

Request for Qualifications (RFQ)

Wastewater Infrastructure Planning/Engineering Services
Branchville-Georgetown Sanitary Sewer Infrastructure Feasibility Study

Announcement

The Western Connecticut Council of Governments ("WestCOG") is requesting qualifications from professional engineering consultant service firms on behalf of the Towns of Redding and Ridgefield ("Towns") and their public wastewater authorities.

WestCOG is seeking to engage a consultant (or consultant team) with appropriate registrations in the State of Connecticut and has experience in consulting with municipalities, regional and state officials on wastewater infrastructure needs, including developing multi-jurisdictional approaches to same. The successful proponent will have strong facilitation skills, proven experience in working with government organizations and the public, and an understanding of best practices in modern wastewater management.

About WestCOG

Founded in 2014, WestCOG is one of nine regional Councils of Governments established pursuant to Connecticut General Statutes §4-124i et seq. WestCOG serves the Western Connecticut Planning Region, the second most populous and fastest growing region in Connecticut, with an estimated population of 610,000.

WestCOG is governed by a board of the Chief Elected Officials (Mayors and First Selectmen) of its members, who include three principal cities (Stamford, Norwalk and Danbury) and fifteen surrounding towns (Bridgewater, Brookfield, Danbury, Darien, Greenwich, New Canaan, New Fairfield, New Milford, Newtown, Redding, Ridgefield, Sherman, Weston, Westport and Wilton).

State policy since 2013 has been to incentivize COGs to expand beyond their well-established role in regional transportation planning into developing innovative shared municipal services and financing opportunities. This is necessary and critical given that public infrastructure needs exceed traditional funding resources.

More information on WestCOG is available at <http://westcog.org>.

Project Background

The Town of Redding created a Water Pollution Control Commission (WPCC) as the authority to define the Georgetown Sewer District and build and operate a collection and treatment system for

the area. Members of the WPCC are Town officials and residents from the various Land Use Commissions and residents appointed by the Board of Selectmen. The collection and treatment system under the WPCC's purview began operation in 1995 and includes operation of a treatment plant that currently meets or exceeds the standards for discharging treated water into the Norwalk River. The plant serves residents and businesses in the Georgetown area of Redding and the Meadow Ridge retirement community. A plant expansion was completed in 2007 in anticipation of supplying additional treatment capacity to accommodate the needs of the redevelopment of the Gilbert & Bennett Wire Mill property in Georgetown. With that expansion, the Redding Water Pollution Control Facility has a permitted capacity of 245,000 gallons per day. It is currently utilizing approximately 17% of that capacity.

The Town of Ridgefield's Water Pollution Control Authority (WPCA) is responsible for the management and oversight of the Town's two existing Wastewater Treatment Facilities. Ridgefield is in the process of closing one of its plants and making upgrades to the other to more efficiently and effectively manage wastewater already collected within sections of its community.

The Towns of Redding and Ridgefield have periodically discussed the needs for wastewater collection and treatment in the Branchville section of Ridgefield, which abuts the Georgetown section of Redding. These needs are to support existing development as well as to plan for Branchville's future.

A 2017 Transit-Oriented Development (TOD) study for Branchville prepared for WestCOG noted that the study area lacked sewer service with all properties being dependent upon private septic systems. This is a significant constraint upon new development in Branchville. It is also a potential source of pollution from private septic system failures if they were to occur. To address these issues, Tighe & Bond prepared a study in 2017 to evaluate options for the provision of sewer service to Branchville. This study found that the TOD plan would require a connection to one of two wastewater treatment plants:

- South Street Wastewater Treatment Facility (Ridgefield)
- Redding Water Pollution Control Facility

Note that an existing US-7 Pump Station in Ridgefield is being demolished and replaced with a new pump station in the same location. In addition, the existing US-7 Wastewater Treatment Facility is being decommissioned and demolished as of 2024. Accordingly, there will be one wastewater treatment plant in Ridgefield, at South Street.

