



# THE TOWN OF MILLSBORO

## Request for Proposal

### BID Information

BID Due Time 3:00 pm

Bid Due Date 05/20/2022

### BID Location:

The Town of Millsboro  
322 Wilson Highway  
Millsboro, DE 19966

**Project Title:** The Town of Millsboro White Farm Wastewater Treatment Facility

### 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 Town has completed a Preliminary Engineering Report (PER) and Environmental Assessment (EA) for the project and has submitted the documents to funding agencies. The Town is soliciting proposals for design, bid, and construction (including construction observation) services for the new WWTF. A copy of the PER and EA is available upon request. A map of the White Farm showing the approximate location of the new WWTF is provided in Figure 1.

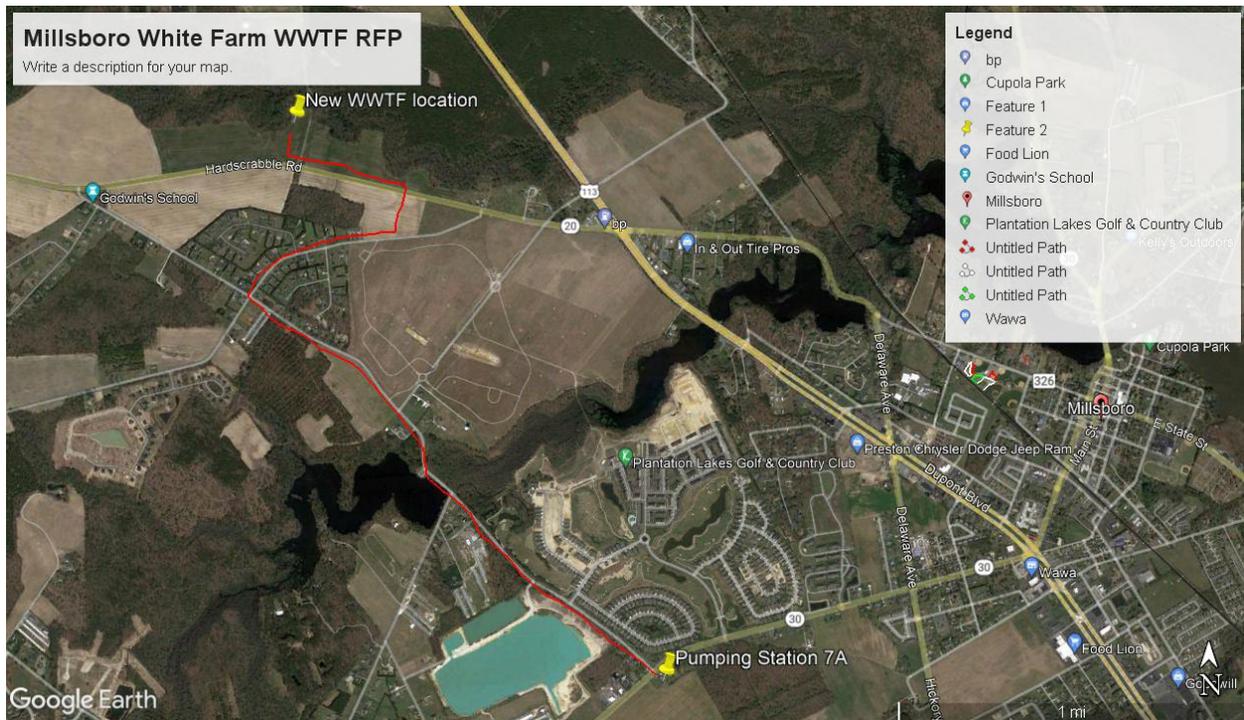


Figure 1: New WWTF Location, Force Main Alignment, and Existing Pump Station Locations



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The Town's existing WWTF is located on State Street, north of Old Landing Road. The existing WWTF is designed for a capacity of 1.15 million gallons per day (MGD), has a Modified Ludzick Ettinger process with ultrafiltration membranes, and is on a fairly tight site. After evaluations, the Town has decided that it would be more cost effective to build a new WWTF on its White Farm than it would to expand the existing WWTF.

The White Farm WWTF shall be designed for an annual average daily flow of 1.7 million gallons per day (MGD) and a peak flow of 4.6 MGD. The WWTF shall be designed to accommodate future process tankage, buildings, and equipment for a future annual average daily flow of 3.0 million gallons per day (MGD) and a peak flow of 7.5 MGD. Additional information regarding WWTF design capacities is included within the PER. The main components of the WWTF shall consist of:

- Headworks,
- Sequencing batch reactors,
- Cloth media disk filters with vacuum backwash,
- Disinfection,
- On-site re-use pumping station,
- Chemical feed systems,
- Aerobic sludge digestion, and
- Class A or B biosolids production.

The Town has had a permit from the Delaware Solid Waste Authority (DSWA) for the disposal of its sludge. The permit requires that the sludge have at least 20% total suspended solids (TSS), which is difficult to achieve using industry standard dewatering equipment. The Town wants to pursue reuse of its sludge. Therefore, this project shall include a cost analysis and evaluation of producing Class A or Class B biosolids that the Town may reuse on farm fields and/or sell as a viable fertilizer product.

