Town of Saratoga Wyoming
Saratoga Lake Campground Water and Wastewater Project
Request for Proposals

1.0 Statement of Purpose

The Town of Saratoga is soliciting proposals for the engineering design and planning to support connecting the Towns water system to the Saratoga Lake Campground. The new water main is anticipated to be connected to the existing line at Chatterton Drive and State Street, run north to the Saratoga Lake Road and on to the campground, approximately 6000 feet. It is anticipated that approximately 50 connections for water could be made available at the campground however, a single pay loadout station at the lake should be evaluated. The transmission line will also be designed to allow for future connections for residences and businesses along the line between Chatterton Drive and the Saratoga Lake Road. In addition, the Town is planning to construct a wastewater main from the campground to the nearest manhole on the Towns wastewater collection system. The wastewater main is anticipated to run from the campground west to HYW 130, then south to a manhole to tie into the Towns collection system (approximately 4,700 feet). It is anticipated that approximately 50 wastewater connections will be made available at the camp sites.

2.0 Background Information

The Saratoga Lake Campground is located approximately 1.3 miles north east of Town. Access to the lake is via the paved Saratoga Lake Road off HWY 130 or via CR 301 and the Saratoga Lake Road. The campground is laid out with multiple dry camp sites and 50, 30 Amp, full electrical hookup sites. There are three bathrooms facilities consisting of toilets and underlying vaults that are maintained by periodic pumping. Waste from the vaults is hauled and disposed of at the Towns wastewater treatment facility. The campground does have a well that produces non potable water.

The project can be broken down into two components. 1) design, prepare permit applications, construction documents and construction observation and administration (QA/QC) for a new water line that is tied into the Towns water system and runs out to the lake campground and 2) design, prepare permit applications, construction documents and construction observation and administration (QA/QC) for a new wastewater collection line from the lake campground to the closest manhole on the Towns waste water collection network.

Water: The closest Town water main to the campground is located at State Street and Chatterton Drive. The line is 6" PVC at this location. County Road 301 from Chatterton Drive to the Saratoga Lake road is an older rotamill surface. It is approximately 1,400 feet from Chatterton Drive to the Town limits on CR 301. The Saratoga Lake Road is also an older rotamill surfaced road. Land ownership is a mix of Town and County right of ways, private and Wyoming Game and Fish. The Saratoga Lake Campground is within the incorporated limits of Town. On the segment of water line that would run north from Chatterton Drive to the Saratoga Lake Road

there are approximately eight business and four residence's that could take advantage of the new water line to get Town water to their business or home. These are located on CR 301 as well as along HWY 130. In the design the inclusion of these users should be evaluated.

Wastewater: The closet connection (manhole) to the Towns wastewater collection system from the campground is located along the east side of HWY 130 near Shively Hardware North. The collection line at this location is an 18" PVC that crosses HWY 130 to the west and continues on north to the lift station at the Towns wastewater treatment facilities. Like that of the new water line, there are a few residence's (2) and business's (2) that would likely take advantage of the new wastewater main to accept waste from their residence or business. These are all located on the east side of HWY 130. Land ownership is a mix of County and Wyoming Department of Transportation right of ways, private and Wyoming Game and Fish. Like that of the water system, it is anticipated that the wastewater collection system at the campground will be established to supply individual wastewater hookups to the 50 existing full electrical sites or a single RV dump station should be evaluated as opposed to hookups at each camp site.. The full hookup sites are located on two different levels (both levels have 25 full electrical hookups).

3.0 Scope of Work

Water Line:

- Evaluate line location options, engineering design including proper sizing options and modeling of water needs, permit, provide construction over site and QA/QC of a new water main connecting the Towns water distributions system to the Saratoga Lake Campground.
- New water line will be designed to meet all required State and Federal specification for a public Water System distribution line including valve and hydrant locations.
- Design will include plans and specifications and submittal ready drawings for inclusion of a permit to construct application to the WDEQ.
- Design will include engineers cost estimate for the construction of the water line.
- Identify and secure all easements or right of way agreements necessary to complete the water line.
- Design water distribution system to various camping spots with water hook ups to approximately 50 locations. A single automated water load-out station option should also be evaluated such that campers could purchase water at the campground to fill their RV water tanks.

Wastewater Line:

- Evaluate wastewater line location options, design, permit, provide construction over site and QA/QC of a new gravity wastewater collection main from the Saratoga Lake Campground to the nearest connection to the Towns wastewater collection system.
- New wastewater line will be designed to meet all required State and Federal specification for public wastewater conveyance.
- Design will include submittal ready drawings for inclusion of a permit to construct application to the WDEQ.
- Design will include engineers cost estimate for the construction of the wastewater line.

- Identify and secure all easements or right of way agreements necessary to complete the wastewater line.
- Design wastewater collection system to various camping spots with wastewater hook ups to approximately 50 locations. A single automated RV wastewater dump station should also be evaluated allowing campers to dump their RV gray and black water tanks at the campground for a fee. The RV dump station would be connected to the new wastewater main evaluated in the first bullet item under the wastewater line heading.

General:

- Develop and manage project implementation scheduling.
- Based on Engineering design; develop bid packages, advertise call for bids and Contracts development.
- Review and evaluate contractor bids/proposals with Town.
- Engineering over site during construction.
- Develop final contract and recommendation to Town and JPB to award bid.

