



## THE TOWN OF MILLSBORO

### Request for Proposal

#### Bid Information

Bid Due Time 3:00 pm

Bid Due Date 03/18/2022

#### Bid Location:

The Town of Millsboro  
322 Wilson Highway  
Millsboro, DE 19966

**Project Title:** The Town of Millsboro 2022 Force Main Extension

#### Project Background

The Town of Millsboro (“Town”) provides sanitary sewer services to residences and businesses within the incorporated Town limits as well as several out-of-Town customers. The Town plans to construct a new wastewater treatment facility (WWTF) on a portion of its 438-acre property commonly known as the White Farm. The White Farm is located on the north side of Hardscrabble Road as shown in Figure 1.

Realizing the need to send wastewater to the new WWTF upon startup, the Town has decided to redirect the wastewater pumped from existing Pumping Station 7A (PS 7A) to the new WWTF. PS 7A is located on Millsboro Highway and services all of the Plantation Lakes development, Woodlands of Millsboro development, and several other smaller parcels in the western portion of town. The existing force main for PS 7A is 14-inch and 16-inch in diameter and is approximately 12,400 linear feet. The December 2021 “Preliminary Engineering Report, Town of Millsboro White Farm Wastewater Treatment Plant, Force Main, and Reuse Main” reports that the proposed sanitary sewer force main will be approximately 13,800 linear feet. PS 7A is equipped with redundant submersible pumps with variable frequency drives. The pumps have a capacity of 1,860 gallons per minute. Construction plans for PS 7A will be made available upon request.

The Town is located in the Inland Bays watershed, and as such, was required to eliminate all treated wastewater surface water discharges. This prompted the Town to embark on a water reuse initiative, which started in 2011 with the construction of spray pop-up pivots at the Millsboro Middle School. The Town reuses its treated wastewater at the Millsboro Middle School and at a farm field located on the White Farm. The Town also disposes of its treated wastewater in rapid infiltration basins. The Town has received interest from property owners to spray irrigate the Town’s reclaimed water on parcels along Godwin School Road. Therefore, this project includes a parallel beneficial reuse main (BRM) that will follow the same alignment as the sanitary sewer force main from PS 7A to the White Farm WWTF.

The Town is soliciting proposals from qualified engineering firms for design, bid, and construction (including full-time construction observation) services for a new sanitary sewer force main and a parallel beneficial reuse main (BRM). The Town encourages participation



## THE TOWN OF MILLSBORO

from Disadvantaged Business Enterprises (DBE). With the exception of directional drill and jack and bore locations, the Town assumes the force main and BRM may be installed within the same trench. Figure 1 shows the pipeline alignment, which is as follows:

- Installation up the west side of the Town's White Farm access road and capped for connection to the future WWTF,
- Installation on the White Farm north of Hardscrabble Road (SR 20),
- Installation across Hardscrabble Road and through existing 50-foot-wide easement to Country Living Road,
- Installation along Country Living Road to the intersection with Godwin School Road,
- Installation along the west side of Godwin School Road to the intersection with Millsboro Highway (SR 24), and
- Installation across Millsboro Highway to existing Pumping Station 7A and capped for future connection.

