

**REQUEST FOR STATEMENTS OF QUALIFICATIONS
GROUND WATER SOURCE OF SUPPLY EVALUATION
NORTH STONINGTON, CONNECTICUT**

Prepared For:

Town of North Stonington
40 Main Street
North Stonington, Connecticut 06359

Prepared By:

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GeoInsight Project 6728-000

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TABLE OF CONTENTS

Project Title Page
Table of Contents
Request for Qualifications Cover Page

SECTION

1.0	INTRODUCTION.....	3
2.0	GENERAL PROJECT DESCRIPTION.....	5
3.0	SCOPE OF SERVICES.....	6
4.0	STATEMENT OF QUALIFICATIONS REQUIREMENTS.....	10
5.0	FORMAT FOR SUBMITTAL.....	12
6.0	SELECTION, NEGOTIATIONS, AND PROJECT DURATION.....	15
7.0	ADDITIONAL INFORMATION.....	17

ATTACHMENTS

Attachment A LIST OF REFERENCES TO BE PROVIDED

Attachment B PROPOSED PROJECT BUDGET DISTRIBUTION FORM

Attachment C CONTRACTOR'S INSURANCE REQUIREMENTS

Attachment D SELECTION COMMITTEE INTERVIEW EVALUATION
CRITERIA AND MATRIX

Attachment E LEGAL ADVERTISEMENT

REQUEST FOR QUALIFICATIONS COVER PAGE

REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR A GROUND WATER SOURCE OF SUPPLY EVALUATION FOR THE TOWN OF NORTH STONINGTON

NOTICE IS HEREBY GIVEN that the Town of North Stonington (Town) is undertaking a Request for Qualifications (RFQ) process and is seeking Statements of Qualifications (SOQ) and supporting documentation from professional firms and teams with experience in public water supply exploration and development, water supply planning, land use management and planning, economic development, and in crafting creative and innovative solutions on time and within budget.

The selected firm will develop a final Scope of Work (SOW) and negotiate final price, benchmarks, and due date with the Town to conduct a Water Source of Supply Evaluation (Evaluation) within the Town. The Evaluation is town wide, with anticipated emphasis is on the Shunock River Watershed Area (SWA); in particular the area bordered by I95, Route 2, Route 184 and Route 49. The Town anticipates retaining a portion of the funding for project administration.

The Town has received a \$200,000 Small Town Economic Assistance Grant (STEAP) from the State of Connecticut (Connecticut) to evaluate potential new sources of public water supply in Town. There are numerous reports, studies, and inventories that have been completed pertaining to water resources in Town. Review of these materials will be a part of the Evaluation. The successful firm will be required to concisely review these materials at project initiation, recommend a priority ranking matrix of sites where exploratory drilling is advised, and use a significant amount of the available funding to obtain useful exploratory drilling data on sites identified as probable candidates for future water supply development. The Town has considerable familiarity with the topic and anticipates providing support to the selected firm in securing access to some of the drilling locations. Refer to Attachment A for a list of the materials to be provided by the Town.

The Town's goal in undertaking this Evaluation is to identify sites where future water supply development is likely to be feasible and capable of meeting the Town's future water supply needs. With this information in hand, the Town intends to explore mechanisms (e.g. easement, purchase, agreement) to protect these future sources of supply.

Closing Date and Time

Four original hard copies, and one digital (.pdf) format SOQ, must be submitted in a sealed package, clearly marked with your company name, and plainly marked in the lower left hand corner:

Town of North Stonington
Statement of Qualifications
Ground Water Source of Supply Evaluation

Responses will be accepted until 3:00 pm Eastern Standard Time, on February 25, 2013.
Late submissions will not be considered.

Place Due

Town of North Stonington
40 Main Street
North Stonington, CT 06359

Attention: Nicholas Mullane, First Selectman
E-mail: Selectman@NorthStoningtonCT.gov

Further Information

Applicants may download the complete RFQ from the Town's web site at <http://www.northstoningtonct.gov> and **must send written notice** of their intent to respond to this RFQ. This notice can be sent using either the postal address or the e-mail address provided under "place due" above by Monday, February 25, 2013.

Questions regarding the preparation of the SOQ must be submitted in writing by February 11, 2013 to Nicholas Mullane, First Selectman, 40 Main Street, North Stonington, CT 06359 or via e-mail to Selectman@NorthStoningtonCT.gov. A copy of all written questions and responses will be provided to all applicants who obtain the RFQ or who send a written request for such information. Responses to questions will be sent via e-mail to applicants who provide their e-mail addresses to the contact person listed above.

