



December 29, 2023

Winsted Water Works / Town of Winchester, CT

REQUEST FOR QUALIFICATIONS (RFQ)

Lead Service Line Inventory

REQUEST FOR QUALIFICATIONS

Winsted Water Works / Town of Winchester, CT is requesting a statement of qualifications from consultants to assist the Town with a Lead Service Line Inventory (LSLI) that will be conducted in response to EPA's Lead and Copper Rule, and meet the requirements of the State of Connecticut, Department of Public Health.

GENERAL REQUIREMENTS

SUBMISSION DATE & TIME:

February 13, 2024 10:00 a.m. local time

PROJECT TIMELINE:

December 29, 2023	RFQ Available online: www.townofwinchester.org
January 19, 2024	Non-Mandatory Pre-submission information meeting
February 6, 2024	Deadline for questions 10:00am
February 13, 2024	RFQ due by 10:00 a.m. local time
March 15, 2024	Tentative award date
March 29, 2024	Tentative start date
October 1, 2024	Deadline for LSLI completion & submittal.

WATER SYSTEM BACKGROUND

Winsted Water Works began operation in 1860 and had steady growth through the 1970s, and intermittent growth from the 1970s until today. A significant percentage of the water mains were replaced in the 1980s-1990s, but we know there are still pipes in service from the 1890's. There are approximately 40 miles of water mains with 2,575 service lines serving roughly 7,700 people. The system owns service lines from the water main to the curb stop. The customer owns service lines from the curb stop to the building served. Nearly all meters are inside of homes or businesses, there are only a handful in meter pits. During the 1990's, an effort was made to eliminate as

many lead service lines as possible; however, little to no records of what was completed has survived.

Of the approximately 2, 575 services in the system, there are:

2339 Residential

163 Commercial

22 Industrial

51 Institutional

All customers have meters. We estimate the following distribution of meter sizes:

(1991) 5/8"

(482) ¾"

(41) 1"

(12) 1-1/2"

(44) 2"

(4) 3"

(1) 4"

The water is supplied to all users from the Crystal Lake Water Treatment Facility. The source water has been shown to be below any trigger or action level. The treatment facility includes a sodium bicarbonate and pH adjustment corrosion control system. In the past two rounds of sampling the 90th percentile for both lead and copper have been well below the trigger and action levels. Historically, there have been individual samples that have exceeded the action level for lead with no explanation for the results.

SCOPE OF WORK

The consultant shall propose their strategy to identify and inventory the material of-as many, system owned, and customer owned, water service lines as possible in the time allotted, and have a preliminary inventory ready to submit to the CTDPH meeting their requirements prior to 10/1/2024. Additionally, a draft lead service line replacement plan must be developed.

Winsted Water Works (WWW) is a small utility with limited staff. It is recognized that participation, assistance and input from WWW will be required throughout this process. A liaison person will be assigned by WWW to the project for day to day interactions with the consultant. WWW will work with the consultant to make use of Town resources to the greatest extent possible. However, the consultant will be expected to operate as independently as possible for many of the tasks. The

consultant shall in their scope of work clearly describe the tasks that will require Town involvement and what the anticipated level of effort will be needed.

The information below is considered the minimum scope. Winsted Water Works will also consider input from respondents as to other suggested services for inclusion in the Scope of Work.

Kickoff:

Project Start and Customer Alignment, including a baseline schedule for tasks and milestones.

Required Inventory Elements

The inventory requires that the service line material be identified even if it is not lead. The inventory must include all system owned and customer owned services lines. All inventory work will be done to complete the CTDPH “Materials Inventory” Spreadsheet.

