



**Solicitation Information
July 2018**

RFP 19-03 Sewer Interceptor Condition Assessment Rebid

PRE-BID MEETING: NO

QUESTIONS:

Questions concerning this solicitation must be received via email to Eileen Cardillo at ecardillo@groton-ct.gov no later than 12:00 p.m. seven (7) days prior to bid opening date. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

PERFORMANCE/PAYMENT BOND REQUIRED: YES

SEALED PROPOSALS DUE: NO LATER THAN 2:30 P.M. August 6, 2018
Town of Groton, Purchasing Department, 45 Fort Hill Rd., Groton, CT 06340.

Eileen Cardillo
Purchasing Agent



Town of Groton

GENERAL TERMS AND CONDITIONS

SECTION I

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GENERAL INFORMATION

It is the intent of this "Request for Proposal" for the Town of Groton's Water Pollution Control Facility to establish a vendor to conduct ongoing cleaning and inspection of its wastewater collection system infrastructure. The PWD seeks outside expertise to clean, inspect and evaluate the condition of the sewer gravity main between its origination in a manhole in front of #4 Fort Hill Road and its terminus at the Water Pollution Control Facility located at 170 Gary Court. The bidder is not to include any taxes from which the Town is exempted by law. The Town will complete any tax exemption forms that the successful vendor may require if such forms are within the Town's legal parameters.

BID SUBMISSION

The proposal shall be submitted to the Office of the Purchasing Agent no later than 2:30 P.M. on **August 6, 2018** at which time they will be publicly opened and read aloud. Bids received after that date and time will not be considered by the Town of Groton. Bids must be submitted on the blank forms furnished, and should be in a sealed envelope, addressed to the Office of the Purchasing Agent, marked **RFP "19-03 Sewer Interceptor Condition Assessment Rebid"**. PLEASE PROVIDE INFORMATION AND PRICING AS REQUESTED IN THE BID SPECIFICATIONS. The Town of Groton Purchasing Division shall receipt stamp each bid received. The date of the stamp shall prevail over any postmark date. The Town of Groton assumes no liability for any postal service delays.

WITHDRAWAL OF BIDS

No bidder may withdraw their bid for a period of 90 days after the actual date of the bid opening, during which time prices will be firm. Bids may be withdrawn by written authorization only and only if withdrawal request is received one (1) day or more prior to the bid opening. The proposed prices in this bid shall hold through each delivery date indicated.

Costs for the preparation of this proposal are to be borne entirely by the bidders. They shall not in any way be charged to the Town of Groton. All submissions become the property of the Town of Groton to use as required to meet the objectives of this bid.

BID BONDS, CERTIFIED CHECKS OR CASHIER'S CHECKS (SEE BID FORM)

When required each bid shall be accompanied by a bid bond signed by a surety company authorized to do business in Connecticut or by a cashier's check or certified check made payable to the Town of Groton. The amount of the bid deposit will be 5% of the total base bid unless otherwise specified.

Bond amount required: 0%

PERFORMANCE BOND

If required by the bid specifications, the successful bidder may be required to provide a performance bond. The performance bond shall be made out in favor of the Town of Groton. The performance bond shall be required as security by the successful bidder for faithful performance of his contract. This performance bond shall be required within ten (10) days of the award notification. The performance bond must be written by a surety company licensed to conduct business in the State of Connecticut. The successful bidder, upon failure or refusal to furnish within ten (10) days the required performance bond, shall forfeit their bid deposit to the Town of Groton as liquidated damages.

