

# **REQUEST FOR QUALIFICATIONS for**

## **CITY OF WADSWORTH, OHIO SANITARY SEWER OVERFLOW REMEDIATION PLAN**

**JANUARY 2020**



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## **INTRODUCTION & BACKGROUND:**

The City of Wadsworth (City) owns and operates a wastewater treatment facility and collection system. The wastewater collection system consists of approximately 105 miles of sewer pipelines, ranging from 8-inch sewer lines to large 42-inch sewer lines. The collection system also includes approximately 2 miles of sanitary force main and 4 lift stations. The City's wastewater treatment facility treats 3.98 million gallons per day (MGD).

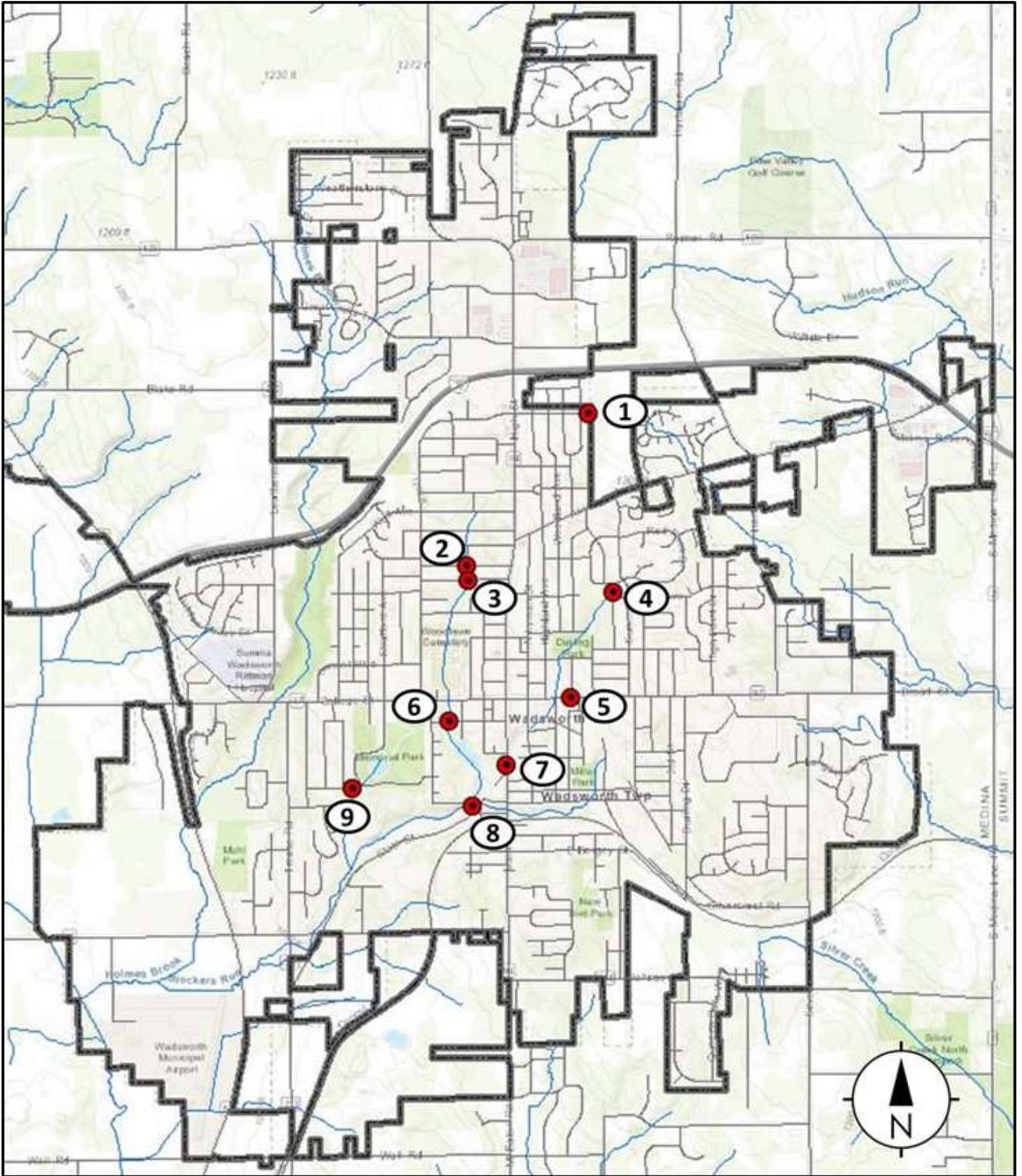
The City is requesting proposals from qualified consulting firms (Consultant) to provide professional services to assist with meeting the requirements and address compliance of its National Pollution Discharge Elimination System (NPDES) Permit (#3PD00022\*TD) in regard to the development of a Sanitary Sewer Overflow (SSO) Remediation Plan.