Of the two remaining facilities above, the Tighe & Bond study determined that the Redding facility is the most proximate and a connection to that facility would be the least expensive option. At present, a portion of the treatment capacity at this plant is not utilized as the plant capacity was

expanded in anticipation of new development in the area. Additionally, since the plant is located in Redding, an intermunicipal agreement with the Town of Redding would be required.¹

The Redding WPCF is located slightly over a mile from the Branchville area and offers the shortest connection length. It is anticipated that the connection would be extended north from the Redding WPCF up along North Main Street to Church Street, and then northerly along US-7. The cost of this connection was estimated to be \$2.5 million.²

Estimated Wastewater Flows for Branchville, Current Development: The prospective consultant may find relevant information in a review of the following information sources:

<https://westcog.org/wp-content/uploads/2016/08/20160531-Branchville-TOD-Wastewater-Collection.pdf>

<https://westcog.org/wp-content/uploads/2016/05/Branchville-TOD-ExistingConditionsRevised.pdf>

<https://www.ridgefieldct.org/sites/g/files/vyhlf4916/f/uploads/branchvilletodplan-031417-compressed.pdf>

<https://portal.ct.gov/CEQ/DEEP/EIE-Notice/Ridgefield-Wastewater-Aug-2017>

Estimated Water and Wastewater Flows for Branchville, TOD Scenario: Estimated water and wastewater flows were generated in the 2017 TOD study for a development scenario that included 82,500 sf of commercial space and 463 units of housing (941 bedrooms). The estimated wastewater flow was 61,085 gallons per day. The residential sewage generation rates were based upon documented flow rates from similar developments, while the retail/office sewage generation rate was taken from the Connecticut Department of Public Health (CTDPH) Health Code. The estimated water flow demand for this development scenario was 83,985 gallons per day, which is required for domestic water and irrigation. Water flow for fire protection was estimated to be 2,000 gallons per minute. Water flows were conservatively estimated using the sewage generation rate. An allowance was also added for irrigation using an assumption that 500 square feet per proposed dwelling unit would be irrigated. Fire flow was determined based upon the largest building in the proposed development scenario.³

Questions that require the Consultant's input include:

- What will the market support now?
- How much WPCF capacity would be allocated to Ridgefield and to Redding?

¹ <https://www.ridgefieldct.org/sites/g/files/vyhlf4916/f/uploads/branchvilletodplan-031417-compressed.pdf> p.8.

² <https://www.ridgefieldct.org/sites/g/files/vyhlf4916/f/uploads/branchvilletodplan-031417-compressed.pdf> p.32.

³ <https://www.ridgefieldct.org/sites/g/files/vyhlf4916/f/uploads/branchvilletodplan-031417-compressed.pdf>, p. 78.

- What is the mix of development anticipated? Range? Low, medium, high? # square feet, type (i.e. residential, office, commercial, other)
- What measures would expand capacity?
- Should fix or repair programs be implemented?
- How much further can the existing capacity be stretched? What about a buffer? Inflow/Infiltration considerations?
- What are the downstream risks of flooding from the Branchville TOD plan during extreme weather events (100-year storm)?

Anticipated Needs for This Study

Given previously prepared estimates of wastewater demand for Branchville (TOD scenario) as well as for the eventual redevelopment of the Gilbert and Bennett Wire Mill site in Georgetown, WestCOG and the Towns believe that a review of assumptions made for those developments is necessary. WestCOG believes that with such a review, questions can be answered as to whether the Georgetown WWTP facility will prove to have adequate capacity to handle projected effluent flows from both sources. WestCOG is of the opinion that with a critical review of data prepared to date plus implementation of innovative measures (to be defined), this can be accomplished.

The prospective consultant will be required to:

- review/analyze information and reports on existing Branchville and Georgetown wastewater collection/treatment infrastructure. For example, the Georgetown WPCF currently does not have a grit handler and may not have sufficient storage for a significant increase in flow. What capital improvements are needed to accept a significant increase in flow?
- determine what collection system infrastructure should be implemented in a new system to reduce the risk of inappropriate materials (e.g., grit, rags, FOG) from entering the system. Redding has been working with one or more Town-based customers to reduce incidents, i.e. inappropriate wastewater system use practices, but would want to see better management from any other connections.
- coordinate with the Town of Redding on its Brownfields program.
- determine existing and projected flow characteristics of overall study area and applicable watershed. This means establishing an agreed-upon basis for projecting future flow needs for Georgetown, including the Gilbert and Bennett redevelopment, a full build-out of downtown per current zoning and potential service to other areas of Georgetown.
- evaluate the effect of requiring innovative or modern techniques to limit wastewater generation within the service area. Examples of such techniques include conservation/efficiency measures, i.e. low-flow fixtures, CSO separation, graywater reuse, etc.

