



REQUEST FOR QUALIFICATIONS

WASTEWATER COLLECTION SYSTEM ENGINEERING DESIGN SERVICES **RFQ #WES-030-112012**

The City of Torrington is seeking qualifications of a professional engineering firm to provide, design and the construction phase services to implement the infiltration/inflow study and sanitary sewer evaluation survey rehabilitation recommendations.

Interested firms are requested to submit an original and three (3) copies of qualification data to the Office of the Purchasing Agent, 140 Main Street, Room 206, Torrington, CT 06790, during normal office hours but no later than November 20, 2012 at 10:00 AM. Envelopes should be clearly marked: **“RFQ #WES-030-112012, WASTEWATER COLLECTION SYSTEM ENGINEERING DESIGN SERVICES”**. Proposals received after this date and time will be rejected. Questions must be submitted by November 6, 2012 by 12:00 noon. All questions should be submitted by email to ray_drew@torringtonct.org. Questions will be answered through an addendum which will be posted on the City of Torrington website. Interested firms should check the website 48 hours before the closing date. Firms mailing proposals should allow for normal delivery time to ensure timely receipt of their proposals. **Proposals may not be submitted by e-mail.**

Pennie Zucco
Purchasing Agent

Dated: October 16, 2012

CITY OF TORRINGTON
WASTEWATER COLLECTION SYSTEM
ENGINEERING DESIGN SERVICES
RFQ #WES-030-112012

PURPOSE:

The City of Torrington is seeking qualifications of a professional engineering firm to provide design and the construction phase services to implement the infiltration/inflow study and sanitary sewer evaluation survey rehabilitation recommendations.

CLARIFICATIONS:

Questions shall be for clarification purposes only. Material changes, if any, to the scope of services or bidding procedures will be transmitted by written addendum only.

Please submit all questions in writing by 12:00 noon, November 6, 2012 to:

Mr. Ray Drew, Administrator
Torrington WPCA
140 Main Street
Torrington, CT 06790
ray_drew@torringtonct.org

All information given by the City except by written addendum shall be informal and shall not be binding upon the City nor shall it furnish a basis for legal action by any Proposer or prospective Proposer against the City. Questions will be answered through and addendum which shall be posted on the city's website. Potential respondents are responsible for checking the city's website within 48 hours of the opening.

SITE VISITS:

Site visits will only be held with the selected engineering firm(s) and not as part of this qualification process.

SCOPE OF WORK:

The City of Torrington has completed infiltration/inflow studies and a sanitary sewer evaluation survey with recommended rehabilitation measures. The I/I and SSES reports will be made available to the selected engineering firm and will not be provided as part of this qualification process.

It will be the job of the consultant to complete the design for the recommendations, as well as update cost estimates during the design process. The consultant will create the contract documents required for the City of Torrington to issue a bid for rehabilitation work. The specifications are required to comply with all Federal, State and Local Laws, Codes, rules and regulations for this work.

The recommendations generally include the design of 48,000 linear feet of pipe relining as well as pipe replacement, service lateral grouting, service lateral replacement, and manhole rehabilitation. It will also be the job of the consultant to provide construction phase services.

ELIGIBILITY:

The City will select firms from those submitting RFQs for subsequent interviews and fee proposals as necessary. The engineering firm chosen for this project will be in accordance with a quality based selection process.

Eligible respondents will be those engineering firms that have the following qualifications:

1. Demonstrated experience in providing sanitary collection system engineering services to a municipality, including but limited to performing investigations, preparing plans, specifications and bid documents, as well as have the ability to provide resident engineering and construction management services.
2. Experience in performing and interpreting data collected from previous inflow and infiltration investigations and SSES work.
3. Experience in designing rehabilitation recommendations including manhole frame and cover replacements, pipe lining, and manhole pipe segment replacements.
4. Knowledge and ability to work with local, state and federal authorities and their regulations as they pertain to sanitary collection system management, operation, monitoring, permitting and reporting
5. Experience with the Clean Water Fund process, including assisting the City with preparation of applications.
6. Knowledge of the Torrington Wastewater Collection System and Sewer Service Area.
7. Assigned staff and office must be located within the State of Connecticut and have the necessary experience, organization, technical and professional qualifications, skills and facilities to successfully perform the required services described in the scope of work of this RFQ.

