



# Putnam CONNECTICUT

**TOWN OF PUTNAM  
WATER POLLUTION CONTROL AUTHORITY (WPCA)  
PROFESSIONAL SERVICES PROCUREMENT NOTICE  
REQUEST FOR QUALIFICATIONS  
On-call Engineering Services for Drinking Water and Wastewater System Improvements**

The Town of Putnam Water Pollution Control Authority will be accepting statements of qualifications from those interested in providing engineering services for Multiple Projects for Drinking Water and Wastewater System Improvements. Interested firms should request the response instructions and details from the Town Administrator, 200 School Street, Putnam, CT 06260, or via the Town's website at <https://www.putnamct.us>.

Responses to the Request for Qualifications must be submitted to the Town Administrator no later than Noon, January 20, 2022.



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## Town of Putnam, CT Water Pollution Control Authority (WPCA) Request for Qualifications On-call Engineering Services for Drinking Water and Wastewater System Improvements

### I. GENERAL INFORMATION

#### A. Introduction

The Town of Putnam Water Pollution Control Authority (WPCA) is soliciting a Request for Qualifications (RFQ) from qualified engineering firms and individual engineers licensed in the State of Connecticut interested in providing engineering services to the WPCA for projects related to the Drinking Water and Wastewater System improvements. Interested parties should submit a statement of qualifications in accordance with the requirements and directions herein.

#### B. Background Information

Putnam Water Pollution Control Authority (“WPCA”) is responsible for water and sewer services in the Town and self-performs operations, maintenance, and management of the WPCA’s water and wastewater operations.

The WPCA water system serves the towns of Putnam, Thompson, and Woodstock and provides drinking water to a population of 7,300 and has 2,230 service connections. There are two water treatment plants, one located on Peake Brook Road (surface water supply) and one located on Park Road (wellfield). Total capacity is 3 million gallons per day (mgd) with an average daily production of 800,000 gallons. Two separate 1-million-gallon (mg) storage tanks, one in the industrial park and one on Richmond Hill, supplement total storage capacity for up to 2 mg.

The Wastewater Treatment Facility (WWTF) is located at 4 Kennedy Drive in Putnam, Connecticut. The facility is designed to treat and discharge up to 2.91 million gallons per day (MGD) of effluent into the Quinebaug River. The average daily flow is about 1.4 MGD. The treatment process includes screening and grit removal, aeration, clarification and seasonal ultraviolet disinfection. The facility uses secondary treatment with denitrification, including liquid and solids treatment process by a four stage Bardenpho Process. The facility was constructed in 1968, with significant upgrades around 2014.



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## C. Terms And Conditions

1. The selected firm or individual will be expected to commence services on or about March 1, 2022 subject to contract execution. The WPCA reserves the right to cancel this process at any time should any of the following conditions exist:
  - a. Funds are not appropriated to allow continuance of this contract;
  - b. The WPCA, through changes in its requirements or method of operation, no longer has a need for this service; and/or
  - c. The WPCA is not satisfied with the level of services provided under the contract or the engineering firm fails to comply with any terms and conditions outlined in the contract.
2. Any contract awarded under this request for qualifications is expected to be funded in part by the State of Connecticut, Department of Energy and Environmental Protection or Department of Public Health as funds are available under Sections 22a-478 and 22a-483 of the Connecticut General Statutes (CGS) and federal funds under the Water Quality Act of 1987 and pursuant to the requirements of Section 22a-482-4 of the Regulations of Connecticut State Agencies (RCSA) Section 22a-482-4(h), (i), and (o). The State of Connecticut will not be a party to this request for qualifications of any resulting contract.

### 3. **Contract Period**

It is the intent to negotiate and award a contract for provision of the initial services outlined herein and to use the same firm for future aspects of the work should future funding be approved. The WPCA intends to structure a five year On-Call Contract with the selected firm or individual, with a provision to extend the contract on an annual basis thereafter, at the WPCA's discretion.

Task Orders referencing the On-Call Contract will be issued to the selected firm as projects are assigned. The scope and fee for each Task Order will be negotiated individually.

### 4. **Insurance and Indemnification**

The firm selected shall procure and maintain insurance for protection from claims under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims of damages because of injury to or



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destruction of property.

Proof of Insurance: General Liability (\$1,000,000 or greater per incident), Workers Compensation and Automobile.

## 5. **Freedom of Information**

Respondents to this RFQ are hereby notified that all submissions and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act (FOIA).

## 6. **Affirmative Action – Equal Opportunity employers**

The Town of Putnam and its Agencies and Commissions are Affirmative Action – Equal Opportunity employers. Respondents to this Request for Qualifications agree and warrant that in the performance of the work on these projects, the firm will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability. Respondents agree to provide the State of Connecticut Commission on Human Rights and Opportunities with such information requested by the Commission concerning employment practices and procedures.

