

**REQUEST FOR STATEMENTS OF QUALIFICATIONS
DRINKING WATER QUALITY MANAGEMENT PLAN
FOR THE TOWNS OF GROTON,
LEDYARD, MONTVILLE, NORTH STONINGTON, NORWICH,
PRESTON, AND WATERFORD**

Prepared For:

Groton Utilities
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Groton, Connecticut 06340

Prepared By:

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GeoInsight Project 5346-000

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TABLE OF CONTENTS

Project Title Page
Table of Contents
Request for Qualifications Cover Page
Request for Qualifications Advertisement

SECTION

1.0	Introduction and Protocols.....	3
2.0	Project Description.....	6
3.0	Scope of Services.....	9
4.0	Statement of Qualifications Requirements.....	10
5.0	Format for Submittal.....	11
6.0	Consultant Selection, Negotiations, and Project Duration.....	13
7.0	Additional Information.....	15

FIGURES

Figure 1 The Drinking Water Quality Management Plan Process, Draft April, 2007
(Updated, November 7, 2007)

ATTACHMENTS

Attachment 1 Groton Utilities Watershed Background/History on Development,
Treatment Standards and Source Water Protection for a Drinking Water
Quality Management Plan

Attachment 2 Contractor's Insurance Requirements

Attachment 3 Consultant Selection Committee Interview Evaluation Criteria

Attachment 4 DWQMP Process Resources

**Request for Qualifications
Groton Utilities**

**REQUEST FOR STATEMENTS OF QUALIFICATIONS
For the Development of a
DRINKING WATER QUALITY MANAGEMENT PLAN (DWQMP)
To serve the Towns of
Groton, Ledyard, Montville, North Stonington, Norwich, Preston, and Waterford**

Groton Utilities (GU) is undertaking a Request for Qualifications process (RFQ) and is seeking Statements of Qualifications (SOQ) and related support documentation from professional consulting firms and organizations with a solid track record in public water supply, drinking water and wastewater treatment, land use management and planning, water supply watershed protection and management, and related fields.

Eligibility

Applications will be accepted from public and private organizations, community-based agencies and individuals.

Closing Date

An original and 9 copies of the completed Statement of Qualifications (SOQ) will be accepted until 3:00 pm Eastern Standard Time, on December 14, 2007.

Place Due

Groton Utilities, Water Division
295 Meridian Street
Groton CT 06340

Attention: Alfred C. Dion, Deputy Director Water Division
E-mail: diona@yurservice.com

Further Information

Applicants who download the RFQ from the GU web site **must send written notice** of their intent to respond to GU. This notice can be sent using either the postal address or the e-mail address provided under “place due” above by November 30, 2007.

Questions regarding the preparation of the SOQ must be submitted in writing by November 30, 2007 to Alfred C. Dion, Deputy Director of Water Division, 295 Meridian Street, Groton, Connecticut, 06340. A copy of all written questions and responses will be provided to all applicants who obtain the RFQ or who send a written request for such information. Responses to questions will be sent via e-mail to applicants who provide their e-mail addresses to the contact person listed above.

LEGAL ADVERTISEMENT

GROTON UTILITIES
PLANNING/ ENGINEERING
REQUEST FOR QUALIFICATIONS (RFQ)

Groton Utilities (GU) is seeking Statements of Qualifications from qualified planning and engineering consultant firms and teams to act as the consultant and project manager for the development of a Drinking Water Quality Management Plan (DWQMP). The plan will support drinking water quality management for the towns of Groton, Ledyard, Montville, North Stonington, Norwich, Preston, and Waterford.

For a complete RFQ and associated exhibits, visit www.grotonutilities.com/water/ and select DWQMP then RFQ.

Appointments may also be made to view the complete RFQ and associated exhibits at the following location by calling:

Groton Utilities, Water Division
295 Meridian Street
Groton, CT 06340
Phone: (860) 446-4022

Qualification Statements will be accepted until 3:00 pm Eastern Standard Time, on December 14, 2007 at the Groton Utilities Office, 295 Meridian Street, Groton CT 06340

Glenn M. Wilson

Director of Utilities

END OF ADVERTISEMENT

GROTON UTILITIES
GROTON, CONNECTICUT

**REQUEST FOR STATEMENTS OF QUALIFICATIONS
For the Development of a
DRINKING WATER QUALITY MANAGEMENT PLAN (DWQMP)
To benefit the Towns of
Groton, Ledyard, Montville, North Stonington, Norwich, Preston, and Waterford**

Section 1: Introduction and Protocols

Groton Utilities (GU) is undertaking a Request for Qualifications (RFQ) process and is seeking Statements of Qualifications (SOQ) and related support documentation from professional consulting firms and organizations with a solid track record in public water supply, drinking water and wastewater treatment, land use management and planning, water supply watershed protection and management, and related fields. The selected consultant will manage and complete a community based Drinking Water Quality Management Plan (DWQMP). The plan's development will include a strong public and stakeholder participation and comment component. The goal of this approach is to support the DWQMP process commitment to an open and inclusive planning process.

Background: Groton, Ledyard, Montville, North Stonington, Norwich, Preston, and Waterford, the communities who drink the water provided by Groton Utilities (GU) or whose boundaries include existing or future watershed land, are working together on a DWQMP to ensure that the sources of their drinking water will be protected as the region grows. In May 2006 Special Act 06-6 was passed by the Connecticut State Legislature. This act requires the development of a DWQMP for GU and the plan is to be reviewed by the Connecticut Departments of Public Health (DPH), Environmental Protection, Public Utility Control and the State Office of Policy and Management. On or before January 1, 2009, the DPH is required to submit the department's findings and recommendations, including specific recommendations concerning necessary statutory changes to the joint standing committees of the General Assembly that oversee planning and development, environment, public health, and energy and technology.

The DWQMP is a local community initiative intended to balance the need for economic development while protecting the watershed of the drinking water supply reservoir system. Working committees have been meeting over the last year and have gathered data toward the completion of a DWQMP and developed Vision and Mission statements as well as Goals and Objectives (Refer to Section 2, Project Description). The Committees meet on a regular basis at GU's Operations Complex Facility and are now working on tasks such as land use regulation and conservation, water quality monitoring, and community education and outreach programs. Up-to-date information is available at the project website: http://www.grotonutilities.com/water_dwqmp.asp.

DWQMP Advisory and Subcommittees: The DWQMP Advisory Committee consists of a representative from each of the following entities: GU, the DPH, an appointee or the elected official of the Towns of Groton, Ledyard, Montville, North Stonington, Norwich,

Preston, and Waterford, the Connecticut Department of Environmental Protection (DEP), and the State Office of Policy and Management (OPM).

The DWQMP Implementation Subcommittees are:

- Communications/ Education
- Land Information
- Water Information
- Geographic Information Systems (GIS)
- Consultant Procurement

The implementation subcommittees consist of representatives of GU, the DPH, the Towns of Groton, Ledyard, Montville, North Stonington, Norwich, Preston, and Waterford, the DEP, and involved stakeholder organizations. Examples of professions represented on the subcommittees include professional planners, environmental scientists, water supply managers, and public health professionals.

