REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR THE PROVISION OF ENGINEERING CONSULTATION SERVICES TO THE TOWN OF PROSPECT IN CONNECTION WITH ITS WATER MAIN EXTENSION PROJECT COACHLIGHT CIRCLE

Town of Prospect
Office of the Mayor
36 Center Street
Prospect, Connecticut

Sealed proposals will be received until 1 p.m. on November 16, 2026, in the Mayor's Office, Prospect Town Hall, 36 Center Street, Prospect, CT 06712.

GENERAL INFORMATION/SCOPE OF SERVICES

The Town of Prospect has prepared this Request for Qualifications and Proposal to solicit responses from experienced and responsible firms to provide it with certain professional engineering services in connection with the installation of a water main to serve the Coachlight Circle area within the Town ("the Project").

The project has been designed by engineers working for The Connecticut Water Company. The Town has put the project out to bid and is currently determining notice of award from contracting firms to construct the Project pursuant to a contract where payment will be based on unit prices for quantities of identified pay items. The Connecticut Water Company has provided quantity estimates for the various pay items.

The construction contract will give the Owner the right to determine the amount due and owing to the Contractor on pay applications for both progress and final payments, the right to withhold payment on these pay applications in whole or in part for contractually stated reasons, the right to determine when Substantial Completion and final completion has been achieved, the right to create or participate in the creation of the punch list and determine whether the punch list work has been completed in accordance with the Contract Documents, and the right to approve schedules the Contractor is contractually required to prepare. The services sought here include providing advice to the Owner to facilitate its decision making on these matters.

The construction contract will call for the Contractor to submit shop drawings and other submittals to the Owner and gives the Owner the right to accept or reject any such submission. In order to exercise this right effectively, the construction contract will require the Owner to engage an engineer to review these shop drawings and other submittals and advise the Owner concerning the action it should take on them. The services this Request

is seeking include review and advising services. The services will also include advising the Owner on other matters that may arise during the course of construction, including, but not limited to the determination of actual pay item quantities, the need for Owner-initiated Change Orders, the merit or lack of merit of Contractor Change Order Proposals and the availability of warranty claims.

The estimated date for the commencement of construction **may** be before the end of calendar year 2026, with completion to be achieved within 180 calendar days thereafter. The Work will be warranted for one year.

The estimated construction budget for the Project is $1,200,000.

RESPONSE INSTRUCTIONS

The Proposer's submission shall contain four sections:

1 - Cover Letter

2 - Technical Response including qualifications and a work plan

3 - References

4 - Proposed compensation.

5 - Contract exceptions.

1. The Cover Letter must express the following:

• The Proposer's legal name and address;

• The name, title and telephone number of the individual within the proposing entity who is authorized to commit the entity to this contract;

• Contact information for the individual the Town should contact to answer questions and provide any clarification needed;

2. The Technical Response should contain, at minimum, the following information:

• An identification of the individual or individuals to be assigned to this Project and actually perform the requested engineering services along with their credentials and relevant experience;

• Five exemplar projects for the entity and/or for the individuals to be assigned; and

• Staffing availability and plan commensurate with the scope of work for the key team players.

3. The Reference section should identify the references (the references should all be clients served during the last five years) and provide contact information for the individual to be contacted at the referencing entity.
4. The Proposal should be submitted in a sealed envelope separate from the other response information. The Proposal shall state the compensation the proposer is proposing for the services to be provided. The proposer is free to propose whatever compensation it considers appropriate, be it a fixed, lump sum, compensation based on time and hourly rates with or without a cap, or some other method of compensation. It is also free to propose more than one method (e.g., lump sum and hourly rates) for the Town's consideration.

RESPONSE EVALUATION AND SELECTION

This will be a two-part process. First, a Selection Committee will evaluate the qualifications aspects of the Response. The Committee will be comprised of Town personnel selected by the Mayor and will include the Mayor and the Assistant Director of Public Works.

The qualification criteria and the weight to be attached to each is as follows:

• Firm capacity, project experience and past performance	25%
• Team member experience and capacity	25%
• Understanding of work to be performed/tech. submission	35%
• References	10%
• Contract exceptions	5%

The Selection Committee shall determine which of the Proposers are qualified under the qualification criteria and rank them to create a short list of no more than four proposers. It may choose to interview the proposers on the short list if it believes that additional information concerning qualifications would be helpful. Finally, the Committee will review the fee/compensation proposals the proposers on the short list have made.

The Town reserves the right to reject any and all proposers, to waive any informality or irregularity with the proposal and select the proposer it believes to be in its best interest, even if that proposer has not submitted the proposal for the lowest compensation.

ADDITIONAL INFORMATION

1. Proposers agree to honor the compensation aspect of their Proposal for ninety days following the last date for receipt of Proposals. If they have proposed a lump sum fee, they agree to honor it for that ninety-day period. If they proposed hourly rates, they agree to honor those rates for that same ninety-day period.

2. The Town will deliver a notice of award letter to the proposer it selects.

3. The award will be conditioned on execution of the Owner-Engineer Agreement within two weeks of the issuance of the notice of award letter. Again, the Agreement contained in this Request Package is only negotiable if the selected proposer submitted exceptions along with its proposal and if it did, those negotiations are limited to the items the exceptions specifically addressed.

Questions should be emailed to info@townofprospect.org by November 10, 2026 at 4 pm.