

Borough of Naugatuck  
Wastewater Treatment Facility Plan  
**Request for Qualifications**

**Request for Qualifications from Consultants  
To Provide  
Wastewater Treatment Facility Plan**

**SECTION 1 GENERAL INFORMATION AND REQUIREMENTS**

**1.1 General Information**

The Borough of Naugatuck (BON) seeks Statements of Qualifications and expressions of interest from consultants with proven expertise in Wastewater Treatment Facilities Planning, Pump Stations, Sewer System Evaluation Surveys, Odor Control, Sewage Sludge Incineration and related Air Emissions, GIS, cost estimates and cost control, and community outreach and public presentations.

**1.2 Background**

The Borough of Naugatuck Wastewater Treatment Facility is a secondary treatment plant with a design flow of 10.1 MGD. For the calendar year 2011 period, the average flow to the treatment plant was 6.6 MGD. The treatment plant was upgraded for biological nitrogen removal in 2002-2004. In 2004, a new fluidized bed sludge incinerator, new centrifuges, and a new thermal sludge dryer were installed. The facility operates a regional disposal facility for liquid sludge, cake sludge, and septage, which are processed and disposed in the incinerator. The Borough of Naugatuck owns the facilities. The Borough has contracted with Veolia Water North America (VWNA) in a long term (20-year) operations and maintenance contract for the Naugatuck Facility. The O&M contract is in its tenth year.

The existing treatment plant does not have a properly sized wet well, and it does not have preliminary treatment – there is no grit chamber, and a temporary bar rack has been installed. Operational issues that have been experienced include excessive wear on the raw sewage pumps due to ragging and wear from excessive amounts of grit. The chain and flight collectors on the primary settling tanks have chronic breakdowns due to grit accumulation. Also, the sludge centrifuges experience excessive wear due to grit accumulation.

Flow data has been collected by VWNA during 2011 at several points within the sewer system. This data will be made available to the selected consultant.

It is anticipated that the Connecticut Department of Energy and Environmental Protection (CT DEEP) will issue a draft NPDES Permit in March 2012. The draft permit is expected to include the requirement for a Facilities Plan. The draft permit is also expected to include effluent limits for Total Phosphorus of 0.4 mg/L. Evaluations related to phosphorus removal have been done by the Borough and by VWNA. Pilot testing of

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chemical addition for enhanced phosphorus removal is planned for Summer of 2012. The results of the pilot testing program will be made available to the selected consultant.

Air emissions from the Fluidized Bed Incinerator are regulated under a Title V Operating Permit issued by CT DEEP. EPA has promulgated a Final Rule dated March 21, 2011 entitled “Standards of Performance for New Stationary Sources and Emission Guidelines for Existing Sources: Sewage Sludge Incineration Units”. The compliance schedule for the Final Rule specifies that the incinerator demonstrate compliance with the standards no later than 3 years from the date of approval of a state plan, or five years after promulgation of the emission guidelines, whichever is sooner. To date, a state plan has not been submitted to EPA. In the absence of a state plan, the compliance date is March 21, 2016.

The Borough completed a report in 2009, and updated the report in 2011, about mercury control technologies that could be used to control mercury emissions from the Fluidized Bed Incinerator. These reports will be made available to the selected consultant.

Additional stack testing of the incinerator emissions is planned for the Fall of 2012. The additional stack testing results will be made available to the selected consultant for inclusion in the Facilities Plan.

A consent order was issued by CT DEEP in May 2009 related to odor emissions from the facility. Extensive odor evaluations have been performed, and improvements made, at the facility as a result of the consent order. These odor evaluations will be made available to the selected consultant.

The Borough of Naugatuck is seeking to select a consultant for preparation of the Facilities Plan.

### **1.3 Preliminary Scope of Services**

#### **Task 1 – Evaluation of Wastewater Treatment Facility**

- A. Define basis of Wastewater Treatment Facility evaluation. This will consist of evaluation of existing treatment plant flows and loads and developing 20-year future sewage flow and loads projections.
- B. Determine if City’s Sewer Service Area is consistent with the State’s Conservation and Development Mapping and define existing future sewer service area and sewer avoidance areas.
- C. Confirm effluent discharge limitations and identify any possible future changes to discharge permit requirements.
- D. Evaluate short and long term nutrient removal alternatives based on NPDES requirements, including a review of phosphorus control studies completed by the

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Borough, and any additional phosphorus control studies which may be completed by the Borough and VWNA.

- E. Describe existing sludge handling and disposal at existing Incineration Facilities and future needs related to the EPA March 21, 2011 regulations, including a review of mercury control studies completed by others for the Borough, and any additional mercury control studies which may be completed by the Borough and VWNA.
- F. Summarize Odor Control evaluations performed to date and incorporate into master plan.
- G. Evaluate existing equipment and unit processes.
- H. Evaluate buildings, mechanical systems (HVAC, plumbing, fire), SCADA, electrical.
- I. Evaluate replacing outdated processes and equipment with more modern systems and technologies.
- J. Perform Energy Evaluation.
- K. Evaluate plant staffing requirements.

