

REGIONAL PURCHASING CONSORTIUM

REQUEST FOR QUALIFICATIONS
FOR
ON-CALL ENGINEERING SERVICES

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September 3, 2024

1.0 GENERAL INFORMATION

1.1 INTRODUCTION

The South Central Regional Council of Governments (“SCRCOG”) solicits qualifications from consulting engineering firms to provide “On-Call” professional engineering services on an as needed basis for its region’s fifteen member municipalities. All work performed under this contract shall be under the direction of professional engineers licensed by the State of Connecticut.

Certain projects will require specific expertise. Consultants who apply for work covered under the Request for Qualifications (“RFQ”) should be familiar with any local, state, or federal regulations that may apply, including but not limited to, State of Connecticut Department of Energy and Environmental Protection, Department of Health, Department of Transportation, Department of Economic and Community Development, Environmental Protection Agency, and Federal Aviation Administration.

The On-Call list will be selected by a panel comprised of representatives of SCRCOG member municipalities. Selection letters informing a Respondent if they have made the list, or not, will be sent from SCRCOG.

Each municipality will make their own awards and will have sole discretion as to which project might be assigned to a selected On-Call engineering firm or whether they will prepare a project specific request for proposal.

1.2 ISSUING ORGANIZATION

SCRCOG is a regional planning organization representing fifteen (15) municipalities in South Central Connecticut. The municipalities within the region are Bethany, Branford, East Haven, Guilford, Hamden, Madison, Meriden, Milford, New Haven, North Branford, North Haven, Orange, Wallingford, West Haven and Woodbridge. The primary focus of SCRCOG is to coordinate planning on a regional basis while fostering communication and collaboration among its member municipalities in identifying and addressing regional issues.

1.3 INFORMATION AND INQUIRIES

Updates and addenda to this RFQ will be posted at <https://scrcog.org/purchasing/>.

Inquiries regarding this RFQ must be submitted in writing and delivered by Wednesday, **September 18, 2024** via mail or e-mail to:

James Rode Director of Transportation Planning
South Central Regional Council of Governments
127 Washington Avenue, 4th Floor West, North Haven, CT 06473
jrode@scrcog.org

SCRCOG will post written responses and/or any supplementary instructions in the form of written addenda at <https://scrcog.org/purchasing/> by Wednesday, **September 25, 2024**. It is the responsibility of the Respondent to determine whether any addenda have been issued and to ensure that all requirements of the RFQ are met prior to submittal of the qualifications. No questions will be answered orally, and questions should not be directed to the municipalities.

1.4 RESPONSE DEADLINE

Responses to this RFQ must be received by 12:00 PM on Monday, October 7th, 2024, and be addressed to:

James Rode Director of Transportation Planning
South Central Regional Council of Governments
127 Washington Avenue, 4th Floor West, North Haven, CT 06473

1.5 SUBMISSION OF RESPONSES

Five (5) copies of the response to this RFQ must be received at the SCRCOG Offices, 127 Washington Avenue, 4th Floor West, North Haven, CT 06473. The sealed envelope must have the Respondent's name and address in the upper left-hand corner and a reference to "RFQ024-02 On-Call Engineering Services" in the lower left-hand corner.

SCRCOG reserves the right to reject or accept, in whole or in part, any response and may waive any informality.

1.6 COST OF RESPONSE PREPARATION

No reimbursement will be made by SCRCOG for any costs incurred in the preparation of a response or during the selection process.

1.7 OWNERSHIP INFORMATION

All responses submitted will be the property of SCRCOG and its municipalities. All business confidential information protected from disclosure under the State of Connecticut Freedom of Information Act must be clearly identified as such.

1.8 EQUAL OPPORTUNITY REQUIREMENTS

Respondents must meet all Municipal, State and Federal affirmative action and equal employment opportunity practices. This includes compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

2.0 SCOPE OF SERVICES

2.1 PROGRAM DESCRIPTION

Currently, there are no specific projects. You are applying to be put on a master “On-Call” list. We encourage full service and smaller firms to apply. Respondents should indicate which discipline(s) they specialize in on the attached “Check List.”

The selected consultants will provide comprehensive engineering services as required for the preparation and support of complete engineering drawings, specifications, estimates, contract administration, project inspection, construction management, as well as planning services or studies.