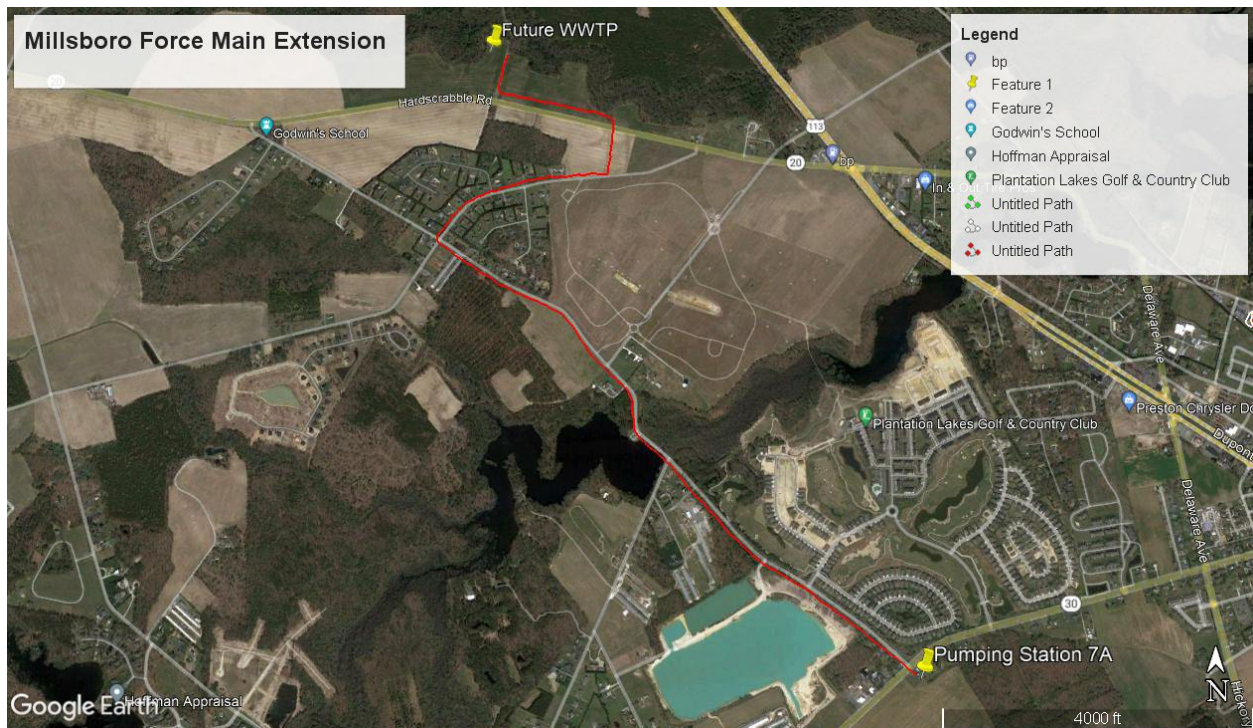


Figure 1: Future WWTF Location, Force Main Alignment, and Existing Pump Station Locations

The Town submitted a Clean Water State Revolving Fund (CWSRF) Loan application to the Delaware Department of Natural Resources and Environmental Control (DNREC), Environmental Finance. The Delaware Water Infrastructure Advisory Council (WIAC) will vote on the CWSRF Loan application at its March 16, 2022 meeting.

Because the Town expects the project to be financed with DNREC CWSRF loans, the qualified engineering firm selected shall have a professional engineer with a current license to practice



## THE TOWN OF MILLSBORO

engineering within the State of Delaware. This professional engineer shall oversee the project and be the Engineer of Record who shall sign and seal all contract documents.

The Town has been working closely with the developer of Plantation Lakes on this project. The developer has an agreement with DelDOT to improve both Godwin School Road and Country Living Road. The contract documents for these improvements will be provided to the engineering firm awarded the contract. The developer has stated that the documents may be provided in electronic CAD format. The developer has stated that the improvements to the roads is expected to be completed around August 2023. The contract documents and electronic CAD files have topographic survey information that may be used for the development of the FM and parallel BRM plans and profiles. The Town recommends that the awarded firm verify the topographic information with additional topographic surveys.

### **Purpose**

The purpose of the RFP is to select a qualified professional consulting firm to provide design, bid, and construction phase services, including full time construction observation. The design, bid, and construction phase services shall be for approximately 13,800 linear feet of sanitary sewer force main and a parallel beneficial reuse main (purple PVC pipe).

### **Scope of Work**

This request for proposals is to provide design, bid, and construction engineering services (including full time construction inspection) for approximately 13,800 linear feet of sanitary sewer force main and a parallel beneficial reuse main (purple PVC pipe). The Town is soliciting proposals from qualified firms to provide engineering services as described below.

