
1.0. Invitation

Capital Region Water (CRW) requests the professional services and expertise from a qualified firm or project team to deliver and publicly bid the design and permitting of improvements to CRW's DeHart Raw Water Impoundment Spillway and Embankment. Through the issuance of this Request for Qualifications (RFQ), CRW invites highly qualified respondents to submit responses describing the experience and qualities that differentiate you from others in the field of aging, high-hazard, earthen-embankment dam modification design, construction and operation. Of primary concern is the capacity of the existing reinforced concrete spillway and its potential for failure when conveying storm events.

Upon review of all responses to this RFQ, CRW will invite selected respondents to prepare and submit a scope and fee Proposal for final consideration. CRW may hold interviews with some or all firms invited to submit scope and fee proposals to assist in the selection process. The selected firm shall work collaboratively with CRW staff, other CRW consulting engineers, and professional consultants, advisors, and stakeholders.

2.0. General Information/Project Description

Capital Region Water owns and operates the drinking water, wastewater and stormwater facilities and infrastructure for Harrisburg and portions of surrounding communities serving over 60,000 residents and businesses with drinking water and 130,000 with wastewater services.

CRW's primary drinking water supply is the DeHart Dam and Reservoir located 20 miles northeast of the City of Harrisburg. The Susquehanna River serves as a backup supply. The water system dates back to 1839 with multiple upgrades and expansions over time to meet public health and service needs. The system includes 25 miles of 42-inch and 36-inch diameter raw water transmission main, 200 miles of finished water distribution piping between 4 and 36-inches in diameter, more than 1,700 hydrants, 5,340 valves, and the following critical facilities:

- DeHart Dam, Reservoir, Control Building and Chemical Feed Facility
- Susquehanna River Intake and Raw Water Pump Station
- Dr. Robert E. Young Water Services Center (20-MGD filtration facility)
- Gate House Pump Station
- Finished Water Storage (Upper – 2 interconnected tanks, 28-MG; Lower – 2, 6-MG tanks)

The Dr. Robert E. Young Water Services Center utilizes chemical addition, flocculation, coagulation, sedimentation, filtration, and disinfection to treat source water (DeHart or Susquehanna). The process trains contain four three-stage paddle wheel flocculators, four rectangular clarifiers with stainless steel settling plates, eight multi-media gravity filters, chemical feed equipment, and four finished water pumps.

The Pennsylvania Department of Environmental Protection (PADEP) Division of Dam Safety began outlining concerns about the DeHart Dam during a 2013 meeting with Capital Region Water (CRW) staff, in which DEP

tasked CRW with developing and implementing a plan to rehabilitate DeHart Dam. DEP subsequently reinforced this opinion in 2014, 2015, and 2016 letters, in which they mandated bringing the dam into compliance with the Commonwealth of Pennsylvania Code (PA Code), Chapter 105 Rules and Regulations. CRW has undertaken a series of inspections and evaluations to develop a comprehensive understanding of the condition of the DeHart Dam facilities. The deliverables from that work established recommendations for improvements which CRW shares as part of this solicitation.

CRW welcomes and expects that qualified firms will perform a critical evaluation of these recommendations and provide alternate opinions and propose opportunities to complete necessary work at a reduced impact on CRW's rate base.

3.0. Pre-Proposal Meeting/Site Visit

A non-mandatory pre-proposal meeting and site visit will be offered to invited proposers on Thursday, May 30th at 10:00 AM at CRW's Water Service Center located at 100 Pine Drive, Harrisburg, Pennsylvania. Attendees must RSVP to Jeff Bowra at jeff.bowra@capitalregionwater.com to receive specific directions and meeting information. The purpose of the pre-proposal meeting is to review the proposal requirements and answer questions. CRW will accept questions and may provide clarifying addenda to this document in response to questions from proposers. Please submit written inquiries by 2:00 PM EST on June 5, 2019. Questions after this time will not be accepted. All addenda will be posted at www.capitalregionwater.com by June 10, 2019. All inquiries must be submitted in writing and phone calls will not be accepted.

