

**REQUEST FOR QUOTATIONS  
FOR  
PROFESSIONAL  
ENGINEERING/ARCHITECTURAL  
SERVICES**

**GALETON BOROUGH AUTHORITY  
WASTEWATER TREATMENT PLANT IMPROVEMENTS  
GALETON BOROUGH  
POTTER COUNTY, PENNSYLVANIA**



Quotations Solicited by:

Galeton Borough Authority  
24 West Main Street  
Galeton, PA 16922  
Tony Adami, Chairman

**REQUEST FOR QUOTATIONS**  
**Galeton Borough Authority**  
**Wastewater Treatment Plant Improvements**  
**Galeton Borough**  
**Potter County, Pennsylvania**

Galeton Borough Authority, proposes to use a recently approved Community Development Block Grant to make improvements to their wastewater treatment plant. 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.

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

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

***Three (3) copies (2 bound and 1 unbound)*** of all Quotations shall be sealed and clearly marked on the outside, "Engineering Services Proposal," and must be received by 10:00 AM, prevailing time, January 31, 2022, at which time they will be publicly opened at the Gunzburger Building, 1 N. Main Street, Coudersport, PA 16915.

Questions regarding this proposal should be directed to:

Jamie Shrawder, Project Coordinator  
SEDA-COG  
570-524-4491  
jshrawder@seda-cog.org

## PROJECT DESCRIPTION

The Galeton Borough Authority's wastewater treatment plant was originally constructed in the 1950s as a primary treatment plant for the Borough of Galeton. The plant was last upgraded in 1986 to achieve secondary level of treatment by adding two extended aeration treatment trains. The Authority operates a combined wastewater/stormwater treatment facility.

Combined collection systems are an environmental problem. In heavy rain events, high flows inundate treatment plants causing large amounts of unprocessed effluent to be discharged into groundwater and watersheds. Untreated sewage can contain high levels of disease-causing organisms and harmful chemicals. Due to U.S. Environmental Protection Agency and Pennsylvania Department of Environmental Protection regulations, the Authority was forced to address its combined storm sewer and wastewater sewer collection system.

The southern third of the Authority's collection system remains a combined stormwater/wastewater system. According to the Authority's retained engineer Larson Design Group, completion of this remaining separation work is anticipated to cost over \$5 million. Given this anticipated budget and extent of remaining work, it will likely be many years before this remaining sewer shed can be addressed. The Authority continues to address this matter incrementally. Until this work can be completely addressed, the Authority will continue to have effluent processing issues during high rain events.

The treatment plant lacks the ability to properly store waste solids which results in buildup. Maintaining a high solids inventory in the treatment units makes them more susceptible to solids washout during high flow-wet-weather events. Of further concern, the treatment plant lacks the ability to even process sludge during winter months due to the inoperability of the existing aerobic digester. These deficiencies obviously have negative impact to Pine Creek.

The clarifier drive shaft inside one of the treatment plant processing tanks failed in October 2019. The clarifier drive shaft controls the scraper at the bottom of the clarifier tank. The scraper pushes sludge from the bottom of the tank to a sludge pipe. The sludge pipe directs sludge from the clarifiers to the drying beds for disposal. Because the drive shaft was broken, settled sludge could not be removed from the clarifier tank which made the clarifier inoperable. As a result, the Authority has only been able to operate one of its two processing tanks throughout the winter of 2019/2020. A temporary fix was made in spring 2020 to get the second processing tank back online but a more permanent solution is needed to avoid another major processing failure at the treatment plant.

The Authority is working on a comprehensive plan to address the deficiencies at its treatment plant. This strategy will also make upgrades to the treatment plant which will allow it to handle higher flows in wet weather events, minimizing the amount of untreated sewage flowing into Pine Creek. This effort will mitigate the urgency to obtain the over \$5 million necessary to separate the combined stormwater/wastewater collection system in the southern third of the community.

The comprehensive scope of work includes various efficiency improvements which will, under normal circumstances, decrease the time that it takes the treatment plant to process its influent sewage as well as to improve the quality of the effluent after it has left the plant. Under high flow circumstances, the treatment plant will be able to keep up with the strain put on its processing systems.

The scope of work includes:

1. Demolition of the existing digester and replace with a 38' diameter x 12' water depth aerobic digester, sludge pump, and controls.
2. Install new sludge return air lifts and air lines.
3. Replace clarifier drive units that send sludge to the digester for processing the waste to be sent to the drying beds for final disposal.
4. Upgrade the aeration system with new diffusers and piping within the clarifiers to improve the efficiency.
5. Pump out and dispose of the sludge from the aeration tanks and digester.
6. Installation of electrical, piping, valves, and equipment necessary to complete the work.
7. Site improvements, including aeration tank concrete improvements.

### **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 Galeton Borough Authority in 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 Galeton Borough 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 Galeton Borough 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. Galeton Borough 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 Galeton Borough Authority. In addition, the Engineer must provide a list of sub consultants, if applicable, for approval by Galeton Borough Authority. It is the intention of the Galeton Borough Authority to advertise for construction bids on or before November 20, 2022. 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 Galeton Borough Authority an opinion of probable construction costs, either as a lump sum or preferably 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 grant. 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 Galeton Borough 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 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 Authority's 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 Galeton Borough 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 once a week 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 Galeton Borough Authority, which will incorporate the information contained in this Request for Quotations. 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**

Section 3 24 CFR Part 135 has been updated to the New Rule, 24 CFR Part 75. The New Rule for Section 3, 24 CFR Part 75, is applicable for projects for which the total amount of federal assistance is greater than \$200,000. Section 3 does not apply to professional services; however, you are still encouraged to follow Potter County's Section 3 Action Plan for Section 3 and Targeted Section 3 Labor Hours. The new 24 CFR Part 75 rule does apply to construction contracts and the professional service provider is expected to assist with facilitation of these efforts for compliance. Professional Service firms who hire Section 3 or Targeted Section 3 workers can count those labor hours as Section 3, or Targeted Section 3, but should be excluded from the total number of labor hours. Benchmarks are only qualified as being met if Section 3 Laborer Hours = 25%, and Targeted Section 3 Labor Hours = 5% of the total number of labor hours.

## PROPOSAL SUBMISSION AND EVALUATION

Three (3) copies (***2 Bound copies and 1 unbound copy***) of the proposal must be submitted to:

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

Quotations must be received no later than January 31, 2022. **Quotations that are faxed or e-mailed to Potter County cannot be accepted.**

Quotations will be reviewed and evaluated by the Galeton Borough Authority 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 Quotations.
- 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 Quotations. 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.

Galeton Borough Authority reserves the right to accept or reject any and all Quotations 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 Quotations, 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:
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