Bond Amount Required: 100%

VENDOR QUALIFICATION

Each vendor shall present evidence that they are normally engaged in the purveying of the type of materials/equipment or workmanship proposed. The vendor shall make themselves thoroughly familiar with the contents of the notice before submitting his/her proposal. The vendor automatically acknowledges and accepts all of the provisions, conditions, and specifications of this notice. No proposal shall be considered from vendors who are unable to show that they are normally engaged in the purveying of the type of materials/equipment or workmanship proposed. For any type of service, construction or commodity, the vendor certifies that his product or service meets all local, State and Federal regulations applicable to his/her product or service. The vendor is responsible for complying with all ordinances, laws and regulations affecting their particular product or service and holds the Town of Groton harmless for any claims for damages whether bodily, personal or property due to the avoidance of any requirement of any governing body. All bidders, in order for their proposals to be considered, must not be delinquent on any property tax or fees issued by the Town. Bidders shall certify that neither they nor any business or corporation fully or partially owned by the bidder is not delinquent on Town property taxes or fees.

DELIVERY

All prices quoted shall include any and all **shipping, handling, insurance, training, consulting, out of pocket expense**, and **delivery** charges necessary to deliver any materials and equipment ordered to:

TOWN OF GROTON
WATER POLLUTION CONTROL FACILITY
170 GARY COURT
GROTON, CT 06340

Vendors shall be responsible for moving material within confines of delivery vehicle and to vehicle exit for easy offload. Neither Town employees nor equipment will enter delivery vehicle.

ACCEPTANCE OR REJECTION

The Town reserves the right to accept or reject any and all bids and to waive any minor deviations from our bid requirements if it is in the best interest of the Town to do so.

PAYMENT TERMS

The Town agrees to pay for the material/equipment/service within thirty (30) days after acceptance. Acceptance means 100% delivery of satisfactory merchandise to comply with our specifications. If a vendor wishes to offer a prepayment discount he/she must provide a separate sheet with his/her bid showing the terms of the discount and the advantage to the Town of Groton in accepting this prepayment discount. Prepayment in no way forfeits any right of the Town to complete satisfaction with the purchase nor does it relieve the vendor of any responsibility to perform as required in the bid document.

SUPPLEMENTAL INFORMATION

The vendor must submit with their proposals the detailed specifications, descriptive literature and all necessary details on the material/equipment they propose to furnish in order that the Town may have full information available when analyzing the bids. In cases where an item is identified by a manufacturer's name, trade name, catalog number or reference it is understood that the bidder proposes to furnish the item so identified and does not propose to furnish an "equal" unless the proposed "equal" is identified. The reference to the manufacturer's name, trade name or catalog number is intended to be descriptive, not restrictive and is used to indicate to the prospective bidder articles that will be satisfactory. Bids on other makes will be considered provided the bidder clearly states the item being proposed is an exception but an equal on the bid form. The Purchasing Agent reserves the right to approve as an equal or to reject as not being equal any article that the bidder proposes to furnish which contains major or minor variations from the specification requirements.

MULTIPLE BIDS

No bidder will be allowed to offer more than one bid price on each item even though alternate models or styles may meet the specifications. Alternates will be considered only if requested by the Town of Groton.

EXCEPTIONS TO SPECIFICATIONS

If the material/equipment offered differs from the provisions contained in this specification, such differences must be explained in detail on the sheets attached to this bid and if such deviations do not depart from the intent of this notice and are in the best interest of the Town, the bid will receive careful consideration. The absence of written deviations will hold the bidder strictly accountable to the Town of Groton to the specifications as written.

TESTS

Before approval, the Town Manager or his agent, shall have the right to inspect and test the materials and equipment furnished in accordance with this notice.

INQUIRIES

Any inquiries for this bid shall be directed via email to Eileen Cardillo, Purchasing Agent, at ecardillo@groton-ct.gov by 12:00 P.M. seven (7) days prior to bid opening date. Pricing shall not be discussed with any individual in the Town other than the Purchasing Agent. Once a bid date has been established only questions relevant to the technical aspects of the bid or how to properly complete the bid form may be addressed. Any vendor contacting any individual other than those named in this section may have their bid rejected by the Purchasing Agent. If addendums clarifying the bid or providing additional information to bidders are necessary the Purchasing Agent of the Town can, at his/her option, extend the date of the bid opening. It is assumed that each vendor submitting a bid will have made himself/herself familiar with the requirements of the specifications and attended the mandatory pre-bid meeting so that his/her bid is all inclusive as per the intent of the specifications.

