



TOWN OF WILLINGTON, CONNECTICUT
REQUEST FOR PROPOSALS
FOR
ENGINEERING SERVICES
FOR THE
RENEWAL OF A DEEP PERMIT FOR THE SUBSURFACE SEWAGE
DISPOSAL SYSTEM AT THE SENIOR HOUSING AREA

The Town of Willington is requesting proposals for the evaluation of the existing subsurface sewage disposal system and the preparation of an application for the renewal of a permit from the Connecticut Department of Energy and Environmental Protection (DEEP).

Through the current process, the Town of Willington will select a qualified engineering consultant, by competitive proposal, to implement the following phased plan. The Town will then enter into an Engineering Agreement, with the successful consultant, subject to the review and approval of its Board of Selectmen.

1. **EVALUATION REPORT** - Provide a short and concise report that will review available information, then analyze and discuss any changes and upgrades that may be necessary based on current site conditions and ongoing expansion of facilities. The report and permit renewal application will cover the flows from the current senior housing, senior center and the expanded cottage area. It will also review and evaluate the existing septic tanks, pump chambers, leach field and any other structures or equipment necessary for the disposal of sewage from these sites.

It is expected that the consultant will schedule at least two meetings with Town staff during the preparation of this report to discuss needs, any additional design requirements and up-to-date permitting criteria and, sub-

sequent to its preparation, present the results to the Board of Selectmen and Town regulatory agencies.

2. **DESIGN AND PERMITTING** - The consultants chosen for this project will prepare any additional design requirements and take into consideration that during the permit application phase they will be expected to meet and consult with Town Staff and, to the extent required, with the DEEP to make certain that the permit application and necessary attachments will meet all required regulatory criteria. In addition to the DEEP, the consultant is also expected to make contact with and prepare any necessary submittals to local regulatory agencies to ensure that the sewage disposal system meets their requirements, particularly in the event of any potential upgrades requiring changes in site layout. Although the number of meetings with regulatory agencies cannot be assessed at this time, the consultant shall plan to attend a minimum of one meeting with the Inland Wetland and Watercourses Commission, one meeting with the Planning and Zoning Commission and one meeting with the Board of Selectmen subsequent to the completion and preparation of permit applications.

AVAILABLE INFORMATION:

The following information is available for inspection at the Office of the First Selectman of the Town of Willington:

- A. Plans for the Design of the current subsurface sewage disposal system, prepared by Gardner & Peterson Associates in 2006.
- B. Plans for the current and on-going housing project.
- C. A copy of the DEEP permit for the current system.

SUBMITTAL OF QUALIFICATIONS & PROPOSALS

Interested engineering consultants are asked to respond to this request by submitting qualifications and cost proposals. Emphasis should be placed upon providing information concerning expertise with similar projects, the type and level of staffing available to fulfill the scope of the work required for the report and permit application, and an outline for the project.

Submittals should include the following information:

- (1) Description of the company's experience and background.
- (2) Description of the company's approach to the project.

- (3) Relevant experience and references, along with names, addresses and telephone numbers of each reference.
- (4) Project organizational chart and résumés of key personnel who will be committed to the various project phases (note that the project manager shall be a professional engineer registered in the State of Connecticut).
- (5) Names of any sub-consultants or sub-contractors who will be involved with the various project phases, their responsibilities and the percent to which they will be utilized (include résumés of key personnel).
- (6) Estimated costs for each phase of the project, with a schedule of rates.

Responding consulting companies must meet all requirements for qualifications and proposals or the submittals will be disqualified. During the evaluation process, the Town of Willington reserves the right to request additional information to assist in the evaluation of the qualifications and proposals. The Town of Willington reserves the right to reject any or all proposals, should the Town deem it to be in the public interest to do so, or to delete or reduce the scope of any work in order to best suit the interests of the Town.

Due Date and Copies: Please submit six copies of the Qualifications and Proposals no later than **1:30 PM on Tuesday, October 25, 2016** to:

Christina Mailhos, First Selectman
Town of Willington
40 Old Farms Road
Willington, CT 06279

No statement of qualifications and proposals will be accepted after this time.

Inquiries: All inquiries regarding this proposal and requests to review available site plans and other information should be directed to:

Christina Mailhos, First Selectman
Town of Willington
40 Old Farms Road
Willington, CT 06279

Tel. 860-487-3100
E-mail: cmailhos@willingtonct.org

Interviews and Evaluation Process: Subsequent to the review of written proposals, the Town of Willington will schedule interviews with the three (3) companies deemed most eligible and qualified. The interview process will be conducted by a committee appoint-

ed by the Board of Selectmen; each company will have 45 minutes to make a presentation and to answer questions from the Committee. It is anticipated that interviews will be conducted on November 15, 2016 and that a final decision for choice of an engineering consultant will be made no later than November 21, 2016.

Evaluation Criteria: Evaluation for the selection process will utilize - but not be limited to - the following considerations:

- The thoroughness of the written proposal regarding the information requested in this RFP and the quality of the presentation to the Committee if selected for an interview.
- The company's experience in working with municipalities and other entities in the areas addressed in this document.
- The successful experience of the staff proposed to be assigned to this project to perform the type of work required.
- The company's proven ability to complete tasks on time and within budget.
- Overall performance on past projects, as evidenced by previous contracts.
- Ability to work with Town staff, including various Town agencies, and the general public to move forward the agenda and plan noted herein.
- Cost proposals for each phase of the project and the schedule of fees.

TIME SCHEDULE

RECEIPT OF PROPOSALS

October 25, 2016 (Tuesday)

INTERVIEWS

November 15, 2016 (Tuesday)

PROJECT AWARD

November 21, 2016 (Monday)

NOTICE TO PROCEED

November 23, 2016 Wednesday)