To be selected for Hazardous Materials Management, specific experience in lead, asbestos and PCB abatement, pre-demolition sampling and reporting, lead abatement training and construction oversight is required. Respondents should indicate which certifications their project managers have.

Environmental engineering services may include Phase I, II, III and environmental site assessments funded by DECD and Federal EPA. Such services may also include soil and underground tank testing.

The selected consultants must have adequate staffing to assure task continuity, prompt delivery of services, and completion of assigned tasks.

The selected consultants must be able to begin work on assigned projects within fourteen (14) days of notification by municipality.

The selected consultants must assign, for each project, a Professional Engineer licensed by the State of Connecticut to be responsible for the design.

The selected consultants and the authorized municipal representative will negotiate the compensation for each project submitted by the consultant. Each individual member municipality will award contracts for work done in their community.

The selected consultants must have the capability to provide the member municipalities with expertise in performing other functions, such as, but not limited to, preparation of permit applications, liaison functions and clerical assistance. The following is a summary of potential services which the selected Consultant may be required to provide. It is also understood that the selected consultant will be required to complete all direct or indirect responsibilities associated with the assigned task so that the intent and desired goal of the owner can be achieved.

2.2 SUMMARY OF POTENTIAL SERVICES

Direct Professional Service

These services may include, without limitation, reviewing drawings and specifications, providing individuals or sub-consultants with specialized knowledge, assisting in the preparation of legal proceedings, appearance before Courts, Boards, or Commissions, providing expert opinions, or conclusions as well as performing investigations of technical matters.

Engineering Reports/Studies

Specific reports, analysis, investigations, and/or studies may be required prior to the undertaking of a project. These reports may include, without limitation, feasibility investigations, cost studies, economic comparisons, air quality studies, life-cycle analysis. Such studies or reports are to be comprehensive with objective statements, and all significant historical and background information. They shall contain problem statement(s) and detailed analysis. They must also contain conclusions and/or recommendations along with all supporting information, test reports, graphs, charts, figures, computations, and observations. They are to be neatly bound in standard engineering notation, entitled, and stamped by a professional engineer licensed in the State of Connecticut.

Public Utilities

Both the Water and Water Pollution Control facilities may seek services regarding collection, distribution, and processing.

Planning Studies

These services include, without limitation, developing plans for capital improvement, investigation of existing conditions and the planning for transportation needs.

Design

These services shall include, without limitation, meetings, and conferences to discuss goals and requirements with municipal and other regulating agencies or utilities, procuring necessary field data, surveys or recorded data, preparation of preliminary studies, designs, computations, preparing preliminary layouts, sketches, drawings, specifications, outlines, reports, and estimates.

All plans and contract documents will be submitted to the member municipality for review and comment.

Construction Inspection

These services shall include, without limitation, providing qualified, competent construction inspectors and/or engineers to monitor and inspect the work of others, ensuring compliance with drawings and specifications. The inspector shall have proper experience and understanding of practices and principles required for the project. A thorough understanding and comprehension of specifications will be mandatory.

Review of certified payrolls for reasonableness may be required.

Daily logs will be kept by the inspector which will briefly summarize the day's activities. The Inspector will be responsible for maintaining a safe working environment in accordance with OSHA requirements. A review of that project will be performed by the member municipality and a punch list of items to be corrected will be developed by the Inspector. Please list any relevant certifications including those for CTDOT and CTDEEP.

Construction Management

These services include, without limitation, monitoring and tracking project and financial activities. The selected consultant will prepare and recommend, to the municipality, approval of payment requests received from the contractor. Contractor payment disputes relating to the construction contract will be resolved by the consultant with final approval from the municipality. The selected consultant will be the negotiating agent for the municipality in determining reasonable and mutually agreeable prices between municipality and the contractor for all additional work. The municipality will make the final approval for all additional work.

Status Reports

These services could include a formal monthly reporting to the municipality. The project management report will outline the activities completed and variance(s) from planned activities for the previous month as well as planned activities for the upcoming month.