Existing Records Research:

A copy of an older paper version of the Water Distribution System map is attached to this request for qualifications. Winsted Water Works has the beginnings of an ESRI based GIS system. This system will be available for use by the Consultant. Records currently maintained include:

- Paper and scanned copies of design plans and as-built drawings of water main projects. Many scanned maps are available on a website maintained by USDPW.com;
- Paper and scanned copies of Service Cards for many but not all properties. Many scanned versions are available on a website maintained by USDPW.com;
- The Town Tax Assessor has a ESRI based GIS system of property ownership and valuation that is managed by Timmons Group, Inc of Richmond, VA; (<https://winchestergis.timmons.com/#/mw1>)
- Property ownership records are available on-line at the following link (<https://recordhub.cottsystems.com/Home/Index>);
- The Town has recently implemented an electronic permitting system for building permits; however, historical permit data is paper based and only limited data is available prior to 1980;

The consultant will be expected to gather, review, investigate, and evaluate all available records to determine the presence, absence, or likelihood of lead, in all service lines. Records to review may include those items listed above and Service Cards, As-Built Drawings, Record Drawings, System Maps, GIS Data, Specifications from Previous Infrastructure Projects, Construction Contracts, Meter or Service Line Replacement Records, Water Sampling Results, Building Department Records and CT Plumbing Codes, Water Supply Plan, Historical Records on Each Service Connection, etc.

This information will be used to develop the “Initial Material Inventory.”

Service Line Investigations:

Using the information gathered from the records research, the consultant shall develop and implement a strategic plan to maximize the speed and accuracy of lead service line identification while minimizing in-field verification, using empirical and/or predictive analysis of gathered data.

The consultant should clearly identify what in the field investigations will be necessary to supplement and confirm initial findings. This should include obtaining assistance and “self verifications” by customers and using personnel to inspect visible portions of the service lines. The consultant shall determine, coordinate and provide the following services: swabbing of service lines, visual inspection of service lines and plumbing inside of homes or businesses to eliminate as many unknowns as possible. Any customer that declines to participate, or, does not respond to requests for entry for inspections should be able to be identified in the inventory.

Any property that is visited in the field shall have the curb box located using a high accuracy GPS GNSS receiver. The location and schema shall be associated with its own layer for use in an ESRI based GIS. The Schema for data collection shall be jointly developed by the consultant and WWW. Additionally, the consultant shall provide brief reports of inspections including: water sampling, customer surveys, photographs of all locations entered, and service lines inspected.

The Town has both a web page and social media presence which can be used to assist with the outreach for this effort and other tasks. These tools can be used by coordinating with the Town’s Communications Director.

If additional verification is necessary to eliminate additional unknowns, then the consultant shall identify locations where excavation or potholing is needed. The consultant shall include methods and subcontractors needed to complete this work. If there is a limited number of sites that need this extent of investigation, WWW can use its Vacuum truck with vacuum excavation capabilities to assist.

This information will be used to prepare the “Updated Service Line Inventory.”

The WWW has compiled a list identifying schools and childcare facilities that are customers. The consultant shall prepare the required public education materials that need to be provided to these facilities. WWW will work with the consultant and customers to identify sampling locations and insure that the samples are being taken.

Lead Service Line Replacement Program

The consultant shall prepare a preliminary lead service line replacement program meeting the requirements of EPA (141.84(b)) and CTDPH. This will include development of a strategy for eliminating “lead status unknown” service lines. Lead line replacement and further investigation of service lines are not a part of this scope of work, but, will be part of future work.

Sharing Inventory Information with the Public:

After the development of the “Initial Material Inventory,” if any lead service lines are found, customers must be notified within 30 days that they are being served by a lead service line.

The results of “updated Service Line Inventory” need to be shared with the public. It is anticipated that this data is most easily shared as a separate layer on the Town’s Public GIS. The consultant shall provide suggested language for reporting the results in the annual Consumer Confidence Report.

The Consultant shall attend at least two Water & Sewer Commission Meetings, one near the start, one upon completion, possibly one or more Public Information Meetings.

Three mounted Paper copies of a map showing the Inventory results shall be provided for the Public Works Office, the Town Clerk and the Land Use office. The maps shall indicate the location and details of all known and suspected services in the system and other information that may be needed to clearly communicate location and level of

concern. Additional plans should be provided as needed for submissions to Regulatory Agencies such as CTDPH and Torrington Area Health District (TAHD).

