

# REQUEST FOR PROPOSALS

## Professional Services for Asset Management Program Development



## ADDENDUM

Please Respond By: 2:00PM EST, June 18, 2021

Email Response To: [sheri.berilla@capitalregionwater.com](mailto:sheri.berilla@capitalregionwater.com)

## 1. Introduction

Capital Region Water (CRW) is requesting proposals for professional consultant services from qualified firms for the further development, expansion, and support of the asset management (AM) program. While the term proposal is used interchangeably with qualifications package, the materials requested of respondents are of a more general nature consistent with qualifications. Detailed scope and fee proposals will be required of selected firms once assignments are issued following this procurement. Final selection of firms will be quality-based.

## 2. Schedule for Proposal Process

Milestone	Date
RFP Issued	May 17, 2021
Questions/Clarification Requests Due to CRW	May 28, 2021 at 2:00 PM EST
Addenda Issued (if necessary)	June 4, 2021
Proposals Due	June 18, 2021 by 2:00 PM EST
Interviews (reserve this time now)	June 28 – July 1, 2021
Selection and Award	July 28, 2021

## 3. General Information and Background

CRW is a financially independent municipal authority that owns and operates the municipal utility systems, including drinking water, wastewater (sanitary and combined) and stormwater, that serve the City of Harrisburg and surrounding communities. Approximately 80% of Harrisburg drains into a combined sewer system, while the remaining 20% is a separate MS4. The Advanced Wastewater Treatment Facility (AWTF) is one of the largest treatment facilities in the region and treats wastewater from neighboring boroughs and townships. Drinking water originates from DeHart Reservoir, which is surrounded by 8,200 acres of forested land and travels 23 miles to the Water Services Center where it is treated and pumped into the distribution system.

Beginning in 2013, Capital Region Water implemented key elements in support of developing a sustainable asset management strategy to address the growing challenges of ageing infrastructure. The investment of effective data and information technology solutions set the foundation. Esri GIS was implemented to host core asset records to inventory, manage, maintain, analyze, and model all system assets. Cityworks,

computerized maintenance management system (CMMS) launched in 2015, initiating digital tracking of work activities, service requests and projects for linear assets and in 2019 deployed for vertical assets.

In 2015, Capital Region Water instituted a formal multi-year, phased Asset Management Implementation Program under the initiative and leadership of the Engineering department. In alignment with Capital Region Water's strategic plan, the AM program strategy, policy and objectives were developed, an initial gap analysis was performed, and a roadmap was created. Sustainable asset management is a compliance priority in the detail that CRW is party to a Partial Consent Decree with the United States Department of Justice (DOJ), the U.S. Environmental Protection Agency (EPA) and the Pennsylvania Department of Environmental Protection (PADEP) to address wet weather compliance issues. That document established a compliance schedule for the development of a Combined Sewer Overflow (CSO) Long Term Control Plan (LTCP) Update and associated work.

To document program progress and reexamine growth opportunities, CRW completed a second AM capability assessment in 2020 for comparison to 2017 baseline results. The information from the assessment along with initiatives identified within the Collection and Conveyance asset management plan (AMP) and the Transmission and Water Main AMP were used to inform the scope of the proposal.

Capital Region Water owns and operates the municipal water systems that serve the City of Harrisburg including drinking water, wastewater, and stormwater. A significant portion of these systems were constructed over 100 years ago, and infrastructure needs are consistent with expectations for a system of this age.

**Drinking Water System:**

- 15-MGD Surface Water Appropriation (Clarks Creek and Susquehanna River)
- 6-BG Raw Water Reservoir
- 20-MGD Conventional Filtration Facility
- One (1) 28-MG and Two (2) 6-MG Finished Water Storage Reservoirs (40-MG total)
- 225-mi Distribution Network
- 25-mi Raw Water Transmission Network
- One (1) Raw Water Intake Pump Station

**Combined Wastewater System:**

- 45-MGD Advanced Wastewater Treatment Facility (BNR Upgrade Complete 2/2016) Two Major Wastewater Pumping Stations
- 13-mi. Combined Interceptors (59 Permitted Combined Sewer Overflow sites) 135-mi. Collection System

- 3,208 Manholes
- 3,837-Inlets/Catch Basins

**Separate Storm Sewer System (MS4):**

- Limited Data on Separate Storm (estimated 20% of City/ 80% Combined)

Respondents can find (and are strongly encouraged to review) more detailed information on CRW's website, specifically within our Consulting Engineer's Annual Reports. [Financial Reports | \(capitalregionwater.com\)](http://capitalregionwater.com)

## 4. Proposal Specifications

### 4.1 Scope of Work

CRW may select just one or multiple firms. Should CRW retain more than one firm, the intension will be to distribute assignments relatively evenly over the term of the engagement, but all parties shall agree by participating in this solicitation that practical realities may conspire against such an "equitable" distribution. CRW also reserves the right to make assignment decisions in order to serve the best interests of rate payers whether that be value of work, delivery schedule, etc.