Realizing the need to send wastewater to the new WWTF upon startup, the Town has decided to redirect the wastewater pumped from Pumping Station 7A (PS 7A) to the new WWTF. PS 7A is located on Millsboro Highway and its force main will be redirected to the new WWTF. To extend the Town's water reuse initiatives, the Town will install a beneficial reuse main (BRM) under the same contract as the new force main. The force main alignment and parallel BRM alignment is shown herein in Figure 1. The design, bid, and construction of the force main (FM) and parallel BRM is being completed under separate contract. The FM and BRM will be capped at both the White Farm and at the PS 7A parcels. This contract will include removal of the caps at both ends for both the FM and the BRM. Under this contract, the existing FM from PS 7A will be valved to allow wastewater to flow to the existing WWTF or the new WWTF, and the FM installed under separate contract shall be connected to the FM coming out of PS 7A. The alignment of the existing FM is shown on the pumping station site plan provided herein as Figure 2. The construction plans for PS 7A will be made available upon request.



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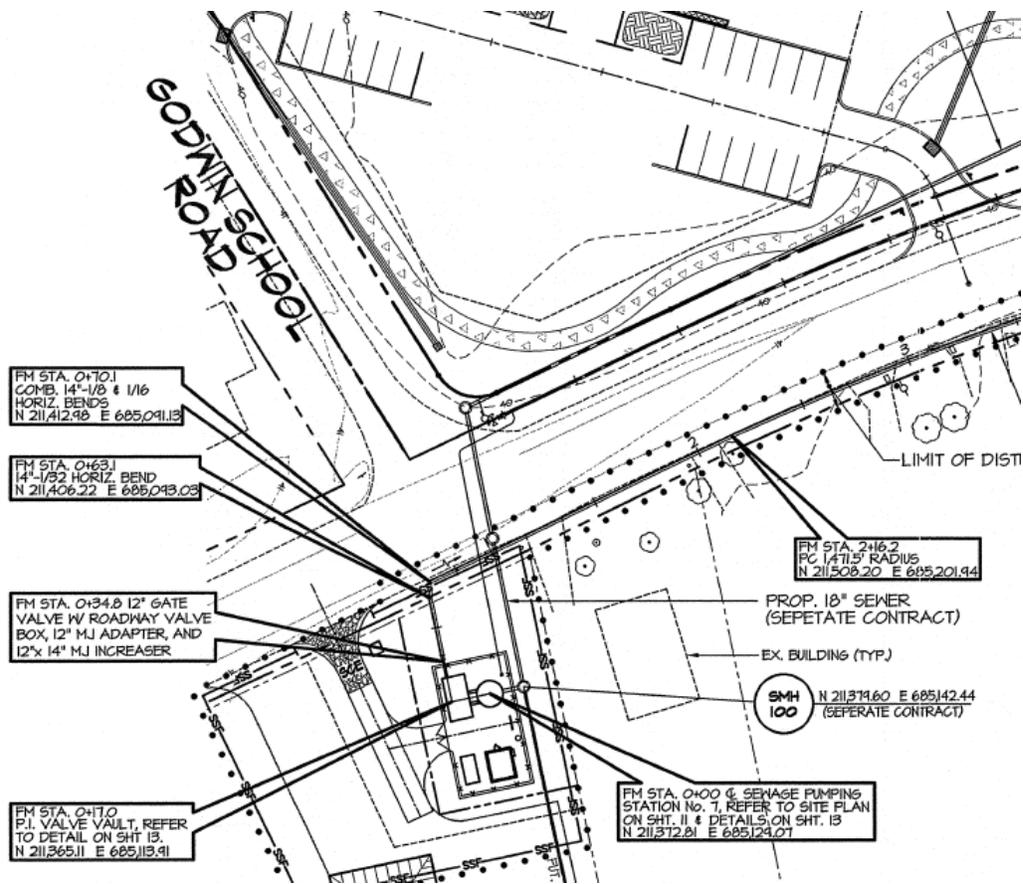


Figure 2: Pump Station 7A Site Plan

Because the White Farm is currently the location of the Town’s treated wastewater reuse through spray irrigation and rapid infiltration basins (RIBs), and is also the location of one of its elevated storage tanks, the Town has a fair amount of topographic survey information. However, the Town does not have spot elevation data at the future WWTF location. The existing topographic survey information will be made available upon request.

There is an existing 12-inch water main crossing the White Farm property to Hardscrabble Road and the water main was installed in conjunction with the White Farm elevated storage tank. The water main shall be tapped into and a service line shall be installed under this contract from the water main to the WWTF. The service line shall follow the alignment of the existing elevated storage tank access road alignment. The As-Built Plans for the elevated storage tank and water main are available upon request.

The Town has applied for funding with the United States Department of Agriculture Rural Utilities Service (USDA-RUS) for the design and construction of the project. Therefore, the



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consulting firm should have experience working with the USDA-RUS on construction projects similar to this project and shall provide evidence of said experience in the proposal.