Proposer shall not have any pending criminal charges against the firm, principal owners, partners, corporate officers, or management employees.

SUBMITTALS:

One original and three (3) paper copies of the response shall be placed in a sealed envelope and clearly marked “**RFQ#WES-030-112012 Wastewater Collection System Rehabilitation Engineering Design Services**”. Responses must be received at the following address no later than 10:00 AM on November 20, 2012. Proposals received later than time and date specified will not be considered.

**Office of the Purchasing Agent
City Hall
140 Main Street, Room 206
Torrington, CT 06790**

In the event of the closure of City Hall, the bid will be opened on the following business day that City Hall is opened. No fax or e-mail Bids will be accepted. Firms mailing proposals should allow for normal delivery time to ensure timely receipt of their proposals. The City will not be liable for any costs incurred by vendor in the preparation or submission of a proposal. All proposal submissions and materials become property of the City and will not be returned.

Responses must set forth accurate and complete information for each of the items listed below. At the City's discretion, failure to do so could result in disqualification.

1. Respondent Information

Please provide the following information:

- a. Firm Name
- b. Permanent office address, phone number, and email for the point of contact within the Proposer's organization.
- c. Date firm organized
- d. Legal Form of ownership (If a corporation, indicate where incorporated)
- e. How many years have you been engaged in services you provide under your present name?
- f. Names, titles, reporting relationships, and background and experience of the principal members of your organization, including officers.

2. Similar Project Experience

Provide a listing of projects of a similar nature to those included in the Scope of Work in this RFQ that the proposer has completed within the last three (3) years. Additionally, please list any contracts or purchase orders in the last three (3) years between the proposer and any agency of the City of Torrington.

3. Personnel Qualifications

Provide a listing of proposed staff and staff location that would complete the design work, along with their resumes. Each resume shall include years of experience, the individual's qualifications, and their relevant experience for completing the scope of work.

4. Client References

Provide at least three references, including contact name, address, phone numbers, and project summary where similar services have been completed.

5. Services Expected of the City

Identify the nature and scope of the services that would be generally required of the City in your undertaking of this project.

6. Conflict of Interest

Disclose any current (within the last 3 years) business, financial, personal or other types of relationships which may pose a conflict of interest.

7. Information Regarding Failure to Complete Work, Default and Litigation

Please respond to the following questions:

- a. Have you ever failed to complete any work awarded to you? If so, where and why?
- b. Have you ever defaulted on a contract? If so, where and why?
- c. Is there any pending litigation could affect your organization's ability to perform this agreement? If so, please describe.
- d. Has your firm ever had a contract terminated for cause within the past five years? If yes, provide details.
- e. Has your firm been named in a lawsuit related to errors and omissions within the past five years? If yes, provide details.

- f. During the past seven years, has your firm ever filed for protection under the Federal bankruptcy laws? If yes, provide details.
- g. Are there any other facts or information that could affect your firm's ability to perform the types of services being sought by the City about which the City should be aware?

8. Required Forms

Non-Collusion Affidavit, Appendix A & B and any additional forms the City may require

9. Additional Information

Provide any additional information about your firm that is relevant to this RFQ that you believe will assist the City in making its selection.

FEES:

This request is for qualifications only. Equitable fees will be discussed with selected firm(s). Cost information should not be included with the proposer's response.

