

BELLEFONTE BOROUGH AUTHORITY

**236 West Lamb Street
Bellefonte, PA 16823
(814) 355-1501**

REQUEST FOR PROPOSAL

PROFESSIONAL ENGINEERING SERVICES DESIGN, PERMITTING BIG SPRING COVER PROJECT

Issuance Date: July 1st, 2019

Proposal Due Date: August 28th, 2019
And Time: 4:00 PM Local Time

Delivery and Mailing Address: Bellefonte Borough Building
236 West Lamb Street
Bellefonte, PA 16823

Contact: Ralph Stewart, Borough Manager
Phone: 814.355.1501
E-mail: rstewart@bellefontepa.gov

TABLE OF CONTENTS

1.	PURPOSE.....	1
2.	RFP SCHEDULE.....	1
3.	BACKGROUND INFORMATION	1
4.	SCOPE OF SERVICES.....	3
5.	PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS	5
6.	EVALUATION AND AWARD CRITERIA	6
7.	PROPOSAL EVALUATION AND SELECTION PROCESS	6

1. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit proposals for professional engineering services that will allow Bellefonte Borough Authority to determine the most qualified firm that can provide the desired services. At a minimum, the firm shall be able to provide or have demonstrated experience in the following: PA DEP Safe Drinking Water regulations and permitting experience, architectural design, structural engineering, mechanical engineering, specifications, and drawings. The firm will assist the owner in the bidding of, and contracting for, the installation of a specialized cover over Bellefonte's Big Spring.

For ease of reference, each organization submitting a response to the RFP will hereinafter be referred to as an "Offeror." An Offeror whose proposal would result in a formal agreement will thereafter be referred to as "Consultant," "Contractor," "Engineer," or "Firm."

The contents of the proposal submitted by the successful Offeror, this RFP and all modifications made thereof, will become part of the contract awarded as a result of this solicitation. The successful Offeror will be required to sign a contract with Bellefonte Borough Authority.

Any significant changes to the solicitation as a result of the questions received will be issued by Addendum and posted on the Bellefonte Borough website at www.bellefonte.net. It is the Offeror's responsibility to review and incorporate all Addenda as part of the proposal submission.

2. RFP SCHEDULE

Date	Milestone
July 1st 2019	RFP issued
10:30 am, August 14th, 2019	Pre-proposal onsite meeting
August 16 th , 2019	Questions due (in writing) by
August 21st, 2019	Issue Addendum addressing questions received
August 28 th , 2019	Responses to RFP due
As Soon As Possible	Short list notification
As Soon As Possible	Short list vendor interviews

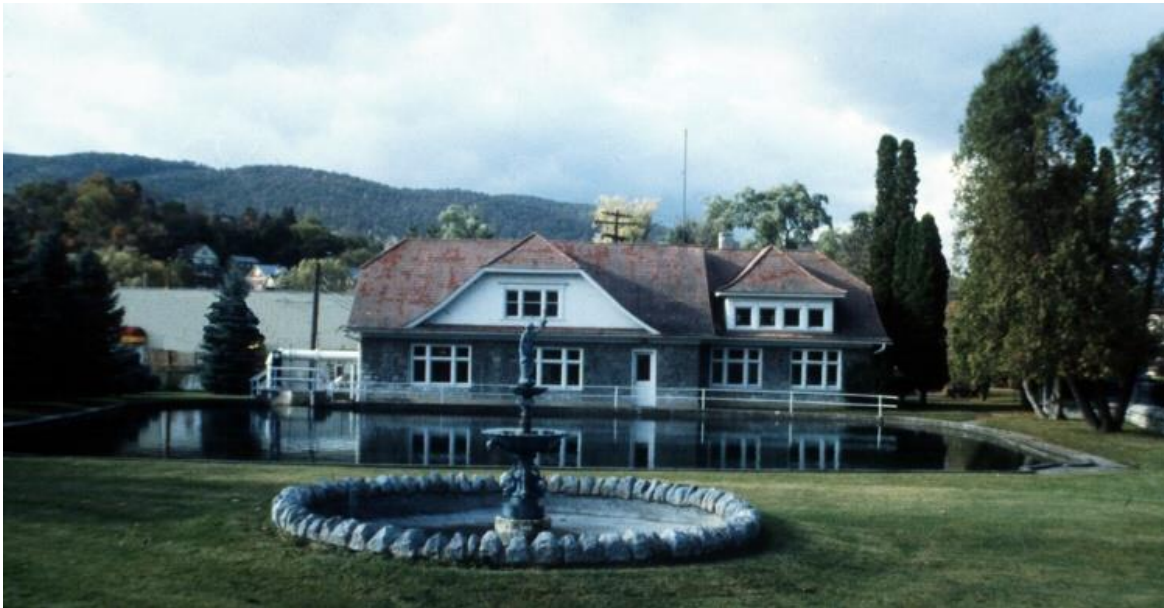
This schedule is subject to change. The Question Due Date and Response to RFP Due Date are firm, unless an Addendum is issued.

