



## Request for Engineering Services Berkeley Springs Water Works

**Due February 6, 2025**

The Town of Bath (hereafter, the Town) Berkeley Spring Water Works (BSWW) in Morgan County, WV is accepting Statements of Qualifications from licensed engineering consultants detailing their firm's qualifications, technical expertise, management and staffing capabilities, references, and related prior experience for the purpose of entering into a contract for the evaluation and planning of BSWW WTP upgrades and expansion of services.

Professional services required will include, but are not limited to preliminary engineering alternatives with cost estimates for the upgrade and improvements of the existing Class 2 Water Public System treatment plant, assessment of financial risks associated with acquiring existing private assets, expansion of the system capacity, and extension of the service area.

The selected engineering firm or consultant will complete as-needed design drawings with associated standards and estimates for future BSWW projects anticipated to be installed over the next five or more years. Services needed by the Town will be initiated and negotiated by Task Order and funded using loans, grants, and with BSWW revenue.

The Town selection committee will objectively evaluate the statements of qualifications, staffing, performance data, and other material submitted by interested firms. Interviews will be conducted with firms ranked highest for discussions of the scope-of-work and estimated probable costs in order to establish a contract for the highest quality of service at a realistic fee in accordance with WV Code §5G-1. A five-year contract will be awarded to the best qualified firm whose proposal is determined to be the most advantageous to the Town, price and other factors considered.

Please note that the proposed project(s) may utilize various Federal and State funding sources. All work will be carried out in compliance with the regulations established by these agencies and the State of West Virginia. The selected firm and its subcontractors will be required to comply with Title IV of the Civil Rights Act of 1964, Executive Order 11246, Section 109 of the Housing and Urban Development Act of 1974, Section 3 of the Housing and Urban Development Act of 1968, Conflict of Interest Statement and Access to Records provisions and all other requirements as they relate to HUD-funded projects. The Town of Bath will afford full opportunity to women-owned and minority business enterprises to submit a show of interest in response to this request and will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, handicap, or national origin in the award of this contract.

### **Definitions and Acronyms**

1. RFQ – Request for Qualifications
2. Town of Bath (Town) – any reference to the Town shall mean the Town of Bath, Berkeley Springs, WV.
3. BSWW – Berkeley Springs Water Works
4. Firm, Respondent, Proposer – any use of these terms shall relate to the entity submitting a Statement of Qualifications (SOQ) to the Town for award consideration.
5. SOQ – Statement of Qualifications and proposal submittals
6. WTP – Water Treatment Plant

**Request for Engineering Services  
Berkeley Springs Water Works**

**I. Submission Instructions**

Electronic response to this solicitation submission is required. The complete proposal must be submitted electronically in an email attachment not to exceed 20MB:

To: [townofbath@wvdsi.net](mailto:townofbath@wvdsi.net)

Subject: **BSWW WTP Upgrades**

The email with the Proposal must be received by 4:00 pm on February 6, 2025. It shall not be sufficient to show that the proposal was e-mailed in time to be received before the scheduled closing time. PROPOSALS RECEIVED AFTER THE CLOSING DATE AND TIME WILL NOT BE ACCEPTED OR CONSIDERED.

**II. Contact for Site-Tour and RFQ Questions**

It is recommended that respondents request a private site-tour of the WTP. Tours can be scheduled between **January 14 through January 24** by contacting:

Rick Mayhew, Plant Superintendent, at [richard.d.mayhew550@gmail.com](mailto:richard.d.mayhew550@gmail.com)

**III. Questions**

Request for clarifications concerning this solicitation shall be in writing, via e-mail ([townofbath@wvdsi.net](mailto:townofbath@wvdsi.net)) on or before **January 24, 2024**. All questions and/or clarification submittals shall identify the RFQ in the subject line of the e-mail message as follows: **Questions – BSWW WTP Upgrades**

Late requests for clarification will not be honored. Timely requests will be interpreted or otherwise clarified by issuance of an addendum to the solicitation distributed to all sources that requested the RFQ from the Town. No other interpretations or clarifications will be provided prior to award.