4.0 Qualifications

The selected consultant will be a professional engineer in the state of Wyoming and have specific experience in the design and installation of municipal water and wastewater mains and secondary distribution and collection systems. All proposals will include a SOQ to be evaluated by the Town first, prior evaluation of each proposal.

5.0 Deliverables

The selected consultant will provide to the Town representative a weekly report identifying progress completed during the previous week. The weekly report will identify the status of work completed in a percent basis for each of the two (Water line and Wastewater Line) components.

The final project design and recommendations report (report) will be presented to the Town in both hard copy and electronic form. The final report will be structured such that each of the two components (water and wastewater) are presented separately with suggested line alignment options, justification of options, estimated costs for each option and a recommendation with justification for implementation of a given option(s) to the Town. The report will be completed in MS Word format with all costs broken down by options for each component in an MS Excel spreadsheet. Appendix's will be provided for all supporting information including vendor information for equipment and instrumentation proposed in the various options. Any figures will be referenced in the text and presented in a list of figures at the end of the text or in a separate appendix. No figures will be imbedded in the text. Any tables will also be referenced in the text but presented in a separate Appendix. A Portable Document Format (PDF) copy of the entire final report will be provided to the Town.

6.0 Term of contract

Term of contract is anticipated to be between 12-15 months. The anticipated timeline is presented below:

Deadline for Proposals	October 3, 2019

Award contract	October 16, 2019.
Start design	Late October/Early November 2019.
Present design options to Town	Mid-January 2020.
Final design	March 2020.
Permitting and bidding	April 2020.
Construction	June 2020.
Complete project	September 2020.

7.0 Requirements for Proposal Preparation

Proposal will include the list of team members and their qualifications, certifications or professional affiliations and related experience, list of projects and client contact information for projects worked on that directly relate to the scope of work for this project. Proposal will identify costs break down based on team member hours and billing rate, equipment costs and travel. Company corporate information and background related to the scope of work and copy of company liability insurance (Town requires a certificate of proof of insurance for $1,000,000.00 USD) will be provided with the proposal.

Proposal shall present costs as per the follow Water Line Task Items:

W1 – Evaluate line location options, and cost estimates of each, present various options in a design report (Section 5.0), provide pros and cons and the recommended option to the Town.

W2 - Complete water line engineering design for selected line option and engineers estimate of construction costs. Cost estimate should be for the line from the connection point near Chatterton Street to the entrance to the Saratoga Lake Campground (Town ownership boundary).

W3 - Develop and secure necessary permitting/ROW/Easements for project from WDEQ, WG&F, Carbon County and private landowners.

W4 – Develop design for the water distribution system at the Saratoga Lake Campground from the western town boundary to the individual RV hook up locations (~50) or a single water load-out station.

W5 – Bidding process, develop bid packages, advertise the call for bids, evaluate bids with Town and JPB, and develop and present contract documents for selected contractor to Town Council and JPB for approval. Wastewater task #5 will coincide with task W5.

W6 – Water line construction observation and administration.

W7 – Completion of water line project data package, to include, as-build drawings (hard copy and electronic), survey control, testing results and construction observation documentation.

Proposal shall present costs as per the follow Wastewater Line Task Items:

WW1 – Evaluate wastewater line location options, and cost estimates of each, present various options in a design report (Section 5.0), provide pros and cons and the recommended option to the Town.

WW2 - Complete wastewater line engineering design for selected line option and engineers estimate of construction costs. Cost estimate should be for the line from the nearest connection point on the Towns wastewater collection system to the entrance to the Saratoga Lake Campground (Town ownership boundary).

WW3 – Develop and secure necessary permitting/ROW/Easements for project from WDEQ, WG&F, Carbon County and private landowners.

WW4 – Develop design for the wastewater collection system at the Saratoga Lake Campground from the western town boundary to the individual RV hook up locations (~50) or a single RV dump station.

WW5 – Bidding process, develop bid packages, advertise the call for bids, evaluate bids with Town and JPB, and develop and present contract documents for selected contractor to Town Council and JPB for approval. Wastewater task (WW5) will coincide with task W5.

WW6 – Wastewater collection line construction observation and administration.

WW7 –Completion of wastewater collection line project data package, to include, as-build drawings (hard copy and electronic), survey control, testing results and construction observation documentation.

8.0 Evaluation and Award Process

Qualified proposals, based on the criteria listed in section 4.0 and the provisions in section 3.0, will be evaluated by the Town Department of Public Works and the Saratoga / Carbon County Impact Joint Powers Board (JPB). Awarding of the work will be at the discretion of the Town of Saratoga and the JPB as to which proposal best meets the requirements set forth in sections 1.0, 3.0, 4.0, 5.0 and 7.0 overall cost.

9.0 Schedule

Proposals will be submitted to the Town of Saratoga at the address or email listed below. The deadline for proposals is October 3, 2019. The contract will be awarded on or before October 16, 2019. Work will begin immediately following notification of award. Weekly progress reports will be emailed to the Director of Public Works on each Friday until the contract is closed. It is fully anticipated that at least one, if not potentially multiple, site visits may be necessary to understand and document the existing conditions and engineering complexities for the water line and wastewater collection system development needs. Any site visit should include a representative of the Town. Additional information on the campground, Town water or wastewater infrastructure will be available at Town Hall and can be provided upon request.

10.0 Point of Contact

Jon Winter - Director of Public Works
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