

**SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS**

**5 Connecticut Avenue, Norwich, Connecticut 06360**

**(860) 889-2324/Email: [office@seccog.org](mailto:office@seccog.org)**

**REQUEST FOR QUALIFICATIONS AND PROPOSALS**

**Emergency Preparedness Planning**

**Utility Resilience Table Top Exercise**

**For SUBASE New London and Surrounding Communities**

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## PURPOSE

The Southeastern Connecticut Council of Governments (SCCOG) is seeking the services of qualified firms to develop, coordinate, conduct, and evaluate one or more multi-organization Table Top Exercise(s) (TTX) to test utility resilience at SUBASE New London, a large military installation situated in Southeastern Connecticut. TTXs are a critical component in preparing for potential disasters and hazard events. These mock exercises serve as a strategic tool for evaluating and enhancing the resilience and response capabilities of critical systems, including water, electric, gas, communications, and transportation infrastructure and staff capacity. The primary purpose of a TTX is to simulate a realistic emergency scenario in a controlled environment, allowing stakeholders to collaboratively assess and improve their preparedness plans and response strategies.

During a TTX, participants discuss their roles and responses to a hypothetical disaster, identifying strengths and weaknesses in their current physical equipment and infrastructure, plans, and protocols. This process fosters interdepartmental communication and coordination, ensuring that all relevant parties understand their responsibilities and can effectively work together during an actual emergency.

SCCOG and SUBASE New London partners seek to structure a TTX with the following resultant benefits:

- **Risk Assessment:** Identifying potential vulnerabilities and gaps in existing emergency plans and preparedness.
- **Improved Coordination:** Enhancing communication and collaboration among different departments and agencies at SUBASE New London and within surrounding communities.
- **Training and Awareness:** Providing an opportunity for participants to familiarize themselves with emergency procedures and protocols.
- **Resource Allocation:** Evaluating the adequacy of available resources and identifying needs for additional support.
- **Feedback and Improvement:** Gathering insights and feedback to refine and strengthen emergency response plans.

Ultimately, we seek a technical service provider to accomplish a TTX that enables SUBASE New London, SCCOG, State agencies, and local municipal partners to prepare for and mitigate utility system vulnerabilities, ensuring a more effective and coordinated response to protect military readiness.

## BACKGROUND

In July 2023, the Southeastern Connecticut Council of Governments (SCCOG), one of nine regional planning organizations in Connecticut, was awarded an Installation Resilience (IR) Grant from the Department of Defense Office of Local Defense Community Cooperation (OLDCC) for several projects related to improving the resilience of utility systems at SUBASE New London. SCCOG's membership includes the chief elected officials and professional managers of twenty-two municipalities. The southeastern region covers 616 square miles and has a population of over 280,000.

SUBASE New London is the Navy's first Submarine Base and is considered the "Home of the Submarine Force." SUBASE New London is located along the east side of the Thames River in Southeastern

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Connecticut, predominantly situated within the Town of Groton, with the northern portion of the facility located in the Town of Ledyard.

SUBASE New London is an operating installation with the primary missions of deploying fast attack submarines and training the submarine force. SUBASE New London consists of 700 acres with over 160 major facilities, has a daily work force of about 15,000 Sailors, civilians and contract employees, and serves a large, retired military community. Home to 15 nuclear powered submarines, the submarine school provides comprehensive training of submariners from basic enlisted to commanding officers. All U.S. Navy submariners will call SUBASE New London home for at least a portion of their careers. SUBASE New London's mission is twofold. First, the base homeports and puts submarines to sea. Second, the base supports the Submarine Center of Excellence that trains Sailors to take submarines to sea. SUBASE New London supports fleet readiness by providing quality services and facilities to the fleet, fighters, and families. SUBASE New London is also home to over 70 tenant commands and activities including Commander, Submarine Group Two; Submarine Learning Center; Naval Submarine School; Naval Submarine Medical Research Laboratory; and Naval Undersea Medical Institute.

