

PUMP STATION IMPROVEMENT PROGRAM PROGRAM MANAGEMENT CONSULTANT

Scope of Services

Services to be provided by Consultant in this contract include, but are not limited to the following:

- Advise and provide, strategic, and day-to-day oversight and direction to the PSIP.
- Prepare and maintain, together with MDWASD' staff, a Program Management Plan to implement the PSIP. This includes establishing communication protocols as well as design and construction standards.
- Develop Engineering Reports, scope of work and preliminary cost estimates for all out of compliance Pump Stations based on the Remedial Action Plans (RAPs) submitted to EPA.
- Coordinate the projects with future legislation (i.e. Ocean Outfall) and other master planning efforts.
- Establish standards and guidelines for cost-estimating. The Consultant shall work with WASD staff to ensure that all project cost estimates meet the cost estimating standards, including those in planning, preliminary engineering, and detail design. The Consultant shall review cost estimates generated for consistency with the standards and guidelines and to ensure that cost estimates performed at various stages in the design process adequately and appropriately incorporate factors to account for project risk elements.
- Develop and manage a program master schedule and task schedules and provide budget/cost oversight of all program elements and resources. Create and maintain a database to track the progress of all required projects.
- Develop monthly progress reports that include accomplishments during the most recent reporting period, upcoming activities for the next reporting period, tracking of issues and action items identified, other related information, and contract status. Monthly reports shall be reviewed as part of monthly status meetings with the MDWASD PSIP Team.
- Participate in any require meetings with any regulatory agencies and develop required materials for those meetings.
- Provide assistance with permits as well as regulatory and environmental reviews. The Consultant shall review permits and environmental review work to ensure compliance with County and State regulations.
- Review of design documents including constructability reviews.
- Oversee and support the design and construction management phases of the PSIP program. More specifically, the consultant will perform Project and Construction Management functions for all required projects deriving from the RAPs and will have the responsibility of managing:
 - A pool of five (5) different consultants that will have the function of preparing the Engineering Reports, Construction Drawings and Technical Specifications required for Pump Station upgrades or replacements. These consultants will also be responsible for obtaining all the

required permits and provide technical support during the construction phase including shop drawing and change orders review and approval and any site visits required.

- A pool of five (5) contractors that will carry out the construction of the required projects (pump station upgrades and replacements and installation or replacement of force mains and gravity lines).
- A pool of four (4) contractors that will conduct the required I/I testing and repairs as follows:
 - One contractor to perform Sanitary Sewer Evaluation Survey (SSES) to include flow isolation, TV inspection, lateral investigation, point repair and grouting
 - One contractor to perform the required Dig and Replace work
 - One contractor to perform sectional and manhole rehabilitation work
 - One contractor to perform Cure-In-Place (CIP) work

Experience and Qualifications

Any firm submitting should be a full service engineering firm experienced in all phases of wastewater engineering, including permitting, collection and transmission of wastewater, sewage pump stations, design and construction. Responders should demonstrate their successful experience with Program Management Services, specifically related to planning, implementing and managing PSIP programs.

Estimated Cost: \$5 Million