



COUNTY OF LYCOMING

PURCHASING DEPARTMENT

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REQUEST FOR QUALIFICATIONS (RFQ) FOR WILLIAMSPORT REGION RELIEF WELL REHABILITATION AND REPLACEMENT PROJECT

ISSUE DATE: NOVEMBER 15, 2019
DUE DATE: DECEMBER 6, 2019

Bidders may download proposals by going to www.lyco.org and clicking on Top 10 Links, Request for Bids/Proposals. All Bidders are required to contact the Lycoming County Chief Procurement Officer and place his/her company name on the Bidders' List. This will ensure that each Bidder receives any and all addenda that may apply to the current proposal package. Failure to receive all current information could result in your company submitting an inaccurate proposal, which may be disqualified by the County.

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SECTION 1
NOTICE TO BIDDERS

Legal Ad
Sun Gazette
To Be Run: November 15th & November 19th

NOTICE TO BIDDERS

The County of Lycoming is requesting qualifications for engineering services related to **Williamsport Region Relief Well Rehabilitation and Replacement Project**. Qualifications are due by **Friday, December 6, 2019, at 5:00 P.M. EST**. Qualifications will be opened on **Tuesday, December 10, 2019, at 10:00 A.M. EST** in the Commissioners' Meeting Room, Lycoming County Executive Plaza Building.

Qualifications shall be mailed or delivered to the Lycoming County Controller's Office, Lycoming County Executive Plaza Building, 330 Pine Street, 2nd Floor, Williamsport, PA 17701. Proposals must be enclosed in a sealed envelope and marked "**RFQ for Williamsport Region Relief Well Rehabilitation and Replacement Project**."

Questions regarding this request for proposal shall be directed to Mya Toon, Chief Procurement Officer, at mtoon@lyco.org.

Bidders may download the proposal by going to www.lyco.org and clicking on Top 10 Links, Request for Bids/Proposals.

The Lycoming County Board of Commissioners reserve the right to accept or reject any or all proposals, or to accept any part of a proposal without accepting the whole thereof, or to accept such proposal as they deem to be in the best interest of the County.

COUNTY OF LYCOMING

R. Jack McKernan
Tony R. Mussare
Richard Mirabito

Attest:
Matthew M. McDermott
Chief Clerk

SECTION 2
INSTRUCTION TO BIDDERS

INSTRUCTION TO BIDDERS

2.1 Definitions

Request for Qualifications (RFQ)	All documents, whether attached or incorporated by reference, used to solicit competitive sealed qualifications.
County	County shall be synonymous with the Lycoming County Board of Commissioners.
Bidder / Respondent	A firm, individual, or corporation submitting a response to this RFQ.
Addendum	A written change, addition, alteration, correction or revision to a proposal or contract document.
Bid / Proposal	The formal response to the RFQ.
Subcontractor	Any person other than an employee of Respondent who performs any service listed in this RFQ.
Services	The work identified in this RFQ to be performed by Bidder.
Work / Project	The required services.

2.2 Deadline and Opening of Proposal

Proposals must be received no later than Friday, December 6, 2019, 5:00 P.M. EST. Late proposals shall not be accepted. Proposals will be opened publicly at 10:00 A.M., EST, on Tuesday, December 10, 2019, in the Commissioners' Board Room located on the 1st Floor of the Lycoming County Executive Plaza Building.

2.3 Submission of Proposal

An original and five (5) complete copies must be enclosed in a sealed envelope or package. The outside of the envelope or package shall be clearly marked, "RFQ for Lycoming County Relief Well Improvement Project."

Proposals shall be submitted to the Lycoming County Controller's Office, Executive Plaza Building, 330 Pine Street, 2nd Floor, Williamsport, PA 17701. Proposals must be mailed or hand-delivered. Proposals delivered by fax or electronic mean are not acceptable and will not be considered.

