

# REQUEST FOR PROPOSALS FOR PROFESSIONAL ENGINEERING SERVICES

**Ulysses Municipality Authority  
Ulysses Water System Improvements  
Ulysses Borough  
Potter County, Pennsylvania**



**EQUAL HOUSING  
OPPORTUNITY**

Dates of Publication: July 7, 2021

Contact: Ellen Russell, (814) 274-8290 ext. 209

Proposals Solicited by:

Ulysses Municipal Authority  
518 Main Street  
Ulysses, PA 16948

## REQUEST FOR PROPOSALS

Ulysses Municipal Authority is requesting proposals for the purchase of professional Engineering services. These services include all necessary design and specifications for the bidding of and contracting for the Ulysses Water System Improvements. Complete proposal details, including the required proposal format, may be obtained by contacting:

Ellen Russell, MBA  
Director, Community Development  
Gunzburger Building  
1 N. Main Street, Suite 200  
Coudersport, PA 16915  
814-274-8290 x 209  
[erussell@pottercountypa.net](mailto:erussell@pottercountypa.net)

Proposal details are also available at <https://pottercountypa.net> and <https://seda-cog.org/request-for-proposals>

Proposals will be accepted until 2:00 PM prevailing time, July 29, 2021, at which time they will be publicly opened at Gunzburger Building 1 N. Main Street, Suite 200, Coudersport, PA 16915. Proposals shall be on the forms required, sealed and clearly marked on the outside, "Engineering Services Proposal," and submitted to:

Ellen Russell, MBA  
Director, Community Development  
Gunzburger Building  
1 N. Main Street, Suite 200  
Coudersport, PA 16915

**Proposals that are faxed or e-mailed to Potter County cannot be accepted.**

**REQUEST FOR PROPOSALS  
PROFESSIONAL ENGINEERING SERVICES  
ULYSSES WATER SYSTEM IMPROVEMENTS  
ULYSSES MUNICIPAL AUTHORITY  
ULYSSES BOROUGH  
POTTER COUNTY, PENNSYLVANIA**

Ulysses Municipal Authority proposes to use a recently approved Community Development Block Grant to fund the Ulysses Water System Improvements. The following narrative outlines the major responsibilities of the proposers. These responsibilities include the entire project from design to final inspection. It should be recognized by all proposers that the Scope of Services included herewith might exclude some minor, incidental Engineering responsibilities not currently identifiable.

Proposals shall include the attached "Standard Engineering Estimate" and be submitted to:

Ellen Russell, MBA  
Director, Community Development  
Gunzburger Building  
1 N. Main Street, Suite 200  
Coudersport, PA 16915

All proposals shall be sealed and clearly marked on the outside, "Engineering Services Proposal," and must be received by 2:00 PM, prevailing time, July 29, 2021, at which time they will be publicly opened at the Gunzburger Building, 1 N. Main Street, Suite 200, Coudersport, PA 16915.

Questions regarding this proposal should be directed to:

Ellen Russell, MBA  
Director, Community Development  
Gunzburger Building  
1 N. Main Street, Suite 200  
Coudersport, PA 16915  
814-274-8290 x 209  
erussell@pottercountypa.net

## **PROJECT DESCRIPTION**

The Ulysses Municipal Authority's water distribution system has several significant problems. Included in the list of problems are deteriorated water tanks and fire hydrants. Several pumps and flow meters which control water distribution to residents are not in good working condition. Also, the control module which monitors chemicals in the water supply is in disrepair. Finally, the authority does not have adequate provisions in place to provide water to its residents in the event of a long-term power outage.

The nature of these problems jeopardizes the reliability of the water supply and pose a safety hazard. This has resulted in PA DEP issuing several citations to the Ulysses Municipal Authority. PA DEP's concerns about the water distribution system are attached to the RFP.

The Ulysses Municipal Authority plans to retain the services of an engineer to put together a comprehensive construction project for public bidding. Upon completion of the public bidding process, a contractor will be retained to install new equipment to replace the obsolete equipment noted above. Necessary improvement work to the authority's facilities will also occur.

An estimate from the Ulysses Municipal Authority is attached which outlines work that is anticipated to be undertaken. The project's budget will may necessitate that some purchases may not occur. No portable equipment will be purchased with CDBG funds.

## **PROJECT DESIGN**

The Engineer shall prepare all necessary design plans, drawings and specifications to be used for the construction of the improvements and should therefore be complete in detail and contain all necessary information. Drawings shall conform with standard professional practice and consist of all architectural and engineering drawings, including profiles and sections, plot and site plans, and all else necessary to illustrate the interest and scope of the work. Working drawings shall be prepared for structural, hydraulic, mechanical, electrical, and all other branches of the construction work.

The Engineer shall investigate any existing systems affected by the proposed project, identifying options, and advising the Ulysses Municipal Authority the most appropriate method of modifying the systems as part of the design of this project. Plans and specifications shall be developed in such a manner to delete and add segments should the project costs be over or under budget.

1. All permits, plans, or surveys which may be necessary to define the scope of the work or for the performance of the project shall be the responsibility of the Engineer. The proposal shall include a list of those permits currently anticipated as necessary, identifying actual permit fees which shall be paid by the Engineer as a component of their project proposal. Survey work required for easements/rights-of-way is not a part of this proposal. Federal Environmental Reviews, State Historic Preservation Office Review, and Archaeological Reviews are not a part of this proposal.

