

**NORWICH PUBLIC UTILITIES**  
**NORWICH, CONNECTICUT**

**RFQ 12-14**

**REQUEST FOR QUALIFICATIONS  
FOR CONSULTANT SERVICES  
FOR DESIGN OF A BUOYANT MEDIA FILTRATION RETROFIT  
SYSTEM FOR THE STONY BROOK WATER TREATMENT PLANT**

Norwich Public Utilities (NPU) is soliciting qualifications to design and prepare construction documents for retrofit of an existing non-buoyant media filtration clarifier system to a buoyant media system at its Stony Brook Drinking Water Treatment Plant. Detailed requirements for submittal of qualifications are available at the office of the Norwich Public Utilities, 16 South Golden Street, Norwich, Connecticut, between the hours of 8:30 AM and 4:00 PM, Monday through Friday. Inquires relating to this request for qualifications should be directed to Mark Decker at (860) 823-4168.

FIVE (5) sets of the Qualifications package, clearly marked “**REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL CONSULTANT SERVICES FOR DESIGN OF A BUOYANT MEDIA FILTRATION RETROFIT SYSTEM FOR THE STONY BROOK WATER TREATMENT PLANT PROJECT**” will be accepted no later than December 18, 2012; 4:00 PM, local time in the Office of the Norwich Public Utilities, 16 South Golden St., Norwich, CT 06360; Attention: Tammy Peterson, Purchasing Supervisor.

NO QUALIFICATIONS WILL BE ACCEPTED AFTER THE 4:00 P.M. DEADLINE.

As needed, the work shall be awarded to the most responsive qualified firm, in accordance with Regulations of Connecticut State Agencies Section 22a-482-4 (i) ARCHITECTURAL/ ENGINEERING PROCUREMENT REQUIREMENTS.

NPU reserves the right to reject any or all proposals or parts thereof; to waive any informality in same, or accept any proposal deemed to be in the best interest of the City.

**William Block**  
**City Purchasing Agent**

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The City of Norwich Department of Public Utilities (NPU) requests statements of qualifications, experience, and availability from firms with expertise in the evaluation, design, and construction of retrofit upgrades to municipal water treatment facilities utilizing buoyant media clarifiers and activated carbon multi-media treatment units.

NPU seeks to hire a qualified professional Consultant to evaluate, design, prepare construction documents, and provide all documentation necessary for project permitting on the local, state and federal levels in accordance with the requirements of the Drinking Water State Revolving Fund and the City of Norwich.

After the RFQs are received, they will be reviewed, and those firms determined to have the best qualifications will be asked to appear before the selection committee for a formal interview.

**1.0 PROJECT BACKGROUND**

NPU owns and operates the Stony Brook Drinking Water Filtration Plant located in Montville, Connecticut. The source water is the on-site, approximately 72-acre, Stony Brook reservoir. The treatment plant, brought on line in 1996, consists of two parallel 1,390 gallon per minute (GPM) non-buoyant media contact clarifier (IDI ADVENT) multi-media package treatment units. It has a rated treatment capacity of 4.0 mgd. The units are constructed of stainless steel.

The original buoyant media pilot plant study was completed in 1991. Based on clarifier flushing requirements and proven performance, the buoyant media clarification package treatment process piloted in 1991 was the recommended alternative. Additional pilot studies determined that both buoyant and non-buoyant package treatment technologies provided effective treatment based on the observations recorded during the pilot testing.

During the summer of 2010, the water quality in Stony Brook Reservoir changed. An algae bloom that occurred late in the summer resulted in NPU taking the Plant offline. From August 2010 to January 2011 NPU staff evaluated alternative coagulants and changes to operating procedures to bring the facility back online.

Based on the original pilot studies, the more prevalent successful use industry-wide of buoyant media contact clarifiers, and the number of plants that have converted from non-buoyant to buoyant media within the last decade, NPU believes replacing the existing IDI ADVENT clarifier system in its entirety with buoyant clarifier equipment and materials represents the highest probability for success in treating the current raw water.

This Work will be subject to the State of Connecticut Department of Health Code, AWWA Standards and all other applicable water system standards and specifications. All work shall be performed to the satisfaction of NPU.