4.0. Proposal and Selection Schedule

Task	Date
RFQ Issued	April 23, 2019
Qualifications Due	May 17, 2019 by 2:00 PM EDT
Invitation to Propose	May 24, 2019
Pre-proposal Meeting/Site Visit	May 30, 2019
Written Inquiries	June 5, 2019 by 2:00 PM EDT
Inquiry Response/Addenda Issued	June 10, 2019
Proposals Due	June 21, 2019 by 2:00 PM EDT
Interview Period (as necessary)	July 1-12, 2019
Selection of Consultant	July 25, 2019
Commence Work	August 2019

Capital Region Water anticipates three to five of the firms submitting qualifications will be invited to develop detailed scope and fee proposals. Interviews may be conducted with some or all firms/project teams invited to submit Proposals. CRW will notify all firms of the results of the selection process.

5.0. Scope of Services

Capital Region Water has outlined the following scope of services for the engineering services including design, permitting, and bid support services to address the following dam rehabilitation features consistent with the recommendations of the DeHart Dam Assessment Report (February 2017) and DeHart Dam Geotechnical Report (April 2019), which include:

- Modification of the earthen embankment to improve slope stability;
- Modification of the earthen embankment to improve the seepage collection system;
- Modification of the concrete spillway to increase capacity to accommodate the probable maximum flood (PMF) based on appropriate probable maximum precipitation (PMP) data that will be published in the Pennsylvania statewide-PMP study anticipated for release later this year;
- Modification of the concrete spillway chute to mitigate potential failure modes in accordance with current state of the practice;
- Modification of the left spillway training wall within the stilling basin area to improve structural stability; and
- Replacement of the existing bridge over the spillway chute.

The following summary of anticipated scope of professional services is provided for guidance based on CRW's understanding of the project from the Assessment and Geotechnical Reports. Each proposer shall be responsible for the development and execution of the appropriate scope to deliver the project based on professional standards of care in the engineering practice.

1. Design

The consultant shall complete three (3) design stages. The stages consist of Preliminary (30% & 60%), and Final Design (100%). Following the 30% and 60% design stages, the consultant shall incorporate revisions as required by CRW and regulatory agencies.

a. Preliminary Design (30% & 60% Submissions)

i. Civil Design

1. Complete preliminary design analyses and prepare preliminary contract drawings, technical specification outline (30% Design Stage), draft technical specifications (60% Design Stage), and a listing of anticipated regulatory permits as part of each preliminary design phase submission. The preliminary contract drawings shall be sufficiently detailed to define all major project features to initiate permit coordination activities with regulatory agencies but may not include all details required for construction of the project. All technical specifications for all construction elements shall comply with the Construction Specification Institute (CSI) format.
2. Develop diversion of water measures so that reservoir operation can be normally maintained throughout construction.