SOQs must be responsive to the Town's request by reflecting the needs of the project. After the SOQ closing date, the Town shall determine the most responsive and responsible SOQs which provide the best service; optimize the limited funding available for this Evaluation and select firms to interview. The Town reserves the right in their absolute discretion to make no selection based upon SOQs received and/ or the subsequent interviews.

TOWN OF NORTH STONINGTON
NORTH STONINGTON, CONNECTICUT

**REQUEST FOR STATEMENTS OF QUALIFICATIONS
For a
GROUND WATER SOURCE OF SUPPLY EVALUATION**

SECTION 1.0

INTRODUCTION

The Town of North Stonington (Town) is undertaking a Request for Qualifications (RFQ) process and is Statements of Qualifications (SOQ) and supporting documentation from professional firms and teams with experience in public water supply water exploration and development, water supply planning, land use management and planning, economic development, related fields, and in crafting creative and innovative solutions on time and within budget. The selected firm will conduct a Ground Water Source of Supply Evaluation (Evaluation) for the Town. The Evaluation shall be town wide, with anticipated emphasis is on the Shunock River Watershed Area (SWA); in particular the area bordered by I95, Route 2, Route 184 and Route 49. The Town anticipates retaining a portion of the funding for project administration.

Project Goal: The Town's goal in undertaking this Evaluation is to identify sites where future water supply development is likely to be feasible and capable of meeting the Town's future water supply needs. With this information in hand, the Town intends to explore mechanisms (e.g. easement, purchase, agreement) to protect these future sources of supply.

Background: The Town of North Stonington is located in the southeastern corner of Connecticut on the Rhode Island border, having an area of approximately 55 square miles. The Shunock Aquifer, situated in the Town, may be a principal source of public water supply for the Town and region and may be capable of supporting economic development in North Stonington, neighboring towns and Southeastern Connecticut.

Studies have been completed by the United States Geological Survey (USGS) and Department of the Interior (DOI) partially characterizing the potential long-term yields of the sand and gravel aquifer's in Town. The potential for increased development in the area, coupled with a need to assure the area's water supply during drought and emergency conditions establishes a need for additional definition of the area's water resource potential. Consequently, the Town has sought and received a Connecticut Small Town Economic Assistance Program (STEAP) grant to update and expand the evaluation of potential sources of water supply within Town.

Therefore, the Town seeks a qualified firm to identify and evaluate, through on-site exploration, the potential viability of developing a ground water source(s) of supply to serve the Town, with attention to the North Stonington commercial/industrial/office research and village overlay areas. This is the area bounded by CT Routes 2/49/184 and Interstate I-95.

Project Partners and Stakeholders: Due to the State, Regional and town interest the provision of future water supply is an important issue for the region, the Town intends to solicit input from those in our area partners and stakeholders as appropriate. Thus far the Town has identified the Southeast Connecticut Council of Governments (SCCOG), the Connecticut Department of Public Health (DPH), the Connecticut Department of Energy and Environmental Protection (CTDEEP), the Connecticut Office of Policy and Management (OPM), and our border towns of Groton, Mashantucket Pequot Tribal Nation, Stonington and Westerly, Rhode Island.

SECTION 2.0

GENERAL PROJECT DESCRIPTION

The Town's goal in undertaking this Evaluation is to identify sites where future water supply development is likely to be feasible and capable of meeting the Town's future water supply needs. With this information in hand, the Town intends to explore mechanisms (e.g. easement, purchase, agreement) to protect these future sources of supply.

It is expected that the selected firm, in conducting this Evaluation will further prior investigations by utilizing creative approaches and drilling methods that will result in valuable, targeted information about the identified sites.

Consistent with the Town's goal, the project includes:

- Reviewing existing materials, provided by the Town and others, as identified by the selected firm,
- Developing a selection criteria matrix (e.g. cost of development, consistency with the CT Plan of Conservation and Development, site accessibility, likelihood of owner(s)' cooperation, general consideration for DPH siting feasibility and CTDEEP diversion permitting, general water quality, other environmental issues such as NDDB considerations, etc.) and a priority matrix for ranking sites for exploratory drilling data collection.
- Based upon the priority ranking, as approved by the Town, the selected firm will conduct exploratory drilling on the identified sites.
- Contingent upon the findings of exploratory drilling, and in consultation with the Town, aquifer pump testing and water quality analysis of identified sites is anticipated.
- At the conclusion of the site explorations, the selected firm will be required to provide the data obtained in a tabular format and to provide the raw data collected. The selected firm will also provide a concise summary of the conclusions, recommendations, and opinions regarding the site explorations.

