



REQUEST FOR QUALIFICATIONS

The City of Hailey (City) is requesting Statements of Qualifications (SOQ's) from qualified professional consulting engineering firms (Engineers) interested in providing engineering services for a Wastewater Collection and Wastewater Treatment Facility Planning Study (FPS). The City will make a selection based on submitted qualifications.

This Request for Qualifications (RFQ) does not commit the City to enter into an agreement or to pay any costs incurred in the preparation of a proposal or in subsequent negotiations.

SOQ Deadline: Respondents shall submit one (1) paper original and one (1) paper copy of their SOQ document. In addition, respondents shall submit a PDF version of their SOQ document on a compact disc or USB drive, to the office of the City Clerk, no later than 4:00 PM on Friday, December 21, 2018 (note that this is a receipt date and time, **not** a postmark date and time) to the following address:

City of Hailey
ATTN: Brian Yeager, Public Works Director
115 Main Street South, Suite H
Hailey, ID 83333

SOQ's shall not exceed ten (10) pages single-sided or five (5) pages double-sided (not including introductory letter, résumés or cover pages). The SOQ shall be bound and on 8 ½ x 11 inch paper, single spaced, minimum 11-point font. No fax or email submittals accepted.

Optional Site Visits: Treatment plant site visits will be available by appointment only and will be limited to 1.5 hours each.

Contact Information: For project specific information and questions related to the RFQ contact Hailey Public Works Director, Brian Yeager at brian.yeager@haileycityhall.org, 208-727-7614. All questions or clarifications concerning the RFQ document must be submitted and received in writing by 4:30 p.m. on December 18, 2018.

The City of Hailey reserves the right to reject any and all SOQ's.

Publish Idaho Mountain Express
December 5, 2018
December 12, 2018
December 19, 2018

REQUEST FOR QUALIFICATIONS

Professional Engineering Services for the City of Hailey

WASTEWATER COLLECTION AND WASTEWATER TREATMENT

FACILITY PLANNING STUDY

1. GENERAL INFORMATION:

The City of Hailey Public Works Department is soliciting Statements of Qualifications from qualified engineering firms for the preparation of a Wastewater Collection and Wastewater Treatment Facility Planning Study (FPS) for the Hailey Wastewater Treatment Facility (WWTF).

The purpose of this project is to develop and prepare a comprehensive FPS for the City of Hailey Wastewater Treatment System. Elements of the plan should include review of current and future flows, hydraulic capacity, treatment capacity, process and equipment assessment, identification of pertinent discharge permit issues, reliability and redundancy evaluation and identification of future capital improvements needs. The FPS will be submitted to the Idaho Department of Environmental Quality for approval as well as the Hailey City Council for adoption.

2. BACKGROUND:

The City of Hailey WWTF serves approximately 8,200 residential customers. Since the last Facility Plan was completed in 2008, the WWTF has completed process improvements including a major upgrade of the solids handling in 2015.

The treatment plant liquids side treatment was last upgraded in 2000 for improved secondary treatment. Current treatment system issues are increasing flow and phosphorus removal. The following table compares the annual average and peak influent conditions for 2015 with the treatment plant design values.

	Design	Average
Avg Flow (mgd)	1.1	0.6
Peak Day Flow (mgd)	1.3	0.9
BOD (lb/day)	3340	1500
TSS (lb/day)	2800	1660
TP (lb/day)	98	27

The 55 miles of collection system piping is a combination of concrete and PVC. The Hailey collection system has 6 lift stations, and the planning study shall determine if some of these lift stations can be eliminated by gravity flow. The planning study will consider anticipated growth in the impact areas surrounding the City and potential changes to the sewer system as defined by sewer modeling.

Collection System Summary:

- 55 miles of pipe, 6 lift stations
- 8" Asbestos concrete Pipe – 75,815 ft.
- 10" Asbestos concrete Pipe – 10,763 ft.
- 12" Asbestos concrete Pipe – 2,672 ft.
- 15" Asbestos concrete Pipe -2,119 ft.
- 18" Asbestos concrete Pipe – 2,360 ft.
- 12" Concrete Pipe – 3,954 ft.
- 21" Concrete Pipe - 917 ft.
- 8" PVC – 125,684 ft.
- 10" PVC – 5,867 ft.
- 12" PVC – 6,125 ft.
- 21" PVC –489 ft.
- 10" PVC Pressure Main – 16,900 ft.

