



# Town of Fairfield

Sullivan Independence Hall  
725 Old Post Road

Fairfield, Connecticut 06824  
Purchasing Department  
RFQ #2017-039

(203) 256-3060  
FAX (203) 256-3080

Request for Qualifications  
Engineering Services

Town of Fairfield  
Purchasing Authority  
725 Old Post Road  
Independence Hall  
Fairfield, CT 06824

Date submitted \_\_\_\_\_  
Delivery \_\_\_\_\_ days after receipt of order  
Terms: Cash discount \_\_\_\_\_ % \_\_\_\_\_ days

SEALED QUALIFICATION submissions are subject to the standard instructions set forth on the attached sheets. Any modifications must be specifically accepted and acknowledged by the Town of Fairfield, Purchasing Authority.

Respondent:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

  
\_\_\_\_\_  
First Selectman  
  
\_\_\_\_\_  
Purchasing Authority  
11-10-2016  
\_\_\_\_\_  
Date

Sealed qualification submissions shall be received by the Purchasing Authority at the office of the Director of Purchasing, first floor, Independence Hall, 725 Old Post Road, Fairfield, Connecticut 06824, up to:

**2:00 p.m. on 30 November 2016**

To provide Engineering Services for analyzing, consulting, planning and design for the Engineering Services as detailed in the attached specifications.

**Notes:**

1. Bidders are to complete all requested data in the upper right corner of this page and must return this page and the proposal page with their bid / proposal.
2. No bid shall be accepted from, or contracts awarded to any person / company who is in the arrears to the Town of Fairfield upon debt or contract, or who has been within the prior five (5) years a defaulter as surety or otherwise upon obligations to the Town of Fairfield.

## **Overview**

The Town Of Fairfield is requesting proposals and qualifications for engineering services for Engineering Services to investigate the cause of flooding at the Tomlinson Middle School, 200 Unquowa Road, Fairfield, CT.

When heavy rains occur, the Tomlinson Middle School facility experiences indoor flash flooding of the basement level cafeteria and kitchen areas. The problems are specific to the basement wing of the building, the exterior stairwells, and the sidewalk and driveway along the northside of the school. The proposed engineering study shall involve the successful Respondent investigating the surface water runoff that flows into the existing underground drainage pipes and systems in the vicinity of the Tomlinson Middle School facility. The study should also investigate the contribution of the building roof drains to the drainage problems. The Town believes that the storm water drainage pipes and systems in proximity to the school facility may be undersized, and the excess water that enters the system during a heavy rain event is not able to exit the system quickly enough and thereby the area floods. The Town shall initially require an extensive engineering study that thoroughly investigates the existing conditions and the effect of potential heavy rain events on the drainage pipes and system. The result of the study should be recommended options to address the problems additionally, within the study the Town shall require preliminary recommendations for the repair and or replacement of the problem with pro-forma budget with a cost estimate for the work. These are not expected to be detailed plans for construction purposes, but should include items such as length and size of pipes; amount and type of drainage structures. The respondent will not be required to analyze the drainage systems beyond where it leaves the school property.

## **Notes to Respondents**

You must submit one original, four (4) written copies, and one (1) electronic copy of your proposal. Questions concerning this RFQ must be in writing and directed only to:

Gerald J. Foley, Director of Purchasing  
[GFoley@Fairfieldct.org](mailto:GFoley@Fairfieldct.org)

Response will be in the form of an addendum that will be posted approximately 22 November, 2016 to the Town of Fairfield website, which is [www.fairfieldct.org](http://www.fairfieldct.org). It is the responsibility of each Respondent to retrieve addenda from the website. Any contact about this RFQ between a Respondent and any other Town official and/or department manager and/or Town of Fairfield employee, other than as set forth above, may be grounds for disqualification of that Bidder. No questions or clarifications shall be answered by phone, in person or in any other manner than specified above.

Inquiries must reference the RFQ due date and must be received no later than 18 November, 2016. Failure to comply with these conditions will result in the Respondent waiving the right to dispute the RFQ specifications and conditions. Any addenda will be posted to the Town of Fairfield website, which is [www.fairfieldct.org](http://www.fairfieldct.org). It is the Respondent's responsibility to monitor the website for additional information.

## **Submission Requirements**

Submissions must be received by **2:00 p.m. on 30 November 2016**; send sealed submissions to:

Town of Fairfield  
Purchasing Authority  
725 Old Post Rd  
Fairfield, CT 06824

The Town of Fairfield ("the Town") is seeking Requests for Qualifications ("RFQ") for The Town of Fairfield is requesting proposals and qualifications for engineering services for Engineering Services to investigate the cause of flooding at the Tomlinson Middle School, 200 Unquowa Road, Fairfield, CT. The RFQ document shall include;

1. The statement of qualifications and experience, with anticipated personnel working on project.
2. Fee proposal, shall include estimated hours, hourly rates, and maximum number of hours or fee "not to exceed," for proposal breakdown for analyzing, preliminary and/or final design (as specified) and providing inspection for the projects listed.