Refer to Figure 1 for a graphic depiction of the anticipated flow of information during development and update of the DWQMP.

Groton Utilities Watershed: Connecticut's public water supply reservoirs encompass 17% of Connecticut's land area. This means that one in approximately every six acres of Connecticut's land area is located on a public water supply reservoir watershed. This suggests a tremendous responsibility and opportunity for Connecticut's public water suppliers.

GU, as steward of over 15 square miles of public water supply watershed in Groton and Ledyard recognized the need to work with partner community stakeholders of Groton, Ledyard, Montville, North Stonington, Norwich, Preston, and Waterford, the DPH, the DEP and other public and private stakeholders to protect the water quality and resources in the region. Working with the DPH, a work group of stakeholders was defined and invited to participate in the development of a DWQMP for the seven town region. Intense pressures toward increased development in the region make the development and implementation of a comprehensive source water protection plan critical to the region.

Attachment 1 provides background and history on the GU DWQMP process milestones and accomplishments.

Connecticut Department of Public Health, Public Water Supply Section (DPH): The State of Connecticut through its public health and environmental protection statutory authority and regulation, has demonstrated tremendous foresight with respect to public water supply watershed protection. Connecticut remains the only state in the United States to continue a prohibition on sewage treatment plant point discharges within the watershed of a surface water supply reservoir. The DPH maintains stringent control over the sale and use of water supply lands and in 1974 mandated filtration of all of Connecticut's public water supply reservoirs. The DPH is a member of the Water Planning Council (WPC). The WPC was created, pursuant to CGS 25-33o, to address

issues involving water companies, water resources and state policy regarding the future of the state's drinking water supply. The DPH must also consider the State Plan of Conservation and Development (C&D Plan) when preparing agency plans. The current 2005-2010 C&D Plan, developed by the Office of Policy and Management serves as a statement of the development, resource management and public investment policies for the State.

As development pressures increase on public water supply reservoir watersheds, the DPH has become increasingly aware of the limitations and restrictions of current DPH statutory and regulatory mechanisms for effectively dealing with present day economic development and watershed protection issues. State regulation and policy are not sufficient to ensure well-planned watershed development and protection for the region. This must be accomplished at the local level where well-planned public water supply watershed protection and management is implemented.

The DWQMP Process: When the stakeholders and partners began the DWQMP process, vision and mission statements were developed by group consensus. The statements developed are:

Vision: To achieve long-term preservation of safe and sustainable drinking water supplies through proactive watershed protection, and water and wastewater treatment improvements in Connecticut.

Mission: To develop innovative and comprehensive approaches to protect the purity of drinking water through land and water management in conjunction with water and wastewater treatment;

To strengthen and expand partnerships to balance the need for economic development and public health protection. Develop a plan established through the will of the individual communities.

Project Partners and Stakeholders: The following partners and stakeholders have thus far been identified as important to the success of this regional project: the DPH, DEP, OPM, and the Planning and Development departments from the Towns of Groton, Montville, North Stonington, Norwich, Ledyard, Preston and Waterford. The DWQMP process has also sought the support and input of other stakeholders, including the US EPA, citizens of Groton and Ledyard, and governing boards, public works agencies, land use committees, public utilities, the regional planning agency, community groups, public water systems, and business organizations.

Method and Approach: The plan should be developed following current federal guidelines for watershed management planning. Resources to be consulted in developing the plan should include documents such as, the *US EPA Draft Handbook for Developing Watershed Plans to Restore and Protect Our Waters* and the US EPA publication, *Getting in Step: a Guide for Conducting Watershed Outreach Campaigns*. The application of the Hazard Analysis and Critical Control Point planning methodology (HACCP) to this DWQMP is of interest in this DWQMP process. HACCP focuses on prevention and long-term implementation planning that identifies specific actions and critical controls. When applied to watershed planning, HACCP emphasizes long-term

water quality protection, minimizing risks to public health and as such safeguards human health.

Workshop Series Presented by The Cadmus Group, Inc.: In 2006 and 2007, the U.S. Environmental Protection Agency (EPA) sponsored a series of workshops on the development of a Drinking Water Quality Management Plan for Groton Utilities. The Cadmus Group, Inc. provided a meeting facilitator to work with various Connecticut state agencies, Groton Utilities, local municipal officials and planners, environmental interest groups, and other interested parties in the formulation of the DWQMP process. The purposes of the workshop series were to (1) continue developing a process for the formulation of the DWQMP, and (2) establish subcommittees to take on the conception and implementation of activities to accomplish the various goals and objectives of the DWQMP.

Section 2: Project Description

The DWQMP consultant will be responsible for managing and completing a drinking water quality management plan that is in keeping with the DWQMP Mission and Vision statements. The DWQMP consultant must plan to incorporate as many of the following Goals, Objectives, and Tasks that have been developed through the DWQMP process to date into the plan.

Vision: To achieve long-term preservation of safe and sustainable drinking water supplies through proactive watershed protection, and water and wastewater treatment improvements in Connecticut.

Mission: To develop innovative and comprehensive approaches to protect the purity of drinking water through land and water management in conjunction with water and wastewater treatment;

To strengthen and expand partnerships to balance the need for economic development and public health protection. Develop a plan established through the will of the individual communities.

- Goal (1) - Preserve drinking water quality and protect public health
 - Objectives:
 - (a) Develop and maintain baseline source water quality data
 - 1. Define water quality parameters
 - 2. Gather raw water quality data at present (e.g., tracking rural water quality and perform data queries)
 - 3. Sharing data across communities and conduct data survey
 - (b) Establish current status and baseline conditions for drinking water quality
 - 1. Generate graphic for baseline data (for presentation)
 - 2. Determine data gaps (for further data collection)
 - (c) Identify areas that contribute to the degradation of drinking water quality
 - 1. Locate point sources
 - 2. Identify non-point sources (using land use maps)

- (d) Assess impacts from permitted facilities and activities on drinking water quality
 1. Obtain information from Source Water Assessment Plan
 2. Obtain information from additional information source (i.e., beyond Source Water Assessment Plan)
- Goal (2) - Proactively protect critical watershed areas through land management
 - Objectives:
 - (a) Identify areas that are critical to the preservation of drinking water quality
 1. Define critical areas (incorporate concepts of degree of criticalness; strategic identification – e.g., transportation and development potentials)
 2. Critical land analysis (lands that is off limits for development)
 - (b) Evaluate and recommend effective methods for protecting these critical areas
 1. Define best management practices (BMPs)
 2. Identify and select appropriate methods and analyses, at local and state level, involvement of Council of Government (COG)
 3. Identify different regulations (e.g., Clean Water Act regulations)
 4. Formulate and propose new regulations (e.g., allowing for new and proven technologies)
 - (c) Develop useable tools for land use decision makers to evaluate protective approaches
 1. Development and maintenance of Memoranda of Understanding (MOUs)
 2. Development and maintenance of town ordinances (for both pre- and post-development)
 3. Identify and recommend toolbox to assist land use decision makers and planners
 4. Formulate and propose new regulations
 - (d) Identify areas for higher density development and establish agreements to facilitate effective protection of drinking water quality (e.g., transfer of development right and development of cost-effective and protective infrastructure for water and sewer)
 1. Define levels of development (e.g., using infrastructure and density)
 2. Define BMPs (could be different for each town)
 3. Define appropriate development within critical areas established (for preservation versus development)
 4. Options regarding sewer avoidance provision
 - (e) Promote the use of low impact development techniques for new development (e.g., through the development of agreements and local ordinance)