3. PROJECT OBJECTIVE:

The objective of this project is to prepare a wastewater facility plan that meets the requirements of Idaho Department of Environmental Quality (IDEQ) regulations (Idaho Administrative Code IDAPA 58.01.'16) and addresses the capacity and condition of the collection sewer lines and lift stations, various plant processes and components, as well as key operational, maintenance, and infrastructure issues identified by the City. It is desired that a comprehensive facility plan compile and synthesize the existing data as well as evaluate other components not recently reviewed. It is expected that the selected consultant will work closely with City Wastewater Division staff and will utilize existing information as much as possible. The City desires to minimize costs using City staff as much as possible for collection system investigative work, and looks to the selected consultant for direction on specific tasks.

4. PROJECT LOCATION:

The Hailey Wastewater Treatment Facility is located at 4297 Glenbrook Dr., Hailey, Idaho 83333.

5. PROPOSED SCOPE OF WORK

The selected firm will provide the professional services necessary to evaluate and document the facility's capabilities and future needs. A general outline of a potential project scope is shown below. A more detailed, final scope of work will be developed with the selected consultant.

- ❖ **Executive Summary.** Prepare an executive summary of the facility plan.
- ❖ **Description of Wastewater Treatment Facility.** Describe the general background of the City and the existing wastewater treatment plant along with information on the current service area.
- ❖ **Planning Data.** Describe the City's current and projected population, sewage flows and loading. Describe the City's sewer service area and City limits at the time of plan preparation.
- ❖ **NPDES Permit.** Discuss the City's existing NPDES discharge permit, potential future regulatory issues, compliance strategies and TMDL considerations. Examine the potential impacts of Idaho issuing future NPDES permits.

- ❖ **Treatment Capacity and Condition Assessment.** Assess design criteria, plant performance, capacity limitations, and reliability and redundancy requirements.
- ❖ **Reliability and Redundancy Evaluation.** Perform an evaluation of the reliability and redundancy of key processes within the WWTF as currently operated. Provide recommendations and estimated costs for reliability and redundancy improvements.
- ❖ **Re-Use Potential.** Investigate regulatory requirements and the practicality of providing treated effluent off site for re-use purposes.
- ❖ **Collection Capacity and Condition Assessment.** Assess existing collection system condition; model the existing system.
- ❖ **Capital Improvement Program.** Prepare a Capital improvement Program and an implementation schedule for the capital improvements needed over the next twenty (20) years.
- ❖ **Supporting Appendices.** Include in the plan updated supporting documents, such as copies of the NPDES permit, bio-solids plan, detailed capital project costs, etc.
- ❖ **Expansion of Scope.** The City may choose to expand the scope of work as additional work items are identified for this RFQ or for future related wastewater work, including but not limited to, detailed design services, follow-on construction services, operation and maintenance consultation, or general planning purposes.
- ❖ **Energy Consumption.** Perform an evaluation of power consumption, and how it can be reduced. (The WWTP is the largest energy consumer for the City).

6. FACILITY INFORMATION:

Background information and all available documentation on the Hailey WWTF will be available for use by the selected firm. During the consultant selection process for this project, this background information and documentation will not be made available. Instead, interested firms should focus on providing the City with information on the firm's abilities and experience in development of facility plans for this type of facility.

7. PROJECT TIMING / SCHEDULE:

Statements of Qualifications (SOQ's) will be accepted until 4:00 pm, Friday, December 21, 2018. It is the City's intent to have the draft treatment component of the facility plan completed and submitted to the City and IDEQ for review within 6-12 months from the project notice to proceed, with the draft collection component of the facility plan completed and submitted within 12-18 months.

For project specific information and questions related to the RFQ contact Hailey Public Works Director, Brian Yeager at brian.yeager@haileycityhall.org, 208-727-7614. All questions or clarifications concerning the RFQ Documents must be submitted and received in writing by 4:30 p.m. on December 18, 2018.

8. STATEMENT OF QUALIFICATIONS (SOQ)

FORMAT

- (1) Introductory letter is limited to one (1) page and not included in page count.
- (2) Maximum length ten (10) single-sided pages or five (5) double-sided pages.
- (3) Résumés to be included as an appendix and are not included in the page count. Résumés should not be more than two (2) pages per person.
- (4) Pages shall be 8 ½ x 11 unless otherwise noted and minimum font size of 11 point.
- (5) Cover pages and Table of Contents are not included in the page count.

Section 1: Company Experience & Qualifications – 15 Points

- Describe your company's history, locations, area of expertise and how you are organized to deliver this type of project.
- Include descriptions of no more than three (3) successfully completed projects and describe the similarities to this project.
- Include three (3) current professional references for the company with name, e-mail address and phone number.

