

Town of Groton Request for Qualifications
for **ENVIRONMENTAL SERVICES** associated with the
CT General Permit for Municipal Separate Storm Sewer Systems (MS4)

SECTION 1. INTRODUCTION

The Town of Groton Public Works Department (the Department) is soliciting qualifications from experienced consulting firms for fulfillment of technical and administrative services associated with the CT DEEP General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4). The contract service period is from July 1, 2024 to June 30, 2027 with the potential for a two-year extension.

This Request for Qualifications (RFQ) provides specifications and requirements for prospective, qualified firms to prepare a response. Requirements are outlined in Section 4 Scope of Work/Project Specifications.

SECTION 2. BACKGROUND

The Town of Groton is a Fishers Island Sound coastal community with a population of appr. 38,000. It is bordered on the west partly by the Thames River, on the east by the Mystic River, and has the smaller Poquonnock River nearly in its center. The area has abundant brooks, streams, and open space. The Town has just over 2,500 catch basins, in excess of 80 miles of storm drainage pipes, and 98 miles of roads. Of the Town's 340 outfalls, 49 discharge to impaired waters.

Unique to the Town of Groton is its relationship with the adjacent City of Groton, an independently-governed, largely separate political subdivision with its own MS4. The Town is also home to the Naval Submarine Base New London, which also has its own MS4. Areas such as the Groton-New London Airport, Groton Long Point Association, and Mumford Cove, likewise are responsible for their own stormwater infrastructure. Noteworthy as well is that the western portion of Mystic, a well-known tourist and census designated place, is located in Groton, and includes the central portion of its Business District.

The Town approved its Stormwater Management Plan in 2017, and has endeavored in earnest to meet all MS4 obligations to the Maximum Extent Practicable. Responsibilities are divided between the Department and Office of Planning & Development Services (OPDS). A Public Works Project Management Specialist (PMS) helps support permit administration and fulfills public education. The Town is a Bronze Certified member of Sustainable CT, whose environmental impact and climate resilience actions support MS4 objectives. The Town has also been recognized by leading environmental non-profit, Save the Sound, as a municipality making 'significant strides' in efforts to protect Connecticut water bodies from pollution impacts.

SECTION 3. MS4 STATUS

In the past five years, through contracted engineering services, the Town continued fulfillment of MS4 obligations, including Illicit Discharge Detection & Elimination (IDDE), with completion of visual

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inspection of all 340 outfalls, dry weather screening of 322, and sample collection for 85. Sampling of outfalls discharging to impaired waters is nearly complete with 46 of 49 recorded.

Sampling results yielded 13 potential issues from dry screening and 33 from wet weather sampling. Of these, 16 investigations have been initiated, and 8 source areas identified. Impairments are predominantly for enterococcus or fecal coliform, with some presence of nutrients, surfactants, ammonia, and/or chlorine. Two reports are drafted but not yet Town approved, with investigations continuing. All data contributes to the annual update of priority ranking of catchment data.

A staff effort at the start of the permit to catalog System Vulnerability Factors was revisited by the contractor in 2023 in an attempt to validate and update information. Though catchment delineation has not yet begun in earnest, existing work will expectedly support the work, as will the Town GIS Viewer, which is supported by a full-time specialist staff person.

Initial Notice of Violation letters are composed, but none have been sent. In 2018, the Town passed a stormwater ordinance, but hasn't stood up an administrative process yet as it lacks staff to do so.

Mapping of the Town's stormwater system was substantially completed in 2020, however ongoing work suggests updates are needed. Corrections are made when field workers find errors, raising the question of whether a more pro-active approach is needed. Seventy-four (74) interconnections have been identified, with the City of Groton, Connecticut Department of Transportation, Navy Base, and Town of Ledyard to the north.

Much progress has been made on stormwater structures. Inspections of underground oil-water separators, and retention and detention ponds have yielded 64 individual reports, a draft Stormwater Structures Maintenance Plan, and corresponding suggested budget increase. Consideration of the increase will be a subject of the present FY25 Town budget process, and with a coming task the Town's assessment of its ownership obligations.

In 2022, a Retrofit Plan for Directly Connected Impervious Area (DCIA) was completed, and in 2023, a plan for DCIA tracking initiated. Key to the new tracking process was insertion of a form into the OPDS permitting process. The process is now operational but needs refinement.