1. Define low impact development (LID) – e.g., using Stormwater Manual
 2. Identify LID toolbox
 3. Use of Website of LID
 4. Recognize the unique aspects of drinking water supplies
 5. Identify various models for developers
- (f) Develop tools and programs to reduce contamination threats (e.g., using pollutant trading incentive and “outside” funding)
1. Evaluate requirements and assess if this type of program make sense in Connecticut
 2. If applicable, prioritize these tools and programs
- (g) Develop standards of basic enforcement ordinances
1. Review existing ordinances
 2. Build model ordinances
- (h) Evaluate stormwater utility management (including feasibility)
1. Recap regulations
 2. Provide examples of successes and failures for review
 3. Evaluate impacts
- Goal (3) - Implement an open and efficient planning process
 - Objectives:
 - (a) Use a responsible and open practice to keep the planning process transparent and equitable
 1. Define the process (e.g., involve citizens and stakeholders)
 2. Provide examples and models
 - (b) Implement a high quality standard for efficient plan development and fiscal accountability
 1. Define quality standards
 2. Evaluate efficiency and costs
 - (c) Be responsive to emerging issues and established priorities
 1. Develop a chain of command or ladder of responsibility
 2. Develop a model for prompt response
 - Goal (4) - Effectively inform and involve stakeholders and citizens
 - Objectives:
 - (a) Involve citizens and stakeholders as critical partners in public forums to achieve the vision, mission, and goals
 1. Use Web postings
 2. Involve all stakeholders (direct involvement)
 3. Public relation work
 - (b) Provide analyses and implications of the Drinking Water Quality Management Plan
 1. Perform analyses on a community basis and watershed basis
 2. Provide lessons learned
 - (c) Offer easy access to information about the Drinking Water Quality Management Plan
 1. Provide Web-based access

- 2. Provide local town postings and meetings
 - (d) Specify citizens' role in protecting drinking water quality
 - 1. Define roles for the citizens
 - (e) Develop a plan for public education
 - 1. Develop needs analysis
 - 2. Conduct trial program; evaluate results and the move to larger scale program
 - (f) Work with developments, when appropriate to develop innovative treatment techniques
 - 1. Categorize treatment techniques
- Goal (5) - Develop a plan for Groton Utilities Watershed
- Goal (6) – Develop a model plan for the state
 - Objectives:
 - (a) Identify and articulate a process for other parts of the state to develop their Drinking Water Quality Management Plans
 - (b) Create a long-term vision for developing and implementing a holistic approach for the development of Drinking Water Quality Management Plan to protect and preserve drinking water quality (i.e., using science and common sense focusing on minimizing and eliminating risk to public health)
 - (c) Provide an atmosphere or culture of using trust, teamwork, collaboration, and equity to achieve results
 - (d) Encourage innovative and continuous improvement to the implementation of the Drinking Water Quality Management Plan
 - (e) Provide opportunities to ensure the Drinking Water Quality Management Plan is maintained as a living document

Section 3: Scope of Services

In preparing the SOQ, respondents should be aware of the following coordination, responsibilities, and skills that will be required of the consultant during the completion of the DWQMP:

Section 3.1 Overall Coordination and Responsibilities

- The DWQMP consultant will coordinate with the Advisory Committee to promote engagement of the public, stakeholders, and local governments in the process of plan development. The consultant must be prepared to develop and facilitate a sufficient number of workshops, or participate in other public events in order to advance development of the DWQMP.
- Completion of the DWQMP is on an accelerated schedule. The DWQMP consultant will be responsible for advancing the completion of the plan beginning immediately following the contract award. The award date is anticipated as February 4, 2008 with a final report due to GU by November 1, 2008.

- Attend meetings with the DWQMP Administrative Committee, Advisory Committee, and Subcommittees periodically.
- Effective group facilitation, conflict negotiation and resolution skills will be required.
- Responsibilities will require periodic interim narrative DWQMP progress reports be submitted to the Administrative Committee. The following is a draft preliminary reporting schedule provided for informational purposes only in preparing the SOQ. The final progress report schedule may vary from this schedule:

Report Period	Progress Report Due By
Contract initiation through March 31, 2008	April 4, 2008
April 1, 2008 through June 30, 2008	July 15, 2008

Section 3.2 Specific Plan Development Responsibilities and Skills Required

The consultant will direct and manage, and be responsible for the completion of all aspects of the DWQMP, involving:

- Watershed management planning
- GIS services and capabilities
- Research and analysis of state and municipal regulations
- Research and analysis of low impact development techniques
- Land use planning
- Drinking water quality and monitoring and public health measures
- Web file development
- Interviews/Preliminary Presentations
- Public Information Meetings (formal)
- Recommendations (policy, regulatory, administrative, operations)
- Preparation and submittal of a Draft DWQMP to the CSC
- Preparation and submittal of a Final DWQMP to the CSC
- Preparation and submittal of recommendations relating to potential modifications to Connecticut General Statutes, State of Connecticut Regulations, and local ordinances in the towns participating in the plan development to the CSC.

Section 4: Statement of Qualifications Requirements (SOQ)

Section 4.1 Due Date

All required materials shall be received by Groton Utilities ,Water Operations, attention of Alfred C. Dion, Deputy Director of Water Division, 295 Meridian Street, Groton, Connecticut, 06340, no later than 3:00 pm Eastern Standard Time, on December 14, 2007. One original and nine (9) complete copies shall be submitted of all required materials, each as a single bound 8 ½ inch x 11 inch document.

The receipt of an SOQ by GU shall in no way be construed to create or imply a contract or obligation between the parties and the Consultant Selection Committee (CSC) reserves the exclusive right, without limitation, to accept or reject any SOQ. All materials submitted shall become the property of GU.

It is imperative that the respondent knows that:

1. precontract discussions and agreements are preliminary;
2. any agreement reached is tentative;
3. the Company assumes no contract obligation to the supplier until a formal purchase order or letter agreement is executed or authorization to proceed is given by the buyer;
4. Groton Utilities is not under any obligation to procure the items for which the negotiations are conducted, and any cost incurred by the supplier prior to the placing of the order is at the supplier's expense unless otherwise agreed to in advance by the buyer and the supplier.

Section 4.2 Questions

Questions regarding the preparation of the SOQ must be submitted in writing by November 30, 2007 to Alfred C. Dion, Deputy Director of Water Division, 295 Meridian Street, Groton, Connecticut, 06340. A copy of all written questions and responses will be provided to all applicants who request the RFQ or who send a written request for such information.

Section 4.3 SOQ Evaluation Criteria

The CSC will review the responses for completeness, and will evaluate the responses with the following criteria in mind. Responder's experience with projects of comparable size, qualifications, and experience of identified Project Manager, references, experience integrating and analyzing complex information, demonstrated ability to formulate recommendations and meet goals, and experience with community outreach, education and consensus building.

