

**THE MATTABASSETT DISTRICT**  
**Request for Qualifications (“RFQ”)**  
**Mattabassett District Trunk Sewer Line Evaluation**  
**RFQ Solicitation Reference No. 2018-12**

I. INTRODUCTION

The Mattabassett District (“District”) is a public entity and functions as a municipality under the Connecticut General Statutes. The District owns and operates a regional sewer treatment facility with 8.5 miles of 60-inch to 72-inch RCP sanitary sewer trunk line system, servicing the City of New Britain, Town of Berlin, Town of Cromwell and City of Middletown, and constructed in 1965, The District is seeking qualification statements (“Qualification Statement”) from engineering and professional consulting firms with a minimum of five (5) years of experience in sanitary sewer assessment and rehabilitation to inspect and evaluate the District’s sanitary trunk sewer system, and provide recommendations for improvements and assist with obtaining any available state and federal funds.

Respondents must demonstrate substantive technical knowledge, sufficient staffing and expertise to support the work required under this RFQ. Interested Consultants must submit ten (10) copies of a written Qualification Statement. Qualification Statements must be received by the District, or postmarked **no later than 1:00 PM Eastern Daylight Savings time on Thursday, July 26, 2018**. Qualification Statements and other submissions received after that date and time may be received by the District as a clerical function only; and, will not be evaluated or otherwise eligible for consideration.

**ALL STATEMENTS AND SUBMISSIONS MUST BE IN SEALED ENVELOPES/PACKAGES AND BE CLEARLY IDENTIFIED AS “MATTABASSETT DISTRICT – MATTABASSETT DISTRICT TRUNK SEWER EVALUATION RFQ SUBMISSION 2018-12”**

The District shall have no express or implied obligation to reimburse any respondent company or firm for any costs or expenses incurred in preparing Qualifications Statements in response to this request. The District will select up to three firms to be interviewed by a Committee. The District anticipates conducting interviews during the **week of August 20, 2018**. The selection process and criteria will consider the firm’s experience, available staffing, specialized capability, professional and technical certifications, experience with submitting applications for state and federal funds and the expertise required to evaluate the District’s trunk sewer line system and make recommendations for improvements.

The District reserves the right to retain all Qualification Statements submitted and to proceed with any work recommended in any one or more Qualification Statements, regardless whether that proposal is selected, or as recommended after the evaluation is submitted to the District. Submission of a Qualification Statement indicates acceptance by the respondent of the conditions contained in this request for Qualifications, unless clearly and specifically noted in the Qualification Statements submitted and confirmed in any eventual contract between The District and the firm selected.

II. MATTABASSETT DISTRICT TRUNK SEWER SYSTEM INFORMATION

The District owns and maintains 43,851-feet of RCP sanitary trunk sewer system, and services the City of New Britain, Town of Berlin, Town of Cromwell and City of Middletown. The length and size of the sewer system varies in locations as follows:

5,477 feet of 60-inch, 25,579 feet of 66-inch, and 12,795 feet of 72-inch. For additional information refer to APPENDIX A.

### III. NATURE OF SERVICES REQUIRED

The District is seeking an engineering or otherwise qualified professional consulting firm (“Consultant”) qualified in evaluating sanitary sewer systems, assessment of the structural condition, determining infiltration and inflow, and qualified to provide comprehensive and detailed recommendations for rehabilitation of the lines and system. The District is looking for a minimum assessment to include:

1. Establishing location of the existing system, with GPS mapping, to be delivered to the District in both approved electronic format, as well as hard copies.
2. Inspection of the entire system; both manholes and sewer pipe, and documentation of structural condition, as well as evidence of infiltration and inflow by recommended means to include sonar, radar, cctv, smoke testing, dye testing and by any other recommended and approved standards and means. (The District reserves the right to separate the project into multiple phases and to contract with one or more Consultants as the District determines in its sole discretion and in its best interests best interest.)

Once the inspection and assessment is completed, the Consultant shall deliver the completed assessment together with detailed and comprehensive recommendations for rehabilitation and estimated cost for each aspect of any rehabilitation work. The Consultant shall also include detailed explanation whether any State and/or Federal funding is available for any portion of such rehabilitation projects.

### IV. RFQ SUBMITTAL

#### (a) RFQ FORMAT

Interested Consultants shall submit:

1. A letter of interest, together with general information on the firm and any proposed sub-consultants,
2. Firm’s (including sub-consultant) experience in five (5) projects completed successfully over the last ten (10) years, together with project owner, contact information, the size, scope and references for the projects.
3. Resumes of key personnel (including sub-consultants) to supervise and staff the District’s inspection and evaluation, together with organizational structure.
4. The selected firm must meet all Town, State and Federal affirmative action and equal employment opportunity practice. The Consultant’s published statement as such shall be included in the RFQ.
5. Personnel to be designated to be in charge and responsible for supervision and performance shall be included, and shall be required to possess and maintain a valid CT Professional Engineer’s License.
6. The submission shall more specifically include, and be submitted in the order as follows:
  - a. Letter of Interest, Firm’s and Sub-consulting firm’s information
  - b. Firm’s and sub-consultant firm’s experience, with project contact information and references
  - c. Key personnel resumes and project organizational structure,

including personnel responsible and to be in charge together with CT PE License information.

