

Town of East Windsor CT WPCA
Request for Qualifications

The East Windsor Water Pollution Control Authority (WPCA) is seeking interested and qualified Connecticut licensed professional engineering firms (Consultants) for On-Call Wastewater Consulting Services. Detailed information related to this Request for Qualifications (RFQ) is available on the Town's website at:

http://www.eastwindsorct.com/Public_Documents/EWindsorCT_Legal/Notices

The East Windsor WPCF is a 2.5 MGD Extended Aeration Carousel Oxidation Ditch Process designed and operated to achieve nitrogen removal. The plant was originally constructed in the 1960's, upgraded in 1985 and then again in 1992 to the existing Carousel process. There are 10 Sewage Pumping Stations and approximately 35 miles of sanitary sewers and force mains.

The WPCA is seeking to hire an On-Call Wastewater Consultant for various services to support the WPCA and WPCF staff. The initial assignment will consist of a review of the financial health of the WPCA through an evaluation of the existing Sewer User (SUC) Fee and Facility Connection Charge (FCC) system. The objective of this evaluation is to assess the existing SUC Fee and FCC program in place relative to current and future revenue needed for the WPCA to provide for the operation, maintenance and replacement of all aspects of the wastewater system in a financially sustainable manner. Additional on-call services may also include work at the Water Pollution Control Facility (WPCF), in the collection system or sewage pumping stations, for preparation of a Facilities Plan, for SCADA system design, implementation and service, as a third party reviewer of proposed sewer connections and extensions of sanitary sewer lines, and other services as requested by the East Windsor WPCA or the staff of the WPCF.

The East Windsor WPCA will be using the Quality Based Selection (QBS) Process, consistent with Connecticut DEEP requirements. Any contract awarded under this request for qualifications may be funded in part by the State of Connecticut, Department of Energy and Environmental Protection subject to Section 22a-482-4 of the regulations of the Connecticut State Agencies. The selected firm may be required to utilize Minority, Woman and/or Disadvantaged Business Enterprise subcontractors to comply with requirements of State or Federal funding agencies.

Interested Consultants who wish to be considered for this work shall provide five (5) sets of qualification packages no later than 1.00 p.m on January 18th 2013. Applicants are also asked to provide the qualifications electronically on a CD. Qualifications shall be delivered to:

E. Arthur Enderle III, Superintendent WPCF
Town of East Windsor WPCF
192 South Water Street
East Windsor CT 06088

Qualification packages shall be limited to a maximum of 25 pages and should include the following minimum information:

- a. Letter of introduction.
- b. Firm overview and summary of the firm's wastewater qualifications.
- c. A description of the firm's approach to on-call wastewater engineering.
- d. An organizational chart and summary of the project team proposed for East Windsor.
- e. Summary resumes of the key personnel expected to work on wastewater-related assignments.
- f. Descriptions and references with contact information for five communities in Connecticut where the consultant is currently providing similar on-call wastewater engineering services.

Qualified Minority, Woman and Disadvantaged Business Enterprises are encouraged to consider submitting qualifications for consideration. The Town of East Windsor is an Affirmative Action – Equal Opportunity Employer.

Dated at East Windsor this 4th day of January 2013

Paul Anderson, Chairman East Windsor WPCA