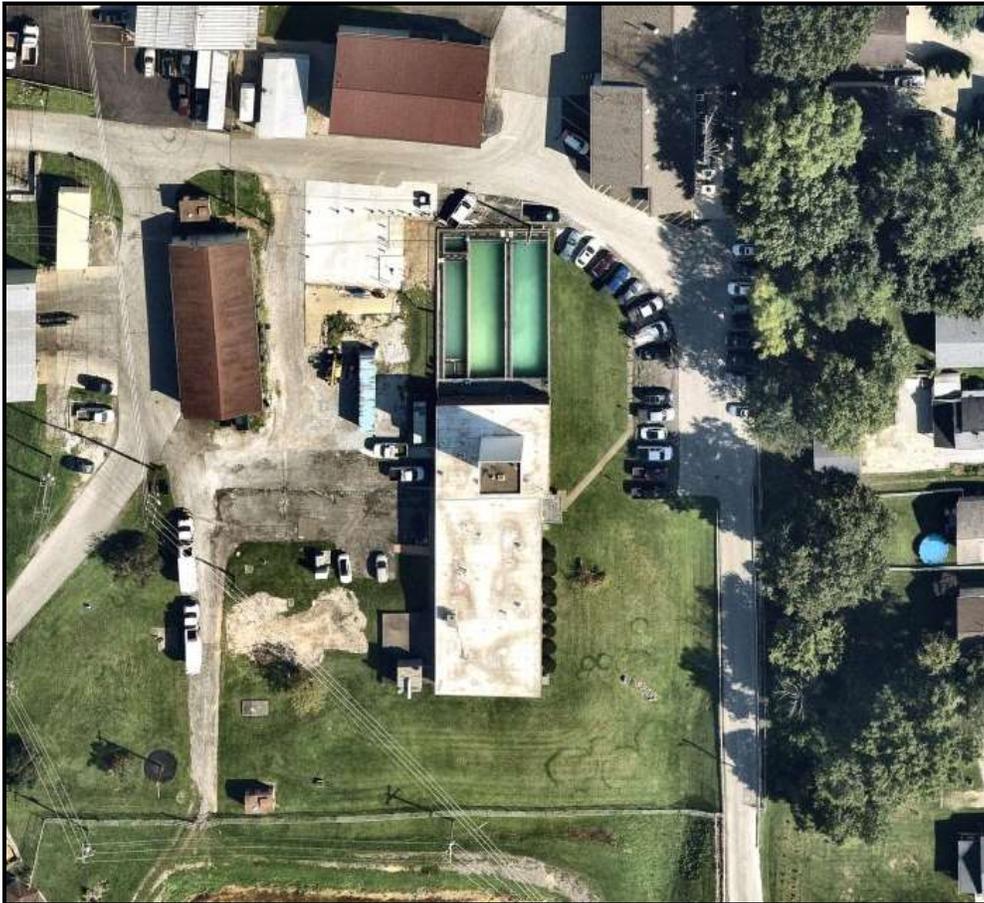




REQUEST FOR QUALIFICATIONS for

CITY OF WADSWORTH, OHIO WTP HIGH RATE DEMONSTRATION STUDY 2024-401

March 2024



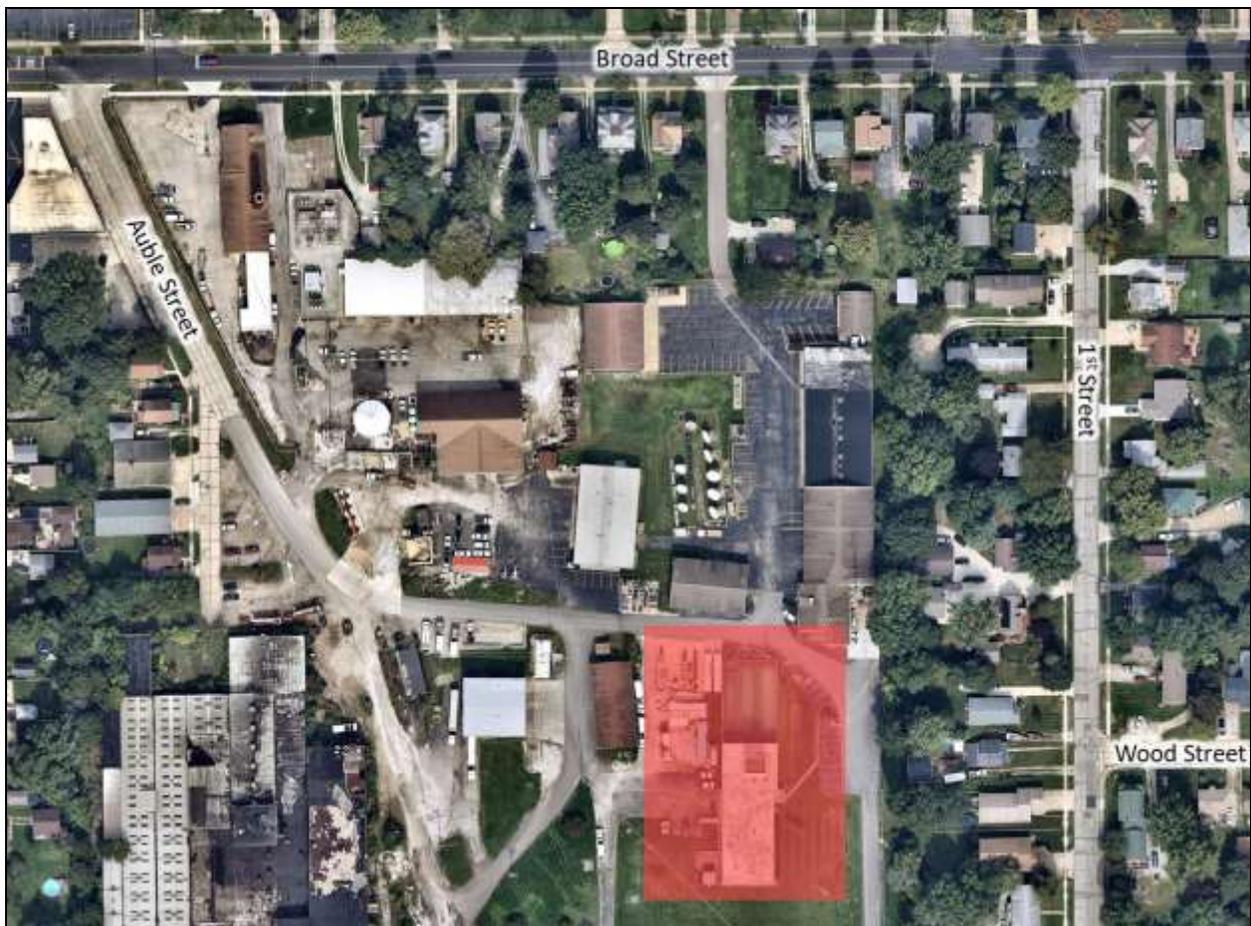
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INTRODUCTION:

The City of Wadsworth (CITY) is requesting proposals from qualified consultant firms (CONSULTANT) for the engineering professional services for the Water Treatment Plant (WTP) High Rate Demonstration Study.

The City has completed and received approval from the Ohio Environmental Protection Agency (OEPA) on a General Plan to replace aging infrastructure and expand the approved plant capacity. The approved General Plan includes four construction phases and two demonstration studies. Phase 1 is under construction currently and involves the installation of a recarbonation system and replacement of both lime slakers. This project is the first high rate demonstration study for the plan.

The work is located at the City's Water Treatment Plant (WTP) located at 365 Broad Street (see map below). In general, this project involves the planning for and execution of a high rate demonstration study and submission to the Ohio Environmental Protection Agency (OEPA) for an increase capacity rating of 3.9 MGD.



PURPOSE AND GOALS OF THE PROJECT:

The purpose of this project is to increase the WTP rated capacity from 3.0 MGD to 3.9 MGD.

Goals of the project include, but are not limited to, receive OEPA approval of a new rated capacity.

Other goals of the project include:

- Plan for and perform a high rate demonstration study.
- Provide the City and specifically the WTP with the guidance necessary to perform the study and monitor water quality.

BACKGROUND:

In 2017, the City completed a water system master plan. This plan evaluated the existing WTP capacity, storage capacity, and distribution system based on current demands and projected future development in the City. Based on this plan, in 2020, the City completed and received OEPA approval of a General Plan. The existing WTP has 3.0 million gallons per day (MGD) capacity.