## II. **SCOPE OF SERVICES**

The firm selected after review of the submission received from this RFQ and the potential subsequent interview process will be expected to provide certain initial services and is likely to be retained to provide final design and construction services related to WPCA water and wastewater systems if the project proceeds. Those providing services to the WPCA will have a demonstrated expertise in water and wastewater systems with accompanying skills and knowledge in grants and other financing options including, but not limited to, the Connecticut Department of Public Health (DPH) Drinking Water State Revolving Fund (DWSRF), Connecticut Department of Energy and Environmental Protection (DEEP) Clean Water Fund (CWF), federal drinking water and wastewater grants, the American Rescue Plan and other federal or state infrastructure funding that may be available.

The WPCA is soliciting statements of qualifications from Engineering Consulting firms to provide engineering services (planning, design, and construction oversight, as needed) including, but not limited to, the following Projects:



Project 1 - Lead Service Line Replacement Program

Project 2 - Development of a Hydraulic Model for the Water System

Additional projects related to drinking water and wastewater systems may also be included under this RFQ selection. Any contract awarded under this RFQ may be funded in part by the DPH DWSRF or DEEP CWF. Based on the funding source of a specific project, "Minority and Women's Business Enterprise" (MBE/WBE) subcontractor participation may be required, expressed as a percentage of total contract amount, in accordance with any state or federal funding requirements.

A. **Project 1- Lead Service Line Replacement Program**

The National Primary Drinking Water Regulations: Lead and Copper Rule Revisions (LCRR), January 15, 2021 Federal Register, consist of six key areas: Identifying areas most impacted, Strengthening treatment requirements, Systematically replacing lead service lines, Increasing sampling reliability, Improving risk communication, and Protecting children in schools. To maintain compliance with the final revisions of the LCR, the WPCA first plans to complete an inventory of service connections to identify the material of each service connection in its system.

In Phase 1 of the Lead Service Line Replacement Program, the WPCA will develop a detailed electronic database and map of the various components of the water service lines. Following Phase 1, the WPCA will develop specifications and design documents, and proceed with the replacement of the lead service lines (LSLs), if found, with the selected consultant providing engineering services, as requested by the WPCA.

B. **Project 2- Development of a Hydraulic Model for the Water System**

The main objective of this project is to build and calibrate a water distribution system hydraulic model capable of steady state and extended period simulation for the WPCA. The hydraulic model would be built by using existing data such as record drawings and geographic information system (GIS). The hydraulic model should include the pipeline network with all key components of the distribution system, such as water storage tanks and pumping stations. The WPCA is interested in using the calibrated hydraulic model for conducting distribution system analysis such as flow pressure, fire flows, and water age as well as to develop a unidirectional flushing program. The model will be used as a tool to assist the WPCA with capital improvements planning and future analysis of the system.

C. **Additional Drinking Water and Wastewater Projects**



Additional projects related to WPCA’s wastewater collection and treatment and water supply, treatment, and distribution may also be included under this RFQ selection, including, but not limited to, water main rehabilitation/replacement/ extension, leak detection surveys, sewer main extensions/repairs/rehabilitation, infiltration and inflow (I/I) studies, and condition assessment.

### III. **SUBMISSION OF RESPONSE**

#### A. **Instructions**

By submitting a response to this Request for Qualifications, respondents represent that they have thoroughly examined and become familiar with the scope of services outlined in this RFQ and are capable of performing the work to achieve the WPCA’s objectives.

All firms are required to submit four copies plus an electronic version in PDF of their qualifications and response to Elaine Sistare, Town Administrator, 200 School Street, Putnam, CT 06260 by Thursday, January 20, 2022 at Noon. The response must be submitted in a sealed envelope or package and the outside shall be clearly marked:

**REQUEST FOR QUALIFICATIONS  
ON-CALL ENGINEERING SERVICES FOR  
DRINKING WATER AND WASTEWATER SYSTEM IMPROVEMENTS**

#### B. **General**

All respondents are required to submit the information detailed below. Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.

1. Cover Letter: A letter of transmittal indicating the firm's interest in providing the service and summarizing any other key information that would assist the WPCA in selecting. This letter must be signed by a person legally authorized to bind the firm to a contract. Include the name and telephone number of person(s) to be contacted for further information or clarification.
2. Table of Contents: to include clear identification of the material provided by section.
3. Company Information: A company background and qualifications statement,



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including name of firm/individual and description and history of the respondent's firm and the servicing office. Include, at a minimum, a discussion of the unique qualifications that the respondent has regarding this project, and the respondent's familiarity with local/state/federal laws and regulations.