**Task 2 – Pump Station Evaluation**

- A. Review monthly operating records for the past two (2) years for each of the five (5) pump stations.
- B. Conduct a site visit to each of the pump stations within the collection system to review the condition of each station and assess any issues that may require improvements.
- C. Evaluate improvement needs to address items identified above.

**Task 3 – Infiltration / Inflow Evaluation**

**(Note: Some of this work is being conducted by VWNA and the Borough. The Engineer shall coordinate with VWNA and the Borough, reviewing the work completed by VWNA and the Borough and incorporating the findings into the Facilities Plan).**

- A. Compile and review available information.
- B. Identify sewer system drainage basin areas and identify key manholes for initial flow monitoring of each drainage basin.
- C. Develop/update sewer system mapping as necessary.
- D. Develop a preliminary assessment of the amount of infiltration and inflow within the entire collection system.
- E. Develop Field Investigation Plan.

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- F. Conduct infiltration/inflow evaluation of drainage basins in the collection system consisting of flow monitoring and flo-isolation testing during the Spring.
- G. Identify sub-basin areas with significant I/I flows and develop a specific scope for sewer system evaluation (SSES) effort described below.

**Task 4 – Sewer System Evaluation Survey (SSES)**

**(Note: Some of this work is being conducted by VWNA and the Borough. The Engineer shall coordinate with VWNA and the Borough, reviewing the work completed by VWNA and the Borough and incorporating the findings into the Facilities Plan).**

- A. Perform inspection of select sewer manholes within the identified sewer segments during high groundwater conditions.
- B. Perform smoke testing of identified sections of the collection system during dry, low groundwater periods, to identify sources of inflow.
- C. Perform building inspections to identify sources of private inflow.
- D. Coordinate, provide, inspect, and review TV inspection work.
- E. Compile the results from field work efforts and develop a listing of identified I/I sources.
- F. Evaluate sewer rehabilitation methods for each I/I source and develop cost estimates.
- G. Perform a cost-effective analysis of the cost to remove or remediate the identified I/I sources, compared to the projected amount of I/I that would be removed by each corrective action.

**Task 5 – Facilities Plan Report Preparation**

- A. Develop overall Recommended Plan.
- B. Develop environmental assessment for the Recommended Plan.
- C. Conduct Public Participation Program.
- D. Prepare Draft and Final Facilities Plan Report including findings of the Wastewater Treatment Facility Evaluation (Task 1), Pump Station Evaluation (Task 2), Infiltration and Inflow Study (Task 3), and Sewer System Evaluation Survey (Task 4), and findings of Public Participation Program (Task 5) in one comprehensive document.

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**1.4 Schedule**

The Borough anticipates that the Facilities Plan will need to be completed within eighteen months of the selection of an Engineer and approval of the work scope by DEEP. This schedule is subject to change depending on the requirements of the NPDES Permit.

**1.5 Clarifications and Interpretations**

- a. No pre-submission conferences are proposed.
- b. All questions and inquiries shall be directed to:

James R. Stewart P.E. & L.S.  
Director of Public Works  
246 Rubber Ave  
Naugatuck Ct, 06770  
(203) 720-7071  
[jstewart@naugauck-ct.gov](mailto:jstewart@naugauck-ct.gov)

with a copy to:

Kathleen A. Luvisi, P.E.  
Senior Engineer  
Alternative Resources, Inc.  
1732 Main Street  
Concord, MA 02174  
(978) 37-2054  
[KLuvisi@alt-res.com](mailto:KLuvisi@alt-res.com)

- c. Questions must be submitted at least 1 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)
- d. All significant questions and responses will be disseminated to the registered respondents as soon as possible.

**1.6 Submission of Qualifications**

Qualifications will be accepted until 3:30 p.m. May 1, 2012. All bids and qualifications must be clearly marked on 1 large envelope entitled: "Borough of Naugatuck Facilities Plan Request for Qualifications". Qualifications shall be directed to:

James R. Stewart P.E. & L.S.

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Director of Public Works  
246 Rubber Ave  
Naugatuck Ct, 06770  
(203) 720-7071  
jstewart@naugauck-ct.gov

Late submissions will not be accepted.

### **1.7 Evaluations and Qualifications**

A five person panel (members to be determined) will short list the received RFQs to the most qualified firms. Interviews will be scheduled with up to five firms. The successful candidate will clearly present verifiable qualifications, experience and knowledge regarding all aspects of Wastewater Treatment Facility Planning, including but not limited to relevant Federal and Connecticut law, policies and guidelines, relevant CT Administrative rules.

Qualification will be rated with the following criteria:

1. Past experience
2. Project understanding
3. References
4. Firm/Team Qualifications
5. Knowledge of Federal, State and Local, Laws Regulations and Procedures.
6. Other criteria as determined by the interview panel

Weighting criteria will be determined by the panel.

