



**TOWN OF TRUMBULL  
WATER POLLUTION CONTROL AUTHORITY  
REQUEST FOR QUALIFICATIONS FOR  
DESIGN PHASE AND CONSTRUCTION ADMINISTRATION SERVICES  
RELATED TO SEWER SYSTEM EXTENSION - CONTRACT 5**

**GENERAL INFORMATION**

**RFQ: # 6359      DUE:      September 3, 2019 AT 2:00PM**

The Town of Trumbull Water Pollution Control Authority (hereinafter referred to as Town or WPCA) invites qualified engineering consultants (hereinafter referred to as consultant) to submit qualifications for design phase and construction administration services related to Sewer System Extension – Contract 5, as detailed in this request. The sewer system extension project will include all aspects of design, bidding, and construction administration and inspection, which may include but is not limited to: review of and updates to existing survey and wetland information, review of and updates to existing geotechnical exploration and evaluations, preparation of contract documents, bidding assistance, oversight and contract administration during construction, and preparation of as-built drawings

It is requested that proposals conform to this request as closely as possible. The Purchasing Agent may accept proposals which take exception to any requirements in this RFQ. Any exceptions or alternative proposal shall be clearly delineated in a separate attachment to the proposal submitted.

**A. PREPARATION OF QUALIFICATION AND EXPERIENCE**

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. Sample fees hourly rates shall be provided – Exhibit A.
2. Proposers may also submit, under separate cover with their proposal, any additional reports and documents that are necessary to meet the requirements (deliverables) of this request.

**B. PROPOSAL SUBMISSION**

1. Proposals are to be submitted in a sealed envelope and addressed as follows:  
**RFQ # 6359 WPCA Design Services**  
**Attention: Kevin J Bova**  
**Purchasing Agent**  
**Town of Trumbull**  
**5866 Main Street, Trumbull, CT 06611**
2. Proposals must be signed by an authorized principal or agent and that the person signing the formal proposal must be authorized by the organization to contractually bind that organization with regard to price and related contractual obligations. Unsigned proposals shall not be considered.
3. A proposal may be withdrawn at any time prior to the above scheduled date. A proposal received after the above scheduled date and time shall not be considered or opened.

**C. TOWN OPTIONS**

The Town reserves the right to reject any or all proposals and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.

**D. TAXES**

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in proposal prices. A Town Tax Exemption Certificate shall be furnished upon request.

**E. INQUIRIES**

1. 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 in writing or by Fax as appropriate to all proposers.
2. 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 purchasing authority of the Town shall issue notification of award in writing along with a standard town Contract. The award is based on the best qualifications

**G. PRICING**

All pricing quoted (proposed fees) shall remain firm fixed for a period of Two (2) years from date of proposal opening.

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

Any contractor or subcontractor 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.

**I. HOLD HARMLESS CLAUSE**

Any contractor or subcontractor of the Town 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 this request and subsequent Contract, whether or not due in whole or in part of any act, omission or negligence of the Town or any of its representatives or employees.

**J. WORK REGULATIONS AND STANDARDS**

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 regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

**K. INSURANCE**

1. The selected firm is required to furnish a Certificate of Insurance naming the Town of Trumbull as the additional insured. 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 Bid 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. 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.

2. **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.

**L. ADDENDUMS**

**It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this have been. All and any addendums will be posted on the Town of Trumbull – Purchasing department website. [www.trumbull-ct.gov](http://www.trumbull-ct.gov) .**

**M. CONFLICT OF INTEREST**

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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**GENERAL REQUIREMENTS**

**GENERAL**

The selected consultant will provide services under the direction of the Town Engineer. The selected 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. The Town anticipates funding the project with local funding sources.

Relevant project data can be viewed by prospective respondents at the Town of Trumbull WPCA office.

**A. INTENT AND GENERAL INFORMATION**

The Town will have sole discretion as to which additional related projects, if any, will be assigned to the selected Consultant.

The Consultant must have the capability of generating computer-aided designs or drawings (CADD) which are compatible with a current AutoCAD operating system.

**B. CONTRACT MANAGEMENT**

These services include, without limitation, monitoring and tracking financial activities. The selected Consultant will prepare and recommend payment for request received from the contractor to the Town Engineer. Payment disputes relating to the construction contract will be resolved by the Consultant with final approval from the Town. The selected Consultant shall be part of the Town's team negotiating for the Town in determining reasonable and mutually agreeable prices between the Town and the Construction Contractor for all additional work.

