

## **Request for Qualifications Remediation Services for Crumbling Concrete Foundations**

The Capitol Region Council of Governments (CRCOG) is seeking responses from qualified contractors with experience in concrete foundation replacement at privately owned homes. The purpose of this RFQ is to provide a list of qualified contractors for an indefinite quantity of potential users, made up of property owners in several towns in Eastern Connecticut who need remediation services to replace crumbling concrete foundations at their homes.

Sealed responses must be submitted in sealed envelope, labeled "Remediation" and addressed to Maureen Goulet, Senior Program Manager. Responses will be received until, but not later than 2:00 p.m. on Thursday, November 30, 2017, at CRCOG, 241 Main Street, 4<sup>th</sup> Floor, Hartford, CT 06106.

### **PROJECT DESCRIPTION**

The number of homes affected is as yet unknown, but is likely in the thousands. Defective foundations are known to exist in Andover, Ashford, Bolton, Columbia, Coventry, East Hartford, East Windsor, Ellington, Enfield, Glastonbury, Manchester, Mansfield, Somers, South Windsor, Stafford, Tolland, Union, Vernon, Willington and Woodstock, but there may be as-yet-identified properties in other North Central and Northeastern communities. The expectation is that an indefinite number of homeowners and/or homebuyers will require the assistance of contractors to perform the work of replacing their crumbling concrete foundations.

CRCOG is seeking to develop a list of professional, experienced and qualified residential contractors who can replace a concrete foundation that is crumbling due to a failure of the structural integrity of the foundation related to the presence of pyrrhotite. We are seeking contractors who follow the best practices, as they are currently understood, to remediate a crumbling concrete foundation. The current best practices, as they are understood, is to lift or support the home, remove the foundation and footings, and then replace them with a new foundation and footings. We will accept responses that propose alternate methods of replacement, but the methods must explain the method explicitly, and include evidence of a track record of success.

Successful Respondents will be placed on a list of qualified contractors for the work. The list will be available to individual private property owners for their use in retaining the services of successful Respondents of their choice. Any contract entered into pursuant to this solicitation will be between the contractor and individual property owner. CRCOG will not be a party to any contract, nor will CRCOG be responsible in any way for contract performance including payment terms. Nothing herein, or in any contract resulting from this solicitation should be construed as a guarantee by CRCOG of contract performance.

### **REQUIREMENTS**

Firms wishing to be considered for the study must submit one (1) physical copy and one (1) electronic copy (via disc or flash drive) of a **Statement of Qualifications**. The statement must include a description of staff experience in foundation repair and replacement. The selected firm(s) must meet CRCOG, Municipal, and State affirmative action and equal opportunity employment practices.

The last page of this RFQ is a **checklist**, which should be referred to by vendors so they ensure they have included all information requested from CRCOG. This checklist should be signed and included with their response. Respondents are asked to organize their responses on accordance with the following format:

**1. Introduction.** Provide a description of your firm/team, experience in the industry, number of years providing these construction contracting services similar to those outlined herein, primary client type, and a summary of the services offered. Include number of homes and addresses of the most recent, if possible.

**2. Recent Clients and References.** Provide a list of similar assignments or work products your firm/team has completed over the past 5 years. Provide client reference information, including: contact name; phone number; email address; title and description of the relevant project; and the timeframe for the relevant project.

**3. Service Description.** Provide a detailed description of each of the services your firm/team offers, along with related marketing materials. Include information regarding any tasks that will be completed by sub-consultants and, if applicable, describe your previous working relationship with the sub-consultant.

**4. Costs.** Please include per unit (e.g., per square foot, per hour etc.) costs for lifting or supporting the house and replacing concrete foundations on residential properties. Please include pricing to remove and replace common items such as decks, landscaping and sidewalks, unless already included in the base costs. Please detail any alternate solutions for basement replacements, if you are submitting a response using an alternate method for replacement.

**5. Implementation Details.** Please provide the names, qualifications and experience (or resumes) of personnel to be assigned to the project(s). Clearly identify the Project Manager and his or her responsibilities. Please provide anticipated general timeframes for project completion.