2.4 Communications

All questions regarding this RFQ shall be submitted in writing to Mya Toon, Lycoming County Chief Procurement Officer, at mtoon@lyco.org. Questions must be received by the Chief Procurement Officer no later than Wednesday, November 27, 2019, 5:00 P.M. EST. Questions which require a more detailed or complex reply, or require an answer that may affect responses to this RFQ or may be prejudicial to other prospective Bidders, will be answered by issuing an addendum.

2.5 Important Dates

The following lists important events and deadlines regarding the RFQ.

Issue Date:	November 15, 2019
Final Date for Written Questions:	November 27, 2019
Deadline for Submitting Proposals:	December 6, 2019
Opening of Proposals:	December 10, 2019

2.6 Modifications/Withdrawal of Proposal

Proposals may be modified or withdrawn prior to the submittal deadline. Requests for withdrawals or modifications of proposals received after the proposal submittal deadline will not be considered except as otherwise provided in the following paragraph. Bidders desiring to modify or withdraw his/her proposal, must submit the purpose for modification or withdrawal in writing to the County Chief Procurement Officer prior to the submittal deadline. Bidders may resubmit proposals provided it is prior to the scheduled submittal deadline.

After proposal opening, the Chief Procurement Officer may allow a Bidder to modify or withdraw its proposal without prejudice if clear and convincing evidence supports the existence of a material and substantial error, an unintentional arithmetical error or an unintentional omission of a substantial quantity of work, labor, material, or services made directly in the compilation of the proposal. Requests to modify or withdraw the proposal must be made in writing to the Chief Procurement Officer within two (2) business days after opening the proposals.

2.7 Preparation of Proposal

The County shall not be responsible for any costs associated with the preparation or submittal of any proposal. All costs are entirely the responsibility of the Bidder.

2.8 Public Disclosure

All Bidders should be aware that the County is an agency subject to the Right-to-Know Law. Any documents submitted should be considered as subject to potential public disclosure once the proposal is awarded. A summary of proposals received, including company name, will be posted on the Purchasing Department's page of the County's website (www.lyco.org) within 48 hours of the proposal opening.

2.9 Bidder's Certification

By submitting a proposal, the Bidder is certifying that it and its Principals and/or subcontractors are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by the State of Pennsylvania or any Federal department or agency.

3.0 Non-Collusion Affidavit

The County requires that a Non-collusion Affidavit be submitted with all proposals pursuant to its authority according to the Pennsylvania Antirigging Act, 62 Pa. C.S.A. §4501 et seq.

This Non-Collusion Affidavit must be executed by the member, officer, or employee of the Bidder who makes the final decision on prices and the amount quoted in the proposal.

Bid rigging and other efforts to restrain competition and the making of false sworn statements in connection with the submission of proposals are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the Bidder with responsibilities for the preparation, approval or submission of the proposal.

If a proposal is submitted by a joint venture, each party to the venture must be identified in the proposal documents, and a Non-Collusion Affidavit must be submitted separately on behalf of each party.

The term "complementary bid" as used in the Affidavit has meaning commonly associated with that term in the bidding process, and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or non-competitive proposal, and any form of proposal submitted for the purpose of giving a false appearance of competition.

Failure to file a Non-Collusion Affidavit in compliance with these instructions may result in disqualification of the proposal.

SECTION 3
SCOPE OF WORK

3.1 Background and Project Description

The Greater Williamsport Levee, constructed by the US Army Corps of Engineers in the mid 1950's, is the second largest flood control system of its kind in the Commonwealth of Pennsylvania. According to the USACE National Levee Database, more than \$4 billion in economic assets are protected by the levee, which holds back the rushing waters of the West Branch of the Susquehanna River and Lycoming Creek.