It is anticipated that one firm may not have all the experience and expertise needed to comply with all aspects of the project, and that the prime Consultant shall develop a project team of sub-consultants with the required skills and experience needed to complete all required tasks. The selected consultant and/or their sub-consultants shall possess demonstrated expertise in SSO remediation planning, flow monitoring, hydrologic and hydraulic modeling, design of SSO infrastructure controls, implementation planning, and cost estimating.

Consultants who submit proposals for this project must be licensed Professional Engineers in the State of Ohio and with demonstrated experience in preparing SSO Remediation Plans and/or projects similarly related. To be considered, interested parties must submit their Proposals in accordance with the requirements set forth in this RFQ.

## **PROJECT LOCATION:**

The City is aware of nine (9) existing SSO's in the system. Below are a map and a brief description of each:



1. **271 Brouse** – The sanitary line is an 8” line with an 8” overflow discharging into a storm sewer that ultimately discharges to a tributary to Blockers Creek. A tideflex device was installed on November 21, 2019 to prevent stormwater from entering into the sanitary sewer.

2. **Orchard & Tolbert** – The sanitary line is a 10” line with a 12” overflow discharging into a storm sewer. There is an inline tideflex on the overflow pipe in the sanitary manhole to prevent stormwater from entering the sanitary sewer. This ultimately discharges to Orchard Creek.
3. **Orchard & Simcox** – The sanitary line is a 10” line with a 10” overflow discharging directly into Orchard Creek. There is an external tideflex on the end of the discharge pipe into the creek to prevent stormwater from entering the sanitary sewer. The external tideflex was damaged during a rain event. A new inline tideflex was installed on November 21, 2019 to replace the external tideflex.
4. **Brookwood Lift Station** – There is a 10” overflow on the wet well of this lift station. It discharges into a storm sewer that ultimately discharges to a tributary to Blockers Creek. There is a tide flex on the discharge of the overflow in the storm basin.
5. **253 Broad** – The sanitary line is an 8” line with a 10” overflow discharging into a storm sewer that ultimately discharges to a tributary to Blockers Creek. There is no device on this overflow to prevent stormwater from entering the sanitary sewer.
6. **236 Mills St.** – The sanitary line is an 8” line with a 10” overflow discharging into a tributary to Blockers Creek. A tideflex device was installed on November 21, 2019 to prevent stormwater from entering into the sanitary sewer.
7. **251 Main St.** – The sanitary line is an 8” line with a 10” overflow discharging into a storm sewer that ultimately discharges to a tributary to Blockers Creek. There is no device on this overflow to prevent stormwater from entering the sanitary sewer.
8. **Rainbow & Mill**– The sanitary line is a 15” line with a 12” overflow discharging directly to Blockers Creek. There is no device on this overflow to prevent stormwater from entering the sanitary sewer.
9. **Ringer** – The sanitary line is a 10” line with a 12” overflow discharging to a tributary to Blockers Creek. There is no device on this overflow to prevent stormwater from entering the sanitary sewer.

## **SCOPE OF WORK:**

The work necessary for developing a SSO Remediation Plan includes three general steps. The first step is to assess the nature of each SSO, including a determination of its cause, frequency and impacts. This information is then used in the second step which is to evaluate the applicability of a wide range of available tools in the process of determining an appropriate course of action. The third step is to select and develop a plan to implement the most applicable mechanism(s).

The following recommended scope of work for the project is meant to provide a guideline for the preparation of proposals. Responses to this RFQ may suggest alternative approaches to the scope, so long as the end result is achieved.

### **TASK 1: PROJECT MANAGEMENT**

#### 1. Project Management

- a. Kick-off meeting - A kickoff meeting with City staff and the Consultant shall take place to define new and assess existing goals of the project including expectations, schedule, communication, etc.

