The Town of Granby Water Pollution Control Authority (GWPCA) is accepting proposals from professional engineering firms or teams licensed in the State of Connecticut to provide engineering and related services in connection with preparing a Wastewater Flow Report.

The GWPCA is seeking a Professional Engineering Services Firm (Consultant) to determine the projected wastewater flow within the sewer district for a ten-year planning period and to determine if a detailed inflow and infiltration study is necessary. The GWPCA intends to update its three wastewater pump stations to accommodate potential future flows.

The firm(s) should be able to demonstrate a successful track record in working on municipal wastewater management projects in Connecticut and knowledge and expertise in relevant regulatory requirements.

Interested firms should submit proposals (3 copies) to:

Erica P. Robertson
Town Manager
Town of Granby
15 North Granby Road
Granby, CT 06035
(860)844-5300
erobertson@granby-ct.gov

Project Background:

Wastewater from the existing sewer system in Granby is sent to the Town of Simsbury wastewater treatment plant. The Granby Public wastewater system consists of approximately 25,000 lineal feet of various sized mains, 106 manholes, and three lift stations. The system was installed in sections beginning in 1969 and ending in 2009. There are three private sanitary sewer pump stations connected to the public sewer. The proposed flow study is limited to the public sewer system area of the Town of Granby.

Submission Requirements

1. Cover Letter
2. Information concerning relevant experience in developing wastewater flows studies and providing general sanitary sewer analysis and design services.
3. Information concerning staff resources and management approach. Provide resumes of key personnel to be assigned to the project. Include similar material on any proposed sub-consultants to be utilized.
4. References with contacts and phone numbers. Provide summary similar projects conducted within the past five years. Include name, contact number, and e-mail address of reference for each project provided.

5. Project understanding and outline the intended methodology to be used for a complete and thorough study.

6. Proposed project schedule.

7. Proposed fee. Provide proposed level of effort in hours for specific staff levels and proposed lump sum fee to complete the flow study report. Provide proposed level of effort and lump sum fee proposal in a separate sealed envelope with the submittal.

8. A digital copy of submittals shall be provided in PDF on flash drive to assist the review.

Criteria for Selection:

1. Familiarity with the proposed project
2. Familiarity with state and local wastewater-related regulations
3. Previous successful relevant experience
4. Proposed approach to conducting the work, including innovative approaches to achieving cost-effectiveness.
5. Staff resources and capability
6. References
7. Proposed fee

Insurance Requirements:

The professional individual or firm shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or be in connection with the performance of the work hereunder by the individual or the firm, his agents, representatives or employees. The cost of such insurance shall be included in the proposal.

For the purpose of this clause, the term “professional individual or firm” shall also include the individual’s or firm’s respective officers, agents, officials, employees, interns, volunteers, boards and commissions.

A. Minimum Scope and Limits of Insurance

1. Broad Form Comprehensive General Liability

   $1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, and products/completed operations.

2. Automobile Liability

   $1,000,000 combined single limit per occurrence for bodily injury and property damage
3. Umbrella Liability

$1,000,000 per occurrence, following form.

4. Workers’ Compensation and Employer’s Liability

Limits as required by Connecticut State Law

5. Professional Liability (if used on a claims-made basis, insurance coverage shall be maintained for the duration of the contract and for two (2) years following contract completion.)

$1,000,000 per occurrence
$1,000,000 aggregate

6. Personal Property Coverage

Adequate insurance to cover the value of personal property (including but not limited to, personal computers) belonging to the auditor while located on Town property, while in use or in storage, for the duration of the contract.

B. Aggregate Limits

Any aggregate limits must be declared to and be approved by the Town. At the option of the Town, the insurer shall increase or eliminate the aggregate limit and notify the Town of any erosion of aggregate limits.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and be approved by the Town. At the option of the Town, the insurer shall reduce or eliminate such deductibles or self-insured retentions as regards the Town and the auditors shall procure a bond, which guarantees payment of the losses and related investigations claims administration and defense expenses. At no time will the Town be responsible for the payment of deductibles or self-insured retentions.

D. Notice of Cancellation or Non-renewal

Each insurance policy required by this Exhibit shall be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced, either in coverage or in limits, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Town.

E. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:
1. Liability Coverage:

   a. “The Town of Granby and its respective officers, agents, officials, employees, volunteers, boards and commissions” are to be named as additional insureds with regards to liability arising out of activities performed by or on behalf of the auditor; products and completed operations of the auditor; premises owned, leased or used by the auditor. The coverage shall contain no special limitations on the scope of protection afforded to the Town.

   b. The auditor’s insurance coverage shall be the primary insurance as regards the Town. Any insurance maintained by the Town shall be in excess of the auditor’s insurance and shall not contribute with it.

   c. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the Town.

   d. Coverage shall state that the auditor’s insurance shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of the insurer’s liability.

2. Workers’ Compensation and Employer’s Liability Coverage

   a. The insurer shall agree to waive all rights of subrogation against the Town for losses arising from the work performed by the auditor for the Town.

   b. If State statute does not require the auditor to obtain Workers’ Compensation insurance, then the auditor shall furnish the Town with adequate proof of the self-employment status. The auditor agrees to waive all rights of claims against the Town for losses arising from the work performed by the auditor. In the event that during the contract this self-employment status should change, the auditor shall immediately furnish proper notice to the Town and a certificate of insurance indicating that Workers’ Compensation insurance and Employer’s Liability coverage has been obtained by the auditor as required by this Exhibit.

F. Acceptability of Insurers

   1. Insurance is to be placed with insurers which have a Best’s rating of at least A.

   2. Insurance companies must either be licensed to do business in the State of Connecticut or be deemed to be acceptable by the Town’s Director of Finance.

G. Verification of Coverage

   The auditor shall furnish the Town with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to
be signed by a person authorized by the insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Director of Finance before work commences. Renewal of expiring certificates shall be filed thirty (30) days prior to expiration. The Town reserves the right to require complete, certified copies of all required policies, at any time.

All insurance documents required by this Exhibit shall be mailed to the Director of Finance.

Additional Information:

1. Information related to the Project may be found on the Town of Granby website: www.granby-ct.gov (information to include Sewer Information Outline, Sanitary Sewer System List, and sanitary sewer as-built maps.)
2. Questions can be submitted to Kirk A. Severance, DPW Director by 9/22/22. Answers will be posted on the town website by 9/28/22
3. Closing date for submittal is October 5, 2022.
4. Town Contacts:
   a. Kirk A. Severance  
      Director-Public Works  
      Town of Granby  
      52 North Granby Road  
      Granby, CT 06035  
      (860)653-8960  
      kseverance@granby-ct.gov

   b. Erica P. Robinson  
      Town Manager  
      Town of Granby  
      15 North Granby Road  
      Granby, CT 06035  
      (860)844-5300  
      erobertson@granby-ct.gov