

**TOWN OF MANCHESTER, CONNECTICUT
PURCHASING DEPARTMENT**

RFQ/P NO. 20/21-63

**REQUEST FOR QUALIFICATIONS and PROPOSAL
ENGINEERING SERVICES FOR ORGANIC COMPOUND
REMOVAL FOR WELLS #5, #6, #7, #8, #10 and #11**

PROPOSALS DUE: MAY 4, 2021 @ 4:00 P.M.

**PURCHASING DEPARTMENT
494 MAIN STREET – P.O. BOX 191
MANCHESTER, CT 06045-0191
PHONE (860) 647-3031
FAX (860) 647-5206**

I. INTRODUCTION

The Town of Manchester Water Department is soliciting proposals from qualified consulting firms on treatment methods to reduce the amount of organic compounds and/or inorganic contaminants in the water for our Love Lane Well #5, New State Road Well #6, #7 and #8, Parker Street Well #10 and Progress Drive Well #11. Presently these wells are impacted by organic compounds that do not exceed public water supply standards and this is a proactive step to meet expected changes in regulations.

II. BACKGROUND

The Love Lane Well #5, Parker Street Well #10 and Progress Drive Well #11 were installed in the late 1950's and early 1960's. New State Road Well #6, and #7 were installed in the early 1960's and #8 was installed in 1973. Wells #5, #6, #7 and #8 are in unconfined stratified drift and Well #10 and #11 are rock wells. Each of the wells are presently treated with chlorination, fluoridation and corrosion control, Well #6, #7, #8 and #10 also have air stripping. The primary organic compounds of concern in the wells are dieldrin at Well #5 and #10 and trichloroethane (TCE) at Well #11. Well #6, #7, #8 and #10 have PFAS. Other organic compounds and inorganic contaminants have been found in the wells however not in concentrations of concern or have no established standards, such as PFAS and hardness. Water quality monitoring has been completed in accordance to federal and state regulations.

III. SCOPE OF WORK

The scope of services includes the following:

1. Review of present treatment practices and applicable water quality results.
2. Review water quality test results for organic compounds, pesticides and inorganics found in the unregulated contaminate monitoring rules.
3. Review water quality standards, recommendations, goals and proposed standards for regulated or unregulated organics and inorganics found in our water quality results for the wells.
3. Review best available technology (BAT) to treat the organic compounds and/or inorganic contaminants found in the well water.
4. Perform desktop study to determine the BATs to treat the well water for the organic compounds and/or inorganic contaminants found and recommend treatment(s).
5. Prepare a report which includes O&M and Capital Costs for recommended treatment options with preliminary design concepts.

IV. SUBMISSION DEADLINE

All proposals must be received by 4:00 p.m., May 4, 2021. Four, (4) copies shall be placed in a sealed envelope and clearly marked "**RFQ 20/21-63 Engineering Services for Organics/Inorganic Compound Removal**".

If delivering by hand, please contact the Purchasing Department via phone at (860) 647-3031 or via email at generalsvcs@manchesterct.gov to make an appointment.

Proposals shall be addressed and delivered to the Director of Purchasing as indicated below:

HAND DELIVERY

Town of Manchester, Connecticut
Ms. Maureen Goulet
Director of Purchasing
Lincoln Center
494 Main Street
Manchester, CT 06040

U.S. POSTAL SERVICE MAIL DELIVERY

Town of Manchester, Connecticut
Ms. Maureen Goulet
Director of Purchasing
P.O. Box 191
Manchester, CT 06045-0191

All proposals shall be opened and recorded as received. There will be no public reading of proposals. Proposals received later than time and date specified will not be considered. No proposal may be withdrawn within 30 days after the submission due date.

VI. QUESTIONS AND ADDENDA

Questions about this RFP may be directed to Ms. Maureen Goulet, Director of Purchasing, by email gensvcs@manchesterct.gov or fax (860) 647-5206 or no later than 7 days prior to the date proposals are due. All information given by the Town except by written addenda shall be informal and shall not be binding upon the Town nor shall it furnish a basis for legal action by any Proposer or prospective Proposer against the Town.

Answers to these questions will be addressed in an addendum which will be issued on the Town of Manchester Web site at <http://generalservices1.townofmanchester.org/index.cfm/bids/>. **It shall be the responsibility of the bidder to download this information. THE TOWN OF MANCHESTER WILL NOT MAIL A SEPARATE HARD COPY OF ADDENDUM TO BIDDERS.** No addendum will be issued less than 2 (two) calendar days before the scheduled bid opening unless it is to postpone the bid.

VII. CONTENT OF PROPOSAL

Consultants are requested to provide the following information with their submission.