Section 5: Format for Submittal

Responses shall address the following in narrative and graphic form, understanding that the intent of the RFQ process is to create a pool of qualified candidates for further evaluation and possibly interviews with the CSC.

1. Business name(s) and official mailing and web address of the firm(s).
2. Provide a list of public water supply, drinking water and wastewater treatment, land use management and planning, water supply watershed protection and management, and related example projects completed during the past seven years, including project title, watershed and/or municipality location, dates, list of key staff and identification of client(s). Include brief project summaries (2-3 pages) for each project. Summaries may include text

and graphics, but in all cases, each shall include or address specifically the following information:

- a. Principal client name and current phone number.
 - b. Contract for Services and project budget
 - c. Billable rates and/or project fee structure
 - d. Project work program and schedule.
 - e. Project deliverables.
 - f. Indication of whether or not the project was completed on schedule and on budget, including any contract addenda affecting those parameters.
 - g. Use of and role of any sub-consultants, including at least an approximate percentage allocation of project hours and budget.
3. List of any similar projects currently being undertaken by the firm or team.
4. The following disclosures:
- a. Prior work performed for GU, the Towns of Groton, Ledyard, Montville, Preston, North Stonington, Norwich, or Waterford, or the Connecticut DPH, or DEP.
 - b. Potential conflicts, i.e. Firm principals and/or staff directly related to or having a financial relationship to or with any member of GU or the DWQMP CSC.
 - c. Has an outside interest that materially encroaches on time or attention that should be devoted to affairs of the project.
 - d. Has a direct or indirect interest or relationship with an employee of GU, the Towns of Groton, Ledyard, Montville, Preston, North Stonington, Norwich, or Waterford, or the Connecticut DPH or DEP that is inherently unethical or that might be implied or construed to be, or make possible personal gain due to the employee's ability to influence dealings; render the employee partial toward the outsider for personal reasons or otherwise inhibit the impartiality of the employees' business judgment; place the employee or the organization in an equivocal, embarrassing or ethically questionable position; or reflect on the integrity of the organization.
 - e. Active engagement in litigation involving a principal role in a land use matter or development project in the State of Connecticut.
5. Provide the Company's privacy policy or an explanation of how the Company protects confidential client information.
6. Provide Company history to include but not limited to: names of Board of Directors/Officers, current address, discipline capabilities, past addresses within ten years, and financial stability. Submittal of Federal forms # 254 and 255 is required.

7. Overview of the company's organization (division, functions, etc.) and its structure.
8. Identify the Project Manager for this project, include a full resume, references, work history within your company, specifically on projects of this type and complexity, as well as rationale for selection of this employee.
9. Provide names and resumes of employees that will be involved in this project, subcontractors, and the areas of responsibility they will have.
10. Project team time allocation schedule and fee/rate schedule.
11. A statement confirming that the consultant can meet all of the Contractor's Insurance Requirements as set forth in Attachment 2.
12. Concluding statement as to why your firm or team is best qualified to meet the needs of the DWQMP project.

Section 6: Consultant Selection, Negotiations, and Project Duration

Consultant Selection:

Section 6.1

Within seven (7) days of the submittal deadline the CSC will choose up to five (5) consultants or teams to attend an interview to discuss each firm's approach for a more detailed work plan, project schedule, and other appropriate matters. These short listed consultants will be determined based upon review of the SOQ and all required submittals as described in Section 5 above.

Section 6.2

The short listed firms or teams shall be notified in writing and the selection committee will schedule interviews and rate those firms. Firms will have up to 45 minutes to make a presentation and an additional 30 – 45 minutes for the CSC to interview the firm or team.

Section 6.3

Refer to Attachment 3, for the CSC evaluation form that will be used to evaluate presentations during the shortlist interviews.

Section 6.4

Following completion of the interviews, the CSC will notify the selected DWQMP consultant.

Scope of Work Negotiations:

Section 6.5

Immediately following notification by the CSC, the selected consultant must be prepared to work closely with the CSC to finalize the detailed scope of services, budget, and project schedule within 10 business days of the notice of selection.

Section 6.6

All subsequent negotiations will be based on a detailed Scope of Work (SOW) proposed by the consultant and agreed upon by the parties. All negotiations will be confidential until a contract has been executed between the consultant and GU. In the event that no agreement can be reached between the parties the next highest rated consultant will be considered.

Section 6.7

Upon completion of negotiations and prior to finalizing the contractual agreement, the consultant shall have completed and submitted a final written narrative of the Project Approach and Scope of Work for completing the DWQMP, as agreed upon by the parties.

Project Duration and Compensation:

Section 6.8

The completion of the DWQMP as presented above in Section 2, Project Description is expected to involve more than one phase of development. However, current funding and Special Act 06-6 require a report be presented by the DPH to the joint standing committees of the General Assembly that oversee planning and development, environment, public health, and energy and technology by January 1, 2009. As such, the selected consultant must be prepared to complete a first phase of the DWQMP, as defined by the Scope of Work negotiated by this consultant selection process, by November 1, 2008.

Section 6.9

A payment schedule will be finalized upon negotiation of the contractual agreement and will be based on submission of detailed invoice(s) with accompanying plan text and maps if appropriate, and progress reports. All payments will be made within 30 days of receipt of a detailed invoice with accompanying deliverables and approval thereof. Final payment of 10% will be held pending submission and acceptance of the final report.