SECTION 3.0 SCOPE OF SERVICES

The selected firm will direct, manage, and be responsible for completing the Evaluation, and should be prepared to work closely with the Town throughout the project. Responding firms are encouraged to expand upon or present alternatives to scope items presented below, if in the firm's opinion, these will result in increased budget efficiency and enhanced site analysis. These additions or alternatives may be provided as part of the Attachment B submittal.

"Firm" or "selected firm", as used here and throughout this RFQ is intended to include firms responding as a "team" to this RFQ. The anticipated phases of work are described below.

3.1 Anticipated Phases of Work

Phase 1 – Materials Review and Site Selection

In addition to reviewing the material references provided by the Town included in this phase of work, the selected firm will be responsible for identifying and prioritizing sites where exploratory drilling is most likely to inform the Town on whether the site should be identified for preservation as a future source of water supply. In addition to the criteria developed from the resources provided by the Town, the selected firm is expected to generally review and consider in their selection criteria:

- Connecticut topographic, surficial geology, stratified drift aquifer mapping associated with the area of study;
- Drilling logs of major existing supplies (> 200 gpm) in Town;
- Review Ground Water Quality Criteria and Major Contaminated sites;
- DPH Siting Criteria
- DEEP Diversion permit feasibility with consideration for creative operating solutions for the source(s) of supply, should permitting appear to be a challenge.
- Consistency with the CT Conservation and Development Plan

Phase 2 –Exploratory Drilling and Preliminary Yield Testing of sites identified in Phase 1

Under this phase of work, the selected firm is expected to:

- Finalize selection of sites for exploratory drilling, as approved by the Town, stake and manage site access for their selected well driller;
- Develop a plan, with approval from the Town, for installing test wells at each selected site, providing a sufficient number of wells to adequately characterize the potential for water supply development.
- Drill the test wells; selecting a drilling method most likely to ensure accurate characterization of the aquifer's potential. The selected firm is expected to have

qualified staff on site during the drilling to substantiate final well depth, oversee well development, keep detailed field notes and maintain a detailed log of the materials encountered.

- Conduct preliminary yield testing. The preliminary yield testing plan shall be approved by the Town and shall record at a minimum, water levels prior to pumping, during pumping, and after the pumps are shut off. The pump test and water levels recorded during the test shall be of sufficient quality to estimate the long term sustained yields of a production well, should one be installed in the future.

Phase 3 – Phase 2 Data Reduction and Analysis

At the conclusion of Phase 2, the selected firm shall present the data obtained in a tabular format using MS Excel spreadsheet or other program, as approved by the Town, and shall also provide all field notes, and the raw drilling data. The firm shall provide a concise summary of the conclusions, recommendations, and opinions regarding the site exploration and pump testing.

Phase 4 – Aquifer Pump Testing and Water Quality Analysis

Contingent upon the findings of Phase 2 and 3, and with the Town’s input and approval, site(s) will be selected for aquifer pump testing and water quality analysis. The aquifer pump test and water quality analyses shall provide information necessary to demonstrate the feasibility of CTDEEP diversion permitting and CTDPH approval as a public water supply.

Phase 5 –Phase 4 Data Reduction and Analysis

At the conclusion of Phase 4, the selected firm shall present the data obtained in a tabular format using MS Excel or other program, as approved by the Town, and shall also provide all field notes, raw aquifer testing and water quality data. The firm shall provide a concise summary of the conclusions, recommendations, and opinions regarding the testing and analysis.

Section 3.2 Respondent Responsibilities, Skills, and Knowledge

In responding to this SOQ, firms should demonstrate a strong ability to develop a drilling program that will result in valuable technical information necessary to identify and prioritize sites the Town should consider for preservation.

The Town considers the exploratory drilling data and findings to be the core the project deliverable. As such, the Town requests a budget distribution reflecting this priority with strong emphasis on significant site exploration (e.g. Phase 1 - 15% of budget; Phase 2 – 65% of budget, with consideration for Phase 4, and Phase 3 - 15% of budget, with contingency for Phase 5).

In preparing this SOQ, respondents should be aware of the following responsibilities:

- The selected firm will be familiar with the water supply issues facing North Stonington and the southeast region of Connecticut. This knowledge and the respondent’s creative approach to addressing these issues should be demonstrated in the SOQ and subsequently during the interview process.
- Completion of the Evaluation is on a strict schedule. The selected firm will be responsible for advancing the completion of the evaluation beginning immediately following the contract award. The award date and contract start date are anticipated as April 2, 2013 with the final deliverables due to the Town by December 2, 2013.