Section 2: Project Manager – 30 Points

- Identify the project manager who will be responsible for this project and provide the project manager's experience, education and qualifications (including Idaho Professional Registration).
- Provide examples of long duration client/consultant relationships specific to the Project Manager.
- Provide brief descriptions of no more than three (3) successfully completed projects. Provide references for each of these projects.

Section 3: Key Personnel – 15 Points

- Provide an organizational chart of the key personnel including roles and office locations.
- Provide information on proposed subconsultants (if any) and their role in the project delivery.
- Provide brief biographies of key personnel, including role and experience relevant to that role.
- Provide résumés, no more than two pages per person for key personnel (no more than six) to be included in an Appendix.

Section 4: Project Approach & Understanding – 30 points

- Describe your understanding of this project and why your firm is best qualified to perform this work. Elaborate on your understanding of the scope of services, specific challenges you foresee this project presenting, and your approach for addressing these challenges.
- Describe methods by which the consultant and the City can work together for the long-term benefit of the City's wastewater treatment system. Include any annual or routine elements that could be accomplished under a long-term partnership. Include any elements that could help assure the facility plan is a valuable tool.
- Describe tasks the City might wish to perform using either in house staff or other commonly used local resources.
- SOQ's shall be developed from the consultant's understanding of and experience with this type of work, and the information provided herein.

Section 5: Quality Control – 10 Points

- Provide procedures for assuring quality, schedule, cost, and change control as well as overall project coordination.

9. EVALUATION CRITERIA AND WEIGHTING:

SOQ's received will be numerically scored based on the weighting listed above.

SOQ's will be independently evaluated (scored) by each member of the selection committee and scores will be compiled to produce a top ranked respondent. The City will engage with the top ranked respondent to develop a detailed scope of services and associated fee proposal that may lead to the execution of an Agreement for Professional Services with the selected consultant.

10. SUBMISSION REQUIREMENTS:

Respondents shall submit one (1) paper original and one (1) paper copy of their SOQ document. In addition, respondents shall submit a PDF version of their SOQ document on a compact disc or USB drive, no later than 4:00 PM on Friday, December 21, 2018 to:

City of Hailey
ATTN: Brian Yeager, Public Works Director
115 Main Street South, Suite H
Hailey, ID 83333

11. SPECIAL CONDITIONS:

A. General Terms. This RFQ does not commit the City to enter into an agreement, or to pay any costs incurred in the preparation of an SOQ or subsequent negotiation. All information furnished in the RFQ was gathered from sources deemed to be reliable. No representation or warranty is provided as to the accuracy or completeness of the information contained herein and the City reserves the right to alter or cancel this RFQ.

B. Reservation of Rights by the City. The issuance of this RFQ does not constitute an agreement by the City that any professional services agreement will actually be entered into by the City. The City expressly reserves the right to:

- Waive any immaterial defect or informality in any SOQ or procedure.
- Reject any or all SOQ's.
- Reissue the RFQ.
- Invite additional respondents to respond to the RFQ.
- Complete the services contemplated by this RFQ by any other means.
- Request additional information and data from any or all respondents.
- Extend the date for submission of the SOQ's.
- Supplement, amend or otherwise modify the RFQ, or cancel this request with or without the substitution of another RFQ.

C. Negotiation Rights. Final terms of any agreement will be subject to negotiation. Negotiations may be terminated for failure to reach mutually acceptable terms or for any other reason deemed appropriate by the City.

D. Right to Disqualify. The City reserves the right to disqualify any respondent who fails to provide information or data requested herein, or who provides inaccurate or misleading information or data. Further, the City reserves the right to disqualify any respondent on the basis of any real or apparent conflict of interest. By responding to this RFQ, the respondent

agrees that any finding by the City of any fact in dispute related to this RFQ or the responses thereto shall be final and conclusive.

E. Preparation Costs. Each respondent will be responsible for all costs incurred in preparing a response to this RFQ. All materials and documents submitted by the respondents in response to this RFQ will become the property of the City and will be not returned. As such, they constitute public records that may be delivered to a person making an appropriate request for public records. If a respondent claims that any portion of its response constitutes a trade secret as defined by Idaho Code § 74-'107(1), that portion should be clearly marked. The selected respondent will be responsible for all costs incurred by it during negotiations and up to the date of the execution of the final agreement.

F. Affirmative Action Requirements. Respondent, by submission of a response, agrees to not discriminate against any worker, employee, subcontractor or any member of the public because of race, creed, color, religion, sex, age, marital status, national origin, or sensory or physical disability, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and City equal employment opportunity requirements.