

# Request for Qualifications

## Structural Engineering Services

The Capitol Region Council of Governments (CRCOG) is seeking responses from qualified engineering firms with experience in concrete foundation replacement at privately owned homes. The purpose of this RFQ is to provide a list of qualified structural engineers for an indefinite quantity of potential users, made up of property owners in several towns in Eastern Connecticut who need engineering assistance to replace crumbling concrete foundations at their homes.

Responses will be on a rolling basis. This RFQ will close quarterly on the last day of the quarter (March, June, September, December).

### PROJECT DESCRIPTION

The number of homes affected is unknown. Defective foundations are known to exist in Andover, Ashford, Bolton, Columbia, Coventry, East Hartford, East Windsor, Ellington, Enfield, Glastonbury, Manchester, Mansfield, Somers, South Windsor, Stafford, Tolland, Union, Vernon, Willington and Woodstock, but there may be as-yet-unidentified properties in other North Central and Northeastern communities. The expectation is that an indefinite number of homeowners and/or homebuyers will require the assistance of structural engineers to identify the scope of work for replacing their crumbling concrete foundation.

CRCOG is seeking to add to its list of professional, experienced and qualified residential structural engineers who can inspect the foundation, advise homeowners on next steps, and develop plans and provide cost estimates for completing the work.

Successful Respondents will be placed on a list of qualified contractors for the work. The list will be available to individual private property owners for their use in retaining the services of successful Respondents of their choice. Any contract entered into pursuant to this solicitation will be between the contractor and individual property owner. CRCOG will not be a party to any contract, nor will CRCOG be responsible in any way for contract performance including payment terms. Nothing herein, or in any contract resulting from this solicitation should be construed as a guarantee by CRCOG of contract performance.

## Requirements

Firms wishing to be considered for the study must submit their qualifications on the website: [crcog.bonfirehub.com](http://crcog.bonfirehub.com).

The required information / documentation is as follows:

- 1. Questionnaire.** This is an excel spreadsheet that must be downloaded by the vendor and uploaded with the answers to the questions. Please note, Excel cells can accept full paragraphs for the project description. The questions included are as follows:
  - a. Company Information**
  - b. References.** There is space for five references and brief description of the project. If you would like to add additional references, please do so in your Service Description.
  - c. Project Team** Please provide names, qualifications and experience of personnel assigned to the project. We are requesting 5, but if you have fewer than five, please put N/A in the answers. If you have more than 5, please add their information to the Service Description document you submit. If you do not have enough space and would like to add additional details, please do so under a separate section in your Service Description.
- 2. Fee Proposal.** Please include per hour costs for consulting with residential property owners about the work that would need to be completed to make their property safe for occupation. This consultation would include determining the scope of damage, developing plans for how to fix their concrete basement, and cost estimates for completing that work.
- 3. Service Description and Implementation Details.** Upload a document that provides a detailed description of each of the services your firm/team offers, along with related marketing materials. Include information regarding any tasks that will be completed by sub-consultants and, if applicable, describe your previous working relationship with the sub-consultant. Please provide anticipated timeframes for individual project consultation.
- 4. Insurance Requirements.** Responders shall furnish a certificate of insurance which includes the coverages and limits set forth below. Coverage is to be provided on a primary, non-contributory basis:
  - a. General Liability Insurance, including Contractual Liability Insurance and Products/Completed Operations Insurance issued by an insurance company licensed to conduct business in the State of Connecticut with: limits not less than \$1,000,000 for all damages because of bodily injury sustained by each person as the result of any occurrence and \$1,000,000 bodily injury aggregate per policy year; and limits of \$500,000 for all property damage aggregate per policy year or a limit of \$1,000,000

Combined Single Limit (CSL). A Waiver of Subrogation shall be provided. All, if any, deductibles are the sole responsibility of the contractor to pay and/or indemnify.

- b. Automobile Liability Insurance issued by an insurance company licensed to conduct business in the State of Connecticut with: limits not less than \$1,000,000 for all damages because of bodily injury sustained by each person as a result of any occurrence and \$1,000,000 aggregate per policy year; and limits of \$500,000 for all damages because of property damage sustained as the result of any one occurrence or \$1,000,000 Combined Single Limit (CSL). All, if any, deductibles are the sole responsibility of the contractor to pay and/or indemnify.
- c. Worker's Compensation Insurance in accordance with Connecticut State Statutes.

**5. Responses to Requested Data.** For your submission to be complete you must either answer True/False, Yes/No, or with a number to the following questions:

- a. Are you legally licensed / registered to do business in Connecticut?  
(True/False)
- b. Will any services be subcontracted out? (Yes/No) (if yes, please note and detail in your Service Description)
- c. Company meets Municipal, and State affirmative action and equal opportunity employment practices (True/False)
- d. How many years have you been in the industry?
- e. How many years have you been working with crumbling foundations?

## Evaluation and Selection Process

Responses shall be evaluated by CRCOG after the response deadline. All information will remain confidential until consultant selections are finalized. All responders deemed qualified and satisfying the evaluation criteria will be included in a list of qualified vendors for residential property owners to utilize.

### **Evaluation Criteria:**

1. Accuracy, overall quality, thoroughness, and responsiveness to the requirements;
2. The qualifications and experience of the firm, the designated Project Manager, and other key personnel to be assigned to work tasks;
3. Successful performance of similar work efforts;
4. Demonstrated ability to complete tasks in a timely manner;
6. Overall approach to providing the services requested.
7. Overall costs.

### **Selection Process:**

1. An Evaluation Committee will evaluate all responses received for completeness and the respondent's ability to meet all requirements outlined in this RFQ;
2. Additional technical information may be requested from any respondent by the

- Evaluation Committee prior, during, or after review for clarification purposes, however, additional information provided will in no way revise original submitted responses;
3. Based on results of the review of the Statements of Qualifications, interviews, and other requested supplemental information, the Evaluation Committee will select qualified vendors to be included in the project.

### **ADDITIONAL INFORMATION**

While multiple vendors are included as qualified providers of residential structural engineering, there is no guarantee of receiving business from this RFQ. This is an attempt to help individual homeowners with no expertise identify qualified providers of services they may or may not procure. The number of those homeowners is an unknown quantity.

### **Questions**

Any questions should be directed at [crcog.bonfirehub.com](http://crcog.bonfirehub.com) in the messages section of this project. CRCOG will post its response to questions at [crcog.bonfirehub.com](http://crcog.bonfirehub.com). **IT IS THE RESPONDENT'S RESPONSIBILITY TO CHECK THE WEBSITE FOR ANY ANSWERS TO QUESTIONS.** Technical questions or difficulty registering may be directed to Bonfire directly.

### **DEADLINE**

The opportunity to submit qualifications will be as listed on [crcog.bonfirehub.com](http://crcog.bonfirehub.com).