The consultant is responsible for all meeting materials including agendas, minutes, presentations (i.e. PowerPoint), and supplemental handouts. The materials shall be submitted to the City 3 days in advance for approval. All material must be given to the City in original file and pdf format. Minutes shall be compiled and submitted to the City within 1 week.

- b. Bi-weekly to weekly short telephone calls with the City's Project Manager
- c. Identify project milestones and deliverables. Propose a meeting schedule to discuss milestones and present deliverables.
- d. Monthly progress update and key milestone meetings

The consultant is responsible for all meeting materials including agendas, minutes, presentations (i.e. PowerPoint), and supplemental handouts. The materials shall be submitted to the City 3 days in advance for approval. All material must be given to the City in original file and pdf format. Minutes shall be compiled and submitted to the City within 1 week.

- e. Develop and maintain an action log
- f. Status updates – Written project status updates must be submitted a minimum of once per month. These short memo type updates should include percent complete for each task; key task activities performed over the period; budget, scope, or scheduling issues; key activities to be performed over the next period and upcoming milestone dates.

- g. Public Meeting - A public meeting with key City officials and other public stakeholders may be necessary upon completion of this work to discuss process, findings, and review of the Capital Improvement Plan.

The consultant is responsible for all meeting materials including agendas, minutes, presentations (i.e. PowerPoint), and supplemental handouts. The materials shall be submitted to the City 3 days in advance for approval. All material must be given to the City in original file and pdf format. Minutes shall be compiled and submitted to the City within 1 week.

Deliverables: Meeting agendas, presentations, supplemental handouts, and meeting minutes; project schedule; action log; and Status updates

## **TASK 2: PLANNING**

### 2. Planning

- a. Review historical documents and information provided by the City or acquired through public sources as necessary to develop an understanding of the project.
- b. Establish Planning Criteria: Establish performance-based criteria suitable for assessing the condition of each system component.
- c. Design Criteria: Establish design criteria suitable for performing hydraulic analysis of the collection system. Establish method for calibration.

Deliverables: Basis of Design/Criteria Memo  
One (1) electronic copy & 3 hardcopies

## **TASK 3: ASSESSMENT AND ANALYSIS**

- 3. Assessment and Analysis - The first step is to assess the nature of the SSO, including a determination of its cause, frequency and impacts.
  - a. Perform Condition Assessment
    - i. Prepare System Inventory: Develop and execute an approach for preparing a system inventory. The approach should be compatible with GIS.
    - ii. Collect Field Data: Develop and execute an approach for collecting field data if the City has insufficient historical data for condition assessment.
    - iii. Evaluate Condition of Assets: Based on historical data, CCTV videos and field data, evaluate the condition of the collection system in terms of application of planning criteria.

- iv. Identify Performance Deficiencies: Note any locations or system components that have insufficiency performance according to planning criteria.
- b. Flow Monitoring
  - i. Create and implement a flow monitoring plan and build a calibrated hydraulic model for both wet and dry conditions.
- c. Hydrologic and Hydraulic Modeling
  - i. Include hydraulic modeling and the identification of sanitary sewer system capacity constraints. The evaluation must provide estimates of peak flows (including flows from SSO's that escape from the system) associated with conditions similar to those causing overflow events, estimates of capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and major sources that contribute to the peak flows associated with overflow events.
  - ii. Develop Wastewater Model, including Calibration. Program a computer model of the collection system, or portions thereof, suitable for hydraulic analysis of system loading. The City has no preference for modeling software. (Please describe proposed software intended for use on this project.) Upon completion of the project, the Consultant shall transmit a copy to the City.

Deliverables: Condition Assessment Technical Memo; Calibrated Model files; Flow Monitoring Technical Memo

One (1) electronic copy & 3 hardcopies

**TASK 4: EVALUATION**

- 4. Evaluation: Evaluate the applicability of a wide range of available tools in the process of determining an appropriate course of action.
  - a. Recommend Mitigation. Develop mitigation to address each SSO. If there are multiple options for mitigation, prepare an alternatives table, as well as make a recommendation on the most suitable option.

Deliverables: Mitigation Technical Memo

One (1) electronic copy & 3 hardcopies

**TASK 5: CAPITAL IMPROVEMENT PLAN**

- 5. Prepare Capital Improvement Plan
  - a. Identify Projects: Summarize all identified projects recommended

- b. Establish Prioritization Criteria: Establish criteria for determining the prioritization of the identified projects
- c. Develop planning-level cost estimates
- d. Identification of possible sources of funding
- e. Implementation schedule.