**6. Insurance Requirements:** Responders shall furnish a certificate of insurance which includes the coverages and limits set forth below. Coverage is to be provided on a primary, non-contributory basis:

- a. General Liability Insurance, including Contractual Liability Insurance and Products/Completed Operations Insurance issued by an insurance company licensed to conduct business in the State of Connecticut with: limits not less than \$1,000,000 per occurrence with an aggregate of \$2,000,000 All, if any, deductibles are the sole responsibility of the contractor to pay and/or indemnify.
- b. Automobile Liability Insurance issued by an insurance company licensed to conduct business in the State of Connecticut with: limits not less than \$1,000,000 for all damages because of bodily injury sustained by each person as a result of any occurrence and \$1,000,000 aggregate per policy year; and limits of \$500,000 for all

damages because of property damage sustained as the result of any one occurrence or \$1,000,000 Combined Single Limit (CSL). All, if any, deductibles are the sole responsibility of the contractor to pay and/or indemnify.

- c. Worker's Compensation Insurance in accordance with Connecticut State Statutes.
- d. Professional Liability Insurance with a minimum \$1,000,000 per occurrence and a \$1,000,000 aggregate<sup>[BC1]</sup>.
- e. Any of the aforementioned policies written on a claims made form shall have an extended reporting period not less than two years from the end of the project<sup>[BC2]</sup>.

### **EVALUATION AND AWARD**

Responses shall be evaluated by CRCOG after the response deadline. All information will remain confidential until consultant selections are finalized. All responders deemed qualified and satisfying the evaluation criteria will be included in a list of qualified vendors for residential property owners to utilize.

#### **Evaluation Criteria:**

1. Accuracy, overall quality, thoroughness, and responsiveness to the requirements;
2. The qualifications and experience of the firm, the designated Project Manager, and other key personnel to be assigned to work tasks;
3. Successful performance of similar work efforts;
4. Demonstrated ability to complete tasks in a timely manner;
5. Experience with public outreach;
6. Overall approach to providing the contracting services requested.
7. Overall costs.

#### **Selection Process:**

1. An Evaluation Committee will evaluate all responses received for completeness and the respondents ability to meet all requirements outlined in this RFQ;
2. Additional technical information may be requested from any respondent by the Evaluation Committee prior, during, or after interviews (if conducted) for clarification purposes, however, additional information provided will in no way revise original submitted responses;
3. Based on results of the review of the Statements of Qualifications, interviews, and other requested supplemental information, the Evaluation Committee will select qualified vendors to be included in the project.

### **ADDITIONAL INFORMATION**

While multiple vendors are likely to be included as qualified providers of residential contracting services to replace crumbling concrete foundations as a result of this procurement, there is no guarantee of receiving business from this RFQ. This is an attempt to help individual homeowners with no expertise identify qualified providers of services they may or may not procure. The number of those homeowners is an unknown quantity.

### **Questions**

Any questions should be directed **in writing** to Maureen Goulet ([mgoulet@crcog.org](mailto:mgoulet@crcog.org)) ; no questions will be accepted after 3:00 p.m. on Monday, November 27, 2017. CRCOG will post its response to questions and clarifications by 2:00 p.m. on Wednesday, November 29, 2017 on the CRCOG website ([www.crcog.org](http://www.crcog.org)). **IT IS THE RESPONDENT'S RESPONSIBILITY TO CHECK THE WEBSITE FOR ANY ADDENDUMS.**

### **DEADLINE**

Statements of qualifications, marked "Remediation Services" must be received by CRCOG no later than 2:00 p.m. Thursday, November 30, 2017. Statements should be delivered to Ms. Maureen Goulet, Purchasing Program Manager, Capitol Region Council of Governments, 241 Main St., 4<sup>th</sup> Floor, Hartford, CT 06106. **Responses received after this time will not be considered.**

## CHECKLIST

Before submitting your Statement of Qualifications, please make sure your submission includes the following:

- Introduction
- Recent Clients & References
- Service Description
- Costs
- Implementation Details
- Insurance Requirements

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_