SUBASE New London is a key component of a defense industry cluster in Southeastern Connecticut. Beyond its immediate fence line, SUBASE New London military and civilian personnel and the defense-related industries that have developed alongside the base over decades rely on, benefit from, and are integrated with the southeastern Connecticut region at-large. Regional partners such as SCCOG, local municipal partners, and state agencies all collaborate with SUBASE New London to further the mutually supportive relationship between the installation and its host southeastern Connecticut communities. To that end, SCCOG's current OLDCC IR Grant is funding the following suite of projects:

- Improved water supply resilience to the base and to off-base military housing (design and engineering phases).
- Improved natural gas supply resilience to the base (preliminary design phase).
- Improved electrical grid resilience to the base (design and engineering phases).
- Utility infrastructure interruption preparedness via a Tabletop Exercise (TTX). Working with SCCOG, the SUBASE Technical Committee, and Groton Utilities, the consultant will facilitate a threat-based scenario test to "dry run" planned response to utility outages and disruptions. The goal of the exercise is to determine the response actions required on and off base during such events and to identify any gaps in execution. Consultants will produce an after-action report with recommendations.

The present RFP/Q is for the fourth and final of these utility resilience-related needs. SCCOG is seeking proposals from qualified consultants to plan, design, conduct, and evaluate a comprehensive TTX. This exercise aims to test the resilience and response capabilities of SUBASE New London's water, electric, gas, communications, and transportation systems in the event of an emergency situation, in partnership with key officials and agencies from surrounding communities and the State of Connecticut. The scope of service and task order are further detailed below.

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## SCOPE OF SERVICES

This RFQ/P is a combined request for a consultant to design, develop, conduct, and evaluate a TTX to test the Utility Resilience of SUBASE New London, in cooperation with the local communities, utility providers, and state agencies. Working with TTX participants, the consultant will facilitate a threat-based scenario test to “dry run” planned response to utility outages and disruptions. The goal of the exercise is to determine the response actions required on and off base during such events and to identify any gaps in execution. Consultants will produce an after-action report with recommendations. This exercise shall cover water, electricity, gas, communications, and transportation systems. Total cost of consultant services shall not exceed \$50,000.00. The TTX is to be held at the SUBASE in a multi-media supporting environment.

The selected consultant will be responsible for the following tasks:

### Task 1: Planning and Coordination

**Task 1A: Project Kickoff and Preparatory Meetings.** The selected vendor will collaborate with SUBASE Technical Experts, SCCOG, and relevant municipal agencies, including but not limited to Groton Utilities, the Town of Groton Office of Planning and Development, the Mayor of the City of Groton, and other officials and stakeholders as needed to understand the specific needs and objectives of the exercise.

#### Task 1A Deliverables:

- At least three preparatory meetings with SUBASE personnel, SCCOG, and City and Town of Groton officials. SCCOG may be able to assist in condensing these audiences into fewer meetings, but this outcome is not guaranteed. Please plan for three in-person preparatory meetings, one of which will be a guided site visit to SUBASE New London.

**Task 1B: Data and Literature Review.** The selected vendor will review the SUBASE’s utility supplies, backup capabilities, and known vulnerabilities. Information will be collected from SUBASE New London personnel, particularly the base’s Utilities and Energy Management Department and Water Contingency Plan, Eversource (natural gas), Groton Utilities (water and electric), the base’s broadband provider, the State of Connecticut’s Office of Military Affairs and Division of Emergency Management and Homeland Security, SCCOG’s 2023 Multi-Jurisdictional Hazard Mitigation and Climate Adaptation Plan, and other entities and document sources of information as required. We note that the last SUBASE internal TTX occurred in May 2023. The selected vendor should review the results of that exercise, bearing in mind that the aim of this TTX is to expand the group of participating partners to surrounding communities and the managers of the utilities that serve the base (largely municipally-run utility providers), so that all integral parties to responding to utility interruptions are part of the TTX.

#### Task 1B Deliverables:

- A brief literature review memo documenting the plans and written procedures reviewed as part of the exercise planning phase, and their contributions to the design of the exercise.

