them.

**I. WORK REGULATIONS AND STANDARDS**

1. All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal, State and Local labor regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

**J. INSURANCE**

1. The successful Firm shall provide the Town Purchasing Agent with a Certificate of Insurance before work commences. The Town and Wright-Pierce shall be named as the additional insured with Insurance Company licensed to write such insurance in Connecticut. The insurance is to include Contractor's

Liability and Worker's Compensation, thereby holding the Town of Trumbull harmless from all eventualities that may occur relative to this proposal and the resulting purchase order or contract. The Certificates of Insurance will be provided by companies licensed in the State of Connecticut and will be in amounts of \$1,000,000 General Aggregate, \$1,000,000 Automobile Liability and Worker's Compensation, and Employer's Liability \$100,000 (each accident) to the Town of Trumbull. Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) day's prior notice of such change or cancellation shall be made to the owner.

2. Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Town of Trumbull, Town Hall, Trumbull, Connecticut 06611. In the event of cancellation, the contractor shall cease all operations on or before the effective date of said cancellation and he shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the office of the Owner's Purchasing Department.
3. LIABILITY INSURANCE. The Consultant, upon the submission of a proposal shall deliver to the District proof of professional liability insurance in the sum of \$1,000,000 (one million dollars) issued by a reputable insurance company. This insurance must be maintained throughout this engagement and proof thereof must be provided upon request.

**K. ADDENDUM**

1. It is the responsibility of all proposal submitters to verify prior to final submittal of qualifications package if any addenda or changes to this request have been issued. Any and all addenda to this request will be posted on the Town of Trumbull – Purchasing department website [www.trumbull-ct.gov](http://www.trumbull-ct.gov) ,under the Purchasing Department Section. Bidders may also call the Purchasing Department directly at 203-452-5042 for inquiries regarding addenda.

**L. BASIS OF SELECTION**

1. Design Consultants will be evaluated based on qualifications and experience in the design and construction administrative services for pump station rehabilitation projects of similar magnitude.

**M. EVALUATION AND AWARD**

1. The Consultant will be selected based on the following criteria:
  - The Consultant's technological understanding of the Scope of Services as evidenced by the quality of the proposal submitted.
  - The history, background and experience of the firm in providing the range of services required for the project.
  - The demonstrated effectiveness of the Consultant's proposed service delivery system to ensure quality service and timely completion of services.
  - The background, education, qualifications and relevant experience of key personnel to be assigned to this project, especially those of the day-to-day project manager.
  - Appropriately licensed by the State of Connecticut.
  - References attesting to the quality of services performed and/or demonstrated ability of the Consultant; please be advised that the Town will contact references provided.
2. The following procedures will be used to select a Consultant:
  - Qualification packages in response to this RFQ will be reviewed against the criteria listed above, and award of the project will be made in accordance with standard purchasing procedures.

- A Selection team will assist the Purchasing Agent in choosing the successful respondents to provide the requested services.
  - Respondents submitting the most responsive proposals may be invited to an interview with a Selection Committee on the date noted.
  - The Town intends to enter into a contract with the most responsive and responsible respondent whose proposal is determined to be in the best interest of the Town.
3. The selected consultant will prepare a proposed fee immediately following selection based on qualifications. Upon agreement of the scope and fee, the Consultant will be expected to execute the Town's Standard Agreement between Town and selected Design consultant approved by the Town.
  4. The selected Consultant must be able to begin work on assigned projects within ten (10) days of receiving an executed Contract.

**N. CONFLICT OF INTEREST**

1. Public officials shall be prohibited from receiving any Town work procured through a Public Bid or Bid waived process so as to avoid any appearance of impropriety or conflict of interest, and; Public officials cannot circumvent the intent of this ordinance by receiving Town work through a bid waiver, as proscribed by the Trumbull Town Charter.

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DUE: October 2, 2018 @ 2:00 PM