Deliverables: SSO Remediation Plan, which assembles the Capital Improvement Plan, Design Criteria, Technical Memos and appendices presented above into one complete document adding an executive summary and other sections as needed to meet the purpose of this project. The Technical Memos should be written so they easily become chapters in the final report. Consultant shall furnish City with an electronic source file of the final SSO Remediation Plan and deliver five (5) printed and bound copies.

#### **TASK 6: ADDITIONAL SERVICES (ALLOWANCES)**

##### 6. Additional Services

The City may require additional services from the Consultant for items not specifically included in the aforementioned Tasks. These services may consist of, but not be limited to, additional investigative and/or design services. It is the City's intent to determine the appropriate price for Additional Services during negotiations with the selected Consultant.

The funds associated with additional and general allowances may only be used following written authorization from the City Engineer.

- a. Perform Ongoing As-needed Hydraulic Analysis for a period of three (3) years
- b. CCTV and Cleaning
- c. Design of "early action" projects
- d. Installation of level sensors
- e. General Allowance

#### **NOTE:**

The consultant should base the Technical Approach section of the proposal on the described tasks and the description of the project and services in this RFQ.

Negotiation of the Scope of Services with the successful consultant will begin with a project specific version of the above Scope of Services. The successful consultant will work with the City to revise and refine the Scope of Services to meet the City's needs for the Project.

The Consultant may include additional scope of service tasks for the City to consider for the overall success of the project. The Scope of Services should describe each step in the overall review, analysis and completion of the project. The City is interested in innovated cost- effective approaches to completing the project tasks and the final Scope of Services will be subject to negotiation. Provide a schedule based on the notice to proceed date including deliverables for performing the tasks identified in the scope of services.

### **PROPOSAL FORMAT AND REQUIREMENTS:**

The proposal shall be limited to 25 pages with a page size of 8 ½"x11", single space and type size shall not be less than 10 point font for each response item. Note for page-counting purposes, a page equals a one-sided sheet. Any additional information that the consultant wishes to include that is not specifically requested should be included in an appendix to the proposal. Consultant teams are encouraged to keep the proposals brief and concise, but sufficiently detailed to allow evaluation of the study understanding and approach.

In order to simplify the evaluation process, the City is seeking proposals in the following format:

**Cover Letter (one page maximum):** The letter shall be signed by a principal or other member of the Consulting firm who is authorized to contractually bind the firm and to negotiate a contract with the City. Provide name, title, address, email, and telephone number of the authorized person and the contact, if not the same individual.

**Project Overview:** Provide a narrative description of the project based on the Scope of Work presented in the RFQ. Include any issues that you believe will require special consideration for this project. Staff will assess your understanding of all aspects of the project based on the overview.

**Description of Project Approach:** Briefly describe the project understanding and approach used by your firm. Give a brief description of issues you believe significant on this project and a brief outline of your project approach. Describe any anticipated risks of this project. Include any unique resources or practices you plan to apply to this project and discuss the strengths of your firm to complete this project. Proposals will be evaluated in part on the consultant's understanding of key issues, challenges, and technologies that may determine the success of the project. The consultant may present information in the proposal related to concepts that significantly enhance the project.

**Team Qualifications:** Brief description of qualifications, the education, geographic location, and experience of the Project lead and team assembled for this project. The Consultant shall demonstrate sufficient experience and staffing of licensed professionals

(where relevant) and specialty professionals in the performance of all of the referenced Scope of Work tasks under this RFQ. In addition the Consultant should detail any additional experience with wastewater collection, conveyance, treatment and operations management, etc., as well as the performance of design, bid phase, construction administration services as related to control and/or treatment of SSO and/or Combined Sewer Overflow (CSO) discharges. Specific personnel should be identified for the tasks necessary for a complete response to this RFQ. Resumes or CVs should be provided in an appendix for each team member integral to the Project. A clear and comprehensive organization chart must be presented to illustrate the organization of the team and key team members. List the availability and commitment of each key team member throughout the timeline of the project. Include only those staff members who will be active members of the project team. Indicate the location of the office from which the project will be managed and/or the majority of the key personnel assigned to the project will be located. Locations of sub-consultant's offices shall also be identified.