3. Prepare the initial draft of the construction contract agreement and Division 0 and Division 1 specifications as part of the 60% Design Stage submission.
 4. Develop a project construction sequence and schedule. Perform a constructability review and update accordingly with design development through subsequent submissions.
 5. Update CRW at all project milestones in order to gain feedback and address any comments. Provide electronic and two hard copies of the 30% and 60% design stage submissions.
 6. Consultant shall attend monthly progress meetings at CRW's office in Harrisburg, PA throughout the preliminary design phase. All major engineering discipline leads shall attend to discuss all aspects of the project.
 7. The consultant shall plan to schedule and participate in all meetings necessary to administer and facilitate the Preliminary Design including any and all coordination meetings necessary to ensure design approval including but not limited to meetings with PADEP, USACE, DCCD, utility owners, and the appropriate local officials.
- ii. Geotechnical Design
1. Provide up to 250 linear feet of additional boring footage to explore soil and rock conditions during preliminary design to further support the design of select features. Laboratory testing shall be conducted on soil and rock specimens to further define their engineering characteristics and design parameters.
 2. Piezometric data collected by the instrumentation shall be downloaded and used to determine groundwater levels for design analyses. CRW will make all existing data available for use in development of consultants' response to this RFQ/P.
 3. The existing downstream embankment slope does not have a seepage collection system that meets current design guidance. Therefore, a new drain system shall be incorporated into embankment modifications. Multiple seepage collection discharge points are anticipated with instrumented weir boxes to monitor seepage quantities. A filter diaphragm at the downstream end of the outlet pipes to intercept potential preferential seepage paths shall also be included.
 4. Embankment slope stability shall be evaluated following United States Army Corps of Engineers (USACE) design guidelines considering end of construction, normal and flood pools, and pseudo-static (seismic) loading. The results of these analyses shall be used to develop embankment modification details. The stability of temporary excavated slopes of the embankment dam during construction shall also be evaluated.
 5. A large quantity of riprap will be removed from the downstream embankment slope and existing toe drain as part of embankment slope modifications. The feasibility of crushing the existing riprap and reusing it as fill/aggregate or spoiling it on-site shall be assessed.
 6. Embankment and foundation dewatering requirements for construction staging shall be assessed. A preliminary plan shall be developed for cost estimating purposes only. Contract documents shall require the contractor to design and implement an appropriate dewatering program.

7. Geotechnical parameters shall be finalized to support structural design of the spillway and bridge modifications. A foundation grout curtain system to reduce seepage beneath the spillway control section shall be developed.

iii. Hydrologic and Hydraulic Design

1. PADEP is in the process of developing new Probable Maximum Precipitation (PMP) criteria for use in determining the Probable Maximum Flood (PMF), which is used to evaluate high hazard-potential dams. This study is anticipated to be completed in 2019. Once publicly available, this study shall be used to develop a new PMF estimate for the DeHart Dam watershed which will serve as the hydraulic basis of design for increasing existing spillway capacity.
2. Spillway control section modifications shall include provisions so that future peak spillway discharges during a 100-year flood event do not exceed the pre-construction 100-year flood peak discharge.
3. Spillway chute modifications shall identify and address potential failure modes that could result in full and/or partial uncontrolled release of the reservoir.
4. The existing 24" blow off line does not have adequate hydraulic capacity to draw down the reservoir per PA Code § 105.122, which requires the ability to pass a minimum of 70% of the highest mean monthly inflow at the site plus the capacity to drain the top 2 feet of reservoir storage below normal pool in 24 hours. Design shall incorporate features to meet the drawdown requirement.
5. Hydrologic models shall be developed to establish the sensitivity of the reservoir for different rainfall events in order to evaluate diversion and care of water parameters and reservoir operation during construction.
6. To support the updated Emergency Action Plan, an updated dam break model shall be prepared.

iv. Structural Design

1. Structural designs shall be prepared for the spillway modifications and replacement bridge.
2. Bridge Design
 - a) Existing Bridge: It is anticipated that the existing bridge will be impacted and need to be replaced to accommodate the spillway chute improvements. If consultant determines this is not necessary, perform an inspection of the existing bridge to determine its condition and suitability for continued service. The existing bridge load capacity shall be assessed with respect to current standards. A letter report shall be generated to summarize findings.
 - b) New Bridge: Should bridge replacement be required, Contract drawings and an abbreviated report discussing rationale for selection shall be prepared, along with a preliminary construction cost estimate. A simple span bridge with either full height abutments or integral abutments shall be investigated. Bridge abutments shall function

independently of spillway structure and bridge shall be designed to safely accommodate all traffic in service to the facility (including logging and chemical tank trucks).

v. Electrical, Instrumentation & Controls Design

1. As a result of anticipated embankment modifications, a series of existing underground electric lines shall be relocated or have their vaults extended to the proposed final grade. Existing piezometers shall also be extended to proposed final grade.
2. Relocation of existing utilities shall be coordinated with the design of the new vehicle bridge over the spillway. This includes but is not limited to relocation of existing power/communication feeds to cameras, vehicle gate power/control and lighting on north-west side of the spillway chute.
3. Toe drain weir box monitoring shall be incorporated into the embankment seepage collection system. This shall include power, instrumentation, monitoring, and communications. Weir monitoring equipment shall be connected via fiber-optic communication back to the control house.
4. Revise the planned new programmable logic controlled (PLC) in the control house to include new control and monitoring signals.