4. Experience: Include information that explains your firm's ability to perform, implement and administer the services outlined in this RFQ, emphasizing experience with other similar municipal clients. Summarize all areas of expertise and experience including the types of services supplied to past and present clients. Include a list of completed projects for which the firm/individual provided professional services similar to those considered in this RFQ during the past 5 years (including project experience with the State and other municipalities). This list shall include the following information:
  - a. Name of the city/town
  - b. Timeframe of engineering services
  - c. Engineering services provided by the firm including description of project, and scope of services provided
  - d. Name, address, and telephone number of the principal contact of the city/town.

The WPCA reserves the right to contact these organizations regarding the services performed by the firm.

5. Project Team/Organization: List of personnel to be assigned, including the principal contact engineer. Provide their resumes, including number of years of experience and municipalities served and their roles in providing similar services.

A description of the respondent's capacity to provide the scope of services. Include, at a minimum, the number of full-time professional staff your (local) office employs, a list of all services required for this project that would be provided in-house by your firm, and a list of all services that would be outsourced to subconsultants/subcontractors, including the names, qualifications, and licenses of proposed subconsultants/subcontractors.

6. Project Approach: A detailed description of how the respondent anticipates supplying water system and wastewater system engineering services to the WPCA on an on-call Task Order basis. It is anticipated that a refined and detailed scope of services will be developed with the selected firm for each Task Order.
7. Three references of similar projects.



#### IV. TOWN CONTACTS

- A. All inquiries relative to this RFQ must be directed in writing to Elaine Sistare, Town Administrator by email at [elaine.sistare@putnamct.us](mailto:elaine.sistare@putnamct.us) with copy to [denise.geeza@putnamct.us](mailto:denise.geeza@putnamct.us). Subject line to reference RFQ. No phone calls will be accepted.
- B. All questions, answers, and/or addenda, as applicable will be posted on the Town's website. Responses to requests for more specific contract information than is contained in the RFQ shall be limited to information that is available to all respondents and that is necessary to complete this process. The request and inquires must be received at least five business days prior to the advertised response deadline.

No other Putnam Town employee, elected official, or evaluation committee member should be contacted concerning this RFQ during the response process. Failure to comply with this requirement may result in disqualification.

#### V. EVALUATION AND SELECTION PROCESS

##### A. Evaluation Criteria

1. The following factors will be considered when evaluating responses.
  - a. Accuracy, overall quality, thoroughness, and responsiveness to the requirements as summarized herein.
  - b. The firm's familiarity with the Town of Putnam.
  - c. Firm's overall familiarity and experience with municipal water system and wastewater system engineering, including demonstrated successful performance on other similar municipal projects; with particular emphasis on the qualifications and municipal experience of the engineer to serve as the principal contact and other engineers expected to be most involved.
  - d. Firm's approach to the assignment including firm's demonstrated understanding of the Scope of Services and of the WPCA's needs and objectives and the creativity associated with the approach.
  - e. Firm's overall familiarity and experience with funding of similar projects including knowledge of state and federally funded projects and related funding sources and their requirements and especially the CTDPH Drinking Water State Revolving Fund (DWSRF) and CTDEEP Clean Water Fund (CWF).

##### B. Selection Process





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1. Following the review and evaluation of responses, the WPCA reserves the right to request certain additional information. The WPCA selection committee will review the responses based upon the criteria herein. Based on the review and rating of responses, a short list of respondents may be invited to interview with the WPCA selection committee. The WPCA may or may not hold interviews.
2. The information in this Request for Qualifications will serve as the basis for review and recommendation for firm/individual interviews. Respondents are encouraged to address each of the factors thoroughly and provide additional information concerning background, experience, and qualifications for these services as deemed appropriate.
3. Based on the results of the review of the RFQ and/or interview process, a final scope of services will be developed and a professional services agreement with fee structure will be negotiated the top selected respondent for each Task Order. Upon completion of a proposed Master Services Agreement and first Task Order, it will be presented to the Mayor for approval. If an acceptable contract agreement cannot be reached, the WPCA reserves its right to consider another qualified respondent based on the evaluation criteria.
4. This RFQ does not commit the WPCA to award a contract or to pay any costs incurred in the preparation of a response to this request. All responses submitted to this RFQ become the property of the WPCA. The WPCA reserves the right to accept or reject any or all responses received as a result of this request, to negotiate with the selected respondent, the right to extend the contract for an additional period, or to cancel in part or in its entirety the RFQ and to waive any informality if it is in the best interests of the WPCA to do so.

## C. **Timeline**

The following schedule is anticipated. The WPCA intends to adhere to this schedule as closely as possible but reserves the right to modify the schedule in the best interest of the WPCA as required.

Publicize RFQ	<b>December 23, 2021</b>
RFQ Due Date	<b>January 20, 2022</b>
Interviews (if needed)	<b>February 2022</b>
Award of Contract	<b>March 2022</b>

**\*\*End of Document\*\***