Assistance from the Engineer is necessary for SEDA-COG and the Ulysses Municipal Authority to fully understand the project, and therefore, meeting attendance is of high importance. Accordingly, this proposal shall include four (4) design phase meetings, as well as four (4) preconstruction meetings (as noted below), at which the Engineer is expected to be in attendance. These meetings shall be conducted during the design and construction specifications phase at the convenience of the Ulysses Municipal Authority, and shall include the following:

- Design phase meetings
  - A kick-off meeting
  - Two (2) development meetings
  - A meeting to present the final design and receive approval to advertise
  - Preconstruction meeting(s) – (Engineer will coordinate and prepare meeting agenda w/ minutes.)
  - Pre-bid meeting (optional)
  - Bid Opening (Engineer will prepare bid tabulation form)
  - Award – (Engineer will make formal recommendation to award)
2. Ulysses Municipal Authority may request, and the Engineer may suggest, additional meetings. Accordingly, proposers should indicate their intention to do so in the narrative of their proposal. Any cost associated with additional meetings shall be included on the standard Engineers Estimate form.
  3. A project design schedule must be included as part of this proposal indicating key milestones and dates of completion. All final plans and specifications must be submitted for approval by Ulysses Municipal Authority. In addition, the Engineer must provide a list of sub consultants, if applicable, for approval by Ulysses Municipal Authority. It is the intention of the Ulysses Municipal Authority to advertise for construction bids on or before November 15, 2021. It is understood that changes in the project scope or nature may affect this schedule.
  4. Upon completion of the preliminary design, and again when requesting approval of the final design, the Engineer shall prepare and provide to the Ulysses Municipal Authority an opinion of probable construction costs, either as a lump sum or utilizing the itemized bid schedule if a line item construction bid is proposed.

### **PREPARATION OF DOCUMENTS AND COORDINATION OF BIDDING**

The Engineer shall prepare all construction contract documents, including but not limited to, bid schedule, bond forms (bid, performance, payment), construction specifications and agreements, compliance forms, etc. The Engineer shall be responsible for coordinating the bidding process, including printing and distributing up to ten (10) sets of bid documents, publishing the required advertisements and management of any required deposits or payments. Costs for this portion of

the work shall be borne by the Engineer except that the actual costs for legal advertisements will be reimbursed by the Ulysses Municipal Authority. Insofar as federal CDBG monies are being used in the project, forms and procedures meeting the requirements of the PA Department of Community and Economic Development shall be used in the contracting documents. SEDA-COG shall facilitate this process by providing model bidding documents for use by the Engineer.

In addition, the Engineer will assist the solicitor throughout the project including, but not limited to, the preparation of documents involving engineering matters and preparation of contract documents for the solicitor's opinion, a review of the bid documents, conformity with the specifications, and requirements, as well as a formal recommendation of bid award. The Engineer is also responsible to manage the construction contract award process, including issuance of the Notice of Intent to Award, execution of the agreements, Award, Notice of Start of Construction, Substantial Completion, Final Inspection, and Completion.

### **CONSTRUCTION SUPERVISION**

The Engineer is expected to furnish customary engineering advice and assistance necessary to enable the Ulysses Municipality Authority to readily understand the project. The Engineer shall visit the construction site to observe progress and quality of work, to determine if work is proceeding in accordance with contract documents, to keep the Ulysses Municipality Authority informed of progress, to guard against defects and deficiencies, and to disapprove work not in conformance with contract documents. The Engineer shall serve as the Ulysses Municipality Authority representative at the project site, issuing all instructions to the contractors and preparing any change orders.

The Engineer will check and approve samples, schedules, shop drawings, catalogue data, laboratory, shop and mill tests of materials and equipment, and other data which contractors are required to submit to ensure conformity with project design, concept, and requirements. The Engineer, in accordance with accepted professional standards and practice, shall review contractors' payment requests and approve, in writing, payment to the contractors in such amounts. The Engineer will also conduct, in the company of the owner and the contractor, a final inspection of the project for conformity with design, concept, and contract documents. When the project is complete, the Engineer will correct all drawings to show construction and installation as actually accomplished and will furnish one set of full size "As Built" prints and one electronic copy to the Ulysses Municipality Authority.

These services, to be provided by the Engineer, do not infer resident inspection services. The Engineer is expected to visit the project site during construction, not less than weekly and conduct a final inspection at project completion. Comprehensive design, inspection of work and compliance with specifications is of utmost importance to a successful and timely project completion. Accordingly, the Engineer shall indicate with what frequency field visits will be provided. As a part of this proposal, it is the Engineer's responsibility to estimate the project duration in order to calculate the number of construction supervision site visits. Should the

project take less or more time than anticipated, no adjustment to the costs for project supervision will be considered.

### **ADDITIONAL SERVICES OF ENGINEER**

Where participating state and/or federal agencies require reports relating to construction, the Engineer shall prepare and submit such reports and shall assist in any negotiations with these or other agencies as is necessary for final approval.

### **TERMS OF PAYMENT**

The Engineer will be required to enter into a written Professional Services Agreement with the Ulysses Municipal Authority, which will incorporate the information contained in this Request for Proposals. The Engineer will agree to a lump sum fee, which shall include all costs associated with the services outlined herein. Costs sometimes separately billed as reimbursable costs shall be declared and included in the lump sum amount of this proposal. Payment shall be made to the Engineer on a monthly basis.

Invoices shall be provided setting forth the percentage of work completed to date, establishing the amount due based on the percentage completed, less any previous amounts. Payment shall be expressly contingent upon receipt of funds from the Department of Community and Economic Development.

### **MBE/WBE GOALS**

It is the public policy of Potter County, to promote the opportunity for full participation by Minority and Women's Business Enterprises ("MBE's" and "WBE's") and Section 3 business concerns in all projects receiving federal funds from the United States Department of Housing and Urban Development which are administered by the Pennsylvania Department of Community and Economic Development.

Potter County has established a Minimum Participation Level (MPL) of five percent (5%) for Minority Business Enterprises and three percent (3%) for Women Business Enterprises participation on projects with CDBG, ESG, and/or HOME funding.