- vi. Opinion of Probable Construction Cost: Prepare an opinion of probable construction cost (OPCC) for the complete dam rehabilitation project for each design stage submittal (30%, 60% and 90%). The OPCC shall include estimated quantities, quantity units, and unit prices for each price item. Base unit prices on bid information from multiple other similar dam rehabilitation projects adjusted for the current dollar value year, published construction price data, and other available price data sources. Following the 30% Design Stage, update the OPCC for each subsequent design stage including adjusting the contingency percentage commensurate with the design stage.

b. Final Design (100% Submission)

Comments obtained from CRW, PADEP, and other relevant outside agencies shall be incorporated into the drawings and specifications for the Final Design Submission. Provide electronic and two hard copies of the 100% design stage submission.

All design subdisciplines shall attend all project progress and coordination meetings outlined in the Preliminary Design Phase through the Final Design Phase, as scheduled by CRW.

i. Civil Design

1. Complete final design analyses, prepare final contract drawings and technical specifications.
2. Complete the construction contract agreement and Division 0 and Division 1 specifications.

- ii. Geotechnical Design: Complete geotechnical design calculations, details, and technical specifications.
- iii. Hydrologic and Hydraulic Design: Complete hydrologic and hydraulic design calculations, details, and technical specifications.
- iv. Structural Design: Complete structural design calculations, details, and technical specifications.
- v. Electrical, Instrumentation & Controls Design: Complete electrical, instrumentation & controls design calculations, details, and technical specifications.
- vi. Final Design Report: A Final Design Report shall be prepared which shall include Final Construction Drawings, Technical Specifications, and relevant information regarding Hydrologic and Hydraulic design, Structural design, Geotechnical design, Erosion and Sediment Control Plan & NPDES Permit, Letter of Amendment Permit, and Project Schedule.
- vii. Opinion of Probable Construction Cost: Update the 60% Design Stage OPCC including adjusting the contingency percentage commensurate with the final design stage.

2. Environmental Permitting

Permitting shall be coordinated with local, state, and federal agencies including but not limited to the following:

a. Letter of Amendment

- i. A Pennsylvania Department of Environmental Protection (DEP) Division of Dam Safety Letter of Amendment shall be prepared. A pre-application meeting shall be held with PADEP, the United States Army Corps of Engineers (USACE), and the Dauphin County Conservation District (DCCD) to determine the project areas covered under the Letter of Amendment (LOA). Areas of the project outside of the LOA shall require additional permitting per Sections 2.b, and 2.c, below.
- ii. A second meeting with PADEP, USACE, and the DCCD shall be conducted after the completion of the 30% Design Stage.
- iii. Threatened and Endangered Species - ***CRW has retained Gannett Fleming/Stell to perform Timber Rattlesnake habitat assessment and presence/absence surveys as well as preliminary wetland and open water investigation. Project deliverables will be shared with the selected design consultant, and CRW expects the selected consultant will coordinate directly with Gannett Fleming/Stell as necessary.***

1. There may be potential impacts to threatened and endangered and/or special concern species and resources within the project area and further review shall be performed to determine the extent of impacts. The species include timber rattlesnake (*Crotalus horridus*), Allegheny woodrat (*Neotoma magister*), bald eagle (*Haliaeetus leucocephalus*) and three species of plants: Godfrey's Thoroughwort (*Eupatorium godfreyanum*), Netted Chainfern (*Woodwardia areolata*) and American holly (*Ilex opaca*). Coordination with the appropriate agencies shall be conducted to identify potential impacts to threatened and endangered species, identify additional studies, and facilitate resolution of potential conflicts.