Section 7: Additional Information

Section 7.1 Preliminary DWQMP Project Schedule

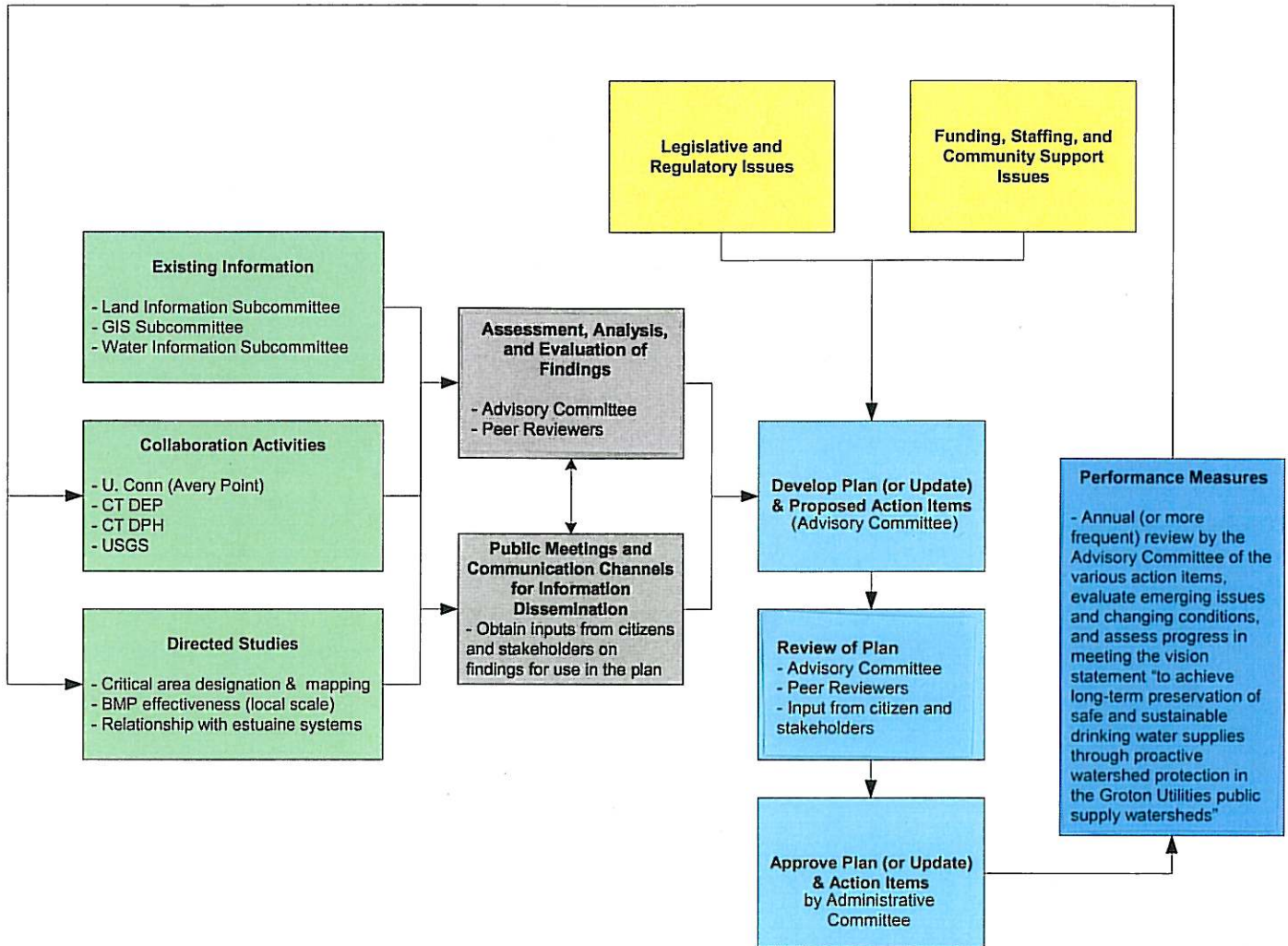
The following contract development and plan development schedule is anticipated:

December 14, 2007	Consultant Qualification Statements Due
January 7, 2007	Short List Interviews with up to 5 RFQ respondents
January 24, 2008	DWQMP Consultant Scope of Work Finalized
February 4, 2008	DWQMP Consultant Contract Approval
February 4, 2008	DWQMP Consultant Start Date
April 4, 2008	DWQMP Progress Report #1 Due from DWQMP Consultant
July 15, 2008	DWQMP Progress Report #2 Due from DWQMP Consultant
October 1, 2008	DRAFT DWQMP Due
November 1, 2008	Final DWQMP Report Due with Recommendations
January 1, 2009	DPH Recommendations due to the Connecticut General Assembly committees as described in Special Act 06-6

Section 7.2 DWQMP Process Resources

Responders to this RFQ are encouraged to review the resources noted in Attachment 4 to become familiar with the extensive history of the DWQMP development process.

FIGURE 1
THE DWQMP PROCESS
DRAFT, April 2007



Updated: November 7, 2007

Reference: The Cadmus Group, Inc. Progress Report, dated September 4, 2006

ATTACHMENT 1

GROTON UTILITIES WATERSHED BACKGROUND / HISTORY ON DEVELOPMENT, TREATMENT STANDARDS & SOURCE WATER PROTECTION FOR A DRINKING WATER QUALITY MANAGEMENT PLAN

- 1974** Started watershed sanitary surveys as a direct result of the institution of the **Safe Drinking Water Act (SDWA)** which created stricter limits on treatment and source water protection.
- 1979** In 1979, the EPA set standards for **Disinfection Byproducts**. Specifically, it set an interim MCL for total trihalomethanes of 0.10 mg/l as an annual average. This applied to any community water system serving at least 10,000 people that added a disinfectant to the drinking water during any part of the treatment process.
- 1980's** Intermittent residential and small commercial **development** within Groton and Ledyard begins to show a perceptible increase in close proximity to the terminal reservoir system.
- The Groton **Industrial Park** is established along Route 117 and commercial sites are also established on Poheganut Drive.
- There is a significant growth in the number and size of **commercial development** sites along the west end of Route 184.
- Major (DOT) **highway construction work** is undertaken along Route 117 without the benefit of sedimentation and erosion controls – this creates a spike in turbidity and Coliform and leads to more definitive reviews of major construction projects within the watershed.
- Groton Utilities issues its first bond fund for the **acquisition of watershed land for resource protection**.
- 1989** The **Surface Water Treatment Rule** is promulgated in 1989. This rule was applied to all public water systems using surface water sources or ground water sources under the direct influence of surface water. It established maximum contaminant level goals (MCLGs) for viruses, bacteria and Giardia lamblia. It also included treatment technique requirements for filtered and unfiltered systems that were specifically designed to protect against the adverse health effects of exposure to these microbial pathogens.

- 1989** The **Total Coliform Rule**, revised in 1989, was applied to all public water systems and established a maximum contaminant level (MCL) for total coliforms.
- 1990** The **Town of Groton** begins the implementation of a formal **GIS program** with an aerial mapping project. Information includes property parcels, hydrography, topographic information and many infrastructure features.
- 1994** DEP Diversion and Dam Construction Permits are issued for the **installation of a new crest gate at Morgan Reservoir Dam**. This new facility now provides for the storage of an additional 300 million gallons of water that originally provided an extra 30 days of supply and now provides a safety margin for the distribution of water to regional customers.
- 1996** The **1996 Safe Drinking Water Act Amendments** placed a new focus on source water protection. States were asked to implement Source Water Assessment Programs (SWAPs) to assess areas serving as sources of drinking water in order to identify potential threats and initiate protection efforts.
- 1996** The **first regional sale of water** from Groton Utilities to the Town of Ledyard is permitted through the Department of Health and the Department of Environmental Protection along the Route 12 corridor, from the Groton Town Line at the south end to Poquetanuck Cove at the north end. This is a cooperative effort between Groton Utilities and the Town of Ledyard to alleviate water needs for residential, commercial and industrial customers along a major transportation corridor.
- 1998 - 2003** **Microbial and Disinfection Byproducts Rules** – During this period, the EPA sets a series of interim and final rules for treatment and protection of water resources, including the **Interim Enhanced Surface Water Treatment Rule and Stage 1 Disinfection Byproduct Rule** (1998), the **Final Filter Backwash Recycling Rule** (2001), the **Final Long Term 1 Enhanced Surface Water Treatment Rule** (2001), the **Proposed Stage 2 Disinfection Byproduct Rule & Long Term 2 Enhanced Surface Water Treatment Rule** (2003), and the **Proposed Groundwater Rule**.
- 1999** Proposal for **Marriott Hotel and Conference Facility adjacent to Poheganut Reservoir** (in Groton). While being in a watershed area, this facility would also be situated in a unique location – directly adjacent to a major highway entrance and exit ramp area. The facility would present an exceptional and creative opportunity for exposure at a gateway entrance to the Town of Groton along Route 117. By working together, the Town and Groton Utilities provide incentives to the parcel developer, while working toward strict protection of the adjacent reservoir system. The Town offers tax incentives and Groton Utilities provides a small portion of land on

which a secondary detention basin will provide additional polishing of effluent for stormwater runoff prior to entering Poheganut Reservoir.