### **SECTION 3 GOALS**

The Potter County Commissioners have adopted a Section 3 Action Plan in accordance with Title 24 Part 135 Code of Federal Regulations. As such, at least three percent (3%) of the total dollar amount of all non-construction Section 3 covered contracts shall, to the greatest extent feasible, be awarded to Section 3 business concerns.

The purpose of Section 3 of the Housing and Urban Development (HUD) Act of 1968, as amended, is to ensure that employment and other economic opportunities generated by certain HUD

financial assistance shall, to the greatest extent feasible, and consistent with existing federal, state, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing; and to business concerns which provide employment opportunities to low- and very low-income persons, as summarized in the "Section 3 Clause", herein incorporated. The "Section 3 Clause", in its entirety, can be located in the Federal Code of Regulations 24 CFR Part 135.

The parties, if awarded this contract, agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. The parties certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.

If awarded the contract, the proposer, agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The proposer will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.

The proposer will certify that any vacant employment positions, including training positions, that are filled were not filled to circumvent the contractor's obligations under 24 CFR Part 135.

Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.



## **PROPOSAL SUBMISSION AND EVALUATION**

Three (3) copies of the proposal must be submitted to:

Ellen Russell, MBA  
Director, Community Development  
Gunzburger Building  
1 N. Main Street, Suite 200  
Coudersport, PA 16915

Proposals must be received no later than 2:00 PM, prevailing time, on July 29, 2021. **Proposals that are faxed or e-mailed to Potter County cannot be accepted.**

Proposals will be reviewed and evaluated by the Ulysses Municipality Authority, Potter County and SEDA-COG. The evaluation will include the following areas in order of relative importance:

- Adequacy of proposal in the terms of addressing the needs that are set forth in the Request for Proposals.
- Relevant experience and past performance.
- Quality of previous work.
- Adequacy of resources/record of completing projects on time.
- Cost.
- Proposer's commitment to the obligations of Potter County's Minority Owned Business Enterprises and Women Owned Business Enterprises Action Plan.
- Proposer's commitment to the obligations of Potter County's Section 3 Business Action Plan.

Note: Cost is only one of several criteria to be considered in evaluating proposals. According Potter County will not publish proposal cost summaries. Proposers are, however, invited to attend the opening.

## **REQUIRED INFORMATION**

Each proposer shall provide all information herein requested. Further, no proposal will be considered unless the attached Standard Form is completed in its entirety.

Each proposer shall provide a minimum of two references where similar engineering services have been performed during the past three years. These projects should be similar in design and scope. If the proposer is an MBE/WBE or Section 3 business concern, a certification form shall be submitted with the bid attesting to the firms' status as such. Firms may be requested to sit for interviews and/or negotiation of contract terms and fees prior to contract award.

If any part of the project is subcontracted, requires purchases for services, or requires hiring of additional employees, the proposers must submit documentary evidence of MBE/WBE and Section 3 business concerns who have been contacted and/or to whom commitments have been made. If no solicitation was made to MBE/WBE's or Section 3 business concerns or residents, please indicate the reason(s). If there is no need for additional employees or trainees, or no need to contract for work, then the Section 3 and MBE/WBE requirements are not triggered.

Ulysses Municipality Authority reserves the right to accept or reject any and all proposals or to waive any irregularities.

Professional Liability Insurance is required for this project. Please indicate the level of coverage provided.

**STANDARD ENGINEERING ESTIMATE**

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

I. Project design, specification, required meeting attendance, bidding, and other engineering services \_\_\_\_\_

II. Project construction supervision  
Indicate project duration and frequency of visits below. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL LUMP SUM: \$ \_\_\_\_\_

Additional Meetings:

Lump sum cost for additional meetings if requested by \_\_\_\_\_ \$ \_\_\_\_\_

I, \_\_\_\_\_, a licensed professional Engineer in the Commonwealth of Pennsylvania and an authorized representative of the above-indicated firm, have reviewed and understand the \_\_\_\_\_ Request for Proposals, and I/we am/are prepared to provide the required services for the above costs.

(SEAL) \_\_\_\_\_

ATTACH A MINIMUM OF TWO (2) PROJECT REFERENCES, SIMILAR IN DESIGN AND SCOPE.  
ATTACH LIMITS OF COVERAGE FOR PROFESSIONAL LIABILITY INSURANCE.

**MBE/WBE CONTRACT SOLICITATION AND COMMITMENT STATEMENT  
TO BE SUBMITTED WITH THE BID**

Goals of **5%** for minority business enterprise and **3%** for women business enterprise participation have been established.

Name of Bidder:	Project Name: Ulysses Water System Improvements
Address:	Bid Opening Date:
Email Address:	
Telephone Number:	Contact Person:

List those minority/women owned businesses from which you solicited quotes and/or received quotes in regard to this invitation for bid.

<b>Company Name &amp; Telephone Number</b>	<b>MBE*</b> (enter code from below)	<b>WBE</b> (X)	<b>Type of Construction, Equipment, Services, and/or Supplies to be provided to the Project</b>	<b>Total Dollar Amount of Quote Received</b>  (Please mark NR If no response was received)	<b>Total Dollar Amount Awarded</b>  (If not awarded indicate reason)
Prepared By:			Title:		

\*Ethnic Code: A- Asian-Pacific Americans; B-African Americans; H-Hispanic Americans; N- Native Americans

## **MINORITY AND WOMEN BUSINESS ENTERPRISE BIDDER CERTIFICATION**

The submittals of each bidder are subject to review to determine whether the bidder has discriminated in the selection of manufacturers, subcontractors and suppliers. If a bidder has met the goals for MBE/WBE participation, the bidder will be presumed not to have discriminated in their selections.

