



123 West Main Street, Grove City, PA 16127 (Phone: 724-458-7060) www.grovecityonline.com

July 10, 2024

Subject: Grove City Borough
Water Treatment Plant Expansion Project
CFA Grant No. C000087331
Engineering Services Request for Qualifications

Gentlemen:

Grove City Borough is in the process of completing the construction of a 2.0 MGD Water Treatment Plant in Memorial Park. The project consists of the following facilities with construction completion anticipated by the end of 2024:

- New Control Building
- Three (3) Westech Pressure Filters
- SCADA
- Chemical Feed Pumps
- High Service Pumps
- Backwash Pumps
- Backwash Waste Pump Station
- Three (3) new raw water wells

The Commonwealth Financing Authority (CFA) has awarded the Borough grant funds under the H2O Grant program to expand the Water Treatment Plant from 2.0 MGD to 3.0 MGD that will require the addition of a fourth pressure filter, controls, high service pump impeller replacement and chemical feed modifications. In addition, the Borough is considering permitting the use of a fourth raw water source, an existing well, Well No. 7, that is located in Memorial Park. The connection of Well No. 7 would include the installation of approximately 1,800 LF of 8-inch waterline and control. Power for Well No. 7 is existing and will not change.

The project costs approved by CFA are as follows:

• Construction Costs	\$ 1,076,000
• Engineering	\$ 107,600
• Construction Observation	\$ 120,000
• Contingency	<u>\$ 53,800</u>
Total Project Costs	\$ 1,357,400

Grove City Borough is requesting a Statement of Qualifications from interested engineering firms to assist the Borough with the completion of the proposed Water Treatment Plant Expansion

Project. Project completion and expenditure of the CFA H2O Grant funds is required by **September 30, 2026**. Engineering services shall include, at a minimum:

- Preparation of a Basis of Design Report
- Pre-Permit Meeting with PaDEP to finalize permitting requirements
- Public Water Supply Permit Application to PaDEP
- Preparation of Design Drawings and Specifications for use in obtaining Bids
 - Design Drawings must be prepared using Revit BIM Modeling and Civil 3D AutoCAD to match those plans currently being used to construct the water treatment plant.
- Bid Phase Engineering Services
- Construction Management Services
 - Review of Shop Drawings
 - Review of Payment Requests
 - Review and Negotiation of Change Orders
 - Presentation of Project Status at monthly Borough Council Meetings
 - Conduct monthly Job Status Meetings during construction
 - Preparation of Record Drawings
 - Project Close-out Documentation as may be required by PaDEP and CFA
- Construction Inspection
 - Basis shall be 1,000 manhours during the 6-month construction period and the billing rate shall include all travel and per diem expenses
- Attendance of Borough Council meetings to provide periodic updates on the project

Grove City Borough is requesting a Statement of Qualifications from interested engineering firms no later than **3:00 PM, Monday, August 5, 2024** Statement of Qualifications can be hand delivered, mailed or emailed to:

Vance E. Oakes, Borough Manager
Grove City Borough
123 West Main Street
Grove City, PA 16127
vance@grovecityonline.com

The Borough of Grove City reserves the right to accept or reject any and all submissions and to waive any informalities it deems to be in the best interest of the Borough.

It is the Borough's intent to select a consultant for these services based on the information requested below. The criteria for selection will be based solely on the qualifications of the firm, related experience of the firm, relevant experiences of staff personnel, recent experience in similar projects and capability to perform aspects of the project. The Borough may elect to prepare a short list and conduct interviews or select solely from the RFQ submission.

No cost or fee schedules may be submitted with a proposal. Consultants will be selected based on their qualifications and experience, with fees determined through negotiations following selection. The qualifications of consultants will be evaluated with the best qualified consultant selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee. If a mutually satisfactory contract cannot be negotiated with the first selected consultant, the negotiations will be terminated and that consultant notified. Negotiations will then be initiated by the Borough with the consultant having the second preference.

Statement of Qualifications shall be in letter format, not exceed three (3) pages in length and include the following information:

- Name and address of Engineering Firm
- Size of Engineering Firm
- Office location where work will be performed
- Project Team Members with Individual Experience and Qualifications. The minimum project roles shall be presented.
 - Project Manager
 - Lead Design Engineer
 - Construction Observation
- Knowledge of General Scope of Project
- Statement regarding ability to perform scope of work within the Borough's Project Budget for Engineering Services.

If you have any questions, or desire any additional information, please do not hesitate to contact Borough Manager, Vance Oakes at vance@grovecityonline.com. The deadline for questions or requests for additional information will be **3 PM Monday July 29, 2024**.

Sincerely,

Vance E. Oakes, Manager

Grove City Borough