Communicating closely with and periodically meeting with the Town to present updates and interim deliverables. The meeting schedule will be determined.

- The selected firm must be prepared to communicate effectively with the Town and owners of sites identified for exploration. The Town anticipates working with the selected firm to secure access to sites and expects measures to be taken by the selected firm during site exploration to minimize property disturbance and inconvenience to owners and the public.
- The Town expects the selected firm to maintain a progressive schedule including benchmark accomplishments and periodic reporting. The following is a draft preliminary schedule provided for informational purposes only in preparing the SOQ. The final progress report schedule may vary from this schedule:

Benchmark / Report Period	Due By
Contract negotiation and signing by	April 2, 2013
Phase 1 Review Complete and Meeting to Present Draft Site Selection Matrix	May 14, 2013
Finalize Site Selection Matrix	June 19, 2013
Phase 2 – Present Draft Drilling Program Strategy and Progress Meeting	August 5, 2013
Phase 2 (and Phase 4)– Site Exploration	~ Spring - Early Sumer 2013
Phase 3 - Data Reduction and Summary	November 6, 2013
Phase 5 Data Reduction and Summary	December 2, 2013

Section 3.3 Knowledge and Skills Required

The knowledge and skills associated with completing this Evaluation include, but are not be limited to:

- Ground water source planning and development in Connecticut
- Ability to craft creative and innovative work products on time and within budget
- CT and municipal water resource statutes and regulations
- Land use planning
- Drinking water quality as it relates to new source development
- Geographic Information Services (GIS)
- Preparation and submittal of a interim Evaluation materials
- Preparation and submittal of a final data and recommendations

SECTION 4.0
STATEMENT OF QUALIFICATIONS REQUIREMENTS (SOQ)

Section 4.1 Due Date

Responses will be accepted until 3:00 pm Eastern Standard Time, on February 25, 2013.
Late submissions will not be considered.

Four original hard copies, and one digital (.pdf) format SOQ, must be submitted in a sealed package, clearly marked with your company name, and plainly marked in the lower left hand corner:

Town of North Stonington
Statement of Qualifications
Ground Water Source of Supply Evaluation

Responses shall be submitted to:

Town of North Stonington
40 Main Street
North Stonington, CT 06359

Attention: Nicholas Mullane, First Selectman
E-mail: Selectman@NorthStoningtonCT.gov

The receipt of an SOQ by the Town shall in no way be construed to create or imply a contract or obligation between the parties and the Town reserves the exclusive right, without limitation, to accept or reject any SOQ. All materials submitted shall become the property of the Town.

It is imperative that the respondent knows that:

1. Pre-contract discussions and agreements are preliminary;
2. Any agreement reached is tentative;
3. The Town assumes no contract obligation to the supplier until a formal purchase order, letter agreement, or contract is executed by the Town and authorization to proceed is given by the Town;
4. The Town is under no obligation to procure the items for which the negotiations are conducted, and any cost incurred by the supplier prior to the placing of the order is at the supplier's expense unless otherwise agreed to in advance by the buyer and the supplier.

Section 4.2 Questions

Questions regarding the preparation of the SOQ must be submitted in writing by February 11, 2013 to Nicholas Mullane, First Selectman, 40 Main Street, North Stonington, CT 06359 or via e-mail to Selectman@NorthStoningtonCT.gov. A copy of all written questions and responses will be provided to all applicants who obtain the RFQ or who send a written request for such information. Responses to questions will be sent via e-mail to applicants who provide their e-mail addresses to the contact person listed above.

Section 4.3 SOQ Evaluation Criteria

To support the Town's selection process, the Town plans to convene a panel of individuals with water supply background and/or expertise who are familiar with the water supply issues facing North Stonington and the region to form a Consultant Selection Committee (CSC). The CSC will review the SOQs and select up to five (5) firms or teams to be interviewed. The CSC will review the responses for completeness and will evaluate the responses with the following criteria in mind:

- Responder's experience with projects of comparable size,
- qualifications, and experience of identified Project Manager,
- references,
- experience integrating and analyzing complex information,
- demonstrated ability to formulate recommendations and meet goals, and
- experience identifying proper application of exploratory drilling methods, pump testing, aquifer testing, water quality analysis, and data collection to optimize available budget and data interpretation.

