

CITY OF CHEBOYGAN

REQUEST FOR STATEMENT OF QUALIFICATIONS

**PROFESSIONAL ENGINEERING SERVICES FOR
WASTEWATER TREATMENT PLANT
REFURBISHMENT AND MASTER PLAN**



CITY OF CHEBOYGAN
403 N. HURON STREET, PO BOX 39
CHEBOYGAN, MICHIGAN 49721
TELEPHONE: (231) 627-9931

November 26th, 2018

A. PURPOSE OF REQUEST:

City of Cheboygan (City) is inviting firms to submit their Statement of Qualifications for qualified Professional Services (Consultant) to provide professional engineering services for an evaluation and development of a master plan for the City's Wastewater Treatment Plant (WWTP).

Background

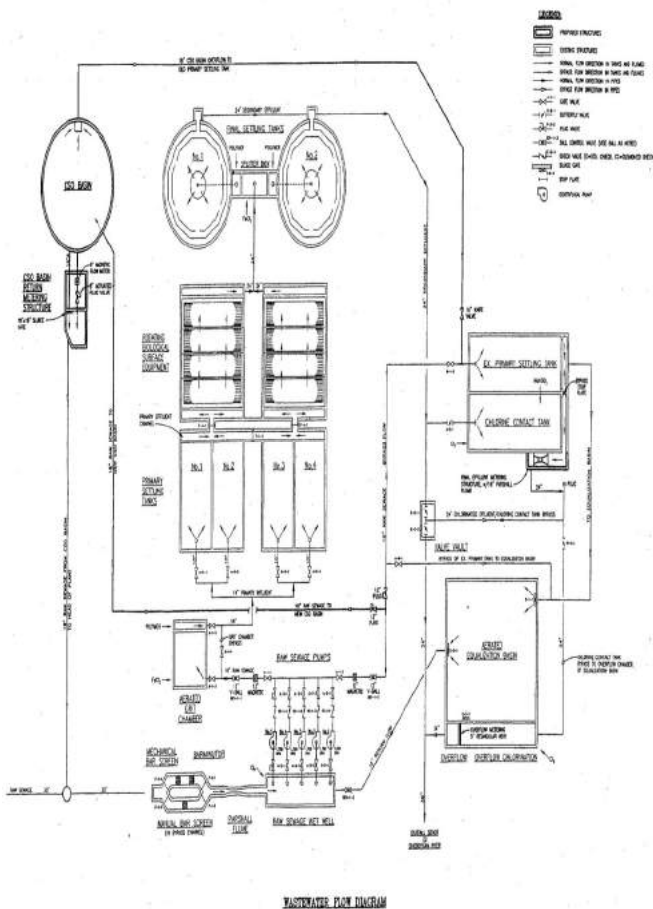
Current configuration of the WWTP was constructed in 1978, the City WWTP is located on Huron St., north of US 23. The plant discharges treated effluent under NPDES Permit #MI0020303 to the Cheboygan River. The plant also produces Class B Bio-solids that are locally land applied utilizing City equipment and staff.

On average the plant treats approximately 2.5 MGD of raw sewage and experiences multiple peak flow events each year with flows exceeding 10 MGD during wet weather periods. The plant consists of the following main treatment components:

- Raw sewage pumping
- Raw sewage screening
- Aerated grit removal
- Primary clarification
- CSO Basin
- Rotating Biological Contactors
- Final clarification
- Chlorine Disinfection
- Dechlorination
- Anaerobic sludge digestion
- Drying beds
- Ferric chloride phosphorous removal

Refer to the attached documents for additional information regarding the existing system:

- 1978 Plant Overview
- NPDES Permit No. #MI0020303
- Plant Tour Guide (History)

