

**TOWN OF GLASTONBURY  
PROFESSIONAL SERVICES PROCUREMENT NOTICE  
REQUEST FOR QUALIFICATIONS  
MASTER SEWER PLAN ENGINEERING SERVICES  
RPGL-2012-08**

The Town of Glastonbury will be accepting proposals from qualified individuals or firms to provide engineering services in conjunction with a proposed update of the Town's Master Sewer Plan. Interested individuals and firms can download the proposal instructions and details from the Town website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov) or request them from the Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033.

Proposals must be submitted to the Purchasing Agent no later than **Thursday January 26th, 2012 at 11:00 A.M.**

**LATE PROPOSALS WILL NOT BE CONSIDERED.**

Mary F. Visone  
Purchasing Agent

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**Attachments**

- Attachment A – Town of Glastonbury Response Page
- Attachment B – Statement of Non-Collusion

## **SECTION I – GENERAL INFORMATION**

### ***EXECUTIVE SUMMARY***

Currently, the Water Pollution Control Authority works with various Master Sewer Plan documents that were established through the years and are generally defined by the limits of individual watersheds. These documents vary in age from 16 to 35 years old. The selected consultant shall review the various town-wide sanitary sewer master plans and provide an updated, comprehensive Sanitary Sewer Master Plan to the Town. The consultant shall draft a town-Wide Master Sewer Plan that takes into consideration service areas of concern along with established planning policies and procedures of the Town of Glastonbury and the State of Connecticut.

### ***SPECIAL CONSIDERATIONS***

The documents listed below currently form the basis of the Town's master sewer plan, and 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.

- Report on Roaring Brook Master Plan, February 1995, Weston & Sampson Engineers, Inc.
- Facilities Plan and Environmental Assessment Report for the Proposed Sewage Collection Facilities for the Hubbard Brook Drainage Area, Project No. C090285-01, June 1, 1977, Metcalf & Eddy, Inc./Engineers
- Report to Sewer Commission, Town of Glastonbury, Connecticut, Salmon Brook Master Plan Update and Addendum, October 1975, August 1976 (Addendum) Prepared by James P. Purcell Associates, Inc.
- Wastewater Facilities Plan for Town of Glastonbury, Connecticut, May 2001, Prepared by Earth Tech, 655 Winding Brook Drive, Suite 402, Glastonbury, Connecticut, J.N. 38296

Other related town planning policies, including Building and Zone Regulations, Subdivision Regulations, and the Town 2007 to 2017 Plan of Conservation and Development are available from the Town web site at <http://www.glastonbury-ct.gov/index.aspx?page=121>.

### ***GENERAL SCOPE***

- Investigate grant opportunities that would provide funding for updating the Town's Master Sewer Plan and secure available grant funding.
- Review all existing State and Town files, reports, and plans related to the town's sewerage facilities, master sewer planning documents, and other State and Town planning policies.

- Provide a comprehensive update to the master sewer plan for the town including the following:
  1. Provide planning and analysis services related to future expansion of the sewer system that reflects recognized service area needs and current state and town planning policies.
  2. Assess sewer trouble spots identified in previous reports and provide recommendations for prioritization of improvements across the planning period.
  3. Provide general recommendations for other potential maintenance and repair activities that should be pursued by the Town within the planning period based on review and understanding of the existing sewer system.
  4. Document findings in an updated Master Sewer 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 master sewer plan studies within the past five (5) years.

**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 an original and seven (7) 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 and the outside shall be clearly marked as follows:

**SEALED REQUEST FOR QUALIFICATIONS  
PROFESSIONAL SERVICES PROCUREMENT NOTICE  
MASTER SEWER PLAN ENGINEERING SERVICES  
RPGL- 2012-08  
January 26th, 2012  
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.