- 1999** The **Town of Groton** updates the informational base for its GIS system. At this point, the **GIS data** has become an important tool for Groton Utilities in watershed planning and monitoring activities.
- 1999** **Phase II Stormwater regulations** for small municipalities are finalized by EPA. These regulations provide for an inventory of stormwater systems, monitoring of stormwater discharges from construction and industrial activities, provisions for public education and participation, detection of illicit discharges and a post construction control program that provides for future pollution prevention measures.
- 2000** Development of the Marriott Hotel site goes forward with the use of **innovative stormwater treatment technologies**; this effort earns a joint recognition award for Groton Utilities and the Waterford Hotel Group (the Marriott developer) from the EPA for commitment to maintaining high drinking water quality.
- 2001** Commercial development proposal (including office, retail, fuel dispensing and car wash facilities) in Ledyard Center.
- 2002** There is a proposal to increase the size of Pequot Medical Center (located on Class 2, Groton Utilities watershed land) in order to provide for an increase in building space, to provide for additional parking spaces and locations, and to provide **added stormwater runoff capacity and treatment in close proximity to Smith Lake**. Because of its tremendous benefit to the Town of Groton and surrounding communities and because of its strategic location, Groton Utilities works with Lawrence & Memorial Hospital (owner of the Pequot facility) to allow for expansion while safeguarding the environment and protecting the quality of nearby drinking water supplies.
- 2002** EPA finalizes the **Long Term 1 Enhanced Surface Water Treatment Rule (LT1ESWTR)**. The purposes of the LT1ESWTR are to improve control of microbial pathogens, specifically the protozoan *Cryptosporidium*, in drinking water, and address risk trade-offs with disinfection byproducts.
- 2002** The **Town of Groton** updates its Plan of Conservation and Development, stressing several conservation themes – particularly the **preservation of natural resources**. The Plan states that the “Protection of water quality is Groton’s most important natural resource preservation priority.”
- 2002 - 2003** There is an increase in the number and size of subdivision proposals in the Ledyard and Groton watershed areas (August Estates Subdivision, Porter Subdivision, Great Brook Subdivision).

- 2003** The **Town of Ledyard** updates its Plan of Conservation and Development; it is noted therein that “The town’s drinking water is vulnerable to development activities.” One of the stated goals is to “**Protect water quality and implement a source protection strategy** through: 1) proactive zoning; 2) natural resource based planning and site design; 3) use of best management practices; and 4) **water company review of proposed development projects located within designated source protection areas.**”
- 2003** With cooperation of community stakeholders, Pequot Medical Center expansion moves ahead, again with the use of **innovative stormwater treatment and source water protection initiatives**. DPH involvement and the cooperation of local representative, Lenny Winkler, was required to gain legislative approval to permit this project since it was located on Class I and Class II watershed land (i.e., utility owned property).
- 2003** Garbage truck burns; fire suppression creates a **spill of hazardous materials** into the drainage system along Sandy Hollow Road; the discharge flows directly into Morgan Reservoir without treatment or detention.
- 2003** **Development proposal** for Great Brook Subdivision in close proximity to the incoming stream (Great Brook) to the terminal reservoir system. Groton Utilities works with the Town of Groton, DPH, DEP and the developer to limit the number of lots and the **impact to water quality and security** to the watershed and reservoir system. New creative efforts by the developer, the Town and Groton Utilities provide deed covenants for enforcement and watershed protection into the future (a potential precursor to a community-wide stormwater utility). There is also a transfer of land to Groton Utilities along wetland and stream belt areas for added security and water quality protection.
- 2003** There are incipient **discussions and meetings with the watershed towns and the DPH to discuss source water protection**. There is an awareness that the watershed crosses community lines and will require crucial input from all stakeholder communities in order to develop partnerships for resource protection – both for existing and for future water supply sources.
- 2003** May 10, 2003 – DPH hosts a seminar for the southeast Connecticut area to introduce **source water protection to community leaders**, planners, developers, attorneys and water purveyors. While some of the speakers are experts from outside the community, many are local professionals presenting local concerns and thoughts on water resource protection, while promoting responsible development for a solid economic base.
- 2004** Continued development proposals in Groton, Ledyard and surrounding community areas for subdivisions, commercial and industrial sites. The

pace of development points to the **necessity of getting local and regional shareholders to work together** toward a common goal.

- 2004** There is a proposed regulation change in Ledyard to allow for development of a 300-acre golf course and adult community housing area. **Impact on source water protection** is now an important consideration expressed by several community groups. Again the DPH is involved and the community is reminded that many stakeholders may be impacted by such a significant change in zoning.
- 2004** The Connecticut Department of Environmental Protection issues a **general stormwater permit**; stormwater discharges associated with construction activities between one and five acres are now regulated by DEP through a cooperative effort with municipalities.
- 2005** Meetings with DPH, the Town of Groton, the Town of Ledyard, and other stakeholders to discuss source water protection through the establishment of a **Drinking Water Quality Management Plan (DWQMP)** that is developed by and meets the needs of locally impacted communities.
- 2005** Groton Utilities works with the DOT to install **concrete barriers along the I-95** northbound and southbound sections adjacent to the terminal reservoir system. This is in addition to previously installed detention basins between the highway sections, which are currently not maintained and in need of improvements. Follow-up maintenance is now a critical issue for the long term health of the watershed in that installation of protective structures takes continued upkeep subsequent to construction. This will require a continued source of funding.
- 2006** Subsequent to a meeting with community leaders and local legislator, Rep. Lenny Winkler, Groton Utilities, in cooperation with the Department of Public Health, local legislators and local stakeholders, submits a **legislative proposal** to enact a bill to establish a Drinking Water Quality Management Plan and to seek funding for the preparation of the plan.
- 2006** February - The Drinking Water Quality Management Plan receives the **support of regional municipal officials through the Southeastern Connecticut Council of Governments (SCCOG)**. This gives momentum to the need for protection of both existing and potential future water supply watershed areas.
- 2006** April – The DPH, working in partnership with Groton Utilities, makes available through funding by the EPA a series of seminars to be hosted by the Cadmus Group, an environmental consulting organization known for its success in facilitating local groups to work together in partnerships for resource protection. The **first formal stakeholders** meeting is held at the Groton Utilities' Operations Complex to discuss the current health of the watershed and future issues for the water quality management of the

watershed. Also discussed is the construction and expansion of the distribution system to surrounding communities, thereby increasing the awareness for the importance of maintaining the water quality of the Groton Utilities and other potential watersheds.