This addition had been timed by OPDS to coincide with a contractor-led transition to a self-service permitting software, Energov, by Tyler Technologies. This was part of a larger, enterprise-wide system upgrade for the Town, the next phase of which is the Department's move from an outdated Hansen work-order product, with use of Excel and legacy paper systems, to adoption of Tyler's combined Citizen Request and Asset Management software. The Department will soon begin planning for that undertaking, which expectedly will involve MS4 system considerations.

After completion of the Retrofit plan, the Town applied for a number of grants and was awarded funding through the American Rescue Plan Act for a specialized porous paving maintenance vehicle

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(acquisition in process, delivery expected by end of 2025), and from the Long Island Sound Futures Fund (LISSFF) for its “Learning Lots” proposal. The latter will be initiated in the first half of 2024, and features a contracted feasibility study of permeable paver installation sites, training of technical staff in that assessment process, preliminary design for two sites, and skill-sharing with area towns.

Municipal “good housekeeping” efforts are strong, and feature Town-owned sweeper and vac trucks for Roads & Streets’, management of street sweeping and catch basin cleanings, and with both foremen certified by UCONN’s T2 Institute in Green Snow-Pro methods. Hindrances are inefficient paper-tracking, off-street outfall maintenance (currently tracked by SW contractors), and the absence of digital inventories.

Public Education and Outreach efforts are fulfilled through various staff members’ participation in community watershed groups, a stormwater themed municipal television show, inter-departmental collaborations (Parks & Recreation, Library, Thrive 55+ Center), as well as by several nearby educational non-profits (Project Oceanology, Mystic Aquarium, and others).

SECTION 4. SCOPE OF SERVICES

The overall objective of these services is to assist the Department in achieving MS4 General Permit compliance, and advising on ways to maximize Town resources used in management of run-off and reduction of pollutants entering the storm system. Town funding of the MS4 has been piecemeal but steady, with a focus on completing foundational tasks, and making incremental progress across all Minimum Control Measures. The Department is open to budget increases if need is evident, as well as to seeking grant funding for identified areas, and increasing its degree of readiness to meet such opportunities.

The proposed scope of services includes the following, not offered in any order. As part of proposals, firms are asked to comment, broadly, on their methods for prioritization and the cost/benefit.

Proposed Scope of Services

ADMINISTRATIVE

1. Communications / Planning
 - a. Lead Stormwater Committee meetings, give Progress Reports (3x per year: April, Aug., & Dec.)
 - b. Coordinate Department staff updates (3x per year: Feb, June, & Oct)
 - c. Budget recommendations including contract tasks funding update (1x per year November)
2. DEEP MS4 Annual Report preparation (annually)
3. MAPPING Communicate updates found in field to GIS coordinator; advise on needs as applicable

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TECHNICAL / ENGINEERING – all activities using established MS4 criteria

4. IDDE program
 - a. Top 6 outfalls: Conduct annual sampling and assessment, update priority rankings
 - b. Complete 14 initiated IDDE investigations as needed; most need follow-up sampling
 - c. Undertake needed IDDE investigations which remain, number to be determined (x of 33)
 - d. Edit draft reports (2) & NOV notice as specified, draft added NOVs as needed
 - e. Continue determination of / annual updates to System Vulnerability Factors (SVF) table
 - f. Initiate Catchment Delineation program
 - g. Problem outfalls
 - i. Assist with continued tracking of repair and maintenance recommendations
 - ii. In advance of contract end, in consultation with Department, select x no. of sites, not to exceed 10% of overall number, to propose mitigations with estimated costs
5. Post-Construction Storm Water Management
 - a. Zoning review: propose revisions to Town content: to correct known issues, check for needed updates re: revised state guidelines, and support increased BMP adoption
 - b. DCIA tracking
 - i. Review process; identify problems; recommend improvements
 - ii. Upon request, review developer's disconnection worksheets for DCIA calculation, and/or comment SWMP and/or Operations & Maintenance plan (est. 0-4x a year)
 - c. Retrofits: Working from existing plan, select sites to advance progress; plan for strategic selection of problem outfall repair; AND/OR assist with advancing "Learning Lots" sites (2026 expected conclusion) as time/funding allows
 - d. Capital Investment Projects / grant writing: Upon request, analyze proposed work via desktop analysis for cost estimates re: pollution prevention / LID (est. 0-2x a year)
6. Stormwater Structure Inventory / Maintenance Planning
 - a. Work with staff to merge various inventory components, incorporating ownership status, analyze opportunity cost of levels of maintenance, recommend next actions
 - b. Convene meetings or lead correspondence as needed to coordinate with Department, IT (GIS), and/or contractor in support of Tyler Technologies' planning and implementation of Town Asset management system relative to stormwater structures, including streets (re: sweeping), catch basins, outfalls, etc., MS4 maintenance tracking, and reporting
7. Stormwater Management Plan: upon Permit Reissue, evaluate, revise, and re-certify SWMP