*Where the goals are not met*, the below statements, if accurate, shall be certified by the bidder:

1. The limited number or no commitment to MBEs/WBEs was not motivated by consideration of race or gender.
2. MBEs/WBEs were not treated less favorably than other businesses in the contract solicitation and commitment process.
3. Solicitation and commitment decisions were not based upon policies which disparately affect MBEs/WBEs.

By signing below, I certify that the above statements are true and accurate.

---

Company Name

---

Signature

---

Date

**SECTION 3 CONTRACT SOLICITATION AND COMMITMENT STATEMENT  
TO BE SUBMITTED WITH THE BID**

Minimum Participation Levels (MPL): Section 3 - 10% construction & 3% non-construction  
Section 3 - 30% aggregate new hires

Name of Bidder:	Project Name: Ulysses Water System Improvements
Address:	Bid Opening Date:
Email Address:	
Telephone Number:	Contact Person:

List those Section 3 business concerns from which you solicited quotes or which contacted you and gave you quotes in regard to this invitation for bid.

Company Name & Telephone Number	Type of Construction, Equipment, Services, and/or Supplies to be provided to the Project	Total Dollar Amount of Quote Received  (Please mark NR if no response was received)	Total Dollar Amount Awarded  (If not awarded indicate the reason)	IF NO COMMITMENT WAS MADE TO A SECTION 3 BUSINESS- EXPLAIN
Preparers Signature:			Title	

- (1) Indicate whether Section 3 Business Concerns were solicited for each type of work the bidder expects to subcontract for and for all materials which the bidder expects to procure and, if not, the reason(s) why no such solicitation was made;
- (2) Indicate the reason why a Section 3 Business Concern has not been committed to for a type of subcontract work or materials in any area where a quote was received from a Section 3 Business Concern, and;
- (3) In any case where no quotations are received or commitments made to a Section 3 Business Concern, indicate that no quotes were received, and if there is another reason for no commitments being made, the reason for the lack of commitments.

**SECTION 3 BUSINESS CERTIFICATION**

As principal owner of \_\_\_\_\_, I certify that this  
(Section 3 Business Concern Name)

firm is a bona fide Section 3 owned business.

I further certify that this firm was subcontracted by \_\_\_\_\_  
for work on the Ulysses Water System Improvements Project in the amount of \$\_\_\_\_\_.

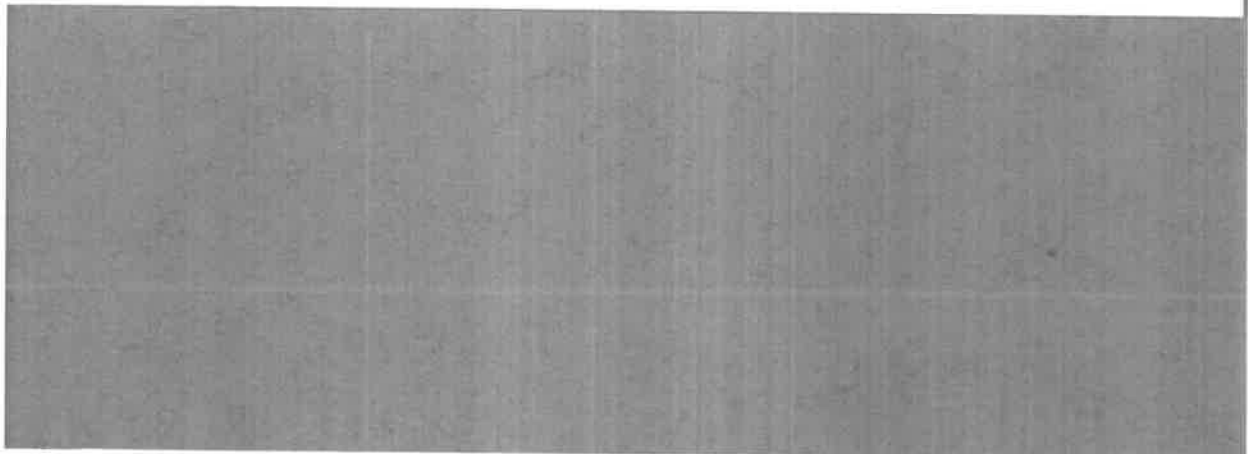
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/Title

Ulysses Municipal Authority  
Ulysses, PA

Estimates

Flow meters: \$6500 plus \$100 shipping	\$6,600.00
Tank: cleaning and inspection	\$4,500.00
expected tank repairs	\$15,000.00
Booster Station: parts and labor	\$4,800.00
pump	\$2,500.00
Center Street Pump:	\$11,949.00
Spring: Permit	\$500.00
Vacuum Truck and Operator	\$7,875.00
Laborer	\$750.00
Liner	\$3,010.00
10 Hydrants: hydrants/fittings	\$41,397.95
installation	\$23,000.00
3 Generators	\$75,000.00
Well #3	
Center Street	
Booster Station	
Total projected cost:	\$196,881.95
Miscellaneous Expenses and Engineer/administrative costs	\$28,050.05
Total	\$224,932.00







**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF SAFE DRINKING WATER**

**WATER SUPPLY INSPECTION REPORT**

<b>Facility Name</b> ULYSSES MUNICIPAL AUTHORITY	<b>PWSID No</b> 6530006	<b>Inspection Date</b> 02/08/2019
<b>Facility Location</b> ----	<b>County</b> Potter	<b>Municipality</b> Ulysses
<b>Responsible Officials Name</b> ----	<b>Telephone:----</b>	
	<b>System Type: Community</b>	<b>Population: 640</b>
<b>Certified Operator name</b> GEIST CALEB W	<b>Field Order Number: ----</b>	
	<b>Issue Date(mm/dd/yy): ----</b>	

**Person(s) Interviewed**

<b>Name:</b> CALEB GEIST	<b>Title:</b> OPERATOR
<b>Name:</b> KIRSTEN WILLIAMS	<b>Title:</b> RESPONSIBLE OFFICIAL
<b>Name:</b> CHAD ERHARD	<b>Title:</b> DAILY OPERATOR

**eFACTS info**

<b>Inspection ID:</b> 2837846	<b>Inspection Type:</b> RTNC
-------------------------------	------------------------------

**Minor Deficiency**

**1A- GROUNDWATER AND GUDI SOURCES**

**WELLHEAD**

SRC - 003 - WELL #3

The exposed portions of the well casing are not in good condition.

