

REQUEST FOR QUALIFICATIONS  
PROFESSIONAL ENGINEERING RETAINER SERVICES

1. INTRODUCTION

The Derry Township Municipal Authority (DTMA) is requesting qualifications from professional consultants to provide engineering retainer services as required to support the operations and improvements to DTMA's wastewater collection, conveyance, and treatment facilities.

2. BACKGROUND

DTMA is an operating Authority formed by the Township of Derry under the provisions of the Pennsylvania Municipal Authorities Act. DTMA owns and operates two (2) wastewater treatment plants (WWTPs), fourteen (14) pump stations, and more than 150 miles of sanitary sewers. DTMA provides public sewer service to customers located in the Townships of Derry, South Hanover, Conewago, Londonderry, and Lower Swatara, and a small portion of Hummelstown Borough.

The Clearwater Road WWTP has a capacity of 5.02 million gallons per day (MGD) and was placed into operation in 1977. The facility is located next to Hersheypark Drive and adjacent to the Swatara Creek in Derry Township. Since the plant's original construction, it has been significantly expanded and upgraded over the years to include the following major projects:

- Anaerobic Digestion, Headworks and Septage Off-loading Station (2001)
- FOG Receiving Station, Biological Nutrient Removal (BNR) Upgrade (2005)
- Thermal Dryer (2007) – *currently decommissioned*
- Dewatering System Upgrade – Centrifuge (2008)
- CHP Cogeneration System (2010)

The Southwest WWTP has a capacity of 0.6 MGD and was placed into operation in 1993. This facility is located off Swatara Creek Road in Londonderry Township. No major upgrades have been completed over the years with the exception of a UV disinfection system and sludge thickening improvements. DTMA is currently implementing an upgrade and expansion project for the Southwest WWTP which is currently in design phase.

3. ISSUING OFFICE

- 3.1. Any questions or inquiries from a prospective consultant (Consultant) with respect to this RFQ shall be directed in writing to the following DTMA contact:

Michael T. Postick, P.E.  
Senior Staff Engineer  
Derry Township Municipal Authority  
670 Clearwater Road  
Hershey, PA 17033-2453  
mpostick@dtma.com

- 3.2. If DTMA determines that a response to a submitted question is necessary for clarification and is integral to proper understanding and interpretation of the RFQ, then a response will be issued in writing as an addendum for the benefit of all interested Consultants. DTMA will not respond to an inquiry or question that received less than 72 hours prior to the proposal submission deadline as noted in paragraph 8.2.1 below.

#### 4. GENERAL SCOPE OF SERVICES TO BE PROVIDED

- 4.1. The selected Consultant shall be required to fulfill duties typical of a retained municipal authority engineer as assigned by DTMA, such as, but not necessarily limited to, the following general scope of services:
  - 4.1.1. Attend the regularly scheduled public meeting of the DTMA Board. Meetings are held the fourth Monday of each month at 6:00 P.M.
  - 4.1.2. Submit a monthly Engineer's Report to the Executive Director no later than Thursday of the week prior to the next scheduled Board meeting. The Report shall include a monthly update on all current projects.
  - 4.1.3. Provide advice and guidance to DTMA through telephone calls, meetings, correspondence, etc. regarding general wastewater collection and treatment system issues, management, technical operations, etc.
  - 4.1.4. Provide building permit reviews, land development planning reviews and new construction inspections, as requested by DTMA.
  - 4.1.5. Provide guidance on regulatory compliance; local, state and federal permitting, etc. Assist with new and renewal applications for regulatory permitting.
  - 4.1.6. Assist in the conceptual development of capital projects and maintenance/repair projects.
  - 4.1.7. Provide study, design, bidding, construction administration and construction inspection services for facility improvement projects of varying scope and size as needed and upon direction by DTMA.
  - 4.1.8. Meet or confer as needed with the DTMA Staff.
  - 4.1.9. Provide a third party review or value engineering studies of products prepared and provided by other professional consultants for DTMA.
- 4.2. DTMA reserves the right at its discretion to enter into additional agreements with the selected Consultant for specific individual projects regardless of project size and scope (e.g. the design and/or construction administration of a capital improvement) or to contract with third party Consultants for such services. DTMA shall negotiate the final scope of services and the format of payment for such services with the selected Consultant or other third party Consultants prior to the notice to proceed for such projects.
- 4.3. DTMA reserves the right to solicit proposals from other professional Consultants for engineering services needed to complete specific individual projects with a defined scope of work for which a competitive cost is required and/or preferred. The Consultant selected via this RFQ shall be given the opportunity to submit a proposal and compete for the engineering contract award(s) for such projects.
- 4.4. If DTMA does not take the actions noted under 4.2 and 4.3 above, DTMA shall utilize the Consultant selected under this RFQ to directly provide such services if such services are governed by the consultant agreement.

- 4.5. Note that although DTMA is responsible for a stormwater management program, services related to stormwater management shall not be required by the selected Consultant and are not part of the Scope of Services to be provided under this RFQ.

## 5. CONTRACT DURATION

- 5.1. It is the intent of DTMA to enter into a contract with the qualified, selected professional engineering Consultant to obtain the noted services for a minimum five (5) year time frame.
- 5.2. The contract shall be “at will” and may be terminated at any time, for any reason, upon a vote of the majority of the Board members. DTMA reserves the right to renew and extend the contract with the selected Consultant for an additional year beyond the contract’s original noted termination date. The terms of the contract renewal and extension shall be set forth in the final contract agreement between DTMA and the selected Consultant.