SECTION 5. REVIEW DOCUMENTS

The following resources are available for review online; or hardcopies (as applicable) on request:

- **MS4 System** - <https://maps.groton-ct.gov/apps/GrotonGISViewer/> (utility data layer)
- **MS4 documents – on the Town PWD page**
https://www.groton-ct.gov/departments/pubwks/storm_water.php

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- ▶ Town of Groton Stormwater Management Plan
- ▶ Town of Groton Annual Reports 2023 & 2022
- ▶ Town of Groton IDDE Program

SECTION 6. CONTRACT DELIVERABLES

Expected deliverables include, but are not limited to:

- 3 yr. Work Plan for final negotiated Scope of Services (to include annual updates as needed, plus agreed upon arrangement for report delivery and data sharing)
- Tri-annual Progress Reports to include estimated percentage of task completion, to correspond with Stormwater Committee meetings
- MS4 budget recommendation, including contract task updates as needed (1x per year, November)
- Status update emails in advance of Department staff updates (at least 3x per year)
- Monthly invoice submittals with supporting documentation (include percentage of funds expended)
- Yearly Annual Report draft content, with associated data transfer
- Zoning Review Summary
- DCIA Tracking Review Summary
- Stormwater Structure Review Summary
- Certified updated Stormwater Management Plan (post Permit re-issue)
- Concluding problem outfalls proposal
- Plan for notification/approval of services required beyond initial scope/cost estimate

All deliverables shall be submitted to the Director of Public Works, Greg A. Hanover, P.E., in either hardcopy or electronic/digital format (sent to mmaitland@groton-ct.gov) as appropriate.

SECTION 7. RFQ INFORMATIONAL MEETING

The Department will hold an Informational Meeting for firms interested in responding to this RFQ on Wednesday, April 17, 2024, at 9 a.m. at the Groton Town Hall Annex, Conf. Room 2, 134 Groton Long Point Road, Groton. For more information, contact Michelle Maitland, Project Management Specialist, Public Works Department at (860) 448-4544, or by e-mail at mmaitland@groton-ct.gov.

SECTION 8. DIRECTIONS FOR SUBMITTING PROPOSALS

Respondents should submit an original plus three (3) copies of their proposal to:

Greg A. Hanover, P.E.
Director of Public Works
134 Groton Long Point Road
Groton, CT 06340

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- ▶ **DEADLINE FOR QUESTIONS** concerning the RFQ is Tuesday, April 23, 2024. The Department will not respond to questions received after this deadline.
- ▶ **PROPOSAL DUE DATE:** Proposals must be submitted no later than 4:00 P.M. prevailing time on FRIDAY, MAY 3, 2024. No e-mailed proposals will be accepted.
- ▶ **Submittals must include the following contents:**
 - Letter of Transmittal (not to exceed one page): shall include the name, title, physical address, e-mail address, and telephone number of one or more individuals who can respond to requests for additional information as well as one or more individuals who are authorized to negotiate and execute a contract on the prospective Consultant’s behalf. The letter must state that the Consultant carries adequate insurance to meet requirements of the Department as outlined in Section 12 and Attachment 1.
 - Statement of Qualifications shall include the following:
 - Description of business organization, ownership, and services provided
 - Description of experience in municipal stormwater systems, assessment, identification, and elimination of illicit discharges. Include references (names/contacts) involved in projects
 - Description of experiences working with clients on information technology transfer projects, experience with Tyler (or Hansen) products of particular interest
 - List key personnel (include resumes) to be assigned to this project
 - Organizational chart showing management structure for this project