MATERIALS AND EQUIPMENT

All materials/equipment shall be furnished complete and ready for use as indicated in specifications. Any materials/equipment not specifically mentioned herein, but which is necessary for the successful installation and/or operation of the systems shall be specified and quoted by the bidder.

GUARANTEE

The bidder guarantees that all articles offered for sale fully comply with the specifications. All expenses covering return of and replacement of defective or improper merchandise will be assumed by the vendor. In no instance shall the vendor refer the Town to any distributor or manufacturer for settlement of any claim arising from defective or improper merchandise. If the vendor shall fail to replace or repair any defective or improper merchandise within 30 days from date of notice, the Town may make the necessary corrective arrangements and deduct the cost from money due the vendor or bill the vendor. The vendor agrees to reimburse the Town in such instances. Samples of any warranties or guarantees which will apply to the goods being offered for sale shall be included as part of this bid.

BASIS FOR SELECTION OF VENDOR

The Purchasing Office reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time bids of a similar nature or a bid of a bidder who upon investigation by the Town has shown that he/she is not in a position to perform the contract. The Town's review procedure in evaluating the bids received will include, but not be limited to, proposed lighting system's suitable to the Town's needs, warranties, maintenance contract content, costs and availability, installation costs, reputation of manufacturer, qualification and experience of personnel, understanding of assignment and work plan, and previous experience. A demonstration of your product may also be required by the Town. All of this will be used in order

to determine the **LOWEST** responsive bidder for the project or purchase. References are required for this project. Please attach a list of references with names and phone numbers to the bid form. **For Evaluated Bids See Section IV, Consultant Selection Procedure.**

QUANTITY/CONTRACT LENGTH

The Town of Groton reserves the right to purchase more or less than the quantity of items specified or may withdraw any or all requested items. Vendors are advised that the contract may be awarded in whole or in part. The Town of Groton is not bound to accept a proposal in its entirety. The Town of Groton may cancel this contract at any time if in the opinion of the Town the firm is not performing as stated in the specifications.

TIE BIDS

If two (2) or more bidders submit identical proposals and are equally qualified, the decision of the Town to make award to one or more of such bidders shall be final. The Town, after determining that each bidder would provide equal benefit to the Town, shall set a separate date for a public drawing to determine the bidder that will be awarded the contract. The bidders involved will be notified in writing of when this drawing will be and will be notified in writing of the chosen vendor.

AVAILABILITY OF FUNDS

A bid or contract shall be considered executory only to the extent of appropriation available to each agency for the purchase of such articles. The Town's extended obligation on these contracts that anticipate extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following fiscal years. Any bid or contract let for more than one fiscal period is also contingent upon performance of the vendor meeting the specifications. If, in the determination of the Town of Groton, a vendor is not meeting the requirement of the specifications the Town may terminate the bid or contract with 30 days written notice to the vendor. This can occur at any time during the contract period.

BID ALTERATIONS/SIDETRACK AGREEMENTS

No alterations or sidetrack agreements changing the specifications shall be valid unless made in writing to the Town and signed by the Purchasing Agent and department head. This agreement must be sent to the Purchasing Agent of the Town of Groton for consideration and review.

ALTERNATIVE/RECYCLED PRODUCTS

Wherever possible, the Town of Groton would like to receive quotes from vendors on products that are environmentally safe, in that they do not contain toxic chemicals as identified under Subpart z. of the OSHA "Right to Know" standard, or products that contain recycled material and post-consumer material, or re-refined motor oils, etc. We would like to purchase products that do not require special disposal requirements or respirator requirements where possible and are not harmful to others, including animals. If these products could be supplied as an alternative to what is being requested please provide a special sheet attached to the bid form showing the price of the item, the item being substituted and the new or alternative product. Please also supply the manufacturer's literature describing the product and its uses. **IF POSSIBLE, AND IF NOT INFLUENCING THE COST IN ANY WAY THE TOWN OF GROTON WOULD LIKE TO RECEIVE ALL PROPOSALS ON PAPER AND IN BINDERS MEETING OR EXCEEDING THE EPA GUIDELINES FOR PAPER. THIS SHOULD BE SO NOTED ON YOUR PROPOSAL IF YOU COMPLY.**

