



## Request for Qualifications (RFQ)

### Consultant Services Related to the Regional Wastewater Treatment Consolidation Study

#### **Purpose and Overview:**

The Naugatuck Valley Council of Governments (NVCOG) intends to provide its member municipalities with options for managing future capital investments and operational costs relative to the region's wastewater treatment facilities, with the goal of minimizing state and local debt service and corresponding user fees. NVCOG is currently seeking professional consulting services to develop the following report:

Preliminary Technical Analysis. This report will assess the feasibility of interconnecting, merging and/or abandoning wastewater treatment facilities along the Naugatuck River, located in Ansonia, Beacon Falls, Derby, Naugatuck and Seymour. Specific tasks shall include:

- Review existing planning documents and other pertinent wastewater-related reports/studies;
- Assess existing wastewater treatment facilities and collection system infrastructures for condition, performance, and capacity analysis;
- Estimate 20-year wastewater flows and load projections for each participating municipality;
- Present study findings and potential alternatives for wastewater treatment consolidation to participating municipalities for their consideration.

This Preliminary Technical Analysis, together with a separate report to be commissioned by NVCOG that addresses legal and governance issues, will comprise Phase 1 of the Regional Wastewater Treatment Consolidation Study. Phase 1 results will help inform NVCOG's subsequent decision on whether or not to pursue Phase 2, which would entail a contract for the preparation of an Environmental Impact Evaluation (EIE) under the Connecticut Environmental Policy Act. Based on the results of this RFQ, NVCOG reserves the right to negotiate a future work contract with any qualified consultant that has responded to this RFQ, rather than issue a new RFQ for the preparation of an EIE.

## Information & Inquiries:

Updates and amendments to this RFQ can be found at [www.nvcogct.org](http://www.nvcogct.org) or can be obtained by contacting the NVCOG directly. Interested consultants are responsible for monitoring updates and amendments.

All inquiries regarding this RFQ must be in writing and must be delivered either by mail or electronically via email and addressed to:

John DiCarlo, Municipal Shared Services  
Naugatuck Valley Council of Governments  
49 Leavenworth Street, Suite 303  
Waterbury, CT 06702  
Email:  
[jdicarlo@nvcogct.org](mailto:jdicarlo@nvcogct.org)

No contact with any other NVCOG or town personnel other than the authorized contact person is allowed until such time as an award has been made. The deadline for submitting questions will be seven days before the RFQ response deadline. NVCOG may decline to answer questions at its discretion and is not bound by verbal interpretations of this document.

Questions will only be accepted via email and answers will be posted at <http://nvcogct.org/content/vendor>

By submitting a proposal in response to this RFQ, the prospective consultant represents that they have read, examined and understand the anticipated work and is capable of performing the work to achieve the objectives of the project.

Proposers are asked to submit responses in two parts: Letter of Interest and Technical Response.

- The name and address of the Consultant(s).
- General Information on the firm and any proposed sub-consultants
- Name, title and telephone number of the individuals within the firm authorized to commit the company to this RFQ.
- The name, title and telephone number of the individual NVCOG should contact regarding questions and clarifications.
- A statement that the Consultant's response to this RFQ will remain in effect for ninety (90) days after acceptance of the Consultant's response by NVCOG.

Brochures and other marketing materials are not invited and would be considered an inability to communicate in a concise manner. The maximum seven-page Technical Response, excluding resumes of key personnel, must contain a discussion of the consultant's understanding of the project and description of the proposed approach to achieving the objectives of the project.

The technical response must demonstrate a commitment of sufficient staff resources with appropriate qualifications to conduct the project. Specific items that should be in the Technical Response include, but not limited, to the following:

- Understanding and approach to the proposed project.
- Description of any special services required.
- Description of services offered by the consulting firm or team that support the proposed project.
- Name and required services of any subcontractors.
- Resumes of key personnel proposed to work on the assignment with emphasis on relevant experience.
- A detailed organization chart.
- A description and status of comparable project experience.
- Three references with whom the consultant has performed wastewater treatment projects for in the past five years.
- Pertinent examples of related work prepared by the consultant.

The proposer must submit **(1) digital** copy to [proposals@nvcogct.org](mailto:proposals@nvcogct.org) and **(1) digital** copy of their proposal on inexpensive digital media in a sealed envelope bearing on the outside the name of each firm, full address, and the date and time proposal is due. All submissions shall be clearly marked "Regional Wastewater Treatment Consolidation Study."

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**The NVCOG must receive the proposal no later than 2:00 pm on Tuesday, May 16, 2017.** Proposals received after the date and time prescribed shall not be considered and shall be returned to the submitter.

### **Selection Process:**

The selection of the preferred Consultant(s) will follow a two-step process. The NVCOG will follow a Qualifications Based Selection (QBS) process for selecting the preferred Consultant(s). Consultants or consortia of consultants will be asked to demonstrate expertise and experience in all skill areas that may be appropriate to the work required. The first step involves a desk review of the letter of interest, technical response and qualifications submitted by Proposers. All responses received will be reviewed and evaluated by the selection committee comprised of representatives of the NVCOG.

Following a desk review of qualifications, consultants will be chosen for interviews (Step 2) and will be required to submit an expanded description of their approach to conducting the project before interviews are conducted. A minimum of three and up to five prospective consultants will be selected and requested to participate in an interview and presentation to the selection committee.

Selected consultants for the interview step will also be required to submit a separate, sealed fee proposal with their approach to conducting the project.