**IV. Information Requested in the Submittal**

The following items request information that the Evaluation Team will utilize to evaluate the Proposal. Failure to provide any of the information below may result in a Proposal being deemed non-responsive and therefore not considered in the selection process.

Each Proposal completed and signed by person(s) authorized to bind individual, partnership, firm, corporation, or any other legal entity, will include the following:

- A Statement of Interest (please limit response to one page and minimum 10 pt font) – concisely stated understanding of the services required and any other information Respondent would like to highlight about their firm. Include the number of years Respondent team has been in business, and Respondent's office address.
- Evidence of Proposer's authority and qualification to do business in the State of West Virginia, or Proposer shall covenant in writing to obtain such authority and qualification prior to award of the Contract and attach such covenant to the Proposal. Proposer's state Contractor License Number, if any, shall also be shown on the Proposal Form.
- General Qualifications of the Firm's capabilities relevant for this RFQ – the overall qualifications should be limited to two pages.

**Request for Engineering Services  
Berkeley Springs Water Works**

- Relevant Background Experience – the SOQ should enable the evaluation team to make a thorough evaluation and arrive at a sound determination that the Firm is most qualified to support the capabilities being requested for consideration.
- Briefly describe experience in the following areas and reference projects relating to that experience as applicable for each category:
  - Technical qualifications – the SOQ must be specific, detailed, and complete as to clearly and fully demonstrate that the Proposer has a thorough knowledge and understanding of the requirements and has valid and practical solutions for technical problems.
  - References – provide three references for prior work performed. The referenced contracts shall be representative of similar work being submitted for Town’s consideration. The following information shall be included for each contract:
    - Brief project description
    - Summary of the work performed and contract term
    - Current point of contact for the client
    - Telephone number
    - Email address if available
- Organizational chart and resumes of key personnel – each resume should be limited to one page.
- Proof of Insurance – a “for information purposes only” copy is acceptable. Provide evidence of professional liability for errors and omissions coverage, and other fiduciary coverage policy with a minimum limit of \$1,000,000; include the name and address of the coverage provider and a copy of proof of coverage. Any firm awarded a subsequent Town project from this RFQ will be required to provide Proof of Insurance prior to work commencing.

**V. Competitive SOQ Proposals**

Proposals will not be opened publicly to avoid disclosure of contents to competing respondents and will be kept confidential during the process of negotiation. However, all Proposals will be open for public inspection after award except for trade secrets and confidential information contained in the proposals and identified as such by the Proposer.

**VI. Selection Process**

Upon receipt of SOQ submittals for professional services from Respondents, the Town will evaluate and rank Firms meeting the evaluation criteria, in accordance with the evaluation criteria listed below. A determination of the best qualified respondents will be made based on demonstrated competence and qualifications.

**VII. Evaluation Criteria**

An evaluation team will review all Statements of Qualification submitted in response to this RFQ using the following criteria:

- Firm’s general qualifications – The extent to which the firm has available personnel with the necessary relevant background experience and training to perform the work.
- Relevant experience and previous performance experience with similar projects, including accuracy of cost estimates.

**Request for Engineering Services  
Berkeley Springs Water Works**

- Communication experience with similar projects and municipalities
- History of sub-contractors' qualifications and responsiveness
- References

**VIII. Limitations and Other Considerations**

- **Right to Hold Interviews** – The Town reserves the right to hold interviews with any or all of the Respondents prior to the selection of the most qualified Respondent.
- **Right to Request Additional Information** – The Town may request additional information, clarification, or may consider historical information or other known facts about the Respondents past working or business relationships with the Town or other Clients of the Responder.
- **Right to Accept or Reject** – The Town reserves the right to accept or reject any or all submissions to this RFQ, to negotiate with all qualified sources, or to cancel in part or its entirety if found to be in the best interest of the Town. The RFQ does not commit the Town to award a contract, issue a task order, or pay any costs incurred in the preparation of a submission in response to this RFQ.
- **Solicitation to Remain Subject to Acceptance** – All statement of qualifications will remain subject to acceptance for 120 days after opening without taking action.
- **Right to Negotiate Changes in Scope** – Any tasks not outlined in each approved task must be approved through written documentation and mutually agreed upon by both the Firm and the Town before additional work may begin.
- **Town Council Approval Required** – The Town Council must approve the firm selected to provide the services requested in this RFQ. The Town reserves the right to authorize contract negotiations to begin without further discussion with firms submitting a response.

