

State of Connecticut
Department of Public Health
Regulatory Services Branch
Drinking Water Section
Amendment #4
Clarification and
Prospective Proposers' Questions and Answers
Request for Proposal
RFP # 2015-0903

The State of Connecticut, Department of Public Health, Regulatory Services Branch, Drinking Water Section (“the Department”), has amended for the fourth time its Request for Proposal, RFP # 2015-0903 (“the RFP”). Amendment 1, issued by the Department on July 22, 2015, added the Prospective Proposers’ Questions and the Department’s Answers and amended Sections III.E and IV.F.1.7 (Proposer’s General Information) of the RFP, and Amendments 2 and 3, issued by the Department on July 23, 2015 and August 4, 2015, respectively, revised the procurement schedule contained in Section I.C.6 of the RFP. This amendment, Amendment 4, provides clarification regarding the proposer’s cost proposal, amends Section I.D.6 of the RFP and adds the Prospective Proposers’ Questions and the Department’s Answers.

CLARIFICATION: Based on the questions received, the Department is providing clarification regarding the cost proposal component of the RFP. A proposer’s cost proposal shall list all of the items in the Scope of Work in Section III.C.2 of the RFP and include a “not to exceed” amount for each item. The Department will not reimburse the proposer for any amounts incurred above the “not to exceed” amount provided for each item in the Scope of Work in Section III.C.2 of the RFP. Therefore, if the proposer’s costs incurred exceed the “not to exceed” amount provided for any item, the Department will not reimburse the proposer for those costs. The proposer will, however, remain responsible for completing each item in the Scope of Work in Section III.C.2.

QUESTION 1: The proposal style requirements require 8.5” x 11” paper size. Will 11” x 17” charts and figures folded to 8.5” x 11” be accepted?

- **ANSWER:** Yes. Section I.D. 6 of the RFP is redacted and replaced with the following:

6. Style Requirements. Submitted paper proposals must conform to the following specifications:

- Binding Type: Use a single binder clip (no staples or other binding devices)
- Paper Size: 8.5” x 11”
- Print Style: 2-sided
- Font Size: 11 point
- Font Type: Times New Roman
- Margins: 1 inch all around
- Line Spacing: 1.5 line spacing
- Charts, figures and maps: 8.5” x 11” or 11” x 17”

QUESTION 2: Can the Department provide additional guidance as to the requirements or contents of this State-Wide Water Supply Coordinated Plan? If they are provided in a regulation, can you provide that

regulation and its contents. If these are not listed in a regulation, can the Department provide written requirements for the contents of this plan?

ANSWER: The State-Wide Water Supply Coordinated Plan is the same as the coordinated plan the consultant is required to prepare for each of the three WUCCs, except that the State-Wide Water Supply Coordinated Plan is a coordinated plan for the entire state and not just for one of the three public water supply management areas. Therefore, the State-Wide Water Supply Coordinated Plan will consist of the individual water system plans of each public water system within the state of Connecticut and an area-wide supplement to such plans that addresses water system concerns pertaining to the state of Connecticut as a whole and consisting of a water supply assessment of the state of Connecticut, including the present and future water system concerns, an analysis of alternatives and a means for meeting those concerns, the exclusive service area boundaries for the state of Connecticut, an integrated report and an executive summary.

QUESTION 3: Please describe the desired scope for the State Wide Water Supply Coordinated Plan.

- **ANSWER:** Please see answer to Question 2.

QUESTION 4: Can the contractor be compensated for the cost of making copies of the required reports for distribution to WUCC members, State agencies and for public comment?

- **ANSWER:** No. As stated in Section III.E.9 of the RFP, the Department shall **not** reimburse the contractor for any overhead related expenses, including, but not limited to, duplicating.

QUESTION 5: Will the State of Connecticut provide population projections by town for each of the required planning periods?

- **ANSWER:** The Department does not have information regarding population projections by town. It is the responsibility of the consultant to obtain this information, if needed.

QUESTION 6: Will the Department provide compensation for the attendance of up to three staff members at regular WUCC meetings per Item 8 of the contract terms?

- **ANSWER:** As stated in Section III.E.8 of the RFP, absent the consent of the Department, the contractor shall not be compensated for the attendance or participation of more than one staff member at or during any meeting, conference or proceeding, in person or otherwise, in any forum, in connection to performing the services provided pursuant to contract. Where more than one member has participated in any such meeting, conference or proceeding without the consent of the Department, the contractor shall be compensated only for the time of the most senior staff member in attendance or participating.

QUESTION 7: Are the contractor's hourly rates required to remain constant for the full four year term of the contract or can there be an annual escalator?

- **ANSWER:** As stated in Section III.E.4 of the RFP, the hourly rates for all individuals shall not be changed during the term of the contract.

All other terms and conditions of the RFP, not delineated above, remain in full force and effect.