**Remarks:** The exposed portion of the well casing inside the Well house is completely rusted. The Department recommends investigating corrective measures (brushing and coating, etc) that could be taken to prevent further degradation of the casing

**1A- GROUNDWATER AND GUDI SOURCES**

## SOURCE WATER QUANTITY

SRC - 003 - WELL #3

The static and pumping water levels are not measured and recorded.

## 1A- GROUNDWATER AND GUDI SOURCES

### SPRINGS

SRC - 004 - SPRING

The spring box is not maintained.

**Remarks:**The Spring liner has holes in it and is deteriorated in a few spots. The Department recommends investigating replacement of the Spring liner (and removal of accumulated sediment) over the next few years. Note that the line project may require a Permit from the SDW program

## 2A- TREATMENT PLANT

### GENERAL INFORMATION

WTP - 302 - SOUTH STREET

Safety Data Sheets (SDS) are not available for each chemical in the treatment plant.

**Remarks:**SDS sheet was posted in the Plant for hypochlorite, but none were available for the phosphate. DEP recommends posting SDS sheet for the phosphate in the treatment plant

## 2A- TREATMENT PLANT

### GENERAL INFORMATION

WTP - 302 - SOUTH STREET

The chemical storage containers do not have secondary containment to prevent accidental discharge in the event of a spill or overflow. This does not meet the design standards set forth in the Public Water Supply Manual.

**Remarks:**The chemical feed tanks are on a secondary containment skid, but no containment is provided for the open containers of hypochlorite and phosphate. DEP recommends providing secondary containment around the open containers of chemical in addition to the day tanks

## 2G- CHEMICAL ADDITION, CORROSION CONTROL, IRON AND MANGANESE TREATMENT AND FLUORIDATION

### CHEMICALS AND EQUIPMENT

WTP - 302 - SOUTH STREET

Solution tanks are not labeled to designate the chemical contained in them, which does not meet the design standards set forth in the Public Water Supply Manual.

**Remarks:**DEP recommends labeling the chemical day tanks

**2G- CHEMICAL ADDITION, CORROSION CONTROL, IRON AND MANGANESE TREATMENT AND FLUORIDATION**

CHEMICALS AND EQUIPMENT

WTP - 302 - SOUTH STREET

Chemical injection points are not labeled.

**Remarks:**DEP recommends labeling the chemical injection points

**2G- CHEMICAL ADDITION, CORROSION CONTROL, IRON AND MANGANESE TREATMENT AND FLUORIDATION**

PERMIT CONDITIONS

WTP - 302 - SOUTH STREET

C7: The PWS is not complying with special permit conditions relating to chemical addition, corrosion control, iron /manganese treatment and/or fluoridation. Failure to comply with a permit conditions is a violation of Title 25 Pa. Code 109.703(a).

**Remarks:**PWS has been sampling phosphate daily at the Entry Point as required, but has not been testing phosphate weekly in the distribution system.

**2J- CHLORINE DISINFECTION**

PROBLEMS IDENTIFIED

WTP - 302 - SOUTH STREET

There have been interruptions in continuous disinfection within the past 3 years.

**Remarks:**After the previous Certified Operator left, it became immediately apparent that that operator was either not analyzing chlorine residual, or analyzing but reporting false numbers that were higher. For a brief period after the operator changeover, the PWS was experiencing Entry Point chlorine residuals around 0.20 mg/L instead of 0.40 mg/L. Appropriate adjustments were made to bring the residual back up and continue to maintain it

**3- DISTRIBUTION SYSTEM**

VALVES

DS - 001 - ULYSSES BOROUGH

Valves and blowoffs have not been exercised in accordance with the O&M plan.

**Remarks:**The PWS does not have an updated O&M Plan, some valves are inaccessible and some are unable to turn

**3- DISTRIBUTION SYSTEM**

PLANNED SERVICE INTERRUPTIONS AND MAIN BREAKS

DS - 001 - ULYSSES BOROUGH

The PWS does not record the locations and dates of main breaks.

**Remarks:**DEP recommends maintaining a log book for line breaks, valve replacements, leaks, customer complaints, etc.

#### 4- WATER STORAGE

##### STORAGE STRUCTURE

ST - 001 - STORAGE TANK

The exterior coating of the storage tank is peeled, cracked, covered in vegetation or in need of cleaning.

**Remarks:**Some portions of the tank exterior had peeling paint

#### 4- WATER STORAGE

##### GENERAL GROUNDS

ST - 001 - STORAGE TANK

C1a: The overflow discharges are not screened. This does not meet the design standards set forth in the Public Water Supply Manual and is a violation of Title 25 Pa. Code 109.602.

**Remarks:**Storage tank overflow is not screened, and additionally was covered by a dumped deer carcass. DEP recommends screening the overflow pipe

#### 4- WATER STORAGE

##### STORAGE STRUCTURE

ST - 001 - STORAGE TANK

The PWS does not inspect the interior of the storage tank. AWWA Standard M42 recommends that storage tanks are cleaned and inspected once every three years.

**Remarks:**DEP recommends periodic inspections of the interior of finished water storage tanks

#### 4- WATER STORAGE

##### GENERAL GROUNDS

ST - 001 - STORAGE TANK

There is evidence of tampering or trespassing at the storage tank or the PWS has investigated an incident of tampering/trespassing since the last sanitary survey.

