



## City of Norwich

Norwich Public Utilities  
100 Broadway, Room No. 105  
Norwich, CT 06360

Phone: (860)823-3706  
Fax: (860)823-3812  
E-mail: [whathaway@cityofnorwich.org](mailto:whathaway@cityofnorwich.org)

### REQUEST FOR QUALIFICATIONS (RFQ 20-05) GENERAL ENGINEERING SERVICES

Norwich Public Utilities is soliciting statements of qualifications from engineering/consulting firms to provide on call professional engineering services.

The RFQ will be available in digital format only. The RFQ may be obtained by downloading the RFQ documents from the following websites:

<http://www.norwichct.org>  
<http://das.ct.gov>

ONE (1) original and FIVE (5) sets of the RFQ package, clearly marked "**REQUEST FOR QUALIFICATIONS FOR GENERAL ENGINEERING SERVICES**" will be accepted no later than August 29, 2019, 2:00 PM, in the Purchasing Agent's office, 100 Broadway, Room 105. Norwich, CT 06360

NO QUALIFICATIONS WILL BE ACCEPTED AFTER THE 2:00 P.M. DEADLINE.

As needed, the work shall be awarded to the most qualified and responsible firm(s), in accordance with the Regulations of Connecticut State Agencies (RCSA) Section 22a-482-4 (i) ARCHITECTURAL/ENGINEERING PROCUREMENT REQUIREMENTS

Questions regarding this bid must be submitted in writing to William R. Hathaway, Purchasing Agent, at [whathaway@cityofnorwich.org](mailto:whathaway@cityofnorwich.org) or by facsimile to (860)823-3812, no later than 12:00 P.M. on August 19, 2019.

Norwich Public Utilities reserves the right to accept or reject any and all proposals if, in its judgment, the best interests of Norwich Public Utilities will be served.

#### **Return RFQ to:**

William R. Hathaway, Purchasing Agent  
City of Norwich  
100 Broadway, Room 105  
Norwich, CT 06360-4431



**CITY OF NORWICH, CONNECTICUT**  
**PLEASE RETURN THIS FORM IMMEDIATELY!**

**Acknowledgement: Receipt of RFQ Documents**

**RFQ No.:** 20-05  
**Title:** General Engineering Services

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help the City of Norwich to maintain proper follow-up procedures and will ensure that your firm will receive any addendum that may be issued.

Date Issued: 08/07/2019  
Date Documents Received: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Do you plan to submit a response? \_\_\_\_Yes \_\_\_\_No

Print or type the following information:

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Received by: \_\_\_\_\_

**Note: Faxed or e-mailed acknowledgements are requested.**

**Fax No.:** (860)823-3812  
**E-mail:** [whathaway@cityofnorwich.org](mailto:whathaway@cityofnorwich.org)

**Fax or e-mail this sheet only. A cover sheet is not required.**

**DO NOT FAX OR E-MAIL YOUR RESPONSE TO THIS RFQ**

# Request for Qualifications

## General Engineering Services

### BACKGROUND

Norwich Public Utilities (NPU), which was established in 1904, owns and operates natural gas, electric, water and wastewater systems for the City of Norwich. NPU is governed by a five-member Board of Public Utilities' Commissioners who are appointed by the City Council. NPU has 150 employees and serves approximately 21,000 electric customers, 9,600 gas customers, 11,000 water customers and 7,600 wastewater customers

**Water Operations:** The City has a water supply system that consists of a 10-mgd water filtration plant, a 4-mgd water filtration plant, four reservoirs, one emergency supply well, and a fully accredited laboratory. NPU produces an annual water quality report that indicates that NPU consistently meets or exceeds drinking water standards set by the federal and state regulators. NPU has embarked on a significant water infrastructure improvement program over the past several years that includes several projects in design and construction phases totaling approximately \$22 million.

**Wastewater Operations:** Wastewater for NPU customers is treated in an activated sludge treatment plant. NPU's Sewer Authority has worked closely with the City to secure funding to expand its wastewater collection system to neighborhoods that have seen the failure of private septic systems that affect residential property values. An extensive, multiyear combined sewer overflow program, funded through State grants and loans, has successfully eliminated most sewer system overflows, and greatly improved water quality in the Shetucket, Yantic and Thames Rivers.

**Natural Gas:** NPU continues to expand its natural gas service throughout the City. Since 2010, nearly 1,900 new natural gas customers have been added to the NPU network. This activity has generated nearly \$3.2 million in new annual revenue for NPU. NPU was recently honored by the American Public Gas Association (APGA) with two awards recognizing excellence in operations and digital marketing. NPU is one of only 21 public natural gas systems in the United States - out of more than 700 APGA members - to be given the Systems Operational Achievement Recognition (SOAR) award, which is presented to natural gas utilities that demonstrate excellence in the four critical operational areas: worker safety, workforce development, systems integrity, and systems improvement.

