



## OFFICE OF THE SELECTMEN

115 Main Street, PO Box 96, Voluntown, CT 06384

### REQUEST FOR QUALIFICATIONS AND PROPOSALS: VOLUNTOWN COMMUNITY WATER SYSTEMS STUDY

The Town of Voluntown is issuing this Request for Qualifications for the preliminary planning, public outreach, environmental investigation, and preliminary design of two small public drinking water systems in Voluntown CT.

#### **Bid Proposal Data:**

**RFQ#:** VOL 2023/2024-01

**Title:** **Voluntown Community Water Systems Study**

**Issue Date:** January 24, 2024

#### **Statement of Qualifications Timeframe:**

**RFQ Issued:** January 24, 2024

**RFQ Questions Due:** February 6, 2024 by 1:00 p.m. Responses to questions will be posted on State Bid Portal by Monday, February 12, 2024

**RFQ Responses Due:** Thursday, February 22, 2024 by 1:00 p.m.

**Responses Sent to:** First Selectman's Office  
115 Main Street, PO Box 96  
Voluntown, CT 06384

**Questions Sent to:** John Guszowski, Planning & Development Director  
via email: [planner@voluntown.gov](mailto:planner@voluntown.gov)

## I. Introduction

The Town of Voluntown, acting by and through its Board of Selectmen, is actively seeking statements of qualification from civil and environmental engineering consulting firms to conduct a study and develop a plan for the implementation of two public drinking water systems to serve existing areas of relatively high levels of residential and commercial development. This study will involve a review of existing development patterns and water demand, forecasting of future needs, an extensive public engagement process, the identification of potential community water sources and preliminary environmental and yield testing, development of a conceptual master plan for the water systems, and the development of engineering designs, specifications, and construction estimates sufficient to allow the Town to pursue funding for implementation.

The Town of Voluntown is opting to advertise this project as a Request for Qualifications, as the overall project budget is fixed, and the project scope has a sufficient level of inter-disciplinary complexity that it believes it is better to identify the most qualified team and develop a final scope and budget collaboratively.

This study is being funded by the Connecticut Department of Economic and Community Development's Community Investment Fund (CIF) program. The administration of this study will be managed by the Town but overseen by the State, and any associated DECD requirements will be applicable.

### The Focus Areas

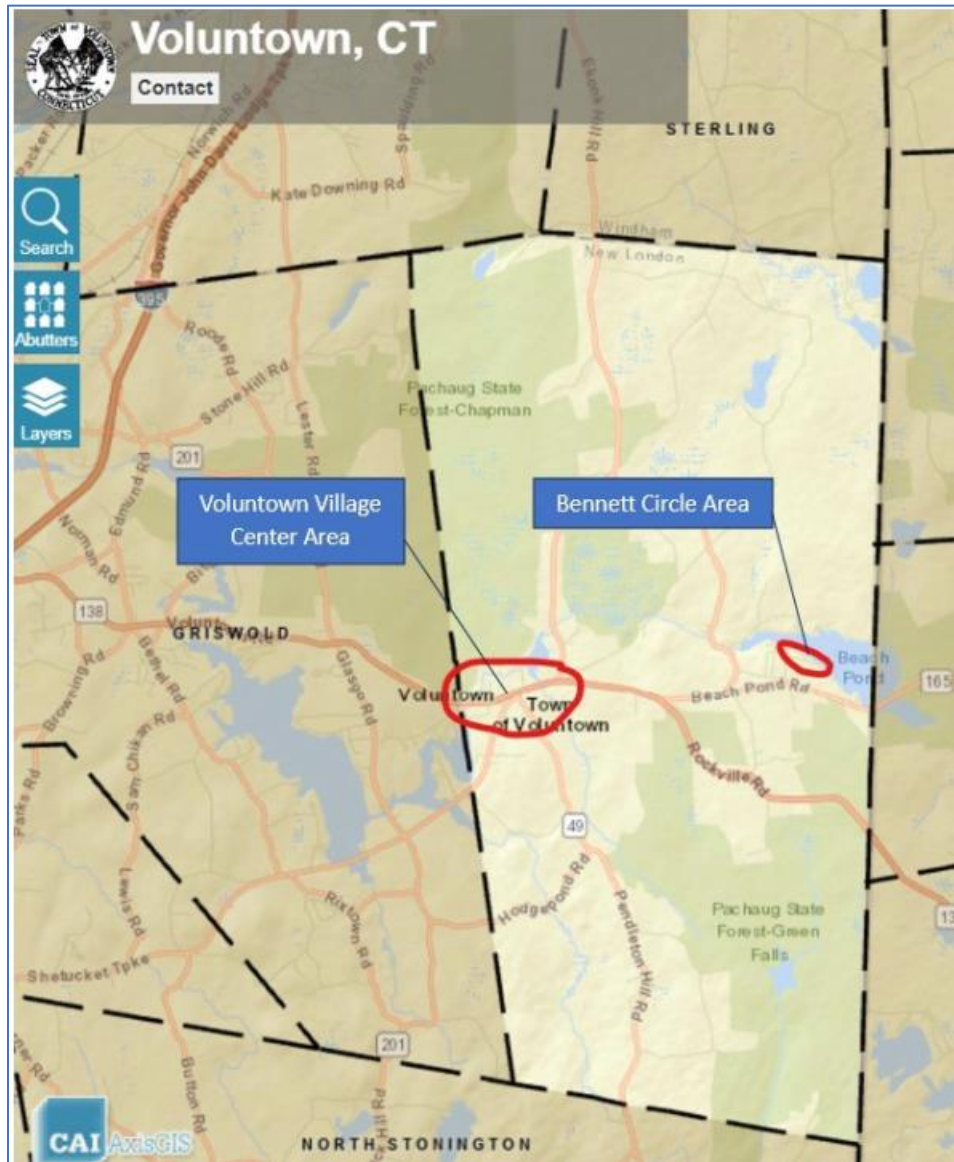
The Town of Voluntown is a small community of approximately 2,500 residents in rural southeastern Connecticut. While the vast majority of the land in Town is publicly-owned, with most of it Pachaug State Forest. The Town has limited public infrastructure.

