TOWN OF WATERTOWN, CONNECTICUT

WATER & SEWER AUTHORITY (WSA)

&

DEPARTMENT OF PUBLIC WORKS (DPW), & ENGINEERING (ENG)

REQUEST FOR QUALIFICATIONS (RFQ)

FOR

ON-CALL ENGINEERING SERVICES

(ARCHITECTURAL, CIVIL, ELECTRICAL, HVAC, MECHANICAL,

WATER, WASTEWATER, & STORM)


DUE:

Friday, May 10, 2024

11:00 a.m.

WATERTOWN TOWN HALL

PURCHASING DEPARTMENT

61 ECHO LAKE RD

WATERTOWN, CT 06795
1. INTENT

The Town of Watertown Water & Sewer Authority (WSA), Department of Public Works (DPW), & Engineering (ENG) is soliciting qualification statements for drinking water distribution, wastewater collection, stormwater systems, & public works infrastructure On-Call Engineering Services.

On-Call Engineering Services can include planning, design, construction, information technology & geographic information systems (GIS), surveying, including boundary, right of way, topographical, and environmental consulting. For example, for the drinking water infrastructure design work list: water mains installation, replacement or rehabilitation, water meters, storage tanks and treatment work, lead service line inventory and/or replacement, SCADA work and prepare a preliminary engineering report (PER). Additional specialty services for each category may include geotechnical support, structural engineering, various types of modeling, hydraulic modeling, interconnection studies, facility security evaluations, flow monitoring, infiltration and inflow analysis, compliance with lead & copper regulations and other federal / state regulations, risk assessments, grant funding applications, procurement, and economic & cost analysis support.

The WSA, DPW, & ENG intends to retain up to THREE firms based on Sections 22a-482-4 (i) & 22a-482-4 (i)(4)(A)(i) of the Regulations of Connecticut State Agencies (hereinafter the “State Regulations”) for this On-Call Services contract but reserves the right to retain fewer if it determines it is in its best interests. WSA, DPW, & ENG intend to enter into a three-year contract agreement with the selected consultant(s) with options to extend up to two times for one-year for each extension. Upon award the consultant(s) will submit proposed annual hourly rates for staff positions and roles applicable to the work. Proposed hourly rates and annual adjustments are subject to approval by the WSA, DPW, & ENG and / or Town Committees, Boards, and Town Council. Services under the On-Call contract will be awarded through task orders, by which scope of work, level of effort and fee will be negotiated on a task-by-task basis.

An engineering consultant(s) shall be selected using the Qualifications Based Selection (QBS) process. Some Contracts awarded under this Request For Qualifications (RFQ) could be funded in part by the State of Connecticut Department of Public Health (DPH) Drinking Water State Revolving Fund (DWSRF), and the State of Connecticut, Department of Energy and Environmental Protection (DEEP) Clean Water Fund State Revolving (CWSRF). This procurement follows the requirements contained in Section 22a-482-4(h), (i), and (o) of the Regulations of Connecticut State Agencies. The State of Connecticut is not a party to this RFQ or any resulting Contract; however, if the consultant assignment should receive Federal or State funds, they will be obligated to adhere to all necessary applicable requirements imposed on the WSA, DPW, & ENG.

It is the intent of the WSA, DPW, & ENG that the firm(s) selected to complete funded projects will prepare funding applications and / or complete the project work.

Firms selected must be fully aware when they are asked to submit proposals for SRF funded projects, as there are different requirements they have to meet when the Town is requesting CT DPH and/or CT DEEP to approve the engineering agreement for the project specific task order.

2. BACKGROUND

The WSA provides municipal drinking water distribution and wastewater collection services on a retail basis to approximately 4,210 customers in the Town of Watertown, Connecticut. The WSA operates and maintains sixty-seven miles of water main, three booster stations, sixty-five miles of
sanitary sewer lines, and seven wastewater pump stations. The WSA receives most of its drinking water supply from the City of Waterbury with additional supply from the Watertown Fire District. Wastewater treatment is provided by the City of Waterbury. Additional information regarding the WSA can be found on its website at: https://www.watertownct.org/departments/water_sewer/index.php

The ENG and DPW have 140 miles of road, 37 miles of sidewalk, 20+ bridges, 5,000+ Catch Basins, 40+ miles of storm water pipe, 50+ Detention Basins and other associated infrastructure. Additional information regarding DPW can be found on its website: https://watertownct.org/departments/public_works_department/index.php

3. SUBMITTAL REQUIREMENTS
Digital Qualification Statements, in PDF format, must be submitted to the Town of Watertown, Purchasing Department, 61 Echo Lake Road, Watertown, Connecticut 06795 via email only at ford@watertownct.org with the subject line:

RFQ: WSA, DPW, & ENG On-Call Engineering Services 2024.

