

**Request for Qualifications (RFQ)**  
**Environmental Consulting Services**  
**Borough of Naugatuck Brownfield Redevelopment**

**GENERAL INFORMATION**

The Borough of Naugatuck (Borough) is seeking qualifications and expressions of interest from engineering consulting firms with proven environmental capabilities to provide support on various properties within the Borough. These services may include site and environmental assessment, soil and groundwater investigations, development of remediation strategies and clean-up programs, redevelopment planning and associated approvals, cost estimates and construction cost control, applications for state and federal grants and loans, and/or community outreach.

**OVERVIEW**

The Borough is in the process of implementing several redevelopment projects to transform and revitalize the downtown area, with the ultimate goal of redefining Naugatuck as a regional center. The Borough has already identified a series of potential sites that have some level of hazardous substances that require further assessment and/or cleanup. The Borough of Naugatuck was awarded a Brownfield Assessment Grant from the Connecticut Department of Economic and Community Development and the Borough is soliciting and will be selecting one highly qualified, cost-effective consulting firm to assist the Borough in achieving this goal.

While some projects are underway, there are other projects being considered for economic development purposes. To support a growing portfolio of future project activity, the Borough seeks to increase our understanding of the capabilities of environmental consulting services firms that are best suited to work with the Borough of Naugatuck and help determine the best use of Borough-owned land and properties.

## **BACKGROUND**

Large factory complexes once covered downtown Naugatuck and have mostly been demolished. Known environmental hazards remain on several sites and must be remediated before the redevelopment plan can be fully implemented. Further inventory and assessment is also necessary to determine environmental impacts on other sites within the Borough. The Borough's objective is to retain a consulting firm to provide a comprehensive evaluation of current information available for properties in the downtown development and other areas, and to perform additional characterization of contamination at other properties in order to plan appropriate remediation that will mitigate threats to public health and the environment and support reuse of underutilized properties.

Consultant services are sought for site selection, characterization, remediation design, Cooperative Agreement oversight, Community involvement and possible oversight of remediation implementation for contaminated sites in the Borough of Naugatuck, Connecticut.

The selected firm will work with the Borough to:

1. Assess conceptual development plans and provide input to the Borough's staff, developer's consultants, and others with respect to feasibility and costs;
2. Complete Phase I Environmental Site Assessments in accordance with standards published by the American Society of Testing and Materials (ASTM E1527-13);
3. Provide environmental and/or engineering assessment, as required, on a project-by-project basis;
4. Analyze and propose remedial options with consideration of clean-up requirements, goals for redevelopment, and methods considered acceptable by state or federal regulators and the Borough of Naugatuck;
5. Assist the Borough with the management of deliverables, technical documents, schedules and contractors, and support the Borough in obtaining important

funding for Naugatuck to move forward toward revitalization of the downtown area;

6. Participate in planning meetings with Borough staff, developers and consultants, as required; and/or
7. Interface with the CTDEEP and other regulatory agencies, as required.
8. Provide other related LEP and Engineering services.

## **COST PROPOSAL**

This submission is for qualifications only. The Borough of Naugatuck will review submissions and may select up to five firms to be shortlisted. The shortlisted firms will be interviewed and may be asked to provide a fee proposal at a date to be determined.

## **SELECTION CRITERIA**

Qualified firms will be evaluated based on the following criteria:

- Professional competence;
- Project understanding;
- Experience on similar projects;
- Ability to perform the required services within the overall time schedule.

## **INSTRUCTIONS**

### Requirements

Five (5) copies of the Qualifications and one pdf digital copy will be accepted until 3:00 PM Eastern Time on Monday, August 8, 2016. Responses must be clearly marked, entitled: "Borough of Naugatuck Brownfield Redevelopment, Qualifications for Environmental Consulting Services". Qualifications/Proposals shall be mailed to:

James R. Stewart, P.E. & L.S.  
Naugatuck Public Works Office  
229 Church Street  
Naugatuck CT, 06770  
[JStewart@naugauck-ct.gov](mailto:JStewart@naugauck-ct.gov)

Late submissions will not be accepted.

### Questions

- No pre-submission meetings are proposed.
- All questions and inquiries shall be directed in writing to Mr. James Stewart, P.E.
- Questions must be submitted one week prior to receipt date. All firms interested in responding and receiving clarifications and interpretations must submit contact information by e-mail to [jstewart@naugauck-ct.gov](mailto:jstewart@naugauck-ct.gov) ten business days prior to receipt date.
- All questions determined to be of significance to prospective respondents will be disseminated to the registered respondents three days prior to receipt date.

### **SUBMITTAL REQUIREMENTS**

The Borough is requesting the following in your response to this RFQ:

- A cover letter summarizing your qualifications for the services described within this RFQ.
- A firm profile and description of the project team, describing the firms' capabilities, experience and knowledge. The Borough expects that the firm will assign a dedicated project manager who will lead the consulting team, be the single point of accountability for project delivery, and provide the primary point of communication. Submittals should describe the proposed project manager and key team member experience on similar projects, experience on other Borough of Naugatuck projects, and skills and results supporting the ability to provide the services described in this RFQ. The Borough expects that the proposed project manager will be available upon award of the contract and for the duration of the contract.
- Comparable project experience. Firms are asked to provide a minimum of five project examples completed in the last five years. Projects completed in the Borough of Naugatuck are of particular interest, as is demonstrated work on complex environmental projects for municipal clients at urban sites in the Naugatuck Valley

area.

