



**Request for Qualifications (RFQ):
Municipal on-call Engineering Services**

Connecticut Metropolitan Council of Governments

Issue Date: Wednesday March 17, 2021

Response Date/Time: Wednesday April 21, 2021 by 4:00PM

Responses Submitted to:

Matthew Fulda

Connecticut Metropolitan Council of Governments

1000 Lafayette Boulevard Suite 925

Bridgeport, CT 06604

Introduction: The Connecticut Metropolitan Council of Governments (MetroCOG) serves as the Regional Council of Governments for the City of Bridgeport and the towns of Easton, Fairfield, Monroe, Stratford, and Trumbull (herein referred as municipalities).

MetroCOG is soliciting responses from licensed, qualified and experienced engineering firms (herein referred to as consultants) to provide on-call engineering services for municipalities in the MetroCOG Region with the type of services including, but not limited to those identified in the Scope of Services (Schedule A). The intent of this RFQ is to establish a prequalified list of consulting engineering/professional service firms interested in providing engineering services for various technical, consulting, design phase assistance and other work that may be required for municipally supported projects. MetroCOG will select consultants through this RFQ process to be utilized on an on-call basis by its member municipalities for work identified (but not limited to) the Scope of Service outlined in Schedule A.

Once the on-call list is finalized, MetroCOG municipalities will have the option to select consultants from the list on a project-by-project basis.

Preparing a Response

By submitting a response, the consultant team represents that they have thoroughly examined and become familiar with all terms and conditions, minimum requirements and the Scope of Service summaries outlined in Schedule A. The consultant must demonstrate experience in providing such services and are capable of performing the work to achieve the objectives of these services:

Critical Dates

Questions Deadline: Wednesday, March 31, 2021 by 4:00PM

RFQ Response Deadline: Wednesday, April 21, 2021 by 4:00PM

Minimum Requirements

- The consultant shall demonstrate sufficient staff resources, with appropriate qualifications/accreditations that would be available to assist the municipalities with the services contained in this solicitation.

Submission Contents: Prospective consultants are asked to submit responses in two parts: Letter of Interest and Technical Response.

The Letter of Interest must specify the following:

- The name and address of the Consultant.
- General Information on the firm. Provide a description of experience in the industry, number of years providing multi-discipline on-call engineering services similar to those outlined in the scope of services, primary client type, and a summary of the engineering services offered.
- Name, title, e-mail and telephone number of the individuals within the firm authorized to commit the company to this on-call list.
- The name, title, e-mail and telephone number of the individual MetroCOG should contact regarding questions and clarifications.
- A statement that the Consultant's offer will remain in effect for ninety (90) days after acceptance of the Consultant's proposal by MetroCOG.

The Technical Response must contain a description of the consultant's proposed approach with specific reference to:

- Understanding of the approach to the scope of services (Schedule A). Provide a detailed description of each of the services your firm offers relevant to the scope of services, along with related marketing materials.
- Description of any special services required.
- Resumes of key personnel proposed to work on the assignment with emphasis on relevant experience.
- A detailed organization chart.
- A description and status of comparable experience and pertinent examples of related work

prepared by the consultant.

- Three public agency references to which the consultant has provided on-call services from comparable project types completed over the last five years. Include project names and locations, name of primary client contacts and their contact information including e-mail addresses and telephone numbers. Indicate the role of your firm in each project and each project's cost and date of completion.
- A description of the consultant technical resources to perform the tasks in a timely manner.

Submission Requirements: Sealed responses must be received no later than 4:00 pm on **Wednesday, April 21, 2021**. Responses should be addressed to and delivered to the following:

Mr. Matthew Fulda, Executive Director
Connecticut Metropolitan Council of Governments
1000 Lafayette Boulevard, Suite 925
Bridgeport, CT 06604.

All submissions should be clearly marked "MetroCOG Regional On-Call Municipal Engineering Services." Each consultant must submit **two paper** copies and **one digital copy** of their proposal in a sealed envelope bearing on the outside the name of each firm, full address, name of the project for which the proposal is submitted, and the date and time proposal is due. If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope.

Any responses received after this date and time will not be considered. No partial submittals will be accepted.