The lead service line replacement program plan requires a number of public education efforts associated with replacements.

A public education program should be provided for schools and childcare facilities as required in the regulations.

Administrative:

In addition to the items described above, the consultant shall:

- Conduct, at least monthly progress meetings with Winsted Water Works staff;
- Provide assistance preparing for DWSRF reimbursements;
- Provide training and support for any software proposed to be used

This project is being funded with DWSRF Financing. The Consultant shall be responsible for all requirements associated with Regulation of State Agencies Section 22a-482-4(f)3 subparagraphs (A) through (L). There shall be a DBE set aside requirement in accordance with CWF Memorandum 2019-002 and the successful consultant shall be responsible to complete 5700-41. The consultant shall be in compliance with State and Federal equal opportunity and affirmative action laws and regulations.

Any contract awarded under any professional proposals is expected to be funded by a loan from the State of Connecticut Drinking Water State Revolving Fund and will be subject to requirements of Subsections (h), (i) and (o) of Section 22a-482-4 of the RCSA. The State of Connecticut will not be a party to this request or any resulting contract.

Deliverables:

Throughout the project, there will be a working and expanding Lead Service Line Inventory being built and populated. This database will be updated no later than at the end of each workday, to track the progress of work and to determine if any other information is needed or action is required. All found lead service lines are to be reported to Winsted Water Works as quickly as possible.

The Initial Material inventory shall be provided as a well constructed ESRI ArcGIS solution on the Town's GIS. It shall conform to EPA regulations (40 CFR 141.84) and CT DPH Requirements. It shall have the capacity to be expanded, edited, sorted, and otherwise manipulated as needed. Any table created from the GIS data shall be in the form provided by the CTDPH Inventory Template. Alternative software solutions will be considered with the expectation that it provides equivalent functions available through ESRI solutions and can easily work/share data with the Town's existing GIS platform.

The intent of this effort is to leave the Town with a tool that can be used for continuous updating and reporting relative to service line inventories and replacements; sampling records and other inspections and public education efforts preferably without the assistance of the selected consultant; however, this does not preclude a consultant managed solution.

FORMAT FOR STATEMENT OF QUALIFICATIONS

1. Title Page:

Include Name of Project, subject, name(s) of the Firm, address, telephone number, e-mail address and the date.

2. Letter of Interest

Provide a one-page cover letter signed by an authorized officer of the Firm that includes names of the persons who will be authorized to make representations for the Firm, their titles, addresses, telephone numbers and e-mail address and location of office(s) that will be providing the service.

3. Corporate Experience

List the qualifications possessed by the firm which are pertinent to this project, as well as past completed or ongoing projects of similar scope. List the location of the office from which the work is to be performed and the number and nature of the professional staff to be employed on this project. Provide a brief overview of the Firm's history and an organizational chart.

4. Project Team

Present the project team and the reasoning for the team composition. This section should include the following, at a minimum:

Team organizational chart

Clear delineation of responsibilities between members of the Team.

Present the team management qualification of the selected Project Manager.

Professional Licenses and Certifications of the Firms and individuals

Provide a summary or resume (limit one (1) page per individual) of the professional credentials and experience of the key members. Emphasis should be given to experience in Lead and Copper Rule compliance or similar activity.

Subcontractors: If any of the work is to be contracted out, their information must be included in the Statement of qualifications. When a cost proposal is requested, any subcontractors must comply with all the required insurance and licenses.

5. Representative Projects

Demonstrate the experience of the team in performing projects similar to a lead service line inventory. List representative projects showing the project name, brief description of the work, client name and client contact information for references.

6. Detail Description of the Scope of Services required to complete the work:

Describe the Team's approach and the responsibilities of the management and staff personnel that will perform the work.

Describe the method employed to ensure prompt service, customer satisfaction, prompt complaint resolution, effective employee performance and timely initiation and completion of all work.

Provide discussion on how Firm will communicate with assigned Town personnel prior to, during, and after job commencement.

Provide a project approach flowchart with project tasks delineated and responsible parties identified.