## **2.0 STATEMENT OF PROPOSAL**

NPU is soliciting qualifications for a professional Consultant to design, and prepare construction documents, for retrofit of an existing non-buoyant media contact clarifier system to a buoyant media contact clarifier system. An evaluation of the use of Granular Activated Carbon for taste, odor, and DBP control shall be included.

## **3.0 DETAILED DESCRIPTION OF WORK:**

### **Pre Design Report**

- Verify Piloting not required by DPH
- Identify Permits Required
- Develop design criteria for Improvements
- Identify materials of construction for improvements
- Develop Construction Cost Estimate
- Develop construction sequencing plan
- Develop 50 percent complete process and piping drawings
- Develop detail description of PLC and SCADA Improvements

### **Contract Documents**

- Provide documents suitable for bidding project.
- Submit 50 percent and 90 percent documents to NPU for review and comment
- Submit updated construction cost estimate at 50, 90 and 100 percent submissions
- Prepare and submit all permit applications
- Submit Plans and Specification to Ct DPH for review and Approval.
- Norwich Public Utilities anticipates receiving funding assistance for this project from the State of Connecticut – Department of Public Health Drinking Water State Revolving Fund (DWSRF). Bidding documents shall comply with DWSRF program requirements.

### **Coordination**

The Stony Brook Water Treatment Plant is one of two drinking water treatment facilities that serve the City of Norwich and six surrounding communities. Therefore, the retrofit project shall be performed while keeping one treatment train at Stony Brook functional at all times. The Plant shall remain active during the retrofit.

All aspects of the system design are to be done in conjunction with local, state and federal health rules and regulations. It is the responsibility of the Contractor to ensure all aspects of the system design, anticipated performance and process functions are fully in compliance with local, state and federal department of health requirements.

The Consultant shall assist in Drinking Water State Revolving Fund coordination with DPH for reporting, and proceeding from design loan into construction loan.

#### **4.0 RFQ SUBMITTAL REQUIREMENTS**

The RFQ shall include the following:

1. Corporate Organization – Describe the firm structure, ownership, size, licensure, and history of your firm, including the location of the office where the majority of work will be performed, the location of corporate headquarters, number of years in business
2. Identification of Subconsultants (if any) – Include the name, address, and nature of any proposed subconsultants, including a description of any prior affiliation.
3. Project Organization Chart
4. Resumes of Project Team Members – Please include only those resumes of staff that are likely to work on this project. The Project Manager shall have a minimum of ten years of experience with the evaluation, design, and construction of drinking water treatment facilities and distribution systems.
5. Demonstration of Ability to Complete the Project – Describe the firm’s ability to perform the services as reflected by current workload and the availability of adequate personnel, equipment and facilities to perform the service expeditiously.
6. Detailed project approach and proposed scope of services sufficient to demonstrate a sound understanding of the project and required elements for its successful completion.
7. Demonstration of Ability to Meet WBE/MBE Requirements
8. Description of Relevant Experience – Include a minimum of three projects that are similar to that being requested. For each project, include the name of the organization for whom the work was performed; contact name, address, and telephone number; contract fee; date the project was completed; and a description of the services performed.
9. A listing of standard hourly rates by employee category along with a preliminary cost range for completion of the various phases of analysis, preliminary design, final design and regulatory permitting for a sample project selected as described within the Capital Efficiency Study document.
10. Other information that the Consultant believes conveys their qualifications and experience.

Interested firms are requested to submit five (5) copies of the qualifications statement that will demonstrate the extent to which all of the requirements of this request will be accomplished, including but not limited to staff experience, recent project experiences, the firm's role relative to the various project requirements, previous work that demonstrates an understanding of the evaluation, design, and construction upgrades to municipal drinking water treatment plants utilizing buoyant media contact clarifiers, and previous experience related to Drinking Water State Revolving Fund monies. Selection of the firms is to be based on selection criteria, as listed in this RFQ.

## **5.0 CONSULTANT'S DUTIES AND RESPONSIBILITIES**

The Consultant's duties and responsibilities consist of those services performed by the Consultant, the Consultant's employees, and the Consultant's professional associates. The Consultant's responsibilities shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the work. Upon request of NPU, the Consultant shall submit for NPU's and CT DPH's approval a schedule for the performance of the Consultant's services which may be adjusted, and shall include allowances for periods of time required for NPU's review.

