



City Hall
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City of Wapakoneta
Water Treatment Plant Lime Softening Upgrade
Request for Qualifications (RFQ)

Date Issued: 4/26/19

The City of Wapakoneta (City) intends to contract for professional engineering services for the Water Treatment Plant Lime Softening Upgrade Project. Firms interested in being considered shall submit a statement of qualifications no later than **4:00 PM on May 17, 2019**. Submittals received after this deadline will not be considered.

Background Information:

The City's Water Treatment Plant is located on Schaub Road, south of US 33. The current plant was placed in full operation in July of 2011 and produces up to 2.5 million gallons of drinking water per day using ion exchange softening. The plant consists of 7 wells, 2 updraft aerators, 3 gravity rapid sand filters, 4 Ion-exchange softening units, 2 low service pumps, 3 high service pumps, 2 salt storage units, two 250,000 gallon clear wells, and a backup generator.

The City is in the process of constructing a gravity filter expansion to increase the total capacity of the plant to handle its well supply rated at 4.2 million gallons per day, however additional upgrades are needed to provide softening for the increased demands as a result of increasing industry in the area. The City intends to upgrade the water treatment plant to convert from ion exchange to lime softening to meet these demands and reduce the amount total dissolve solids (TDS) loading on its wastewater treatment plant (WWTP). Details can be found in the attached Water Treatment Plant Expansion Alternatives Analysis Technical Memorandum prepared by Jacobs Engineering.

Anticipated Scope of Engineering Services

The **Scope of Engineering Services** to be performed by the Engineer shall be completed in accordance with generally accepted standards of practice. Engineer may outline key tasks in more detail as part of their Project Approach that they expect will be required. The specific scope of services, agreement terms, and associated compensation will be negotiated upon selection of an Engineer.

All tasks shall be staged to minimize the operational impact to the existing facility to the greatest extent possible.



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The key tasks, at a minimum for this project, include:

Task 1 - Project Administration

Engineer will administer their services being provided to the City, including internal project management and regular engagement of the City through each task.

Engineer will request and review all documentation to be provided by the City to develop the necessary plans and design documents required for this project. The City shall remain responsible for testing, e.g., water quality, to determine design parameters required during the course of the project.

Engineer and City will work together with the various state agencies to see that the engineering design documents are produced to known standards identified by the Ohio Environmental Protection Agency (OEPA) and applicable requirements.

Task 2 - Site Surveys

Engineer will perform topographic and facility surveys using acceptable methods and known benchmarks in the area of the water treatment plant.

Engineer shall advise the City of services to be provided by others during the course of the project, e.g., geotechnical services and additional inspections.

Task 3 - Operational Needs Review (ONR)

Engineer will be tasked with developing an Operational Needs Review (ONR) report for submission to OEPA and possibly funding agencies. The purpose of the ONR will be to develop project details necessary to confirm the scope and size of the final design project identified in Task 4. The ONR shall take into account existing reports, site data, modifications to the existing facility, as well as, improvements to incorporate pH based softening at this facility, at a minimum. This report shall accomplish 15-percent of the Final Design necessary for improvements to the WTP.



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Task 4 - Final Design Documents

With initial acceptance of design recommendations and approval of the ONR, Engineer shall complete Final Design Documents necessary for the Owner accepted project. These shall include drawings, reports, and specifications, and related documentation necessary to obtain a Permit for Construction through the OEPA. Probable costs shall be updated from the ONR based on Final Design Documents. A minimum of two design meetings shall be held to review the design documents and include meetings with state agencies as required. Engineer shall prepare and submit all required permit applications. The City will be responsible for all permit related fees.

Task 5 - Bidding Related Services

Engineer shall provide Bidding Related Services including bidding documents, prebid meeting, website based advertisement of the project, follow-up with Contractors, issuance of project related documents necessary for the City to accept Bids and award the project.

Task 6 - Construction Related Services

Engineer shall provide Construction Related Services including, but not limited to, monthly progress meetings, reviewing contract related submittals and documents, shop drawing reviews, full or part time resident project representative (RPR) support to review project progress, issuance of record drawings, and assistance to Owner within the role as Engineer specified in the Contract Documents.

Task 7 - Other Water Supply Services

Engineer shall provide additional services as identified and required during the course of the project as proposed by Engineer and approved by the Owner to assist in completing the Project.



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City Responsibilities and Assistance

The City will provide the following labor and resources to assist the Engineer in the provision of the **Scope of Engineering Services**:

1. Provide access to facilities for the Engineer's observation
2. Provide access to or copies of available facility drawings.
3. Payment of all applicable fees for services by others and agency requirements.
4. Water quality sampling and laboratory arrangements.
5. Bench and pilot testing as recommended by Engineer and/or required by OEPA.
6. Coordination with contractors necessary to implement the improved WTP.
7. Acquisition of property to accomplish the project.

