

Request for Qualifications Structural Engineering Services

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

Sealed responses must be submitted in sealed envelope, labeled "Structural Engineering" and addressed to Maureen Goulet, Purchasing 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, 4th 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 structural engineers to identify the scope of work for replacing their crumbling concrete foundation.

CRCOG is seeking to develop a list of professional, experienced and qualified residential structural engineers who can inspect the foundation, advise homeowners on next steps based on best practices as they are currently understood, and develop plans and provide cost estimates for completing the work.

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 structural engineering. 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 aspects of the response requested from CRCOG. This checklist should

be signed and included with their response. Respondents are asked to organize their responses in accordance with the following format:

1. Introduction. Provide a description of your firm/team, experience in the industry, number of years providing structural engineering services similar to those outlined herein, primary client type, and a summary of the services offered. Include company name(s) and address(es) for each firm. For the prime consultant provide contact name, title, phone number, fax number, email and website address.

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 hour costs for consulting with residential property owners about the work that would need to be completed to make their property safe for occupation. This consultation would include determining the scope of damage, developing plans for how to fix their concrete basement, and cost estimates for completing that work.

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

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 for all damages because of bodily injury sustained by each person as the result of any occurrence and \$1,000,000 bodily injury aggregate per policy year; and limits of \$500,000 for all property damage aggregate per policy year or a limit of \$1,000,000 Combined Single Limit (CSL). A Waiver of Subrogation shall be provided. 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.

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 consultant services requested.
7. Overall costs.

Selection Process:

1. An Evaluation Committee will evaluate all responses received for completeness and the respondent's 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 structural engineering 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) ; 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). **IT IS THE RESPONDENT'S RESPONSIBILITY TO CHECK THE WEBSITE FOR ANY ADDENDUMS.**

DEADLINE

Statements of qualifications, enclosed in a sealed envelope marked "Structural Engineering" must be received by CRCOG no later than 2:00 p.m. on Thursday, November 30, 2017. Statements should be delivered to Ms. Maureen Goulet, Purchasing Program Manager, Capitol Region Council of Governments, 241 Main St., 4th 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 _____