SCOPE OF WORK:

The Consultant shall prepare and submit a plan for the demonstration study, provide guidance to the City throughout the study, analyze the results, and submit and receive approval of a report to the OEPA. 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.

1. Assess / verify project's vision, goals, and objectives.
2. Identify constraints and parameters.
3. Identify and reduce project risks.
4. Develop an approvable demonstration study plan.
5. Provide information to the City required to meet the outlined plan and provide guidance throughout the study.
6. Provide data analysis and reporting to OEPA for increased capacity rating.

TASKS AND DELIVERABLES:

TASK 1: PROJECT MANAGEMENT

- Kickoff Meeting: The CONSULTANT Project Manager (PM) and/or Technical Lead shall attend a kickoff meeting with Wadsworth to define the goals of the project including expectations, schedule, communication, etc.
- Monthly Project Progress Summary/Schedule Update: CONSULTANT shall provide written project status updates. 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. Invoices for the period covered in the report will not be paid until the monthly progress update is delivered to and approved by the CITY.
- Monthly Invoicing: CONSULTANT shall comply with the CITY's most current invoice policies and invoice format. A summary of work performed during the invoice period shall be provided with each invoice.
- The CONSULTANT's Project Manager and other team members shall meet virtually with CITY personnel monthly to review the progress of this Project, discuss any outstanding issues and potential problems, and discuss key design developments and decisions. These meetings should include identification of work performed last period, work to be completed next period, critical action item status, and responsible parties to complete actions. Budget or schedule problems shall be identified and corrective actions noted. Budget and schedule issues should be discussed only in general terms at the progress meetings, with more detailed discussions to occur through separate conversations or meetings. Key discussion topics should comprise a significant portion of the meetings. CONSULTANT shall provide the necessary graphics to facilitate discussions.
- The CONSULTANT will be responsible for preparing meeting materials including agendas, minutes, presentations, and supplemental handouts for key meetings. The materials shall be submitted to the CITY three days in advance for approval. Material will be given to the CITY in original file and pdf format. Minutes shall be compiled and submitted to the CITY within 1 week.
- The CONSULTANT PM and/or Technical Lead shall hold biweekly progress calls with the CITY PM to provide updates on overall project status and review on-going critical needs or action items. These progress meetings are meant to be brief phone calls to keep Wadsworth informed about overall project status. It is not intended for agendas or minutes to be prepared for these general status meetings.
- The CONSULTANT shall make personnel available for meetings with other agencies and utilities to answer questions pertaining to elements of the Project. The CONSULTANT shall account for three (3) meetings with OEPA. The CITY and CONSULTANT will mutually agree upon who is responsible for taking the lead in organizing, planning, and conducting each meeting with other agencies and utilities.

- The CONSULTANT will also develop and maintain an action item log, updates to which will be appended to key meeting minutes.

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.

TASK 2: HIGH RATE DEMONSTRATION STUDY PLAN

The Demonstration Study Plan Task shall be carried out to cost-effectively develop and evaluate the high rate demonstration study plan to be submitted to and approved by the OEPA. The plan shall be developed in accordance with the OEPA Plan Review Procedures for Drinking Water Facilities, the OEPA Guidelines for Treatment Process Ratings at Precipitative (e.g. Lime) Softening Water Treatment Plants, and other current OEPA requirements.

All Task deliverables shall be submitted as described above and in the following formats and quantities unless otherwise noted:

- Electronic copy to CITY and one copy on electronic media such as USB drive or other media as approved by the CITY, containing the native electronic format, if requested by the CITY, and indexed PDF electronic copies generated from the native document (not scanned) of all submittal documents.

Evaluation of Existing Information

The CONSULTANT shall evaluate and consider the following existing information related to the Scope of Services for the Project.

- CITY's Plan Guidelines/Standards/Requirements
- Applicable CITY Reports/Plans
- CITY Specifications/Requirements to be utilized for the Project
- Final Approved General Plan
- Condition Assessment Report
- Process Evaluation Technical Memorandum
- Other available information

Permits Coordination

No permits are anticipated for this project. If the CONSULTANT deems otherwise, justification and level of effort should be identified in the Proposal.