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**Task 1C: Project Timeline.** The selected vendor will develop a detailed project timeline for the exercise, including the pre-exercise planning period, exercise execution, and post-exercise review activities. Note that the project must be completed in its entirety by June 30, 2025.

## Task 1C Deliverables:

- Project timeline document detailing the timing of key project milestones and task completion.
- Logical organization and communication with SUBASE New London and all project partners in picking a date, time, and location for the TTX, and ensuring appropriate room setup and equipment.

## Task 2: Exercise Design

**Task 2A: Overall Scenario Design.** The selected vendor will design a realistic and challenging scenario that encompasses potential threats and hazards to SUBASE water, electric, gas, communications, and transportation systems. Based on the research conducted in Task 1, the vendor should determine likely points of failure and plan as many scenarios as are required to test the five utility systems of water, electric, gas, communications, and transportation. If one scenario can incorporate the failure of all these systems, one scenario will suffice. However, the exercise will likely need to consist of more than one scenario to test individual or grouped utility vulnerabilities. Scenarios should be significantly informed by the research and due diligence performed in Task 1, so that the scenarios developed have a high degree of likelihood.

## Task 2A Deliverables:

- A written description of the intended TTX scenario(s) for review by SCCOG only in advance of the exercise.

**Task 2B: Supporting Materials.** The vendor shall create detailed scripts, maps, graphics, and supporting materials to guide the exercise and ensure it meets the identified objectives. In preparing these documents, the vendor shall confine materials to those that explain or are necessary to progress the TTX. SUBASE and other participating partners should have to use known, existing resources, as would be the case in a hazard situation, in creating their response. No supplemental materials that would not be on-hand in a real-life scenario should be created or provided by the vendor in aiding scenario response.

## Task 2B Deliverables:

- Any supporting materials required to assist in explaining the TTX scenario(s).
- Scenario scripts and other materials as needed to conduct the TTX.

**Task 2C: Organizing Participants.** The vendor shall, with guidance from SCCOG and SUBASE New London, create and maintain a project participants list, and identify partners to participate in the TTX, including but not limited to the Town and City of Groton, Groton Utilities, Eversource, the State of Connecticut's Office of Military Affairs and Division of Emergency Management and Homeland Security. The Vendor will validate participant roles and responsibilities and ensure that all agencies and entities pertinent to the overall TTX scenario design and response are represented. The Vendor shall use this list

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to initiate, formalize, and coordinate TTX participants. SCCOG will attend the TTX, but should be considered an observer of the exercise.

## Task 2C Deliverables:

- An ongoing project participant list.
- The coordination of TTX invitations.

## Task 3: Facilitation and Execution

**Task 3A: TTX Participant Preparation.** The selected vendor will create a brief guidance document for TTX participants in the lead-up to the exercise with instructions on how to prepare for the TTX. For example, should participants bring laptops, reference materials, or other items given that the exercise will take place at SUBASE New London, an off-site location for several TTX participants. These instructions should provide these technical instructions, and a logistical overview of the day, including for example, an agenda and expectations around lunch or other break times.

## Task 3A Deliverables:

- One agenda for the TTX day that also provides any necessary technical specifications to prepare participants and ensure that they bring all necessary equipment and information to the exercise.

**Task 3B: TTX Facilitation.** The selected vendor will lead and facilitate the tabletop exercise, ensuring active participation from all relevant stakeholders. Effective facilitation is one of the most important facets of the TTX process and project. Respondents to this RFP should clearly state their experience with facilitation of similar groups for similar exercises, their general approach to facilitation, and proven facilitation methods for encouraging effective group discussion.

## Task 3B Deliverables:

- One day-long TTX, comprised of a single or multiple scenarios as required, to test utility infrastructure resilience and the maintenance of military readiness in the face of utility interruptions to water supply, natural gas, electric, communication, and transportation network interruptions.

## Task 4: Evaluation and Reporting

**Task 4A: Participant Evaluations.** The selected vendor will conduct a thorough evaluation of the exercise, including collecting feedback from participants and observers.