2. Habitat assessments and targeted surveys shall be performed for the timber rattlesnake, Allegheny woodrat, Godfrey's Thoroughwort, Netted Chainfern, and American holly, if required by the permitting agencies.
3. An active bald eagle nest is located approximately 0.5 miles upstream of the dam within line of sight of proposed activities. The Bald Eagle Screening form 102716 (dated 10-27-16) shall be submitted to the USFWS and PA Game Commission for review. If required, a Short-term Eagle Incidental Take Permit shall be obtained by submitting the Federal Fish and Wildlife Permit Application Form *Eagle Take - Associated with but not the Purpose of an Activity Form* (Form # 3-200-71 revised 9-2018) to the USFWS.

iv. Wetland and Water Delineation

1. The wetland and open water investigation shall be performed in two phases. A preliminary wetland field investigation shall be performed in the project area. The approximate location of wetlands and streams shall be determined.
2. In the second phase, wetlands shall be delineated and documented in accordance with the U.S. Army Corps of Engineers (USACE) 2012 Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Eastern Mountains and Piedmont Region Version 2.0. Soil, vegetation, and hydrology observations validating the presence/absence of wetlands shall be incorporated into USACE wetland determination data forms. On-site conditions shall be documented with photographs and locations shall be mapped.
3. A Wetland and Open Water Investigation and Delineation Report shall be prepared. The report shall meet requirements for submission to the USACE for a Jurisdictional Determination (JD).

v. Cultural Resources

1. Coordination with the State Historic Preservation Office (PASHPO) shall be conducted, as necessary.
2. Historic and cultural resources shall be assessed as part of an Environmental Assessment. A cultural resource sensitivity assessment shall be conducted. A site reconnaissance shall be conducted by an archaeologist and an architectural historian to assess current conditions within and adjacent to the project area.
3. A report shall be prepared that details the findings from background research and field assessments of the archaeological sensitivity and the potential for adverse effects upon standing historic resources related to the dam's daily operations. Based on the content of this report, the PASHPO may cease consultation if they determine the project shall have no adverse effect to cultural resources or they may request a targeted survey for archaeological and historic resources within the area of potential affect (APE). As it is not anticipated, a targeted survey is not included in this scope of work but may be added as additional scope should PASHPO require it.

vi. A hydrologic and hydraulic report shall be included in the permit documents to support the LOA.

- vii. A geotechnical report shall be included in the permit documents.
- viii. An Instrument Performance Monitoring Plan shall be prepared.
- ix. An updated Emergency Action Plan (EAP) shall be prepared.
- x. An Operation and Maintenance (O&M) Manual shall be developed, which shall include operations for new dam features.
- xi. An Environmental Assessment Form (3150-PM-BWEW0017A) shall be submitted since the water diversion portion of the project shall impact exceptional value waters and the action require a Water Quality Certification under Section 401 of the Federal Water Pollution Control Act (33 U.S.C.A. §1341). Modules S1 through S4 shall be completed. Mitigation associated with the project shall be limited to avoidance, minimization, and/or rectification measures.

b. Joint Permit Application

- i. The limits of the LOA shall be defined by the appropriate regulatory agencies and if the LOA does not authorize all areas of proposed activities, the remaining project areas shall fall under a Joint Permit Application (JPA). This scope of work assumes a JPA is required.
- ii. A JPA shall be prepared and submitted in conjunction with the preparation and submission of the LOA.

c. National Pollutant Discharge Elimination System (NPDES) Permit Application

- i. It is assumed that more than one (1) acre of disturbance outside of the LOA area shall occur. As a result, preparation of a Chapter 102 PAG-02 Individual NPDES General Permit for Stormwater Discharges Associated with Construction Activities shall be completed. Post construction stormwater management measures shall be incorporated into the construction documents and permit application, as necessary. Scope shall include a minimum design of at least 2 separate PCSM facilities.
- ii. One (1) resubmission of the permit application to address any DCCD comments shall be assumed.

d. Rush Township Permits

- i. All necessary zoning permits shall be required, as necessary.
- ii. Any necessary stormwater management shall be prepared and submitted for review and approval by the Township Engineer.
- iii. Coordinate, as necessary, with the Township Floodplain Administrator, other downstream floodplain administrators, or with FEMA.