3. BACKGROUND INFORMATION

Bellefonte Big Spring Water

Bellefonte Borough was established in 1795 around a phenomenal natural spring now known as "Big Spring." Big Spring soon became the source for the community's water system and has

remained so ever since. The spring water is pumped from a man-made catchment pond and sent “unfiltered” out through the distribution system. In the 1990s due to changes to the Federal Safe Drinking Water Act, Big Spring underwent testing to determine if the source water was influenced by surface water. If so, the spring would have to be filtered. Tests proved that the spring water was not being influenced by surface water; however, PA DEP mandated that the source be protected from potential contaminants, leading to the Spring’s covering. The picture below is what the Big Spring and associated pump house looked like prior to the cover being installed.



The picture below shows the Big Spring covered with a floating hypalon material cover.



For approximately twenty years, Big Spring has been covered with a PA DEP-permitted floating cover. The floating cover enabled Bellefonte Borough Authority to meet all PA DEP requirements related to keeping the unfiltered spring water free of contaminants. However, the cover's aesthetics have never been acceptable to the Bellefonte community.

Big Spring Cover

Bellefonte Borough Authority is interested in having a firm design a cover that is PA DEP permitted/approved, solid, leak-proof, and clear span. The Big Spring reservoir is approximately 93' x 70'. The structurally-solid cover shall be capable of holding a shallow pond of water. The shallow pond of water is to be used in conjunction with a fully-functioning fountain and lighting system on top of the cover, essentially hiding the fact that Big Spring has a cover over it.

The drawing below is included for concept purposes only. The fountain in the drawing would be on top of a hard shell, leak-proof cover permitted and approved by PA DEP.



4. SCOPE OF SERVICES

Final scope of services will be negotiated once the Bellefonte Borough Authority determines the most qualified Offeror. It is expected that the selected Offeror will be actively involved in developing the final scope of services that best supports the needs of Bellefonte Borough Authority. This list is provided as a generalization of the required scope of work and is not all inclusive. Submittal responses to this RFP should include a complete breakdown of all

necessary tasks to complete the project as described. It is anticipated that services rendered under this project include but are not limited to:

- 4.1. Preparatory
 - 4.1.1. Review the owner's concept as the basis for the requested design services and submit questions and/or observations to the owner's representative to be addressed.
- 4.2. Design
 - 4.2.1. Prepare preliminary design documents including but not limited to the following.
 - i. Architectural design
 - ii. Structural Design
 - iii. Fountain design
 - iv. Lighting design
 - 4.2.2. Consult with a qualified construction firm(s) experienced in clear span, solid, reservoir covers, fountain systems, and lighting systems, prepare preliminary opinion of probable construction costs for review by owner.
 - 4.2.3. Attend and participate in owner arranged and facilitated community/stakeholder workshops. Document the public input received and assist owner in preparing sketches and narratives for subsequent follow-up meetings.
- 4.3. Entitlement and Approvals
 - 4.3.1. Prepare submittal packages including transmittals, graphic images and narratives representing the cover design for review by PA DEP, selected boards, Borough Council and the Borough Authority
 - 4.3.2. Attend required meetings and participate in design presentations in collaboration with owner's representative. Make edits to design documents and resubmit as required to obtain approvals.
- 4.4. Construction Documentation
 - 4.4.1. Project manual including but not limited to PA DEP permit requirements, bidding, construction contracts, bonding, general conditions and technical specifications to describe all required divisions and tasks.
 - 4.4.2. Construction drawings illustrating in detail all work requirements including but not limited to the following.
 - i. Cover Sheet
 - ii. General and project specific notes
 - iii. Site preparation including all PA DEP permit requirements
 - iv. Architectural design
 - v. Structural engineering
 - vi. Fountain system design
 - vii. Lighting system design
 - viii. Mechanical, electrical and plumbing
 - ix. Construction detailing as required
 - 4.4.3. Consulting with a qualified construction firm experienced in clear span, solid, reservoir covers, fountain systems, and lighting systems, prepare final opinion of probable construction costs for review by the owner.