## **6.0 GENERAL REQUIREMENTS**

1. All requirements identified in the Selection Criteria must be enclosed to be considered.
2. The firm selected from this request for qualifications will herein be referred to as the "Consultant".
3. The selected Consultant will work at the direction of the Norwich Public Utilities' General Manager.
4. The Consultant will be required to meet with NPU, or other boards or commission, as warranted.

## **7.0 MINIMUM REQUIREMENTS FOR CONSULTANT FIRM AND STAFF**

Each proposing firm must clearly demonstrate that it and its staff meets or exceeds the following minimum requirements.

1. The Firm's Project Manager must be a professional engineer licensed to practice in Connecticut.
2. The Firm shall have demonstrated experience in water treatment facility evaluation, design, and construction upgrades.
3. The Firm shall have the ability to meet the contract WBE and MBE requirements.

4. The Firm must have provided services, similar to those being requested for at least three projects. Specific contact references, including scope of project and staff member in charge, must be included in the proposal.
5. The Firm must assign a principal person to NPU from among its senior staff. Proposals must include resumes of all professional staff members who might be assigned to the project.

## **8.0 ADDITIONAL REQUIREMENTS**

Each proposal should state, and demonstrate where possible, that the Firm and its staff meet, or will meet, the following additional requirements.

1. The staff assigned to serve NPU must have demonstrable expertise in the study and design of water treatment facilities, and specifically experience utilizing buoyant media contact clarifiers, multi-media filtration, and SCADA systems.
2. The Firm must assign a principal person to NPU from among its senior staff. Proposals must include resumes of all professional staff members who might be assigned to this project. Only those staff members specifically assigned to the project should be listed. No substitutions will be allowed without the permission, in writing, of NPU.
3. The senior staff assigned to serve NPU must be available on short notice to respond to specific requests and for meetings with City officials days or nights as required, and must be experienced in oral presentations to boards, commissions and public meetings.
4. The staff assigned to serve NPU must provide assurance that any person(s), officer(s) and/or official(s) employed by or associated with NPU has not been employed, retained, induced or directed to solicit or secure the Contract. In the event of any allegation of substance (as determined by NPU) is substantiated, the Contractor shall cooperate fully with NPU in establishing whether or not the allegation is true.
5. The staff assigned to serve NPU should be familiar with the applicable provisions of the Connecticut General Laws, and the any other relevant laws and regulations of the state of Connecticut.
6. Funding requires participation at the following percentages: Minority Business Enterprises at 3.0%; Women Business Enterprises at 5.0%.
7. Any Contract awarded under this request for qualifications or professional proposals is expected to be funded by a loan from the State of Connecticut Drinking Water State Revolving Fund and will be subject to requirements of subsections (h), (i) and

(o) of Section 22a-482-4 of the Regulations of Connecticut State Agencies (RCSA). The State of Connecticut will not be a party to this request or any resulting contract.

## **9.0 SELECTION CRITERIA**

Proposals will be evaluated as to State of Connecticut RCSA Section 22a-482-4 (i) ARCHITECTURAL/ENGINEERING PROCUREMENT REQUIREMENTS, and the award shall be made on the basis of the most responsive qualified firm in the sole discretion of NPU. The following criteria will be considered in determining the highest qualified firm and such information requested below shall be highlighted in the proposal:

1. Competence to perform the services as reflected by technical training and education; general experience; experience of the assigned staff in providing the required services; and the qualifications and competence of persons who would be assigned to perform the services in a timely manner;
2. Ability to perform the services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the service expeditiously;
3. Past performance as reflected by the evaluation of private persons and officials of other governmental entities that have retained the services of the firm with respect to such factors as control of costs, quality of work, ability to assist in obtaining funding and an ability to meet deadlines.
4. Narrative description of the approach and scope of work to substantiate firm's understanding of the project objectives;
5. Personnel assigned to perform the tasks. The Project Manager must have demonstrated experience with domestic drinking water treatment facility design and operations and permitting procedures. Experience with federal, state and local funding is required.
6. Information demonstrating experience with water distribution treatment facility projects, particularly those where the firm's concepts, design and construction have been applied and implemented.
7. Services offered under this contract;
8. Fulfillment of project proposal requirements;
9. Completion of required information demonstrating the ability to perform the required tasks;
10. Experience and familiarity with projects funded by the Drinking Water State Revolving Fund Program.