3. Public Bidding

Consultant shall provide bid phase assistance, including development of a bid advertisement (for publication by CRW), attendance and documentation of pre-bid meeting held at a designated CRW facility. Consultant shall upload electronic contract documents to PennBid (electronic bid management program), maintain a plan holders' listing, respond to bidders' questions during the bidding period, prepare and distribute addenda as needed, and prepare electronic conformed plans and specifications. No hard

copies shall be prepared or provided to bidders. After public bids are received, consultant shall provide technical review and provide a recommendation of award to CRW.

6.0. Submittal Requirements for Qualifications

Consultants are expected to include clear responses to the following information in their Qualifications submission. It is CRW's desire to review uniform submittals in an efficient manner. ***Focus should be documentation of deep proficiency successfully executing similar work while differentiating your firm from others via demonstration of measurable value delivered.***

Work Plan/Project Approach (limit to 2 pages): Provide a work plan summarizing your understanding and approach to the scope of services outlined above. Describe the approach to the project reflecting insight to opportunities and solutions and expeditious completion. This work plan will develop into a detailed understanding and approach if selected to propose for the project. Please describe specific instructions for project execution including task deliverables, milestone descriptions, and client communication procedures.

A work plan will be submitted to the CRW team for review and approval prior to commencing work. The work plan will be updated and revised as necessary during the project.

Experience and Qualifications (limit to 6 pages): Describe the project team's experience, abilities, and qualifications providing similar services as required in this request. Provide a brief history and description of the firm. Include the firm name, address and contact information, year established, and the office location from which this project would be managed. Experience that demonstrates a record of successful innovation and an integrated project approach will be well favored. Clearly identify any subconsultants performing work outside of your firm, and include the name, scope of work, and qualifications for each subconsultant.

Provide a comprehensive list of relevant past projects delivered by the firm. Clearly identify the role(s) performed for each project listed. CRW anticipates the minimum experience threshold for invitation to propose will be **ten high hazard dam rehabilitation projects in the last five years (similar in size and scope to this work), with at least five relevant projects in Pennsylvania.**

Please provide summaries of up to three specific projects designed by your firm completed within the past five years that demonstrate the delivery of similar services. Provide the following information for each of these reference projects: name, location, description of the facility, description and dates of services provided, discussion of any design or operating challenges, discussion of any additional value services provided, cost of professional services, cost of construction of designed improvements, and a contact person/project owner. Describe relevant differences between reference projects and the project under this request.

Project Management (limit to 3 pages, including a 1-page organization chart): Please provide information regarding the proposed project team and information regarding capabilities and experience of personnel

directly assigned to the project. Be sure to include any additional information or special expertise that may distinguish the project team from other firms.

Project Manager – Provide the name and contact information of the proposed project manager. The proposed project manager should have a minimum of eight years of relevant experience. Provide evidence of their ability to manage similar work. Please include a description of recent projects this person has managed similar in scope and scale, including relevant dates and costs. Submit a one-page resume for this person that includes years of experience, education, professional certifications and affiliations, etc.

Project Team – List key team staff and roles and responsibilities of team members. Provide a one-page resume for each identified team member in an appendix. Provide a one-page organization chart summarizing roles. Describe how the Project Manager will lead the project. Identify who will have primary technical responsibility for specific tasks within the scope of services.

Estimated prices are NOT to be included with Qualifications. Pricing information is requested during the Proposal phase of the selection.

7.0. References

Provide three reference letters from entities with whom work was performed similar in scope to the requirements of this solicitation. Please include current contact information for inquiries. Reference information will be sufficient for the qualifications submission. Reference letters will be required for proposal submissions.

8.0. Submittal Requirements for Proposals (by Invitation only - following CRW review of Qualifications submissions)

This is for invited respondents following CRW review of Qualifications and may be subject to change.

