

# **BELLEFONTE BOROUGH AUTHORITY**

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

## **REQUEST FOR PROPOSAL (RFP) AND QUALIFICATIONS FOR PROFESSIONAL AUTHORITY ENGINEERING SERVICES**

**Submission Deadline: Noon, December 13<sup>th</sup>, 2022**

### **I. CONSULTING ENGINEERS REQUEST FOR PROPOSALS AND QUALIFICATIONS**

The Bellefonte Borough Authority is soliciting proposals and qualifications for its appointed Authority Engineer position from those engineers/engineering firms with at least ten (10) years of Pennsylvania Municipal/Authority Engineering experience.

The RFP is available at the Bellefonte Borough website [www.bellefonte.net](http://www.bellefonte.net)

All proposals shall be made upon letterhead stationery. One (1) clearly marked original and seven (7) clearly marked complete copies (including all attachments) of each proposal shall be submitted and delivered to: Ralph Stewart, Bellefonte Borough Authority, 236 West Lamb Street, Bellefonte, Pennsylvania, 16823 prior to 12 p.m. on December 13<sup>th</sup>, 2022. Envelopes shall be sealed and marked **“Proposal and Qualifications for Authority Engineering Services”**. The Bellefonte Borough Authority reserves the right to choose the proposal(s) which, in their judgment, is best suited for the intended purposes and reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Authority reserves the right to resolicit proposals. The Authority may appoint one Authority Engineer and/or other consulting engineers.

### **II. GENERAL INFORMATION ON BELLEFONTE BOROUGH AUTHORITY**

(BBA). BBA was created by Bellefonte Borough in the 1930s as a general authority. BBA is located in Centre County, Pennsylvania and operates under the Pennsylvania Municipal Authorities Act with a seven (7) member Board of Authority. The Authority sets the rates and policies for Bellefonte Borough’s water and sewer system. All staffing is supplied by Bellefonte Borough through a management agreement.

Bellefonte’s sole water source is the Big Spring, a natural spring producing approximately 15 million gallons of water per day. The daily withdraw is permitted at 5 MGD. The system has approximately 2 MGD of excess capacity. BBA’s service area for water includes the borough and portions of Spring, Benner and College Townships.

BBA owns the area's wastewater treatment plant and the borough's collection system. The WWTP is a 3.2 MGD with activated sludge treatment, Evoqua BioMag technology and BNR filters. The surrounding sewer collection authority, Spring Benner Walker Joint Authority, sends wastewater for treatment by agreement.

The Authority meets the first Tuesday of each month at 6:00 P.M. EST for their regular public meeting, unless modified by a holiday.

### **III. SCOPE OF SERVICES**

The Scope of Services required under this Request for Proposals includes serving as the Authority Engineer providing general, as assigned, professional engineering services. The selected Professional will also be expected to provide specialized professional services to the Authority on an as needed basis. In general, the scope of service also includes, but is not limited to:

1. Review and critique proposals, plans, or designs related to water distribution and wastewater collection systems
2. Review and critique water and wastewater treatment operations for effectiveness, efficiency and permit compliance.
3. Review and recommend for approval developer's applications for Tapping and Allocation, including calculation of fees due to the Authority
4. Design and engineering services for infrastructure improvements to the water distribution and wastewater collection systems; including electrical engineering as related to operation, control, and monitoring of respective systems (e.g. SCADA)
5. Surveying and Construction oversight services and Inspections
6. Hydraulic analyses and modeling of water distribution and wastewater collection networks and/or systems
7. Bid preparation, review and recommendation
8. EPA, DEP, and SRBC permitting, compliance, and report preparation
9. Support of Authority's operations, programs, and initiatives:
  - a. Water Treatment and Distribution
    - i. Supervisory Control and Data Acquisition (SCADA)
    - ii. Water Loss Evaluation
    - iii. DEP Sample Planning and
    - iv. DEP System Evaluations
    - v. System Upgrades
  - b. Wastewater Collection and Conveyance
    - i. Fats Oils & Grease (FOG) Control
    - ii. High Strength Wastewater Billing
    - iii. Inflow & Infiltration (I&I) Removal

If a consultant intends to subcontract out any part of the work, the consultant shall provide a complete description of the services to be subcontracted, an estimate of the overall amount of work to be subcontracted, the rationale behind the need to subcontract, and a comprehensive description of the qualifications and experience of the proposed subcontractor.