The contract will be awarded based on a successful negotiated contract with NPU. NPU reserves the right to reject any or all parts of the proposal or parts thereof and to negotiate with the next qualified proposer.

#### **10.0 LIST OF DOCUMENTS AVAILABLE FOR VIEWING AT NPU**

The following information is available for viewing at the NPU offices on South Golden Street. Anyone wishing to view these files should contact Mark Decker at (860-823-4168).

1. RCSA Section 22a-482-4(i) – Architectural / Engineering Procurement Requirements
2. Evaluation of Clarifier Media Alternatives - Stony Brook Water Treatment Plant - November 2011

#### **11.0 INSURANCE INFORMATION**

The Consultant hereby agrees to maintain at its own expense comprehensive general liability, automobile liability, professional liability and workers' compensation insurance during the term of this Agreement in amounts determined to be sufficient by the City.

The commercial general liability insurance policies shall contain a minimum limit of liability of \$1,000,000 combined single limit per occurrence for bodily injury and property damage and shall name the City of Norwich and its officers, agents and employees as additional insured. The general liability policy shall contain, but not limited to, operations liability, contractual liability, which insures any indemnities contained in the Agreement, products liability and completed operations, which shall be maintained for a period of not less than three years following completion of the work under the Agreement, in addition to personal injury and advertising liability, and broad form property insurance.

The Consultant shall also maintain commercial automobile liability insurance, subject to a minimum limit of liability of \$1,000,000 per accident for bodily injury and property damage. This insurance shall include coverage for all owned, non owned and leased/rented vehicles. The City of Norwich and its employees, agents, and officers shall be designated as additional insured.

The consultant shall maintain professional liability insurance, which covers the services to be provided pursuant to the contract between the City of Norwich and the "Consultant". The minimum limit of liability shall be \$1,000,000 in the aggregate. The aggregate shall apply separately to each project on which the Consultant is working.

The Consultant further agrees to maintain at its own expense workers' compensation and employer's liability insurance, which insure all employees of the Consultant. The workers' compensation insurance shall comply with all workers' compensation laws and regulations in the state of Connecticut. The employer's liability insurance shall contain

limits of liability of not less than \$100,000 for each accident, disease each employee and disease policy limit.

All such insurance required hereunder shall contain provisions requiring the insurance company(s) to provide thirty (30) days prior written notice to the City of Norwich in the event of cancellation, termination or material change to any policy terms and conditions.

Any insurance required hereunder written on a "claims made" rather than on an occurrence basis shall contain a retroactive day no later than the earlier of the commencement date of the services under the Agreement or execution of the Agreement and shall provide that in the event of cancellation or non-renewal, the discovery period for insurance claims (Tail Coverage) shall be available for at least sixty (60) months following termination of the services under the Agreement or termination of the Agreement, whichever is later.

The Consultant agrees to waive any right of claim against the City of Norwich, and their employees, agents, and officers for any losses, damages and expenses arising out of the services in the Agreement between the City of Norwich and the Consultant. All insurance required hereunder shall contain waivers of subrogation in favor of the City of Norwich and its employees, agents and officers.

The insurance required hereunder shall be primary insurance, not excess or contributory, with out any right of contribution by any insurance maintained by or on behalf of the City of Norwich.

The Consultant agrees to provide the City of Norwich with certified copies of all insurance policies of insurance required hereunder or certificates of insurance, whichever the City deems appropriate, prior to commencement of services under this Agreement and throughout the full term of this Agreement upon expiration or termination or change in any insurance coverage required hereunder.

The insurance requirements of the Agreement are an integral part of the Agreement. Any defect in the insurance program required in the Agreement may result in termination of the Agreement, as stipulated in the Agreement. No employee or the entity can modify the terms of the Agreement without the prior approval of Corporation Counsel and the Chief Administrative Officer or his/her designee.

The insurance maintained by the Consultant shall not serve to limit in any way the liability of the Consultant arising out of the services to be provided under this Agreement.