1. Project Manager: The City expects the proposed project manager to lead the consultant project team, be the single point of accountability for project delivery, and provide the primary point of communication between the City and project team. Provide a description of the Project Manager and their qualifications for this project and a detailed list of previous projects worked on that are relevant to the project. If it is possible that more than one project manager will be assigned to various specialty areas, please provide multiple descriptions.
2. Key Support Personnel: Provide a brief list of key personnel that will be assigned to this project. Identify their area of expertise and how they have worked with the Project Manager on previous projects.
3. Subconsultants: Provide any key personnel with each subconsultant to be working on this contract. Include name, location, and percentage of the work to be completed by the subconsultant.

A request to replace or substitute any key personnel or sub-contractor for any reason, shall be provided to the City at least fifteen (15) calendar days in advance of such proposed replacement or substitution and the request shall contain sufficient justification, including identification of the proposed substitute and their qualifications, in sufficient detail to permit evaluation by the City.

**Comparable Project Experience:** Briefly describe three (3) projects performed within the last ten (10) years involving similar scopes of work, particularly any work performed for government agencies of similar nature. Include the following information:

1. Description and location of related projects and year of completion

2. Brief description of project/study and deliverables, geographic area covered under plan, and project timeline and budget. Indicate whether service met project budget and schedule.
3. Key personnel involved
4. Client name, contact person, physical address, email address, and telephone number.

**Proposed Project Schedule:** The City expects to conduct the Project over a period of approximately fifteen (15) months or less. The Consultant shall submit a proposed schedule to complete the entire project within this time period or earlier. The project schedule shall address the proposed scope of work and any recommended additional tasks and include an approximate timeline for completing each of the individual tasks and deliverables for that task as described in the scope of work. If the Consultant does not believe the 15 month timeframe is possible, include justification and a proposed schedule. Demonstrate your project team’s capability of timely response and ability to meet milestones. Include the anticipated level of effort for each task outlined in the scope of services.

The following is an example of a table to include for this section.

<b>Task Number</b>	<b>Task Name</b>	<b>Approx. Schedule Dates</b>	<b>Level of Effort (hours)</b>
1	Project Management		
2	Planning		
3a	Assessment and Analysis (excluding Flow Monitoring)		
3b	Flow Monitoring		
4	Evaluation		
5	Capital Improvement Plan		
6	Allowances	-----	-----
	<b>TOTAL</b>		

**INSTRUCTIONS TO PROPOSERS:**

Proposals must be received no later than 3:00 p.m. EST, Friday, February 14, 2020.

Four (4) hard copies and one electronic copy shall be submitted.

Proposals are to be addressed to Wadsworth City Engineer, City of Wadsworth, City Hall, 120 Maple Street, Wadsworth, Ohio 44281.

Please direct all inquiries to the Wadsworth City Engineer, Vicky McCauley, at [vmccauley@wadsworthcity.org](mailto:vmccauley@wadsworthcity.org) by February 11, 2019. Relevant questions and answers will be posted on the City’s website.

**SELECTION PROCESS:**

Upon completion of the scoring and ranking of the written submittals, the City may make a selection based on the following selection criteria. Alternately, the City may select the top ranked firms to deliver a presentation to provide further clarification of their capabilities, experience, and approach. The City reserves the right to reject any or all proposals and to waive any and all irregularities to choose the firm which, in the City’s opinion, best serves the City’s interests.

**SELECTION CRITERIA:**

Proposal will be evaluated based on completeness of the items identified in this RFQ and the extent to which the Consultant is likely to be able to achieve the desired results. Proposals will be evaluated based on the following criteria.

<b>Proposal Section</b>	<b>Available Points</b>
Project Understanding	10
Project Approach	20
Project Manager Qualifications	20
Team Qualifications	20
Comparable Project Experience	20
Proposed Project Schedule, Level of Effort Understanding and Availability	10
<b>Total</b>	<b>100</b>

**CONSULTANT SELECTION SCHEDULE:**

A following schedule has been established for conducting this consultant selection process. The City reserves the right, however, to modify this schedule at any time.

Proposals Due	February 14, 2020
Interviews and Presentations if required	February 26-March 6, 2020
Consultant Selection	March 9, 2020
Consultant Contract Award	March 31, 2020
Project Deadline	June 1, 2021

**ATTACHMENTS or LINKS:**

- Sanitary Overflow Initiative
- SSO Observations - Block and String method
- NPDES Permit #3PD00022\*TD Excerpt
- 2007 Comprehensive Sanitary Sewer Plan

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