The Authority reserves the right to disapprove any proposed subcontractor while appointing the consultant to the position of Authority Engineer and to independently

appoint one or more consultants to provide services which the appointed Authority Engineer proposes to subcontract.

#### **IV. TERM**

The appointment for the services shall be subject to renewal as determined by the Authority. The Authority reserves the right to terminate the appointment at any time with 30 days prior written notice. The appointed engineer/firm serves at-will at the direction of the Authority. The Authority anticipates that the appointment will be subject to future requests for proposals approximately every four (4) years, though the Authority may elect not to issue any such request for proposals.

#### **V. SELECTION PROCESS**

The Authority will utilize the following general selection process in determining the most qualified and best consulting engineer.

1. Interested consulting engineers (consultant) will provide written statements of qualifications (SOQs) to the Authority based on the guidelines and information in this RFP.
2. Consultant(s) shall be duly licensed in the Commonwealth of Pennsylvania as a Professional Engineer and otherwise certified/licensed to perform the professional services identified in the RFP.
3. Firms will be short-listed to participate in an interview process. Additional evaluation steps may include, but not be limited to, an interview, a review of the firm's engineering fee structure, a check of reference, etc.

The final determination will be made by the Bellefonte Borough Authority for appointment. The Authority reserves the right to reject any or all proposals, with or without cause, and to waive any defects or irregularities in the best interest of the Authority. The Authority reserves the right to make an appointment in the best interest of the Authority and to appoint the firm that it determines would best serve the Authority's needs, which shall remain within the sole discretion of the Authority.

#### **VI. SOQ CONTENT**

The SOQ must include the following:

##### **A. Cover Letter**

All SOQs must include a cover letter to the attention of Ralph Stewart, and be signed by a person legally authorized to bind the applicant to its Proposal. The cover letter must include the firm name, the names of local partners/principals and the number of local personnel, address and telephone and fax numbers for the agency and email addresses of the person(s) who are authorized to represent the proposer.

## **B. Personnel**

1. The names of the partners, managers and other key staff persons who will be assigned to the Authority's engagement; and
2. Provide resumes and indicate their experience in authority and municipal engineering services; identify the engineer, and his/her background, that would be assigned to Bellefonte Borough Authority.

## **C. Level of Service**

Indicate whether your firm can provide on a quick response basis, year-round expert professional engineering services to the Authority on typical authority matters.

## **D. References**

List of Pennsylvania authorities or local municipalities where your firm presently serves as authority or municipal engineer and/or provide similar services.

## **E. Fees**

The Authority expects to pay hourly fee(s) for the services provided by the engineering firm, except for attendance to Authority meetings which is further detailed below. All firms must indicate the hourly fee charged for the proposed services by the grade of the employee(s) to be assigned to the Authority. Proposals should indicate anticipated fee increases for at least four (4) years, though future fee increases shall be subject to approval of the Authority prior to the fees becoming effective.

If additional services such as travel, copying, phone calls, email answers or other charges will be billed in addition to the proposed hourly fee, such should be indicated within the SOQ.

1. The Authority expects to pay a flat fee per Authority (BOA) Meeting for which an engineer is required to attend. With the development of virtual attendance, we would be open to a mutually acceptable program of virtual/in-person attendance. Generally, this would consist of one monthly public meeting which is held on the first Tuesday of each calendar month at 6:00 P.M. EST.