All Qualification Statements shall be signed by the firm’s duly authorized principal to be considered. The complete Qualification Statement must be received no later than 11:00 a.m. on Friday, May 10, 2024. The RFQ notice may be downloaded at the Town of Watertown website www.watertownct.org. It is the responsibility of the vendor to check the website for any addenda prior to submission of any RFQ. Failure to address any addenda relating to the RFQ may disqualify the submission.

Qualification Statements submitted to the WSA, DPW, & ENG after the stated deadline will be deemed non-responsive and ineligible and will not be accepted. The WSA, DPW, & ENG reserves the right to accept or reject any or all Qualification Statements and to waive informalities or irregularities in the selection process. Qualification Statements will only be accepted from firms authorized to do business in the State of Connecticut.

Questions regarding this RFQ may be submitted Donna Ford, Purchasing Agent, Town of Watertown, Purchasing Department at: ford@watertownct.org. Questions shall be in writing and received no later than 11:00 a.m. on Monday, April 29, 2024. Questions will be responded to and available at 61 Echo Lake Road, Watertown, CT no later than Monday May 6, 2024.

4. QUALIFICATION STATEMENT FORMAT
The Statement of Qualifications should include the following information, and limited to twelve (12) pages:
A. Cover letter;
B. Firm overview including the location of local office(s) that will be supporting the anticipated work;
C. Firm’s approach to providing on-call engineering services;
D. Summary of qualifications for the water, wastewater, storm, engineering, and public works infrastructure services anticipated under this request;
E. Organizational chart and summary of key personnel expected to support the services
requested, including Principal-in-Charge, Project Manager(s), key technical staff, and key subconsultants;

F. Relevant experience by providing examples of recent relevant experience for the services proposed;

G. References for similar assignments (three (3) minimum); and

H. Resumes for key project team members (limited to two pages each).

5. SELECTION PROCESS

Qualifications Statements will be evaluated by a submission review panel and scored based on the information provided in the Qualifications Statement. Based upon the review of the submissions, the selection panel will recommend to the WSA, DPW, & ENG a selected consultant(s). The WSA, DPW, & ENG does not intend to hold interviews, and selection will be based on the package submitted. If the WSA, DPW, & ENG decides to hold interviews, the proposers to be interviewed will be contacted to schedule an interview.

The selection panel evaluations will be based on the following criteria and scored as noted: RCSA Sections 22a-482-2 through 22a-482-4, 22a-482-4(i)3 & 4(i)6(B)i (Table I, Item C.) of the State Regulations.


- Familiarity with RCSA Sections 22a-482-2 through 22a-482-4 Forms and Checklist of the State Regulations and other Statutory and/or other requirements that may be applicable for a specific PWS

Experience and technical competence

I. Past record of performance
II. Capacity to perform work
III. Familiarity with type of project
IV. Avoidance of personal and organizational conflicts of interest

Note: familiarity with processing CT DEEP CWSRF and/or CT DPH DWSRF projects is highly recommended as evaluation criterion

6. MBE / WBE INVOLVEMENT

The awarded consultant(s) will be subject to the State's Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) requirements. To ensure compliance with the MBE / WBE requirements, consulting engineers shall undertake certain affirmative steps to provide opportunity for MBE / WBE firms to participate in contracts.

7. INSURANCE REQUIREMENTS:

A. To ensure Insurance Criteria & Requirements compliance are met for CT DPH (DWSRF) & CT DEEP (CWSRF) Programs. The CT DAS 1150 (Rev 05-03-2021) DAS / CS Credentials and Insurance Requirements - Table 2 is incorporated into this Request For Qualifications
B. **General:**

The Bidder shall be responsible for maintaining insurance coverage in force for the life of the contract of the kinds and adequate amounts to secure all of the Bidder’s obligations under the contract with an insurance company with an AM Best Rating of A - VII or better licensed to write such insurance in Connecticut and acceptable to the Town of Watertown.

