

**TOWN OF MANSFIELD
DEPARTMENT OF PUBLIC WORKS
Request For Proposals (RFP)**

**Maintenance and Operation of Mansfield Pumping Stations
Engineering Project Number: E-1516012**

Request for Clarification Deadline: *12:00 PM on January 22, 2016*

Submission Deadline: *2:30 PM on February 4, 2016*

Submission Contact and Address:

Derek M. Dilaj, PE
Assistant Town Engineer
4 South Eagleville Road
Mansfield, Connecticut 06268
860-429-3334
DilajDM@mansfieldct.org
www.mansfieldct.gov

BACKGROUND

The Town of Mansfield DPW currently operates two duplex submersible pump stations. One on South Eagleville Road and the second on Charles Smith Way adjacent to the Storrs Post Office. As such, the Town is interested in engaging the services of a sewer pump station operation and maintenance firm to operate and maintain (O&M) these two pump stations on behalf of the Town.

The South Eagleville Pump Station is located on South Eagleville Road, aka Route 275, (near Separatist Road) and is equipped with two (2) Flygt 23 HP pumps Model # 3152 (181 series) designed to pump 205 GPM at 113 ft of head, mission dialer, and a 60 kW diesel fueled standby generator and automatic transfer switch. The entire station was rebuilt in approximately 2004. The station shares a force main with a private pumping station.

The second station on Charles Smith Way is equipped with two (2) Homa approximately 3 HP AMX434-178/22.9T/C submersible pumps designed for 130 GPM @ 31 ft. The station is comprised of two precast concrete structures; a 21' deep wetwell and 10' deep valve vault, stainless steel two door floor mounted enclosure, mission dialer, and 25 kW natural gas standby engine generator and automatic transfer switch.

SCOPE OF SERVICES

1. Visit the pump stations weekly to systematically check and operate all electrical, control and mechanical equipment. The individual conducting the weekly check shall complete a written log that will be submitted to the Town on a monthly basis.
2. Maintain and service pumping and control equipment in accordance with manufacturer recommendations and requirements. Maintenance at the station will be performed on a scheduled basis by our O&M personnel during their inspection outlined in the previous task. Maintenance of the station will include lubrication, exercise, and testing of pumping equipment and controls.
3. Conduct preventative maintenance program at the pump station which will include the following:
 - Monthly valve operation
 - Annual pulling of the sewer pumps for inspection.
 - Weekly Generator run confirmation, with fluid level checks.
 - Weekly inspection of the electrical motors, generator and service equipment at the pumping station. Motors will be checked for run time, flow, amperage draw, voltage, and resistance (ohms).
 - Weekly alarm function will be tested to minimize possible failure during emergency conditions.
 - Change call out numbers on the mission dialers to the selected firm and Town staff.
4. Monthly written reports to the owner summarizing the inspections of the pump stations and all emergency responses. The report will include recommendations for changes in the operation and/or maintenance practices followed by the personnel responsible for the pump station operation.
5. The scheduled O&M program for the stand-by generators shall consist of two service calls per year. The following O&M tasks shall be performed.
 - Change the oil, oil filters and fuel filters where applicable. Engine safety systems will be mechanically failed to verify operation where possible. Automatic transfer switches will be inspected and exercised.
 - Conduct a system check including a mechanically failed test of safety circuitry. Refill (top off) all fluids necessary, not including the operating fuel.
 - Observe load test of the units on a regular basis to check their operation and inspect for any deficiencies.
6. Provide 24-hour on-call service for the pump stations and maintenance of the generator on an as requested basis. All repair maintenance, if necessary, will be performed at a time and materials basis.

7. The firm shall provide 24-hour on-call emergency services within 1.5 hours of any alarm call from the mission dialers. All components of the station shall be maintained and all emergency calls shall be responded to for the life of the contract.
8. The responding firm shall be extremely well versed in the O&M of wastewater pump stations and have extensive experience operating and maintaining them.
9. A list of current pump stations operated and maintained must be submitted with the proposal with at least three references provided.

SUBCONTRACTS

No subcontract shall be entered into by the Firm with any other party to furnish any of the material/service specified herein without the advance written approval of the Town's Director of Finance. All subcontracts shall comply with federal and state laws and regulations which are applicable to the services covered by the subcontract and shall include all the terms and conditions set forth herein which shall apply with equal force to the subcontract, as if the subcontractor were the Contractor referred to herein. The Contractor is responsible for contract performance whether or not subcontractors are used. The Town shall not unreasonably withhold approval and shall notify the Contractor of the Town's position within a reasonable period of time.

INSURANCE REQUIREMENTS

The Firm shall obtain and maintain insurance as specified in Attachment A through the duration of the Contract.

ADDITIONAL INFORMATION:

- Prospective firms may review the available documents in the Engineering Office located at 4 South Eagleville Road, Storrs-Mansfield, CT 06268 during Town Hall Hours (M-W 8:15 am -4:30 pm, Th 8:15 am -6:30 pm, and Friday 8:00 am – 12:00 pm).
- The Town shall secure access to the project site to conduct the work proposed.
- Firms shall complete and include with their proposal the Health and Safety Questionnaire in Attachment B.
- Firms shall complete and include with their proposal the Non-Collusion Certification in Attachment C.