- 2006** May – The **second stakeholders meeting**, held in Ledyard, strives to establish a vision and mission to set up goals for the impending DWQMP. Additional interested parties are added to the advisory and stakeholder group and discussions center on the continued development of an actual working plan that will be dynamic in nature and tailored to the needs and competing interests of various community groups.
- 2006** June – The **third stakeholders meeting** is held at the Preston Plains Middle School in the Town of Preston. At this meeting, the vision and mission statements are finalized and accepted, and a detailed discussion of goals to be achieved by the implementation of the Drinking Water Quality Management Plan produces a list of many objectives from the various stakeholder groups. One of the major objectives, particularly for the DPH, is to produce a plan that can serve as a model for other utility and watershed groups to protect resources for future generations.
- 2006** The **Final Long Term 2 Enhanced Surface Water Treatment Rule** is pending and scheduled to be enacted in 2006. Once implemented, this final rule will again define the importance of source water protection initiatives in conjunction with new treatment standards.
- 2006** **A new supply link is created through the construction of a water line beneath the Thames River** from the Groton Utilities distribution system through the Town of Ledyard to Montville. This link will eventually augment the water supply needs for both the Town of Montville and the Mohegan Tribe. The new link represents the culmination of a 5-year effort to share infrastructure resources among local southeastern Connecticut communities.
- 2006** Through the cooperation of several interested watershed groups, Groton Utilities continues to pursue the **acquisition of properties and / or easements within the current and potential future watersheds for source protection**. In addition, until the preparation of recommendations from a consultant and the establishment of specific guidelines from the DWQMP committee, Groton Utilities has developed a memorandum of understanding with developers of residential, commercial and industrial developments (within the watershed) for future **monitoring, inspection and maintenance of stormwater facilities** subsequent to the completion of construction and the lapse of conditions of approval established by local commissions.
- 2006** July 2006 – Groton Utilities sets up a **website for the Drinking Water Quality Management Plan**; the site includes background information,

links to stakeholders, minutes of meetings and links to regulatory and governmental organizations in the southeast Connecticut area.

http://www.grotonutilities.com/water_dwqmp.asp

- 2006** July 2006 - The **fourth stakeholders meeting** is held at Groton Utilities to establish various subcommittees to collect data and assess the availability of GIS and water quality data from each of the communities participating in the project. Chi Ho Sham, the group's facilitator from the CADMUS Group, presents a summary report on the goals and objectives for the Drinking Water Quality Management Plan, which is then reviewed and discussed by the stakeholders.
- 2006** October 2006 – The **Final Groundwater Rule** is signed by the EPA Commissioner; The purpose of the rule is to provide for increased protection against microbial pathogens in public water systems that use ground water sources.
- 2006** October 2006 - The **fifth stakeholders meeting**, held at Groton Utilities, concentrates on responsibilities for the various subcommittees, provides an in-depth history and timeline of Groton Utilities' source water protection program, reviewed funding options and the recently submitted application for the DEP's Section 319 grant program, and included discussion of specific task assignments for the future consultant to be retained for the DWQMP.
- 2006** November 2006 - The **sixth stakeholders meeting**, convened at Groton Utilities and addressed specific project schedules, provided additional work items for a consultant, allowed for subcommittee discussion, and reviewed various watershed protective measures currently in place or being planned in other parts of the State.
- Also, between the end of October and the beginning of November, Groton Utilities sponsors two **reservoir watersheds tours** for members of the stakeholders group and interested commission members from the Ledyard and Groton land use commissions.
- 2007** January 2007 – The **seventh stakeholders meeting**, at Groton Utilities, begins with a presentation of updates by subcommittee chairmen and, with the help of the CADMUS facilitator, firms up the goals to be achieved through the Drinking Water Quality Management Plan. Discussions during the meeting also concentrated on current problems and concerns with surrounding communities and the need to integrate these concerns into the objectives of the final plan.
- February 2007 – The **eighth stakeholders meeting** is held at Groton Utilities and includes Sally Harold as a guest speaker to provide in insight into the protective measures being implemented and planned for the Saugatuck River Watershed area. While this watershed includes Towns

downstream of the water supply reservoirs, the upper watershed represents a significant area dedicated as source water for a regional water supply. Discussion includes the establishment of a compact with all watershed member towns, dedicated to the preservation of a clean and reliable water supply as well as impacts of those protective measures on downstream communities. Subsequently, the guest speakers comments are used as a base for discussion of impact to local southeastern Connecticut communities.

March 2007 – **Ninth Stakeholders Meeting** – Groton Utilities Project Management Conference Center – The guest speaker for this meeting was Dr. Mike Dietz, a stormwater specialist with the UConn NEMO Project (Non-point Education for Municipal Officials). The presentation and discussion centered on Low Impact Development, particularly as to how it relates to the recently completed Jordan Cove Subdivision located in Waterford, Connecticut. The conference also included short subcommittee presentations with respect to progress and needs for further committee data collection.

April 2007 – **Tenth Stakeholders Meeting** – Presentations are made on source water protection initiatives in other sections of the country (by Dr. Dr. John Witherspoon, Chair of the National Source Water Protection Committee for the American Water Works Association) and on the Great Brook Subdivision, a local development project (by Attorney Tim Bates). Discussion centers around the success and problems encountered by other source water projects and on the cooperative effort between the developer, the Town and Groton Utilities in setting up a low impact development that will minimize water quality concerns for raw water inflow to the reservoir system.

June 2007 - **Eleventh Stakeholders Meeting** – Dave Bjerklie of the United States Geological Survey delivered a presentation on tools available from the USGS for water resource assessments in watersheds. This included a review of the various hydrologic factors that contributed to runoff values, the range of data layers for soils and types of land cover, development and zoning characteristics, and other data required for a complete assessment of future impact on resources. His example covered the Pomperaug River Watershed and pointed out the potential effects of increased runoff as opposed to a decrease in groundwater recharge. Added discussion by members also included local impacts of stormwater runoff in the vicinity of the Groton Utilities' Operations Complex, funding for a consultant to assist in the development of the Drinking Water Quality Management Plan, and a dialogue on how the plan would eventually be kept current and up to date.

September 2007 – **Twelfth Stakeholders Meeting** – After a summer hiatus, the full committee meets to recap the status of available funding

from the State Legislature, cooperative efforts with the Council of Governments, and the newly completed regional interconnection. Subcommittees met during the month and provided updates on their data gathering efforts and identified needs for further resource and land planning evaluation. DPH representatives and committee members also discussed the availability of State funding, the timeline for the consultant's study and the report due to the Legislature by January of 2009 to satisfy their sponsorship and funding of the project.

ATTACHMENT 2

CONTRACTOR'S INSURANCE REQUIREMENTS

Prior to commencing work, the Contractor shall procure insurance of the types and for the limits specified below, which insurance shall be maintained in full until final completion, acceptance of the work and the expiration of the guarantee period provided for in the Bid Documents. Said insurance shall be procured and maintained to protect the Contractor and thereby the Owner from all claims and liability for damages resulting from bodily injury, death and property damage which may arise from operations under the Bid Documents, whether such operations be conducted by the Contractor, the Contractor's agents, representatives, employees or subcontractors. All insurance costs pursuant to this section shall be the Contractor's responsibility and shall be included in the Contractor's bid.

Preapproved Policy Forms for particular coverages, where stated, are for the convenience of the Contractor, however, any policy for a coverage with a stated Preapproved Policy Form shall provide equivalent or greater coverage than that obtained under such Preapproved Policy Form.