Note: For larger projects, after completion of the preliminary design projects, work for more detailed design and inspection may be extended or "rebid" depending on whether an agreement can be reached with the Respondent

regarding the expanded detailed scope and fee schedule, lump sum payment or “fee not to exceed”. Any extra work would have to be authorized and approved by the municipality.

The Town shall utilize an evaluation panel consisting of employees of the Purchasing, Public Works, Engineering, Board of Education and potentially other town departments. Approximately two (2) to four (4) firms will be pre-qualified, using a standard evaluation matrix that is weighted for qualifications/experience of the firms and the enclosed proposals with fee proposals / schedules.

The Town’s evaluation panel will pick the highest scoring proposal for each project or section of the contract based on items listed previously. Should the negotiations fail to result in an executed contract within a reasonable time, the Town may elect to terminate negotiations with the highest ranked Respondent and begin negotiations with the second ranked Respondent. The Town always retains the exclusive right to cancel the process and make no award. The Town’s evaluation panel may also elect to interview firms or consultants if it so desires, but will use the standard evaluation matrix for selection as stated above.

### **Submission Information Required**

This section of the RFQ establishes certain standards of experience and financial capabilities that the Town for a Respondent to be deemed qualified. Submissions that do not meet the prescribed standards will be considered by the Town to be non-responsive. The Town, at its sole discretion, will decide if a Respondent meets the standards. Each Respondent must answer the questions honestly and completely; the following section describes the submission requirements:

- A. Provide an executive summary – maximum three (3) pages, single spaced – that includes the full name, tax identification number and main office address of the primary Respondent. Include annual reports, 10k, balance sheets and any other information detailing the financial stability and organizational ability of the Respondent must have been in business for a minimum of three (3) years.  
**Note:** Financial information is to be submitted in a separate sealed envelope that is clearly marked with the contents; this information will be reviewed only if the Respondent is a final Respondent; all financial information will be returned to the Respondent at the conclusion of the selection process.
- B. Provide the business history of the primary Respondent. Include any changes in the Respondent’s status as the result of merger, acquisition, spin-off, reorganization or other change in business organizational status. Identify when the Respondent was organized and, if a corporation, where incorporated and number of years engaged in providing full service contract operations under that name. Provide a comprehensive description of Respondent’s corporate ownership and/or operating name.
- C. State whether any selectman or other officer, employee, or person who is payable in whole or in part from the Town currently has any direct or indirect personal interest in the Respondent. If so, describe the circumstances.
- D. State whether the Respondent or any of its employees or officers has been named as a defendant in any litigation brought as a result of any contract operations for operations and maintenance. If so, name the owner and describe the circumstances, including the outcome of the litigation.
- E. State whether the Respondent has ever been terminated, fired, or replaced on a project other than those contracts that have been terminated due to completion. If so, name the owner and describe the circumstances.
- F. The primary Respondent must demonstrate the capability to successfully analyze, design, inspect and provide related services with the emphasis on municipal and state storm water drainage engineering projects. Describe Respondent’s experience with storm water drainage structures; provide documentation on expertise in storm water drainage design, Federal, State and Municipal regulations and related construction supervision. Also describe any experience with the DEEP, ACOE, conservation and other permits. List any storm water drainage project that your company has been involved with.
- G. Provide a complete list of specialized experience and technical competence in;
  - Investigating, Planning & Designing public works projects (ex. storm water drainage systems, etc.).
  - Projects using “Green” Infrastructure Technology
  - Flood mitigation control projects as they relate to municipal public works infrastructure.
  - Developing construction contract documentation including plans and specifications.
  - Producing quality designs with references and prior experience on similar projects.
  - Providing accurate cost estimates for construction.
  - Providing sufficient technical oversight during construction.

- Coordination with utility companies.
  - Coordination with federal, state and local agencies, including all aspects of permitting.
- H. Include resumes and project lists of the key personnel who are proposed to work on this project.
- I. Identify any subcontractors and/or sub-design consultants, if any, who will perform work on this project. The Town retains the right to reject any and all proposed subcontractors. This provision applies through the term of the contract.
- J. State your relevant prior experience, including a list of all clients served during the past five years, complete with names, addresses and telephone numbers of contact persons for each. Provide the client name, contact, address, and phone number of at least one municipal project that Respondent has designed, if available.
- K. Provide examples of work produced for similar projects completed within the past five (5) years.
- L. The firm must have had demonstrable experience with all regulatory agencies having jurisdiction over the site. Work experience within Connecticut with similar projects is essential.
- M. Include a fee schedule, estimated hours, hourly rates per discipline / function, and a maximum cost/ “not to exceed” total for each phase of project, Project investigation and analysis, preliminary design, final design and if necessary Construction Administration at Town’s discretion.