### 4.2 Asset Management Program Support

Professional support to develop, expand and mature the existing asset management program in four core functional areas: strategic planning, operations optimization, performance management and data and technology expertise. Work may include:

#### Strategic Planning

- Develop asset management plans for the vertical assets.
- Implement continuous improvement initiatives from horizontal AMPs.
- Review and implement initiatives for existing asset management plans.
- Review and make recommendations on improvements to the existing CIP process.
- Develop and implement business case evaluation process that integrates into CRW's risk management decision making.

#### Operations Optimization

- Continue to develop and refine optimized operations and maintenance concepts, processes and workflows based on leading practices.
- Formalize condition assessment protocols for vertical and linear assets.

## Performance Management

- Refine existing measures including levels of service, key performance indicators and operational metrics to support industry benchmarking.
- Develop, document, and formalize a process for root cause analysis and failure investigation approach.

## Data and Technology Expertise

- Implement a decision support software for integrated capital and maintenance budget planning.
- Support training and outreach program to suit asset management needs.
- Continue support in updating a consistent asset register and standards for activity data.

## 5. General Provisions

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### 5.1 Addenda

Any necessary additions or corrections to this RFP will be made by addenda and issued to all proposers of record. Addenda become part of the RFP and must be acknowledged by each proposer; failure to acknowledge any addenda shall not relieve proposers of compliance with the terms thereof. CRW assumes no responsibility for oral instructions.

### 5.2 Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of proposer ability to satisfy the requirements of this RFP.

### 5.3 Incurred Expenses

Proposers are responsible for proposal preparation and submission costs, as well as travel costs incurred in connection with oral presentations if required or other pre-award discussions or activities.

### 5.4 Contractor Responsibilities; Subcontractors

CRW will enter into a contract with the selected proposer, and that proposer shall be responsible for all products and services required by the RFP. Subcontractors, if any, must be approved by CRW prior to engagement, after review of a complete description of their role relative to the proposer.

### 5.5 Disadvantaged Business Enterprise Participation

CRW is committed to supporting the development of MWDBE enterprises serving the marketplace. By responding to this RFP, the proposer agrees to champion CRW's MWDBE plan and support its success through

the execution of work for CRW. The proposer will take all necessary steps to maximize participation of qualified MWDBE firms on every work assignment. It is understood that participation opportunities vary from task to task depending on type of work, but overall CRW's expectation is that proposers should target a minimum participation level of 15%.

## 5.6 Conflicts of Interest

The proposer shall identify any actual or potential conflicts of interest that exist, or which may arise if the proposer is recommended for award and propose how such conflicts might be resolved.

## 5.7 Acceptance Time

By submitting a proposal under this solicitation, the proposer agrees that CRW has within 90 days after the due date in order to accept the proposal. CRW reserves the right to reject, as unacceptable, any proposal that specifies less than 90 days of acceptance time. Upon mutual agreement between the CRW and the proposer, the acceptance time for the proposal may be extended.

## 5.8 Billing and Payment

The successful proposer shall keep accurate, document records of time, material and transportation allocable to this contract. Payment will be made on a monthly basis, and related records will be available for audit purposes during normal business hours, as often as deemed necessary. Payment will only be made for work that has first been previously authorized with within CRW approval.

## 5.9 Applicable Standards/Guidelines

The Consultant is required to perform all services in accordance with generally accepted standards of professional practice, in accordance with CRW Design Guidelines, and in accordance with all applicable Federal, State and local codes in effect at the time of these services.

## 5.10 Licensed Professional Requirements

All construction drawings shall be sealed and signed by a registered professional engineer, surveyor, architect, and/or landscape architect licensed in the Commonwealth of Pennsylvania as required by law. If required by CRW, specifications, reports and computations shall be stamped and signed by a professional engineer licensed in the Commonwealth of Pennsylvania. Boundary Surveys, Easement Plats, Record Plats and As-built documents shall be signed and sealed by a Pennsylvania licensed property surveyor.

## 6. Submittal Requirements for Qualifications

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Interested firms shall submit a proposal package highlighting specific experience and resources that qualify them to deliver the services required by CRW. Firms are encouraged to creatively convey their statement of qualifications, but all packages must address the following requirements within the noted page limitations.

### 6.1 Vision/Understanding (limit to 2 pages)

Provide a brief understanding of CRW's needs with an explanation of why the respondent's firm is better equipped to address those needs than their competitors are.

### 6.2 Experience and Qualifications (limit to 10 pages)

Describe firm's experience and qualifications providing similar services as required by this RFP. Information should include:

- Brief history and description of the firm.
- At least three (3) relevant projects with descriptions and reference information.
- Any additional information which would serve to distinguish the project team from other firms submitting proposals such as any special expertise or experience of the firm, etc.

### 6.3 Project Team (limit to 3 pages)

- Provide a specific organizational chart identifying all team members and summarizing their roles for the project.
- Project Management - The Consultant shall identify their designated project manager who will serve as the day-to-day point of contact with CRW. Briefly describe how the project manager will lead the project and identify which of the representative experience projects were managed by the proposed project manager. Prior experience successfully executing similar projects is required.
- Project Team Resumes – Submit a 1-page resume for key project team members in an appendix.