The two focus areas for water systems have been identified as the Village Center Area and the Bennett Circle Area (see maps below). These areas have historically been the two areas of the most (relative) development density in the municipality. Voluntown Village Center is the historic, business, cultural, the civic core of Voluntown, and includes the Town Hall, Elementary School, Post Office, commercial facilities, and a relatively high settlement pattern given the lack of public water and sewer infrastructure. Bennett Circle is a residential neighborhood that serves a historic lakefront community that (like many similar communities in Connecticut) has gradually transitioned from small seasonal cottage use to larger, year-round use. In both cases, the lack of public sewer and water infrastructure has hampered more extensive and more intensive development.

Geographically, Voluntown Village Center is the area surrounding Main Street (Route 138) from the Griswold town line to Ekonk Hill Road (Route 49), including the intersecting roads of Lillibridge, Gate, Church, Preston City, Pendleton Hill, and Beachdale. The Bennett Circle area includes all of Bennett Circle and the portion of Bennett Road that extends along Beach Pond.

It is anticipated that the Voluntown Village Center public water system will include between 125-150 parcels, and the Bennett Circle system will include 50-60 parcels as described above.

### Town of Voluntown – Proposed Public Water System Locations





## II. Objectives

The purpose of this request for statements of qualification is to undertake an analysis of the current and projected water system demand in the two focus areas, identify high-potential source water locations, conduct extensive public outreach to gather input and explain the logistical and organizational implications to the affected communities, to develop a technical understanding of the system design, costs, organizational support, and maintenance requirements, and to prepare the project for implementation via grant funding. Specific outcomes include:

- 1) Gain a better understanding of current and project water demand in focus areas;
- 2) Identification of projected geographic extent of community water systems;
- 3) Identification of potential source water locations including preliminary environmental and yield analysis;
- 4) Development of substantial level of public awareness and support for public water systems among the target communities;
- 5) Develop understanding of the legal and administrative structures necessary in establishing new public water systems; including coordination with the Connecticut Water Company (Voluntown's designated Exclusive Service Provider);
- 6) Identifying infrastructure improvements, including number of connections, location and extent of wells, storage, treatment, pump systems, and distribution network;
- 7) Sufficient engineering design detail and cost estimates that can be used for future grant applications; and
- 8) Operations & Maintenance Guidance

