

REQUEST FOR QUALIFICATIONS  
REVISED JUNE 23, 2016

Development of a Wastewater Facilities Plan  
Essex WPCA

The Town of Essex Water Pollution Control Authority (WPCA) is seeking consultants to create a Wastewater Facilities Plan with funding through the Connecticut Clean Water Fund. Additional information regarding a previous Wastewater Management Study and background for the Request for Qualification (RFQ) may be obtained at the Town of Essex Selectman's Office at the Essex Town Hall, 29 West Avenue, Essex, CT, 06426 or at <http://www.essexct.gov/water-pollution-control-authority> .

Sealed Statements of Qualifications six (6) copies may be submitted to the Selectman's Office until 4:00 pm on Friday, July 15, 2016. Qualifications will be reviewed by a selection panel and a short list of qualified firms will be invited to present and interview with the panel. The selection panel shall review the presentations and select a consultant best suited to complete the project.

The Town of Essex WPCA reserves the right to accept or reject any or all options, bids, responses to the request for qualifications, or proposals, to waive any technicality in a statement or part thereof submitted, and to accept the statement deemed to be in the best interest of the Town of Essex. All materials submitted shall become the property of the Town of Essex. The receipt of any response to this request shall in no way be construed to create or imply a contract or obligation between the parties.

Any contract awarded under this request for qualifications may be funded in part by the State of Connecticut, Department of Energy and Environmental Protection, Clean Water State Revolving Fund. Neither the State of Connecticut nor any of its Departments, agencies, or employees is or will be a party to this request for qualifications. This procurement will be subject to requirements contained in Section 22a-482-4(h), (i), and (o) of the Regulations of Connecticut State Agencies.

Based on the funding source of a specific project the following may apply "Minority and Women's Business Enterprise (MBE/WBE) subcontractor participation, expressed as a percentage of total contract amount, shall be a minimum of 8.0 percent with the following makeup: MBE - 3.0 percent and WBE – 5.0 percent."

## **Section 1: Background**

The Town of Essex WPCA is seeking to develop a Wastewater Facilities Plan to look comprehensively at the local wastewater management needs of our community in accordance with the State of Connecticut Department of Public Health (DPH), State of Connecticut Department of Energy and Environmental Protection (DEEP) and State of Connecticut Office of Policy and Management (OPM) policies and regulations. To date, the Town has completed a Wastewater Management Plan in 1998, along with a feasibility study for the Ivoryton section of Town in 2011. The Wastewater Facilities Plan is part of the implementation of the recently adopted Town of Essex Plan of Conservation and Development. The Town of Essex WPCA intends to apply to CT Clean Water Fund to cover up to 55% of eligible items in the proposed scope of work.

## **Section 2: Objectives of the Project**

The goal of the project is to develop a comprehensive Wastewater Facilities Plan with the following general objectives and considerations in mind. A detailed scope of work (SOW) and fee associated therewith will be negotiated with the selected engineering firm. This SOW will be submitted to DEEP in draft form for review and approval prior to execution by the town of Essex and the selected engineering firm:

- Perform a review of previous pertinent wastewater management reports, delineate current and future wastewater management need areas, and establish the condition of existing onsite wastewater treatment systems in project areas based on relevant information available.
- Perform a comprehensive evaluation of the feasibility of continued on-site Wastewater Management in Essex, including a technical feasibility analysis and life cycle cost analysis of various wastewater management alternatives to address identified wastewater management needs. Remedial alternatives may include onsite wastewater treatment system upgrades, decentralized wastewater management and/or centralized wastewater management alternatives.
- Investigate current capability of land, particularly in the Village areas (Centerbrook, Essex, and Ivoryton) and development nodes of Essex, to support increased growth and density consistent with local POCD and State Conservation and Development plan.

### **Section 3: Responses to the Request for Qualifications**

Responses shall include information organized as follows:

1. Cover letter
2. History of firm and form of organization
3. Team structure, office location, and resumes of key personnel showing their recent relevant experience
4. Descriptions of at least three similar projects (similar size and scope) performed in Connecticut and completed in the last 20 years.
5. References from other clients for whom the firm has done comparable work in the last three (3) years in CT.
6. Staff availability and current project list.
7. Experience working with state regulatory agencies such as DEEP, DPH and OPM on similar projects.
8. Disclosures of any prior work performed for the Town of Essex, any potential conflicts between firm staff related to or having a financial relationship with any Town employee, or appointed and/or elected official, and any participation in litigation.
9. Description of project approach

### **Section 4: Next Steps and Selection**

The Town of Essex WPCA will review and rate the submitted responses and develop a short list of three firms deemed most qualified to complete the project. Those firms will be invited to make presentations and conduct interviews with the WPCA to discuss their approach to the project. Following the presentations and interviews, the WPCA and selected consultant will enter negotiations to develop a detailed scope of services and associated fee. If an agreement cannot be reached between the parties, the next highest rated firm will be invited to enter negotiations for a project scope and fee. The goal is to conclude the selection process within sixty (60) days of receiving all statements of qualifications, and to receive the final draft Wastewater Facilities Plan from the consultant by 12/31/2017.

The Town of Essex and its Agencies and Commissions provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, the Town of

Essex complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Respondents to the bid agree and warrant that in the performance of the work on the Wastewater Facilities Plan project, they will not discriminate or permit discrimination against any person or group of persons. Respondents agree to provide the State of Connecticut Commission on Human Rights and Opportunities with such information requested by the Commission concerning employment practices and procedures.

The Town of Essex WPCA reserves the right to reject any and all RFQs and to waive any informality in the RFQ review process. It shall be understood that the award made by the Town of Essex shall be final and conclusive and without recourse or appeal by the remaining interested firms.

An Affirmative Action/Equal Opportunity Employer.

Minority/Women's Business Enterprises are encouraged to apply.