

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR QUALIFICATIONS
PUBLIC WATER EXTENSION MASTER PLAN ENGINEERING SERVICES
RPGL-2020-08
DUE DATE AND TIME: December 6, 2019 by 11:00 AM**

The Town of Glastonbury will be accepting Qualification Statements from individuals or firms to provide engineering services in conjunction with creation of a Public water service extension Master Plan.

Interested individuals and firms should request the proposal instructions and details from the Office of the Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033-6523 or via the Town's website www.glastonbury-ct.gov. Responses to the Proposal must be submitted to the Purchasing Agent no later than the time and date indicated above. **LATE PROPOSALS WILL NOT BE CONSIDERED.**

The Town reserves the right to waive informalities or reject any part of, or the entire proposal, when said action is deemed to be in the best interests of the Town.

The Town of Glastonbury is an Affirmative Action/Equal Opportunity Employer. Minority / Women / Disadvantaged Business Enterprises are encouraged to submit a proposal.

Mary F. Visone
Purchasing Agent

TABLE OF CONTENTS

	Page No.
Section I General Information	3
Executive Summary	3
Special Considerations	3
General Scope	4
Section II Consultant Services	4
Section III Submission of Proposal	5
Minimum Requirements	5
Term of Service / Time for Completion	5
Proposal Instructions	5
Evaluation Criteria	7
Selection Process	8
Timeline	8
Insurance Requirements	9
Indemnification	10
Attachments	
• Attachment A – Town of Glastonbury Response Page	11
• Attachment B – Statement of Non-Collusion	12

SECTION I – GENERAL INFORMATION

EXECUTIVE SUMMARY

The Town of Glastonbury is served by two entities which provide public potable water to both residential and commercial properties. The Metropolitan District Commission (MDC) and the Manchester Water and Sewer Department have defined service areas within Town boundaries. The Town wishes to retain a Consulting Engineer to perform master plan level analysis regarding the feasibility of extending public water in both service areas to locations currently experiencing well water problems with both water quality and quantity. Feasibility of system expansions which would allow for abandonment of existing Community/shared well systems is also desired. The Consultant will be required to work with both water service providers to obtain pertinent information necessary to determine if system infrastructure installations/ improvements would be necessary to expand service to priority areas. General subsurface conditions in the subject area should also be investigated using available resources. Extensive boring investigation is not anticipated at this time. Approximate cost opinions for selected priority projects and related schedules to complete the various phases would also be included within the Consultant's scope of services. The envisioned deliverable product consists of a formal report inclusive elements described including related maps and graphics. Presentation of the report content at Public meetings may also be included within the scope of services.

SPECIAL CONSIDERATIONS

The documents listed below are reference documents which will assist in plan generation. These documents will be made available to interested consultants at the Town Hall Engineering Division Office, 2155 Main Street during normal business hours of 8:00 AM to 4:30 PM.

- Town of Glastonbury Plan of Conservation and Development 2017
- Water Pollution Control Authority Sanitary Sewer Master Plan
- Maps depicting areas currently served by Public Water
- Maps depicting private well locations grouped by risk level

Other related town planning policies, including Building and Zone Regulations and Subdivision Regulations are available from the Town web site at <http://www.glastonbury-ct.gov/index.aspx?page=121>.

GENERAL SCOPE

- The Town anticipates working directly with the State of Connecticut to identify opportunities for grant funding and the availability of any low interest loans. Consultants may be asked to identify any Federal grant opportunities or other sources of funding for extending Public water service.
- Review all existing State and Town files, reports, and plans related to private well testing data, master water system planning documents generated by the MDC and Manchester Water Company, and other State and Town planning policies.
- Provide a comprehensive Public water expansion plan for the town including the following:
 1. Provide planning and analysis services related to future expansion of the MDC and Manchester Water systems that reflects recognized service area needs and current state and town planning policies. Work with the Town to identify priority expansion projects based on available private well information, Public water provider infrastructure installations and fire protection needs.
 2. Assess impediments to water system expansion such as predominant ledge formations, infrastructure deficiencies and general installation costs which may inhibit improvements within the planning period.
 3. Identify possible discrete construction project limits of priority expansion projects along with concept level cost estimates.
 4. Document findings in an updated Master Water Service expansion Plan document.