**Remarks:**According to the ear tag, at least one of the dumped deer carcasses were from 2018. Other deer carcasses appeared older because only bones remain, but all appeared to have been dumped since the last survey in 2016

#### 4- WATER STORAGE

##### STORAGE OPERATION

ST - 001 - STORAGE TANK

Storage tank valves are not exercised to ensure proper operation.

**Remarks:**DEP recommends periodic exercising of water storage tank valves

#### 4- WATER STORAGE

##### STORAGE OPERATION

ST - 001 - STORAGE TANK

The storage tank operating levels are not monitored and recorded which limits the PWS's ability to manage storage volume and water age.

**Remarks:**Both tanks were permitted by DEP as-is, without any means to measure or record tank levels

#### 4- WATER STORAGE

##### GENERAL GROUNDS

ST - 001 - STORAGE TANK

The grounds surrounding the storage tank are not secure from unauthorized access. The grounds surrounding the storage tank should be secured or monitored from unauthorized access.

**Remarks:**Fencing was not required by the Design Standards when the tank was permitted and installed, but there is evidence of trespassing including graffiti and dumping of deer carcasses. The Department recommends investigating the feasibility of fencing/gating the area around this storage tank

#### 4- WATER STORAGE

##### STORAGE STRUCTURE

ST - 003 - NEW TANK

The PWS does not inspect the interior of the storage tank. AWWA Standard M42 recommends that storage tanks are cleaned and inspected once every three years.

**Remarks:**ST:001 - STORAGE TANK DEP recommends periodic inspections of the interior of finished water storage tanks

#### 4- WATER STORAGE

##### STORAGE OPERATION

ST - 003 - NEW TANK

Storage tank valves are not exercised to ensure proper operation.

**Remarks:**ST:001 - STORAGE TANK DEP recommends periodic exercising of water storage tank

valves

#### 4- WATER STORAGE

##### STORAGE OPERATION

ST - 003 - NEW TANK

The storage tank operating levels are not monitored and recorded which limits the PWS's ability to manage storage volume and water age.

**Remarks:**ST:001 - STORAGE TANK Both tanks were permitted by DEP as-is, without any means to measure or record tank levels

#### 5- PUMPS AND CONTROLS

##### PUMPING EQUIPMENT

PST - 001 - CENTER ST. PUMP STAT

The pumping station is leaking water in addition to the necessary constant drip through the pump gland.

**Remarks:**Far side pump has developed a water leak

#### 5- PUMPS AND CONTROLS

##### PUMPING EQUIPMENT

PST - 001 - CENTER ST. PUMP STAT

All pumping units are not in good operating condition.

**Remarks:**The near side pump was unable to keep up with system demand after rebuilding. The far side pump has developed a water leak while running and while shut off

#### 5- PUMPS AND CONTROLS

##### AUXILIARY POWER

PST - 001 - CENTER ST. PUMP STAT

The Emergency Response Plan does not adequately address power outage responses

**Remarks:**The PWS does not have any form of auxiliary power

#### 5- PUMPS AND CONTROLS

##### CONTROLS AND ALARMS

PST - 001 - CENTER ST. PUMP STAT

A pump failure alarm system is not present, which does not meet the design standards set forth in the Public Water Supply Manual.

**Remarks:**The pumping station was permitted as-is with no pump failure alarms. Caleb said they

would consider installing a red light alarm visible from the road

## 5- PUMPS AND CONTROLS

### CONTROLS AND ALARMS

PST - 002 - ACADEMY ST STATION

A pump failure alarm system is not present, which does not meet the design standards set forth in the Public Water Supply Manual.

**Remarks:**PST:001 - CENTER ST. PUMP STAT The pumping station was permitted as-is with no pump failure alarms. Caleb said they would consider installing a red light alarm visible from the road

## 5- PUMPS AND CONTROLS

### PUMPING STATION

PST - 002 - ACADEMY ST STATION

C1: All pumping station components are not protected from unauthorized access. This does not meet the design standards set forth in the Public Water Supply Manual and is a violation of Title 25 Pa. Code 109.602.

**Remarks:**The access hatch to this pump station was not locked. DEP recommends securing the access hatch to prevent unauthorized access

## 5- PUMPS AND CONTROLS

### AUXILIARY POWER

PST - 002 - ACADEMY ST STATION

The Emergency Response Plan does not adequately address power outage responses

**Remarks:**PST:001 - CENTER ST. PUMP STAT The PWS does not have any form of auxiliary power

## 6- MONITORING AND REPORTING

### METHOD 334.0

DS - 001 - ULYSSES BOROUGH

There is no documentation for the most recent 12 months to demonstrate that routine quarterly calibration verifications have been completed in accordance with EPA Method 334.0 for each handheld or benchtop instrument used for analysis of chlorine to compliance monitoring, comparison grab samples or to obtain results needed to calculate log inactivation.

**Remarks:**Mark will send Kirsten the link to the initial verification forms. PRWA has been offering hands-on training at water systems for Method 334, contact Wendy Malehorn if you are interested in receiving training

## 6- MONITORING AND REPORTING

### METHOD 334.0

DS - 001 - ULYSSES BOROUGH

There is no documentation to demonstrate that each individual that conducts analysis of chlorine for compliance monitoring or comparison grab samples at the water system has completed the analyst IDC in accordance with EPA Method 334.0.

**Remarks:**Caleb has completed his analyst IDC, but no PWS staff have completed the IDC yet. Mark will send Kirsten the IDC forms

## 6- MONITORING AND REPORTING

### METHOD 334.0

DS - 001 - ULYSSES BOROUGH

There is no documentation to demonstrate that the initial calibration verification has been completed in accordance with EPA Method 334.0 for each handheld or benchtop instrument used for analysis of chlorine for compliance monitoring, comparison grab samples or to obtain results needed to calculate log inactivation.