INDEMNIFICATION:

To the fullest extent permitted by law, the Firm shall indemnify and hold harmless the City and their respective consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the Firm's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Firm, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Firm to perform or furnish either of the services, or anyone for whose acts the Firm may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

As to any and all claims against the City or any of its consultants, agents or employees by any employee of Firm, by any person or organization directly or indirectly employed by Firm to perform or furnish any of the work, or by anyone for whose acts Firm may be liable, the indemnification obligation under this section shall not be limited in any way by any limitation on the amount of type of damages, compensation or benefits payable by or for Firm under worker's or workman's compensation acts, disability benefit acts or other employee benefit acts.

NON-DISCRIMINATION:

The respondent agrees and warrants that in the performance of the contract pursuant to this solicitation he/she will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut or the City of Torrington.

INSURANCE REQUIREMENTS:

Certificate of Insurance: All insurance policies must include a Waiver of Subrogation whereby the insured waives its right to subrogate against the City, its subsidiaries, employees, volunteers, directors and officers. Proof of proper insurance coverage, Workers Compensation Insurance, Liability and Property damage, and Vehicle Insurance shall be filed with the City of Torrington Purchasing Agent within 10 days after the award of the bid. The Certificate of Insurance must name the City of Torrington, 140 Main St., Torrington, CT, its subsidiaries, employees, volunteers, directors & officers as the “Additional Insured” and filed with the Purchasing Agent prior to commencement of work. Renewal Certificates of Insurance must be mailed to the Purchasing Agent 10 days prior to the expiration of the required coverage.

The City of Torrington reserves the right to accept or reject any or all Proposals; to waive any informalities or technicalities, to negotiate and award a contract that it determines best meets their needs and best serve the public interests of the City of Torrington.

All Proposals will be considered valid for a period of sixty (60) days from the date of opening. The sixty day period may be extended upon written mutual agreement.

SELECTION PROCESS:

Review Process: All proposals will be reviewed by a selection committee.

The City reserves the right to waive non-material deficiencies in any proposal.

Proposals will be evaluated based on what is deemed to be in the best interests of the City, including such factors as the firms experience and expertise in providing wastewater collection system engineering design services for municipalities. Cost will not be the sole factor in evaluating bids.

A list of finalists will be developed and firms may be interviewed by the Selection Committee after the proposals are received. Specific information required for the interviews will be provided to finalists at the time of notification.

If interviews are held, they will be 30-45 minutes long. Initial presentations will be limited to 15 minutes. The final 15-30 minutes will be reserved for questions from the Selection Committee and subsequent discussion. The key person to be assigned to this project must be present at this interview. The City expects to complete its review of all proposals and select the tentative bidder within three weeks after the receipt of proposals. If necessary, the City may extend that review period.

Selection as the preferred proposal does not provide any contract rights to that firm. Any such rights shall accrue only if and when the City and the firm execute a binding contract. The City reserves the right to negotiate with the successful firm in any manner necessary to best serve the interests of the City. If the City fails to reach an agreement with the selected firm, the City may commence negotiations with an alternative firm or reject all firms and reinstitute the RFQ process.

APPENDIX A

**CITY OF TORRINGTON
WASTEWATER COLLECTION SYSTEM
ENGINEERING DESIGN SERVICES
RFQ #WES-030-112012**

The undersigned has read, understands, and agrees to comply with the requirements contained in the Request for Qualifications for Wastewater Collection System Engineering Design Services. The undersigned submits this proposal in good faith and without collusion with any other person, individual or firm.

Name and Address of Firm:

Name, Title and Contact Information (phone, fax, email) of Authorized Representative:

Social Security or Federal ID# _____

Signature of Authorized Representative:

(Attach additional sheets as necessary)

APPENDIX B

**CITY OF TORRINGTON
WASTEWATER COLLECTION SYSTEM
ENGINEERING DESIGN SERVICES
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Acceptance of Terms of this Agreement

Name of Proposer:

Contact Person:

Address:

City/State/Zip:

Telephone: _____ Fax: _____

E-mail: _____

Authorized Signature _____ Title: _____

Name Printed: _____ Date: _____

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications, and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.
