

Memo
East Goshen Township
1580 Paoli Pike
West Chester, PA 19380

Voice (610) 692-7171

Fax (610) 425-8950

E-mail rsmith@eastgoshen.org

Date: May 7, 2015

To: Prospective Dam Consultants

From: Rick Smith, Township Manager

Re: Request for Proposals - Milltown Dam

The Milltown Dam (PA DEP # D15-146) does not meet current PA DEP Dam Safety requirements. The Board of Supervisors intends to engage a qualified consultant, to provide them with the information required to make an informed decision about the Milltown Dam. Accordingly, the Board of Supervisors is issuing a request for proposals (RFP) as outlined below to a limited number of engineering firms. Proposals must be e-mailed to the Township Manager on or before June 1, 2015 at 10:10 am.

Contact Information

Rick Smith, Township Manager

1580 Paoli Pike

West Chester PA 19380

Voice - 610-692-7171

E-mail rsmith@eastgoshen.org

Detailed Scope of Work and Phasing

Phase 1 - The consultant shall review the documentation the Township has on the Milltown Dam and:

- 1) Make a recommendation on the preferred method to reinforce the dam to bring it into compliance with PA DEP requirements and replace the sluice gates. The consultant shall provide an explanation on why this method was selected.

- 2) In addition the consultant shall make a recommendation on the preferred method to breach the dam and an explanation on why this method was chosen. If necessary the consultant shall address, the issue of the sediment in the impoundment specifically, can it remain on site if the dam is breached and does it need to be tested.

3) A cost estimate shall be prepared for both the reinforcement and breach alternatives. In addition the consultant shall estimate the annual maintenance cost for both the reinforcement and breach alternatives and estimate the 30-year life cycle cost for both.

4) A proposed schedule shall be prepared for implementation of both the reinforcement and the breach alternatives.

5) The consultant shall present their recommendations at a public meeting(s) of the Board of Supervisors. The consultant shall assume there will be two (2) public meetings.

Next Step – Once the Board of Supervisors has made a decision, the Board intends to solicit a proposal from the selected consultant for Phase 2, 3 & 4.

Phase 2 - The consultant shall perform the required engineering to prepare the engineered plans and technical specifications required to obtain the required permits to undertake the selected alternative. The consultant shall prepare and submit all applications for permits. The Township will pay all permit fees.

Phase 3 - The consultant shall prepare engineered plans and technical specifications and bid documents suitable for the purpose of soliciting sealed public bids. The consultant shall bid the project using the services of Pennbid. www.pennbid.net The consultant shall respond to all requests for information during the bid process. The consultant shall review the bids for completeness and conformance with the bid specifications, and make a recommendation for award.

Phase 4 - The consultant shall provide construction services during construction, including but not limited to review of shop drawings, inspection services, attendance at pre, interim and post construction meetings, preparation of the punch list and close out documents, and confirmation that the selected alternative has been completed in accordance with the approved plans and preparation of the as-built plan.

Type of Contract

If a contract is entered into as a result of this RFP, the contents of the selected firm's proposal will become contractual obligations of the firm.

Selection of Consultant

The Board of Supervisors reserves the right to meet with one or more consultants whose proposals, as to price and other factors, show them to be qualified, responsible, and capable of performing the work.

Cost of Proposal

This request for proposals does not, under any circumstances, commit the Township to pay any cost incurred by any consultant prior to execution of the agreement between the selected consultant and the Township. Each prospective consultant is solely responsible for all costs associated with the preparation of a response to this RFP.

Rejection of Proposals

The Township reserves the right to reject any and all proposals received as a result of this request and to negotiate separately with competing consultants.

Time Limit for Questions

Consultants may submit questions prior to submitting a proposal. Questions must be submitted by e-mail to the Township Manager by May 26, 2015 at 10:00 am.

Inspection

Consultants, who want to inspect the Milltown Dam, may do so at any time. If a consultant wants access to the valve house they should contact the Township Manager.

Addendum(s) to the RFP

If it becomes necessary to revise any part of this RFP, any addendum(s) will be e-mailed to the prospective consultants.

Response Date

To be considered, proposals must be e-mailed to the Township Manager on or before June 1, 2015 at 10:00 am. Late submissions will not be considered.

Proposals

To be considered, consultants must submit by e-mail a complete response to this RFP. The proposal must remain valid for 60 days.

Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of the consultant's ability to meet the requirements of the RFP.

Public Meeting Presentation

We anticipate there will be two (2) public meetings in Phase 1. It has not been determined if public meeting(s) will be required in Phase 2, 3 or 4.

Consultant Responsibilities

The selected consultant will be required to assume responsibility for all services offered in their proposal whether or not they perform them. Further, the Township will consider the selected consultant to be the sole point of contact with regard to this project.

Open Records

Please be advised that all responses to this RFP are subject to the Pennsylvania Right-to-Know Law.

Payment

Payment will be made within 30 days after receipt of an invoice for services rendered. There will be no advance payments.

Indemnification

The Consultant will indemnify and save harmless the Township and all its officers, agents and employees from any actions, liabilities or claims resulting from performance of this contract.

Insurance

A Certificate of Insurance acceptable to the Township shall be filed with the Township upon acceptance of a proposal. In no case shall any commencement of work be permitted until the required Certificate of Insurance has been provided and accepted by the Township.

Attachments –Posted on Township Web Site www.eastgoshen.org See Milltown Dam under the “About Us” tab

Colesworthy Original Plans for Dam – January 14, 1920-1

Yerkes Repair Work Plans – Issued January 30, 1985

Yerkes Repair Work As-Built Plan – Issued December 16, 1986

Letter from PA DEP – June 17, 2014

2013 Annual Dam Inspection Report – August 11, 2014

HEC-1 Model (100- year flood, 500-year flood and the ½ PMF) – July 16, 2014

Hydrologic and Hydraulic Review and Update – July 18, 2014

Bid Results for Valve Replacement – August 14, 2014

Bid Rejection Letter – September 17, 2014

HEC-1 Model (spillway adequacy at 0.14 PMF) October 2, 2014

Pennoni Cost Estimate/Alternative Analysis - December 9, 2014

Pennoni DEP meeting – March 30, 2015

Proposal Contents

Proposals must be submitted in the format outlined below. To be considered, the proposal must respond to all requirements in this part of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

Letter of Introduction

Provide a letter of introduction that identifies the point person for this project. State in succinct terms your understanding of the services requested by this RFP and how your firm can address the Township’s needs.

Experience

Describe the experience the firm and the point person for this project has with respect to projects involving the reinforcement of dams for overtopping protection and breaching of dams in Pennsylvania.

References

Provide at least five (5) references of previous projects that are representative of the services requested for this project. Include the names and telephone numbers of contact persons.

Schedule

Provide a proposed schedule for completion Phase 1.

Cost Proposal

Provide a cost proposal for the Phase 1 only. The cost proposal shall include any testing that is required and all overhead and profit.

Addendum(s)

If any addendum(s) are issued, please acknowledge date of addendum.