



TOWN OF BROOKFIELD

WPCA

BROOKFIELD, CT 06804

Request for Proposal

January 30, 2012

Organizational Overview

The Brookfield Water Pollution Control Authority (WPCA) is accountable to

- The CT State Department of Environmental Protection for responsibly handling sanitary sewer wastewater collection and disposition for the Town of Brookfield. All wastewater flows are sent to the Town of Danbury. Danbury is responsible for operating the regional Publicly Owned Treatment Works (POTW).
- Sewer customers WPCA serves to handle the instantaneous flow of domestic, commercial and industrial wastewater generated by these activities at current rates. It is also accountable to fulfill its responsibilities as a utility enterprise in accordance with State and Local statutes, GASB accounting rules and with generally accepted engineering and operations practice as outlined by State Statutes governing a CT WPCA.
- Sewer customers to both install future infrastructure and to process future sewer flow according to a long-range plan in such a manner so as to not impede growth in any sector.
- The Town of Brookfield to collect funds to meet sewer obligation bonds.

Project Description

Develop and prepare twenty-year plan to anticipate future sewer system needs.

Target Audience

The WPCA Commission to aid in planning.

The Town of Brookfield to give assurances that a thoughtful, defensible long-range plan is in place so as to provide healthy living environments and for commercial and industrial growth.

The Town of Danbury and the State of CT to give a reason for a request of sewer flow capacity. The capacity has to be paid for as a large capital expense. Consequently, it is important that projected flows be accurately forecast so as to allow for projected expansion, but not project too great a demand so as not to pay for capacity that will be unused.

The State of CT to demonstrate that the Town of Brookfield has a credible and competent plan for the present and future servicing of sanitary wastewater.

Required Deliverables

- 1). **Written Report** will detail and document the background, the factors that will go into the 20-year plan, the plan, which will include an analysis of projected flows over time along with a well written and comprehensive narrative.
- 2). **An Appendix** that gives a sufficient back up to support the plan and narrative.
- 3). **An Electronic Presentation**, such as PowerPoint for a live presentation and, optionally, a short video summarizing the work product and findings for web presentation.

Assumptions and Agreements

- The project must be presented in polished draft form by March 27 and completed by April 24.
- Vendor bids are anticipated to be in the neighborhood of \$8,000 +/- 25%.
- The proposal will be approved by the Brookfield WPCA at its regularly scheduled meeting on Wednesday February 22 that begins at 7PM.
- ALL technical illustrations, drawings, and schematics to be included in the report will become the property of the Brookfield WPCA. In addition, any and all work sheets and other working documentation will also become the property of the Brookfield WPCA.
- Brookfield WPCA will appoint the Executive Administrator to coordinate the project with the Chairman and the rest of the WPCA Board, WPCA Staff and Town employees as necessary.
- The vendor shall provide ten hard copies of the report and electronic copies of the report, presentation and presentation video.
- The vendor will warrant that on delivery, all media, print, presentation and video, are free of material faults and processing errors.
- All expenses will be included in the bid price, including, for example, expenses for travel and lodging, telephone, postage, shipping, and overnight delivery.
- Billing for services and products completed will be submitted at the end of each month. Half at the end of March and the remainder at the end of April.

Proposal Expectations:

The vendor will include a list of required personnel with a summary of their credentials, three references from organizations that have used similar planning services, a time-line for completing the project and written commitment that the sufficient resources will be applied to meet the project time-line. An example of a municipal planning report will be a plus, but is not required.

Additional Documentation:

Vendors must include a short description or direct the WPCA to an Internet site that demonstrates their production capability, competency and credibility for completing the project.

Submission Deadline: A hard copy of a proposal is preferred. That will be due by Tuesday, February 21, 2012 4:00 PM, by mail or hand delivered. If an electronic copy of the proposal is required, it is due by Tuesday February 21, 2012 8AM.

Submit Proposal To:

Mail: Brookfield WPCA, 100 Pocono Road, Brookfield, CT 06804

Email: office@brookfieldwpca.com

For Additional Information or Clarification, Contact: Kristi McPadden, Executive Administrator, Brookfield WPCA, 100 Pocono Road, Brookfield, CT 06804
Telephone: (203) 775-7319. Email: office@brookfieldwpc.com

Information that will be available and necessary to complete the project:

- A summary of the current WPCA customer base. The WPCA charges properties by units. Currently 2887 units are billed. A home is one unit. A commercial or industrial property has units assigned based on use. A unit is 250 GPD. The total flow last Fiscal Year was 289,000 Gallons per day (GPD) or an average of close to 100 GPD per unit.
- The allocation Brookfield has from the Danbury plant is 500M GPD.
- An analysis of current flows by sewer district.
- A list of properties that are in the sewer districts but not yet developed.
- A list of future properties and developments in areas identified as challenged for septic use for which it is conceivable that sewer service could be required.

There is extensive information about the Brookfield WPCA on its website.

The Brookfield WPCA website has historical flows at <http://www.brookfieldwpc.com/index.php?id=23>

A rather unflattering report that was a commentary on Brookfield Planning in 2001 can be found at <http://www.hvceo.org/sewersbrookfield.php>. However, It gives a hint as to elements of the work product that might be expected.

More detailed flow by pump station is available. For sewer system maps, see <http://www.brookfieldwpc.com/index.php?id=22> at the bottom of the page note a schematic of the system.

Answering Questions:

One-hour appointments can be made for Wednesday, February 8 and Thursday, February 9 to answer questions by calling or emailing the Brookfield WPCA office.

Basis for Award of Contract:

Demonstration that the vendor has the capability to meet the Required Deliverables and Proposal Expectations as outlined above and can deliver the best value within the price range.

Consequently, vendors should demonstrate they have the capability to produce the materials requested. In addition to price and value, the decision to award may depend on such variables as geographical location, industry experience in utility or government services planning, reputation, size of staff and quality of work.

Anticipated Preliminary Award Date:

February 22, 2012. Final award will be contingent on a satisfactory reference check.

The Brookfield WPCA reserves the right to not award a contract, if a satisfactory vendor proposal is not provided.