The fee proposal **will not** be opened or reviewed before the selection of the preferred Consultant(s) and **will not** be considered in the selection of the preferred Consultant(s). The fee proposal will only be opened after the Consultant(s) is selected as the most highly qualified consultant and will serve as the basis for fee negotiations. The selection committee will develop an independent estimate for the defined scope of work and the NVCOG reserves the right to accept, reject or negotiate the submitted sealed fee proposal.

The proposals and Consultants will be evaluated based on the following criteria:

- Corporate experience and capacity.
- Understanding of work to be performed.
- Project organization and staff commitment.
- Professional expertise of team.
- Prior experience relative to project.
- Completeness, feasibility and quality of scope of services and project schedule.
- Clarity and conciseness of presentation.

The selected consultant will be notified within 14 days of the decision by the NVCOG of their selection and contract negotiations will commence immediately upon notification. A 90-day fee negotiation period will be provided for the selected consultant and NVCOG to finalize the contract fees, scope of service and agreement. At the end of the 90 day negotiation period, the Contract shall be awarded. If a negotiated fee cannot be mutually agreed to by both parties, the NVCOG will terminate negotiation and begin negotiation with the second rated firm.

The firm awarded the contract as a result of being pre-qualified under this RFQ, must meet all Municipal, State and Federal affirmative action and equal employment opportunity practices. This will include compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity," Department of Labor."

At such time in the future that NVCOG chooses to pursue any number of feasible wastewater treatment consolidation alternatives that arise from this study, NVCOG may, at its own discretion, negotiate a new work contract(s) for additional work phases, including but not limited to the preparation of an EIE, with a qualified firm from the pool of candidates who participated in the selection process under this RFQ. Alternatively, NVCOG may release a new RFQ for future work phases, if deemed in the best interest of NVCOG.

### **Other Requirements:**

## State of Connecticut Regional Performance Incentive Program (RPIP)

Funding to complete this project is allocated from the State of Connecticut Regional Performance Incentive Program (RPIP) administered through the state Office of Policy and Management. All work described in this RFQ and Scope of Services is contingent upon adequate program funding.

### Freedom of Information

Respondents are advised that any and all materials submitted in response to this RFQ shall become the sole property of NVCOG and shall be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information).

### Incurred Costs

This RFQ does not commit the NVCOG or any of its Municipalities to award a contract or to pay any costs incurred in the preparation of a response to this request. Neither the NVCOG nor its member municipalities will be liable in any way for any costs incurred by respondents in replying to this RFQ.

### Insurance

The NVCOG requires Consultants to provide and maintain adequate professional liability for errors and omissions in the minimum amount of Two Million Dollars (\$2,000,000) and automobile liability insurance in the minimum amount of Two Million Dollars (\$2,000,000). The Consultant(s) and subcontractors shall carry workers compensation insurance. Proof of adequate insurance must be furnished at the outset of any contract negotiations.

### Personnel

The Consultant shall provide the professional services identified in this Scope of Services and requested by the NVCOG. The proposal must identify the person or persons who will be responsible for conducting the work as listed in this scope of services, specify team leaders and project manager and include a copy of each person's resume, experiences with municipal/government clients and listing of references. The NVCOG is requesting that a senior experienced person be the primary representative for your firm in actually performing the services.

### Length of Service

It is expected that the agreement and work covered by this RFQ and Scope of Services shall extend for two years from the date of execution of an agreement between the NVCOG and the consulting firm or team with an NVCOG option to extend the agreement by one year. No delivery of services shall start without written contract issued by the NVCOG.

### Contract/ Agreement

The successful bidder shall enter into a contract with the NVCOG and agree to abide by all state and federal contractual requirements.

By signing the agreement with the NVCOG, the Consultant agrees to perform work as specified in the Scope of Services and accepts the terms and conditions set forth in the contract.

#### Acceptance or Rejection by the NVCOG

The NVCOG reserves the right to accept or reject any or all responses submitted for consideration, to waive any informalities and/or technicalities, or to negotiate separately in any manner necessary to serve the best interests of the NVCOG. Respondents whose responses are not accepted shall be notified in writing.

#### Amending or Canceling RFQ

The NVCOG reserves the right to amend or cancel this RFQ, prior to the due date and time, if it is deemed to be in its best interest to do so.

#### Affirmative Action

The NVCOG and its member municipalities participating in this RFQ are equal opportunity employers and require an affirmative action policy from all consultants as a condition of doing business with the NVCOG or its member municipalities, as per Federal Order 11246. By responding to this RFQ, all consultants agree to this condition of doing business with the NVCOG or its member municipalities and, should they choose to audit for compliance, the consultant agrees to cooperate fully.

#### Supplier Diversity

It is the policy of NVCOG to practice nondiscrimination on the basis of race, color, sex, or national origin in the award or performance of this contract. In accordance with State of Connecticut policy, it is the goal of the NVCOG to award 25 percent of contract totals to Small Business Enterprises (SBE), and 25 percent of that to Minority Business Enterprises (MBE). This figure does not represent a contract requirement.

Firms qualifying under this solicitation are expected to show good faith efforts to incorporate SBE and MBE firms in their proposal, and are encouraged to solicit subcontracts for SBE or MBE firms to reach this goal where reasonable. For purposes of this RFQ, SBEs and MBEs are defined as business enterprises registered as such with the Department of Administrative Services Supplier Diversity database, available at [das.ct.gov/das.ct.gov/supplierdiversity](http://das.ct.gov/das.ct.gov/supplierdiversity).

All firms qualifying under this solicitation are encouraged to submit qualifications and selection will be conditioned upon satisfying the requirements described in this RFQ. These requirements apply to all proposers, including those who qualify as an MBE or SBE.