

REQUEST FOR QUALIFICATIONS

Development of a Wastewater Facilities Plan Prospect WPCA

The Town of Prospect is seeking consultants to create a Wastewater Facilities Plan with funding through the Department of Environmental Protection Clean Water Fund. A more detailed description of the project and background for the RFQ may be obtained at the Town of Prospect Mayor's Office at the Prospect Town Hall, Center Street, Prospect, CT, 06712.

Sealed Statements of Qualifications (6 copies) shall be submitted to the Mayor's Office until 4:00 pm on May 27, 2008, 2008. 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 Prospect 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 Prospect. All materials submitted shall become the property of the Town of Prospect. 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 Prospect is seeking to develop a Wastewater Facilities Plan to look comprehensively at the need for sanitary sewers in the Town. To date, the Town has completed a Wastewater Facilities Plan in the early 1980's, along with a feasibility study for two targeted areas of the Town with some assistance provided by the Chesprocott Health District. The existing documents are deemed to be outdated, but can be used for additional information. The Town is now seeking to develop a full Wastewater Facilities Plan to examine the implementation of a defined sanitary sewer service area (or areas) within the Town. The Town intends to apply for Clean Water Funding to pay for up to 55% of scope of work that may be negotiated between the Town and a selected qualified firm.

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:

- Evaluate the sewer needs in the Town of Prospect given existing conditions, existing plans, policies, and goals.
- Develop sewer service area mapping.
- Develop a Wastewater Facilities Plan that addresses local needs while remaining consistent with the State of Connecticut DEP and OPM policies and regulations.

- Work with State agencies to address concerns and regulations regarding state policies and regulations
- Conduct a public participation process that facilitates input and feedback from regulatory agencies, elected and appointed officials, staff, and the public at large.

The consultant will play a lead role in carrying out these tasks and facilitating this process.

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 and resumes of key personnel showing their recent relevant experience
4. Descriptions of at least three similar projects (similar size and scope) 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
6. Staff availability and current project list.
7. Disclosures of any prior work performed for the Town of Prospect, 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 Prospect 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 days of receiving all statements of qualifications, and to receive the final draft Wastewater Facilities Plan from the consultant by February 15, 2009.