7. Schedule

Describe the schedule by which you will accomplish the required services within the time allowed.

CRITERIA FOR SELECTION

Winsted Water Works will evaluate all Statement of Qualifications based on the following criteria:

- Understanding of and familiarity with this type of project and DWSRF processes
- Quality of Statement of Qualifications
- Relevant Experience and technical competence
 - Team Qualifications

- Proposed work plan
- Capacity to perform work
- Consultant's References
- Schedule
- Avoidance of personal and organizational conflict of interest

All data obtained or generated during the LSLI Project is the sole property of Winsted Water Works and may only be used by the consultant in service of the development and maintenance of the Lead Service Line Inventory and may not be used, given or sold without written permission from Winsted Water Works.

The consultant that WWW considers the most qualified to perform the work in this system will be requested to provide a cost proposal. If WWW cannot negotiate an adequate cost to perform the work, the next most qualified firm will be requested to provide a cost proposal per CT DWSRF requirements.

Insurance Requirements

A Statement of Insurance will be required when a cost proposal is requested.

The limits of liability for liability insurance required by these General Conditions shall provide coverages for not less than the following amounts or greater where required by law or regulations and the coverages shall be as follows.

A. Workers Compensation:

1. State: Statutory
2. Applicable Federal (Longshoreman's): Statutory
3. Employer's Liability \$100,000 Each Accident
\$100,000 Each Employee
\$500,000 Disease Policy Limit

A waiver of subrogation is required.

B. Comprehensive or Commercial General Liability (including Premises Operations; Independent Contractors' Protection; Products Liability – Completed Operations; Broad Form Property Damage).

1. General Aggregate: \$2,000,000
(Except Products-Completed Operations)
2. Products-Completed Operations Aggregate: \$2,000,000
3. Personal and Advertising Injury: \$1,000,000
(per Person/Organization)

4. Each Occurrence: \$1,000,000

(Bodily Injury and Property Damage)

5. Property Damage Liability Insurance shall provide coverage for explosion, collapse, and underground damage.

C. Contractual Liability: Include in Commercial

(Bodily Injury and Property Damage General Liability Policy

A waiver of subrogation is required.

D. Automobile Liability:

1. bodily Injury and Property Damage: \$1,000,000

(combined single limit)

A waiver of subrogation is required

E. Liability coverage for OWNER, ENGINEER, and ENGINEER's CONSULTANTS and others listed in the Supplementary General Conditions will be provided, subject to customary exclusions for professional liability, by endorsement as additional insureds on the Contractor's Liability Policy.

F. Excess Liability:

Umbrella Form:

- General Aggregate \$5,000,000
- Each Occurrence \$5,000,000

Bonding Requirements

Performance Bonds will be required from excavation contractor for any work required in Town or State Roads vendor before work may start. Bond amounts shall be as required by the CTDOT for work in their ROW. These are not required as part of a Statement of Qualifications.

Licensing Requirements

All consultants must be registered to do business in the State of Connecticut. Licensing in the State of Connecticut may be required for subcontractors who perform exploratory excavations.

Proof of licensing/registration will be required when a cost proposal is requested.

Details on Submission Procedure:

Date Issued: Friday December 29, 2023

Pre-Submittal Meeting(non-mandatory): **An informational meeting will be held**

Friday, January 19, 2024 at 10:00 AM, Town Hall 338 Main Street. Winsted Ct 06098.

Submission Deadline: **10:00 AM EST on Tuesday, February 13, 2024**

Primary Contact: Jim Rollins, Director of Public Works
jrollins@townofwinchester.org

Send Qualifications To: Winchester Town Hall
Town Manager's Office

(Sealed and marked as RFP submission) 338 Main Street
Winsted, CT 06098

The Town reserves the right to accept any or reject any or all Statement of Qualifications or any part thereof if to do so is deemed to be in the best interest of the Town.

The Town of Winchester is an EQUAL OPPORTUNITY EMPLOYER/AFFIRMATIVE ACTION.