SUBMISSION DEADLINE

Submit three (3) copies of the response to this RFP outlining the O&M services each respondent would provide to the Town for both pump stations and the estimated costs thereof by February 4,

2016 at 2:30 PM. Any costs (capital, operating or other) beyond the scope of the services offered must be carefully explained in the proposal. Please submit your proposal together with your qualifications and experience with similar installations to: Derek M. Dilaj, P.E., Assistant Town Engineer, Town of Mansfield, 4 S. Eagleville Road, Mansfield, CT 06268. Any responses may be withdrawn prior to the above-scheduled deadline. Any proposals received after the date and time specified shall not be considered, unless the submission deadline is officially extended.

All questions shall be provided in writing to dilajdm@mansfieldct.org by 12:00 PM Friday, January 22, 2016. Answers to questions will be distributed to all prospective bidders by 4:30 PM, January 27, 2016.

Proposals will be reviewed by the Town and those that appear to most closely meet the Town's needs and budget will be asked to come to an interview with the Public Works Staff. We expect O&M services will begin the first week of March 2016. Please direct any questions you have about this RFP to Derek Dilaj, P.E., 860-429-3334.

Attachment A

INSURANCE REQUIREMENTS

For the purpose of this exhibit: the term "Contractor" shall also include their respective agents, representatives, employees or subcontractors; and the term "Town of Mansfield" (hereinafter called the "Town") shall include their respective officials, boards and commissions, officers, representatives, agents, servants, employees and volunteers.

The Contractor shall obtain and maintain at its own cost and expense all the insurance described below continuously for the duration of the contract, including any and all extensions. Contractor shall assume any and all related costs, including but not limited to, deductibles, retentions, losses, claim expenses, premiums, taxes, and audit charges earned and payable under the required insurance.

A Minimum Scope and Limits of Insurance:

The required insurance shall meet the minimum scope and limits of insurance specified in this exhibit, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage is greater. Providing proof of the minimum scope and limits described in this exhibit shall not exclude the Town from additional limits and coverage provided under the Contractor's policies.

1) Commercial General Liability:

\$1,000,000 combined single limit per occurrence; \$2,000,000 aggregate for bodily injury, personal injury, property damage, contractual liability and products /completed operations. Contractor shall continue to provide products/completed operations coverage for two (2) years after completion of the work.

2) Automobile Liability and Physical Damage Coverage:

\$2,000,000 combined single limit per occurrence for any auto, including statutory uninsured/underinsured motorist coverage and \$1,000 medical payments. Policy shall include collision and comprehensive physical damage coverage.

3) Umbrella Liability:

\$1,000,000 per occurrence. All excess/umbrella policies shall be following form and list the existing underlying insurance policies. Excess/umbrella liability coverage may be included to meet minimum requirements.

4) Workers' Compensation and Employer's Liability:

Statutory coverage in compliance with the Workers' Compensation laws of the State of Connecticut. Coverage shall include Employer's Liability with minimum limits of \$100,000 each accident, \$500,000 disease/policy limit, \$100,000 disease/each employee.

The Contractor represents that they are currently in compliance with all requirements of the State of Connecticut regarding Workers' Compensation, Connecticut Statutes Section 31-275 et seq., and that it shall remain in compliance for the duration of the contract. The Contractor agrees that Workers' Compensation is their sole remedy and shall indemnify and hold harmless the Town of Mansfield Board of Education and their respective officials, boards and commissions, officers, representatives, agents, servants, employees and volunteers from all suits, claims, and actions arising from personal injuries to Contractor, their agents, representatives, employees or subcontractors, however caused. This indemnity shall not be affected by a lapse of Workers' Compensation coverage and/or if the Contractor failed, neglected, refused or is unable to obtain Workers' Compensation insurance.

5) Personal Property:

"All risk" property insurance on a replacement cost basis to cover the value of personal property belonging to the Contractor and others (including but not limited to the personal property of subcontractors). All personal property of the Contractor and its agents are the sole risk of the Contractor. To the extent permitted by law, the Contractor agrees to indemnify, defend and hold harmless the Town from any and all losses or damages, however caused, to any and all personal property belonging to the Contractor, its agents, representatives, employees and/or subcontractors.

B. Additional Insured Endorsement:

All liability policies (with the exception of Worker's Compensation) shall include the Town of Mansfield and their respective officials, boards and commissions, officers, representatives, agents, servants, employees and volunteers as an Additional Insured. The policy shall not contain any special limitations on the scope of protection afforded to the Town. Any Insured vs. Insured language shall be amended to eliminate any conflicts or coverage restrictions between the respective Insureds.

C. Acceptability of Insurers:

Contractor's policies shall be written by insurance companies authorized to do business in the State of Connecticut, with a Best's rating of no less than A:VII, or otherwise deemed acceptable by the Town's Risk Manager.