SECTION 5.0
FORMAT FOR SUBMITTAL

Responses shall address the following in narrative and graphic form understanding that the intent of the RFQ process is to create a pool of qualified candidates for further evaluation and possibly interviews with the CSC. “Firm” as used here and throughout this RFQ is intended to include firms responding as a “team” to this RFQ. The anticipated phases of work are described below.

1. Firm name and official mailing and web address of the firm or team.
2. Identify the Project Manager for this project, include a full resume, references, work history within your company, specifically on projects of this type and complexity, as well as the rationale for selecting this employee as Project Manager.
3. Names and resumes of employees and/ or subcontractors to be assigned responsibility for the project with a statement of their qualifications to perform the required tasks. Specialized experience required of the proposed personnel. The SOQ must clearly demonstrate the capability, practical background, training, certifications, and experience of the proposed personnel.
4. Statements on the availability of the proposed staff to work on this project.
5. Identification of the specific project responsibility of staff members to be assigned.
6. Project team time allocation schedule.
7. Provide a select list of public water supply new source development, drinking water and wastewater treatment, land use management and planning, and related example projects completed during the past seven years, which demonstrate the firm has the skills and knowledge necessary to successfully complete the project. Project examples shall include project title, project location and/or municipality where project was completed, project start and completion dates, list of key staff and client(s). Include a brief project summary (2 pages max) for each project. Projects for which the Project Manager is no longer with the firm may not be considered. Summaries may include text and graphics, but in all cases, each shall include or address specifically the following information:
 - a. Principal client name and current phone number.
 - b. Project cost and budget
 - c. Billable rates and/or project fee structure

- d. Project work program and schedule.
 - e. Project deliverables.
 - f. Indication of whether or not the project was completed on schedule and on budget, including any contract addenda affecting those parameters.
 - g. Use of and role of any sub-contractors, including at least an approximate percentage allocation of project hours and budget.
8. List of any similar projects currently being undertaken by the firm or team.
9. The following disclosures:
- a. Experience of work performed with the regions , cities, towns or for the Connecticut DPH, or DEEP.
 - b. Potential conflicts, i.e. Firm principals and/or staff directly related to or having a financial relationship to or with any member of the Town.
 - c. Has an outside interest that materially encroaches on time or attention that should be devoted to affairs of the project.
 - d. Has a direct or indirect interest or relationship with an employee of the regions, cities or towns, or the Connecticut DPH or DEEP that is inherently unethical or that might be implied or construed to be, or make possible personal gain due to the employee's ability to influence dealings; render the employee partial toward the outsider for personal reasons or otherwise inhibit the impartiality of the employees' business judgment; place the employee or the organization in an equivocal, embarrassing or ethically questionable position; or reflect on the integrity of the organization.
10. Provide the firm's privacy policy or an explanation of how the firm protects confidential client information.
11. The firm's history shall include but not be limited to: names of Board of Directors/Officers, current address, discipline capabilities, past addresses within ten years, and financial stability. Submittal of Federal forms # 254 and 255 is required.
12. Overview of the firm's organization (division, functions, etc.) and its structure.
13. Complete the Proposed Project Budget Distribution form, provided as Attachment B.

14. A statement confirming that the selected firm can meet all of the Contractor's Insurance Requirements as set forth in Attachment C.
15. Concluding statement as to why your firm or team is best qualified to meet the needs of the project.

SECTION 6.0

SELECTION, NEGOTIATIONS, AND PROJECT DURATION

Section 6.1 Selection for Interview

Within ten (10) business days of the submission deadline the Town will choose up to five (5) firms to attend an interview to discuss each firm's approach for a more detailed work plan including:

- Materials review
- Developing a selection matrix for prioritizing sites for exploration,
- Budget distribution (e.g. Phase 1 - 15% of budget; Phase 2 – 65% of budget, with contingency for Phase 4, and Phase 3 - 15% of budget, with contingency for Phase 5).
- Project schedule, and other appropriate matters.

The short-listed firms will be determined based upon review of the SOQ and all required submittals as described in Sections 4 and 5 above.

Section 6.2 Notice of Interviews

The short listed firms or teams shall be notified in writing and the selection committee will schedule interviews and rate those firms. Firms will have up to 45 minutes to make a presentation and an additional 30 – 45 minutes for the CSC to interview the firm or team.

Section 6.3 Evaluation Criteria

Refer to Attachment D, for the CSC interview evaluation criteria that will be used during the shortlist interviews.

Section 6.4 Notice of Selection

Following completion of the interviews, the CSC will notify the selected firm in writing.