Understanding and Project/Technical Approach (limit to 6 pages): Please provide a detailed approach to the scope of professional services outlined above, include a review of specific tasks within the scope as well as a schedule. Describe your approach to the project. Identify any particular issues and/or specific options that may need to be investigated.

Please also provide insight into how the project team will ensure success and monitor the schedule and task deliverables. Demonstrate any evidence of innovation to overcome challenges related to project management and the larger project financing, and operations. Include proposed design ideas and financing considerations along with any other details the respondent deems appropriate for the review and evaluation of the Proposal.

Work Plan and Schedule (limit to 3 pages): Provide a refined work plan and schedule as submitted within the Qualifications. Ensure this includes detailed, specific instructions for project execution including deliverable descriptions, staff assignments and responsibilities, milestone descriptions and likely dates, assigned man-hour and dollar budgets by task, status (percent complete) tracking and reporting, change request procedures, client communication procedures, quality control plan and project review assignments.

Project Management (limit to 3 pages, including a 1-page organization chart): Provide a refined organization chart as submitted within the Qualifications, noting changes of significance.

Minority/Women/Disadvantaged Business Enterprise (MWDBE) Participation: To meet CRW objectives, a recommended MWDBE participation level of 15% (10% MBE, 5% W/DBE) is strongly encouraged. Proposals must demonstrate a commitment to MWDBEs by demonstrating the efforts made to solicit and confirm the participation of consultants on the project. Consultants must include an MWDBE participation plan to accompany their proposal.

The participation plan must include the following:

- A. Letters of Intent for all MWDBE partners. The Letters of Intent must be on company letterhead and include:
 1. The scope of goods, services or supplies the MWDBE will provide;
 2. The name, address, and telephone number of the primary consultant's point of contact responsible for integrity in MWDBE participation;
 3. The name, address, and telephone number of the primary contact person for the MWDBE; and
 4. The signature of both the primary consultant and MWDBE primary contact person.
- B. The appropriate certification for the MWDBE. Please review CRW's certification requirements at <http://capitalregionwater.com/mwdbe>. In summary, CRW accepts valid certifications from the following entities:
 1. Unified Certification Program (UCP) *
 2. Woman's Business Enterprise National Council (WBENC)
 3. National Minority Supplier Development Council (NMSDC)
 4. United States Small Business Administration (SBA) 8(a) Program *
 5. Vets First Verification Program at vetbiz.gov
 6. US Business Leadership Network (USBLN)
 7. National Gay & Lesbian Chamber of Commerce (NGLCC) and / or
 8. Department of General Services (DGS)

*These are disadvantaged business certifications which are accepted for Minority Business Enterprise (MBE) and Woman Business Enterprise (WBE) only. Additional proof of ethnicity and/or gender must be submitted at time of verification.

- C. Exhibit 1 (MBE/WBE/DBE Solicitation & Commitment Statement) of CRW's Minority / Women / Disadvantaged Business Enterprise Plan

If the proposal does not contain an MWDBE participation plan, then the proposal must contain an explanation as to why it is not feasible to commit to MWDBE participation on the project. This explanation must also demonstrate that the consultant did not engage in discriminatory practices throughout the process of soliciting subconsultants on the project.

Cost Proposal: Provide a not-to-exceed fee, including all expenses for each task within the Scope of Services. In addition to the fee, provide a fee schedule of hourly rates for all personnel identified as part of the project team. Also provide an expected distribution of time (by percentage) that personnel are expected to contribute to the work. This must include the dollar value of the commitment by participating M/W/DBEs and the associated percent allocation of the total cost.

This Cost Proposal should be submitted as a separate, sealed document from the Proposal documents and clearly identified as the "Cost Proposal". The Cost Proposal will be opened after the technical evaluation and will be considered in a final selection.