PLEASE PROVIDE A SEPARATE SECTION ATTACHED TO THE BID FORM IF YOU WOULD SUGGEST USING REMANUFACTURED OR RECYCLED PRODUCTS FOR THIS PROJECT. ANY SUBSTITUTION OF A PRODUCT OF THIS TYPE MUST MEET PROVEN CONSTRUCTION STANDARDS AS RECOGNIZED BY THE STATE AND FEDERAL GOVERNMENT.

OTHER

The Town of Groton is eligible in most cases to receive GSA pricing and Federal and State contract pricing options. Each bidder should check with the applicable State or Federal Agency to determine if the government pricing for such commodities has been extended to political subdivisions.

The Town of Groton is an Affirmative Action/Equal Employment Opportunity Employer. The Town of Groton and any vendor awarded this project shall comply with the regulations of the United States Department of Transportation (Title 49, Code of Federal Regulations, Part 21), issued in implementation of Title VI of the Civil Rights Act of 1964, 78 Statute 252, 42 United States code 2000d to 2000d-4. Further, the Town of Groton and any vendor awarded this contract warrants that in the performance of this project, it will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex or physical disability, including, but not limited to blindness, unless it is shown to be that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States, or the State of Connecticut, and further agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the Town of Groton and any vendor awarded this contract as related to the provisions of this section. (Section 4-114a of the General Statutes of Connecticut as revised.)

The Town of Groton shall follow the State of Connecticut Department of Transportation minority business affirmative action program as approved by the United States Department of Transportation.

The Town of Groton accepts no liability for the product until it is completely received and installed on the Town of Groton's premises. All vendors are responsible for the equipment while in transit to the Town of Groton.

The Town of Groton has extensive insurance requirements that must be met for certain services. If insurance is required it will be so stated in the Invitation to Bid and all vendors are expected to meet those requirements in full by providing a certificate of insurance at least ten (10) days prior to the start of any contract or service by the vendor awarded the bid. Any vendor unable to provide the required insurance shall forfeit his right to the bid award and the Town will reject his bid. The vendor is required to maintain insurance for delivery and handling until the units are signed for by the Town of Groton representative. THE TOWN OF GROTON DOES NOT ASSUME ANY RESPONSIBILITY FOR THE EQUIPMENT UNTIL IT IS ON SITE AND IN THE CARE, CUSTODY AND CONTROL OF THE TOWN. THE VENDOR IS RESPONSIBLE FOR THE PRODUCT LIABILITY COVERAGE.

THE VENDOR MUST HAVE EVIDENCE OF WORKER'S COMPENSATION COVERAGE IF HIS EMPLOYEES ARE DELIVERING THE ITEMS. IF THE VENDOR CONTRACTS WITH A DELIVERY FIRM; THAT FIRM IS THE RESPONSIBILITY OF THE VENDOR DURING ALL DELIVERY TO THE TOWN OF GROTON FACILITY AND UNTIL THE DELIVERY VEHICLE AND INDIVIDUALS LEAVE THE TOWN OF GROTON PREMISES.