## Task 4A Deliverables:

- A post-TTX survey or other mechanism that collects participant and observer feedback on the scenario responses as developed by the TTX participant team, and the conduct of the TTX itself.

**Task 4B: After-Action Report.** The vendor shall prepare a comprehensive after-action report detailing the exercise outcomes, identified strengths and weaknesses, and recommendations for improvement, particularly for but not limited to the SUBASE Water Contingency Plan.

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## Task 4B Deliverables:

- A comprehensive After-Action Report, documenting challenges and lessons learned.

**Task 4C: “One Community” Infrastructure Priority List.** The underlying purpose of this inter-agency TTX is to ensure that all parties with a role in SUBASE New London utility resilience, both on-base and in surrounding communities, are able to coordinate during periods of disruption. In that spirit, the After-Action Report will be supplemented with a “One Community” Infrastructure Priority List, prepared by the vendor, that identifies any potential utility projects that require joint action from SUBASE New London and surrounding jurisdictions to fill in response gaps identified through the TTX or to further bolster SUBASE utility resilience and maintain military readiness.

## Task 4C Deliverables:

- A One Community Infrastructure Priority List addendum to the After-Action Report.

## Task 5: Project Management and Reporting

As per OLDCC requirements, SCCOG must provide periodic grant report updates to DOD. The project vendor will prepare, at least quarterly and at most monthly, project invoices and accompanying progress reports, with project hours and activities reported by major task.

## Task 5 Deliverables:

- Project invoices and progress reports at a minimum of quarterly and a maximum of monthly schedule (specific minimum progress report due dates will be made a part of the project contract).

## SUBMISSION REQUIREMENTS

Qualifications packages and sealed proposals for these projects are due no later than 4:00 P.M. EDT on Friday, October 11, 2024. All responses shall be submitted in two (2) opaque, sealed envelopes or separate zipped digital files clearly marked:

**Envelope A – Statement of Qualifications\_SUBASE New London Utility Resilience Table Top Exercise**

**Envelope B – Cost Proposal\_SUBASE New London Utility Resilience Table Top Exercise**

Envelopes A & B shall be submitted in one (1) opaque envelope or email correspondence clearly marked **RFQ/P SCCOG OLDCC IR Grant: SUBASE New London Utility Resilience Table Top Exercise.**

## Envelope A

### Cover Letter

Interested consultants/firms shall submit a one-page cover letter addressed to Helen Zincavage, Director of Regional Planning, signed by an authorized principal or agent of the firm. The letter shall provide an overview of the proposal, as well as the name, title, phone number, and email address of the person to whom questions concerning the request for proposals may be directed.

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## **Scope of Services**

The consultant/firm shall provide a detailed Scope of Services which outlines various services it will provide for the project in completion of Tasks 1-5 and all subtasks as enumerated above. All services not specifically mentioned in the RFQ/P, which are necessary to ensure that the intent and scope of services are met, shall be included in the proposal. The Scope of Services should include a detailed description of the proposed methodology and approach for planning, designing, and conducting the TTX.

## **Project Team and Resumes**

The consultant/firm must include a brief history of the company and information on the key personnel who will be involved in the project, including their qualifications, experience, and roles. Please include:

- Consultant/firm size and organization
- Length of time the consultant/firm has been in business
- Products and services offered
- Experience with DOD, OLDCC, and military installations, if applicable
- Resumes of key individuals and subcontractors assigned to the projects. The project manager must be identified.

## **Proposed Project Timeline**

The contractor shall provide a project schedule, indicating key milestones, anticipated submission dates for deliverables, and the final after action report delivery date.

## **Experience and Ability to Perform**

Provide examples of previous work on similar projects to demonstrate the consultant's/firm's understanding and familiarity with projects of this type completed in the last five years.

## **References**

At minimum, provide a list of three (3) previous and/or current contracts which are similar to SCCOG's project scope, including:

- Dates of contract duration;
- Services performed and fees for services;
- Name, address, telephone numbers of clients which may be contacted for verification of information submitted; and
- Statement as to whether projects were completed on time and within budget.