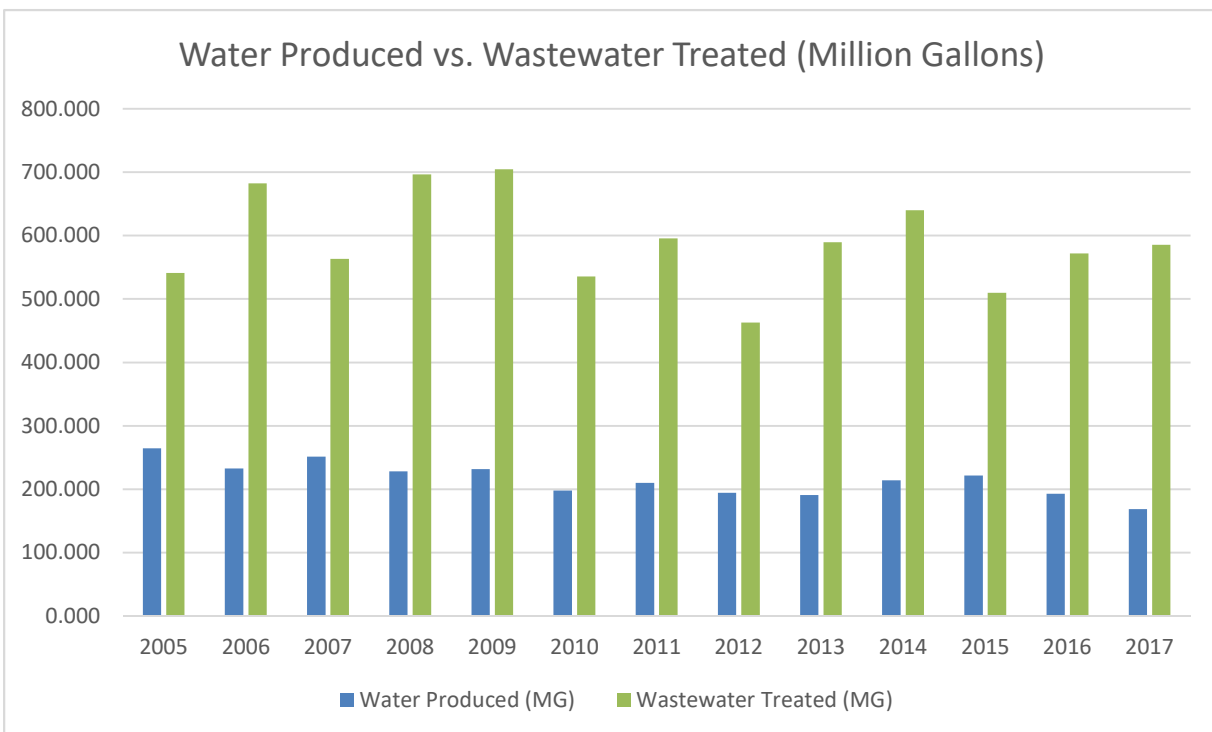


Purpose

The Cheboygan River is a natural asset within the City. Protection of this resource from environmental pollution is of the highest priority for future generations. The City would like to provide the cleanest possible discharge. Treatment upgrades and future planning as necessary to this goal. The City WWTP staff is committed to utilize these tools to provide a better quality discharge for all residents and visitors to the Cheboygan River.

The City WWTP has outlived its useful life. Infiltration causes additional wear and tear to an already aged plant. Many of the components at the plant require significant repairs due to their age and duration in service. Structural concrete deterioration in some of the treatment areas is also a concern of staff. Beyond the refurbishment of the WWTP, the development of a Master Plan for Wastewater collection, conveyance and treatment would give the City staff a future plan.

Infiltration and Inflow (I&I) is a significant contributor towards violations of NPDES Permit. The City did not receive a SAW Grant for the investigation of source water. A systematic approach to addressing issues in the collection system would help to reduce the burden on the WWTP. Historical flow comparison between Water produced and Wastewater treated



In order to properly plan for what are expected to be significant capital expenditures for the rehabilitation of the WWTP, the City desires to accept Qualifications for engineering services for the refurbishment of the WWTP and develop a comprehensive master plan to address identified issues.

B. SCOPE OF SERVICES:

The following general tasks are anticipated for completion of the project. These tasks will be further developed during finalization of the agreement with the successful consultant to align the project goals with the necessary level of effort and project budget. The statement of qualifications shall demonstrate the consultant's capability to perform or provide all services required for the successful completion of the project.