For this Project, a total of 59 wells will need to be rehabilitated or replaced in their entirety which includes permits, well drilling, well screen, bentonite seals, concrete seals, riser pipe, filter pack, well development, and pumping tests and outlet works. Relief Well Rehabilitation work shall be in accordance Rehabilitation shall be in accordance with U.S. Army Corps of Engineers (USACE) EM 1110-2-1914 and specifically consist of brushing, swabbing, and swab/airlifting or swab/pumping to loosen and remove fines. Wells shall be drilled by the reverse rotary method with a submitted and reviewed drilling program plan (DPP) in accordance with EM 1110-1-1807, in such a manner to ensure proper placement and plumbness and alignment of the well screen, riser pipe and filter pack.

No drilling shall be conducted without a DPP approved by the USACE. Drilling and installation of well screen and filter pack shall be completed for each well without interruption. Drill cutting material may be spread on site but not clog any ditch or swale or be placed on any filter surface. Before the drilling operation begins on each well, the successful Bidder shall demonstrate that all material, equipment, and experienced personnel are mobilized and that all equipment necessary for the job is adequate for an efficient operation and is operating in a satisfactory manner. Loss of a hole or well because of lack of material, inadequate or faulty equipment, not meeting plumbness and alignment requirements or careless operating procedures will be considered cause for an abandoned well due to fault of the successful Bidder. The digging of mud pits or similar excavations will not be allowed.

All variances, permitting, licensing, and submittal requirements required by this work are the responsibility of the successful bidder. Assigning laboratory tests and final design of relief wells will be done by Wood Environment, Inc, the County's consultant on the Project.

3.2 Project Timeline

All aspects of the project shall be completed no later than July 3, 2020, with 70% completion by May 1, 2020.

3.3 Procurement Overview

The County of Lycoming is requesting Statements of Qualifications (SOQs) from entities interested in submitting proposals for the Levee Relief Improvement Project (Project). The County will use a two-phase procurement process. This Request for Qualifications (RFQ) is issued as part of the first phase (Phase I) to solicit information, in the form of SOQ, that the County will evaluate to determine which Bidders are the most highly qualified to successfully deliver the Project. The County anticipates short-listing at least three, but not more than five, most highly qualified Bidders that submit SOQs. Successful participation in Phase I is a mandatory requirement for continued participation into Phase II.

In the second phase (Phase II), the County will issue a Request for Proposals (RFP). Only the short listed Bidders will be eligible to submit proposals for the Project. Once the County has determined that it has no objection to the RFQ phase of the procurement process for the Project, the County will issue the RFQ pre-qualification notification indicating which RFQ Bidders are eligible to obtain the RFP in order to participate in the Phase II of the procurement process for the Project.

Phase I – RFQ	
Component	Date or deadline
Release of RFQ	November 15, 2019
RFQ Submission Due	December 6, 2019
RFQ Pre-Qualification Award	December 12, 2019
Phase II – RFP	
Component	Date or deadline
Release of RFP	December 20, 2019
RFP Mandatory Meeting & Site Showing	January 8, 2020
RFP Submission Due	January 24, 2020
RFP Award	February 13, 2020

3.4 Consultant/Technical Support

The County has retained Wood Environment and Infrastructure, Inc. to provide guidance on evaluating this RFQ, preparing the RFP, and all related financial, contractual and technical matters related to the Project.

SECTION 4
EVALUATION OF PROPOSALS

4.1 Evaluation Criteria

All RFQ submissions will be evaluated by the County using the criteria set out below. If any RFQ Bidder fails to meet any of the evaluation criteria required to pass the RFQ submission evaluation as set out below, the County may disqualify the relevant RFQ Bidder. During the evaluation of RFQ submissions, the County may request the Bidder to provide further clarification of any part of its RFQ submission.

a. Introduction

Bidders shall provide a cover letter stating the business name, address, business type (e.g., corporation, partnership, joint venture) and roles of the Bidder and each major participant, including subcontractors. Identify one contact person and his or her address, telephone and fax numbers, and e-mail address. This person shall be the single point of contact on behalf of the organization, responsible for correspondence to and from the organization and the County. The County will send all Project-related communications to this contact person. The Cover Letter shall be limited to one page.