It is the intent of Borough of Naugatuck to negotiate a contract with the most technically qualified consultant provided that their performance records are acceptable and the negotiated cost for services is fair and reasonable, considering the estimated value, scope, complexity and professional nature of the services to be rendered.

### **1.8 Borough of Naugatuck's Reservation of Rights**

The Borough of Naugatuck reserves the right to waive any informalities or to reject any or all Proposals.

The Borough of Naugatuck reserves the right to reject any proposals if they show any omission, alteration of form, additions not called for, conditional bids, or irregularities of any kind.

The Borough of Naugatuck reserves the right to reject any or all proposals or to accept any proposals, should it deem it to be in the best interest of the Borough.

### **1.9 Reimbursement for Costs**

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

**1.10 Insurance Requirements**

Before execution of the Contract, the Bidder will be required to file with the Borough of Naugatuck a certificate of insurance. The certificate, executed by an insurance company satisfactory to the Borough of Naugatuck 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:

- a. 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 of Naugatuck 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.
- b. Workmen's Compensation Insurance: With respect to all operations the Bidder performs and all those performed for it by subcontractors, the Bidder shall carry workmen's compensation insurance in accordance with the requirements and the laws of the State.
- c. Professional Errors and Omission: coverage of \$1 million
- d. Automobile Liability Insurance: The operation of all motor vehicles, including those hired or borrowed, used in connection with the project, shall be covered by Automobile Liability Insurance. The insurance shall provide coverage for each accident or occurrence in the amount of \$500,000 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 \$1,000,000.
- 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. No such change shall be made without prior written approval of the appropriate Officials.
- 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 for any premium

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or other change 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.

**1.11 Signature Requirements**

Proposals must be signed by a duly authorized official of the firm. 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.

**1.9 Attachments**

- a. Certificate of Non-Collusion Form
- b. Certificate of Tax Compliance Form

**SECTION 2 QUALIFICATIONS SUBMISSION**

**2.1 Statement of Interest**

Consultants shall submit a one page maximum cover letter/letter of interest followed by a table of Contents. Any exceptions to the submission shall be disclosed in the cover letter. The letter shall be addressed to:

Ronald Merancy, Chairman WPCA  
Town Hall  
229 Church Street  
Naugatuck, CT 06770

**2.2 Prime Firm/Company**

Consultants shall submit a brief response to the following items:

- a. Firm History
- b. Leadership
- c. Location(s)
- d. Philosophy
- e. Resumes
- f. Services Provided

**2.3 Project Team**

- a. Organizational Chart
- b. Consultant/Sub firm Profiles



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- c. Consultant/Sub Resumes
- d. Team Experience Matrix (Who on the team has worked together on what projects?)
- e. Project Team Management Approach

**2.4 Representative Projects**

The consultants shall provide information on representative projects active within the last 5 years. The maximum number of projects submitted shall be Five (5). Representative projects shall be relevant as to project type, size, cost or Team.

**2.5 References**

The consultants shall provide a list of references for the representative projects listed in Section 2.4

**2.6 Best Practices**

- a. Project approach

**2.7 Firms/Teams Availability to Provide Service**

The consultants shall provide a statement that the Project Team provided in Section 2.3 will be utilized for the project. Any change in team members shall be subject to the approval of the Borough of Naugatuck.

**2.8 Licenses & Certifications**

The consultant shall provide copies of all applicable licenses and certifications.

**2.9 Litigation Statement**

- a. Provide details of all past or pending litigation or claims filed against your company that would affect your company's performance under a contract with the Borough of Naugatuck.
- b. Provide a claims history under professional malpractice insurance for the past five (5) years of the Prime Firm and any team members proposed.

**2.10 Financial Statement**

- a. Provide details concerning any current default on any loan agreement or financing agreement with any bank financial institution, or other entity.

**2.11 Additional Information**

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- a. GSA Standard Form 330
- b. Certificate of Non-Collusion
- c. Certificate of Tax Compliance
- d. MBE/WBE Participation
- e. Other pertinent information

**2.12 Brochures**

**SECTION 3 FORMAT FOR SUBMISSION**

**3.1** Packages shall follow the format provided in Section 2. Tabs or dividers shall be used to separate sections of the report.

**3.2** Five (5) original hard copies of proposals and one digital copy in a .pdf format must be submitted; no fax or email proposals will be accepted.

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**ATTACHMENT A**

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Person Signing Proposal

\_\_\_\_\_  
Name of Business

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**ATTACHMENT B**

**CERTIFICATE OF TAX COMPLIANCE**

I certify under the penalties of perjury that I, to my best knowledge and belief,  
have filed all tax returns and paid all local and state taxes required under law.

\_\_\_\_\_  
Signature of Individual\* or  
Printed Corporate Name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Corporate Officer Signature\*

\_\_\_\_\_  
Federal ID Number

\_\_\_\_\_  
Printed Name of Person Signing Proposal

\*Approval of a contract or other agreement will not be granted unless the applicant signs  
this certification clause.