## **Past Claims or Disputes**

Indicate any claims, disputes, or arbitration proceedings, including actions by any governmental agency, that have occurred over the last five (5) years. Indicate who they were with, the nature of the claim, dispute or arbitration proceeding, the outcome and the current status.



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## Envelope B

### Cost Proposal Form and Supporting Materials

The Proposal Forms Section of the RFQ/P includes a cost proposal form. The cost proposal form must be filled out completely. In addition to the required cost proposal form summary, we encourage applicants to also provide additional cost proposal details in the presentation of their choosing that assist SCCOG in understanding project budget development. More detailed cost proposal responses will be looked on favorably by SCCOG as evidence that the proposing firm has given the potential project scope and budget due and thorough consideration. Original signatures must be affixed to the cost proposal form.

Each proposer shall also include, in a format of their choosing attached to the cost proposal form, all-inclusive hourly rates for each individual from the firm assigned to these projects. The stated hourly rates and expense schedule shall remain in place during the duration of the projects.

### Non-Collusion Affidavit and the EEO Certification

These forms must be filled out completely and have original signatures affixed. All proposal documents must be signed in ink. The Non-Collusion Affidavit form must be notarized.

## SUBMISSION PROCESS

Proposals in accordance with the requirements above shall be received by the Southeastern Connecticut Council of Governments in either electronic or physical format, c/o Helen Zincavage, Director of Regional Planning. Electronic submissions shall be sent to [hzincavage@seccog.org](mailto:hzincavage@seccog.org) no later than 4:00 p.m. on October 11, 2024. Physical copies shall be delivered to 5 Connecticut Avenue, Norwich, CT, 06360 no later than 4:00 p.m. on October 11, 2024. Any responses received after the advertised date and time shall not be considered. Firms submitting physical responses are required to submit one (1) signed original and three (3) copies of their response, including all supporting documentation. Do not include any pricing information in the Qualifications Package folder (electronic submissions must also abide by this rule and send Envelope A and Envelope B submissions in two separately packaged folders). Failure to comply with this requirement shall result in rejection of your firm's response to this RFQ/P. All costs incurred in the preparation and presentation of the RFQ/P shall be wholly absorbed by the respondent. Any material submitted shall become the property of the Southeastern Connecticut Council of Governments and is available for review under the Freedom of Information Act.

## EVALUATION OF PROPOSALS

Respondents to this RFQ/P shall represent a firm/team possessing experience and expertise in utility network resilience, hazard mitigation and preparedness planning, TTX facilitation, and the professional standards thereof, to undertake and successfully complete the scope of work as outlined in this RFQ/P. Teams should be prepared to demonstrate a strong scenario planning background, and knowledge of or experience with military installations and military readiness, and utility system continuity of operations. The selected consultant/firm must meet all State and Federal affirmative action and equal employment opportunity practices and other practices as outlined in Executive Orders Number Three, Sixteen and Seventeen.

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After review of the RFQ/P responses, SCCOG may schedule and conduct interviews with the consultants/firms it judges to be the most qualified to perform the required services based upon the criteria in this RFQ/P. Depending on the number of responses received, SCCOG may limit the number of firms that it interviews, or choose to proceed to vendor selection on the strength of submitted proposals without interviews.

The following factors will be evaluated and weighted appropriately in the selection process:

- The technical competence of the consultant/firm as communicated by the quality and feasibility of the proposed project approach and methodology.
- Demonstrated experience and quality of performance on similar past projects.
- Experience with DOD and OLDCC or other military installation readiness and community collaboration programs.
- Experience and qualifications of the proposed project team including any subcontractors.
- Cost-effectiveness of the proposal.
- References and past performance.

