

REQUEST FOR QUALIFICATIONS

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, June 17, 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.

Section 1: Background

The Town of Essex WPCA is seeking to develop a Wastewater Facilities Plan to look comprehensively at the local sanitary needs of our community while remaining consistent 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 pay for up to 50% of scope of work. The Town of Essex WPCA will negotiate the selected qualified firm for final contract price.

Section 2: Objectives of the Project

The goal of the project is to develop a state-of-the-art Wastewater Facilities Plan with the following objectives and considerations in mind:

- Complete a new Wastewater Facilities Plan to 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.
- Investigate the feasibility of continued on-site Wastewater Management in Essex, including a full cost-benefit analysis of other options for areas of focused growth such as small community systems and extension of sewer service from Deep River.

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 five years including the principal client name, contract fee for services and project budget, billable rates and project fee structure, project work program and schedule, deliverables and evaluation of performance per budget and schedule, use of any subcontractors and their role.
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. 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.
8. 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 bids and to waive any informality in the bidding 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 Bidders.

An Affirmative Action/Equal Opportunity Employer.

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