

LEGAL NOTICE
THE CITY OF MERIDEN IS ACCEPTING SEALED
REQUEST FOR QUALIFICATIONS FOR:
RFQ019-01 On-Call Engineering, Survey Services and Hazardous Materials Management

Request for Qualifications shall be submitted in the manner specified to the Purchasing Department, 142 East Main Street, Room 210, City Hall, Meriden, CT 06450-8022 until **4:00 p.m.** on **July 17, 2018.**

The City will be accepting sealed Qualifications for On-Call Engineering, Hazardous Materials Management and Survey Services. Qualifications are to be submitted in nine (9) complete sets, together with general information on the firm, the firm's brochure, and a project list with the description of engineering services provided, along with a resume of key personnel who will be responsible for the daily activities in the various fields of expertise required to accomplish the project.

The City is seeking full service Engineering firms to provide services to all City departments. Disciplines include, but are not limited to, MEP, Site, Civil, Structural, Water and Wastewater, Transportation, Environmental and Airport expertise. Other services include Hazardous Materials management, Survey, Construction Inspection and Pavement Management. Respondents should list any special certifications possessed by the firm.

The complete RFP document can be obtained on the City of Meriden website www.meridenct.gov.

The successful firm(s) shall have extensive, successful experience in providing On-Call Engineering Services and must be licensed with the State of Connecticut.

The successful firm(s) shall ensure that any appropriate licenses or certifications required by the State of Connecticut are maintained for the duration of the project.

The firm(s) must meet all municipal, state and federal affirmative action and equal employment opportunity practices.

Minority owned firms are invited to submit their qualifications independently or as a joint venture with other consultants for the entire assignment.

Additionally, all interested firms shall submit a detailed statement indicating the organization structure under which the firm proposes to conduct business. Proposed subconsultants, subcontractors, joint ventures, etc., should be clearly identified. The relationship to any "parent" firm or subsidiary firm with any of the parties concerned must be clearly defined.

The City of Meriden reserves the right to reject any or all Request for Qualifications and to accept any or all Request for Qualifications, if it is deemed to be in the best interest of the City of Meriden.

Wilma C. Petro, CPPB, C.P.M.
Purchasing Officer
City of Meriden, CT

Dated: June 25, 2018

RFQ019-01– ON CALL ENGINEERING SERVICES

INTENT AND GENERAL INFORMATION

The City of Meriden solicits qualifications from consulting engineering firms to provide “ON-CALL” professional engineering services on an as needed basis. All work performed under this contract shall be under the direction of professional engineers licensed by the State of Connecticut. In addition, the selected Consultant may be required to provide special consultation services through subconsultant(s) such as independent air quality consultants.

Certain projects require special expertise. Consultants should be familiar with any State or Federal regulations that may apply when working on certain projects, including but not limited to, State of CT Dept of Public Health, Dept of Energy and Environmental Protection, Dept of Transportation, Dept of Economic Development and familiarity with OSHA and Conn-OSHA.

The City will have sole discretion as to which projects, if any, will be assigned to the selected Consultants. The City reserves the right to advertise via competitive request for Proposals any project it deems appropriate.

QUESTIONS

Please direct any and all questions concerning this RFQ to the City of Meriden, Purchasing Department in writing, via email at the following address: purchasing@meridenc.t.gov. Questions concerning this RFQ must be submitted no less than seven (7) calendar days prior to the date qualifications are due. Any and all such interpretations and any supplementary instructions will be in the form of written addenda and will be posted on the City of Meriden website under Bids, RFPs and Legal Notices, not later than three (3) days prior to the due date. Each proposer is responsible for checking the website to determine if the City has issued any addenda and, if so, to complete its proposal in accordance with the RFQ as modified by the addenda.

SUBMISSION OF RESPONSES

Nine (9) copies of the response to this RFQ must be received at the Purchasing Office, 142 East Main Street, Room 210, Meriden, CT 06450. The sealed envelope must have the Proposer’s name and address in the upper left hand corner and a reference to RFQ019-01 On-Call Engineering Services due on **July 17, 2018 at 4:00 P.M.** in the lower left hand corner.

The City reserves the right to reject any or all proposals and may waive any informality.

All responses submitted will be considered to be the property of the City.

All business confidential information protected from disclosure under the State of Connecticut Freedom of Information Act must be clearly identified as such.

SCOPE OF SERVICES

- 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.
- In order 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.
- Environmental engineering services may include Phase I, II, III and environmental site assessments funded by DECD and Federal EPA. It may also include soil, underground tanks and testing.
- The selected consultants must have adequate staffing to assure that staff is and will be available to handle several projects simultaneously 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.
- The selected consultants must assign for each project a Professional Engineer licensed by the State of Connecticut to be responsible for the management and design.
- The selected consultants should have on staff at least three individuals at the project manager level who can be available to supervise projects. Staff to support these three individuals should also be identified in the submitted proposal.
- The selected consultants and the authorized City representative will negotiate the compensation for each project based on the fee schedule outlined herein. A contract shall be executed for each project over \$15,000.

