

PROCUREMENT OF ENGINEERING SERVICES
FOR
CONNECTICUT CLEAN WATER FUND PROJECTS

Regulations:

22a-482-4 (i)(2) Public Notice.

Adequate public notice must be given of the requirement for architectural or engineering services for all subagreements.

(A) **Public announcement.** A notice of request for qualifications should be published in professional journals, newspapers, or publications of general circulation over a reasonable area and, in addition, if desired, through posted public notices or written notification directed to interested persons, firms, or professional organizations inviting the submission of statements of qualifications. The announcement must clearly state the deadline and place for submission of qualification statements.

(B) **Exceptions.** Public notice is not required under the following circumstances:

(i) For design or construction phases of a grant funded project if the municipality is satisfied with the qualifications and performance of any engineer who performed all or any part of the planning or design work and the engineer has the capacity to perform the subsequent steps; and

(ii) The municipality desires the same engineer to provide architectural or engineering services for the subsequent steps or for subsequent segments of design work in one project if a single pollution abatement facilities is segmented into two or more construction projects. If the design work is accordingly segmented so that the initial contract for preparation of construction drawings and specifications does not cover the entire pollution abatement facilities to be built under one grant then the municipality may use the same engineering firm that was selected for the initial segment of design work for subsequent segments.

22a-482-4 (i)(3) Evaluation of Qualifications.

(A) The municipality shall review the qualifications of firms which responded to the announcement or were on the prequalified list and shall uniformly evaluate the firms.

(B) Qualifications shall be evaluated through an objective process (e.g., the appointment of a board or committee which, to the extent practicable, should include persons with technical skills).

(C) Criteria which should be considered in the evaluation of candidates for submission of proposals should include:

(i) Specialized experience and technical competence of the candidate or firm and its personnel (including a joint venture, association or professional subcontractor) considering the type of services required and the complexity of the project;

(ii) Past record of performance on contracts with the municipality, other government agencies or public bodies, and with private industry, including such factors as control of costs, quality of work, and ability to meet schedules;

(iii) The candidate's capacity to perform the work (including any specialized services) within the time limitations, considering the firm's current and planned workload;

(iv) The candidate's familiarity with the types of problems applicable to the project; and

(v) Avoidance of personal and organizational conflicts of interest.

22a-482-4 (i)(4) Solicitation and Evaluation of Proposals.

(A) Solicitation of Professional Services Proposals.

(i) Requests for professional services proposals must be sent to no fewer than three candidates who either responded to the public announcement or were selected from the prequalified list, unless, after good faith effort to solicit qualifications, fewer than three qualified candidates respond, in which case all qualified candidates must be provided request for proposals;

(ii) Requests for professional services proposals must be in writing and must contain the information necessary to enable a prospective offeror to prepare a proposal properly. The request for proposals must include a solicitation statement and must inform offerors of the evaluation criteria; and

(iii) Submission deadline. Requests for proposals must clearly state the deadline and place for submission.

(B) Evaluation of Proposals.

(i) All proposals submitted in response to the request for professional services proposals must be uniformly evaluated. The municipality shall also evaluate the candidate's proposed method of accomplishing the work required;

(ii) Proposals shall be evaluated through an objective process (e.g., the appointment of a board or committee) which, to the extent practicable, should include persons with technical skills. Oral (including telephone) or written interviews should be conducted with top rated proposers, and information derived therefrom shall be treated on a confidential basis; and

(iii) Municipalities must base their determinations of qualified offerors and acceptable proposals solely on the evaluation criteria stated in the request for proposals.