Submission deadline for all SOQs is Tuesday February 13, 2024 at 10:00 am
Submissions must be delivered by email, mail, or, in-person.

Please mark outside of sealed bid envelope: **"STATEMENT OF QUALIFICATIONS FOR LEAD SERVICE LINE INVENTORY"**

On the outside of the envelope, Please type or print Consultant's name and mailing address:

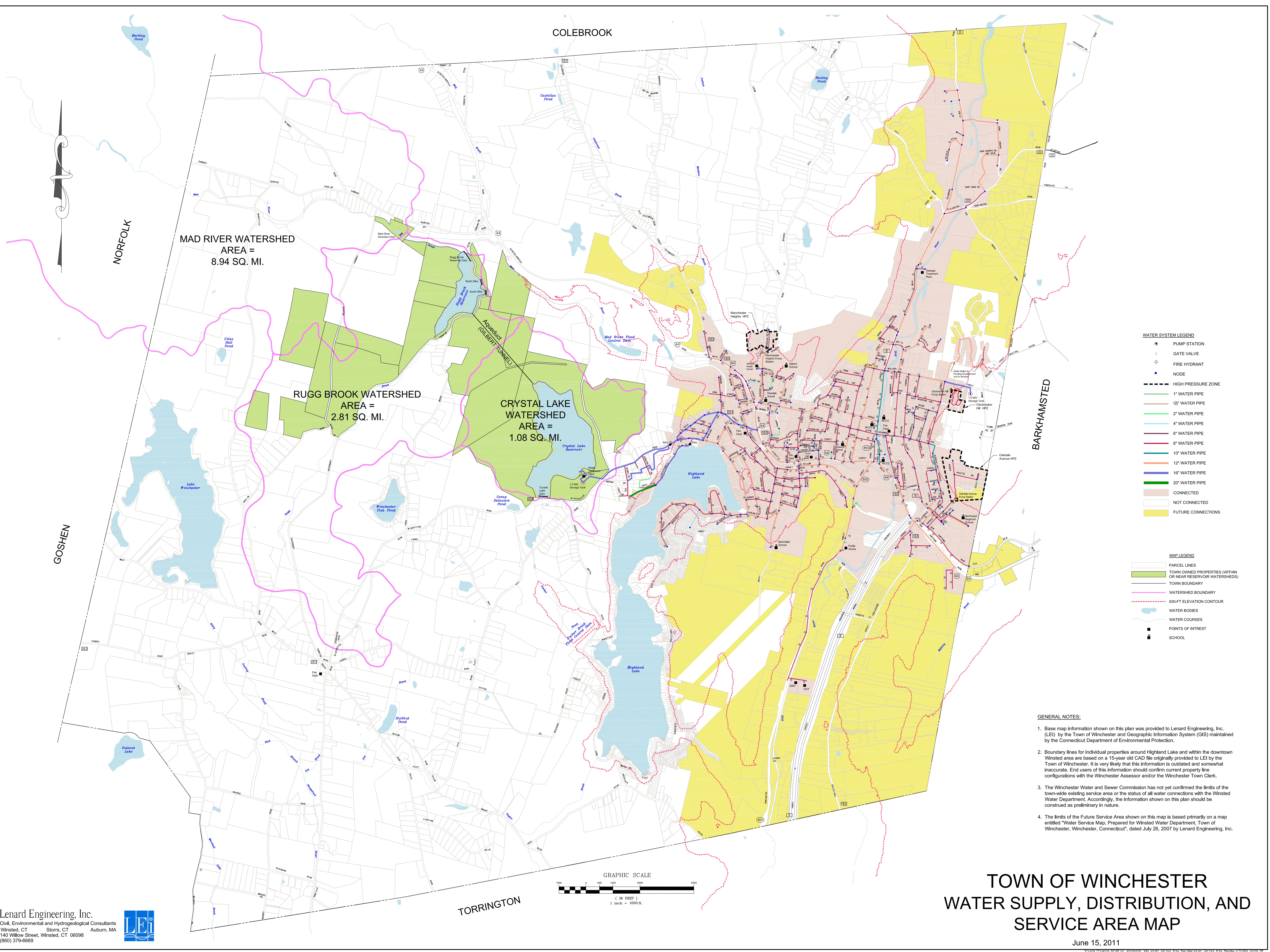
Phone Number: _____

Email address _____

Fax Number: _____

Consultant's Signature: _____

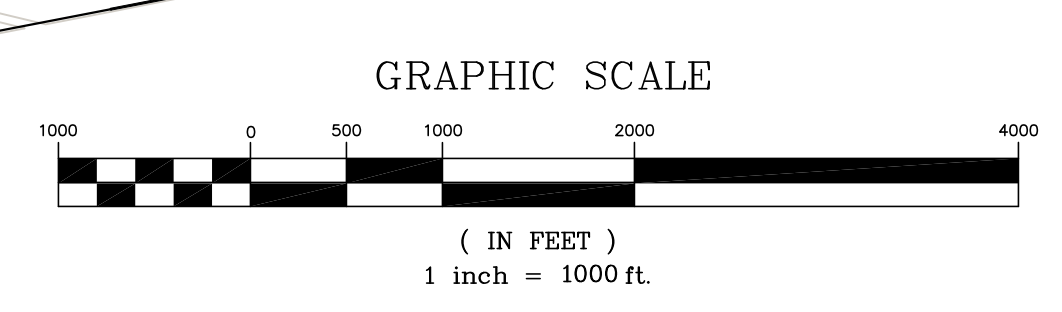
Bids submitted by Email shall be sent with a delivery and read receipt. The bid shall be an Attachment to the email named: **"STATEMENT OF QUALIFICATIONS FOR LEAD SERVICE LINE INVENTORY – (insert your company name)."** The email shall be sent to: Terry Hall thall@townofwinchester.org



- WATER SYSTEM LEGEND**
- PUMP STATION
 - GATE VALVE
 - FIRE HYDRANT
 - NODE
 - HIGH PRESSURE ZONE
 - 1" WATER PIPE
 - 1 1/2" WATER PIPE
 - 2" WATER PIPE
 - 4" WATER PIPE
 - 6" WATER PIPE
 - 8" WATER PIPE
 - 10" WATER PIPE
 - 12" WATER PIPE
 - 16" WATER PIPE
 - 20" WATER PIPE
 - CONNECTED
 - NOT CONNECTED
 - FUTURE CONNECTIONS

- MAP LEGEND**
- PARCEL LINES
 - TOWN OWNED PROPERTIES (WITHIN OR NEAR RESERVOIR WATERSHEDS)
 - TOWN BOUNDARY
 - WATERSHED BOUNDARY
 - 930-FT ELEVATION CONTOUR
 - WATER BODIES
 - WATER COURSES
 - POINTS OF INTEREST
 - SCHOOL

- GENERAL NOTES:**
1. Base map information shown on this plan was provided to Lenard Engineering, Inc. (LEI) by the Town of Winchester and Geographic Information System (GIS) maintained by the Connecticut Department of Environmental Protection.
 2. Boundary lines for individual properties around Highland Lake and within the downtown Winsted area are based on a 15-year old CAD file originally provided to LEI by the Town of Winchester. It is very likely that this information is outdated and somewhat inaccurate. End users of this information should confirm current property line configurations with the Winchester Assessor and/or the Winchester Town Clerk.
 3. The Winchester Water and Sewer Commission has not yet confirmed the limits of the town-wide existing service area or the status of all water connections with the Winsted Water Department. Accordingly, the information shown on this plan should be construed as preliminary in nature.
 4. The limits of the Future Service Area shown on this map is based primarily on a map entitled "Water Service Map, Prepared for Winsted Water Department, Town of Winchester, Winchester, Connecticut", dated July 26, 2007 by Lenard Engineering, Inc.



TOWN OF WINCHESTER WATER SUPPLY, DISTRIBUTION, AND SERVICE AREA MAP

June 15, 2011