

**Water Pollution Control Authority  
Town of Ledyard, Connecticut  
Request for Proposals - Bid #2021-03**

**Engineering Services for Sewer Feasibility Study for Ledyard Center Design District and surrounding parcels**

The Town of Ledyard, through its Water Pollution Control Authority (WPCA), is accepting proposals from professional engineering firms or teams licensed in the State of Connecticut to provide engineering and related services in connection with evaluation of feasible alternatives for providing sanitary sewer/wastewater management for the Ledyard Center Design District (LCDD). The evaluation shall also consider potential future expansion to provide sanitary sewer/wastewater management for the Ledyard Center Transition District (LCTD) The specific study area boundary is shown in attached Figure 1.

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

Interested firms should submit proposals (5 copies) to the Mayor's Office, 741 Colonel Ledyard Highway, Ledyard, CT 06339 no later than 2:00 PM. on February 17, 2021.

**Project Background**

The Town recently updated its Plan of Conservation and Development. Among the goals is to improve and support expansion of sewer infrastructure to enhance economic/commercial development opportunities, particularly at Ledyard Center. To support this goal, the Ledyard Water Pollution Control Authority is seeking to conduct a study to evaluate the feasibility of:

- connecting specific parcels to the existing Highlands Water Pollution Control Facility (WPCF) located at 82 Town Farm Road, Ledyard, CT 06339,
- constructing a community sewer system and local treatment and disposal facility, or
- other feasible alternatives.

**Project Scope**

The project scope shall generally include the following items.

**Town of Ledyard, CT RFP-Engineering Services-Wastewater Facility Improvements**

1. Review existing studies, data and information; meet with Town Planning and WPCA staff to review specific goals for the project. Existing available data will be provided to the successful respondent. Such documents will include previous test pit data in the area of the Ledyard Center School, prior engineering evaluations, and other available relevant data
2. Review existing and potential future uses of parcels within the LCDD and LCTD. Estimate current wastewater flows in both parts of the study area. Develop projections of future wastewater flows and loadings from parcels within these areas. Prepare and submit a Basis of Design Memorandum identifying the design criteria for sizing either a community wastewater treatment system with local subsurface disposal or sizing a wastewater collection and pumping system to convey flows to the Highlands WPCF. Meet with town Planning and WPCA staff to review and accept basis of design criteria.
3. Identify potential sites for location of a community wastewater treatment system and subsurface disposal area(s). Conduct a desktop feasibility analysis of potential effluent dispersal capacity available at these sites based on available area, soil and groundwater data and past available reports of investigations at these sites. Develop preliminary opinion of probable cost for each disposal alternative considered. No new field work is expected to be completed as part of this feasibility study. If subsurface disposal is identified as a feasible alternative, recommendations shall include a future field investigation plan to confirm the capacity of potential site(s)
4. For the community system option, evaluate alternative wastewater treatment technologies for treatment of flows anticipated to be generated within the LCDD. Include potential expansion to handle future flows from the LCTD. Identify anticipated effluent quality requirements to be included in discharge permit and provide systems to meet these requirements. Include design criteria for major equipment and unit processes. Develop preliminary opinion of probable cost for each alternative treatment system. Develop estimates of annual operations and maintenance costs. Provide conceptual site layout of proposed treatment system alternatives showing available area for proposed future expansion.
5. Evaluate alternative wastewater collection systems to serve the LCDD and LCTD including gravity, low-pressure and other technologies as appropriate.
6. Evaluate alternatives for conveying wastewater flows from the LCDD and future flows from the LCTD to the Highlands WPCF for treatment and disposal.

7. Review current and available capacity of the Highlands WPCF to accept these flows and loadings while maintaining current levels of treatment. Identify and evaluate alternatives to expand the Highlands WPCF if its existing capacity is found to be insufficient for the flows from the LCDD/LCTD.
8. Prepare a feasibility study report presenting the results of the alternatives evaluations, conceptual layouts of each alternative, and a life-cycle cost analysis of each alternative. Report shall include recommendations for providing wastewater management for the LCDD and potentially for the LCTD in the future. Report shall also identify further detailed analyses, including field investigations, to confirm the recommended alternative, including necessary hydrogeologic analyses to confirm dispersal capacity for any proposed land dispersal alternatives. As part of the feasibility study report, include evaluations of alternatives for funding the project and projections of user fees.
9. Attend up to four additional workshop meetings (or participate in virtual meetings) with town Planning and WPCA staff to discuss alternatives and to review and receive comments on the draft basis of design memorandum and the draft feasibility report. In addition, attend (or participate virtually in) up to two WPCA meetings to present the recommendations and discuss the proposed alternatives.

### **Submission Requirements**

- Cover Letter
- Information concerning relevant past experience in the provision of sewer system and on-site wastewater management projects.
- Information concerning staff resources and management approach. Provide resumes of key personnel to be assigned to the project. Include similar material on any proposed sub-consultants to be utilized.
- References with contacts and phone numbers. Provide summary of a minimum of five similar projects conducted within the past five years. Include name, contact number, and e-mail address of reference for each project provided.
- Project Understanding and Approach including proposed scope of work
- Proposed project schedule

- Proposed fee. Provide proposed level of effort in hours for specific staff levels and proposed lump sum fee to complete the feasibility study report. Provide proposed level of effort and lump sum fee proposal in a separate sealed envelope with the submittal.
- A digital copy of submittals shall be provided in PDF on CD or flash drive to assist the review

### **RFP Process**

Based on submissions the WPCA will review each submittal in accordance with the selection criteria below. The WPCA may elect to conduct interviews with selected firms. Upon selection of the top ranked firm, the WPCA may, at its discretion, negotiate revisions to the proposed scope and fee to meet the Town's goals for this project.

### **Criteria for Selection**

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

### **Additional Information**

1. Information related to the Project may be found at the following link:  
<https://www.ledyardct.org/DocumentCenter/View/8219/Wastewater-Facilities-Management-Plan-Draft-Report-Part-1-4-18-2014>
2. Closing Date for questions to be submitted: February 3, 2021 (2 weeks before proposal due date).
3. Closing Date for addenda to be issued: February 10, 2021 (1 week before proposal due date).
4. Town Contacts:
  - A. Steve Banks, WPCA Supervisor, Telephone: (860) 625-6565, Email: [wpcasupervisor@ledyardct.org](mailto:wpcasupervisor@ledyardct.org)
  - B. Liz Burdick, Director of Land Use & Planning, Telephone: (860) 464-3215, Email: [planner@ledyardct.org](mailto:planner@ledyardct.org)