Section 6.5 Scope of Work Negotiations

Immediately following notice of selection, the selected firm must be prepared to work closely with the Town to finalize the detailed scope of work, budget, and project schedule. Negotiations are to be completed within fifteen (15) business days of the notice of selection.

Section 6.6 Confidentiality and Failure to Reach Agreement

Subsequent negotiations will be based on a detailed Scope of Work (SOW) proposed by the selected firm and agreed upon by the parties. All negotiations will be confidential until a contract has been executed between the selected firm and North Stonington. In the event that no agreement can be reached between the parties the next highest rated firm will be considered.

In the event a failure to come to terms on a final agreement, price, and detailed SOW with the highest ranked firm, the Town will terminate negotiations, and negotiations with the next highest ranked firm will begin.

Section 6.7 Final SOW and Price

Upon completion of negotiations and prior to finalizing the contractual agreement, the selected consultant shall have completed and submitted a final written narrative of the SOW and price for completing the Evaluation, as agreed upon by the parties.

Section 6.8 Project Duration and Compensation

The selected consultant must be prepared to complete the Evaluation, as defined by the Scope of Work negotiated by this selection process, by December 2, 2013.

A payment schedule will be finalized upon negotiation of the contractual agreement. Payment will be based on submission of detailed invoice(s) with accompanying deliverables as defined by the final project schedule. Payments will be made within 30 days of receipt of a detailed invoice, as approved by the Town, with accompanying. Final payment of 10% will be held pending submission and acceptance of the final deliverable.

SECTION 7.0
ADDITIONAL INFORMATION

Section 7.1 Preliminary Selection Schedule

The following contract development and plan development schedule is anticipated:

February 4, 2013	Legal Advertisement posted
February 13, 2013	Questions due
February 25, 2013	Statement of Qualifications Due
March 1, 2013	Up to Five RFQ respondents selected for Short List
Interviews	
March 11 th -14 th	Interviews
March 20 th	Selected Firm Notified
March 18 th – 27 th	Negotiates with Town for SOW and Price
October 19, 2012	Final Contract and Project Initiation

Section 7.2 Reservation of Rights

The Town reserves the right to:

1. Award this project in whole, or in part, and reject any and all SOQs
2. Approve or disapprove the use of particular subcontractors for substantial reason
3. Remedy technical errors in the RFQ process
4. Award a contract to one or more proposers if so doing is in the interest of the Town
5. Waive informalities in SOQs and the selection process
6. Cancel or not award a contract if anticipated funding (State and/or Local) is not available, or for any other reason
7. Investigate the qualifications of any respondent under consideration
8. Require confirmation of information furnished by a proposer
9. Require additional evidence of qualifications to perform the work described in this RFQ.

This RFQ does not commit the Town to enter into a contract, nor does it obligate the Town to pay for any costs incurred in the preparation and submission of proposals or in anticipation of a contract.

Section 7.3 Quality Based Selection and Legal Advertisement

The Town is undertaking a Quality Based Selection (QBS) process. Included in this process are the following requirements:

1. The Legal Advertisement, Attachment E, must be posted 30 days prior to the RFQ due date in a newspaper of general circulation or on the CT Department of Administrative Services procurement web site.
2. A list of candidates invited to prepare an SOQ will be maintained by the Town.
3. Documentation will be maintained of the means by which firms were ranked during the interview process.

ATTACHMENT A

LIST OF REFERENCES TO BE PROVIDED

The following reports, references, and maps will be provided to the selected firm, to support completion of Phase 1 of the SOW:

- Town of North Stonington Water Supply Plan, February 2009
- Southeastern Connecticut Comprehensive Economic Development Strategy, 2011
- Shunock River Non-Infringement Area Inventory, May 2008
- North Stonington Plan of Conservation and Development, 2003
- Southeastern Connecticut Water Authority Water Supply Plan, June 2003
- SCCOG Regional Water Committee Report, February 2007
- Connecticut Water Planning Council Annual Report, January 2001
- Southeastern Connecticut Water Supply Assessment, April 1999
- Coordinated Public Water System Plan, December, 2000
- Drinking Water Quality Management Plan, May 2008
- SCWA Regional Water Supply Plan, March, 2012 Supplemental Report
- Coordinated Water System Plan dated, April, 1999, prepared by the Department of Public Health and Southeastern Connecticut Water Coordination Committee.