**Note:** If selected, the consultant may not change the staffing assigned to the project without approval by CRW. However, approval will not be denied if the staff replacement is determined by CRW to be of equal ability or experience to the predecessor. CRW may consider changes in key staff as cause to limit assignments.

### 6.4 Reference Letters

Provide three (3) reference letters from clients who received services similar in scope to the requirements of this RFP.

## 6.5 Billing Rates

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 each personnel class will contribute to the work.

## 6.6 M/W/DBE Participation

Provide a brief history of past collaboration with M/W/DBE's and how you would plan engagement opportunities similar in scope to the requirements of this RFP.

## 7. Submission of Qualification and Proposals

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- Proposals must be received by **2:00pm on June 18, 2021**.
- The subject line of the submittal email shall include the respondent's name (firm/company) and "AM RFP". The body of the email shall contain full title of the RFP, name of respondent and point of contact including name, phone, email address. Please note that CRW has an email attachment size limit of 50MB.
- If CRW wishes to conduct interviews, selected firms will be notified by June 25, 2021. Interested firms should prepare to participate in interviews June 28-July 1, 2021.

Submit one (1) electronic copy of the information requested. The electronic copy shall be a PDF file type and 8.5"x11" format. The electronic copy is to be submitted via email to [sheri.berilla@capitalregionwater.com](mailto:sheri.berilla@capitalregionwater.com) or on a thumb drive to:

**Attn: Sheri Berilla**  
Asset Manager  
Capital Region Water  
3003 North Front Street  
Harrisburg, PA 17110

## 8. Selection Criteria

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Evaluation and selection of proposals will be based on content and responsiveness to all proposal requirements. CRW reserves the right to require any firm to submit additional information deemed necessary in evaluating the proposals. It is estimated that the assignment will be award at the July 28, 2021 CRW Board of Directors meeting.



## 8.1 Scoring

Upon receipt of the Proposals, CRW will score the technical aspects of the prospective Consultant project team based upon the following criteria:

Technical Information	Weight
Vision/Understanding	20
Experience/Qualifications	20
Project Team/Project Management	20
Understanding of Local Issues	10
Overall Proposal Quality	10
Rate Schedule	10
M/W/DBE Participation	10

## 8.2 Interview

After review of the proposals, CRW may conduct one-hour interviews (30-min presentation, 30 min question/answer period) with firms if necessary, to make final decisions prior to recommending award to CRW's Board.

## 9. General Terms

- CRW reserves the right to reject any or all proposals and to select the proposal(s) that it determines to be in the best interest of CRW.
- The contract is subject to the approval of CRW's Board of Directors and is effective only upon their approval.
- Proposals will remain effective for CRW review and approval for 90 days from the submission deadline.
- The proposer is encouraged to add to, modify or clarify any scope of work items it deems appropriate to develop a high-quality proposal that delivers the greatest value to CRW. All changes shall be explicitly listed and explained. However, the scope of work proposed must accomplish the goals and work stated in the RFP.

## **General:**

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This Addendum shall be made part of the Request for Proposals (RFP) dated May 17, 2021, for the PROFESSIONAL SERVICES FOR ASSET MANAGEMENT PROGRAM DEVELOPMENT. Where any part of the RFP is modified by this Addendum, the unaltered information shall remain in effect.

## **Responses to Questions and Requests for Clarification**

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1. Do we need to be prequalified in any way to be considered for this proposal?

***Capital Region Water does not require prequalification to participate in this RFP. CRW expects respondents to be qualified and experienced in asset management program development and will be scored accordingly. Response to this RFP will be considered firm commitment to comply with CRW's M/W/DBE program.***

2. Are these existing Asset Management Plans available for review, or can you provide information on the initiatives identified as part of these assessments?
  - a. [An AM capability assessment in 2020 for comparison to the 2017 baseline results.](#)
  - b. [Collection and Conveyance Asset Management Plan](#)
  - c. [Transmission and Water Main Asset Management Plan](#)

***The listed items have been provided with a link to the requested document.***

3. In reference to section 6.4, are you looking for 3 separate physical letters of reference, or just 3 names with contact information for our references? If letters are needed, does it matter whether the client addresses the work of individual team members, or should it reference the whole company?

***Capital Region Water is requesting inclusion of 3 individual letters of reference from 3 distinct clients who received similar services. CRW does not have specifics to how the client would reference their experience with your company or team. Client reference letters will supplement the "Experience" rating.***



**Request for Proposal**  
**Professional Services for Asset Management**  
**Program Development - Addendum**  
Sheri Berilla, Asset Manager  
June 4, 2021

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4. Is CRW looking to replace/improve the Geospatial data management of assets?

***CRW has no intent to include geospatial data management within this scope of work.***

5. Will sub-contractors be able to access the GC's that are bidding on this project and if so how will that portal be shared?

***Unfortunately, solicitation of the RFP direct from CRW's website does not provide such a list.***