- 4.5. Bidding
 - 4.5.1. Prepare bidding documents.
 - 4.5.2. Attend and facilitate a mandatory pre-bid meeting, field questions from perspective bidders and prepare written responses.
 - 4.5.3. Prepare and issue addenda as required to answer questions from perspective bidders and clarify project bidding requirements.
- 4.6. Construction Administration
 - 4.6.1. Attend and facilitate a preconstruction meeting with owner representative and contractor project manager
 - 4.6.2. Review and respond to all contractor requests for information and other project communications
 - 4.6.3. Attend weekly contractor, owner, architect project meetings. Make project inspections and document observations.
 - 4.6.4. Review and comment on progress payment applications
 - 4.6.5. Attend preliminary and final project inspections. Prepare punch list.

5. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

- 5.1. Bellefonte Borough Authority seeks professional service organizations that have the experience, qualifications, and qualities to meet the objectives described herein. Proposals should be prepared providing straightforward, concise, descriptions of capabilities to satisfy the requirements of this RFP. Emphasis should be placed on completeness and clarity of content, and avoiding excessive content and unrelated work samples.
- 5.2. To be considered for selection, Offerors must submit a complete response to this RFP. Proposals which are substantially incomplete or lack key information may be rejected by Bellefonte Borough Authority.
- 5.3. By submitting a proposal in response to the RFP, the Offeror represents it has read and understands the RFP and has familiarized itself with all federal, state and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the resulting contract.
- 5.4. Packaging of Proposals
 - 5.4.1. Proposals are to be returned in a sealed envelope or container. Ensure that the proposal container(s) is clearly, completely, and properly identified. The face of the container shall be sent to the attention of Ralph Stewart, Bellefonte Borough Authority, “Big Spring Cover – Engineering Services Proposal”, Name of Offeror; and Offeror complete address.
 - 5.4.2. Each firm shall submit one (1) original, ten (10) copies and one (1) electronic copy in a single PDF format of their proposal to Bellefonte Borough Authority as indicated on the cover sheet of this Request for Proposal. The “original” proposal shall be clearly marked.
- 5.5. Delivery of Proposals
 - 5.5.1. Proposals may either be mailed to or shipped to 236 West Lamb Street, Bellefonte, Pennsylvania 16823. They may NOT be received in electronic mail or facsimile.

- 5.5.2. Proposals must be received by the date given in the schedule. Requests for extensions of this time and date will not be granted. Firms mailing their proposals shall allow for normal mail time to ensure receipt of their proposals prior to the time and date fixed for acceptance of the proposals. Proposals received after the acceptance date will not be considered. Proposals will be publicly accepted and logged in at the time and date specified above.
- 5.6. Questions and Inquiries
 - 5.6.1. Questions and inquiries are to be submitted in writing and will be accepted from any and all Offerors.
- 5.7. Contents of Proposals
 - 5.7.1. Proposals are limited to 20 pages double-sided (or 40 pages single-sided), not including a single-page cover letter, Table of Contents, and Tab separators. All pages of the proposal shall be numbered consecutively. Proposals that are not organized in this manner risk elimination from consideration.
- 5.8. Proposal Response Format
 - 5.8.1. The Offeror is encouraged to provide information they feel will assist Bellefonte Borough Authority in determining which firm is the most qualified and best suited for this project.

6. EVALUATION AND AWARD CRITERIA

- 6.1. Upon receipt of the proposals, Bellefonte Borough Authority will review proposals with preference to the Offerors whose qualifications and proposed services are deemed most meritorious.

7. PROPOSAL EVALUATION AND SELECTION PROCESS

- 7.1. Oral Presentation
 - 7.1.1. Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Bellefonte Borough Authority. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. Bellefonte Borough Authority will schedule the time and location of these presentations, if applicable.
- 7.2. Award
 - 7.2.1. The award document will be a contract, incorporating by reference, all of the requirements, terms and conditions of the solicitation and Contractor's proposal as negotiated.