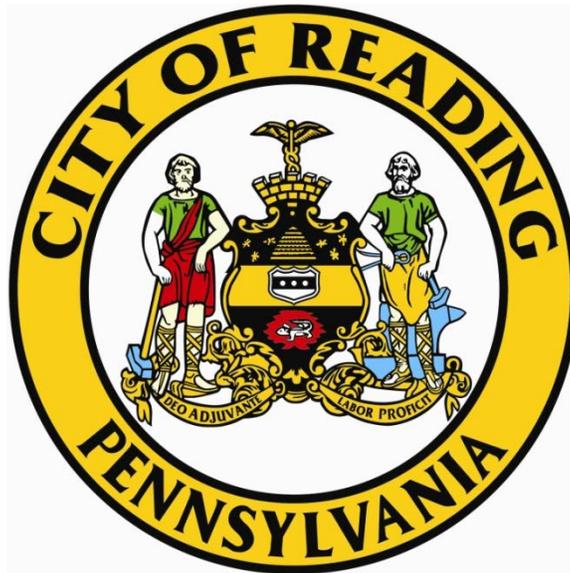


REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES

FOR THE

NEW 19th WARD PUMP STATION



CITY OF READING, PA

815 Washington Street

Reading, PA 19601

I. REQUEST FOR QUALIFICATIONS

The City of Reading (“City”) is initiating a procurement process for the delivery of engineering services for the design, permitting, preparation of plans and technical specifications including final contract documents for bidding, bid phase services and design services during construction associated with the new 19th Ward Pump Station, hereinafter referred to as the “Project”.

The submission of a statement of qualifications by engineering firms is the first step in a two-phase procurement process. As described below, the City will evaluate the Proposer’s Statement of Qualifications in the first phase in order to short-list the engineering firms from which the City will invite to submit technical and cost proposals for the Project in the second phase of the procurement process. Below is a brief description of the two phases of this procurement process.

Phase I: Request for Qualifications

The City requests a statement of qualifications from engineering firms (each, a “Proposer”) for the City to evaluate and assess to determine a short-list of firms for Phase II. The document herewith shall be referred to as Phase I: Request for Qualifications.

Phase II: Solicitation of Technical and Cost Proposals

Following the City’s evaluation and assessment of interested engineering firms who submitted Qualifications (as defined below) in response to Phase I, the City will solicit technical and cost proposals from the short-listed engineering firms. The City’s solicitation of technical and cost proposals for the Project shall be referred to as Phase II: Solicitation of Technical and Cost Proposals.

The City intends to award the contract for the engineering services that will be detailed in Phase II to the most qualified engineering firm that provides a cost effective and technically sound proposal that is most advantageous to the City. As used in this Request for Qualifications (RFQ), the term “Selected Engineer” shall mean the engineering firm that the City enters into a contract for the engineering services required for the Project.

II. INTRODUCTION

A. PURPOSE

The intent of this Project is to design a new 19th Ward Pump Station such that it will meet the projected 2035 flow rates detailed in the Final Act 537 Special Study (as defined herein) and Consent Decree requirements. It is critical that the design allow for the existing pump station to remain in full operation during construction so that the City can continue to maintain compliance with its permit requirements.

It should be noted that a Project/Construction Management team (“PM/CM Team”) augments the City’s staff and provides overall project management services and construction management support as it relates to the execution of the capital improvements program for the pump station. The PM/CM Team consists of two consulting firms - Hazen and Sawyer, and Weston Solutions.

The Selected Engineer will be required to work closely with the PM/CM Team during the execution of the Project.

B. QUALIFICATION SUBMISSION

Each Proposer shall submit its response to this Request for Qualifications (the “Qualifications”) electronically via the PennBid website no later than **2:00 p.m. EDT, October 19, 2022** (the “Qualifications Opening”). Qualification packages received after the time specified will not be considered by the City.

Under no circumstances shall a Proposer initiate contact regarding this RFQ with any elected official or employee of the City except that any questions or correspondence related to this RFQ must be submitted to the below via the PennBid website:

- Tammi Reinhart, Purchasing Coordinator, City of Reading
Email: tammi.reinhart@readingpa.gov.