- A. Title page that includes the project name, firm name, address, telephone and fax numbers, names of primary contacts and date.
- B. Table of Contents.
- C. Letter of Transmittal that will state the firms' understanding of the project and indication of their commitment to perform the work.
- D. The following information is requested in the Proposal:
 1. Background statement on the firm, discipline capabilities, principals, staff availability, location, and financial stability. Federal GSA Form SF330 may be used but not required.
 2. Qualifications and positions within the firm(s) of all technical individuals who will be assigned to the project. Include resumes of these personnel.
 3. List and discuss at least three similar projects by individuals assigned to the project and reference names and addresses for these projects.
 4. All interested firms must submit a detailed statement including the organizational structure under which the firm proposes to conduct business.
 5. The relationship to any "parent" firm or subsidiary firm, with any of the parties concerned, must be clearly defined. In case of multiple firms, the "firm of record" and the party responsible for the coordination shall be identified.

6. Proposed sub-consultants shall be clearly identified and the principal contact listed.
7. Concluding statement as to why your firm is the best qualified to meet the needs of the Town and why your firm should be selected.
8. A fee proposal, in a sealed envelope separate from the proposal to be opened after the proposals have been ranked.

VIII. SELECTION PROCESS

Proposals will be reviewed by a selection committee of three or more. Proposals will be evaluated based on the following criteria:

- Quality of the proposal
- Demonstrated experience of the firm and personnel on similar projects
- Understanding of the project scope
- Fee

The committee will select a successful consultant based on the above criteria

IX. LIVING WAGE ORDINANCE

This RFP is subject to the provisions of the Town of Manchester Living Wage Ordinance. A summary description of the ordinance and the certification form is attached. Firms are asked to indicate on the attached Certification Form if your firm would be considered a covered employer. The Certification Form shall be returned to the Town with the proposal.

X. GENERAL PROVISIONS

- A. The Town of Manchester is an equal opportunity employer, and requires an affirmative action policy for all of its Contractors and Vendors as a condition of doing business with the Town, as per Federal Order 11246. By submitting a Proposal for this Request for Proposal, all vendors and contractors agree to this condition of doing business with the Town and should the Town choose to audit their compliance, the vendor agrees to cooperate fully.
- B. Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such persons guilty of said misrepresentation or collusion. In the event that the Town enters into a contract with any bidder who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty or damages.
- C. All deliveries of commodities or services hereunder shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by the Town of Manchester are exempt from payment of Federal Excise Taxes and the Connecticut Sales Tax and such taxes must not be included in bid prices. Federal Excise Tax exemption certificates, if requested, will be furnished.
- D. The Town reserves the right to reject any and all proposals, to waive any informalities or technical defects in any proposal or discontinue this process at any time and to negotiate fees and final scope of service with selected firm. Non selection of any proposal will mean that another

acceptable proposal was deemed to be more advantageous to the Town of Manchester or that no proposal was accepted.

- E. The Town will not be liable for any costs incurred in the preparation of the response for this Request for Proposal. All proposal submissions and materials become property of the Town and will not be returned. Respondents to this RFP are hereby notified that all proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act after evaluation and award decisions have been made.
- F. These specifications in their entirety are the property of the Town of Manchester. The Proposer shall not copy or disseminate any portion of these specifications without express written authorization from the Town of Manchester, except as necessary in the preparation of a proposal. Any authorized copies of these specifications or portions thereof shall include a similar paragraph prohibiting further copying or dissemination.
- G. Assignment by the successful respondent to a third party of any contract based on the Request for Proposal or any monies due is prohibited and will not be recognized by the Town of Manchester unless approved by the Town in writing.
- H. Selected consultants shall at its own expense and cost, obtain and keep in force, insurance per the attached limits during the duration of the project. Insurance coverage shall cover the consultant, all of its agents, employees, subcontractors and other providers of services.
 - 1. Firms providing professional services must provide A., B., or C. below, along with the following: Errors and Omissions-aggregate limit of liability \$1,000,000.
 - A. General Liability and Property Damage - \$2,000,000 aggregate
\$1,000,000 each occurrence
 - B. Workers' Compensation – as required by Connecticut State Statute
 - C. Auto Liability and Property Damage - \$500,000 each occurrence
\$1,000,000 aggregate
(necessary if automobiles/trucks are used by contractors)

The contractor shall indemnify and hold harmless the Town of Manchester and their agents and employees from and against all claims, damages, losses, and expenses, including attorney's fee of counsel selected by the Town of Manchester, arising out of or resulting from the performance of the work, and/or the supplying of materials, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom and (b) is caused in whole or in part by any negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

Summary Description for Vendors Regarding Manchester's Living Wage Ordinance

Effective February 1, 2010, the Town of Manchester adopted a living wage ordinance. This Summary Description is designed to provide any vendor bidding on a Town of Manchester contract with the key provisions of that ordinance. It does not contain the full ordinance.

LIVING WAGE REQUIREMENT:

The ordinance requires that companies awarded service contracts by the Town of Manchester exceeding \$25,000 in any one fiscal year pay their **Eligible Employees a living wage**. Companies considered **Covered Employers** subject to this requirement are defined below. The Town of Manchester has determined that the contract resulting from this bid or Request for Proposals will be subject to the ordinance if the total contract value is \$25,000 or more in any one fiscal year.