Schedule

The schedule associated with this project is very important. The project needs to be completed on time to meet the water demand needs of the new industry and continue to provide softened water to residents. The target schedule for this project is as follows:

May 17, 2019 - Submittals Due to the City

May 31, 2019 - Consultant Selection Complete

June 15, 2019 - Agreements Signed, Begin Design Phase

July 15, 2020 - Task 2, 3, and 4 completion

November 1, 2020 - Task 5 completion

October 31, 2022 - Task 1, 6 and 7 to substantial completion of construction, at a minimum.

Contact

Prospective responders who have any questions regarding this request for qualifications may call or write:

Brent Hamel, City of Wapakoneta Water Treatment Plant

1251 Schaub Road Wapakoneta, OH 45895

Telephone: 419-738-7439

Email: bhamel@wapakoneta.net

Other City personnel are not allowed to discuss the request for proposal with anyone, including responders, before the proposal submission deadline.

Submissions

All proposals must be delivered to the following address:

Brent Hamel, City of Wapakoneta Water Treatment Plant

1251 Schaub Road Wapakoneta, OH 45895



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All proposals must be received by **4:00 PM on May 17, 2019**. Late proposals will not be considered. Submit three copies of the proposal in a sealed mailing envelope, or package, with the responder's name and address written on the outside. Submissions by telephone facsimile or email are not acceptable.

Proposals shall be limited to 30 single sided pages (11x17 figures shall count as 2 pages). Page limit includes resumes and appendices. Cover letter, front and back covers, and table of contents do not count against page limit.

The following are considered minimum contents for the proposal:

1. **Project Understanding:** Demonstrate and understanding of the objectives and goals of the project and the associated schedule.
2. **Work Plan and Approach to Project:** Discuss your work plan and approach to completing the outlined project. The approach will be reviewed for completeness and clarity.
3. **Qualifications and Availability of Project Manager and Key Staff:** Provide an organizational chart listing the project manager and key staff, and any subconsultants (if necessary). Include the qualifications and availability of the project manager and the key staff.
4. **Qualifications/Experience with Similar Projects:** Provide project descriptions for up to four (4) similar projects that the proposed project manager was involved with in the past 10 years.
5. **Ability to Meet Project Schedule:** Provide a schedule for the scope of services demonstrating your ability to meet the City's required timelines.

All proposals received by the deadline will be evaluated by representatives of the City. The following criteria will be used in evaluating the proposals:

1. Project Understanding (20%)
2. Work Plan and Approach to Project (40%)
3. Experience and Availability of Project Manager and Key Staff (20%)
4. Qualifications/Experience with Similar Projects (15%)
5. Ability to Meet Project Schedule (5%)

City staff expect to evaluate all proposals and select a consultant within 15 business days after final due date for submissions.



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The Engineer shall provide all the materials and services required by subsequent Contract, as customarily provided according to professional standards for the completion of the Contract. The City reserves the right to negotiate fee after consultant selection. The firm selected will be asked to negotiate a final scope of work and price and to develop a contract. Should negotiations fail to result in the development of a contract; the next highest-ranking firm will be offered the opportunity to continue the process. This method may continue until an agreement is reached and a contract negotiated.

City Rights Reserved

1. The City reserves the rights to accept or reject all or portions of any response(s) to the RFQ, to waive any formalities of the RFQ process, to re-advertise the RFQ, to amend the terms of the RFQ, to extend the dates provided herein, to suspend the procurement if the desired outcomes are not achieved, to award the contract to the most responsive and responsible respondents(s) as deemed in the best interest of the City, and/or proceed to provide the services otherwise, as the City may determine in its sole discretion is in the best interest of the City.
2. No reimbursements will be made by the City for any costs incurred in responding to this RFQ, developing or submitting responses to the RFQ, or attendance at a site inspection, pre-bid conference or interviews.
3. The City reserves the absolute right to conduct such investigations as it deems necessary to assist in the evaluation of any response to the RFQ and to establish the experience, responsibility, reliability, references, reputation, business ethics, history, qualification's and financial ability of the respondents(s), proposed sub Consultants, independent Consultants and suppliers. The purpose of such investigation is to satisfy the City that the respondent(s) have the experience, resources and commercial reputation necessary to perform the work and support any warranted in the prescribed manner and time.
4. In the event the RFQ responses are considered for an award, the City reserves the right to award the Project to the firm that demonstrated the best ability to fulfill the requirements for the performing the subject services. The successful firm will be chosen based on qualifications, evaluation of submittals and a possible interview. The City reserves the right to conduct such discussions or negotiations with Proposers or other entities as it deems necessary to assist in the evaluation of any proposal, to secure maximum clarification and completeness of any proposal, and select the proposal that best meets the requirements of the City and the public interest.



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Attachments

1. Technical Memorandum Completed by Jacobs Engineering - June, 2018
2. Ambient Groundwater Quality Monitoring Program Data from Existing Well Field



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