Mapping

1. Shunock Watershed Area
2. DEP Data Sub Regional Basins
3. DPH Watershed South of N. Stonington
4. DEP Data Ground Water Surface Water
5. DPH Water Project
6. DPH Water Project
7. N Stonington Sewer District
8. Water Distribution Map Project 2050
9. DEEP Data Open Space

10. Natural Diversity Database Map
11. Base Map
12. Topographical Map BW
13. Topographical Map Color
14. Zoning Map

15. Soils
16. Aquifer Protection Overlay
17. Property Lines 10/2003
18. UCONN Data Land Cover 2002
19. Floodplains
20. Farm Forest Classified Forest Use
21. Wetlands Soils
22. Mobile Home Gardens Area
23. Kingswood Meadowwood Area
24. Cedar Ridge Area
25. North Stonington Village
26. State of CT Town Conservation Areas

ATTACHMENT B PROPOSED

BUDGET DISTRIBUTION

PROJECT BENCHMARKS	% TOTAL BUDGET ALLOCATION	NOTES
Phase 1		
Phase 2		
Phase 3		
Phase 4		
Phase 5		

Phase 1 Approach and Recommendations (attach additional pages as necessary): _____

Phase 2 Approach and Recommendations (attach additional pages as necessary): _____

Phase 3 Approach and Recommendations (attach additional pages as necessary): _____

Phase 4 Approach and Recommendations (attach additional pages as necessary): _____

Phase 5 Approach and Recommendations (attach additional pages as necessary): _____

**ALTERNATIVE BUDGET
DISTRIBUTION, SCOPE AND BENCHMARKS RECOMMENDATION
FOR PROJECT COMPLETION**

AS STATED IN SECTION 3, responding firms are encouraged to expand upon or present alternatives to scope items presented if in the firm’s opinion these will result in increased budget efficiency and enhanced site analysis.

PROJECT BENCHMARKS	% TOTAL BUDGET ALLOCATION	ADDITIONAL SCOPE DESCRIPTION
Phase 1		
Phase 2		
Phase 3		
Phase 4		
Phase 5		
*Additional/ Alternative Scope Item		
*Additional/ Alternative Scope Item		
*Additional/ Alternative Scope Item		

* This table may be modified for as many additional/ alternative scope items as the respondent deems necessary for successful project completion.

Phase 1 Approach and Recommendations (attach additional pages as necessary): _____

Phase 2 Approach and Recommendations (attach additional pages as necessary): _____

Phase 3 Approach and Recommendations (attach additional pages as necessary): _____

Phase 4 Approach and Recommendations (attach additional pages as necessary): _____

Phase 5 Approach and Recommendations (attach additional pages as necessary): _____

Additional or Alternative Scope Item #1 Approach and Recommendations

(attach additional pages as necessary): _____

Additional or Alternative Scope Item #2 Approach and Recommendations

(attach additional pages as necessary): _____

Additional or Alternative Scope Item #3 Approach and Recommendations

(attach additional pages as necessary): _____

ATTACHMENT C

CONTRACTOR'S INSURANCE REQUIREMENTS

Prior to commencing work, the Contractor shall procure insurance for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the selected Consultant, his/her agents, representatives, or employees. All insurance costs pursuant to this section shall be the Contractor's responsibility and shall be included in the Contractor's negotiated cost.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage.
2. Insurance Services Office Business Auto Coverage.
3. Workers' Compensation insurance as required by the State of Connecticut and Employer's Liability Insurance.
4. Errors and Omissions liability insurance appropriate to the Consultant's profession.
Architects' and engineers coverage is to be endorsed to include contractual liability.

B. Minimum Limits of Insurance

Consultant shall maintain limits no less than:

1. General Liability - \$1,000,000 per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability - \$1,000,000 per accident for bodily injury and property damage.
3. Employee's Liability - \$1,000,000 per accident for bodily injury or disease.

C. Deductibles and Self-insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the Town. At the option of the Town, either; the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects to the Town, its trustees, officers, employees and volunteers; or the Consultant shall

provide a financial guarantee satisfactory to the Town guaranteeing payment of losses and related investigations, claim admission and defense expenses.

D. Other Insurance Provisions

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The Town, its trustees, officers, employees and volunteers are to be covered as insured's as respects: liability arising out of work or operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant.
2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the Town, its trustees, officers, employees and volunteers. Any insurance or self-insurance maintained by the Town, its trustees, offices, employees, and volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) day's prior written notice stating the title of this contract has been given to the Town. **All notices provided pursuant to this Agreement shall be given to the Town representative listed for notice in this agreement and shall specify the title of this Agreement.** Notice may be given by overnight mail, facsimile with confirmation of receipt, or certified mail with return-receipt requested. In the case of a reduction in coverage, the Consultant shall provide thirty (30) days' prior written notice as provided in the subparagraph.