# **Request for Engineering Services Berkeley Springs Water Works**

## **Condition of Existing Facilities**

The Class II Berkeley Springs Water Works treatment plant is approximately 55 years old. A filtration system was added in 2003 and cosmetic improvements were made in 2015. The plumbing within the plant from input to output is over 25 years old and requires upgrades, including the electronic control panels. A number of near crisis situations presented themselves during the winter of 2023-2024, in which “single point of failures” exposed fragility of the plant.

Plant reliability and capacity is under increasing pressure due to age and expansion of the distribution system, which includes additional water tanks. The added demand on the system has required increased pumping and treatment leaving less time for recovery and servicing.

## **Project Summary**

An evaluation and preliminary engineering report for the WTP and distribution system will provide:

- Understanding of deficiencies within the treatment plant
- Evaluation of alternatives for addressing system needs
- Prioritization for infrastructure upgrades
- Development of a timeline and cost estimates for improvement projects

## **Task 1: Water Treatment Plant Upgrades**

The water WTP needs to be examined in an effort to mitigate the impact of a “single point of failure” either through more robust backup processes or at the very least improving the spare part inventory. Evaluation of outgoing high-service pumps, raw water and effluent water control panels, incoming and clear wells, filtration, backwash control panel, and back-up diesel generator.

The age, condition, reliability, and effectiveness of the components within the WTP need to be assessed. These components should include, but are not limited to:

- Raw Water Pump & Foot Valve in Pit
- Raw Water/Effluent Water Control Panel with VFDs
- High Water Service Pumps
- VFDs for High Service Pumps including Control Panels
- Dual Media Filters
- Filtration System Auma Actuators
- Water Filtration Control Panel
- Backwash Pump Control Panel
- Clear-Well Float Alarm
- Backwash Suction line in Clear-Well

In addition to the WTP processing components, supporting infrastructure needs to be assessed with regards to age, condition, reliability, and effectiveness. These components should include, but are not limited to:

- Dehumidification system
- Electric Backup Generator

## **Request for Engineering Services Berkeley Springs Water Works**

### **Task 2: Evaluation of Risk and Responsibilities Related to Acquiring Ownership of a Private Line**

U.S. Silica, a sand quarry and commercial processing lab installed a private 4,500-ft. 8 inch north of the Town in 1992. The line has experienced several failures due to age and pressure. No record of design or as-built drawings have been found to date. The line was installed through a wooded area and vegetation and tree growth are a maintenance concern. The line currently has no main shutoff valves.

Additional connections have been made to service the Morgan County Senior Center, which houses a number of county NGOs, and to another commercial building. Additional public buildings are being considered on the property. Details of the lines and connections are poorly understood. Construction of an expressway entrance requires rerouting the existing line.

A request from the Morgan County Commission and U.S. Silica to acquire the line by BSWW is being considered by the Town. An assessment of the line for financial risks and the cost to bring the system into compliance with WV Bureau of Health standards is required by the Town to make a decision and come to an agreement between all parties.

Evaluation of the Risk and Responsibility exposure should include, but is not limited to:

- Upgrade and compliance requirements
- Potential construction of additional distribution lines
- Projected annual maintenance anticipated for the next 30 years
- Eventual replacement

Task 2 will proceed independently in parallel with Task 1 WTP Upgrades.

### **Task 3: Evaluation of Alternatives of System Capacity Improvements**

Morgan County growth in the long term (e.g. 20 years) will put a demand on the BSWW system that will exceed the current capacity of the system. The Water Works needs a long term plan incremental plan that can be adjusted to meet realistic near term growth plans (e.g. 5yrs). Matching capacity utilization with realized growth is key to long term debt servicing.

Evaluation of alternatives for improvements to the system capacity should include, but are not limit to:

- Assessing potential demands on the BSWW system
- Realistic expansion of the existing WTP
- Costs of adding ancillary water sources along with necessary Water Treatment (e.g. Well System)
- Establishing a separate WTP

This task is not being considered for funding until other tasks have been accomplished.