Note: A preliminary scope of services is enclosed for the Respondent’s convenience. As an option, the Respondent may include any proposed cost savings measures or additional design costs that might be anticipated that were not included in preliminary scope.

### **Selection Process**

Respondents will be evaluated based on the following criteria:

1. Demonstrated specialized experience and technical competence in storm water drainage design & construction;
  2. Experience and qualifications of the proposed team, and the capacity and capability to complete all work on-time and within budget;
  3. Examples of work produced for and past performance on similar projects;
  4. Experience with and knowledge of federal, state and municipal processes, requirements and procedures;
  5. Suggestions for improvements / innovations;
  6. Fee proposal schedule.
- The Town’s evaluation team will individually review and rank each Respondent’s sealed Statement of Qualification using the evaluation matrix attached as Table 1.
  - The Town’s team will meet to discuss the Respondents credentials and qualifications;
  - The evaluation team may short-list Respondents for interview in order to clarify qualifications and verify its evaluation. Additional services or significant changes to the submittals during the interview will not be entertained.
  - Based on the responses received, the Town may choose to continue or cancel the RFQ process.

In addition to the data and documentation submitted in response to this process, the Town reserves the right to make an on-site inspection and evaluation of any facility at which the firm has provided similar services. If the Town chooses to exercise this right, the Respondent shall provide a representative, with or without notice, to accompany the Town or its delegated representatives on any on-site inspection. The inspection may not be limited to one facility. All costs for transportation and subsistence to inspect any facilities incurred by Town personnel shall be borne by the Town.

### **Negotiations with Respondents**

The responsibility for the final selection rests solely with the Town; the Town may commence negotiations with the Respondent who scores highest during the selection process, or at its sole option may cancel the process at any time. During this negotiation phase, the Town may discuss any cost, charge or service. The Town shall not be liable to any Respondent for any costs associated with responding to the Request for Qualifications and Proposals, and the Respondent’s participation in any interview, or for any costs associated with negotiations.

## Project

The proposed engineering study shall involve the successful Respondent investigating the surface water runoff that flows into the underground drainage pipes and systems in the vicinity of the Tomlinson Middle School facility; including confirming how the water is entering the basement level of the school.

Scope of Services: Respondent shall provide the following (see also specific project requirements):

- A. Phase One – Project Investigation and Analysis:
- Perform site investigation; site inspection and review of problem areas.
  - Obtain background information; utility information, school issues, etc..
  - Review engineering plans, files and drawing of the existing storm water drainage system;
  - Submit study outlining cause of the problem, preliminary repair or replacement concept with a budget cost estimate for the work within forty-five (45) days of the award.
- B. Phase Two – Preliminary Design
- perform storm water drainage engineering assessment, if necessary;
  - provide concept plan and drawings;
  - specify design details and specifications of materials to be installed;
  - provide budget cost estimate
  - perform structural analysis to determine if storm water drainage structure is to be repaired or replaced;
  - perform flow capacity analysis to determine if storm water drainage structure is to be repaired or replaced
  - provide investigative testing – soil borings, sieve analysis, etc.;
  - provide survey, topography and location of site, if necessary;
  - provide cost estimates for options or alternatives analyzed;
  - provide concept plan and drawings;
  - design rough details and general specifications of materials to be installed;
  - provide 30% design phase plans with recommendations for the final set of plans and specifications;
  - investigate mitigation measures and supply a short summary of proposals, cost estimates, alternatives, options, and suggestions;
  - list estimated hours, hourly rates, maximum or not to exceed fee for this phase and investigation/analysis phase.
  - Should the Town decide to proceed to the next phase, the successful Engineer may be retained, at the Town’s option and with the Respondent’s agreement, to provide the following under a separate scope of services at a later date (Note: The Town has the option to contract with a different Respondent for subsequent phases of the work)
- C. Phase Three – Construction Design Development:
- preparation of engineered or architectural plans at an agreed upon scale, extended in field measurements, if applicable, to show structural details;
  - obtain permits;
  - preparation of construction drawings;
  - meet with neighborhood representatives and/or Town officials, and attend at least one public hearing, if required;
  - produce detailed cost estimate, mitigation plans, and detailed specifications to incorporate into a Town bid contract;
- E. Phase Three (continued) – Contracts (Town’s option):
- provide three copies of plans and specifications of the project(s) for Town bidding and construction;
  - provide additional copies to DEEP or other government agencies;
  - review contractor bids and make recommendations to the Town;
  - Should the Town decide to proceed to the construction phase, the successful Engineer may be retained, at the Town’s option and at the Respondent’s agreement, to provide the following under a separate scope of services:
- F. Phase Four – Construction Administration (Town’s option):
- provide project monitoring and daily periodic (not necessarily hourly) inspection – unless directed by the Town during critical construction periods;
  - provide engineering administration for requests for information, plan changes or revisions, and review of shop drawings;
  - include monitoring / inspection/engineer of record reports, if required;
  - assist in providing information to obtain reimbursements or grants.