b. Executive Summary

Bidders shall provide an executive summary, which explains understanding of the County's intent and objectives and how the proposed assessment, planning and development strategy will later achieve those objectives in the implementation phase. The summary should discuss what the Bidder's approach will be for developing an implementation plan; approach to project management; strategies, tools and safeguards for ensuring performance of all required services; and a master schedule providing a recommended, logical sequencing of tasks.

c. Background Information

Bidders shall provide background information about the project team (prime and sub-consultants). Identify the office location of the project manager and disclose any existing or potential conflicts of interest that may exist for the prime or sub-consultants along with previous working relationships between the prime and sub(s).

d. Staffing/Management Plan

Bidders shall provide a detailed staffing and management plan for the Project. It is essential the Bidder has the ability to manage a project of scope and magnitude. The successful Bidder shall secure pre-approval from the Director of the Planning and Community Development Department for any change in the staff assigned to work with the Lycoming County Planning Commission.

e. Organizational Chart

Bidders shall provide an organizational chart of all members of the team, which identifies each member of the team involved with the project by work task. The chart should show the organizational structure of the team, the specialty or position of each team member. Bidders shall identify and include all sub-contractors that would be expected to be utilized to work on the Project. Additionally, the chart must identify the critical support elements and relationships of Project management, Project administration, Executive Management, quality control management, safety, environmental compliance and subcontractor administration.

f. Professional Qualifications

Bidders must provide a summary of the professional qualifications and experience of key personnel who may be dedicated to the services described, including subcontractors. A minimum of ten (10) years of experience is required. For each person identified, Bidders must submit the following information:

- Title and reporting responsibility.
- Proposed roles, including the functions and tasks for which they may have prime responsibility.
- Pertinent areas of expertise and experience. Expertise and experience in levee work is required.
- List of projects of similar

- Resumes or personnel profiles, which describe his/her overall experience, expertise, education and training.

g. Specialized Experience

Bidders must describe their previous specialized experience on recent levee projects of similar type, scope and magnitude, as described in this RFQ. Bidders must provide comprehensive project descriptions for all similar projects that have commenced within the previous five (5) years. Experience in levee projects is required.

h. References

Bidders must provide a minimum of five (5) references on projects of similar scope and magnitude as described in this RFP. At a minimum, the following information must be included for each reference:

- Client name, address, contact person name, telephone, and fax number.
- Description of services provided.
- Key Team Members
- Nature and extent of Bidder’s involvement as lead agency.
- Identify services, if any, subcontracted, and to what other company.
- Total dollar value of the project.

i. Project Schedule

Bidders shall prepare a detailed schedule showing progress dates and completion dates of all phases of Project. This includes work tasks, critical streams of activity, and key milestones according to weeks. For each task, consider the current and anticipated workload of the project team members and note what percentages of the team’s resources will be dedicated to this Project.

4.2 Scoring of Evaluation Criteria

This section provides a description of the criteria that will be used in the evaluation of the proposals submitted to accomplish the work defined in the RFQ. The evaluation criteria should be considered as minimum requirements. However, other criteria may be added to further support the evaluation process whenever such additional criteria are deemed appropriate in considering the nature of the services being solicited. The County reserves the right to conduct interviews with all potential Bidders. The County may conduct these interviews during its evaluation of the overall SOQ submittal process and scoring.

Evaluation Criteria	
Completeness of response	20 POINTS
Demonstrated ability/history to perform the services described	40 POINTS
Work plan	10 POINTS
Expertise and qualifications	30 POINTS
TOTAL POINTS	100 POINTS

SECTION 5
PROPOSAL FORM

PROPOSAL FORM

Important note to Bidders: It is essential the submitted proposal complies with all of the requirements contained in the RFQ. The undersigned Bidder agrees, if this proposal is accepted to proceed to Phase II, the Bidder shall be required to submit a competitive RFP before an award for the Project can be made.