**Electric:** In 2016, NPU completed a project that will make the City of Norwich and NPU a leader in renewable energy. Working with the Connecticut Municipal Electric Energy Cooperative (CMEEC), NPU identified the former Roger's Road landfill as an ideal location for a Community Solar Garden that will provide its customers with more than 2.75 MW of renewable energy. When added to NPU's existing hydro power capabilities this brings the renewable portion of the NPU portfolio to nearly 20%. In May 2015, NPU received the RP3 Platinum Award from the American Public Power Association that recognizes utilities that demonstrate high proficiency in four areas - reliability, safety, work force development and

system improvement. In receiving a Platinum designation, NPU is among a select group of less than 100 utilities out of over 2,000 public power companies nationwide and the only one in Connecticut.

**Municipal Area Network:** NPU continues to build upon and leverage its Municipal Area Network (MAN) that consists of 35 miles of 144 strand fiber optic cabling around the City in two “loops.” The fiber provides high-speed data, video and communications connectivity that is 600 times faster than any other data network available in Norwich. This implementation has expanded the connectivity opportunities of NPU and the City with a 100% redundancy for internet services and opens the door for improved disaster recovery services and network monitoring

## SCOPE

1. The selected firm shall have the ability to provide comprehensive engineering services including, but not limited to; civil and site engineering, structural, geotechnical engineering, technical support, environmental assessments, permitting, structural assessments, bridge reconstruction, land surveying, feasibility studies, planning, design and inspection of water and sanitary sewer extensions, utility planning and design, construction oversight, assisting with grant and loan applications, building demolitions, the preparation and support of construction drawings, specifications, estimates, contract administration, project inspection, planning services or studies, and as required (building inspection, code compliance review/advice, feasibility studies). The selected firm shall be familiar with local, state, and federal building requirements.
2. The selected firm shall have the ability to assist in the bidding of all projects designed pursuant to the “on-call” services contract. All such bidding shall be in accordance with state and local requirements. The selected firm shall attend mandatory site visits, prepare addendums in response to requests for information, review all Bids/RFQ/RFP, and recommend selection to NPU.
3. The selected firm must have sufficient staff to handle several projects simultaneously and promptly complete assigned tasks
4. The selected firm must also have the capability to provide NPU with expertise in performing other functions, such as, but not limited to, the preparation of permit applications, liaison functions and clerical assistance, engineering reports, planning studies, design, construction inspection, construction management, testing and survey. It is understood that the selected firm will be required to complete all direct or indirect responsibilities associated with the assigned task so that the intent and desired goal of the NPU will be achieved.

## SUBMISSION OF QUALIFICATION STATEMENTS

Proposals submitted in response to this Request for Qualifications and Fees shall include the following:

1. Letter of interest
2. Qualification Statement: 1) Name of company and parent company, if any.  
Description of the firm and all proposed subcontractors.
3. Address of principal office and office from which Projects will be managed
4. Staffing - Include only those resumes of staff that are likely to provide these services
5. Name, address, telephone number and email address of the principal contact person to receive notifications and to reply to inquiries from the Purchasing Department.
6. Legal form of ownership. If a corporation, where incorporated.
7. Litigation - Describe any litigation, including arbitration proceedings (past and present), involving your firm.
8. Default - Have you ever failed to complete any work awarded to you? Have you ever defaulted on a contract or been notified of a default by your client? If so, where and why?
9. Short description of recent tasks or projects that demonstrate successful performance with equal complexity.
10. Include three (3) references, with a contact name and phone number that NPU may contact. It is preferred that references include those clients for whom the respondent has provided services similar in nature, quality, and quality to those requested in this RFQ.
11. Rate – Include hourly rates for all roles.

## CRITERIA FOR AWARD/METHOD OF SELECTION

After the Qualification packages are received, they will be reviewed, and those firms determined by NPU to be the most qualified may be asked to appear before the selection committee for a formal interview. The intent is to qualify one (1) or more firms to provide services to support the four (4) utilities regarding engineering services.

The following criteria will be considered in determining qualified firms:

1. Previous experience.
2. References.

3. Experience of senior management and support staff.
4. Ability of the firm to perform the work.
5. Rate

The term of the agreement will be three (3) years with two (2) additional one (1) year term extensions at NPU's discretion. NPU reserves the right to issue further detailed Requests for Proposals or Qualifications for any specific project when NPU determines that such solicitation is in its best interest.