

REQUEST FOR PROPOSALS
FOR
PROFESSIONAL ENGINEERING SERVICES RELATED TO WASTEWATER
ENGINEERING

The Lemoyne Municipal Authority (LMA) is requesting proposals from qualified firms to provide professional engineering consulting services for the Lemoyne's wastewater system, on an as needed basis.

The LMA owns, but leases back to the Borough of Lemoyne for operation, 5 sewage pumping stations, approximately 20 miles of collection and conveyance piping, and a .350 (average) 1.3 (design) MGD Wastewater Treatment Plant (WWTP).

Please submit proposals based on the criteria outlined below.

Qualifications

The firm shall provide evidence of its capabilities, competence, and availability in providing successful design, permitting, construction services, and operational support of wastewater facilities.

Scope of Work

Typical duties shall include: Meeting attendance; preparation of the annual Chapter 94 Report; technical review of sanitary sewer design in subdivision and land development plans; field inspection of sanitary sewer installation; design of collection and conveyance system extensions, upgrades, and replacements; preparation of feasibility assessments, cost estimates, bid documents, and bid evaluations; inflow and infiltration investigation assistance, assistance and support for the WWTP, and other general engineering services related to the sewer system.

The appointed firm may be requested to attend monthly meetings, as well as special meetings and staff meetings as required. The firm's representative will provide a written monthly report outlining the status of ongoing sewer projects.

Proposal Requirements

Proposals should be submitted with a letter of interest containing all pertinent contact information for the firm.

Proposals should also include organizational information, including, but not limited to, type of ownership, number of years in business, listing of primary services, size of the firm and breakdown by employee category, resumes of key personnel, and a general fee schedule of proposed hourly rates, and other fees customarily charged by the engineering firm.

- Within each employee category identify the key personnel who would be assigned to the LMA. Resumes of each person should be limited to 2 pages each. The firm shall identify the office(s) location that will handle the work, and assign a percentage of work that will be done if multiple offices are utilized.

In addition, the firm shall specifically identify:

- Number of Professional Engineers, licensed to practice engineering within the Commonwealth of PA, and Licensed PA Wastewater Operators on staff and their respective office location.
- Number and titles of staff primarily completing wastewater engineering services and their respective office location.
- Name and number of municipal wastewater clients within Pennsylvania that your firm current serves.
- Typical services provided in house versus use of a sub-consultant.

Furnish a list of at least three (3) references and site specific consulting services provided to the municipal or authority clients and/or give a brief description of projects completed for each client.

Please submit three (3) hard copies of the proposal plus one electronic submission emailed to cfoster@lemoynepa.com no later than 12:00 p.m. (noon) on Monday, April 30, 2018.

Proposals shall be submitted to:

Cindy Foster
510 Herman Ave
Lemoyne PA 17043
(717)737-6843
cfoster@lemoynepa.com

Selection Process

All proposals received by the deadline will be reviewed by the Lemoyne Municipal Authority. Further evaluation of selected firms may include interviews. The selection of a firm will be made solely on the basis of which consulting engineering firm will best fulfill the interests of the LMA and its customers, and is not necessarily dependent on the lowest submitted proposal.