

**REQUEST FOR PROPOSAL
BY
THE STATE OF CONNECTICUT
CONNECTICUT SITING COUNCIL**

The State of Connecticut, Connecticut Siting Council (Council), in the United States is seeking proposals to provide certain consulting services in matters related to current research into health effects of electric and magnetic fields. The State wishes to retain a contractor with considerable experience and the necessary expertise to assist the Council in revising the current standards for best management practices for electric and magnetic fields.

The request for proposal is available online at <http://ct.gov/csc> and www.das.state.ct.us, or from Lisa Fontaine, Connecticut Siting Council, 10 Franklin Square, New Britain, CT 06051 (USA). Telephone (860) 827-2935, Fax (860) 827-2950. Deadline for response submission is 4:00 P.M., Friday, May 20, 2005.

A. Scope of Services

1. Gathering a body of material relating to current research into health effects of electric and magnetic fields; proposals as to a distance or measurement at which health effects from electric and magnetic fields become evident; and assistance in developing electric and magnetic field mitigation measures for electric transmission lines. The consultant will provide this information in a Draft Report which will be the subject of a public hearing. After the hearing, the report will be finalized and brought before the Council for adoption and used as a guide by our agency when rendering energy-related decisions.
2. Assisting and participating with Connecticut Siting Council staff in revising their current EMF Best Management Practices based on the latest completed and ongoing scientific and medical research and design techniques.
3. Completing the project by December 31, 2005.

B. Qualifications

1. Detailed knowledge and experience in the health effects of exposure to electric and magnetic fields, including current research, statistics, and proposed safe clearance distances from 115 kV and 345 kV overhead and underground lines.
2. A minimum of ten (10) years experience in matters related to the electric magnetic field research of electric transmission, including the underground installation of such transmission.

C. Contract Period

The contract shall begin upon issuance and end on June 1, 2006.

D. Contract Award Procedures

1. The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability, in admission to, access to, or operation of its programs, services, or activities.
2. Council contact is Lisa Fontaine, Connecticut Siting Council, 10 Franklin Square, New Britain, CT 06051. Telephone (860) 827-2935, Fax (860) 827-2950. email lisa.fontaine@po.state.ct.us
3. **The original and six (6) paper copies of the proposal as well as an electronic version of the proposal in Microsoft Word 7.0 or COMPATIBLE SOFTWARE must be received at the above address no later than 4:00 PM EST, Friday, May 20, 2005. When submitting, please label the outside package of the proposal with the initials "RFP" in large, bold type or script clearly visible on the left bottom portion of the package. Also, please place the proposal in an envelope/package inside the envelope/package.**
4. All questions regarding this RFP and submission requirements must be directed, in writing, to the Council contact person identified in 2 above no later than 4:00 PM, EST Friday, May 6, 2005. Bidders are required to limit their contact regarding this RFP to the person named herein. Written responses to all questions received will be posted to the Council's Internet website (<http://ct.gov/csc>) not later than May 13, 2005.
5. A Selection Committee composed of representatives of the Council and staff will review all proposals and recommend finalists for consideration by Friday, June 3, 2005. The Council may, at its option, request interviews with bidders.
6. It is the intention of the Council to notify the successful bidder by Friday, June 10, 2005, and to begin contract negotiations as soon as possible thereafter.

Schedule of Deadlines

May 6, 2005	Questions regarding RFP due to Council
May 13, 2005	Response to questions regarding RFP
May 20, 2005	Proposal due to the Council
June 3, 2005	Finalists recommended
June 10, 2005	Notification of successful bidder
June 17, 2005	Finalize Contract

E. Conditions

1. All bidders must be willing to adhere to the following conditions and must positively state this in the transmittal letter accompanying the proposal.
2. All proposals in response to this RFP are to be the sole property of the State. Bidders are encouraged NOT to include in their proposals any information that is proprietary. All materials associated with this procurement process are subject to the terms of State laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws.
3. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFP is to be the sole property of the State.
4. Timing and sequence of events resulting from this RFP will ultimately be determined by the State.
5. The bidder agrees that the proposal will remain valid for a period of 90 days after the closing date for the submission and may be extended beyond that time by mutual agreement.
6. The State may amend or cancel this RFP, prior to the due date and time, if the State deems it to be necessary, appropriate or otherwise in the best interests of the State. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a proposal not being considered.
7. The bidder must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project. Any additions, deletions or changes in personnel from the proposal during the course of the project must be approved by the Council, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the Council. At its discretion, the Council may require the removal and replacement of any of the bidder's personnel who do not perform adequately, regardless of whether they were previously approved by the State.
8. Any costs and expenses incurred by bidders in preparing or submitting proposals are the sole responsibility of the bidder.
9. A bidder, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the proposal.