- if the current spare sewer capacity was allocated to Branchville, and additional capacity is needed for Georgetown, is a plant expansion feasible? Where would this be located, what are the expansion costs, and how would costs be covered?
- determine what the true operational capacity of the Georgetown facility is, and what operational changes would be needed to operate at full capacity.
- determine whether the Branchville TOD study addressed the effects of an increase in impervious cover in Branchville on storm water flow to Georgetown - this could have a significant impact on hydrological modeling for Georgetown and the Gilbert and Bennett Wire Mill site, specifically the river wall design and potential for flooding along the Norwalk River south of Branchville and throughout Georgetown. Development in Branchville is within this watershed and would contribute to flood conditions from increasingly more common extreme storm events.
- prepare a conceptual layout and capital cost estimates for a wastewater conveyance system.
- prepare a comprehensive report with projected financial effects upon property owners, potential funding sources, and supporting documentation.
- provide administrative guidelines for sewer fees, connection costs, inter-municipal agreement, cost share of operational supplements and capital improvements prior to customer flows to sustain the funding stream.

Scope of Work

1. Conduct a market assessment and delineation of the proposed sewer service area
 - a) perform a buildout analysis for the area of Branchville and Georgetown according to land use types and densities projected in the proposed TOD plan.
 - b) delineate the proposed Sewer Service Area (SSA).
2. Evaluate/verify the average and peak flows for the following:
 - a) Branchville Existing Conditions, and with the TOD plan (potentially as revised under the Task 1 Market Assessment) in the Branchville portion of the proposed SSA;
 - b) Georgetown Village existing SSA's maximum build-out under current zoning, and
 - c) develop an increased flow requirement with a recommended buffer under a combination of Branchville and Georgetown full build-out.
3. Evaluate the current Redding plant capacity, operational and capital improvements required to meet increased flow projections, and the potential for future facility expansion by determining:
 - a) actual facility throughput capacity;
 - b) capital improvements required to manage the projected flow;
 - c) operational changes required to meet the projected flow;
 - d) potential to lower flow requirements through the implementation of new or modern technologies;
 - e) potential for plant expansion equal to the Ridgefield projected usage (provide location, schematic layout), and
 - f) remaining actual facility capacity available to the Gilbert & Bennett site.
4. Develop cost estimates under the increased flow scenario for:
 - a) annual cost increases for operational changes;
 - b) initial capital improvements, and any acceleration of future capital costs to meet higher flow projections;
 - c) facility expansion equal to Ridgefield's projected usage, and
 - d) a revised sewer rate based on projected operational and capital costs.
5. Refine the proposed route from Branchville to the Redding WPCF with costs considering the following:
 - a) sensitive habitat/wetland crossings;
 - b) clean corridor through the Gilbert & Bennett site;
 - c) pump station requirements/location, and
 - d) potential to serve areas where future expansion of the sewer district may be needed to support aging septic systems in Georgetown.
6. Floodplain evaluation of Branchville development:
 - a) model hydrologic changes from the Branchville TOD plan and the downstream effects on the floodplain through the Gilbert & Bennett site and Georgetown Village. Modeling should be based on the proposed 2023 FEMA mapping, and

- b) develop and model mitigation strategies for any flow increase expanding the floodway, 100- and 500-year storm events.
7. Intermunicipal agreement recommendations:
- a) connection fees;
 - b) commission representation;
 - c) cost share for capital improvements;
 - d) cost share for future facility expansion, and
 - e) the current Gilbert & Bennett Wire Mill wastewater allocation is 170,000 gallons per day. How would Redding be compensated for loss in capacity or need for funding for future facility expansion to meet this allocation?