The project shall be designed and constructed following The Town of Millsboro Standard Specifications and Details for Utilities Design and Construction. These standards are available upon request.

### **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 the White Farm WWTF, connection of the capped sanitary sewer force main to existing force main from existing PS 7A, connection of capped sanitary sewer force main to the White Farm WWTF, and connection of capped parallel beneficial reuse main to the treated effluent side of the new White Farm WWTF.

### **Scope of Work**

This request for proposals is to provide design, bid, and construction engineering services for a new WWTF to be located on the Town's White Farm property. The Town is soliciting proposals from qualified firms to provide engineering services as described below.

#### 1. Design Phase

- a. Appropriate number of soil borings to determine subsurface conditions. The Geotechnical Report shall be appended to the Project Manual.
- b. Data collection of PS 7A contract documents, pump capacity information, and historical flows. This data shall be used to determine start up flows to the WWTF.
- c. Data collection of previous topographic survey files.
- d. Review of the PER and EA for the new WWTF. Provide additional recommendations for the design based upon review of the PER and EA.
- e. Cost analysis of installation of redundant tertiary filters,
- f. The engineer shall work with the Town and DNREC to determine if ultraviolet disinfection will be required in addition to chlorine disinfection,
- g. The engineer shall evaluate production of Class A or Class B biosolids for biosolids reuse.
- h. Contact Miss Utility to obtain locations of all utilities within the area of the new WWTF.
- 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 EJCDC Construction Related Documents shall be the latest version as required by the USDA-RUS. The Project Manual shall also include Technical Specifications.
- j. Assistance with preparation of the following permits:



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- i. DNREC Construction of Wastewater Collection and Conveyance Systems permit,
      - ii. State Fire Marshal Site,
      - iii. State Fire Marshal Building,
      - iv. Sussex Conservation District, and
      - v. Delaware Department of Health and Social Services Approval to Construct and Approval to Operate.
    - k. The Contract Documents shall be submitted to the Town for review at 60% and 90% completion for review.
    - l. The engineer shall submit a bid and construction schedule and an opinion of probable costs to the Town with the 90% complete submission. The Town will send the 90% complete contract documents to the USDA-RUS for its review. The proposal should include time to prepare responses to any comments that the USDA-RUS may have.
    - m. Following written receipt of Town and funding agency comments to the 90% submission, the engineer shall submit two hard copies and an electronic copy to each of the Town and the funding agency 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. For this task, the Town is assuming a 24-month construction contract.
    - 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.



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- 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.
  - c. Backfilling of the open trench installed pipe shall conform to Town and DelDOT specifications and backfilling of structures shall conform to all Town Codes, standards, and specifications; both installations shall have a compaction to 95% or more of the maximum density. This shall be proven by conducting a 90% modified Proctor test. The modified Proctor test shall be completed by a third party conducting the tests in a certified laboratory.

### 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. 60% submission shall be submitted within six months of Town execution of agreement with firm.
    - ii. 90% submission shall be submitted within two months following receipt of Town's comments to 60% submission.
    - iii. 100% submission shall be submitted within two weeks following receipt of Town comment to the 90% submission. All comments provided by the funding agency shall be addressed and contract documents revised accordingly within two weeks of receipt of funding agency comments.
    - iv. 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 and funding agency 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. 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.



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### 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. The Town expects the 100% design to be completed within 10 months.
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 working on design and construction projects funded with USDA-RUS funds and how the firm successfully managed the project and coordinated with USDA-RUS.
5. Indicate experience with projects in the State of Delaware and Sussex County.
6. 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.
7. Provide proposed project schedule in Gantt chart format.
8. Provide copy of insurances – General Liability, Workers Compensation, Commercial motor vehicle liability insurance.
9. Certify compliance with all federal, state and local laws, ordinances and regulations.
10. 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 June 6, 2022 for final approval. The Town will provide a recommendation to the funding agency following Town Council vote to



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award. The Consultant shall prepare the agreement found in USDA-RUS Bulletin 1780-26 upon concurrence from the funding agency. The Town of Millsboro reserves the right to negotiate with the selected firm or reject all proposals.

### 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 ..... (20 points)
- 2) Experience working on United States Department of Agriculture Rural Utilities Service design and construction projects. (10 points)
- 3) WWTF Design Experience of Proposed Personnel..... (20 points)
- 4) Class A/B Biosolids Design Experience of Proposed Personnel (20 points)
- 5) WWTF Experience of the Firm.....(20 points)
- 6) Familiarity with the Locality.....(10 points)

### Submission Deadline

All RFP's must be submitted not later than 3:00 pm Friday, May 20, 2022 to Ms. Carrie Kruger, P.E., Town Engineer, Town of Millsboro, Town Hall, 322 Wilson Highway, Millsboro, Delaware 19966. The submission may be submitted to the Town by electronic mail no later than May 20, 2022, and hardcopies of the submission shall be post marked no later than May 20, 2022. 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 April 25, 2022. The Town will not respond to any questions submitted past April 25, 2022.

### Site Visit

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

### Pre-Bid Information

No Pre-Bid Meeting