## 6. QUALIFICATIONS

- 6.1. All Consultants submitting qualifications shall meet the following criteria, at minimum, in order to be considered for selection:
  - 6.1.1. Ten (10) years of corporate experience serving and representing municipalities and municipal authorities located.
  - 6.1.2. Proven technical, administrative, and project management expertise in the wastewater collection and treatment industry.
  - 6.1.3. Inclusion of professional engineers licensed in Pennsylvania on the proposed personnel team.

## 7. DTMA SUPPORT

- 7.1. DTMA will furnish or provide access to all reasonably available records and information, including financial reports, budgets, and operational data.
- 7.2. DTMA shall consistently provide staff and engineering support and assistance as needed.

## 8. PROPOSAL SUBMISSION COMPONENTS

- 8.1. The Consultant’s qualifications submission package shall include, at a minimum, the following:
  - 8.1.1. The full name and address of the Consultant, including both corporate and appropriate supporting satellite office(s) where applicable.
  - 8.1.2. A description of the Consultant’s size, number of licensed professionals, and type of support staff.
  - 8.1.3. Identification of the core personnel team the Consultant intends to assign and primarily utilize to provide the scope of services noted above.
  - 8.1.4. Identification of the primary client manager and point of contact.
  - 8.1.5. Resumes of all Consultant personnel identified in 8.1.3 above.

- 
- 8.1.6. A description of the Consultant's technical expertise and a description of some projects completed successfully for DTMA and/or similar municipal clients.
  - 8.1.7. Identifications any unique training, professional membership in trade organizations, acknowledgements or awards, etc.
  - 8.1.8. Previous work experience of the assigned core personnel team members with emphasis on their completed work for similar clients and related projects.
  - 8.1.9. A description of the Consultant's management approach, with emphasis on quality assurance, quality control, and methodologies to ensure timeliness of services and specific deliverables.
  - 8.1.10. A description of the Consultant's ability and experience in securing funding assistance in the form of grants and loans, completing grant applications, and administering awarded funding sources for municipal clients.
  - 8.1.11. A description of the business practices that the Consultant has established and undertakes to ensure that responsible and sustainable Environmental, Social and Governance (ESG) behaviors are incorporated into its workplace, management structure, employee relations, accounting, and work products.
  - 8.1.12. Contact information for a minimum of three (3) client references.
  - 8.1.13. A rate schedule detailing the Consultant's pricing for all anticipated professional services, with rates set for each professional, technical and support staff classification utilized by the Consultant. The rate schedule shall also include the type of, and rate for, desired reimbursable expenses. Lastly, if rates vary depending on the type of service, or if flat rates are proposed for particular services, they shall be identified in the rate schedule.
  - 8.1.14. Proof of adequate corporate insurance. Consultant shall provide a Certificate(s) of Insurance with the qualifications package, indicating proof of insurance coverage for, at minimum, the following:
    - 8.1.14.1. Professional Liability: \$2,000,000 Each Occurrence / \$3,000,000 Aggregate / Full Prior Acts Coverage
    - 8.1.14.2. Workers Compensation and Employee Liability
  - 8.1.15. Should any Consultant have concerns regarding their ability to meet any requirements of this RFQ, or if any Consultant has any exception with any requirement of this RFQ, they shall clearly and specifically identify their concerns and exceptions in writing in their submission package. If no concerns or exceptions are noted, DTMA shall assume the Consultant understands and agrees with all of the requirements of this RFQ.
  - 8.1.16. Draft Retainer Agreement suitable for review and execution by DTMA.
  - 8.1.17. The Consultant shall not limit the type or amount of Damages available to DTMA.
- 8.2. Deadline for submission of proposals:
- 8.2.1. Interested Consultants shall submit three (3) copies of their qualifications package with original signatures and an electronic file of the qualifications package in pdf format via mail or hand delivery in a manner such that they are received by DTMA no later than 4:00 p.m. on May 5, 2021. The submission shall be directed to the attention of the following:

Michael T. Postick, P.E.  
Senior Staff Engineer  
Derry Township Municipal Authority  
670 Clearwater Road  
Hershey, PA 17033-2453

8.2.2. Proposals should be marked:

“DERRY TOWNSHIP MUNICIPAL AUTHORITY – QUALIFICATIONS TO PROVIDE PROFESSIONAL ENGINEERING RETAINER SERVICES”

## 9. SELECTION OF THE CONSULTANT

- 9.1. While the rate schedules submitted with this RFQ are important, proposals will be evaluated by the DTMA Board and Staff primarily based on the following characteristics of the consultant:
  - 9.1.1. The Consultant’s responsiveness to the RFQ submission requirements
  - 9.1.2. The Consultant’s overall experience and services provided
  - 9.1.3. The resumes of the personnel on the Consultant’s proposed core team
  - 9.1.4. Level of technical expertise
  - 9.1.5. The staffing approach of the Consultant’s proposed team
  - 9.1.6. The Consultant’s approach to timeliness, availability, points of contact, communications, etc.
  - 9.1.7. ESG criteria
  - 9.1.8. References received from the Consultant’s present or past clients per paragraph 8.1.12 above.
  - 9.1.9. Billing rates for services and expenses.
- 9.2. At DTMA’s request, Consultants may be required to provide an oral presentation of their qualifications to the DTMA Board and Staff. DTMA anticipates that such presentations will be scheduled the week of May 17, 2021.
- 9.3. DTMA reserves the right to reject any and all proposals or reject any part of any proposal submitted by a Consultant in response to this RFQ.
- 9.4. The DTMA Board shall make a final selection of the Consultant at their Monday, May 24, 2021 Board meeting.