III. BACKGROUND INFORMATION

A. INTRODUCTION

The City provides wastewater treatment and conveyance services for all or portions of the following municipalities (collectively, the “Contributing Municipalities”):

- Alsace Township (through Muhlenberg Township Authority)
- Bern Township
- Cumru Township
- Kenhorst Borough
- Laureldale Borough
- Lower Alsace Township (through Antietam Valley Municipal Authority)
- Lower Heidelberg (through Spring Township)
- Mohnton Borough
- Mount Penn Borough (through Antietam Valley Municipal Authority)
- Muhlenberg Township (through Muhlenberg Township Authority)
- Robeson Township
- Shillington Borough
- Spring Township
- Wyomissing Borough

Within the City’s sewer collection and conveyance system are four pumping stations. The 19th Ward Pump Station (“19th Ward P.S.”) is located in the western extents of the City, along the Tulpehocken Creek in Stonecliffe Park. The 19th Ward P.S. collects flow from Bern Township, Lower Heidelberg Township, the northern end of Spring Township, and a section of the City that is situated on the western side of the Schuylkill River and the pump station discharges it into the City’s sewer interceptor system, a few miles upstream of the 6th and Canal Pump Station. The existing 19th Ward P.S. was originally constructed in 1966 and upgraded in the 1990’s. In 2021,

the 19th Ward P.S. conveyed an average daily flow of 0.696 MGD, peak daily flow of 1.630 MGD, and an instantaneous peak flow of 2.3 MGD to an interceptor on the eastern side of the Schuylkill River.

B. CONSENT DECREE

The City entered into a Consent Decree with the Department of Justice, EPA and PADEP in November 2005 regarding improvements to their sewer conveyance and treatment system. The design and construction of a new 19th Ward Pump Station is one component that is required under the Consent Decree. Because the Selected Engineer will be designing capital improvements necessary for the City's compliance with the Consent Decree, time is of the essence for the Selected Engineer's performance.

C. RECENT 19TH WARD PUMP STATION PROJECT

In October 2015 the City entered into a contract with AECOM to design improvements to the existing 19th Ward P.S. and force main. The original 19th Ward P.S. project scope included upgrading/renovating the existing pump station from 3.3 MGD to 5.0 MGD, replacement of the existing 10" diameter force main, architectural & structural improvements to the pump station building, and an upgrade to the electrical system. In late 2021 it was determined that the structural capacity of the existing 19th Ward P.S. building couldn't accommodate the proposed loading rates. As such, a completely new pump station structure would have to be designed and constructed in Stonecliffe Park (adjacent to the existing building).

In order to keep progress moving and demonstrate good faith to the Department of Justice on the Consent Decree, the City decided to continue forward with AECOM as the design consultant for the force main upgrade project (currently at the 60% design stage) and then pursue a separate RFQ/RFP process to select a designer for a new pumping station. The force main upgrade project is expected to be constructed in the 2023-2024 time period.

D. ANTICIPATED PROJECT SCOPE

The scope for the 19th Ward P.S. project is still being finalized; however, it is expected to include the following:

Project Elements to be Designed:

- New 5.0± MGD pump station designed to all applicable standards including, but not limited to, PADEP, 10 States Standards, and Hydraulic Institute Standards
- Review/confirmation of design flows
- 4 pump design
- Pumps are expected to be dry pit submersible with variable frequency drives (consultant to verify)
- Conduct a siting analysis to determine optimal location (pump station is expected to be located within a 200' radius of the existing building)
- Pump station to be similar in nature to the City's 18th Ward PS (located in Schlegel Park)
- Above grade structure to be constructed of split face block or similar

- Extend/reconfigure influent gravity system as required to convey flow to new pump station
- Extend discharge force main to connect with both new 14” force main and original 10” force main to allow for redundancy for maintenance
- Influent and effluent flow meters with bypass piping for effluent metering
- Geotechnical investigations
- Mechanical bar screens on the influent flow, including washer/compactor, conveyors, interior storage of screening refuse (via totes or mini-dumpsters)
- Emergency generator
- Instrumentation/SCADA/controls that are compatible with the City’s existing system
- Provide dedicated space for future odor control.
- Remove the existing sewer overflow piping into the Tulpehocken Creek
- Development of property description for land and/or easement acquisition
- Survey & site plan work/design in accordance with City planning commission regulations and County Park requirements
- Demolition of the existing pump station
- Procurement of applicable permits
- Preparation of bid documents for multi-prime contracts
- Coordination with City and County officials

Bid Phase Services

- Assist City in bidding project, including attendance at a pre-bid meeting, responding to contractor questions, preparation of addenda, etc.

Construction Phase Services

- Design services during construction, including shop drawings, RFIs, attendance at construction progress meetings, etc.

E. PROJECT TIMELINE

After the RFP process has been completed, the Selected Engineer will begin work upon the City’s issuance of a Notice to Proceed (NTP), which will be issued after a Contract has been fully executed. At this time, it is anticipated that the NTP will be issued by/before May 1, 2023.

It is anticipated that the Selected Engineer will have to finalize its design plans and technical specifications and obtain all required permits for public bidding on/around July 1, 2024. The Selected Engineer will be expected to develop a design that will ensure that construction is completed no later than December 31, 2026.

F. AVAILABLE BACKGROUND INFORMATION

No existing background information for the 19th Ward P.S. will be provided during the RFQ process. During the Phase II: RFP process, the City will establish a secure FTP website to make applicable project documents available for the short-listed firms.