10. No additions or changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification of proposals may be required by the State at the bidder's sole cost and expense.
11. In some cases, bidders may have to give presentations or further explanation to the RFP Selection Committee.
12. The bidder represents and warrants that the proposal is not made in connection with any other bidder and is in all respects fair and without collusion or fraud. The bidder further represents and warrants that they did not participate in any part of the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no agent, representative or employee of the State participated directly in the bidder's proposal preparation.
13. All responses to the RFP must conform to instruction. Failure to answer all questions or to follow the required format may be considered appropriate cause for rejection of the response.
14. The bidder accepts the State's standard contract language. (See Attachment A.)
15. The contract document will represent the entire agreement between the bidder and the Council and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for payment of services under the terms of the contract until the successful bidder is notified that the contract has been accepted and approved by the state and by the Attorney General's Office. The contract may be amended only by means of a written instrument signed by the State, the bidder, and the Attorney General's Office.

F. Mandatory Response Format of Proposal

All proposals must follow the required format and address all requirements listed in the prescribed order and using the prescribed numbering convention. Proposals must set forth accurate and complete information inclusive of the following items. At the Council's discretion, failure to include any of this information will result in exclusion from consideration:

1. Information about the Bidder. The name, location, mailing addresses, telephone numbers, FEIN/SSN of the bidder and other pertinent information.
2. Description of How Work Will Be Performed (Workplan). Describe how you propose to perform the work outlined in Section A, Scope of Services. Proposals must address and describe how the bidder will provide each listed service in Section A in the order set forth therein. Please limit this part to no more than ten (10) pages.

3. Summary of Relevant Experience. List projects in the area of electric transmission consulting services that the bidder has completed within the last three (3) years. Describe and quantify the knowledge and experience required of the bidder in Section B, Qualifications.
4. Personnel Listing. A complete listing of the professional staff identified in the work plan with their resumes. Each resume shall include the individual's qualifications and experience in the area of electric transmission systems.
5. Fees. Provide a fee schedule of hourly rates for personnel who will be assigned to work under this contract. This fee schedule must reflect all expenses, including any and all increases projected to occur during the term of the contract. *Note: The State of Connecticut is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in prices.*
6. Conflict of Interest. Disclose any current (within the last 3 years) business relationships, which may pose a conflict of interest including all business relationships with companies associated with transmission of electricity.
7. Contract Compliance and Affirmative Action. The proposal must include a Notification to Bidders Form, an Evidence of Nondiscrimination Form, and an Employment Information Form.
8. Writing Sample. Include a recently drafted executive summary dealing with a proposed electric transmission system.
9. Additional Data. Any additional information, which the bidder wishes to bring to the attention of the Council, that is relevant to this RFP.
10. Bidder References. Include not less than two (2) objective references that can attest to the bidder's scope of work and prior experience for the qualifications outlined in Section B.

G. Evaluation of Proposals

The following criteria will be utilized in the selection process. They are presented as a guide for the bidder in understanding the State's requirements and expectations for this project and are not necessarily presented in order of importance.

1. Proposed statement of work. Emphasis will be on grasp of the issues involved, soundness of approach and the quality of the overall proposal.
2. Experience, expertise, and capabilities of the bidder in the area of electric transmission system issues.
3. Background, qualifications, and previous experience of personnel to be assigned to the project and their demonstrated competence, experience and expertise in the area of electric transmission systems.

4. Proposed fee schedule for assigned personnel.
5. Demonstrated commitment to Affirmative Action:

Regulations of Connecticut State Agencies Section 46a-68j-30(10) require an agency to consider the following factors when awarding a contract that is subject to contract compliance requirements:

- (a) the bidder's success in implementing an affirmative action plan;
- (b) the bidder's success in developing an apprenticeship program complying with Section 46a-68-1 to 46a-68-17 of the Connecticut General Statutes, inclusive;
- (c) the bidder's promise to develop and implement a successful affirmative action plan;
- (d) the bidder's submission of EEO-1 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area; and
- (e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. (See the Contractor/Grantee Package)

H. Rights Reserved To The State

The State reserves the right to award in part, to reject any and all proposals in whole or in part for misrepresentation or if the bidder is in default of any prior State contract, or if the proposal limits or modifies any of the terms and conditions and/or specifications of the RFP. The State also reserves the right to waive technical defect, irregularities and omissions if, in its judgment, the best interest of the State will be served.

The State reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a bidder and subsequently awarding the contract to another bidder. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial bidder is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the bidder.