

GROTON UTILITIES



REQUEST FOR QUALIFICATIONS

for

PROFESSIONAL SERVICE

FOR FORESTRY INVENTORY

AND MANAGEMENT

1240 POQUONNOCK ROAD  
GROTON, CONNECTICUT

NOVEMBER 2018

**GROTON UTILITIES**  
**FORESTRY INVENTORY AND MANAGEMENT PROGRAM**  
**REQUEST FOR QUALIFICATIONS**

Groton Utilities (“GU”) is seeking services of a Contractor (hereafter referred to as the “CONSULTANT”) for technical assistance with the preparation of a Forestry Inventory and Management Plan (“FIMP”) for its watershed properties. It is the intent of GU to generate, through this process, a comprehensive Forestry Management Plan that includes an inventory of its existing forest areas and a plan for its future management, including but not limited to, corresponding financials.

A **mandatory** project review will be conducted at the GU Operations Complex Conference Room (1240 Poquonnock Road, Groton, CT 06340) on November 20, 2018 at 10:00 a.m. Eastern Standard Time (EST). Subsequent to the review, those wishing to conduct a field inspection of the existing forested watershed areas will be accompanied by GU staff through the primary reservoir areas, through which any future trees harvested will be moved through interior access roads.

**Closing Date**

Qualification statements will be accepted no later than 1:00 p.m. Eastern Standard Time (EST) on November 30, 2018 at the Project Management Office of the Groton Utilities Operations Complex, 1240 Poquonnock Road, Groton, CT 06340.

**Interview**

Following the review of submittals by qualified firms, GU staff will choose three (3) firms for interviews; these interviews will be conducted on December 12, 2018, prior to making a final decision. It is our intent to award the project by February 6, 2018 utilizing section 6.0 Timeline as guidance.

**Point of Contact**

Feel free to contact Project Manager – Water, Doug LaFontaine at 860-446-4047 or [lafontained@grotonutilities.com](mailto:lafontained@grotonutilities.com) with any questions or to request field inspections.

## TABLE OF CONTENTS

Project Title Page	1	
Request for Qualification and Proposals	2	
Table of Contents	3	
SECTION		
1.0	General Information and Background	4
2.0	Background	4
3.0	Qualification Statement	4
4.0	Scope of Services and Technical Requirements	4 – 6
5.0	Selection process	6
6.0	Timeline	6
7.0	Contractor's Insurance Requirements	7 – 11

### Attachments:

GU Owned Watershed Property Map

Groton Utilities

**REQUEST FOR QUALIFICATIONS**

**November 9, 2018**

Professional Services for  
Forestry Inventory and Management Plan

**1.0 General Information and Background**

Groton Utilities (GU) is soliciting qualification statements to engage professional services for preparation and oversight of a Forestry Inventory and Management Plan of City of Groton owned watershed properties. The Plan will cover a five (5) to ten (10) year period (2019-2029). GU requests qualification statements from prospective firms interested in preparing the detailed plan and providing oversight and management.

**2.0 Background**

The City of Groton owns and the Groton Utilities' Water Division operates, under the management of GU, 2,027 acres of forestland surrounding its 640 acre reservoir system. The system was designed and is managed to collect, store, and release high-quality drinking water. The source of all of this water is precipitation, runoff, and streamflow in 9,856 acres of land in two (2) watersheds: the 14.2 square mile Great Brook Watershed in Groton and Ledyard, and the 1.4 square mile watershed of Billings Avery Brook in Ledyard. Attachment (1) is provided to assist.

**3.0 Qualification Statement**

The firm shall submit five (5) bound, original qualification statements to Project Manager - Water Division, Doug LaFontaine, no later than 1:00 p.m. Eastern Standard Time (EST) on Friday, November 30, 2018. All questions regarding this request shall be directed to Doug LaFontaine at (860) 446-4047, [lafontained@grotonutilities.com](mailto:lafontained@grotonutilities.com).

**4.0 Scope of Services and Technical Requirements**

4.1 Letter of Transmittal - Prepare a Letter of Transmittal that indicates the firm's interest in the project and includes a brief summary of the reasons that GU should engage the firm.

4.2 Qualifications of the Firm - Describe the overall qualifications of the firm including the background of the firm, the services that it provides, and its specific experience, including but not limited to, the following:

4.2.1 Connecticut Certified Forester.

- 4.2.2 Have experience working with municipalities, and more specifically, with land managed for water quality, storage, and transmission of high-quality source water.
  - 4.2.3 Have knowledge of and good working relations with local wood markets, purchasers, and logging contractors.
  - 4.2.4 Have experience overseeing critical road infrastructure throughout large properties.
  - 4.2.5 Experience in overseeing harvesting operations including removal of dead, dying, and diseased trees, and through Timber Stand Improvement (TSI), helping to release more space for the residual trees while concentrating on the primary goal to improve water quality.
  - 4.2.6 Demonstrated experience in TSI and harvesting trees.
  - 4.2.7 Experience with geographical information systems (GIS) using high-quality mapping.
  - 4.2.8 Experience with invasive plants and pests and their management on watershed land.
  - 4.2.9 Experience with Connecticut regulatory agencies, including but not limited to, Inland Wetland Commissions, Department of Public Health, and Department of Energy and Environmental Protection.
  - 4.2.10 Provide Project Leader and team with identified resumes.
  - 4.2.11 Provide Best Management Practices (BMP) for water quality, source water protection, preservation of wetlands, and forestry management.
  - 4.2.12 Provide Health and Safety Guidelines and regulatory requirements for all forestry operations.
  - 4.2.13 Attend meetings at GU, providing presentations explaining plans, issues, problem areas, upcoming events, and timelines.
- 4.3 References - Present references from water utilities for whom the firm has performed similar services within the past ten (10) years. Include the name,

title, address, telephone number, and email address of each reference submitted.