Application Process

Format

Each application should include the following components:

1. Cover page with project title; proposing firm, and name, telephone number, and e-mail address for the project manager.
2. Scope of work and timeline. An outline of the project by task should be given. These tasks should correspond to the Project description. Timing and duration should be specified for each task. **Note that work to be performed by the consultant is anticipated to be completed by June 30, 2025.**
3. Narrative: this should explain the proposer's concept of each task and plan to discharge them. Methodology, including approach, inputs, methods, and outputs should be described in adequate detail. Changes to the framework given in this RFQ should be noted.
4. Work history: examples of similar or relevant work conducted by proposer in the past, with information on project outcomes and client references. Name, title, employer, relationship to the project, telephone number, and e-mail address should be given for each reference. Successful proposers should have expertise in relevant areas, including evaluation of the benefits, costs, opportunities, risks, and challenges of the methods proposed, and in the development and execution of implementation plans for said methods.
5. Statement of qualifications: a directory of, task assignments, and resumes for key staff on project. Professional licenses and certifications should be included, i.e. Licensed Environmental Professional (LEP) and Certified Floodplain Manager (CFM). The total hours each staff person is expected to spend on each task should be documented.
6. Corporate background. Include the history, location(s), length of time in existence, and structure of the firm; documentation of relevant insurance coverage, and demonstration of the capacity of the firm to carry out the project.
7. Signature of a representative of the firm having legal authority to contract on behalf of the firm.
8. A completed Organizational Conflict of Interest Statement that either warrants that there are no relevant facts or circumstances that could give rise to organizational conflicts of

interest, and/or, as applicable, gives a full, written disclosure of any organizational conflicts of interests, including description of the action(s) the proposer has taken or will take to avoid or mitigate such conflict.

9. Proposers are requested to fill out the SF-330 Form posted on WestCOG's website at <https://westcog.org/about/rfps-grant-opportunities/> and enclose it with their application to assist WestCOG in the selection process.

The narrative may not exceed 5,000 words. Other components have no word limit.

Material submitted in response to this RFQ and received by WestCOG may be subject to the provisions of the Connecticut Freedom of Information law (CGS §1-200 et seq.).

Preparation of Proposals

All submittals must be signed by an authorized official. Submittals that contain omissions, erasures, alterations, or additions not called for or that contain irregularities of any kind may be rejected.

Clarifications & Requests for Information (RFIs)

WestCOG reserves the right to make clarifications, corrections, or changes in this RFQ at any time prior to the time proposals are due. Questions and requests for information must be submitted before noon local time on **Monday, July 8, 2024** to Francis R. Pickering at WestCOG, ccarpenter@westcog.org. West COG will issue addendums and/or responses to requests for information (RFIs) on its website. It is the proponent's responsibility to check the website for addendum/response to RFI's.

How to Apply

Qualifications submissions are due by **Friday, July 12, 2024 at 12:00 PM ET (noon)**. Submissions should be directed to: Mr. Francis R. Pickering, Executive Director at ccarpenter@westcog.org.

Submissions should be provided in PDF format, as a single file. The file may be attached to the e-mail, or, in case of a large submission (larger than 10 megabytes), linked in the e-mail. Recipients should enable delivery and read receipts in their e-mail client. No other confirmation will be given.

Review and contracting

WestCOG will evaluate proposals received. WestCOG may invite additional information from selected proposers, including but not necessarily limited to samples of other work or an interview.

Should WestCOG determine to proceed with a proposal, WestCOG will begin contract negotiations, including on scope and fee, with the respective proposer. Should WestCOG and the selected proposer be unable to come to an agreement, WestCOG may terminate negotiations with that firm and revisit other proposals submitted.

It is anticipated that proposers will be notified of decisions on their submission by **Friday, August 30, 2024**. Contract execution is projected to be complete by **September 30, 2024** for the project

to commence. WestCOG may award the project in part or in full to one or more proposers, and to cancel or to reissue this RFQ. Any award will not be final until a contract has been negotiated and executed.