**Proposed Fees:**

**Phase 1- Project Investigation and Analysis**      \_\_\_\_\_ hrs      \$ \_\_\_\_\_

**Phase 2- Preliminary Design**      \_\_\_\_\_ hrs      \$ \_\_\_\_\_

**Phase 3- Final Design**      \_\_\_\_\_ hrs      \$ \_\_\_\_\_

**Phase 4- Construction Admin.**      \_\_\_\_\_ hrs      \$ \_\_\_\_\_

**Total Proposed Fee (Phases 1-4)**      \_\_\_\_\_ hrs      \$ \_\_\_\_\_

\_\_\_\_\_  
**Respondent Name**

\_\_\_\_\_  
**Signature / Title**

\_\_\_\_\_  
**Date**

### **ACCEPTANCE PERIOD**

In submitting the proposal, the Respondent agrees that the proposal will remain valid for a period of ninety (90) days after the closing date for submission, and may be extended beyond that time by mutual agreement. Prices quoted must be firm, for acceptance by the Town of Fairfield, for a period of ninety (90) days.

### **ADDENDA TO THE RFQ**

In the event it becomes necessary to revise any part of this RFQ, addenda will be posted to the Town of Fairfield website, which is [www.fairfieldct.org](http://www.fairfieldct.org).

### **THE RESPONDENT**

The Respondent shall be thoroughly familiar with the requirements of all specifications and the actual physical conditions of the various actual and proposed project sites. The submission of a proposal shall be construed as evidence that the Respondent has examined the actual job conditions, requirements, and specifications. Any claim for labor, equipment or materials required or difficulties encountered that could have been foreseen will not be recognized.

### **ASSIGNMENT OF CONTRACT**

No contract may be assigned or transferred without the prior written consent of the Purchasing Authority.

### **INSURANCE COVERAGE**

The successful Respondent will be required to furnish and maintain insurance and a comprehensive general liability certificate of insurance naming the Town as additional insured. The insurance is to be suitable liability, worker's compensation, and professional liability coverage. The Certificates of Insurance will be provided by companies licensed in the State of Connecticut and will be in reasonable amounts satisfactory to the Town, which will not be less than Two Million Dollars.

### **FEDERAL, STATE AND LOCAL LAWS**

All applicable Federal, State, and local laws, and rules and regulations of all authorities having jurisdiction over the locality of the project shall apply to the contract and are deemed to be included herein.

### **RIGHT TO ACCEPT / REJECT**

**AFTER REVIEW OF ALL FACTORS, TERMS AND CONDITIONS, INCLUDING PRICE, THE PURCHASING AUTHORITY OF THE TOWN OF FAIRFIELD RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, OR ANY PART THEREOF, OR WAIVE DEFECTS IN SAME, OR ACCEPT ANY PROPOSAL DEEMED TO BE IN THE BEST INTEREST OF THE TOWN OF FAIRFIELD.**

**Town of Fairfield**

**RESPONDENT SELECTION FORM – Engineering Services**

**INDIVIDUAL RESPONDENT RATING FORM**

*(Reproduce this form for each Selection Committee Member to complete for each Respondent reviewed)*

**Project:** \_\_\_\_\_

Municipality:

Town of Fairfield of Connecticut:

\_\_\_\_\_

Respondent:

\_\_\_\_\_

<i>Criteria</i>	<i>Maximum Points</i>	<i>Point Rating</i>
Specialized drainage design and technical competence	40	
Capacity and capability to perform the work within the allotted time and competitive budget	30	
Past record of performance on Contracts with the Municipality and other clients with respect to such factors as control of costs, quality of work and cooperation with the client. Include sub-contractor(s)	20	
<u>Knowledge of federal, state and municipal procedures</u>	<u>10</u>	
<b>Total Points</b>	<b>100</b>	

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

Name \_\_\_\_\_

(print)