

**Water Pollution Control Authority
Town of Ledyard, Connecticut
Request for Qualifications - Bid #2015-09**

**Engineering Service In Connection with The Upgrade of the Wastewater
Treatment Facility at 82 Town Farm Road, Ledyard, CT**

The Town of Ledyard, through its Water Pollution Control Authority (WPCA), is accepting qualification statements from professional engineering firms or teams licensed in the State of Connecticut to provide design engineering and related services in connection with the estimated \$1.1± million upgrade to the wastewater treatment facility at 82 Town Farm Road, Ledyard, CT.

The firm(s) should be able to demonstrate a successful track record in working on municipal wastewater treatment facility projects in Connecticut and knowledge and expertise in relevant regulatory requirements.

Interested firms should submit statements of qualifications (5 copies) to the Mayor's Office, 741 Colonel Ledyard Highway, Ledyard, CT 06339 no later than 2:00 PM. on February 12, 2015.

Project Background

The Town is preparing to purchase and install equipment, design and bid physical improvements and generally upgrade its wastewater treatment facility. The project includes "Head Works" upgrades, "Sequencing Batch Reactor Tank" upgrades, "Sludge Handling Equipment" upgrades, "Equipment and Instrumentation upgrades and related improvements. The project is being pursued in conformance with a recently completed Wastewater Facilities Study.

Potential Engineering Services*

*Specific services will be subject to negotiation. The following are exemplary and services may be added or deleted from the ultimate agreement.

1. Review existing studies, data and information; meet with WPCA staff and make recommendations to the WPCA as to specific activities and timing of improvements.
2. Following receipt of authorization to proceed from the WPCA, the Engineering Firm will coordinate all design and bidding activities with the Town and prepare plans and specifications as necessary for approval by the WPCA. The Town shall distribute invitations to bid, bid sets and any addenda as well as place the legal advertisement in the newspaper. The Town will be the sole source for the distribution of bid documents.
3. The Engineering Firm will attend any and all mandatory pre-bid conferences with all bidders. The Engineering Firm shall answer any inquiries regarding the plans and specifications during the bid process from potential bidders in strict accordance with the requirements of the Bid documents. Any necessary addenda needed during the bid process will be prepared by the Engineering Firm and provided electronically to the Town for distribution.
4. After bid opening, the Engineering Firm will review all bids received as well as bidder qualifications and references of the three lowest bidders. The engineering firm's recommendation regarding the lowest bidders' ability to perform the work and to conform to the standards established in the bid documents will be made. Finally, the Engineering Firm shall make a written recommendation for award to the WPCA and the Town Purchasing Agent.
5. Also, the Engineering Firm in conjunction with the the WPCA will respond to and make recommendations concerning the suitability of any proposed alternate or substituted equipment, material, or methods proposed.

Construction Administration

1. During the construction phase, the Engineering Firm will provide construction administration services customarily expected for a project of this scale and scope. This will include coordination of and communications with the contractor and on-site regular project observations. These will require the preparation and submission of written observation reports and minutes of project coordination meetings with the contractor. The Contractor shall be responsible for the minutes of the regularly scheduled Owner's Meetings.
2. The Engineering Firm will promptly review and approve shop drawings, material samples, subcontractor's qualifications, and any other submission for compliance with the specifications. Also, evaluate any and all change orders and Applications for Payment; forward (if appropriate) to the Town for approval and signature. Review and comment on each set of the contractors meeting minutes for the regularly scheduled Owner's Meetings, , attend scheduled evening WPCA meetings. The Engineering Firm will determine contract completion, recommend project acceptance, and perform other standard engineering services related to this project. The firm will also document As-Built information provided by the prime contractor on their data files, providing one set of replotted tracings and one set of drawing and specification data files on CD-R for the Town's use.

The WPCA anticipates monthly status reports detailing: known Issues (Obstacles) -list of issues such as schedule conflicts, weather impacts on the schedule, operational conflicts, design issues, regulation changes, etc; proposed Resolutions - options for the WPCA to consider, opportunities for improvements, etc.; present Schedule to date - adjusted based on what is presently known; Cost breakdown to date-by category (agreed upon by both parties) budgeted, committed, spent-to-date; General Communications-anything relevant that is not covered above.

Submission Requirements

- Cover Letter
- Information concerning relevant past experience in the provision of post design engineering services for water main projects.
- Information concerning staff resources and management approach. What personnel will be assigned to the project?
- References with contacts and phone numbers
- A digital copy of submittals will assist the review

RFQ Process

Based on submissions the WPCA will conduct interviews with selected firms and will, either, attempt to negotiate a contract with a selected firm or request fee proposals from up to three firms.

Criteria For Selection

- Familiarity with the proposed project
- Previous successful relevant experience
- Proposed approach to conducting the work
- Staff resources and capability
- References

Additional Information

Information related to the Wastewater Facility Project is available at <http://ledyarddevelopment.com/Wastewater.html> and <http://www.ledyardct.org/> .

Contact: Charles Karno, Town Planner; planner@ledyardct.org; 860.464.3215