Communications

Location of Posting

This RFQ may be found online at <https://westcog.org/about/rfps-grant-opportunities/> until **Monday, July 15, 2024**. It is the responsibility of interested parties to retrieve and store a copy of the RFQ beyond this date.

Pre-Submittal Meeting

A pre-submittal meeting will be held on **Wednesday, June 26, 2024 at 12:00 PM ET (noon)**. The meeting will be held online via Zoom at <https://uso2web.zoom.us/j/83591034086>

Meeting ID: 835 9103 4086

Attendance by teleconference or by phone is optional and is not required in order to respond to this RFQ.

Inquiries

Proposers may submit questions on this RFQ by **Monday, July 8, 2024 at 12:00 PM ET (noon)**. Questions must be directed in writing to Mr. Francis R. Pickering, Executive Director at ccarpenter@westcog.org. Answers will be posted online where WestCOG posted this RFQ on a rolling basis until the close of business on **Wednesday, July 10, 2024**.

No questions will be accepted by other forms of communication.

Information about WestCOG can be found at <http://westcog.org>.

Addenda and Supplements

Should WestCOG amend or adjust this RFQ, such changes will be posted online where WestCOG posted this RFQ. It is the responsibility of proposers to check for changes to the RFQ.

Conditions

Legal Requirements

Contracts awarded as a result of this RFQ are subject to all applicable federal and state laws, including those concerning civil rights, nondiscrimination, and equal opportunity. Any response to this RFQ, as well as any work resulting from it, are subject to freedom of information.

Insurance Requirements

To be considered, proposers must maintain insurance coverage as required by federal and state law.

Consortia, Joint Ventures, and Teams

Proposals from consortia, joint ventures, and teams (“groups”) will be accepted. In such cases, a lead firm must be identified for contracting purposes. A work history and statement of qualifications must be provided for each group member.

In designating a lead firm, groups should consider the following:

1. The lead firm must have sufficient experience and expertise to perform or supervise all facets of the project and must have sufficient resources to carry out the contractual responsibilities of the group.
2. At least one of the staff to be assigned to the project must be registered as a Licensed Environmental Professional (LEP) in the State of Connecticut and be able to provide LEP-related services on the project, if required.
3. The lead firm will be legally responsible to WestCOG for the performance of, and must perform at least 51% of, the total work awarded under any contract issued as a result of this RFQ.
4. Firms that are subsidiaries may not rely on the experience, expertise, or resources of its parent firm to meet these requirements.

Disadvantaged Business Enterprises (DBEs)

DBE firms are encouraged to respond to this RFQ. If a DBE firm is proposed, the proposal must clearly identify the DBE firm, the role the DBE will play in the project, and the tasks assigned to the DBE. Proof of Connecticut DBE certification must be submitted with the proposal. Responses that fail to give proof of DBE certification and description of project involvement will not be identified as including DBE participation.

Nonreimbursement of proposal costs

Costs associated with responses to this RFQ, including proposal development and participation in a selection process, are the sole responsibility of the respondent firms. WestCOG will not reimburse firms for such costs, nor will any selected firms be permitted to negotiate such costs as part of a contract with WestCOG.

Conflicts of Interest

All relationships that may pose a conflict of interest, and actions that shall be taken to avoid or mitigate these conflicts, shall be disclosed as part of the response to this RFQ.

Criteria To Be Used to Select Firms for Interviews

- 25% or 25 pts. Qualifications of personnel to be assigned to the Project Team.
- 15% or 15 pts. Quality of written proposal
- 20% or 20 pts. Firm’s awareness of potential Project issues, opportunities, and constraints
- 25% or 25 pts. Project Team’s experience with similar projects
- 15% or 15 pts. Performance evaluation from past clients.

Funding

Any contract awarded under this Request for Qualifications is expected to be funded in part by the U.S. Environmental Protection Agency (USEPA) under Assistance Agreement 00A01433 to the Western Connecticut Council of Governments (WestCOG). The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the EPA endorse trade names or recommend the use of commercial products mentioned in this document. The USEPA will not be a party to this Request for Qualifications or any resulting contract.