Inquiries

General questions regarding this RFQ should be directed to Mr. Matthew Fulda via e-mail to mfulda@ctmetro.org no later than 4:00 pm on **Wednesday, March 31, 2021**. Inquiries and responses will be posted at <http://www.ctmetro.org/about-us/for-vendors/> on **Wednesday, April 7, 2021**.

No oral interpretations shall be made to any respondent as to the meaning of any of the documents. MetroCOG staff will arrange an addendum, which shall be made a part of this RFQ and any resulting contracts, including all inquiries received and the responses will be provided. Please note that it is MetroCOG's policy to respond only to technical questions. Under no circumstances will MetroCOG provide interpretive guidance. **It shall be the responsibility of interested firms to determine whether any addenda have been issued, periodically check the MetroCOG website and download copies directly from the website.**

Written approval of MetroCOG is required prior to any public disclosure of the cost proposal submitted in response to this RFQ or any other subsequent awards.

Evaluation & Award

Responses shall be evaluated by MetroCOG after the response deadline. All information will remain confidential until consultant selections are finalized.

MetroCOG will follow a Qualifications Based Selection (QBS) process for selecting the preferred Consultants. All responses will be evaluated for completeness and the respondent's ability to meet all terms and conditions. Consultants will be asked to demonstrate expertise and experience in any or all skill areas outlined in the Scope of Services. All submissions received by MetroCOG will be reviewed and evaluated by a selection committee that may include representatives of MetroCOG, and municipal engineering staff of the City of Bridgeport and Towns of Easton, Fairfield, Monroe, Stratford, Trumbull.

Up to eight prospective consultants will be selected to participate in a virtual interview and presentation with the selection committee. Additional technical information may be requested from any respondent by the selection committee prior, during, or after interviews for clarification purposes, however, provided information will in no way revise original submitted responses.

The proposals and Consultant interviews will be evaluated based on the following criteria:

- Corporate experience and capacity: prior experience with municipal and state procedures and requirements for municipal capital improvement projects.
- Understanding of work to be performed and overall approach to providing the services requested.
- Successful performance of similar work efforts.
- Demonstrated ability to respond to requests for assistance in a timely manner.
- Project organization and staff commitment.
- The qualifications and experience of the firm, the designated project manager, and other key personnel to be assigned to work tasks.
- Completeness, feasibility and quality of scope of services.
- Clarity and conciseness of presentation.

The selection committee shall determine, in its sole discretion, which respondents are fully qualified, and select those respondents to be included on the on-call list. MetroCOG will notify the selected consultants in writing within 14 days of the decision by the selection committee. Fee schedules will be negotiated between the municipality and the consultant on a project-by-project basis through a scope and fee proposal process.

The on-call list of selected consultants will be active for at least a period of five (5) years at which time a subsequent RFQ may be released which would require the submittal of new proposals.

Schedule A: Scope of Services

Municipal On-Call Engineering Professional Services

MetroCOG anticipates selecting five (or more) consultants to be included on the on-call list for municipal engineering professional services. Selected consultants will be available for selection by municipalities for professional services associated with municipal projects and programs including, but not limited to: civil engineering, traffic engineering, construction inspection, site plan review, drainage design, wetland delineation, architectural engineering, electrical engineering, mechanical engineering, roadway design, storm water management, environmental engineering, and geotechnical engineering. In addition, consultants should have surveying and property map preparation capabilities, therefore must possess general right-of-way acquisition knowledge to guide municipalities through the acquisition process if requested.

Work Products

As specified in the project specific scope of services.

Terms & Conditions

Freedom of Information

Respondents are advised that any and all materials submitted in response to this RFQ shall become the sole property of MetroCOG and shall be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information).

Incurred Costs

This request for qualifications does not commit the MetroCOG or any of its Municipalities to award a contract or to pay any costs incurred in the preparation of a response to this request. Neither the MetroCOG nor its member municipalities will be liable in any way for any costs incurred by respondents in replying to this RFQ.

Severability

If any terms or provisions of this Request for Qualifications shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.