Coordination with Other Entities

CONSULTANT is responsible for taking into consideration past, present, and future work of other public and private entities potentially affecting the Project and coordinating as necessary to complete the work.

CONSULTANT is responsible for submitting an acceptable high rate demonstration study plan to OEPA and receiving OEPA approval. CONSULTANT shall assume they will provide response to three (3) rounds of OEPA comments required to obtain approval.

TASK 3: HIGH RATE DEMONSTRATION STUDY

The CONSULTANT shall conduct and assist in the conduction of the high rate demonstration study plan and analysis.

- The CONSULTANT shall hold weekly meetings with the CITY project team to discuss test results conducted during the demonstration study. At this meeting, the CONSULTANT shall discuss whether testing is being performed in accordance with the plan and if any acceptable adjustments are needed to obtain OEPA acceptance.
- The CONSULTANT shall provide a recommendation to the CITY on whether the demonstration study should be extended to obtain acceptance of the capacity rating from the OEPA.
- The CONSULTANT shall perform the recommended and required data analysis as outlined in the OEPA Guidelines for Treatment Process Ratings at Precipitative (e.g. Lime) Softening Water Treatment Plants and compile in a format acceptable to OEPA. This analysis shall be provided to the CITY for comment prior to submittal to OEPA. The CITY will provide comments to CONSULTANT on the CITY's technical comments form within fifteen (15) working days of CONSULTANT's delivery of the design submittal documents.
- The CONSULTANT shall organize and lead a Review Meeting to present the analysis and to receive and discuss comments regarding the analysis. The CONSULTANT shall prepare an agenda, and deliver to the CITY PM two (2) working days before the meeting, based on the review comments and a list of critical issues developed by the CONSULTANT and CITY review team. Discussion items will be captured in meeting minutes prepared by CONSULTANT and delivered to CITY within five (5) working days of meeting.
- The CONSULTANT will incorporate the conclusions reached at the meeting into the CONSULTANT responses to the related comments. The CONSULTANT will capture on the technical review form any additional comments generated at the meeting. The CONSULTANT will submit to the CITY the technical review comment form, including responses to all comments.
- The CONSULTANT will submit final analysis documents to OEPA for review and acceptance. CONSULTANT shall assume they will provide response to three (2) rounds of OEPA comments required to obtain approval.

TASK 4: ADDITIONAL SERVICES (ALLOWANCES)

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 special and general allowances may only be used following written authorization from the City Engineer prior to the work being conducted.

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.

PROPOSAL FORMAT AND REQUIREMENTS:

The proposal shall be limited to 5 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 with the following information:

Project Overview: Provide a brief 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.

Team: Include a chart with the proposed project team comprising of the Project Manager, the key support personnel, and any subconsultants. Resumes or CVs should be provided in an appendix for each team member integral to the Project.

Comparable Project Experience: Briefly describe projects performed involving similar scopes of work, particularly any work performed for government agencies of similar nature.

Proposed Project Schedule: The CITY desires to utilize the Water Treatment Plant's peak flows this summer in the study. The CITY will work with the CONSULTANT to develop an overall schedule.

INSTRUCTIONS TO PROPOSERS:

Proposals must be received no later than three (3:00) p.m. EST, March 20, 2024.

No hard copies are required. The submittal shall be submitted electronically to engineering@wadsworthcity.org.

Please direct all inquiries to the Project Manager, Gina Brescilli, at gbrescilli@wadsworthcity.org.

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:

Proposals 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.

Proposal Section	Available Points
Project Understanding	20
Project Approach	20
Project Manager Qualifications	20
Team Qualifications	20
Comparable Project Experience	15
Proposed Project Schedule and Availability	5
Total	100

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.

Statements of Qualifications Due	March 20, 2024
Consultant Selection	March 21, 2024
Contract Award	ASAP after Selection

ATTACHMENTS or LINKS:

- Professional Services Contract *(there will be no negotiating of contract terms and conditions)*
- Scope of Work Template – Example
- Consultant Monthly Invoice Progress Report Summary – Example
- General Plan
- Condition Assessment Report
- Process Evaluation Technical Memorandum
- Water System Master Plan