The insurer shall provide the Town of Watertown with Certificates of Insurance signed by an authorized representative of the insurance company(ies) prior to the performance of this contract describing the coverage and providing that the insurer shall give the Town of Watertown written notice at least thirty (30) days in advance of any termination, expiration, or any and all change in coverage.

Such insurance, renewals, or replacements thereof shall remain in force during the Bidder’s responsibility under this agreement.

The Bidder at their own cost and expense shall procure and maintain all insurance required and shall name the Town of Watertown, its employees, departments, boards, committees, and commissions, as an additional insured on all contracts except Worker’s Compensation and Professional Errors & Omissions coverage.

In order to facilitate this requirement for insurance, it is recommended that the bidder forward a copy of this exhibit to the bidder’s insurance representative(s).

### Table 2: Insurance Coverage Requirements

*(NOTE: Insurance Coverage Requirements Updated as of 05.03.2021)*

<table>
<thead>
<tr>
<th>I. General Insurance Provisions</th>
<th>II. Professional Services (Errors and Omissions (E&amp;O)) Liability Insurance Requirements</th>
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</thead>
<tbody>
<tr>
<td>Statutory Workers’ Compensation and Employers’ Liability:</td>
<td>Selected firms under contract with DAS/CS are required to carry a minimum of $1,000,000 dollars of E&amp;O insurance. For large value projects, higher limits are required. The required E&amp;O coverage is listed in the following table. The value of the project is listed in the specific advertisement for the project. <em>(NOTE: Insurance Requirements Updated as of 05/03/21.)</em></td>
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<tr>
<td>1. Workers’ Compensation:</td>
<td>1. Environmental Consultants: The professional E&amp;O insurance certificate must state that the insurance includes pollution liability coverage.</td>
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<td>2. Employers’ Liability:</td>
<td>2. Design Contracts (Architects/Engineers): Pre-design Studies and Master Plans: Not required unless performed by a design professional as part of a design contract.</td>
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<td>Bodily injury by accident:</td>
<td>2. Construction Value of less than $20 Million: $1,000,000</td>
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<td>Bodily injury by illness:</td>
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<tr>
<td>CA Contracts:</td>
<td>1. Construction Value of less than $20 Million:</td>
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<td>2. Construction Value of $20 Million or more:</td>
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<td>Construction Manager At-Risk (CMR) Contracts:</td>
<td>1. CMR Budget less than $75,000,000: Each Occurrence: $1,000,000 Annual Aggregate: $2,000,000</td>
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<td></td>
<td>2. CMR Budget equal to or greater than $75,000,000: Each Occurrence: $5,000,000 Annual Aggregate: $5,000,000</td>
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<tr>
<td>Design/Build Contracts:</td>
<td>1. Construction Value less than $75,000,000: $2,000,000</td>
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<td></td>
<td>2. Construction Value equal to or greater than $75,000,000: $5,000,000</td>
</tr>
<tr>
<td>On-Call Contracts:</td>
<td>1. On-Call Contracts that normally include the preparation of construction plans and specifications or technical design reports. This includes most Architectural and Engineering On-Call services: $1,000,000</td>
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<td></td>
<td>2. On-Call Claims Analyst On-Call Claims Auditor On-Call Cost Estimation On-Call Scheduling Consultants</td>
</tr>
</tbody>
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C. **Hold Harmless & Subcontractor's Requirements:**

The Bidder shall require the same insurance that it is required to carry by the Town of Watertown to be carried by any subcontractors and independent contractors hired by the Bidder and to obtain Certificates of Insurance before subcontractors and independent contractors are permitted to begin work.

The Bidder shall require that the Town of Watertown, its employees, departments, boards, committees, and commissions, be named as Additional Insured on all subcontractors’ and independent contractors’ policies before they are permitted to begin work.

8. **SCHEDULE**

The WSA, DPW, & ENG expects to complete the selection process in accordance with the following proposed schedule: ** Possible Special Meeting may be called.

RFQ Issue Date: April 11, 2024
Written Questions Closing Date: April 29, 2024 11:00 a.m.
RFQ Submission Deadline Date: May 10, 2024 11:00 a.m.
Short List Date: May 24, 2024
Selection Panel Date: June 07, 2024
WSA Board Agenda / Approval: June 19, 2024 **
Public Works Subcommittee Agenda / Approval: June 10, 2024 **