The following constitute the minimum acceptable insurance as to coverage and limits:

A. Workmen's Compensation and Employer Liability Coverage:

(1) Limits: Worker's Compensation limits and employer's liability limits as follows:

(a) Bodily Injury: each accident	\$1,000,000.00
(b) Injury by Disease: each employee	\$1,000,000.00
(c) Injury by Disease: policy limit	\$1,000,000.00

(2) Preapproved Policy Form: None

(3) Required Endorsements:

(a) Insurer shall agree to waive all rights and subrogation against the Owner, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for the Owner.

(b) Such policies shall be endorsed to state the coverage, shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except for sixty (60) days prior written notice by certified mail, return receipt requested, has been given to the Owner.

B. Automobile Liability Coverage:

- (1) Minimum Limits: \$1,000,000.00 combined single limit per accident for bodily injury and property damage.
- (2) Required endorsements:
 - (a) The Owner, its officers, officials, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; and automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Owner, its officers, officials, employees or volunteers. The Insurance Certificate must state "ADDITIONALLY INSURED – CITY OF GROTON".
 - (b) The Contractor's insurance coverage shall be primary insurance as respects the Owner, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the Owner, its officers, officials, employees or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.
 - (c) Any failure to comply with the reporting provisions of the policy shall not affect coverage provided to the Owner, its officers, officials, employees or volunteers.
 - (d) The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insured's liability.
 - (e) Such policy shall be endorsed to state the coverage and shall not be suspended, voided, cancelled by other party, reduced in coverage or in limits except after sixty (60) days prior written notice by certified mail, return receipt requested, has been given to the Owner.

C. Comprehensive General Liability:

General Liability Policies shall cover the following hazards: Premises/Operations; Underground Explosion and Collapse Hazard; Products/Completed Operations; Contractual; Independent Contractors; Broad Form Property Damage; Personal Injury; and Blasting/Explosion where blasting is contemplated under the Bid Documents.

- (1) Minimum limits: \$1,000,000.00 combined single limit per occurrence for bodily injury, personal injury and property damage.

(2) Required Endorsements:

(a) See Section B.2.

D. Acceptability of Insurers:

Insurance is to be placed with insurers with a Bests' rating of no less than B+VII, and which insurers are licensed in Connecticut. Where no insurer so licensed in Connecticut will provide the required coverage, the insurer shall, at minimum, be approved to do business in Connecticut (listed on the current "White List" of the Connecticut Insurance Department).

E. Verification of Coverage:

The Contractor shall furnish the Owner with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insured to buy coverage on its behalf. The certificates and endorsements are to be on forms required or approved by the Owner and are to be received and approved by the Owner before work commences. The Owner reserves the right to require complete, certified copies of all required insurance policies, at any time. The certificates and endorsements for each insurance policy shall be filed in triplicate with the Engineer before operations are begun. Renewal certificates must be furnished by the Contractor prior to the expiration date of any of the initial policies or coverages.

F. Subcontractors:

The Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

G. Deductibles and Self-Insured Retentions:

Any deductibles or self-insured retentions must be declared to and approved by the Owner. At the option of the Owner, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Owner, its officers, officials and employees; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses. In no event shall the existence of a deductible reduce the obligation of Contractor to provide indemnity to the Owner on a "first dollar" basis.

H. Insurance to be Provided by Contractor for the Benefit of Owner:

(1) Prior to commencing work, the Contractor shall provide for the benefit of the Owner a policy commonly known as "Owner's Protective Liability Policy" naming the Owner as the sole insured, which policy shall be maintained in full until final completion, acceptance of the work and expiration of the guarantee period provided for in the Bid Documents. Said policy shall not contain minimum liability limits of less than \$1,000,000.00.

(2) In the event that the Contractor is unable to procure said policy on behalf of the Owner with said minimum limit of liability, the Owner may, in its sole discretion, approve one or more of the following:

(a) The Owner may waive the requirement of obtaining said policy of the underlying General Liability Policy required in Paragraph 1.C above sets forth one or both of the following as liability which limits:

(1) A second aggregate limit on all other losses payable by the policy that is twice the multiple of the per occurrence limit; or

(2) A separate aggregate limit for the work set forth in the Bid Documents in the minimum amount of \$2,000,000.00.

(3) Indemnity:

The Contractor shall indemnify and save harmless the Owner from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against him, by reason of any act or omission of the said Contractor, or his agents or employees, in the execution of the work or in the guarding of it.

The Contractor shall, and is hereby authorized, to maintain and pay for such insurances issued in the name of the Owner, as will protect the Owner from his contingent liability under the Bid Documents, and the Owner's right to enforce against the Contractor any provision of this article shall be contingent upon full compliance by the Owner with the terms of such insurance policy or policies, a copy of which shall be deposited with the Owner.

(4) Additionally Insured:

The City of Groton must be named as additional insured on the policy.

(5) Proof of Insurance:

Proof of insurance must be submitted with proposals.

(6) Cancellation of Insurance:

The insurance document shall state that the City of Groton will be notified of any changes or cancellation.

I. Professional Liability (Errors and Omissions) Insurance

(1) Minimum Limits: \$5,000,000 professional liability (errors and omissions) insurance.

ATTACHMENT 3

CONSULTANT SELECTION COMMITTEE INTERVIEW EVALUATION CRITERIA

During the short listed consultant interviews the CSC will use the following evaluation criteria checklist and point system.:

- A. Project approach and responsiveness to the deliverables** **50 points**
1. Quality and responsiveness of the approach to the tasks outlined in Section 2.0 of the RFQ, including; completeness, organization, and conciseness, and likelihood of a successful outcome.
 2. Technical approach, including the logic of the approach, clarity, and thoughtfulness of the presentation in identifying problems, meeting project objectives, and providing discreet project deliverables.
 3. Overall adequacy of the proposal to successfully address the problems and/or goals identified.
- B. Responder's experience with projects of similar scope and complexity** **20 points**
1. Firm has demonstrated experience in successfully implementing projects of a similar technical complexity and scope during at least the past five years.
 2. The firm has experience and knowledge of Federal, Connecticut, and local regulatory programs (ordinances, plans, permits, applications, requirements, etc.) related to this project.
 3. The firm has demonstrated experience in effectively facilitating public meetings and demonstrates strength in conflict negotiation and resolution.
- C. Experience and availability of proposed staff (Staff identified in qualification statement will be expected to work on the project)** **20 points**
1. Project staff has demonstrated technical expertise consistent with project tasks and level of expertise required.
 2. Firm has adequately addressed and assigned key personnel to project management and oversight.
- D. Quality of Presentation** **10 points**

ATTACHMENT 4

DWQMP PROCESS RESOURCES

Responders to this RFQ are encouraged to utilize the resources listed here to become familiar with the extensive history and accomplishments of the DWQMP development process:

- Groton Utilities Water Services web page:
http://www.grotonutilities.com/water_welcome.asp
- The GU Drinking Water Quality Management Plan web page found at <http://www.grotonutilities.com/water/> and the related resources found within the Source Water Protection, DWQMP, Stakeholder, Committee Activities and Links of Interest boxes on the page.