D. Subcontractors:

All subcontractors are required to comply with all the insurance requirements stated herein. The Contractor shall include all subcontractors as an Insured under its policies or shall furnish separate certificates and endorsements for each subcontractor.

E. Waiver of Subrogation:

All required insurance policies shall include a waiver of subrogation clause that states that it is agreed that in no event shall the insurance company have any right of recovery against the Town.

When the Contractor is self-insured, the Contractor agrees it shall not have any right of recovery against the Town.

F. Claims-Made Form:

When insurance coverage is underwritten on a claims-made basis, the retroactive date shall be prior to or coincident with the date of the contract. The certificate of insurance shall state the retroactive date and that the coverage is claims-made. The Contractor shall maintain coverage for the duration of the contract and for the two (2) years following the completion of the contract. Evidence of such coverage shall be provided to the Town thirty (30) days prior to each policy expiration.

G. Aggregate Limits:

When a general aggregate is used, the general aggregate limit shall apply separately to the project or shall be twice the occurrence limit. The certificate of insurance shall state the aggregate limits. The Contractor shall notify the Town with reasonable promptness with information concerning the erosion of limits due to claims paid under the general aggregate during the contract term. When the aggregate limit is eroded, the Contractor shall reinstate or purchase additional limits to meet the minimum limit requirements at the Contractor's expense.

H. Deductibles and Self-Insured Retentions:

The certificate of insurance shall declare the deductibles and/or self-insured retentions for all required policies. The Contractor shall assume all costs related to the all deductibles or self-insured retentions.

I. Notice of Cancellation or Nonrenewal:

Each required insurance policy shall not be suspended, voided, cancelled or reduced except after prior written notice has been given to the Town in compliance with Connecticut statutes Sec.38a-323 and Sec.38a-324.

J. Other Insurance Provisions:

- 1) Contractor's insurance coverage shall be primary and non-contributory with respect to the Town. Any Town insurance or self-insurance shall be excess of the Contractor's insurance and shall not contribute with it.
- 2) Required policies shall not contain any special limitations on the scope of protection afforded to the Town.
- 3) Required policies shall state that the insurance coverage shall apply separately to each insured against whom a claim is made or suit is brought.
- 4) Any failure to comply with the claim reporting provisions of the policy shall not affect coverage provided to the Town.

K. Verification of Coverage:

The Contractor shall provide the Town with certificates of insurance, declaration pages, policy endorsements or provisions confirming compliance with this exhibit before work commences. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewal of expiring certificates shall be filed thirty (30) days prior to expiration. The Town reserves the right to require complete, certified copies of all required policies, at any time.

All insurance documents required by this exhibit should be mailed to: Town of Mansfield, Town Manager's Office, attention Maria Capriola.

L Failure to Purchase or Maintain Insurance:

If the Town or the Contractor is damaged by failure of the Contractor to purchase or maintain the required insurance, the Contractor shall bear all reasonable costs including, but not limited to, attorney's fees and costs of litigation, properly attributable thereto.

Initials/ Contractor

Initials Town of Mansfield

Date

Date

Attachment B

Questionnaire Concerning Occupational Health and Safety



**Town of Mansfield
Department of Public Works
QUESTIONNAIRE CONCERNING
OCCUPATIONAL HEALTH AND SAFETY**

The Town of Mansfield is a political subdivision of the State of Connecticut and it is required by various state statutes and regulations and by its own Town Code of Ordinances to obtain background information on prospective contractors prior to entering into a contract. The questions below are designed to assist the Town of Mansfield in procuring this information.

	Yes	No
1. Has the Bidder been cited for three or more willful or serious violations of any occupational safety and health act?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the Bidder received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the issuance of this Request For Bids/Proposals/Qualifications?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the Bidder been the recipient of one or more ethical violations from the State of Connecticut Ethics Commission during the three-year period preceding the issuance of this Request For Bids/Proposals/Qualifications?	<input type="checkbox"/>	<input type="checkbox"/>
4. The Bidder shall provide three (3) References for work completed within the last five (5) years.		
4a. Designer/Owner Contract Value (\$) Contact Name Phone No Work Description		
4b. Designer/Owner Contract Value (\$) Contact Name Phone No Work Description		
4c. Designer/Owner Contract Value (\$) Contact Name Phone No Work Description		

Attachment C

Certification of Non-Collusion

CERTIFICATION OF NON-COLLUSION

The Undersigned certifies, under penalties of perjury:

That this Proposal has been made by the Proposer independently, and has been submitted without collusion, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment , or services described in this procurement document, designed to limit independent bidding or competition;

That the contents of the proposal have not been communicated by the Proposer or it's employees or agents to any person not an employee or agent of the Proposer or it's surety or any bond furnished with the proposal, and will not be communicated to any such person prior to the official awarding of this procurement.

That I have fully informed myself regarding the accuracy of the statement made in the certificate.

SIGNATURE: _____

NAME: _____

FIRM: _____

TITLE: _____

DATE: _____