Insurance Requirements

Insurance shall be written with carriers approved in the State of Connecticut and with a minimum AM Best Rating of "A-" VIII. In addition, all carriers are subject to approval by the Town of Groton and no coverage shall contain special limitations on the scope of protection afforded to the Town, its officers, officials, employees or volunteers. The Town of Groton shall be named as the certificate holder. The Town of Groton shall be named as an Additional Insured on a primary and non-contributory basis to all policies except Workers' Compensation and Professional Liability. **A waiver of subrogation shall apply on all lines.**

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$3,000,000
	Products/Completed operations Aggregate	\$3,000,000
	- Policy must contain no exclusion for Explosion. Collapse and Underground Hazard (XC & U)	
	- Contractor must notify the Town whenever claims Reduce the General Aggregate below \$1,000,000	
	- The Town should be notified if the Aggregate limits Include defense costs	
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Pollution Liability (If required)	Each Claim or Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
	-Policy must contain no exclusion for Asbestos	
Professional Liability (If required)	Each Claim	\$1,000,000
	Aggregate	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Workers' Compensation and Employers' Liability	WC Statutory Limits EL	
	Each Accident EL Disease	\$500,000
	Each Employee EL Disease	\$500,000
	Policy Limit	\$500,000

For Contractors:

(Should a Contractor be involved in operations requiring coverage under special State or Federal Acts, such as Maritime or Railroad, the Contractor must provide evidence of this coverage. Should a Contractor be exempt from the Workers' Compensation Laws of the State of Connecticut, or any other State or Federal requirements, evidence of such exemption must be provided and a "Hold-Harmless" agreement provided in language satisfactory to the Town, holding it harmless in the event of any claim for injury or damages. Contractors based out-of-state must provide evidence that their Workers' Compensation policy will cover injuries/illnesses sustained while working in the State of Connecticut. The Contractor is responsible for ensuring that all of its subcontractors carry Workers' Compensation Insurance, as described above. If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of three (3) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for three (3) years from the completion date. Original, completed Certificates of Insurance must be presented to the Town of Groton Public Works prior to purchase order/contract issuance. Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of any policy. Should any of the above described policies be cancelled before the expiration date, written notice must be made to the Town thirty (30) days prior to cancellation).

Certificates of Insurance should be sent to the Town of Groton Human Resources Department for review except ones that go thru Purchasing.

**ATTACHMENT FOR CONTRACTORS
TOWN OF GROTON
"OSHA LOCK OUT TAG OUT STANDARD REQUIREMENTS"
HAZARD COMMUNICATION REQUIREMENTS**

HAZARDOUS COMMUNICATION: The Town of Groton requires that any vendor or contractor using hazardous materials or any material that would fall under the OSHA "Right to Know" standard provide a list to the Town of Groton of those materials that will be used while on Town property as well as the safety data sheets for those products. Conversely, the Town of Groton shall inform the Contractor of where the "Employee Right to Know" station is in the area where they are working so that the Contractor's employees can be aware of any substances that they may encounter while working within the Town of Groton workplace.

LOCK-OUT TAG-OUT STANDARD: The Town of Groton requires that any contractor that maintains or is hired to work on any Town equipment abide by the OSHA "Lock Out Tag Out" standard. The Contractor must provide his worker's with locks, hasps and keys approved by OSHA for the proper locking and tagging out of equipment from its power source according to the OSHA standard. The Town of Groton is not responsible for providing the Contractor with the locks and hasps. The Contractor is responsible for complying with this standard and assuring that all of his employees comply with it while working on Town of Groton equipment. The Town requires that any Contractor's equipment brought onto Town property by the Contractor be properly locked or tagged out from its power source in accordance with the OSHA standard.

The Town of Groton does maintain a bidder's list of qualified vendors. The Town may, at its option, mail specifications to these bidders as a courtesy. The Town is under no obligation to notify vendors of bid opening dates. The Town of Groton posts its Invitations to Bid and Requests for Proposals on its website as well as the State of Connecticut Department of Administrative Services' web portal.

The Town of Groton does not discriminate against individuals with disabilities as provided in the Americans with Disabilities Act (ADA). The Town expects that the vendors and/or contractors that it does business with will comply with the Americans with Disabilities Act to the extent required by law. If awarded a contract with

the Town, the successful vendor/contractor will be required to sign a statement agreeing to comply with the provisions of the ADA.

I AGREE TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA) TO THE EXTENT REQUIRED BY LAW.

