

City of Defiance
Wastewater Treatment Plant Improvements

REQUEST FOR QUALIFICATIONS
March 17, 2022

PURPOSE

The City of Defiance intends to contract for surveying, design and other professional services in connection with the **Wastewater Treatment Plant Improvements Project** identified below. This request invites qualified firms to submit statements of qualifications for accomplishment of the work described. Proposals shall be prepared and submitted in accordance with the requirements described in this Request for Qualifications (RFQ). Statements received after the deadline stated herein will not be considered. Any statement of qualification not including all requested information will be reason to deem a firm unqualified.

Project Background:

The City owns and operates a municipal Wastewater Treatment Plant (WWTP) rated for an average daily flow capacity of approximately 6 mgd and can accept and treat up to about 8 mgd with full secondary treatment and as much as 14 mgd with treatment unit bypasses. The WWTP service area includes both combined and separate sanitary sewers.

The City is preparing an Integrated Watershed Improvement Plan (IWIP) to define projects in their combined sewer system and identify other means to improve conditions in the watershed. The IWIP has identified improvements to the WWTP to upgrade the peak treatment capacity to 10 mgd and eliminate the primary and secondary treatment bypasses. The project includes the following improvements:

- Replace the existing mechanical bar screen with a mechanical screen capable of treating 10 mgd with 1/4-inch bar spacing. Add a wash press for screenings management.
- Convert the existing three single-pass aeration tanks to a three-pass arrangement with step feed capability. Conversion will include nitrate recycle, mixing and automation to implement step feed at peak flows while the plant is unattended.
- Add a fourth 65-foot diameter final clarifier with a 14-foot SWD, related piping, valves and RAS pumping. Clarifier feed will be automated to bring final clarifier(s) on-line when plant flow increases, while the plant is unattended.
- Add a hauled waste receiving pretreatment system.

The City has received a \$250,000 Water and Wastewater Infrastructure grant administered by Ohio Department of Development. The City will provide additional funding for this project.

Design of the improvements is expected to be complete by December 31, 2022, including application for the Permit to Install from OEPA.

Plant tours can be arranged by contacting Mark Lehnert, Water Pollution Control Superintendent at 419-782-0841 or mlehnert@cityofdefiance.com.

Statement of Qualification Submission:

Responses to this RFQ must be received by the City of Defiance Engineer's Office as follows:

Due Date:	Friday, April 8, 2022
Time:	Prior to 3:00 p.m.
Deliver To:	Melinda K. Sprow, PE msprow@cityofdefiance.com
Submittal:	One (1) pdf statement of qualifications

During the qualification evaluation, the City reserves the right to request additional written information to assist in the evaluation.

Written responses to the City's request for additional information shall be signed by the proposer, by an officer of the proposing firm, or by a designated agent empowered to bind the firm in a contract.

Upon receipt, the statement of qualifications shall become the property of the City of Defiance for disposition or usage by the City at its discretion.

Content of Qualifications:

To standardize responses and simplify the comparison and evaluation of the responses, all statements must be organized in the manner set forth below, separated into sections, and appropriately labeled. All information and materials requested shall be provided in the proposal under a single cover. The proposal length shall be limited to a maximum of 18 single-sided pages plus a cover letter. The minimum font size shall be ten (10) point.

- a. Business Organization. The full name and address of the firm's organization and the branch office that will perform the services described herein shall be stated. The Principal-in-Charge of the branch office shall be identified. Include a statement regarding the history and resources of the firm such as year established, ownership, financial viability and major areas of expertise. A statement shall be included from the firm that to the best of its knowledge, there are no circumstances that shall cause a conflict of interest in performing services for the City of Defiance.
- b. Technical Approach and Scope of Work. The responding firm shall state its understanding of the project as outlined. The scope of the approach in rendering the services required, including the use of sub-consultants, shall be detailed.
- c. Related Technical Experience and References. Descriptions of a minimum of two (2) and a maximum of five (5) projects of similar size and nature shall be submitted along with the corresponding reference contacts. No representative project should be more than ten (10) years old. Related technical experience examples shall identify project staffing that will also be proposed for the City's project.
- d. Project Staffing and Organization. Provide a brief description of the staffing and availability to complete this project, emphasizing specialized skills available for this

project and past experience on similar projects. Identify all personnel who will provide the required services directly to the City under this request. The use of subconsultants shall be included. Identify the project manager for the project with associated experience.

- e. Timely Completion of the Project. Discuss the consultant's current workload and their ability to complete the project in a timely manner to meet the City's current deadline.
- f. Additional information. Provide any additional information regarding your firm's experience and capabilities that you feel would be important to the success of the project.

Evaluation of Qualifications

The City of Defiance will evaluate responding firms and rank in order of their qualifications. Evaluation of the statements and ultimate selection of the firm is based on the following criteria:

- Business Organization (5 points)
- Technical Approach and Scope of Work (35 points)
- Related Technical Experience (25 points)
- Project Staffing and Organization (20 points)
- Timely Completion of the Project (10 points)
- Additional Information (5 points)

As required by Ohio Revised Code Section 153.65-71, responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the City of Defiance may decide to conduct interviews and will subsequently enter into contract negotiations with the most highly qualified firm. The City will be represented at these interviews by the City Administrator, the City Engineer and other relevant City staff. Once the City and the consultant agree upon the scope of services, the consultant will develop a fee proposal for the City's consideration. If the fee proposal is agreeable, the two parties will enter into a contract. If the fee proposal is not acceptable, the two parties will attempt to agree on revisions to the scope of work and budget, and if agreeable enter into a contract for the project.

Limitations and Reservations

The City reserves the right to accept or reject any or all submittals received as a result of this request, or to cancel in part or in its entirety this Request for Qualifications if in the best interest of the City to do so.

Contact Person(s):

Any questions concerning the proposals should be directed to Melinda K. Sprow, PE, Defiance City Engineer, 631 Perry Street, Defiance, Ohio 43512, phone 419-784-2249, mspro@cityofdefiance.com.