IV. CONTENT OF QUALIFICATIONS

Qualifications shall follow the following format (if the Proposer is a joint venture, please provide the information as it applies to each entity participating in the joint venture):

1. **Cover Letter** (maximum of 2 pages)
2. **Table of Contents** (maximum of 1 page)
3. **Section 1: Applicant Profile** (maximum of 3 pages)

Provide the following information:

- a. Name, business address of headquarters, telephone number, and website address.
- b. A primary contact for the Proposer, including name, job title, address, telephone and email address if different than above.
- c. Identify the office(s) where the majority of the work will be performed;
- d. Type of business organization (corporation, partnership, LLC, for profit or not for profit, etc.), federal taxpayer identification number or federal employer identification number; whether registered to do business in Pennsylvania, country and state of business formation, and number of years in business.
- e. Provide a narrative overview of the Proposer's primary business experience.

4. **Section 2: Relevant Experience & References** (maximum total of 10 pages)

Provide a summary of qualifications and capabilities to perform the engineering services for the Project. The Proposer shall demonstrate that they have provided similar services to other clients with similar capacity pump stations. These qualifications should focus on the Proposer. If a sub-consultant's experience is being utilized, it must be clearly stated and relevant work identified as the experience of the sub-consultant.

Provide the following information:

- a. Summary of pump station design experience with projects that are similar in nature, size and scope to the Project. Proposers should concisely highlight their breadth and depth of experience. Provide a summary table that provides an overview of the firm's relevant experience.
- b. Provide project descriptions that demonstrate the experience of the Proposer within the last ten (10) years. Provide a project description that best exemplifies your firms experience

with pump station design. For each project description provide reference information including client name, current key contact person, address and telephone number.

5. **Section 3: Key Personnel**

As described below, this section should consist of an organization chart, summary table and requested resumes.

The City is most interested in reviewing the qualifications of the key personnel being proposed for this Project that will actually be working on the Project. The Proposer shall provide an organization chart that identifies how the Proposer plans to staff the Project and the structure of the team. The organization chart should identify all personnel being proposed for the Project.

For all proposed staff identified in the organization chart, the Proposer shall compile a table that identifies: employee name, title, firm, office location, highest education level, area of expertise, state and type of license and years of experience, both with the firm and prior to joining the firm, and hourly billing rate.

Each Proposer shall provide a résumé for the following individuals only (maximum of 2 pages per person):

- a. Project Director – Officer of the firm responsible for delivery of contract terms;
- b. Project Manager – Day-to-day contact that will be managing the overall effort;
- c. Deputy Project Manager – A project engineer that will be actively working on the Project and assisting the Project Manager; and,
- d. Five (5) additional resumes of team members critical to the success of the Project.

6. **Section 4: Proposed Subconsultants** (maximum of 1 page per subconsultant)

Clearly and concisely identify all subcontractors the Prime Proposer intends to utilize for this Project. For each such subcontractor, provide:

- a. Name, business address of headquarters, telephone number, and website address;
- b. A statement of the work the Proposer intends the named subcontractor to provide;
- c. Identify the office(s) where the subconsultant work will be performed;
- d. Type of Business organization (corporation, partnership, LLC, for profit or not for profit, etc.), Federal taxpayer identification number or federal employer identification number; whether registered to do business in Pennsylvania, country and state of business formation, and number of years in business; and,
- e. Provide an overview of the subconsultant's primary business experience

7. **Appendix A: Financial Capacity** (no page limit)

Provide documentation demonstrating fiscal solvency and financial capability to perform the work sought for this Project for the Proposer. Provide one or more of the following:

- General statement of the Proposer’s financial condition; or
- Proposer’s most recent audited or unaudited financial statements.

Furthermore, the Proposer shall disclosure of any bankruptcy filings over the past five years.

8. Appendix B: Defaults (no page limit)

For the five-year period preceding the date of this RFQ, provide a detailed description of any situation in which the Proposer or subconsultant (either under a prime contract, partnership or joint venture) defaulted or was alleged to be in noncompliance of any contractual obligations, explaining the issues involved in the default, the outcome, and the actions taken by Proposer to resolve the matter. Provide the name, title and telephone number of the other party to the contract who asserted the event of default or noncompliance or the individual who managed the contract.

9. Appendix C: Disclosure of Litigation or Administrative Proceedings (no page limit)

For the five year period preceding the date of this RFQ, provide a detailed description of any judicial or administrative proceeding that is material to Proposer’s business or financial capability or to the subject matter of the RFQ, or that could interfere with Proposer’s performance of the work for the Project, including, but not limited to, any civil, criminal or bankruptcy litigation; any debarment or suspension proceeding; any criminal conviction or indictment; and any order or agreement with or issued by a court or local, state or federal agency. For each such proceeding, state the name of the case or proceeding, the parties involved, the nature of the claims involved, its current status and the final disposition, if any. Provide the same information for any officer, director, principal, or partner of Proposer’s organization, and for any subcontractor the Proposer plans to use to perform the services for the Project.