**Remarks:**Mark will send Kirsten the link to the initial verification forms. PRWA has been offering hands-on training at water systems for Method 334, contact Wendy Malehorn if you are interested in receiving training

## 6- MONITORING AND REPORTING

### ACCREDITATION-BY-RULE

DS - 001 - ULYSSES BOROUGH

NULL

**Remarks:**PWS had their CL-17 running as a reference, but experienced more issues with it and decided to mothball it. Their GWR permit requires a daily grab sample for compliance

## 6- MONITORING AND REPORTING

### PERMIT CONDITIONS

DS - 001 - ULYSSES BOROUGH

C7: The PWS is not conducting all monitoring and reporting specified in the permit conditions, which is a violation of Title 25 Pa. Code 109.703(a).

**Remarks:**PWS has been measuring phosphate residual daily at the Entry Point as required by Special Condition B of Permit #5308502, but have not been checking phosphate residual weekly in the distribution system as required by Special Condition C of that Permit. Chad stated that he will begin checking phosphate residual weekly when he is checking distribution chlorine



## 6- MONITORING AND REPORTING

### COMPLIANCE MONITORING: ENTRY POINT SAMPLING

DS - 001 - ULYSSES BOROUGH

Each entry point tap is not labeled.

**Remarks:**DEP recommends labeling the Entry Point sample tap

## 8- SYSTEM MANAGEMENT

### PLANS, MAPS, AND REPORTS

DS - 001 - ULYSSES BOROUGH

The water system does not have a Comprehensive Monitoring Plan that contains all required elements. This will be a violation if not corrected by August 19, 2019.

**Remarks:**This is a non-issue, the regulations require PWS's to use Department forms to develop the Plan. And the Department has not developed the form templates yet for systems to use, so a Plan could not be written even if a system was attempting to be proactive and develop their Plan now

## 8- SYSTEM MANAGEMENT

### ASSET MANAGEMENT

DS - 001 - ULYSSES BOROUGH

The PWS does not have an Asset Management Plan.

**Remarks:**The Department recommends an Asset Management Plan be developed. Mark will email Kirsten a blank template that can be used for this

## 8- SYSTEM MANAGEMENT

### GENERAL MANAGEMENT

DS - 001 - ULYSSES BOROUGH

The water system owner has not reviewed the Work Plan and/or Management Plan provided by the water system's circuit rider.

**Remarks:**The Department recommends that the Circuit Rider Operator provide a Work Plan and System Management Plan to the PWS

## 8- SYSTEM MANAGEMENT

### PLANS, MAPS, AND REPORTS

DS - 001 - ULYSSES BOROUGH

D8: The water system does not have an Emergency Response Plan that contains all required elements, which is a violation of Title 25 Pa. Code 109.707.

**Remarks:**The PWS has emergency information contained in Plans developed for the Local Emergency Planning Committee, but these documents are more focused on HAZMAT response, isolation distances, evacuation routes, etc. The existing Plans contain some of the information required, but not all of it. Department recommends developing a Plan containing all of the required elements, and updating it annually. Mark will send Kirsten a blank template

## 8- SYSTEM MANAGEMENT

### PLANS, MAPS, AND REPORTS

DS - 001 - ULYSSES BOROUGH

D6a: The water system does not have an Operation and Maintenance Plan that contains all required elements, which is a violation of Title 25 Pa. Code 109.702

**Remarks:**The Department recommends developing an Operation & Maintenance Plan, Mark will send Kirsten the blank template for the Plan

## 8- SYSTEM MANAGEMENT

### GENERAL MANAGEMENT

DS - 001 - ULYSSES BOROUGH

D5: Customer complaints are not logged, which is a violation of Title 25 Pa. Code 109.701(b)(3).

**Remarks:**Kirsten writes down complaints on phone message/note pad as they are received, but no separate log is kept. The Department recommends maintaining a separate log book dedicated to water quality or quantity related customer complaints. This would also satisfy Special Condition C of Permit #5308502

## 8- SYSTEM MANAGEMENT

### PLANS, MAPS, AND REPORTS

DS - 001 - ULYSSES BOROUGH

The water system does not have an Uninterrupted System Service Plan that contains all of the required elements. This will be a violation if the water system does not certify completion of the plan by September of 2019.

**Remarks:**This is a non-issue. The regulation requires water systems to use the DEP forms to develop the Plan, and DEP has not even developed the template yet.

## Operator Certification

### CIRCUIT RIDER OPERATED SYSTEM

The circuit rider has not provided the PWS owner with a System Specific Management Plan and/or

the Management Plan has not been updated as necessary.

**Remarks:**The Department recommends the Circuit Rider provides a Management Plan to the PWS, Mark can provide a template

#### CIRCUIT RIDER OPERATED SYSTEM

The circuit rider has not provided the PWS owner with a Work Plan and/or the circuit rider has not updated the Work Plan as necessary.

**Remarks:**The Department recommends the Circuit Rider provide this Plan to the PWS



## General Comments

Conducted a routine full inspection of the Public Water System (PWS). Present was Mark Accettulla (Sanitarian), Caleb Geist (Certified Operator), Kirsten Williams (Responsible Official), and Chad Erhard (Daily Operator).

Sources: Sources of potable water for this PWS are Big Spring and Well #3. Well #3 is permitted at 100 GPM, and is configured to pump directly into the Big Spring Reservoir due to a previous permit that required blending raw water to try to reduce iron and manganese below the SMCL's. Well #3 is 254 feet deep, with 43'-7" of 6-inch steel casing that is grouted. A 5hp submersible well pump pumps water from the well

Treatment: Raw water from Well #3 is injected with blended polyphosphate for sequestration of iron and manganese. PWS mixes phosphate day tank 2 gallons of SLI-7425 blended polyphosphate to 20 gallons of water. The phosphate is injected with a Chemtech Pulsafeeder diaphragm chemical feed pump.