This proposal is submitted to: Lycoming County Controller's Office
Lycoming County Executive Plaza Building
330 Pine Street, 2nd Floor
Williamsport, PA 17701

This proposal is submitted by:

Company Name: _____

Company Address: _____

Main Telephone: _____ Main Fax: _____

Communications and questions concerning this proposal shall be directed to:

Contact Name / Title: _____

Contact Telephone: _____ Fax: _____

Contact Email: _____

Receipt of Amendments (if applicable)

In submitting this proposal, Bidder represents that they have received and examined the following RFP Addendums:

Addendum No	_____	Date	_____
Addendum No	_____	Date	_____
Addendum No	_____	Date	_____
Addendum No	_____	Date	_____

Authorized Signature of Bidder

The proposal form must be signed by an individual with actual authority to bind the company.

Company Type (check one):

Sole Proprietorship Partnership Corporation Joint Venture

Bidder attests that:

He/she has thoroughly reviewed the County's RFQ and that this proposal is submitted in accordance with the RFQ requirements.

Corporations: The proposal must be signed by the President or Vice President and the signature must be attested by the Corporate Secretary or Treasurer. If any employee other than the President or Vice President signs on behalf of the corporation, or if the President's or Vice President's signature is not attested to by the Corporate Secretary or Treasurer, a copy of the corporate resolution authorizing said signature(s) must be attached to this proposal. Failure to attach a copy of the appropriate authorization, if required, may result in rejection of the proposal.

Company Name

Federal ID#

Street Address

PO Box

City

State

Zip

Telephone #

Fax #

WITNESS:

COMPANY:

Signature (see below)

Signature (see below)

Name (print)

Name (print)

Title (print)

Title (print)

SECTION 6

NON-COLLUSION AFFIDAVIT

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

This Non-Collusion Affidavit is material to any contract awarded pursuant to this proposal. According to the Pennsylvania Antirigging Act, [62 Pa.C.S.A. § 4501, et seq.](#), government agencies may require Non-Collusion Affidavits to be submitted together with proposals.

This Non-Collusion Affidavit must be executed by the member, officer or employee of the Bidder who makes the final decision on prices and the amount quoted in the proposal.

Bid rigging and other efforts to restrain competition and the making of false sworn statements in connection with the submission of proposals are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the Bidder with responsibilities for the preparation, approval or submission of the proposal.

In the case of a proposal submitted by a joint venture, each party to the venture must be identified in the proposal documents, and an Affidavit must be submitted separately in behalf of each party.

The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of proposals higher than the proposal of another firm, and intentionally high or noncompetitive proposal, and any other form of proposal submitted for the purpose of giving a false appearance of competition.

Failure to file an Affidavit in compliance with these instructions will result in disqualification of the proposal.

NON-COLLUSION AFFIDAVIT

Contract/Bid/Proposal _____

State of _____

County of _____

I state that I am _____ (Title) of _____ (Name of Firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this proposal.

I state that:

1. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, or agreement with any other Bidder or potential Bidder.
2. Neither the price(s) nor the amount of this proposal, and neither the approximate prices(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a Bidder or potential Bidder, and they will not be disclosed before proposal opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
5. _____ (Name of Firm), its affiliates, subsidiaries, officers, and employees are not currently under investigation by any governmental agency and have not, in the last four years, been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding in any public contract, except as follows:

I state that _____ (name of firm) understands and acknowledges that the above representations are material and important, and will be relied on by the County of Lycoming in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the County of Lycoming of the true facts relating to the submission of proposals for this contract.

A statement in this affidavit that a person has been convicted or found liable for any act, prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to proposing on any public contract within the last three years, does not prohibit the County of Lycoming from accepting a proposal form or awarding a contract to that person, but may be grounds for administrative suspension or debarment in the discretion of the County under its rules and regulations, or may be grounds for consideration on the question of whether the County should decline to award a contract to that person on the basis of lack of responsibility.

Name: _____

Signature: _____

Title _____

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY
OF _____, 20 ____

Notary Public

My Commission Expires: _____