## III. Scope of Services: The selected firm will be responsible for the following:

- 1) Development of final budget for Water System Study phase;
- 2) Quantification of current and projected water demand in focus areas;
- 3) Delineation of geographic extent of proposed community water systems;
- 4) Identification of potential source water locations including preliminary environmental and yield analysis;
- 5) Development and delivery of public outreach and education strategy to increase public understanding and support of public water system installation;
- 6) Narrative description of the legal and administrative structures necessary to establish new public water systems; including coordination with the Connecticut Water Company (Voluntown's designated Exclusive Service Provider);
- 7) Preliminary design and description of infrastructure improvements, including number of connections, location and extent of wells, storage, treatment, pump systems, and distribution network;
- 8) Sufficient engineering design detail and cost estimates that can be used for future grant applications; and

## 9) Operations & Maintenance Guidance

### Deliverables:

- a. Preliminary mapping of public water system areas
- b. Public outreach materials and events
- c. Recommended location of public water supply wells with environmental analysis
- d. Narrative system description
- e. Narrative of administrative and legal processes for establishing and managing public water system
- f. Preliminary construction drawings for water system installation
- g. Preliminary Operations & Maintenance Plan
- h. Estimate of system installation costs

## IV. Selection Criteria

Without limiting the ability of the Board of Selectmen to consider and evaluate all responses, the current criteria for selection of the successful proposer includes the following:

- a. The specialized experience of the individuals or firm and assigned personnel on similar projects, with specific attention drawn to environmental and civil engineering;
- b. The firm's understanding of and technical approach to the project;
- c. The firm's ability to effectively coordinate public participation and promote such efforts on behalf of the Town;
- d. The ability of the firm and its subconsultants and support staff to work effectively with the Town and its project team;
- e. The firm's schedule, including milestones showing any public involvement and deliverables, as well as the firm's demonstrated ability to perform the work in a timely manner;
- f. Clarity, organization, and effective presentation of the response;
- g. Review of listed references; and
- h. Hourly rate breakdown of staff likely to be involved in scope.

The Town plans to invite a very short list of 2-3 responding firms for an interview based on a review of the statements of qualification. The responding firms should plan to make staff available to participate in an interview either in person or virtually.

## V. Schedule

The anticipated schedule for this Project is as follows:

RFQ/P Publication: January 24, 2024

Questions concerning this RFQ/P: February 6, 2024

Submission of responses to this RFQ/P: February 22, 2024

Determination of short list for interviews: February 29, 2024

Interviews: March 18-29, 2024

Contract award: April, 2024

Commencement of services: May, 2024

Completion of services: September, 2025

## VI. Submittal Requirements

Proposals submitted must include the following information:

1. A transmittal letter signed by the appropriate officer of the firm providing a statement of qualifications.
2. A concise and complete description of the work to be performed, including:
  - a. An explanation of the firm's understanding of the project, its approach to the work, the key issues to resolve, and the level of detail that can be accomplished within available funds.
  - b. A detailed work program and time schedule for the project, including any milestones for review of the project status with the Town.
  - c. A list of personnel who will be assigned to the project, including resumes for professionals expected to provide at least 20% of the person-hours on the project. Support staff contracted by the responding firm for this project should also be included for review and consideration.
  - d. A description of similar projects the firm has been involved with, including client references.
3. Contact information for a minimum of three professional references for whom similar projects have been undertaken.
4. A fee and expense schedule, including rates for staff providing the proposed services, and/or a method for fee schedule development. Please note that evaluation and subsequent award of a resultant contract is not based solely or even primarily on fee. Rather, evaluation will be based primarily on the qualifications of the responding firm, with fee considerations as a secondary factor. If the selected firm, as a result of

interviews and clarifications, needs to adjust proposed fee schedule, the Town will undertake that negotiation following selection.

Responses to this RFQ shall be submitted no later than Thursday, February 22, 2024 at 1:00 p.m. and submitted, in sealed envelopes, to the First Selectman's Office, Voluntown Town Hall, 115 Main Street, PO Box 96 Voluntown, CT 06384. One hard copy original and three (3) copies of the response shall be included in the submission.

VII. General Terms and Conditions

This Request for Qualifications is believed to be accurate as of the date of release.

This study is being funded by the Connecticut Department of Economic and Community Development's Community Investment Fund (CIF) program. The administration of this study will be managed by the Town but overseen by the State, and any associated DECD requirements will be applicable.

The Town of Voluntown reserves the right to reject any or all submissions, to negotiate with one or more respondents, and to modify or reissue the Request for Qualifications as needed to serve the best interest of the Town.

VII. Form of Contract

The successful respondent, if any, shall be required to execute the attached AIA B202-2020 agreement, as modified without condition, exception, or modification. Additional terms and conditions, such as insurance, indemnity, and work product are included in the Agreement.