Acceptance or Rejection by the Connecticut Metropolitan Council of Governments

MetroCOG reserves the right to accept and or reject any or all responses submitted for consideration or to negotiate separately in any manner necessary to serve the best interests of MetroCOG and its member municipalities. Respondents whose responses are not accepted shall be notified in writing.

Amending or Canceling Request

MetroCOG reserves the right to amend or cancel this RFQ, prior to the due date and time, if it is deemed to be in its best interest to do so.

Waiver of Informalities

MetroCOG reserves the right to accept or reject any and all responses to this RFQ, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in its best interest.

Collusion

By submitting, the consultant implicitly states: that his/her response has not been made in connection with any other competing firm submitting a separate response to this RFQ; is in all respects fair; and has been submitted without collusion or fraud. It is further implied that the firm did not participate in the RFQ development process, had no knowledge of the specific contents of the RFQ before its issuance, and that no employee of MetroCOG either directly or indirectly assisted in the consultant's response preparation.

Work Products

All drawings, reports, data, and other documents prepared by the consultant shall be submitted to the municipality for review and approval. Resulting work products of the consultant pursuant to this solicitation shall be provided in both print and digital format and shall become the property of the entity in which the consultant is contracted with.

No such approval shall in any way be construed to relieve the consultant of responsibility for technical adequacy or operate as a waiver of any of municipality's rights. The consultant shall remain liable according to applicable laws and practices for all damages to the municipality caused by the consultant's negligent performance of any of services furnished relative to any agreements resulting from this solicitation.

Personnel

The consultant shall provide the professional services identified in this scope of services and requested by MetroCOG. The proposal must identify the person or persons who will be responsible for conducting the work as listed in this scope of services, and include a copy of each person's resume, experiences with municipal/government clients and listing of references. The MetroCOG is requesting that a senior experienced person be the primary representative for your firm in actually performing the services.

Compliance with Local, State, and Federal Law

The consultant agrees to perform work including, but not limited to, the services specified in the scope of services and accepts the terms and conditions set forth in the contract. The consultant agrees to comply with any additional terms and conditions required by participating municipalities not contained herein. All delivery of services shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut.

Assigning/Transferring of Agreement

Any successful firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from MetroCOG and the member municipalities for which services are being conducted.

Termination

MetroCOG or its member municipality may terminate a consultant's status on the on-call list due to cause, default or negligence on the part of the consultant; or if the consultant fails, in the opinion of MetroCOG or its member municipalities, to meet the general terms and conditions of any resulting contract or to provide a level of service that is deemed to be in the best interest of the MetroCOG or its member municipalities.

Affirmative Action

The consultant must meet all Municipal, State and Federal affirmative action and equal employment opportunity practices. This will include compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

Disadvantaged Business Enterprise (DBE)/Small Business Enterprise (SBE)

It is the policy of MetroCOG to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit. Award of this contract will be conditioned upon satisfying the requirements described in this RFQ. These requirements apply to all bidders/offerors, including those who qualify as a DBE or SBE. Contracts will not be subject to DBE or SBE requirements.

Issued Purchase Order Required Before Work

No delivery of services shall start without a written contract/work task issued by MetroCOG or its member municipality in accordance with their own policies and procedures. Such work tasks will contain the Detailed Scope of Work, Reimbursement Provisions, approximate date for completion of the work, anticipated length of time needed to complete the work and individual Municipal required information, and other important data. It is expected and required that the work covered by this scope of services shall be completed in expeditious manner.

Billing

Applications for payment shall be submitted to the member municipality according to the terms set forth in each specific purchase order. It is understood and agreed by the consultant that MetroCOG shall have no liability whatsoever to the consultant for any work to be performed under a contract/work task issued by a member municipality to the consultant.

Insurance

MetroCOG requires Consultants provide and maintain adequate professional liability for errors and omissions in the minimum amount of Two Million Dollars (\$2,000,000) and automobile liability insurance in the minimum amount of One Million Dollars (\$1,000,000). The Consultant(s) and subcontractors shall carry workman's compensation insurance. Proof of adequate insurance must be included in the proposal.

Additional Services

If you believe that additional services to those requested in the specifications are necessary, please identify those services and your reasons for recommending such services.