1. Design Phase:
  - a. Data collection of PS 7A contract documents, pump capacity information, and historical flows.
  - b. Data collection of previous topographic survey files.
  - c. Conduct additional topographic surveys to verify and tie together previous surveys and survey needed for the pipeline alignment.
  - d. Using data collected on PS 7A, an analysis shall be conducted to determine whether the capacity of PS 7A changes with the new force main alignment. The analysis shall include:
    - i. The length of the new force main alignment,
    - ii. Sizing of the force main diameter to maximize the capacity of the pumping station (the Town will work with the selected firm on the diameter sizing. For purposes of this RFP, assume an additional 40 feet of head to pump into the future WWTF headworks),
    - iii. A system curve-pump curve tabulation and graph,
    - iv. A site visit to the pumping station, and
    - v. Coordination with the pump manufacturer and/or manufacturer's representative.



## THE TOWN OF MILLSBORO

- e. Easement exhibits: It is unknown at this time if the Town will need to obtain easements from property owners along the alignment. Submit a lump sum fee for the preparation of each easement agreement exhibit. Examples of previous easement agreement exhibits are available upon request.
  - f. Contact Miss Utility to obtain locations of all utilities along the pipe alignment.
  - g. Submission of an Opinion of Probable Costs and anticipated project schedule with the 90% Contract Document submission.
  - h. Assistance with preparation of the following permits:
    - i. DNREC Construction of Wastewater Collection and Conveyance Systems permit,
    - ii. Sussex Conservation District Minor Linear Utility Disturbances permit, and
    - iii. DelDOT Utility Permit.
  - i. Preparation of Contract Documents.
    - i. The Contract Documents shall include a Project Manual including Engineers Joint Contract Document Committee (EJCDC) Construction Related Documents. The Project Manual shall also include Technical Specifications.
    - ii. The Contract Documents shall include CWSRF Program Requirements.
    - iii. The Contract Documents shall include Contract Drawings.
    - iv. The Contract Documents shall include Traffic control plans for work within DelDOT rights-of-way.
  - j. The Contract Documents shall be submitted to the Town for review at 90% completion.
  - k. Following written receipt of Town comments to the 90% submission, the engineer shall submit two hard copies and an electronic copy on a flash drive of final Contract Documents bearing the seal and signature of a Delaware Registered Professional Engineer.
2. Bid Phase Services:
- a. The engineer shall prepare an Invitation to Bid that will be advertised by the Town.
  - b. Issue final Contract Documents for bidding and conduct one pre-bid meeting.
  - c. Review and respond to any contractor requests for information and prepare required addenda needed during the bidding phase of the project.
  - d. Assist the Town in tabulation and evaluation of bids and prepare a recommendation letter for presentation to the Town Council recommending the award of the Contract.
    - i. This task shall include coordination with the funding agency.
    - ii. This task shall include the attendance of one Town Council meeting, which are typically held the first Monday evening of each month at 7:00 p.m.
3. Construction Phase Services:
- a. Chair a pre-construction meeting, prepare meeting agenda, sign-in sheet, and meeting minutes. The funding agency shall be invited to attend the meeting.
  - b. Chair monthly progress meetings, prepare meeting agenda, sign-in sheet, and meeting minutes. The funding agency shall be invited to attend all meetings.



## THE TOWN OF MILLSBORO

- c. Provide services during the construction phase including review of shop drawing submittals, requests for information, work change directives, change orders, contractor's periodic requests for payment, and monthly funding agency disbursement requests.
  - d. Prepare Substantial Completion Certificate, coordinate and attend substantial completion inspection, and prepare punch list.
  - e. Coordinate and attend final completion inspection and review and provide final payment and closeout to the Town and the funding agency.
  - f. Prepare Record Drawings based on Contractor's red lined drawings. Submit Record Drawings to funding agency and to the Delaware Department of Natural Resources and Environmental Control (DNREC) as required in WPCC permit. Submit one hard copy and one electronic copy of the Record Drawings on a flash drive to the Town.
4. Construction Observation:
- a. Provide full time construction inspection throughout the duration of the construction.
  - b. Provide daily observation reports and submit reports weekly to the Town.