4.4 A .pdf of the 2001 Groton Utilities Watershed Forest Resource Inventory and Management Plan is available via email and may be requested by contacting Project Manager Water Doug Lafontaine at 860-446-4047 or [lafontained@grotonutilities.com](mailto:lafontained@grotonutilities.com).

## 5.0 Selection Process

A GU selection committee will review all RFQ submittals, choose three (3) qualified firms that best represent the intent of the RFQ based upon Section 4.0 Scope of Services and Technical Requirements input, and then interview those firms, as previously noted. Following the GU selection of the most qualified firm through the RFQ process, the awarded firm will be required to submit a Watershed Forest Inventory and Management Plan. The Plan will consist of, but not limited to, a five (5) to ten (10) year Forest Management Strategy, Environmental Management, Water Quality Management, Organization Structure and Profit Scale, and Recommendation Reporting to Management.

The consultant, as part of the interview process, will be asked to provide a pricing schedule and regular service fees. Subsequent to the interviews, GU will work with the selected consultant to negotiate a final contract.

In the unlikely event that GU and the selected consultant are unable to reach an agreement on the Scope of Services and/or compensation, GU will terminate discussions and begin negotiations with the second-ranked consultant firm.

## 6.0 Timeline

### RFQ Schedule of Events

Event	Date
Request for Qualification Release	November 9, 2018
Mandatory Project Review Meeting	November 20, 2018
Request for Qualification Due to GU	November 30, 2018
GU Selection Committee Review	November 30, 2018
Interviews	December 12, 2018
Negotiations with Consultant for Qualifications and Pricing	January 4, 2019
Recommend Selection for Utilities Commission Agenda	February 14, 2019
Utilities Commission Approval	February 20, 2019
Refer Selection to Committee of the Whole	February 25, 2019
City Council Approval	March 4, 2019
RFQ Contract Award	March 6, 2019

## 7.0 Contractor's Insurance Requirements

Prior to commencing work, the Contractor shall provide proof of 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 contract 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.

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

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

### A. Workmen's Compensation and Employer Liability Coverage:

#### 1. Limits Workers' Compensation limits and employer's liability limits as follows:

a.	Bodily Injury: each accident	\$2,000,000.00
b.	Injury by Disease: each employee	\$2,000,000.00
c.	Injury by Disease: policy limit	\$2,000,000.00

#### 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, canceled 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: \$2,000,000.00 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 insured 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 suite is brought, except with respect to the limits of the insured's liability.
- e. Such policy shall be endorsed to state the coverage shall not be suspended, voided, canceled 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.

Comprehensive General Liability:

General Liability Policies shall cover the following hazards: Premises/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: \$2,000,000.00 combined single limit per occurrence for bodily injury, personal injury and property damage.
- 2. Required Endorsements: See section B-2

C. Acceptability of Insurers:

Insurance is to be placed with insurers with a Bests' rating of no less than B+BII, 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).

D. Verification of Coverage

The Contractor shall furnish the Owner with certificates of insurance and with original endorsements affecting the coverage required by this clause. The certificates and endorsements for each insurance policy are to be designed 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 coverage's.

E. Subcontractors:

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

F. Deductibles and Self-Insured Retention's:

Any deductibles or self-insured retention's 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 retention's 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.

G. Insurance To Be Provided By The Contractor For The Benefit Of The 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 \$2,000,000.00.
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 if the underlying General Liability Policy required in Paragraph 1.C above sets forth one or both of the following as liability limits.
    1. A second aggregate limit on all other losses payable by the policy that is twice the multiple of the pre-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 insurance's 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 provisions 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:

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

CITY OF GROTON  
INSURANCE REQUIREMENTS

1.1 Contractor shall purchase and maintain insurance coverage for not less than the following limits:

General Liability	Auto	W/C	Umbrella	Professional Liability
\$2,000,000ea/ \$2,000,000	\$2,000,000	\$100,000/500,000/ \$100,000	\$5,000,000	-----

**Note: Any underground work requires “XCU” coverage to be included under general liability coverage.**

1.2 Contractor shall purchase and maintain such comprehensive general liability and other insurance as set forth above which will provide protection from claims arising from the result of Contractor’s performance and furnishing of services outlined in the awarded Purchase Order and/or Contract, whether it is performed or furnished by Contractor or by anyone directly or indirectly employed by the Contractor to perform or furnish any of the work outlined in the Purchase Order and/or Contract. The Contractor shall hold the City of Groton harmless for any and all claims arising out of the work performed by the Contractor.

1.3 Contractor shall provide the City of Groton with a certificate of insurance for coverage’s set forth above which shall not be subject to cancellation without at least thirty (30) days advance written notice to the City of Groton. Such evidence of insurance shall be received at the City of Groton before the commencement of work, or Purchase Order and/or Contract is awarded, whichever is sooner, and such insurance shall be maintained throughout the duration of awarded contract. Forward certificate of insurance to the City of Groton, 295 Meridian Street, Groton, CT 06340, Attention: Project Manager Doug LaFontaine.

1.4 Any property damage or bodily injury claims in excess of limits set forth above or which are not covered by the Contractor’s comprehensive general liability, automobile liability or worker’s compensation insurance are the sole responsibility of the Contractor.

1.5 The City of Groton and/or any affiliates or subsidiary companies shall be recognized as additional insured’s with respect to insurance. Coverage provided by the contractor shall be primary to any other valid and collectible insurance available with respect to the City of Groton as additional insured.