SECTION II – CONSULTANT’S SERVICES

- The Consultant shall perform professional services as stated and according to instructions received from the Town. The Consultant’s services shall include all incidental services.
- All drawings, reports, and other documents prepared by the Consultant according to this Agreement shall be submitted to the Town for its review and approval.
- No such approval shall in any way be construed to relieve the Consultant of responsibility for technical adequacy or operate as a waiver of any of the Town’s rights under this Agreement. The Consultant shall remain liable to the Town according to applicable laws and practices for all damages to the Town caused by the Consultant’s negligent performance of any of the services furnished under this Agreement.
- The Consultant shall conduct regular meetings with the Town, and other appropriate parties, at a location established by the Town to review progress. The Consultant will provide written notes of each meeting to all attending parties before the next meeting.

- The Consultant's services under agreements reached shall be as described above. The Town does not guarantee future design and construction phase work. However, any executed Consultant agreement shall contain provisions for future phases of work. The scope and fee for future phases will be negotiated at a later date pending full project funding and satisfactory Consultant performance during the study phase.

SECTION III - SUBMISSION OF PROPOSAL

MINIMUM REQUIREMENTS

- Firm/Individual shall have a Professional Engineer licensed in the State of Connecticut assigned to the project.
- Firm/Individual shall have demonstrated experience with similar Public Water Master plan studies within the past five (5) years.

TERM OF SERVICE / TIME FOR COMPLETION

The selected firm or individual will be expected to commence services immediately upon contract execution. It is anticipated the contract will be for a three to four month term.

PROPOSAL INSTRUCTIONS

- By submitting a proposal, you represent that you have thoroughly examined and become familiar with the Scope of Services outlined in this RFQ and you are capable of performing the work to achieve the Town's objectives.

All firms are required to submit a **clearly marked original** and six (6) copies of their proposal to Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT by the date and time listed in the proposal response page. All proposals will be opened publicly and recorded as received. Respondents may be present at the opening; however, there will be no public reading of Proposals. Proposals received later than the time and date specified will not be considered. The proposal must be submitted in a sealed envelope or package with the Respondent's Company Name, Address and the following:

**SEALED REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES PROCUREMENT NOTICE
PUBLIC WATER EXTENSION MASTER PLAN ENGINEERING SERVICES
RPGL- 2020-08
DATE: December 6, 2019
TIME – 11:00 A.M.**

- All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in**

reviewing and rating proposals. Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.

1. Table of Contents to include clear identification of the material provided by section and number.
2. A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract.
3. Name and telephone number of person(s) to be contacted for further information or clarification.
4. A background statement including a description of the firm/individual submitting the proposal.
5. A list of staff members who would be involved with the project, including their assigned roles and a description of their background and experience.
6. A description of relevant engineering experience including specific reference to similar services as required by the Town under this proposal.
7. List of similar projects completed over the past five (5) years with the contact name, address and telephone number of the owners' representative in each project. The Town reserves the right to contact these organizations regarding the services performed.
8. Overall approach to the engineering needs of the Town for generating the Public Water Extension Master plan.
9. Proposed schedule for completion of engineering services as required to meet the Town's intended schedule.
10. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
11. Proposal Response Form (**ATTACHMENT A**).
12. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003 and revised October 29, 2013 and effective November 8, 2013. Respondent shall acknowledge that they have reviewed the document in the area provided on the attached Ethics Acknowledgement form included on **ATTACHMENT A**. The selected respondent will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Acknowledgment Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov. Upon entering the website click on the Bids & Proposals Icon which will bring you to the links for the Code of Ethics and the Acknowledgement Form.

13. Statement of Non-Collusion (**ATTACHMENT B**).
 14. The Town of Glastonbury is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Respondents are encouraged to submit RFP responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the RFP for review. All proposal pages should be secured with a binder clip, staple or elastic band, and shall not be submitted in plastic binders or covers, nor shall the proposal contain any plastic inserts or pages. We appreciate your efforts towards a greener environment.
- Any technical questions regarding this RFQ shall be made in writing and directed to Mr. Richard J. Johnson, Town Manager @ richard.johnson@glastonbury-ct.gov . For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent, at (860) 652-7588. All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at www.glastonbury-ct.gov (Upon entering the website click on Bids & RFPs). **It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.**
 - Note: Responses to requests for more specific contract information that is contained in the RFP shall be limited to information that is available to all offers and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.
 - Failure to include any of the above-referenced items in the submitted PROPOSAL may be grounds for disqualifying said proposal.