**C. STATUS REPORTS**

These services include, without limitation, reporting formally to the Town monthly. A project management report will be submitted which will outline the activities completed and variance(s) from planned activities for the previous month and planned activities for the upcoming month. The Town will require all project schedules be prepared utilizing Microsoft Project™ Software (latest version) or a mutually agreed to alternate.

**D. PROJECT COORDINATION**

These services include, without limitation, coordinating the activities of the construction contractor, surveyors, inspectors, utility companies and others to ensure conformance with the project schedules. Advance notification to utility companies shall be made in writing. The selected Consultant will hold a pre-construction meeting two weeks prior to the start of construction. The selected Consultant will be required to prepare all written communication relative to the completion of the project, which will include requests for utility relocations and replies to questions from construction contractors, Town residents and Departments within the Town, as applicable.

**E. RECORD KEEPING**

These services shall include, without limitation, submitting copies of all project correspondence to the Town. In addition, the selected Consultant will maintain a duplicate set of files. Upon completion of the contract, the selected Consultant will provide the Town, with all test reports, as-built plans, inspections, field notes, measurements, material slips, and any other copies of pertinent data regarding the contract. These records shall be bound in chronological order and made available in electronic form, or as otherwise specified by the Town.

**F. CONSTRUCTION ADMINISTRATION**

1. The Managing Authority for this contract shall be the Town Engineer or their authorized designee.
2. The selected firm will assign one (1) qualified individual, who will be the firm's contact person who will be responsible for directing and coordinating the activities of the firm's personnel and subcontractors in all aspects of each project assigned.

**G. EVALUATION AND AWARD**

**Selection Criteria**

- The Consultant's technological understanding of the Scope of Services as evidenced by the quality of the proposal submitted.
- The background and experience of the firm in providing the wide range of services requested.
- 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 contract, 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.
- Competitiveness of proposed fees and costs, although the Town is not bound to select the Consultant who proposes the lowest fees and costs. The Town reserves the right to negotiate fees with the selected Consultant.

**Selection Procedures**

- 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.

**H. ALTERNATIVES AND EXCEPTIONS**

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.

**I. PROPOSALS**

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. Respondents shall submit their proposal as the following:

- 1) Letter of Transmittal addressed to **Mr. Kevin J. 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 contract in accordance with the Scope of Services.

The letter shall also 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.

Clearly identify individual, who will be the firm's contact person.

Include Statement of Qualifications Form (provided) directly following cover letter.

- 2) Proposed Team. 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 architects and/or engineers as well as a copy of current professional licenses issued by the State of Connecticut.

Resumes (2 pages max per individual) may be included as an appendix to the qualification package and do not count towards page limitation.

- 3) Relevant Experience. Provide a summary list of all similar wastewater collection system (sewer, pump station) design and construction administration services projects performed for Connecticut Municipalities within the last ten (10) years, including client name and summary of services provided. (If a joint venture list each participant's project separately).  
Provide a list of current projects under construction by this organization. (If joint venture, list each participant's projects separately).
- 4) References. Using References Form provided, provide five (5) client references for municipal sewer system extension and/or sewer installation projects that included pump station of similar size and magnitude.
- 5) The Qualification Package must demonstrate the respondent's willingness and ability to meet the contract requirements outlined herein, including insurance requirements, hold harmless clauses, ability to meet timelines, etc.
- 6) Scope of Services. Provide a detailed itemized plan of proposed services. Define the nature and scope of all services to be provided by the Town. Also describe Consultant's management system and how it will function to ensure timely delivery of all engineering services.
- 7) Term of Contract. The time required to complete the Project and any related work
- 8) Samples Fees. The Sample fee proposal must list the hourly rates for all key personnel and clerical workers to be assigned to this contract. Any additional reimbursable costs associated with the performance of these services must be clearly delineated in the sample fee proposal submitted. The Town reserves the right to negotiate rates with the selected Consultant.
- 9) Required Forms. As a condition of doing business with the Town, the successful respondent must be certified by the Town as an Equal Employment Opportunity Employer.

#### H. Travel Time:

**Travel time to and from Trumbull for various meetings and/or site visits shall not be invoiced to the Town of Trumbull for the various assigned tasks. Any required potential travel time to other cities for meetings (i.e. Hartford, etc) shall be invoiced to Trumbull.**

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**SCOPE OF SERVICES**

**A. SCOPE OF SERVICES**

The Contract 5 Area includes work on the following streets, and as shown in the **attached Figure**.