V. RFQ PROCESS

By submitting a Statement of Qualifications, each Proposer certifies that it has read the complete RFQ, understands the process, has an understanding of the Project scope, nature and quality of work to be performed associated with this Project, and accepts and agrees to all provisions set forth herein.

After the Qualifications have been submitted to the City, communications related to this RFQ and selection process shall be prohibited unless initiated by the appropriate City employee or agent in order to obtain information or clarification needed to develop a proper, accurate evaluation of the Qualifications.

Any prohibited communications initiated by a Proposer may be grounds for disqualifying the offending Proposer from consideration and/or any future RFQ/RFP.

A. EVALUATION OF RFQ

The Qualifications determined to be the most advantageous to the City, taking into consideration, without limitation, the evaluation factors set forth below:

1. Experience and qualifications of the Engineering Team:
 - a. The degree to which the personnel on the Engineering Team have held responsible positions for similar projects;
 - b. The degree to which the Engineering Team brings experience in the full range of skills and expertise needed to accomplish the scope of work on the Project in all task areas;
 - c. The specific commitments made in the Qualifications for staffing the Team, including the percentage of the Project Manager's time dedicated to the Project;
 - d. Experience within the local permitting region; and,
 - e. Any other experience and/or criteria the City deems relevant.
2. Experience and past performance of the Team members on similar projects within the last ten (10) years:
 - a. The experience of the Team members in conducting projects of similar nature and complexity; and,
 - b. The ability of the Proposer to draw on this experience to benefit the Project.
3. Any other experience and/or criteria the City deems relevant.
4. Financial and legal qualifications of the Engineering Team.

B. PROCEDURE FOR REVIEW OF RFQ

The City will review each submission for compliance with the qualifications and requirements set forth herein. Failure to comply with any requirements may disqualify a Proposal.

The City may arrange for meetings or interviews with one or more of the Proposers to clarify any aspect of the Qualifications and to give a Proposer the opportunity to explain its credentials. The City will contact the Proposers selected for an interview with the date and time for their respective interviews.

C. RFP INFORMATION

Firms short-listed through this Phase I process will be invited to submit a technical and cost proposal for the RFP. It is anticipated that the RFP will be issued by/before December 2022.

The full scope of services and a proposed contract will be provided in the Phase II process.

VI. RESERVATION OF RIGHTS

The City reserves and may, at its sole discretion, exercise the following rights with respect to this RFQ/RFP and all Proposals submitted pursuant to this RFQ/RFP:

1. To reject all Qualifications or Proposals and re-issue the RFQ/RFP at any time prior to execution of a final Contract; to require, in any RFQ/RFP for similar products and/or services that may be issued subsequent to this RFQ/RFP, terms and conditions that are substantially different from the terms and conditions set forth in this RFQ/RFP; or to cancel this RFQ/RFP with or without issuing another RFQ/RFP.
2. To reject the submission of Qualifications or Proposal if, in the City's sole discretion, the Qualifications or Proposal is incomplete, the Qualifications or Proposal is not responsive to the requirements of this RFQ/RFP, the Proposer's Qualifications do not meet the City's needs, as determined by the City in its sole discretion, or it is otherwise in the best interest of the City to reject the Qualifications or Proposal.
3. To supplement, amend, substitute, or otherwise modify this RFQ/RFP at any time prior to the execution of a final contract.
4. To accept or reject any or all of the items in any Proposal and award a contract for the whole or only a part of any Proposal if the City determines, in its sole discretion, that it is in the City's best interest to do so.
5. To reject the Qualifications or Proposal of any Proposer that, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City, is financially or technically incapable, or is otherwise not responsible.
6. To waive any informality, defect, non-responsiveness, and/or deviation from this RFQ/RFP that is not, in the City's sole judgment, material to the Proposal.
7. To permit or reject, at the City's sole discretion, amendments (including information inadvertently omitted), modifications, alterations, and/or corrections to Proposals by one or more of the Proposers following Proposal submission.
8. To request that one or more of the Proposers modify their Qualifications or Proposals including, but not limited to, to modify the pricing or to provide additional information or services until a Contract has been executed by the City.
9. To request additional or clarifying information from any Proposer at any time, including information inadvertently omitted by a Proposer.
10. To require that a Proposer appear for interviews and/or presentations of their Qualifications or Proposal at City offices.
11. To inspect projects similar in type and scope to the work sought in this RFQ/RFP.
12. To conduct such investigations as the City considers appropriate with respect to the qualifications of any Proposer and with respect to the information contained in any Proposal.