SCCOG reserves the right to reject any and all proposals. It shall be understood that the award made by SCCOG shall be final and conclusive and without recourse or appeal by the remaining consultants/firms. The successful consultant/firm will be expected to execute a standard contract for professional services as approved by SCCOG. This contract will be made available to OLDCC for review and approval prior to execution. The successful respondent will assume sole responsibility for the project deliverables as required in this RFQ/P. Respondents who intend to subcontract one or more elements of these projects to other firms/individuals shall identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be identified, and to the extent necessary for review, their qualifications shall be provided. Subcontractors may not be substituted, nor any portions of the contract assigned to other parties, after contract award without the written consent of SCCOG. The successful firm may utilize the services of specialty subconsultants on those portions of the work that under normal contracting practices are performed by specialty subconsultants. The successful firm shall be fully responsible to SCCOG for the performance, finished products, acts, and omissions of its subconsultants and persons directly or indirectly employed thereby.

## KEY DATES FOR PROPOSAL SUBMISSION

The following schedule has been prepared for this RFQ/P process. Note that project constraints may cause the evaluation and selection related dates noted below to change.

RFQ/P Release Date: Wednesday, September 11, 2024

Requests for Information Due: Friday, September 20, 2024 by 4:00 P.M.

Responses/Addendum Posted: Monday, September 23, 2024 by 4:00 P.M.

RFQ/P Submissions Due: Friday, October 11, 2024 by 4:00 P.M.

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RFQ/P Evaluations: Monday, October 14, 2024 to Wednesday, October 16, 2024

Interviews (if required): Thursday, October 17, 2024 to Friday, October 18, 2024

Selection/Notification of Successful Firm: Tuesday, October 22, 2024

Anticipated Contract Start Date: Friday, November 1, 2024

## **PROJECT SCHEDULE**

Once the consultant is selected by SCCOG, it should be prepared to enter into a contract and begin work as directed by SCCOG on or about November 1, 2024. All grant work must be complete per OLDCC deadline by June 30, 2025.

## **SECURITY**

Selected firm / employees will be required to sign a non-disclosure Agreement (NDA) prior to the start of the project. All employees of the firm who will work on the project must be US citizens, and either have a DOD CAC card, or acquire passes to access the Base. Driver's license and Passport or Social Security Card will be required, and a background check completed. No alcohol or drugs (including marijuana) are allowed on base. The consultant will work with SUBASE New London staff to ensure that any and all work products produced align with base security requirements and retain appropriate classification for sensitive information. Certain documents or sections of documents produced may be placed under a Controlled Unclassified Information (CUI) classification.

## **ADDITIONAL TERMS AND CONDITIONS**

### **Ownership of Proposals/Freedom of Information**

All proposals submitted in response to this RFQ/P are to be the sole property of the Southeastern Connecticut Council of Governments and shall be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information). Reports and materials developed by the successful respondent under a contract that may result from this RFQ/P are considered public information and may not be copyrighted.

Copies of information resulting from this RFQ/P are generally not available until a contract has been formally awarded. Please note that financial statements or other similar information submitted with such response may remain confidential, to the extent permitted by law, if provided in a separate envelope clearly marked "Confidential."

### **Amending or Canceling Request**

SCCOG reserves the right to amend or cancel this RFQ/P, prior to the due date and time, if it is deemed to be in the best interest of SCCOG. SCCOG reserves the right to decide not to consider any or all of the firms submitting information in response to this request.

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## Waiver of Informalities

SCCOG reserves the right to accept or reject any and all responses to this RFQ/P, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in their best interest, and to advertise for new proposals, and to make awards as may be in the best interest of SCCOG.

## Collusion

By responding, the respondent firm implicitly states: that his/her proposal has not been made in connection with any other competing firm submitting a separate response to this RFQ/P; is in all respects fair; and has been submitted without collusion or fraud. It is further implied that the respondent firm did not participate in the RFQ/P development process, had no knowledge of the specific contents of the RFQ/P before its issuance, and that no employee of SCCOG participated either directly or indirectly in the respondent firm's proposal preparation. Respondent firms will be required to sign the certificate incorporated in this RFQ/P relative to non-collusion.

## Assigning/ Transferring of Agreement

Any successful firm is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement of its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from The Southeastern Connecticut Council of Governments.