9.0. Submission of Qualifications and Proposals

- Please provide a summary in response to the request above. Please follow the format of this RFQ when submitting Qualifications. One-page resumes should be attached in an appendix.
- Submit Qualifications, clearly labeled "Qualifications Enclosed – DeHart Dam Improvements Design" by 2:00 PM EDT on Friday, May 17, 2019.
- A single page cover letter is acceptable with submissions and will not be considered in a total page count.
- If invited to propose, submit Proposals clearly labeled "Proposal Enclosed – DeHart Dam Improvement Design" by 2:00 PM EDT on June 21, 2019. Enclose the cost information in a separate sealed envelope clearly identified.
- Please submit electronically in PDF format via email to jeff.bowra@capitalregionwater.com and mail one hard copy to:

Attention: Jeff Bowra, P.E., Lead Engineer
Capital Region Water
212 Locust St., Suite 500
Harrisburg, PA 17101

- Please ensure hard copies are printed double-sided using a minimum of 11-point font.

Please note: No substantive changes are anticipated to be made to the consultant team between the Qualifications submittal and the Proposal submittal. If changes are made, these must be clearly noted within the Proposal. If awarded the contract, the consultant team must note any anticipated staffing assignments to

CRW, as it's expected any replacement will be of equal or greater qualification to the predecessor and meet M/W/DBE expectations.

10.0. Selection Criteria

An evaluation committee will review and score Qualifications based on the response to content requirements. It is the intent of CRW to review Qualifications within two weeks of receipt. Qualifications will be evaluated based on the following criteria and weighting relevance:

Evaluation Criteria	Weight
Understanding/Approach	25
Experience	30
Project Management/Team	25
Value Added	20

After review of Qualifications, CRW will select and invite firms to submit Proposals. CRW anticipates conducting one-hour interviews (30-min presentation, 30-minute question/answer period) with some or all proposing firms prior to recommending award to CRW's Board. Firms should be prepared to interview during the period between July 1-12, 2019. Final selection will consider Qualifications, Proposals and the presentation/responses provided during the interview. Consultant teams will be evaluated based on the following criteria and weighting relevance:

Evaluation Criteria	Weight
Understanding	25
Project/Technical Approach	25
Project Management/Team	25
M/W/DBE Participation Plan	15
Value Added	10

11.0. General Terms and Conditions

- CRW reserves the right to reject any and all Qualifications/Proposals and to select the Proposal that it determines to be in the best interest of CRW.
- CRW reserves the right to require any firm to submit additional information deemed necessary for evaluation of Qualifications/Proposals.
- All submittals shall become property of CRW and will not be returned. Late submittals will not be evaluated.
- Proposals will remain in effect for CRW review and approval for 60 days from corresponding deadline.

- CRW reserves the right to negotiate any associated contracts and associated scope of work. The actual extent of services under any contract as a result of this RFQ is to be determined and subject to the approval of CRW's Board of Directors and is effective only upon their approval. The scope of work may be reduced, or the work conducted in phases.
- Consultants are encouraged to add to, modify, and/or clarify tasks as appropriate to deliver a high-quality product at the most reasonable cost. Any and all changes must be communicated in writing and are subject to CRW approval.
- If consultant incorporates CRW branding into the Qualifications/Proposal response, brand standards should be met. Please see <http://capitalregionwater.com/media-kit/> for additional information.

12.0. Resources & Attachments

For additional information, please visit CRW's website at <http://capitalregionwater.com/investor-kit/#sthash.VPdMRkxj.dpbs>. If there are any questions regarding this Request for Qualifications, please contact Jeff Bowra via email at jeff.bowra@capitalregionwater.com. Phone calls will not be accepted.

Attachment A

Annual Inspection Reports by Consulting Engineers, various years

Attachment B

PADEP Response Letters to Annual Inspection Reports, 2013-2015

Attachment C

Annual Inspection Reports by PADEP, various years

Attachment D

DeHart Dam Outlet Works Inspection Report, September 2016

Attachment E

DeHart Dam Assessment Report, February 2017

Attachment F

DeHart Dam Geotechnical Report, April February 2019

Attachment G

DeHart Dam survey base map