8. Overall approach to the engineering needs of the Town for updating the master sewer 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. 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 a Consultant Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgment Form can be accessed at the Town of Glastonbury website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov). Upon entering the website click on General Information, then Bids and Quotes which will bring you to the links for the Code of Ethics and the Consultant Acknowledgement Form. If the respondent does not have access to the internet, a copy of these documents can be obtained through the Purchasing Department at the address listed within this proposal.
  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. Daniel A. Pennington, P.E., Town Engineer / Manager of Physical Services, 2155 Main Street Glastonbury, CT 06033. 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](http://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.**
  - 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:
  - Accuracy, overall quality, thoroughness, and responsiveness to the Town's requirements as summarized herein.
  - 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 successful performance on other projects.
  - Overall approach and schedule to meet the Town's requirements.
  - Work Schedule proposed to complete the project assignment.
  
- Following review and evaluation of proposals, the Town reserves the right to request certain additional information. Based on review and rating of proposals, a short list of respondents will be invited to interview with the Town Selection Committee.
  
- Based on the results of the interview process, the Town Manager will review the Scope of Services, fee structure, and other factors with the top-rated firm(s) and negotiate a specific agreement based on these discussions.

***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 for qualifications 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 period, or to cancel in part or in its entirety the request for qualifications, if it is in the best interests of the Town to do so.
  
- An Evaluation Committee, appointed by the Town Manager, will evaluate all proposals 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 proposals best meet all criteria required.
  
- Additional technical and/or cost information may be requested from any respondent by the evaluation committee prior, during or after the interview for clarification purposes, but in no way changes the original proposal submitted. Interviews are at the option of the evaluation committee and may or may not be conducted.
  
- The selected respondent will be issued a purchase order to perform the work.

***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	<b>January 10<sup>th</sup>, 2012</b>
RFQ Due Date	<b>January 26<sup>th</sup>, 2012 by 11:00 A.M.</b>
Shortlist of Proposals Received	<b>Week of February 13<sup>th</sup>, 2012</b>
Interviews with Top Respondents	<b>Week of February 20<sup>th</sup>, 2012</b>
Fee Proposal and Scope of Services	<b>By March 15<sup>th</sup>, 2012</b>
Contract Effective Date	<b>Not later than April 30<sup>th</sup>, 2012</b>
Completion of Evaluation / Study	<b>On or Before August 30<sup>th</sup>, 2012</b>

***INSURANCE***

The Consultant shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the Consultant and all of its agents, employees, sub-contractors and other providers of services and shall name the Town, its employees and agents as an Additional Insured on a primary and non-contributory basis to the Consultant's Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Consultant'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-. 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
- \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee

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

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Limit of Liability for Bodily Injury and Building Damage:  
Per Accident \$1,000,000



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 Consultant(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation of any insurance policy.

- The Consultant 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 Consultant 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.

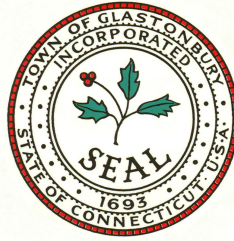
The Consultant shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Consultant(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation of any insurance policy. The Certificate shall evidence all required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

***INDEMNIFICATION***

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

As to any and all claims against the Town or any of its consultants, agents or employees by any employee of Consultant, by any person or organization directly or indirectly employed by Consultant to perform or furnish any of the work, or by anyone for whose acts Consultant may be liable, the indemnification obligation stated herein shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Consultant under worker's or workman's compensation acts, disability benefit acts or other employee benefit acts. The above insurance requirements are the Town's general requirements. Insurance requirements with the awarded respondent are subject to final negotiations.

ATTACHMENT A  
PROPOSAL RESPONSE PAGE



TOWN OF GLASTONBURY  
PROPOSAL  
DATE ADVERTISED

1/10/2012

RPGL #  
DATE / TIME DUE

2012-08  
1/26/2012 @ 11:00 A.M.

NAME OF PROPOSAL

MASTER SEWER 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 Addendums:

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)

Attest

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