- Review and analyze available plant flow and treatment data (both dry weather and wet weather).
- Quantify future flow (both dry weather and wet weather) and waste load conditions based upon available population projections.
- Coordinate with MDEQ to identify potential future discharge permit requirements.
- Evaluate existing hydraulic and treatment capacity of each unit process. Identify the unit processes that are limiting in terms of hydraulic and treatment capacity to meet future flow and waste load conditions. Evaluation shall include solids handling processes. Identify the process modifications required to meet future (30-year) conditions. Evaluations shall consider short and long term operational flexibility/expandability.
- Conduct a comprehensive review of the overall physical condition of all treatment processes and support facilities/equipment at the existing WWTP facility and document findings. Evaluations may include:
 - Visual observations of each process area as well as Administration Building, Laboratory and Maintenance facilities
 - Engagement of Utility Department operations and maintenance staff in the identification of existing operation and maintenance issues
 - Destructive or non-destructive testing of structural concrete and/or masonry in process areas that may be proposed for future service
 - Closed-circuit television inspection of critical buried piping
 - Review of electrical systems, including power supply and standby power facilities
 - Review of SCADA system (hardware, software and networking)
 - Review of an existing Bio-solids program
 - Other assessments as recommended by Consultant
- Identify and analyze alternatives for upgrading/expanding the WWTP to meet treatment demands for a minimum 30-year planning period. Analysis may include:
 - Identifying all treatment process modifications that should be considered to meet current and future demands
 - Engagement of WWTP staff in the review of proposed process alternatives and technologies
 - Life Cycle Cost Analysis of available alternatives for treatment processes
 - Review of sustainable or "green" energy technology that should be considered
 - Evaluating the ability for expanding treatment facilities at the plant site and whether additional property may be required
- Assist the City in identifying similarly sized communities in Michigan that have completed or are in the process of completing extensive WWTP projects and assist with coordinating site visits/meetings with these communities with the goal of identifying lessons learned from

study/design/construction phases, financing, public communication programs, etc.

- Report of findings and recommendations
- Comparison of identified alternatives
- Identification of improvements costs
- Project phasing recommendations
- Presentation to the City Council

Tentative Schedule

Issue RFQ	November 26 th , 2018
SOQ due Date	December 28 th , 2018
Prepare Information to Council	January 17 th , 2019
City Council Selection of Firm	January 22 nd , 2019

C. OWNER PROVIDED INFORMATION/SERVICES/MATERIAL:

This project will be administered by Department of Public Works Director.

City will provide the following to the successful consultant:

- a) Available as-built drawings of the WWTP and incoming sewers
- b) MDEQ Monthly Operating Reports (MORs)
- c) Available maintenance information
- d) Utilities staff will provide assistance with accessing the WWTP process areas for condition evaluation
- e) Anticipated service area growth projections
- f) Aerial imagery and site boundary survey information

D. STATEMENT OF QUALIFICATIONS SUBMISSION REQUIREMENTS:

A total of three (3) paper copies and a pdf copy on digital media must be received no later than **Friday, December 28th, 2018 at 3:00 p.m.** Statements of Qualification received after this deadline will not be considered. All costs incurred for statement of qualification preparations, presentation shall be the responsibility of the Consultant. Statement of Qualifications shall be delivered in a sealed envelope to City Hall Department addressed to:

Jason Karmol
Department of Public Works Director
City of Cheboygan
975 N Huron St.
Cheboygan, MI 49721

Statement of Qualifications shall include the following information:

1. **Cover Letter:** Statement of qualifications shall include a list of potential sub-consultant arrangements between consultant and any other firms within a proposed consultant team, including a general description of the roles that the consultant firms will serve in the project delivery process. Cover letter shall be signed by an individual authorized to bind the Consultant. Unsigned statement of qualifications will not be accepted.
2. **Firm Information:** Provide legal company name, mailing address, phone number, and electronic resource information (email address, website address, social media sites, etc.). **If utilizing sub-consultants, list the corresponding information for all firms/individuals.**
3. **Organizational Chart of Proposed Team:** Please provide an organizational chart of the proposed project team and the names and roles of all key personnel, including any sub-consultants. If your firm has branch offices, indicate each individual office that will have a key role on the team.
4. **Resumes and Qualifications of Personnel:** The statement of qualifications shall include a personnel staffing plan with sufficient information for judging the quality and competence of the personnel dedicated to preparation of each technical component of the project.
5. **Example Projects and Qualifications:** The statement of qualifications shall include five (5) example projects that demonstrate the proposed team's capacity to perform similar work for this project, **with an emphasis on wastewater treatment plant master planning, design, permitting and construction engineering experience.** Indicate the following: title, location, owner, owner contact information, timeframe for completion, scope of services provided, budget information, accomplishments and relevance to this project. Budget information shall include engineer's pre-bid cost estimate, construction contract award amount and final construction contract amount.
6. **References:** The statement of qualifications shall include a list of **c u r r e n t** or former clients (including contact information) who have contracted for services similar to those described in this RFQ within the last five (5) years.
7. **Project Understanding and Approach:** The statement of qualifications shall demonstrate the Consultant's understanding of the technical expertise required to complete the project. Consultant shall identify their proposed approach to completing the project, including a description of the methods of evaluation, analysis and documentation that will be used. Identify Consultant's project management and QA\QC procedures. Identify what anticipated sub-consultants may be required.
8. **Authorized Negotiations:** The statement of qualifications shall include names, telephone numbers and emails of those authorized to negotiate the proposed contract with City.

9. **Proposed Schedule for Providing Services:** The statement of qualifications shall include a possible timeline for completion of necessary work tasks for the project. The timeline should reference the milestone dates indicated in the RFQ.
10. **Insurance:** The statement of qualifications shall include evidence of general liability, automotive liability, professional liability and Workers Compensation Insurance in the amounts identified below or as required by law, whichever is greater:

General Liability	\$2,000,000 per occurrence \$4,000,000 aggregate
Automobile Liability	\$2,000,000
Workers' Compensation	\$500,000
Professional Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Excess/Umbrella Liability	\$2,000,000 per occurrence \$2,000,000 aggregate

Commercial general liability and automotive liability coverages shall include City, including all elected and appointed officials, all employees and volunteers, all board, commissions and/or authorities and their board members, including employees and volunteers thereof as additional insured.

11. **Disclosure:** City expects each potential consultant to identify any potential conflicts of interest and the plan for handling these matters.

F. PROPRIETARY NOTICE AND PUBLIC DISCLOSURE:

All submissions or parts thereof become the property of City and are subject to Freedom of Information Act release.

G. CONSULTANT SELECTION PROCEDURE:

The procedure for the selection of a Professional Engineering Consultant is as follows:

1. Consultants to submit Statement of Qualifications of their firm along with other information noted herein including a general scope of services which they anticipate they would provide as part of the completion of the project.
2. City will short list firms to be interviewed. The City will use the criteria stated herein for the selection of the firms to be interviewed.
3. Interviews will be held with each short-listed firm to review their qualifications submittal, to

discuss in further detail the scope of services to be offered by their firm, and to discuss other relevant information. The City will select a firm from those interviewed to begin negotiations with. The City will use the criteria stated herein in the final selection process.

4. Following the selection of the most appropriate firm, the specific scope and fees for the project will be negotiated.
5. If an agreement cannot be reached with the most appropriate firm, those negotiations will be ended and negotiations will begin with the next most appropriate firm.
6. The final agreement with the Professional Engineering Consultant will be submitted to the City Council for approval.

H. STATEMENT OF QUALIFICATIONS EVALUATION:

All Statement of Qualifications received shall be subject to an evaluation by representatives of the City. The following factors will be considered in making the selection of the firms short-listed and the firm ultimately selected:

1. INITIAL EVALUATION OF ALL FIRMS SUBMITTING A STATEMENT OF QUALIFICATIONS

EXPERIENCE:

Will be based upon applicable experience of the firm, project manager and key team members with similar type projects within the recent past.

UNDERSTANDING OF THE PROJECT/PROBLEM:

Will be based upon the general understanding of the scope of work exhibited by the firm in their initial submittal.

METHOD OF APPROACH:

Will be based upon the general statements and work plan presented in their initial submittal.