## **VII. PROCEDURES FOR EVALUATING PROPOSALS**

The Authority will evaluate the SOQs based on, but not limited to, the criteria outlined in this document. The Authority may then complete additional evaluations on the consultants such as review of the firm's engineering fee schedule, participation in an interview process, etc. Using a combination of the information provided in the SOQ and the additional information received from the interviews and evaluations, the Authority will make a final choice and award the engineering services appointment to the most qualified consultant. A brief description of the primary selection criteria is provided below:

### **A. Experience and Reputation**

Experience and reputation in the general field of Water and Sewerage Authority Engineering, and consulting and related procedures, including providing engineering advice and assistance, maintaining Authority drawings and records, supervision of various Authority projects and contracts and related services.

1. As a minimum qualification, the Engineer should have 10 years of experience as a Registered Professional Engineer actively engaged in authority and public entity engineering services, including significant experience as an Engineer preferably in Authorities of comparable size to the Bellefonte Borough Authority.

2. The responding professional engineer should be supported by a firm with sufficient professional/support staff to adequately provide services to the Authority.

### **B. Specific Knowledge**

The Authority will give due weight to the familiarity of the responding professional engineer with prior and on-going Authority engineering projects and procedures and the capability and ability of the professional to continue such matters, and the benefits obtained by reason of continuity in such matters.

### **C. Proximity of firm to Bellefonte Borough Authority**

Availability to accommodate the needs of the Authority. As reasonable accessibility is relevant consideration, the professional engineer/firm should have its office within reasonable distance to the Bellefonte Borough Authority. The position requires extensive interaction with Authority employees and officials, attendance at various project sites within the service area from time to time. With the development of virtual meetings, we would be open to this meeting format when possible. The responding engineer/firm should provide details of adequate professional/support staff at its office so as to adequately provide for the Authority's services.

### **D. References**

The Authority will perform reference checks for each candidate. A minimum of three (3) municipal clients in Pennsylvania where similar or related work was performed must be provided. References where the consultant has served as the engineer are required. References should also be able to describe the firm's responsiveness, availability, and ability to complete assignments in a timely and orderly manner.

### **E. Consultant's Understanding and Approach and Quality of the SOQ**

The selection criteria will allow the Authority to award the position on the quality of the SOQ, the consultant's understanding of the Authority's needs, and/or any other quality about the consultant's proposal that sets it apart from any others.

### **F. Conflict of Interest**

The successful firm shall not have conflicts of interest with the Authority, and shall address and resolve any individual matters involving a conflict in advance of appointment. Such conflicts shall be disclosed as part of the SOQ submission.

### **G. Insurance**

The selected consultant must maintain insurance coverage in accordance with the following requirements:

- a. Worker's Compensation Insurance – meeting the requirements of all applicable laws and jurisdictions.
- b. Professional Liability Insurance - \$ 500,000 per claim \$1,000, 000 aggregate
- c. Employer's Liability Insurance – \$1,000,000 Bodily Injury each accident

- \$1,000,000 Bodily Injury by disease – policy limit
- \$1,000,000 Bodily Injury by disease – each employee
- d. Commercial General Liability Insurance – General Aggregate \$1,000,000
- e. Comprehensive Automobile Liability - Combined Single Limit \$1,000,000

The Authority shall be an additional insured on all policies provided hereunder. The additional insured shall be identified as “Authority, its Board of Authority (including the individual members thereof), and their respective managers, representatives, advisors, insurers, solicitors, other professional consultants, appointees, employees, agents, independent contractors, predecessors, successors, and assigns.” The additional insurance provided under this section shall be primary and non-contributory over all other available or applicable Authority policies for claims asserted either in whole or in part which arise out of or relate to the work performed.

**H. Indemnification**

The selected firm shall defend, indemnify and hold harmless the Authority, its Board of Authority (including the individual members thereof) and their respective managers, representatives, advisors, insurers, solicitors, other professional consultants, appointees, employees, agents, independent contractors, predecessors, successors, and assigns from any and all claims and costs of any nature whether for personal injury, property damage or any other liability arising out of or in any way connected with the Engineer's negligent acts or omissions under this agreement.

**VIII. QUESTIONS**

Direct any questions related to this RFP to Ralph Stewart, Bellefonte Borough Authority, at [rstewart@bellefontepa.gov](mailto:rstewart@bellefontepa.gov) or 814-355-1501.