

REQUEST FOR PROPOSAL

WATER AND SEWER OPERATIONS SERVICES

Borough of Duncannon, Pennsylvania



PROFESSIONAL WATER AND SEWER OPERATIONS SERVICES
BOROUGH OF DUNCANNON, PENNSYLVANIA

RESPONSES DUE:

Thursday, September 26, 2024 at 2:00 p.m.

Borough of Duncannon
428 North High Street
Duncannon, PA 17020
(717) 834-4311

**REQUEST FOR PROPOSAL
FOR
PROFESSIONAL WATER AND SEWER OPERATIONS SERVICES
BOROUGH OF DUNCANNON, PENNSYLVANIA**

The Borough of Duncannon (Borough) is seeking written responses to a Request for Proposals (RFP) for Professional Water and Sewer Operations Services.

Sealed responses addressed to the Borough of Duncannon must be received **BEFORE THURSDAY, SEPTEMBER 26, 2024, 2:00 PM, EDT** to: Michael Wolfersberger, Infrastructure Committee Chairman, Duncannon Borough, 428 North High Street, Duncannon, PA 17020. Responses submitted to the Borough of Duncannon shall be submitted before the due date and time. All Responses must be in the Borough's possession on or before the scheduled date and time. **Late responses will not be considered. The Borough of Duncannon is not open for weekend or holiday deliveries.**

Questions regarding the RFP may be directed to the Borough Engineer, Greg Rogalski, PE of Pennoni Associates, 5072 Ritter Road, Suite 102, Mechanicsburg, PA 17055 via email at grogalski@pennoni.com no later than by September 19, 2024.

The contract will be awarded on the basis of (1) demonstrated competence and qualifications to perform the services, and (2) price.

Firms and/or individuals shall have past experience with water and sewer operations services. The Borough reserves the right to refuse and reject any or all responses, waive any or all formalities or technicalities, accept the response or portions of the response determined to be the best value and most advantageous to the Borough, and hold the responses for a period of 120 days without taking action. Respondents are required to hold their responses firm for the same period of time.

Please email **one digital copy** of your proposal of services and statement of qualifications to [Michael Wolfersberger at mwolfersberger@duncannonboro.org](mailto:mwolfersberger@duncannonboro.org) with copy to [Kathy Bauer at kbauer@duncannonboro.org](mailto:kbauer@duncannonboro.org), as well as two **(2) hard copies** as directed below.

Hand-delivered & Courier Submissions:

Borough of Duncannon
Attention: Michael Wolfersberger
Infrastructure Committee Chairman
428 North High Street
Duncannon, PA 17020

LABELING INSTRUCTIONS: Envelopes must be clearly marked:

**REQUEST FOR PROPOSALS
WATER AND SEWER OPERATIONS
[NAME OF FIRM]
[PHONE NUMBER OF FIRM]
[NAME OF PROJECT MANAGER FOR FIRM]**

RFP Packet can be found on the Borough of Duncannon website at
www.duncannonboro.org

Request for Proposals (RFP) Water and Sewer Operations Services

The Borough of Duncannon (Borough) is seeking to enter a professional services contract for the maintenance and operation of its water and sewer systems. The Borough of Duncannon requires a single, fully licensed operator on a full-time basis to perform daily operations and emergency operations as necessary. The selected contractor will be responsible for all administrative, operational and maintenance activities required to operate the water and sewer systems.