### RFP Requirements

The RFP response must clearly demonstrate the required qualifications, expertise, competence and capability of the firm. The RFP must clearly include the methodology proposed in order to complete the Scope of Work. Please include the proposed methodology and fee for each of the following (addressed by number):

1. Design Phase.
  - a. Design shall comply with the following schedule:
    - i. 90% submission shall be submitted within four months of Town execution of agreement with firm.
    - ii. 100% submission shall be submitted within two weeks following receipt of Town comment to the 90% submission.
    - iii. The schedule in 1.a.i. and ii. does not include the permitting process. Permits shall be submitted to the agencies at 90% or 100% submission, depending on the extent of Town comments to the 90% submission.
  - b. Provide a lump sum fee for this task.
2. Bid Phase.
  - a. Provide a lump sum fee for this task.
3. Construction Phase.
  - a. The engineering firm shall coordinate with the Town and the developer of Plantation Lakes and their contractor completing the Godwin School Road and Country Living Road improvements throughout the construction phase.
  - b. Provide a lump sum fee for this task.
4. Construction Observation.
  - a. Provide a time and material fee and include the hourly rate of the proposed construction inspector.





## THE TOWN OF MILLSBORO

### Other Requirements

The RFP response must clearly demonstrate the required qualifications, expertise, competence, and capability of the firm (particularly with respect to the tight schedule of the design and construction). A “Qualifications Statement” of your firm’s ability to provide the services required in Scope of Work shall be provided. Please include the following.

1. Describe the management plan to be used and staffing configurations. State how the firm intends to meet the design schedule and construction coordination with the Godwin School Road and Country Living Road improvements projects.
2. Brief resume of individuals involved in the project.
3. Brief description of project related experience including contact person and phone numbers for each referenced job.
4. Indicate experience with projects in the State of Delaware and Sussex County.
5. If your firm intends to partner with one or more other firms, or if you intend to enter into a sub-consultant agreement with another firm, please provide information about the firm(s) you intend to partner with and/or enter into a sub-consultant agreement. The information shall include the other firms experience, qualifications, and resumes.
6. Provide proposed project schedule in Gantt chart format.
7. Provide copy of insurances – General Liability, Workers Compensation, Commercial motor vehicle liability insurance.
8. Certify compliance with all federal, state and local laws, ordinances and regulations.
9. Indemnity and Insurance- Firms/Contractors will indemnify and hold harmless the Town, its officers, agents, and employees from and against all loss, cost, damages, expense and liability caused by accident or other occurrence resulting in bodily injury, including death and disease to any person, or damage or destruction to property, real or personal, arising directly or indirectly from operations, products, or services rendered or purchased under the contract.

### Oral Presentations

During the evaluation process, the Town may, at its discretion, request any one or all firms to make oral presentations for the purpose of clarification or to amplify the materials presented in any part of the RFP. However, firms are cautioned that the Town is not required to request clarification; therefore, all RFPs must be complete.

### Consulting Firm Selection

The engineering firm proposal will be evaluated by a team consisting of Town staff and Town Council members. Firms will be notified of the Town’s selection and the staff will negotiate the terms and conditions of the contract with the recommended consultant. The proposed contract will be presented to the Town of Millsboro Town Council on April 4, 2022 for final approval. The Town of Millsboro reserves the right to negotiate with the selected firm or reject all RFPs.



## THE TOWN OF MILLSBORO

### Criteria for Awards/Evaluation

The following factors will be used in evaluating Engineering Firms RFP's:

- 1) Management Plan/Evidence that schedule will be met ..... (35 points)
- 2) Experience of Proposed Personnel.....(30 points)
- 3) Experience of the Firm.....(20 points)
- 4) Familiarity with the Locality.....(15 points)

### Submission Deadline

All RFP's must be submitted not later than 3:00 pm Friday, March 18, 2022 to Ms. Carrie Kruger, P.E., Town Engineer, Town of Millsboro, Town Hall, 322 Wilson Highway, Millsboro, Delaware 19966. Office Telephone: (302) 934-8171. Email: [carriek@millsboro.org](mailto:carriek@millsboro.org). Two (2) hard copies and one (1) electronic copy of the RFP shall be submitted. Electronic copy shall be e-mailed to Ms. Kruger. All questions must be submitted in writing to Ms. Kruger at the e-mail address provided. Written questions and responses will be provided in addenda to this RFP. Questions must be submitted no later than March 4, 2022. The Town will not respond to any question submitted past March 4, 2022.

### Site Visit

Please contact Carrie Kruger, P.E. to schedule a site visit if desired.

### Pre-Bid Information

No Pre-Bid Meeting