SECTION 9. SELECTION PROCESS

All proposals received will be reviewed by a selection committee consisting of Town Staff. Proposals will be ranked by these criteria:

Percentage	Evaluation Criteria
25%	Firm’s reputation for professional integrity and competence; ability to work with and comply with federal & state agencies and persons in official oversight/ compliance capacities; knowledge of MS4 Permit requirements; familiarity and experience with related processes, and with Groton and its MS4 program
25%	Professional and educational experience of key personnel and subcontractors to be assigned to the project; availability of staff to support project needs
25%	Quality of writing and presentation; preferred manner of collaboration and consultancy; and proposed method of progress reporting and data sharing
15%	Approach to services; including method of prioritization, sequencing, use of funds
10%	Ability to be responsive to weather events

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INTERVIEWS WITH SELECTED PROPOSERS

After ranking the proposals received, up to three firms will be selected to interview with the selection committee

Interviews will be set up with the selected consultants. Each will have 45 minutes to make a presentation to, and answer questions from, the selection committee. The committee will select the most qualified consultant.

After selection of the most qualified firm, the Town will negotiate a fee for the MS4 services based on the proposed scope of service, revised by the firm as required. If the Town and that firm are unable to negotiate a contract, at a price the Town determines to be fair, competitive and reasonable, negotiations with the firm shall be formally terminated for the project. The Town will select the next most qualified firm and complete the process.

SECTION 10. OTHER CONDITIONS

The Department expressly reserves the right to reject any and all proposals and to waive formalities. The department expressly reserves the right to require more definitive, alternative, or different proposal terms with one or more of the respondents who submit proposals.

A certificate of insurance, showing evidence of compliance with basic insurance requirements, must be provided at the time of negotiations. Refer to attachment 1 for limits required by the town of Groton.

Firm must be familiar and compliant with all environmental protection agency (EPA), occupational safety and health administration (osha), and Connecticut department of energy & environmental protection guidelines and regulations pertaining to the scope of services.

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**ATTACHMENT 1
INSURANCE REQUIREMENTS**

The Consultant, at his expense, will provide, carry and maintain throughout the term of this contract, adequate insurance as requested by the Town that will protect the Consultant, the Town of Groton, its officers, employees and volunteers from any and all claims for loss, damage, injury or death which may arise from the operation of this contract by the Consultant or anyone directly or indirectly employed by them. Policies shall be so written that the Public Works Department will be notified of cancellation at least thirty (30) days prior to the effective date of such cancellation. Certificates showing that all of the Consultant's operations are covered, and stating the coverage with the Town included as an additional insured, the limits of liability, expiration dates, and exclusions, if any, will be filed with the Town of Groton Public Works Department before the term of the contract commences.

The Consultant shall provide the Town with certification by a properly qualified representative of the insurer that the Consultant's insurance complies with this section.

All of the insurance policies required shall have the legal company name of the insurer providing coverage, and contain the current rating of the insurer as provided by "Best's Insurance Reports", which must be A-, VII or above. This obligation applies to coverage written on an occurrence as well as a "claims-made" basis.

The Insurance Certificate must state whether coverages are written on an "occurrence" basis or a "claims-made" basis. All insurance must maintain that the Town is an "additional insured" for General Liability and Umbrella policies, and any other coverages as the Town may require for specific projects. Such insurance must be issued by insurance companies licensed to write such insurance in the State of Connecticut.

The Town of Groton, its officers, officials, employees and volunteers are to be covered as insureds as respects liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied, or used by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the Town, its officers, officials, employees, or volunteers.

The Consultant's insurance coverage shall be primary insurance as respects the Town, its officials, employees and volunteers. Any insurance or self-insurance maintained by the Town, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

SECTION A. WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY

Worker's Compensation must be provided in accordance with the Worker's Compensation Laws of Connecticut. Should the Consultant be involved in operations requiring coverage under special State or Federal Acts, such as Maritime or Railroad, the Consultant must provide evidence of this coverage. Should the Consultant be exempt from the Worker's Compensation Laws of the State of Connecticut, or any other State or Federal requirements, evidence of such exemption must be provided to the Town 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. Consultants based out-of-state must provide evidence that their Worker's Compensation policy will cover injuries/illnesses sustained while working in the State of Connecticut.

The Consultant is responsible for ensuring that all of its subcontractors carry Worker's Compensation Insurance, as described above.