Project Coordination

These services include, without limitation, coordinating the activities of the contractors, inspectors, utility companies and others to ensure conformance with the project schedules. Advance notification to utility companies shall be made in writing. The selected consultant will hold a pre-construction meeting two weeks prior to the start of construction. The selected consultant will be required to prepare all written communication relative to the completion of the project, which will include requests for utility relocations and replies to questions from contractors, municipal residents, and departments within the municipality.

Record Keeping

These services shall include, without limitation, submitting copies of all project correspondence to the municipality and/or regulatory agency. In addition, the selected consultant will maintain a duplicate set of files. Upon completion of the contract, the selected consultant will provide the municipality with all test reports, as-built plans, inspection reports, field notes, measurements, material slips, and any other copies of relevant data regarding the contract. These records shall be bound in chronological order, or as otherwise specified by the municipality.

3.0 REQUIRED INFORMATION

Respondents are asked to submit responses in five parts: (1) Letter of Interest, (2) Experience, (3) Staffing Plan, (4) Management Plan, and (5) Services Offered.

3.1 LETTER OF INTEREST

The Letter of Interest must specify the following:

- The name and address of the Respondent.
- Name, title and telephone number of the individuals within the firm authorized to commit the company to this contract.
- Name, title and telephone number of the individual SCRCOG that should contact regarding questions and clarifications.
- The corporation's name and the addresses of all proposed sub-consultants.

3.2 EXPERIENCE

Provide a written discussion of the firm's experience in sufficient detail to demonstrate an understanding of RFQ's scope and the services required. Indicate which disciplines a firm wishes to be considered for and submit the professional resumes of the staff that oversee those disciplines.

Provide a detailed written summary of the firm's history, experience, and capability in providing the services a firm has indicated they would like to offer.

3.3 STAFFING PLAN

Provide professional resumes for other key personnel (not identified in 4.2) whom the firm has designated to work on projects under this contract, their state certifications, their background and experience and their areas and levels of responsibility.

Provide the resumes of all key personnel and professional engineers as well as a copy of current professional engineer's license issued by the State of Connecticut.

3.4 MANAGEMENT PLAN

Describe the firm's management system and how it will function to ensure timely delivery of On-Call engineering services.

3.5 SERVICES OFFERED

Please indicate which services you are offering to provide by checking the appropriate box(es) on the attached “Discipline Check List” (Appendix A).

The successful firm(s) must be able to provide any one or more of these comprehensive engineering and survey services as required on an On-Call basis:

- Architecture
- Civil & Site
- Construction Inspection
- Electrical
- Environmental Engineering (e.g. Soil & Groundwater Contamination)
- Environmental Management and Planning
- GIS
- Geotechnical
- Groundwater Protection
- Hazardous Materials
- Hydrological/Hydrogeological
- Inspection Services Certified by CTDOT
- Landscape Architecture
- LOTCIP
- Mechanical
- Planning Studies
- Sanitary Sewer Collection
- Solid Waste Recycling
- Structural
- Survey
- Traffic
- Water Treatment Plants
- Water Pollution Control Facility (WPCF)

Firm’s demonstrated knowledge and familiarity with each municipality and what previous work was done in a municipality, if any.

References attesting to the quality of services performed and/or demonstrated ability of the firm.

Clarity and conciseness of presentation.

4.0 SUBMISSION OF RESPONSES

Five (5) copies of the response to this RFQ must be received at:

South Central Regional Council of Governments
Attn: James Rode
127 Washington Avenue
4th Floor West
North Haven, CT 06473

The sealed envelope must bear on the outside, the name of the Respondent, the Respondent’s full mailing address, and a reference to “RFQ024-02 On-Call Engineering Services”

Responses to this RFQ must be received by 12:00 PM on Monday, October 7th, 2024. Responses received after the date and time prescribed shall not be considered.

SCRCOG reserves the right to reject or accept, in whole or in part, any response and may waive any informality.

5.0 EVALUATION AND SELECTION

5.1 EVALUATION CRITERIA

The criteria to be used as a guideline in the selection process includes the following:

- Background, prior experience, and capacity of the firm in their disciplines.
- Understanding of the Scope of Services and work to be performed.
- The demonstrated effectiveness of the consultant's proposed service delivery system to ensure quality service and timely completion of services.
- The background, education, qualifications, and relevant experience of key personnel to be assigned to the project, especially those of the day-to-day project manager and Connecticut licensed professionals.
- Firm's demonstrated knowledge and familiarity with each municipality and what previous work was done in a municipality, if any.
- References attesting to the quality of services performed and/or demonstrated ability of the firm.
- Clarity and conciseness of presentation.

