

**Request for Qualifications  
Material Testing and Laboratory  
Analysis Services**

CRCOG is seeking responses from qualified materials testing laboratories which have expertise in testing concrete foundations for pyrrhotite and structural integrity. The purpose of this RFQ is to provide a list of qualified materials testing laboratories for an indefinite quantity of potential users, made up of property owners and/or buyers in over 30 towns in Northeastern Connecticut who want to test for pyrrhotite and the structural integrity in their property's concrete foundation.

Sealed responses will be received until, but not later than 2:00 p.m. on Thursday, October 25, 2018, 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- unidentified properties in other North Central and Northeastern communities. The expectation is that an indefinite number of homeowners and/or homebuyers will want to have qualified materials testing services available to confirm that the concrete basement foundations in their property has structural integrity.

CRCOG is seeking to develop a list of professional, experienced and qualified materials testing laboratories to perform evaluation of the condition of concrete foundations using visual inspection, core sampling, petrographic analysis, or other appropriate testing measures; as well as laboratory analysis of collected materials.

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 of a Statement of Qualifications. The statement must include a description of staff experience in performing testing. 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 materials sampling and testing 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 unit costs for the following:

- I. Inspection – visual, petrographic analysis, or other appropriate testing methods, to identify whether the concrete foundation has structural integrity. Elements inspected should include concrete slabs, elements resting against the concrete floor, foundation walls, upstairs areas, and exterior of building. Please quantify the method of inspection, the unit of measurement and the associated anticipated cost.
- II. Material Sampling – Core samples from a minimum of 3 separate locations in the foundation. Please include per sample cost.
- III. Laboratory Analysis – Please include per analysis cost.
- IV. Written Summary Report – Provide a summary report to the customer describing the condition of the foundation in layperson terminology.

**4. 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 testing and analysis.

**5. 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:

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.

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.

Worker's Compensation Insurance in accordance with Connecticut State Statutes.

Professional Liability Insurance with a minimum \$1,000,000 per occurrence and a \$1,000,000 aggregate.

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.

## **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 materials testing and laboratory analysis services 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, October 15, 2018. CRCOG will post its response to questions and clarifications by 2:00 p.m. Thursday, October 25, 2018 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, clearly marked "Materials Testing and Analysis" must be received by CRCOG no later than 2:00 p.m. Thursday, October 11, 2018. Statements should be delivered to Ms. Maureen Goulet, Senior 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 \_\_\_\_\_