**REQUIREMENTS**

A. **GENERAL**

1. The selected Consultant shall provide professional engineering and design services including but not limited to professional engineering, land surveying, planning/permitting, geotechnical (if required) and other related professional services as required to provide the Town with the planning and design of the Reservoir Avenue and Old Town Road Pump Station Upgrades project.
2. Additionally, the selected Consultant shall be familiar with meeting State and Local Requirements, State Building Codes, Contract and Specification writing.
3. The Town, with the support of their OPR Engineer, will have sole discretion as to the specific scope of work that will be assigned to the selected Consultant. The Town reserves the right to advertise via competitive Request for Proposals any other scope of work it deems appropriate. The selected Consultants will be afforded the opportunity to submit proposals on any advertised RFP.
4. The Consultant must also have the capability of generating computer-aided designs or drawings (CADD) which are compatible with a current AutoCAD operating system.
5. A letter of transmittal addressed to **Mr. Kevin Bova, Purchasing Agent**, which includes a statement by the respondent accepting all terms and conditions and requirements contained in this RFQ. The letter should also include a brief discussion of the respondent's background, experience, and ability to perform this project 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 this project.
6. The selected firm will assign one (1) qualified individual, who will be the firm's contact person responsible for directing and coordinating the activities of the firm's personnel and subcontractors in all aspects of project assigned.
7. A summary chart identifying all individuals along with the specific tasks with which they will be involved shall be provided. The Principal-in-Charge, Project Manager and other key individuals, covering all disciplines, including subconsultants, shall be identified, with summaries of their qualifications and experience.
8. Responses shall include a detailed statement indicating the organizational structure under which the Consultant proposes to conduct business for this project, including any and all anticipated sub-consultants, subcontractors, joint ventures, etc. Additionally, the relationship to any "parent" firm or subsidiary firms of the parties concerned must be clearly defined. Describe Consultant's management system and how it will function to ensure timely delivery of all engineering services. Provide a detailed itemized plan of proposed services. Define the nature and scope of all services to be provided by the Town.
9. References from a minimum of five (5) municipal sewage pumping station upgrade projects, designed for average daily flows under 1 MGD, with contact information shall be provided.
10. The design consultant shall provide a list of all wastewater pumping station design and construction phase services projects performed for Connecticut Municipalities within the last ten (10) years.
11. As a condition of doing business with the Town, the successful respondent must provide certification that they are an Equal Employment Opportunity Employer.

12. The Qualification Package must demonstrate the respondent' willingness and ability to meet the contract requirements outlined herein, including insurance requirements, hold harmless clauses, ability to meet timelines, etc.

**B. SCOPE OF WORK**

While the actual scope of services will be negotiated with the selected Consultant, it is expected that the Reservoir Avenue and Old Town Road Pump Station Upgrades project will include the following tasks and address the following major items:

1. Within 60 days from written authorization to proceed, submit Basis of Design documentation to the Town and their OPR for review and acceptance. Efforts shall include:
  - a. Obtain and review recommendations from previous reports entitled *Sewer System Evaluation Report (SSES), Phase I: Beardsley and Reservoir Avenue Pump Stations Evaluations* and the *Pump Station Evaluations Report*, as a basis for design.
  - b. Additional field work as required to determine full scope of work needed and existing pump station flows at each Pump Station; determine along with Owner and OPR recommended plan and future flow needs for basis of design.
  - c. Evaluate flow capacity of existing force mains.
  - d. Provide pump types, design points and quantity for the upgrades.
2. Once accepted, within 60 days, prepare Preliminary Design Report confirming the scope of required improvements/upgrades. The Preliminary Design documents shall consist of design criteria, cost estimate, permitting requirements, preliminary drawings and outline specifications for the following system and components:
  - a. Process pumping and mechanical equipment
  - b. Wet well and /or dry pit rehabilitation
  - c. Monitoring and controls systems upgrade including VFDs, PLCs and SCADA
  - d. Complete electrical systems upgrade, including generator replacement
  - e. Architectural/Structural Building Systems
  - f. Heating and ventilating systems
  - g. Civil/Site Improvements

**3. Final Design Phase**

Upon acceptance by the Town and their OPR of the Preliminary Design documents and revised Construction Cost estimate and indication of any specific modifications or changes in the scope of the Project desired by Town, ENGINEER shall:

- a. On the basis of the accepted Preliminary Design documents, modifications in the scope of the Project agreed upon by Town, and the revised Construction Cost Estimate, prepare for incorporation in the construction Contract Documents final Drawings and Specifications.
- b. File applications for permits with, or requesting approvals from such local, state or federal authorities as have jurisdiction to review or approve the final design of the Project.
- c. Continue to advise of any adjustments to the Construction Cost Estimate as a result of changes in scope of the Project.

- d. Prepare for review and approval by CLIENT, its legal counsel and other advisors, contract agreement forms, general conditions and supplementary conditions and (where appropriate) bid forms, invitations to bid and instructions to bidders (all of which will be generally consistent in form and substance with the forms and pertinent guide sheets prepared by the Engineers Joint Contract Documents Committee) and assist in the preparation of other related documents.
- e. Furnish drafts of the documents noted in paragraph D above and the Drawings and Specifications to, and review them with the Town and their OPR.