Street Name	Approx. Road Length
BEARDSLEY PKWY	4300
BEECH TREE CIR	400
BERRY LN	200
BLUEBERRY RD	500
BOB WHITE LN	600
BONAZZO DR	700
CAROLINE ST	600
FOSTER AVE	300
HILLCREST RD	1100
HILLSTON RD	1800
INTERVALE RD	200
JUNIPER CIR	300
JUNIPER RIDGE RD	1800
KNOLLCREST CT	200
KNOLLCREST DR	500
LEFFERT RD	1600
OAKRIDGE RD	3500
PAULINE ST	500
PEPPERIDGE RD	500
QUAIL TRL	1500
REINER CIR	500
REINER DR	1000
ROCKY RIDGE DR	2200
ROLLING WOOD DR	2100
ROUND HILL RD	1700
STELLA ST	1200
VAZZANO PL	600
WILDFLOWER LN	400
<b>TOTAL ROAD LENGTH</b>	<b>30800</b>

While the actual scope of services will be negotiated with the selected Consultant, it is expected that the Sewer System Extension – Contract 5 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 memorandum to the Town for review and acceptance. Efforts shall include:
  - a. Obtain and review the existing information for the contract area including:
    - i. Existing conceptual design drawings and cost estimate
    - ii. Survey information / drawings prepared to date for the preliminary design, including wetland information
    - iii. Geotechnical data and reports prepared to date for the preliminary design
    - iv. Obtain health department files for septic systems in the Contract area if required
  - b. Outline and identify any additional field work as required to determine full scope of work needed
  - c. Evaluate flow estimates for contract area and capacity of existing downstream collection system.
  - d. Outline and identify permitting requirements
  - e. Identify any recommended adjustments to the conceptual design
  - f. Review and update cost estimate, as required
  
2. Final Design Phase
  - a. Based on the accepted Basis of 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.
    - i. Drawings shall include road and sewer profiles
    - ii. Drawings shall include other existing utilities
    - iii. Drawings shall include all necessary repairs and improvements to the Town Storm water infrastructure.
    - iv. Drawings shall contain relevant construction details for the work conforming the Trumbull standards
  - 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. Identify and outline traffic control measures for the Contract Area
  - d. Identify and outline any easement or land acquisition requirements
  - e. Continue to advise of any adjustments to the Construction Cost Estimate as a result of changes in scope of the Project.
  - f. Prepare for review and approval by the Town, its legal counsel and other advisors, contract agreement forms, general conditions and supplementary conditions, bid forms, invitations to bid and instructions to bidders and assist in the preparation of other related documents.
  - g. Furnish drafts of the Drawings and Specifications, cost estimate, and other relevant documents, and review them with the Town.
  - h. Attend review meeting(s) with Town staff and/or with WPCA board;
  - i. Prepare information for the public and/or residents affected by the project; attend public meeting(s)

Submit final drafts to the Town 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 Preliminary



Design Review. Submit final Contract Drawings and Specifications and a final Construction Cost Estimate within 30 days of receiving all comments.

3. Bid Phase

Selected consultant shall provide bid phase services for the project. Efforts will include preparing documents for online bidding; sufficient copies of Contract Documents to the Town and regulatory agencies; conducting a pre-bid meeting; answer all questions during the bid phase and prepare addenda accordingly; assist the Town in receiving and evaluating all bids, providing an award recommendation, etc.

4. Construction Phase Services

Selected consultant shall provide a quote for construction administration services once the project has been successfully bid and scope of services has been determined by the Town. Efforts may include full-service Construction Administration services, including full time onsite representation; or the Town may elect to have all or some of the work performed by Town staff, or bid the Construction Phase services.

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**REFERENCES -QUALIFICATIONS**

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

List references for similar services provided for at least five (5) clients in the past five (5) years (attach any other client references if desired).