After sequestered Well #3 water is pumped into the Big Spring reservoir, blended water flows back down to a vault outside the treatment building where it is injected with sodium hypochlorite for disinfection. Hypochlorite solution is fed via a Chemtech Pulsafeeder diaphragm feed pump. After chlorine injected, water flows through 2,000 feet of 8-inch diameter pipe for chlorine contact time and to achieve 4-Log inactivation.

Storage: The PWS has two finished water storage tanks that float on the system. The green 117,000 gallon steel tank was constructed in 1983 according to the plate. The 116,00-gallon steel Aquastore tank (bolted steel, glass-lined) tank was constructed in 1991 according to the plate.

Booster Pumps: The PWS has two booster pumping stations, one on Center Street and a much smaller one on Academy Street. The Entry Point is located inside the Center Street pump station just before the booster pumps.

Certified Operator: Caleb Geist is employed as a Circuit Rider Operator by the PWS, and has a valid license (Classes A and E, subclasses 1,2,6-13)

### Remarks:

1A-1 / SRC:004 - SPRING

The Spring is surrounded by farmland, but there do not appear to be any adverse impacts other than occasional nitrate >5.0mg/L

1A-10 / SRC:003 - WELL #3

PWS was permitted to install phosphate for sequestration of iron and manganese. Because sequestration is not removal, no raw water quality testing was required through that Permit

1A-21 / SRC:003 - WELL #3

The exposed portion of the well casing is coated in rust

1A-22 / SRC:003 - WELL #3

The well does not have a sanitary cap, but is completely enclosed in the Well house building. The raw water-line from the well is 3" and a split-seal cap may not be available to accommodate their plumbing

1A-48 / SRC:003 - WELL #3

Well #3 is permitted for 100 GPM, was pumping at 70 GPM at the time of the inspection

1A-9 / SRC:004 - SPRING

Raw water can be dip-sampled from the Spring, but Well #3 water is also pumped into the lower end of the Spring and the well water is injected with Phosphate for sequestering. SWIP and historical testing of the Spring water did not indicate any problems

2A-8 / WTP:302 - SOUTH STREET

PWS has spare chemical feed pump and pump rebuild kits onsite

2G-1 / WTP:302 - SOUTH STREET

PWS uses SLI-7425 blended polyphosphate which is NSF-60 certified

2G-17 / WTP:302 - SOUTH STREET

Phosphate feed pump is a Chemtech Pulsafeeder rated for 5 GPD, set at 70%

2G-26 / WTP:302 - SOUTH STREET

Today Caleb began wiring the chemical feed pumps into the PLC so that when there is no flow registered on the combined flow meter, the feed pumps will be shut off. Flow rates do not vary, so flow-pacing would be redundant

2G-39 / WTP:302 - SOUTH STREET

Iron and manganese treatment is sequestration, not removal

2J-31 / WTP:302 - SOUTH STREET

Old ratio was 1 gallon hypochlorite to 10 gallons of water, but new ratio is 4 gallons hypochlorite to 25 gallons of water in the tank mixed today

2J-39 / WTP:302 - SOUTH STREET

Chlorine feed pump is a Chemtech Pulsafeeder diaphragm pump rated for 5 GPD, set at 85%

2J-49 / WTP:302 - SOUTH STREET

PWS uses Slack Superchlor 15 sodium hypochlorite, which is NSF-60 approved

2J-70 / WTP:302 - SOUTH STREET

Entry Point free chlorine residual was 0.50 mg/L at 13:10 measured on Mark's meter

3-12 / DS:001 - ULYSSES BOROUGH

Pressure is monitored at both booster pumping stations

4-27 / ST:003 - NEW TANK

PWS has patched and repaired some leaks on this tank since the last full inspection

4-7 / ST:003 - NEW TANK

Overflow and blowoff have metal flapper valves, instead of screens

5-1 / PST:001 - CENTER ST. PUMP STAT

Center Street pump station is kept locked when not in use

5-3 / PST:002 - ACADEMY ST STATION

There is a sump pit at the bottom of the pump station

5-7 / PST:001 - CENTER ST. PUMP STAT

The near side pump (Pump 1) went dead in 2017, so the PWS purchased a new pump to replace it. About a month after the new pump was installed, the shaft broke and the pump had to be sent to rebuild it. In the interim, the far side pump (Pump 2) was used. The near side pump couldn't keep up to maintain pressure, but the PWS was also experiencing leaks at that time

6-1 / DS:001 - ULYSSES BOROUGH

PWS currently uses Pace Labs (formerly Seewald) for compliance sample analysis

7-11 / ---:--- - ---

Caleb makes all process control decisions after notification from daily staff. He is in the process of writing some SOPs

7-4 / ---:--- - ---

PWS submitted the change of available operator form after Gary Erway retired

8-15 / DS:001 - ULYSSES BOROUGH

PWS has been making an improved effort to visit all facilities (including storage tanks) at least weekly

8-63 / DS:001 - ULYSSES BOROUGH

PWS prepares bench sheets that contain operator initials, meter readings, Entry Point chlorine and phosphate, flow rates, totalizer readings, distribution chlorine residual readings, etc.

8-66 / DS:001 - ULYSSES BOROUGH

PWS did GIS mapping of their water distribution system with assistance from Seth Loht of RCAP. This map included water mains, hydrants, blow offs, curb stops, etc.

8-8 / DS:001 - ULYSSES BOROUGH

Sources are Spring (Permanent), Well #1 (Abandoned), Well #2 (Abandoned), and Well #3 (Permanent).

Wells 1 and 2 were classified as GUDI

## Signatures

Received by(Print Name):

CALEB GEIST

Received By Signature:



Investigator (Print Name):

MARK ACCETTULLA