Submit final drafts to the Town, their OPR and all other reviewing agencies, of the above documents, Drawings and Specifications and a revised Construction Cost Estimate within 180 days after receiving acceptance of the PDR. Submit final Contract Drawings and Specifications and a final Construction Cost Estimate within 30 days of receiving all comments.

#### 4. Bid Phase

Selected consultant shall provide bid phase services for the project. Efforts will include preparing sufficient copies of Contract Documents to the Town, conducting a pre-bid meeting, answer all questions during the bid phase and prepare addenda accordingly, assist the Town and their OPR in receiving and evaluating all bids, etc.

#### 5. Construction Phase Services

Selected consultant shall provide a quote for construction phase services once the project has been successfully bid and scope of services has been determined by the Owner and OPR. Efforts may include full service Construction Administration services, including full or part time onsite representation; or the Owner may elect to have work performed by selected engineer in conjunction with the OPR.



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THE UNDERSIGNED AFFIRMS AND DECLARES that this RFQ is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions herein and with complete understanding and full compliance and hereby

**THE UNDERSIGNED AFFIRMS AND DECLARES** that this RFQ is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of all requirements and hereby submits this RFQ for the request noted above and certifies that this RFQ meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals or waive any formalities in this proposal request.

**ADDENDA**

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included.

Addenda # \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

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

\_\_\_\_\_  
By (Signature)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone/Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
24 Hour Telephone

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**REFERENCES**

*(To be submitted with proposal – attach additional pages as necessary)*

List references as outlined. **PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

**CLIENT 1:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

**CLIENT 2:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

**CLIENT 3:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

**CLIENT 4:**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s): \_\_\_\_\_

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**STATEMENT OF QUALIFICATIONS**

**Submitted by:**

Name of Organization \_\_\_\_\_

Name of Individual \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**Submitted to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Project Name and Description (if applicable) \_\_\_\_\_

**Contractor's General Business Information**

Check If:

Corporation Partnership Joint Venture Sole Proprietorship

**If Corporation:**

a. Date and State of Incorporation

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

b. List of Executive Officers

Name Title

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

**If Partnership:**

a. Date and State of Organization

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b. Names of Current General Partners

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c. Type of Partnership

General Publicly Traded

Limited other (describe) \_\_\_\_\_

**If Joint Venture:**

a. Date and State of Organization

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b. Name, Address and Form of Organization of Joint Venture Partners: (Indicate managing partner by an asterisk\*)

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**If Sole Proprietorship:**

a. Date and State of Organization

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Address of Owner or Owners

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b. Name and

1. On Schedule A, attached, list prior similar projects completed by this organization in the past ten (10) years.  
(If a joint venture list each participant's projects separately).

2. On Schedule B, attached, list current projects under construction by this organization. (If joint venture, list  
each participant's projects separately).

3. Name of Surety Company and name, address, and phone number of agent.

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4. Is your organization a member of a controlled group of corporations as defined in I.R.C. Sec. 1563?

Yes \_\_\_ No \_\_\_

If yes, show names and addresses of affiliated companies.

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5. Furnish on Schedule C, attached, details of the construction phase experience of the principal individuals of your organization directly involved in construction phase operations.

6. Has your organization ever failed to complete any construction phase services contract awarded to it?

Yes\_\_\_ No \_\_\_

If yes, describe circumstances on attachment.

7. Has any Corporate officer, partner, joint venture participant or proprietor ever failed to complete a construction contract awarded to him or her in their own name or when acting as a principal of another organization?

Yes\_\_\_ No \_\_\_

If yes, describe circumstances on attachment.

8. In the last five years, has your organization ever failed to substantially complete a project in a timely manner?

Yes\_\_\_ No \_\_\_

If yes, describe circumstances on attachment.

I hereby certify that the information submitted herewith, including any attachment is true to the best of my knowledge and belief.

Name of Organization: \_\_\_\_\_

By: \_\_\_\_\_

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

Dated: \_\_\_\_\_

**Schedule A: Prior Similar Projects (Add Additional Pages as Needed)**

Project	Owner	Design Professional	Contract Price	Amount Completed	Date of Delivery / Installation

**Schedule B: Current Similar Projects (Add Additional Pages as Needed)**

Project	Owner	Design Professional	Contract Price	Amount Completed	Date of Delivery / Installation

END OF RFQ