**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): \_\_\_\_\_

**CLIENT 5:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

**EXHIBIT A**

**TOWN OF TRUMBULL  
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**SAMPLE FEE SCHEDULE  
PROFESSIONAL ENGINEERING SERVICES**

*Only complete rates that apply*

<b><u>SURVEY</u></b>	<b><u>POSITIONS</u></b>	<b><u>HOURLY RATE</u></b>
	PROJECT MANAGER	_____
	LICENSED LAND SURVEYOR	_____
	TWO-MAN SURVEY CREW	_____
	THREE-MAN SURVEY CREW	_____
<b><u>DESIGN</u></b>	<b><u>POSITION</u></b>	<b><u>HOURLY RATE</u></b>
	PRINCIPAL ENGINEER	_____
	PRINCIPAL PROJECT MANAGER	_____
	PROJECT MANAGER	_____
	PROJECT ENGINEERS	_____
	ASSISTANT ENGINEERS	_____
	TECHNICIAN	_____
	DRAFTSPERSON	_____
	CLERICAL	_____
<b><u>CONSTRUCTION ADMINISTRATION</u></b>	<b><u>POSITION</u></b>	<b><u>HOURLY RATE</u></b>
	CONSTRUCTION MANAGER	_____
	ASSISTANT MANAGER	_____
	CHIEF INSPECTOR	_____
	INSPECTOR	_____
	DRAFTSPERSON	_____
	CLERICAL	_____
<b><u>CADD SERVICES*</u></b>	<b><u>POSITION</u></b>	<b><u>HOURLY RATE</u></b>
	CADD ENGINEERS	_____
	CADD OPERATOR/TECHNICIAN	_____
	CADD MANAGER	_____

\*CADD services such as plotting, file storage, disk exchange, system interfacing will be handled as direct reimbursable costs. State "Not Applicable" (N/A) where services are not needed.

List additional categories the proposer feels necessary for the Town to completely judge the proposed. (Use additional sheets as necessary)

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**STATEMENT OF QUALIFICATIONS**

**STATEMENT OF QUALIFICATIONS** (To be submitted with proposal)

**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

\_\_\_\_\_

\_\_\_\_\_

**Partnership:**

a. Date and State of Organization

\_\_\_\_\_

b. Names of Current General Partners

\_\_\_\_\_

c. Type of Partnership  
General Publicly Traded  
Limited Other (describe): \_\_\_\_\_

**If Joint Venture:**

a. Date and State of Organization

\_\_\_\_\_

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

**If Sole Proprietorship:**

a. Date and State of Organization

\_\_\_\_\_

b. Name and Address of Owner or Owners

- \_\_\_\_\_
1. On Schedule A, attached, list major engineered construction projects completed by this organization in the past five (5) 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.

\_\_\_\_\_

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.

\_\_\_\_\_

\_\_\_\_\_

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

6. Has your organization ever failed to complete any construction 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: \_\_\_\_\_







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**THE PROPOSER SHALL STATE THE NAMES OF ALL OF ALL PROPOSED SUBCONTRACTORS.**

**PROPOSED SUBCONTRACTORS**

If none, write "None" \_\_\_\_\_.

\*Description of Work \_\_\_\_\_  
Proposed Subcontractor Name \_\_\_\_\_  
Address \_\_\_\_\_

\*Description of Work \_\_\_\_\_  
Proposed Subcontractor Name \_\_\_\_\_  
Address \_\_\_\_\_

\*Description of Work \_\_\_\_\_  
Proposed Subcontractor Name \_\_\_\_\_  
Address \_\_\_\_\_

\*Description of Work \_\_\_\_\_  
Proposed Subcontractor Name \_\_\_\_\_  
Address \_\_\_\_\_

\*Insert description of work and subcontractors' names as may be required.

This is to certify that the names of the above-mentioned subcontractors are submitted with full knowledge and consent of the respective parties.

The Proposer warrants that none of the proposed subcontractors have any conflict of interest as respects this contract.

Proposer \_\_\_\_\_  
(Fill in Name)

By \_\_\_\_\_  
(Signature and Title)

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**AFFIRMATIVE ACTION STATEMENT**

**REQUIREMENT:** Any bidder or respondent to an RFQ seeking to do business with the Town of Trumbull must upon request supply the Town with any information concerning the Affirmative Action/Equal Employment Practices of the respondent/bidder. Failure to supply such information, when requested, will result in the termination of any further transactions between the respondent/bidder and the Town of Trumbull.