## Termination

SCCOG may terminate any contract(s) or any part of any contracts resulting from this process at any time for: cause, default, or negligence on the part of the respondent firm; or if the respondent firm fails, in the opinion of SCCOG, to meet the general terms and conditions of any resulting contract or to provide a level of service that is deemed to be in the best interest of SCCOG.

## Incurred Costs

This Request for Qualifications does not commit SCCOG to award a contract or to pay any costs incurred in the preparation of a response to this request. SCCOG will not be liable in any way for any costs incurred by firms in replying to this RFQ/P.

## Other Terms and Conditions

The firm assigns to SCCOG all rights, title, and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the consultant is awarded the contract.

The firm agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a. The firm also agrees that it will hold SCCOG and its member municipalities harmless and indemnify SCCOG and its member municipalities from any action which may arise out of any act by the firm concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Section 22a-194 to Section 22a- 194g of the Connecticut General Statutes related to product packaging.

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The contract arising from the RFQ/P is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated February 15, 1973 regarding nondiscrimination in employment practices and policies, Section 16 of P.A. 91-58 Nondiscrimination Regarding Sexual Orientation, the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973 regarding listing all employment openings with the Connecticut Employment Services, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.

The contract arising from the RFQ/P may be subject to the provisions of §1-218 of the Connecticut General Statutes, as it may be modified from time to time. In accordance with this section, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (1) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (2) indicate that such records and files are subject to the Freedom of Information Act and may be disclosed by the public agency pursuant to the Freedom of Information Act. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with the Freedom of Information Act. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes. Incorporated by reference into the resulting contract is Section 4-61dd(g)(1) and 4-61dd(3) and (f) of the Connecticut General Statutes which prohibits contractors from taking adverse action against employees who disclosed information to the Auditors of Public Accounts or the Attorney General.

## Insurance Requirements

SCCOG requires the Contractor to carry commercial General liability insurance to protect it from loss. The following minimum limits shall be met:

**Bodily Injury and Property Damage:** \$1,000,000 each occurrence; \$2,000,000 aggregate

**Professional Liability (Errors and Omissions):** \$2,000,000 each occurrence

**Commercial Automobile Coverage including owned, non-owned, leased and hired vehicles:** \$1,000,000 combined single limit for each accident

**Workers' Compensation:** Shall be in accordance with State of Connecticut requirements at the time of Proposal. The policy must contain a waiver of subrogation in favor of SCCOG, executed by the insurance company.

**Umbrella/Excess Liability:** \$2,000,000 each occurrence; \$2,000,000 aggregate and providing coverage over the Commercial General Liability, Commercial Automobile Liability and the Employer Liability section of the Workers Compensation coverage.

SCCOG, its officers, employees, and agents shall be named as additional insured on all policies, except Professional Liability and Workers Compensation, on a primary and non-contributory basis.

# **SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS**

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All insurance required hereunder (except Workers' Compensation and Professional Liability) shall contain waivers of subrogation in favor of the SCCOG, its employees, agents and elected or appointed officers. The insurance required hereunder shall be primary insurance, not excess or contributory, without any right of contribution by any insurance maintained by or on behalf of SCCOG.

Thirty (30) days' notice of cancellation is required and must be provided to SCCOG via certified mail.

## **Reimbursable Expenses**

No fee or mark-up shall be charged for reimbursable expenses. Expenses for printing, postage, photocopying, and reproducible drawings shall be reimbursed at the engineering firm's actual expense. All travel shall be reimbursed at the current IRS rate.

## **POINT OF CONTACT**

Questions regarding the RFQ/P may be submitted to Helen Zincavage, Director of Regional Planning by email to [hzincavage@seccog.org](mailto:hzincavage@seccog.org) no later than 4:00 P.M. on Friday, September 20, 2024. Responses to questions received shall become an addendum to the RFQ/P and made part of the request and any resultant contract, and will be posted online at <https://seccog.org/rfpq> by 4:00 P.M. on Monday, October 23.