VENDOR/CONTRACTOR

The following information is requested by the Town of Groton. You are not required to answer these questions.

Has your business been in existence for one (1) full year?

Is your company based in Connecticut?

Have the gross receipts for your company been less than \$3,000,000 for the most recently completed fiscal year?

Is 51% or more of the stock in the company owned by a person or persons who are minorities as defined in sec 32-9n of the Connecticut General Statutes?

Do minorities/women play an active role in the day-to-day affairs of the business?

COMPANY_____

REPRESENTATIVE_____

PHONE_____

ADDRESS_____

EMAIL ADDRESS_____



Town of Groton

Request for Proposal (RFP) 19-03
Sewer Interceptor Condition Assessment Rebid

I. INTRODUCTION

A. BACKGROUND

The Town of Groton, Connecticut Public Works Department (PWD) is conducting ongoing cleaning and inspection of its wastewater collection system infrastructure. The PWD seeks outside expertise to clean, inspect and evaluate the condition of the sewer gravity main between its origination in a manhole in front of #4 Fort Hill Road and its terminus at the Water Pollution Control Facility located at 170 Gary Court. The gravity section is approximately 8400' long and consists of reinforced concrete pipe ranging in diameter from 34" to 42". Approximately 500' of pipe nearest to the Water Pollution Control Facility plant on Gary Court had an in situ liner installed in 2013. Work will also include inspection of the 36 manholes within the designated pipe.

B. SUPPORTING DOCUMENTS

Scanned As Built Drawings of the sewer main are included with this RFP. Contractors are directed to use caution when determining dimensions from scanned drawings, as the scanning process may have changed the image size.

C. STANDARDS OF WORK

Work shall be in accordance with the Water Environment Research Foundation (WERF) Inspection Guidelines for Wastewater-Mains and the National Association of Sewer Service Companies (NASSCO) Pipeline Assessment and Manhole Assessment protocols.

II. SCOPE OF SERVICES

Task 1 Field Inspection

The Consultant shall perform a physical inspection of the main gravity sewer line and its associated manholes. The Consultant shall identify obvious deficiencies, defects, damage or leaks, or areas susceptible to corrosion or other deterioration. At locations where the initial inspection indicates a deteriorated pipe or manhole condition, the Consultant shall characterize the nature of the deterioration and provide recommendations for improvement, repair or further analysis.

The Consultant shall provide all equipment, material, supplies, and any subcontractors needed to perform the cleaning and inspection. Temporary bypassing of pipe sections is not anticipated, but if it is required to conduct the inspection, the Consultant shall be responsible for its cost and coordination. PWD staff will be available to assist with moderating flows in the pipes to the extent the inflow allows by adjusting pumping speeds and durations at the Poquonnock River Pump Station.

Manhole inspection shall investigate and document the following information:

- Manhole identification by number
- Manhole cover type, number of holes in cover, whether cover is submerged by ponding
- Condition of manhole frame and number of manhole grade adjustments
- Cracks or breaks in the walls, shelves, or invert
- Infiltration at any place, estimated in gallons per minute (GPM)
- Integrity of joints between barrel sections
- Construction materials and condition
- Manhole depth and high water mark
- Condition of the corbel, condition of installed ladder rungs

Consultant shall provide all required cleaning and inspection equipment as well as all PPE for its field personnel. **Consultant will remove debris generated from cleaning processes.**

Consultant shall be responsible for obtaining permits from Connecticut Department of Transportation for work occurring within CT DOT roadways and rights of way. Consultant shall comply with all CT DOT permit requirements at no additional cost to the PWD. Consultant shall be responsible for providing Traffic Safety personnel for CT DOT and Town of Groton roadways.

Task 2 Final Report

The Consultant shall prepare a report summarizing the work completed and documenting the findings from cleaning and visual inspection of the sewer lines and manholes. The report shall include:

- A summary of the field inspection procedures and conditions and deficiencies found;
- Data sheets for the sections of the sewer lines and each manhole that document the field inspection, including images.
- Recommendations for necessary repairs or improvements with an associated budgetary Class III cost estimate.