**Note:** All respondent/bidders with more than ten (10) employees shall be required to complete the Affirmative Action/Equal Opportunity Employment Requirements Statement on an annual basis, except as note below:

1. *All respondents or bidders with less than ten (10) employees are exempt from this requirement;*
2. All respondents/bidders that have completed this form within the last year;

If either of the above applies, please indicate the:

- a. \_\_\_\_\_ number of employees
- b. completed this form within one year  
[ ] Yes [ ] No

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

**FOR SEALED RFQS:** All respondents to RFQs will be required to complete the Affirmative Action Statement. If the form has been completed in the past year, please include a copy of the initial form included with your bid. If significant changes have taken place in the past year, please update the changes on this form.

**COMPANY ADDRESS:** \_\_\_\_\_

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

**BUSINESS:** \_\_\_\_\_

\_\_\_\_\_

**Type of Organization:**

(Please check)

[ ] Corporation      [ ] Partnership      [ ] Individual

If respondent/bidder filing this application is not the above named company, please provide the name, address, telephone and fax numbers of the reporting unit, branch agent, and representative.

**EQUAL EMPLOYMENT OPPORTUNITY:**

The respondent/bidder is instructed to complete the following:

1. Does the company have a written policy statement regarding equal employment opportunity?  
[ ] Yes [ ] No  
(If yes, attach a copy)
2. In recruiting employees are all sources of recruitment notified that all qualified applicants will receive equitable consideration?  
[ ] Yes [ ] No

If yes, provide brief description of what methods were employed:

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3. Do all recruitment advertisements state that you are an Equal Opportunity Employer?  
[ ] Yes [ ] No
4. Please list by name and contact person, any local community agency or other group providing minority and female placement service, which you have contacted in the last twelve (12) months. If none, please state:

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5. If additional means are employed to advertise or solicit minority and female applicants for employment opportunities within your company, please indicate:

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6. Does your company maintain a written Affirmative Action Plan for the employment of females and minorities?

[ ] Yes [ ] No

(If yes, attach a copy)

7. Please indicate the name and address of the company official(s) responsible for carrying out the Equal Opportunity/Affirmative Action Program for your company:

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8. If a written Affirmative Action for your company is not in place, please estimate the number of vacancies expected during the next twelve (12) months and indicate the numerical or percentage goals you have set for Employment of minority people and females to make your labor force reflective of the labor market in which you operate.
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The vendor is hereby notified that failure to complete the above form in a satisfactory manner will preclude such vendor from being actively considered to contract with the Town of Trumbull. The vendor is further advised the Affirmative Action Statement included with the bid document will become part of the contract and that any breach of such statements will constitute a breach of contract subject to such remedies as provided by law.

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers and that all entries above are true, complete and correct, to the best of my knowledge and belief.

\_\_\_\_\_  
Date                      Signature of Agent                      Title

Subscribed and sworn before me at \_\_\_\_\_,

County of \_\_\_\_\_, Connecticut,

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_  
Date

TOWN OF TRUMBULL  
WATER POLLUTION CONTROL AUTHORITY  
REQUEST FOR QUALIFICATIONS FOR  
DESIGN PHASE AND CONSTRUCTION ADMINISTRATION SERVICES  
RELATED TO SEWER SYSTEM EXTENSION - CONTRACT 5

RFQ: # 6359      DUE:      September 3, 2019 AT 2:00PM

**NON-COLLUSIVE/NON-CONFLICT AFFIDAVIT OF RESPONDENTS**  
*(To be submitted with RFQ)*

\_\_\_\_\_  
The undersigned Respondent, having fully informed themselves regarding the accuracy of the statements made herein certifies that;

1. the statement of qualifications has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other respondent designed to limit independent responses or competition, and
2. no Selectman or other employee or person whose salary is payable in whole or in part from the Town of Trumbull, nor any immediate family member thereof, is directly or indirectly interested in the Bid/RFQ/Proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any profits thereof.

The undersigned further certifies that this statement is executed for the purpose of inducing the Town of Trumbull to consider the statement of qualifications submitted herein.

State of Connecticut S.S.

County of \_\_\_\_\_

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

Legal Name of Respondent: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature** and Title of Person

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_  
Date

**TOWN OF TRUMBULL  
WATER POLLUTION CONTROL AUTHORITY  
REQUEST FOR QUALIFICATIONS FOR  
DESIGN PHASE AND CONSTRUCTION ADMINISTRATION SERVICES  
RELATED TO SEWER SYSTEM EXTENSION - CONTRACT 5**

**RFQ: # 6359      DUE:      September 3, 2019 AT 2:00PM**

**THE UNDERSIGNED AFFIRMS AND DECLARES** that this RFQ is executed will 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

**END OF RFQ**