E. Acceptability of Insurers

Insurance is to be placed with insurers with a current AM?? Best's rating of no less than A:II, unless otherwise acceptable to the Town.

F. Verification of Coverage

Consultant shall furnish the Town with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the Town or on other than the Town's forms provided those endorsements conform to Town Requirements. All certificates and endorsements are to be received and approved by the Town before work commences. The Town reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

ATTACHMENT D
SELECTION COMMITTEE
INTERVIEW EVALUATION CRITERIA and MATRIX

During the short list interviews the CSC will use the following evaluate criteria checklist, point system, and associated matrix to evaluate interviewing firms:

A. Project approach and responsiveness to the deliverables **40 points**

1. Demonstrates knowledge of the water supply issues facing North Stonington and the southeast region of Connecticut and demonstrates ability to minimize budget devoted to materials review (Attachment A).
2. Quality and responsiveness of the approach to the tasks outlined in Section 2.0 of the RFQ, including; completeness, organization, and conciseness, and likelihood of a successful outcome.
3. Technical approach, including the logic of the approach, clarity, and thoughtfulness of the presentation in identifying problems, meeting project objectives, and providing discreet project deliverables.
4. Demonstrates a strong ability to develop an Evaluation that utilizes available budget proficiently and will result in valuable technical information necessary to identify and prioritize sites the Town should consider for preservation.
5. Overall adequacy of the proposal to successfully address the problems and/or goals identified.

B. Responder's experience with projects of similar scope and complexity **30 points**

1. Firm has demonstrated experience in successfully implementing projects of a similar technical complexity and scope during the past five years. Interviewees should demonstrate a strong ability to develop a site evaluation program that will result in valuable technical information necessary to identify and prioritize sites the Town should consider for preservation.
2. The firm has experience and knowledge of Federal, Connecticut, and local regulatory programs (ordinances, plans, permits, applications, requirements, etc.) related to this project.
3. The firm has demonstrated experience in effectively communicating with the public, with consideration to minimizing site disturbance and inconvenience to site owners.

C. Experience and availability of proposed staff. Staff identified in SOQ will be expected to work on the project. 20 points

1. Project staff has demonstrated technical expertise consistent with project phases and the level of expertise required.
2. Firm has adequately addressed and assigned key personnel to project management and oversight.

D. Quality of Presentation 10 points

1. Well organization
2. Appropriate Staff Presenting

CSC INTERVIEW
EVALUATION MATRIX

(Interviewing Firm's Name)

(Interview Date)

(CSC Member Name)

Criteria	Maximum Points	Points Awarded	Notes
A.1	5		
A.2	5		
A.3	20		
A.4	15		
A.5	5		
Criteria A Total	50		
B.1	10		
B.2	5		
B.3	5		
Criteria B Total	20		
C.1	10		
C.2	10		
Criteria C Total	20		
D.1	5		
D.2	5		
Criteria D Total	10		
Total	100		

ATTACHMENT E LEGAL

ADVERTISEMENT

**TOWN OF NORTH STONINGTON
PLANNING/ ENGINEERING
REQUEST FOR QUALIFICATIONS (RFQ)**

NOTICE IS HEREBY GIVEN that the Town of North Stonington (Town) is undertaking a Request for Qualifications (RFQ) process and is seeking Statements of Qualifications (SOQ) and supporting documentation from professional firms with experience in public water supply ground water exploration and development, water supply planning, land use management and planning, economic development, and in crafting creative and innovative solutions on time and within budget. The selected firm will evaluate and identify potential new source(s) of ground water public water supply within North Stonington.

For a complete RFQ and associated exhibits, visit <http://www.northstoningtonct.gov> and select **Source of Supply Evaluation** then **RFQ**.

Appointments may also be made to view the complete RFQ and associated exhibits at the following location by contacting:

North Stonington Town Hall, First Selectman's Office
40 Main Street
North Stonington, CT 06359
Phone: (860) 535-2877
e-mail: [Selectman@NorthStoningtonCT.gov](mailto>Selectman@NorthStoningtonCT.gov)

Statements of Qualifications will be accepted until 3:00 pm Eastern Standard Time, on February 25, 2013 at the North Stonington Selectman's Office, 40 Main Street, North Stonington, CT 06359

Nicholas Mullane

First Selectman

END OF ADVERTISEMENT