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**PROPOSAL FORMS**

**Cost Proposal Form**

**Non-collusion Certification**

**EEO Certification**

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## Cost Proposal Form

To:

Southeastern Connecticut Council of  
Governments

C/O Helen Zincavage

5 Connecticut Ave

Norwich, CT 06360

From: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The undersigned, having familiarized (herself, himself, themselves) with the required scope of work, and hereby proposes to furnish all supervision, technical personnel, labor, materials, equipment, tools, appurtenances, services and anything else necessary to perform and complete these projects, all in accordance with the contract documents at and for the unit prices for the following work items:

ITEM DESCRIPTION	LUMP SUM
	<b>Task 1 Total:</b>
Task 1A: Project Kickoff and Preparatory Meetings	\$
Task 1B: Data and Literature Review	\$
Task 1C: Project Timeline	\$
	<b>Task 2 Total:</b>
Task 2A: Overall Scenario Design	\$
Task 2B: Supporting Materials	\$
Task 2C: Organizing Participants	\$
	<b>Task 3 Total:</b>
Task 3A: TTX Participant Preparation	\$
Task 3B: TTX Facilitation	\$
	<b>Task 4 Total:</b>
Task 4A: Participant Evaluations	\$
Task 4B: After Action Report	\$
Task 4C: "One Community" Infrastructure Priority List	\$
<b>Task 5: Project Management and Reporting</b>	<b>Task 5 Total:</b>



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The Bidder acknowledges receipt of the following Addenda:

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_

The undersigned accepts the terms, conditions and requirements stated in the Owner’s Invitation to Bid and contract documents. The undersigned proposes to provide all labor, supervision, equipment, tools and incidentals in accordance with the specifications.

The undersigned has carefully checked all the figures on the Cost Proposal Form and understands that the Owner will not be responsible for any errors or omissions on the part of the undersigned in making up this bid.

Bidder understands that the Southeastern Connecticut Council of Governments reserves the right to reject any or all bids, in whole or in part, and to waive any informality in the bidding.

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for the receipt of Bids.

The Bidder has included a schedule of hourly rates in the attachment titled:

\_\_\_\_\_

The Bidder has included additional cost estimation basis and information in the attachment titled:

\_\_\_\_\_

Respectfully submitted:

\_\_\_\_\_

Signature

(Seal – if bid is by a corporation)

\_\_\_\_\_

Name and Title (printed)

\_\_\_\_\_

\_\_\_\_\_

Business Address

**SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS**

**5 Connecticut Avenue, Norwich, Connecticut 06360**

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**Non-Collusion Affidavit**

The undersigned bidder or agent, being duly sworn on oath, says that he/she/they has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. He/She/They further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

**OATH AND AFFIRMATION**

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_

(Name of Organization)

\_\_\_\_\_

(Title of Person Signing)

\_\_\_\_\_

(Signature)

**ACKNOWLEDGEMENT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Notary Public Signature

My Commission Expires: \_\_\_\_\_

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**CERTIFICATION OF BIDDER REGARDING**

**Equal Employment Opportunity**

**INSTRUCTIONS**

This certification is required pursuant to Executive Order 11246 Part II, Section 203(b), (30 CFR 12319, 12935). The implementing rules and regulations provide that any bidder or prospective contractor, or any proposed subcontractors, shall state whether it has participated in any previous contract or subcontract subject to the equal opportunity clause, and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven (7) calendar days after the bid opening. No contract shall be awarded unless such report is submitted.

**CERTIFICATION BY THE BIDDER**

Bidder's Name: \_\_\_\_\_

Bidder's Address: \_\_\_\_\_

\_\_\_\_\_

1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.  
Yes ( ) No ( )            If the answer is yes, identify the most recent contract.

2. Compliance reports were required to be filed in connection with such contract or subcontract.  
Yes ( ) NO ( )            If the answer is yes, identify the most recent contract.

3. Bidder has filed all compliance reports due under applicable instructions, including Standard Form 100.

Yes ( ) No ( ) Not Required ( )

\_\_\_\_\_

Name and Title of Signer (Printed or typed)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date