I. **Scope of Work** - The selected contractor will:

- Maintain and operate the Borough's water and sewer systems to comply with PADEP regulations, including:
 - Borough/Authority wastewater treatment plant
 - Borough wells, water treatment and water storage facilities
 - Wastewater and domestic water pumping stations
 - Process Control Decisions
 - Check residuals and performing all required daily, weekly, monthly and annual testing
 - Ensure compliance with PADEP regulations
 - Maintain proper records and provide reports to the Borough's Infrastructure Committee Chair or his designee
 - Preventive Maintenance on all Capital Equipment, to be mutually identified by the Borough and the Contract Operator
 - Repair and/or replace expendable items such as belts, filters, tubing,
 - Replenish treatment chemicals as required
 - Inspect all below-water wastewater treatment components on a quarterly basis
 - Plan, organize and administer the operation of all water and wastewater facilities
 - Annual maintenance of water distribution system, including flushing and valve exercising.
 - Perform water system leak detection activities on a weekly basis, including operation and monitoring of leak detection equipment and instrumentation
 - Perform inflow and infiltration identification activities including annual smoke testing and monitoring during wet weather events
 - Maintain a spare parts inventory
 - Coordinate with contractors to repair identified deficiencies
 - Attend inspections by the regulatory agencies
 - Develop an Emergency Response Plan, develop system-wide notices and implement response procedures
 - Any other matter deemed necessary
- Provide such deliverables to The Borough of Duncannon personnel as follows:
 - PA Department of Environmental Protection (PADEP) reports

- Susquehanna River Basin Commission (SRBC) Reports
 - Bac-t and other Testing Reports
 - Completion of Discharge Monitoring Reports (DMR's)
 - Daily Water Production Logs
 - Monthly Operations Report to Borough Council and/or Municipal Authority
 - Lists of Required Capital Maintenance and Improvement Projects
 - Responses to PADEP Violation Reports
 - Recommend operational and maintenance policies to the Owner
 - Provide input on the annual operating budget
 - Any other report deemed necessary
- Manage all employees of the Contract Operator, and coordinate all activities with the Borough Foreman
 - Operate in the capacity of "Certified Operator of Record" with respect to PA DEP.
 - Provide a dedicated staff member to oversee operations on a full-time basis. Additional staff members may be provided at the Operator's discretion.

II. **Facilities** - The Borough's water and wastewater facilities include, but not limited, to the following:

- Wastewater Collection System, totaling approximately 7 miles of sewer main
- Wastewater Treatment Plant (Aqua Aerobics Sequencing Batch Reactor)
- Five (5) groundwater withdrawal wells with individual chemical treatment facilities
- Two (2) water storage reservoirs
- One (1) Water Booster Station
- Water Distribution System, totaling approximately 9.5 miles of water main

III. **Other** - Proposals shall include:

- Experience Summary of the Contract Operator, including previous clients served, length of service and three (3) references.
- Personell Qualifications for those individuals assigned to the Borough, including copies of the individual's Operator's license
- Proof of Required Insurance
 - Worker's Compensation insurance in accordance with the

- State of Pennsylvania
- Employer’s Liability coverage with a limit of not less than \$1,000,000 each employee for Occupational Disease, and \$1,000,000 for each accident
- Commercial General Liability Insurance coverage for Products/Completed Operation, Blanket Agreement, Agreementor’s Protective Liability Broad Form Property Damage, Personal Injury/Advertising Liability, and Bodily Injury and Property Damage with limits not less than:
 - \$2,000,000 General Aggregate Limit
 - \$1,000,000 Each occurrence, combined single limit
 - \$1,000,000 Aggregate Products, combined single limit
 - \$1,000,000 Aggregate Personal Injury/Advertising Liability
 - \$1,000,000 Pollution
- Umbrella Excess Liability insurance written as excess of Employer’s Liability, with not less than \$1,000,000 each occurrence combined limit

IV. **Term** - The Borough is seeking the following contractual terms:

- Contract preference will be a 3-year term
- Provision for one (1) extension for an equal period of time at the discretion of the Borough is preferred
- Proposed escalation factors will be taken into price consideration

V. **Evaluation Criteria** - The proposals received will be evaluated and ranked according to the following criteria:

Criteria	Maximum Points
Experience/Previous Work Performance	50
Capacity to Perform	25
Best Fit	25
Total	100

VI. **Facility Access** - Potential proposers may visit the Borough’s facilities by contacting Mike Criley, Borough Foreman at 717-648-1363 no later than 48 hours in advance of the requested date and time.

VII. **Deadline for Submission** - Proposals must be received no later than 2:00 P.M. on September 26, 2024 at the following address: 428 North High Street, Duncannon, PA 17020, Attn: Infrastructure Committee Chairman, Michael Wolfersberger.