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Employer's Liability must be provided in accordance with the following limits:

\$1,000,000 each - Bodily Injury

\$1,000,000 disease - Policy Limit - Bodily Injury

\$1, 000,000 disease - Each Employee - Bodily Injury

SECTION B. GENERAL LIABILITY

B.1 OCCURRENCE POLICY GUIDELINES

General Liability - Written under commercial or comprehensive form including the following:
(Premises/Operation, Products/Completed Operations, Contractual, Independent Contractors, Broad Form Property Damage, and Personal Injury.)

- General Aggregate \$2,000,000
- Products/Completed Operations Aggregate \$2,000,000
- Personal & Adv Injury \$1,000,000
- Each Occurrence \$1,000,000
- Fire Damage (any one fire) \$1,000,000
- Medical Expense (any one person) \$ 10,000
- ALSO "follow form" umbrella coverage over General Liability, Employer's Liability and Auto Liability in a minimum amount of \$1,000,000.

The Town requires that these aggregate limits be maintained by the Consultant as required. It is the responsibility of the Consultant or his representative to notify the Town if ever or whenever claims reduce the General Aggregate below \$2,000,000. If the aggregate limits include defense costs the Town should be so notified. It is the responsibility of the Consultant and his insuring agent to provide the Town with current certificates throughout the contract period keeping the required limits in full force and effect. The Town of Groton reserves the right to modify or change the requirements at any time if it is in the best interest of the Town to do so.

B.2 CLAIMS-MADE COVERAGE GUIDELINES

General Liability - Written under commercial or comprehensive form including the following:
(Premises/Operations, Products/Completed Operations, Contractual, Independent Contractors, Broad Form Property Damage, and Personal Injury).

The Town requires that the Certificate of Insurance include the retroactive date of the policy. Retroactive dates must be either before or coincident with the Contract's inception.

The Town requires prompt and immediate notice of the following:

1. Erosion of any aggregate limits,
2. Advance of any retroactive dates,
3. Cancellation or non-renewal. Prior 30-day notice.

The Town requires that any extended reporting period premium be paid by the named insured. The reporting of possible claims to the Town of Groton is necessary and the Town retains the right to require that the extended

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reporting period be invoked by the Consultant at his/her expense. The Town requires that if any excess coverage is secured to meet the requirements that the retroactive dates be concurrent with the primary policy and that the retro dates be either before or coincident with the inception of the Contract. If the retroactive date is moved, or if the policy is canceled or not renewed, the Consultant must invoke the tail coverage option, at no expense to the Town but rather at the expense of the Consultant, in order to adequately assure that the policy meets the above requirements.

Liability Limits: Same as those under Section B.1 "Occurrence Policy Guidelines"

B.3 OTHER COVERAGE

The coverages below apply only if there is an amount stated, otherwise coverage is not being requested at this time.

Underground Explosion and Collapse Hazard	\$ _____
Blasting/Explosion	\$ _____
Pollution Legal Liability	\$ _____

The above coverages are on a combined single limit basis for bodily injury and property damage, on an occurrence form.

SECTION C. AUTOMOBILE LIABILITY

Automobile Liability - coverage for commercial or comprehensive automobile liability (vehicular), covering any auto, all owned autos (private passenger), all owned autos (other than private passenger), hired autos and non-owned autos.

- Combined Single Limit – Bodily Injury/Prop Damage \$1,000,000
- Also “follow form” umbrella coverage over General Liability, Employer’s Liability and Auto Liability in a minimum amount of \$1,000,000.

Insurance under B & C above must provide for a 30-day notice to the Town of Groton of cancellation, non-renewal, termination, or any restrictive amendment.

SECTION D. PROFESSIONAL LIABILITY

The Consultant must have professional errors and omissions coverage with a liability limit of \$2,000,000 aggregate. The professional firm must provide proof that these limits are available under the policy depicted in the Certificate of Insurance. The professional is responsible for the payment of any deductible associated with any claim made against this policy. The firm must state whether the coverage is occurrence form or claims made coverage. If the coverage is claims made it is the Engineer’s responsibility to assure that the coverage remains in force not only concurrently with the project dates but as per the terms of the contract specifications.

The Certificates of insurance must be received by the Public Works Department prior to the signing of any contract documents.