TIME & EFFORT:

Will be based upon the firm's ability to meet the proposed schedule.

ACCESSIBILITY:

Will be based upon the ability of the firm to work closely with the City staff for the duration of the project.

2. EVALUATION OF ALL FIRMS SHORT-LISTED AND INTERVIEWED

EXPERIENCE:

Will be based upon applicable experience of the firm, project manager and key team members with similar type projects within the recent past.

UNDERSTANDING OF THE PROJECT/PROBLEM:

Will be based upon the understanding exhibited by the firm in a detailed narrative statement of

work presented during the interview process. Explain the choice of methodology including its strengths and weaknesses. Provide a time line indicating in a bar chart display each event task and decision points in their work plan.

METHOD OF APPROACH:

Will be based upon the technical soundness of the firm’s stated approach to the project, the comprehensiveness of the proposed work tasks, the techniques to be used and the products to be delivered. The firms should discuss how they will evaluate possible treatment options and any innovative approaches to provide for highly efficient, “Green” initiatives that provide for long term cost savings.

TIME & EFFORT

Will be based upon a review of the time-line for each task (presented in bar chart), designated decision points, the Critical Path, and the total time necessary to accomplish the work, and the firm’s acknowledgement of any critical deadlines. Each firm will provide a summary of anticipated man-hours to complete each task.

ACCESSIBILITY

Will be based upon the ability of the firm to work closely with the City staff for the duration of the project.

The City will evaluate the statement of qualifications based upon the Consultant’s ability to provide the services required, relevant project experience of firm project manager and assigned personnel, qualifications of personnel assigned, compatibility of the submission with respect to this RFQ, reference analysis from other communities and any past experience with the City.

City Staff comprising the project team will review the statement of qualifications for the project. **As part of this review process firms will be shortlisted and requested to make a presentation to the City Manager and Project Manager and answer questions related to their qualifications and ability to provide the required services.** Final selection will be made from the shortlisted firms by the City Manager and Project Manager. Selection of a Consultant will be made at the complete discretion of the City Council.

I. FORM OF AGREEMENT:

If a contract award is made, the successful Consultant shall prepare an Owner/Consultant agreement, which will be subject to review and negotiation of terms.

J. NON-DISCRIMINATION:

It is the intent of the City that no person be denied equal protection of the laws; nor shall any person be denied the enjoyment of his or her civil or political rights or be discriminated against because of actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, source of income, familial status, sexual orientation,

or gender identity/expression. It is also the intent of the City to preserve the rights of religious organizations granted to religious organizations by state and federal law.

The Consultant and their Sub-Consultants shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, including a benefit plan or system or a matter directly or indirectly related to employment, because of actual or perceived race, color, religion, national origin, age, sex, height, weight, marital status, physical or mental limitation, source of income, familial status, sexual orientation, gender identity or expression, or use by an individual of adaptive devices or aids. Breach of this covenant may be regarded as a material breach of the contract.

This is also applicable to labor organizations, employment agencies, apprenticeships, and job training programs. In addition, a labor organization shall not discriminate in its membership practices nor fail to fairly represent its membership in a grievance process because of actual or perceived religion, race, color, national origin, age, sex, height, weight, marital status, physical or mental limitation, source of income, familial status, sexual orientation, gender identity/expression, or use by an individual of adaptive devices or aids.

The Consultant and their Sub-Consultants shall comply with all requirements of the City of Cheboygan Code of Ordinances.

K. ADVERTISEMENT FOR PROFESSIONAL ENGINEERING FIRMS TO SUBMIT A STATEMENT OF QUALIFICATIONS:

The Request for Statement of Qualifications will be publicly advertised on City's website and social media accounts. Engineering firms that previously bid on work within the last three years will be sent an announcement of the RFQ.

To obtain an electronic copy of the Request for Statement of Qualifications document and referenced attachments please contact Jason Karmol, Department of Public Works Director, by email at jkarmol@cheboygan.org. Firms receiving the Request for Statement of Qualifications will be added to the Consultant list at that time. Any additional information, which is not in digital format, must be collected by potential consultants at the WWTP.