The report should also include the following appendices and attachments:

- Any additional field notes and images,
- Electronic copy (CD, DVD or USB) of inspection video footage and still image files

III. PROPOSAL REQUIREMENTS

Proposers shall submit a concise proposal clearly addressing all of the requirements outlined in the RFP. Proposer shall submit three (3) bound sets of its proposal. Proposal shall have a page limit of fifteen (15) pages. The proposal must include, at a minimum, the following information:

- A. A summary of the Consultant's understanding of the contract requirements as a whole and the unique capabilities to perform the services required.
- B. The Consultant's implementation plan with a project schedule that includes a list of tasks and any additional field investigation or exploratory work to be performed, and the proposed deliverables.
- C. The Consultant's experience and history in performing this type of work on similar projects. Include references of persons, firms, or agencies that the PWD may contact to verify the experience of the Consultant
- D. A table of organization setting forth the positions, functions, and roles to be performed by key staff and subcontractors.
- E. A statement of qualifications and experience for each individual proposed to perform work on this contract. Firms must be able to provide sufficient staffing with qualified individuals throughout the contract.
- F. Consultant fee schedule for the duration of the project, including rates for key staff, proposed level of effort (in hours and cost) for each task, and total cost.

Proposals shall remain effective for ninety (90) days beyond the submittal date.

IV. CONSULTANT SELECTION PROCEDURE

A. EVALUATION CRITERIA:

Proposals received by the PWD will be reviewed by the Selection Committee, which will make the final selection based on the following criteria and corresponding weighting:

- Firm Qualifications: Technical experience in performing work of a similar nature, experience working with public agencies, record of completing work on schedule, strength and stability of the firm. (20%)
- Staff and Project Organization: Qualifications of project staff, key personnel's level of involvement in performing related work, logic of project organization, adequacy of labor commitment and restriction on changes in key personnel. (20%)
- Demonstrated Understanding of the Project Requirements: Familiarity with available construction methods' limitations and benefits, and recognition of potential project challenges. (20%)
- Defined Scope and Approach: Appropriate task and deliverables in scope of work. The proposed schedule is responsive and realistic. (10%)
- Total Estimated Cost (30%).

B. EVALUATION PROCEDURE:

An oral interview with one or more of the firms submitting proposals may be requested after written proposals have been received by the PWD if deemed necessary to clarify proposal or qualifications. The PWD will schedule the time and place for the interview if determined to be necessary. Each Proposer should be prepared to clarify and elaborate on the details set forth in its proposal.

The Selection Committee will review the proposals submitted, establish a list of finalists based on pre-established review criteria, interview the finalist firms, if necessary, and determine the successful Proposer. The individual or composite rating and evaluation forms prepared by the Selection Committee will not be revealed.

If an interview is held: Thirty (30) minutes will be allowed for the oral interview, including the question-and-answer period. The Project Manager must lead the presentation before the Selection Committee. Interviews will be scheduled within 30 days of the RFP submission deadline.

V. TECHNICAL QUESTIONS AND INQUIRIES

Requests for technical interpretation or questions must be sent via e-mail or in writing and must clearly include the subject line: "**RFP 19-03 Sewer Interceptor Condition Assessment Rebid.**" Responses to inquiries will be provided within 5 days. Deadline for inquiries is 7 calendar days prior to the proposal deadline.

Technical inquiries may be directed to: Chris Lund, Assistant Director of Public Works
Phone: (860) 441-6736 or email: clund@groton-ct.gov

VI. LATE PROPOSALS NOT CONSIDERED

Proposals must be received by the time specified at the address listed above. Any proposals received after the deadline will not be considered.

Attachments:

- As Built Drawings of Sewer Interceptor

EXCEPTIONS TO SPECIFICATIONS:

BY: _____
Print & Sign Name/Title

VENDOR _____