EVALUATION CRITERIA

- The following factors will be considered by the Town when evaluating proposals:
 - Licensed by the State of Connecticut to perform the work required and involved.
 - Demonstrated understanding of the Scope of Services.
 - The qualifications and experience of the firm, the designated account representative, and other key personnel to be assigned to the project.
 - Demonstrated experience with similar Public Water Master Plan studies within the past five (5) years.
 - Overall approach to the engineering needs of the Town for generating the Public Water Extension Master plan.
 - Work Schedule proposed to complete the project assignment.
 - Accuracy, overall quality, thoroughness, and responsiveness to the Town's requirements as summarized herein.

SELECTION PROCESS

This request for qualifications does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional services, or to cancel in part or in its entirety the request for qualifications, and to waive any informality if it is in the best interests of the Town to do so.

- A Selection Committee, appointed by the Town Manager, will evaluate all submittals received for completeness and the respondent's ability to meet all requirements as outlined in this RFQ. The Committee will then short list the specific firms whose statements best meet all criteria required and may conduct interviews with these firms. Upon completion of interviews, the Selection Committee will forward to the Town Manager, a list of firms recommended for further consideration.
- Top rated firms will be asked to submit a specific Scope of Services and associated fee proposal along with any exceptions taken to the Town's form of agreement. The Town Manager shall review said proposals and negotiate an agreement based on those discussions.
- Additional technical information may be requested from any respondent for clarification purposes, but in no way changes the original qualification statement submitted.

TIMELINE

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFQ	November 20, 2019
RFQ Due Date	December 6, 2019 by 11:00 AM
Shortlist of Proposals Received	December 11, 2019
Interviews with Top Respondents	Week of December 16th, 2019
Fee Proposal and Scope of Services	TBD
Contract Effective Date	TBD
Completion of Evaluation / Study	TBD

INSURANCE

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the contract the following insurance coverage covering the Respondent and all of its agents, employees and sub-contractors and other providers of services and shall name **the Town of Glastonbury and its employees and agents as an Additional Insured on a primary and non-contributory basis to policies except Workers Compensation and Professional Liability. All policies should also include a Waiver of Subrogation in favor of the Town. These requirements shall be clearly stated in the remarks section on the Respondent's Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-VIII. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$1,000,000 each accident/\$1,000,000 disease-policy limit/\$1,000,000 disease each employee
- **A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.**

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Building Damage
Each Occurrence \$1,000,000
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- **A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.**

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Evidence a Combined Single Limit of Liability for Bodily Injury and Property Damage: Per Accident \$1,000,000
- **A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.**

4) Errors and Omissions Liability or Professional Services Liability Policy

- Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim. The awarded respondent(s) will be responsible to provide written notice to the Owner 60 days prior to cancellation of any insurance policy.

- The respondent agrees to maintain continuous professional liability coverage for the entire duration of this Project, and shall provide for an Extended Reporting Period in which to report claims for seven (7) years following the conclusion of the Project.

The respondent shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage.

The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Respondent(s) will be responsible to provide written notice to the Town 30 days prior to cancellation or non-renewal of any insurance policy. The Certificate shall evidence all required coverages including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation applies on all policies. The respondent shall provide the Town copies of any such insurance policies upon request.

The above insurance requirements are the Town's general requirements. Insurance requirements with the awarded respondent are subject to final negotiations.

INDEMNIFICATION

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town of Glastonbury and its 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) to the extent arising out of or resulting from the performance of the Respondent'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 Respondent, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable.

ATTACHMENT A
PROPOSAL RESPONSE PAGE



TOWN OF GLASTONBURY
PROPOSAL

RPGL #: 2020-08

DATE ADVERTISED

November 20, 2019

DATE / TIME DUE:

December 6, 2019 @ 11:00 A.M.

NAME OF PROPOSAL

PUBLIC WATER EXTENSION MASTER PLAN ENGINEERING SERVICES
REQUEST FOR QUALIFICATIONS

CODE OF ETHICS:

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I / We are selected. Yes _____ No _____ *

*Respondent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any proposal where the respondent has not agreed to the above statement.

It is the respondent's responsibility to check the website for addenda prior to submission of any proposal. The Respondent acknowledges receipt of the following Addenda:

Addendum #1 _____ Date: _____
Addendum #2 _____ Date: _____
Addendum #3 _____ Date: _____

_____	_____
Type or Print Name of Individual	Doing Business as (Trade Name)
_____	_____
Signature of Individual	Street Address
_____	_____
Title	City, State, Zip Code
_____	_____
Date	Telephone Number / Fax Number
_____	_____
E-Mail Address	SS # or TIN#

(Seal – If proposal is by a Corporation)

**ATTACHMENT B
NON-COLLUSION STATEMENT**

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____