- Provide a list of client references for whom your firm has provided LEP or related work. Include a brief (one to two line) explanation of the type, scope, project period and cost of each project completed for the client.
- Provide resumes for key personnel who would staff future projects for the Borough. Resumes should include project level experience, educational background, degrees held, licenses, and professional registrations and shall not be more than two pages in length.
- Hourly Rates and Expense Schedule. Also provide laboratory testing rates (normal turn-around and expedited). Identify the name of the laboratory being used and associated qualifications.
- Proof of General Liability and Professional Liability Insurance.
- Provide any additional information about your firm that is relevant to this RFQ.

A consultant selection committee formed by the Borough will review qualifications, interview firms and recommend one or more firms to the Borough Council which will make a final selection of a consultant to the Borough.

## **SELECTION CRITERIA**

Qualified firms will be evaluated based on the following criteria:

- Professional competence;
- Project understanding;
- Experience on similar projects;
- Ability to perform the required services within the overall time schedule.
- Anticipated project cost.

## **Equal Opportunity Clause**

The Borough of Naugatuck is an affirmative action/equal opportunity employer.

(1) The vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The vendor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such

action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The vendor will, in all solicitations or advertisements for employees placed by or on behalf of the vendor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

3) The vendor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the vendor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The vendor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The vendor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the vendor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the vendor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) the vendor will include the provisions of paragraphs (1) through (7) in every sub contract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subvendor or bidder. The vendor will take such action with respect to any sub contract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the vendor becomes involved in, or is threatened with, litigation with a subvendor or

bidder as a result of such direction, the vendor may request the United States to enter into such litigation to protect the interests of the United States.

### **Reimbursement for Costs**

It is the responsibility of the bidder's respondents to pay for all costs associated with submitting proposals. The Borough of Naugatuck shall not reimburse any costs.

### **INSURANCE REQUIRMENTS**

Before execution of the Contract, and before each Contract year, the Bidder will be required to file with the Borough of Naugatuck a certificate of insurance. The certificate shall be executed by an insurance company in good standing with the State of Connecticut and shall name the Borough of Naugatuck and the State as additional insured parties on the form furnished with these specifications. The "Certificate of Insurance" shall state that at a minimum, with respect to the Contract, the bidder carries insurance in accordance with the requirements and stipulations listed below.

Unless requested otherwise by the Borough of Naugatuck, the Bidder and its insurer shall not assert the defense of governmental immunity in the adjustment of claims or in the defense of any claim or suit brought against the Borough and the State. The Bidder shall assume and pay all cost and billing for premiums and audit charges earned and payable under the required insurance. Any deductibles are the sole responsibility of the Contractor, including claim handling and legal expenses.

**A. Workmen's Compensation Insurance:** With respect to all operations the Bidder performs and all those performed for it by subbidders, the Bidder shall carry workmen's compensation insurance in accordance with the requirements and the laws of the State of CT.

**B. Contractor's Public Liability and Property Damage Insurance:** With respect to the Project operations the Bidder performs and also those performed for it by subbidders, the Bidder shall carry regular Contractor's Public Liability Insurance. The insurance shall provide coverage for each accident or occurrence in the amount of \$2,000,000 for all damages resulting from (1) bodily injury to, or death of, persons and/or (2) injury to or destruction of property. Subject to that limit per accident or occurrence, the policy shall provide a total or aggregate coverage of \$5,000,000 for all damages during the policy period.

**C. Automobile Liability Insurance:** The operation of all motor vehicles, including those hired or borrowed shall be covered by Automobile Liability Insurance. The insurance

shall provide coverage for each accident or occurrence in the amount of \$2,000,000 for all damages resulting from (1) bodily injury to, or death of, persons and/or (2) injury to or destruction of property. If an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least \$2,000,000.

**D.** With respect to the operations the Bidder performs and also those performed for it by subbidders, the Bidder shall carry for and on behalf of the Borough of Naugatuck, and State, insurance which shall provide coverage for each accident or occurrence in the amount of \$2,000,000 for all damages resulting from (1) bodily injury to or death of person and/or (2) injury to or destruction of property. Subject to that limit per accident or occurrence, the policy shall provide a total or aggregate coverage of \$5,000,000 for all damages during the policy period.

**E.** Termination or change of Insurance: Each insurance policy shall be endorsed to provide that the insurance company shall notify the Borough of Naugatuck by certified mail at least thirty (30) days in advance of termination, or any change in the policy.

**F.** Claims: Each insurance policy shall state that the insurance company shall agree to investigate and defend the Borough of Naugatuck and State against all damages, even if groundless.

**G.** Compensation: There shall be no direct compensation allowed the Bidder on account of any premium or other charge necessary to take out and keep in effect all insurance or bonds, but the cost thereof shall be considered included in the general cost of the work.

## **Signature Requirements**

Proposals must be signed by a duly authorized official of the Company. Consortiums, joint ventures, or teams submitting proposals will not be considered unless it is established that all contractual responsibility rests solely with one Contractor or one legal entity, which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

## **OBSERVANCE OF LAWS**

The Contractor shall, at all times, observe and comply with all Federal, State and Borough laws, ordinances and regulations in any manner affecting the conduct of the work.