The selected consultants must have the capability to provide the City of Meriden 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 City can be achieved.

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 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 Water and Water Pollution Control Facility seek services in regard to collection, distribution and process.

PLANNING STUDIES

These services include, without limitation, developing master plans for long-range capital improvement programs, investigation of existing conditions, and the coordination of other work.

DESIGN

These services shall include, without limitation, meetings and conferences to discuss goals and requirements with City 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 City of Meriden for review and comment.

Other Design services provided shall include, without limitation, detailed conferences with City or other regulating agencies or utilities to discuss specific matters, procuring comprehensive field information, preparing final estimates, schedules, and specified number of contract documents for review and bidding.

CONSTRUCTION INSPECTION

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

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. The Inspector will hold a semi—final inspection. A review of that project will be performed by the City of Meriden and a punch list of items to be corrected will be developed by the Inspector. Please list any relevant certifications.

CONSTRUCTION MANAGEMENT

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

STATUS REPORTS

These services could include a formal reporting to the City of Meriden monthly. A project management report will be submitted which will outline the activities completed and variance(s) from planned activities for the previous month and planned activities for the upcoming month.

PROJECT COORDINATION

These services include, without limitation, coordinating the activities of the construction contractor, 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 construction contractors, City residents and departments within the City of Meriden.

RECORD KEEPING

These services shall include, without limitation, submitting copies of all project correspondence to the Managing Authority. In addition, the selected consultant will maintain a duplicate set of files. Upon completion of the contract, the selected consultant will provide the City, will all test reports, as—built plans, inspections, field notes, measurements, material slips, and any other copies of material, pertinent data regarding the contract. These records shall be bound in chronological order, or as otherwise specified by the City of Meriden.

REQUESTED INFORMATION

Project Understanding:

Provide a written discussion in sufficient detail to demonstrate an understanding of the contract's scope and the services required.

Experience:

Provide a detailed written summary of the firm's history and experience and capability in providing the full range of on-call engineering services in the State of Connecticut.

Staff Plan:

Identify key personnel 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.

Management Plan:

Describe Consultant's management system and how it will function to ensure timely delivery of on-call engineering services.

Service Plan:

Provide a detailed itemized plan of proposed services.

Services Expected by the City:

The successful consultant(s) must be able to provide any of these comprehensive engineering and survey services as required (site; civil; hydrogeological; structural; mechanical; geotechnical pavement engineering; construction services; land survey, water supply; distribution and treatment design; groundwater protection; water pollution control engineering; wastewater collection; distribution and treatment design; environmental management and planning; transportation engineering; plumbing; electrical and services requiring airport expertise and experience with the FAA) for the preparation and support of complete engineering drawings; specifications; estimates; contract administration; project inspection; as well as surveying; mapping; and planning services or studies.

EVALUATION AND AWARD

Selection Criteria

The Consultant's technical understanding of the Scope of Services as evidenced by the quality of the proposal submitted.

The background and experience of the firm in providing the wide range of services requested.

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 this contract, especially those of the day-to-day project manager and licensed professional engineers.

Appropriately licensed as a Professional Engineer by the State of Connecticut.

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

Proposer's demonstrated knowledge and familiarity with the City and the areas where the improvements are proposed.

Selection Procedures

The Purchasing Officer reserves the right to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms and to waive minor inconsistencies with the RFQ. The Purchasing Officer reserves the right to make a selection on the basis of qualifications, experience in providing similar services elsewhere, the proposal's responsiveness to the Request For Qualifications requirements; and to negotiate a contract with the Consultant(s).

Proposals in response to this RFP will be reviewed against the criteria listed above, and award of the contract shall be made in accordance with standard purchasing procedures.

A Selection Committee shall assist the Purchasing Officer in choosing the successful respondent to provide the requested services.

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

The City will select one or more firms to be placed on the "On-Call" list. The "On-Call" list is typically in effect for a period of 3-5 years.

CONDITIONS

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

Have personnel/resources reserve sufficient to assure task continuity.

Agree that any resultant contract may be terminated in the event of non-appropriation of funds.

Agree to accept and follow management direction from the City and specifically, the City's designated personnel.

Agree that if the City cannot in good faith negotiate a written contract within a reasonable time with the selected Respondent(s), the City may unilaterally cancel its selection of that Respondent.

Agree that the contract between the City and the Respondent shall be governed by and construed in accordance with the laws of the State of Connecticut and the ordinances of the City of Meriden.

TAX STATUS

In accordance with Municipal Code of City of the Meriden the selected respondents must be current in all tax obligations to the City of Meriden, A respondent found to be delinquent in the payment of personal or real property taxes shall not be considered for contract award.