5.2 SELECTION PROCESS

A selection panel shall assist SCRCOG in choosing the successful firms to be placed on the On-Call list. SCRCOG will select one or more firms to be placed on the On-Call list.

Respondents submitting the most responsive proposals shall be invited to an interview with a selection committee.

Responses to this RFQ will be reviewed against the criteria listed above in Section 5.1.

SCRCOG reserves the right to: (1) reject any or all responses, or parts thereof, for any reason, (2) negotiate changes to proposal terms, and (3) waive minor inconsistencies within the RFQ.

SCRCOG reserves the right to make selections based on qualifications, experience in providing similar services, and the Respondent's responsiveness to the RFQ requirements.

6.0 GENERAL PROVISIONS

- a) All work shall be performed in accordance with all Federal, State, and Municipal laws and regulations.
- b) The selected Respondents shall uphold with the highest professional standards in all dealings with contractors, suppliers, vendors, engineers, other contractors, entity officials, elected officials, public officials, SCRCOG employees, and all others when representing SCRCOG.
- c) The selected Respondents shall be responsible for identifying, certifying, and adhering to any changes in Federal, State and Municipal laws and/or provisions that occur throughout the term of the Contract issued pursuant to this RFP and the performance of the work.
- d) The selected Respondents shall provide all necessary office space, office supplies, copy and fax machines, communication devices, computer software, hardware and equipment, vehicles and any and all other items necessary to successfully complete the work contemplated in this RFP.

6.1 CONDITIONS

Respondents to this RFQ will be expected to adhere to the following conditions and must make a positive statement to that effect in their proposals submitted:

- Have personnel/resources sufficient to assure task continuity and completion.
- Agree to accept and follow management direction from the municipality and, specifically, from the municipality's designated personnel.
- Agree that if the municipalities cannot in good faith negotiate a written contract within a reasonable time with the awarded respondent(s), the municipality may unilaterally cancel its award for that project.
- Agree that any contract between a member municipality and the respondent shall be governed by and construed in accordance with the laws of the State of Connecticut and the awarding member municipalities.

6.2 DISCLAIMER

SCRCOG makes no representation or warranty and assumes no responsibility for the accuracy of the information set forth in this RFQ. Further, SCRCOG does not warrant nor make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links or other facet of this RFQ once it has been downloaded or printed from this or any server, and hereby disclaims any liability for technical errors or difficulties of any nature that may arise in connection with the website on which this RFQ is posted, or in connection with any other electronic medium utilized by Respondents or potential Respondents in connection with or otherwise related to the RFQ.

ATTACHEMENT A: DISCIPLINE CHECK LIST

Please indicate, with an “X”, which services you would like to be considered for. This Check List must be completed and submitted with any response to this RFQ.

X	EXAMPLE
	Architecture
	Civil & Site
	Construction Inspection Services
	Electrical
	Environmental Engineering (e.g. Soil & Groundwater Contamination)
	Environmental Management and Planning (e.g. Environmental Assessments & Impact Studies, Wetlands Delineation)
	GIS
	Geotechnical
	Groundwater Protection
	Hazardous Materials (e.g. Lead, Asbestos, PCB)
	Hydrological / Hydrogeological / Flood
	Inspection
	Landscape Architecture
	Local Transportation Capital Improvement Program (LOTICIP)
	Mechanical (e.g. HVAC, Plumbing, Fire Protection)
	Pavement Management
	Planning Studies (e.g. Land Use, Transportation)
	Sanitary Sewer Collection System (e.g. Pump Stations, Gravity Sewers, Force Mains)
	Solid Waste & Recycling (e.g. Transfer Stations)
	Storm Drainage System (e.g. Hydrology / Hydraulics, MS4)
	Structural (e.g. Building)
	Structural (e.g. Bridges, Retaining Walls & Other Transportation Structures)
	Survey
	Traffic
	Water Distribution System
	Water Treatment Plant
	Wastewater Treatment Plants