- d. Identify and detail project approach, tasks with time-tables and specific deliverables with time table

(b) RFQ EVALUATION

The Consultant will be evaluated and selected based on past experience, technical competence, past successful performance on similar projects, complete submittal as included in the above RFQ FORMAT, staffing capacity and capability to perform the work from November 2018 to February 2019, and submit deliverables no later than April 1<sup>st</sup>, 2019.

The selection team will consist of representatives of the District Board from the City of New Britain, Town of Berlin, Town of Cromwell and City of Middletown, as well as the District Executive Director and District staff.

THE DISTRICT RESERVES THE RIGHT IN ITS SOLE DISCRETION TO REJECT ANY AND ALL QUALIFICATION STATEMENTS AND SUBMISSIONS, TO EXTEND DEADLINES OR CANCEL THIS PROCUREMENT AT ANY TIME IF IT IS DEEMED IN THE BEST INTEREST OF THE DISTRICT.

The District reserves the further right to modify or amend this RFQ at any time before a contract award; to refuse to accept Qualification Statements that do not comply with the District's procurements requirements; to reject any Qualification Statement that is incomplete or in which there exist significant inconsistencies or inaccuracies; to require respondents, at their own expense, to submit written clarification of statements in any manner or format the District may determine; waive any technical defects, irregularities and omissions if in the District's judgment it is in the District's best interest; contract for all or any portion of the scope of services or tasks contained in this RFQ or contract with one or more respondents if deemed in the best interest of the District; to negotiate separately any services in any manner needed to serve the best interests of the District and to reopen the entire process if the District determines that the statements and submissions are unacceptable.

Please address all inquiries via email to the District Engineer **Michelle Ryan at [mryan@mattdist.org](mailto:mryan@mattdist.org)** who will serve as the District's contact person.

All questions, comments, submissions and other communications with the District regarding this RFQ must be addressed to the above named contact person by **Thursday, July 12, 2018**. Any information and material received that does not indicate that it is RFQ related or included contents will be opened as general mail.

At all times it remains solely the responsibility of a respondent to obtain any and all Addendums, if any are issued, or obtain official announcements pertaining to this RFQ. Neither the issuance of this RFQ nor the District's receipt of a response creates any liability or obligation on the part of the District. Consultants are referred to the District's website for any information regarding this RFQ.

Due regard will be given to the protection of proprietary information contained in all submissions received; however, respondents must be aware that all material associated with this procurement solicitation remains subject to the terms of the Connecticut Freedom of Information Act ("FOIA"). The particular pages or sections, if any, that a respondent considers confidential and

proprietary, must be specifically identified as such.

Insurance Consultant represents that it has purchased and agrees that it will keep in force for the duration of the performance of the Services or for such longer term as may be required by this Contract, in a company or companies lawfully authorized to do business in the state of Connecticut, such insurance as will protect the District from claims for loss or injury which might arise out of or be related to the Services required by this Contract regardless whether such operations and Services be conducted by Consultant or by an approved subcontractor or its subcontractors for which Consultant may be responsible. Consultant represents and agrees that the insurance is written for and shall be maintained in an amount not less than the limits of the liability specified below or required by law, whichever coverage is greater. Consultant certifies that coverage shall be written on a “claims made” form and shall be maintained without interruption from the commencement of Services and work until the expiration of all applicable statutes of limitation.

- a) Worker’s Compensation, employer liability, \$1,000,000.
- b) Comprehensive General Liability with limits of not less than \$1,000,000.00 per occurrence, \$2,000,000 Aggregate.
- c) Professional Liability with limits not less than \$1,000,000 per occurrence, \$1,000,000 Aggregate.
- d) Comprehensive Automobile Liability (owned, non-owned, hired) of \$300,000.00 each accident.
- e) Cyber liability not less than \$1,000,000 per occurrence and Aggregate.
- f) Umbrella Liability of not less than \$5,000,000 per occurrence and Aggregate.

Certificate: The Consultant shall file Certificates of Insurance, naming the District as an additional named insured, in duplicate, acceptable to all parties prior to commencement of Services, which shall contain a provision that coverage under the policies shall not be canceled or allowed to expire or permit material changes until at least Thirty (30) days written notice has been given to the District.

The District is an Equal Opportunity/Affirmative Action Employer and Contractor.

**Please be sure that the following contact information, at a minimum, is included with any Qualification Statement and any appended Submission:**

Respondent Company: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

By: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_