The living wage is currently calculated to be \$14.49/hour for employees that are provided comprehensive health care benefits, or \$19.39/hour for employees that are not provided comprehensive health care benefits.

The living wage and health benefit requirements are adjusted annually each July, effective July 1, 2010. Companies will be required to pay the applicable living wage rate in effect during the term of their contracts.

COVERED EMPLOYERS AND EXEMPTIONS:

The ordinance requires that Covered Employers pay the living wage rate. Certain employers are excluded from paying the living wage rate. They are as follows:

- Non-profit organizations as defined by the ordinance, and
- Entities that employ less than 25 eligible employees.

ELIGIBLE EMPLOYEES:

Eligible employees are **all permanent, full time employees** of the company (defined as a normal work week of at least 30 hours), working in the State of Connecticut, **not just those working on the Town contract**. The following are not considered eligible employees for the purposes of the living wage requirement:

- Employees with a normal work week of less than 30 hours.
- Seasonal or temporary employees.
- Employees under the age of 18.
- Employees hired as part of a school-to-work program.
- Students who serves in a work-study program or as an intern.

- Trainees participating for not more than six months in a training program.
- Employees enrolled in a governmentally funded vocational rehabilitation program.
- Volunteers working without pay.
- Employees exempted under Section 14(c) of the Fair Labor Standards Act due to disabilities.
- Any person whose wage rate is subject to a federal or State of Connecticut statute or regulation mandating a prevailing wage rate.

EMPLOYER OBLIGATIONS:

Covered Employers are required to do the following pursuant to the ordinance.

- Certify with the submission of their bid or proposal a) that they will pay the required living wage to eligible employees if awarded a contract, or b) that they are exempt from requirements of the ordinance,
- Upon award, covered employers shall provide the Town a sworn affidavit affirming that all eligible employees of the covered employer working in the State of Connecticut are receiving the living wage and health benefits required by this ordinance.
- This sworn affidavit shall be provided thereafter on an annual basis within 30 days of a request being made by the Town if the duration of the contract exceeds one (1) year.
- Notify their employees of their rights under the Living Wage Ordinance by posting a copy of the ordinance and other materials prepared by the Town of Manchester in locations where employees will see them.
- Make best efforts to attempt to hire residents of the Town of Manchester for all new positions which result from a service contract subject to the ordinance.

PROHIBITED PRACTICES:

- Covered Employers cannot decrease non-wage benefits (such as insurance, vacation, or pension) as a means of complying with the living wage requirements.
- Covered Employers cannot retaliate or discriminate against any employee for making a complaint against the covered employer regarding compliance with living wage requirements.

ENFORCEMENT:

The Town may enforce the provisions of this ordinance by the imposition of fines, suspension of contract or declaring the Covered Employer ineligible for future contracts.

WAIVERS:

The ordinance provides for the waiver of certain requirements in the ordinance. However, no waivers will be considered until the bidding process has been completed and a contract has been awarded. Requests for waivers must be made by the Covered Employer, in writing, to the General Manager. The General Manager shall submit the waiver request to the Board of Directors, which shall have the sole discretion as to whether it is granted.

The above is intended to be a summary of the requirements of the living wage ordinance as they affect covered employers and is provided for informational purposes only. Employers should read the entire Living Wage Ordinance. It can be found online at www.townofmanchester.org on the left side of the page. Click on Document Center, scroll to General Services and click on Living Wage Ordinance.

**TOWN OF MANCHESTER
LIVING WAGE CERTIFICATION FORM**

The Town of Manchester has determined that this contract may be subject to the provisions of the Manchester Living Wage Ordinance, Chapter 212 of the Manchester Code of Ordinances, Sections 212-1 through 212-11.

Bidders are required to indicate whether they are a Covered Employer as defined by the Manchester Living Wage Ordinance or are exempt from the requirements by marking the appropriate section below. **FAILURE TO INDICATE MAY RESULT IN THE REJECTION OF YOUR BID.**

_____ I/We are a covered employer and shall pay the required living wage to eligible employees and comply with the requirements of the ordinance during the term of the contract.

Or that:

_____ I/We are not a Covered Employer and therefore not subject to Manchester's Living Wage Ordinance for the reason indicated below:

_____ Charitable foundations, charitable trusts or nonprofit agencies or nonprofit corporations, provided that the foundation, trust or nonprofit agency or corporation is exempt from federal income taxation and may accept charitable contributions under Section 501 of the Internal Revenue Code of 1986, or any subsequent corresponding internal revenue code of the United States, as from time to time amended.

_____ Bidder employs less than twenty five (25) eligible employees.

_____ Annual contract value is less than \$25,000.

I, _____ of _____ do hereby certify
Officer, Owner, Authorized Rep. Company Name

that the representations made above are accurate for _____ :
Bid Name or RFP Name

Signed by: _____ Dated: _____

TO BE RETURNED WITH BID OR RFP SUBMISSION.