

NOTICE TO CONSULTANTS

REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL ENGINEERING SERVICES FOR
2024 WASTEWATER TREATMENT PLANT & SANITARY
COLLECTION SYSTEM IMPROVEMENTS

PROJECT NAME: WASTEWATER TREATMENT PLANT & SANITARY COLLECTION
SYSTEM IMPROVEMENTS

PROPOSAL REFERENCE NO: RFQ-1-2022-11

DATE OF ISSUANCE: 11/18/2022

PROPOSAL DUE DATE: 12/15/2022

ISSUING OFFICE: City of Caro Municipal Building
317 South State Street
Caro, MI 48723
(989)673-7671

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Note: Should any of the pages or documents listed above be missing from your packet, or if you have any questions regarding this RFP, please contact the Director of Development/ Interim City Manager.

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REQUEST FOR STATEMENT OF QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES

Wastewater Treatment Plant and Sanitary Collection System Improvements

Firms are hereby invited to submit their Statements of Qualifications for the professional engineering services pertaining to the planning, evaluation, design and phasing of the construction to capitalize on any and all funding opportunities for improvements to the Wastewater Treatment Plant (WWTP) and sanitary collection system for the City of Caro.

The project will consist of the following components:

Review of the existing wastewater treatment system including remote pump stations, sewerage collection system and the WWTP, including but not limited to site visits, discussions/interviews with the current plant operators and a review of previously prepared Operations and Maintenance Manual and the 2008 Caro WWTP Facility Improvement project drawings.

Preparation of a recommendation for a plant design (utilizing the existing plant headworks) including, but not limited to, plant process, equalization, plant capacity and other items as may be necessary and pertinent to consider.

Development of a Fiscal Sustainability Plan (FSP) and/or Asset Management Plan (AMP) for the City's using Clean Water State Revolving Funds (CWSRF.) The plan will consist of developing a program for phased cleaning and inspection (CCTV) of the City's sanitary sewers and associated structures (manholes, etc.) The Contract issued as part of the inspection program will also include unit costs and allowances to perform minor rehabilitation such as root removal, grinding mineral deposits and protruding taps, spot repairs with epoxy liner and grouting joints. The final inspection data and media shall be provided in a NASSCO-compliant exchange database using PACP and MACP coding.

Preparation of a project plan suitable for submittal to EGLE pursuant to CWSRF funding. This component shall include all of the requirements as set forth by EGLE including but not limited to required correspondence, alternatives analysis, review of project impacts and proposed mitigation, public hearings/meetings; plan review and revisions; and, submittal of all answers to EGLE questions.

Preparation of Plans and Specifications for the proposed WWTP and collection system improvements suitable for EGLE review, and approval pursuant to receiving a construction permit and obtaining bid through the competitive bidding process.

Assistance in the preparation of the Environmental Assessment.

In addition to the components noted above, the consideration for the phasing of construction to allow for continued operation of the facilities and the incorporation of water and energy conservation efforts as part of the plan shall be included in all portions of the planning and design.

The procedure being followed by the City of Caro in the selection of the Professional Engineering Firm is as follows:

1. Firms are to submit Statement of Qualifications of their firm along with other information noted herein including a general scope of services which they anticipate they would provide as part of the completion of the projects.
2. City of Caro will short list at least three firms to be interviewed. The City will use the criteria stated herein along with a weighted multiplier in the selection of the firms to be interviewed.
3. Interviews will be held with each short-listed firm to review their qualifications submittal and to discuss in further detail the scope of services to be offered by their firm and any other relevant information. Those firms short-listed for interviews will be asked to provide a cost proposal in a separate sealed envelope at the time of the interviews. However, costs will not be discussed during the interview or opened until after the firms are ranked
4. The City will select a firm from those interviewed to begin negotiations with. The City will use the criteria stated herein along with a weighted multiplier in the final selection process.
5. Following the selection of the top-ranked firm, the cost proposal submitted by the top ranked firm at the time of the interviews will be opened and used as a starting point for such negotiations.
6. If an agreement cannot be reached with the top-ranked firm, those negotiations will be ended and negotiations will begin with the next highest ranked firm.
7. The final agreement with the Professional Engineering Firm will be submitted to the City Council for approval.

Five (5) copies of your firm's Statement of Qualifications shall be submitted in a sealed envelope to the City of Caro - Department of Public Works. If mailed, send the Statement of Qualifications to the City of Caro 317 S. State Street, Caro, MI 48723 Attention: City Clerk

The envelope shall be clearly marked on the exterior noting the name of the firm submitting the Statement of Qualifications and the name of the project - RFQ-1-2022-11, Wastewater Treatment Plant and Collection System Improvements".

The Statement of Qualifications shall be submitted by no later than 5:00 PM, Thursday, December 15, 2022.

TERMS AND CONDITIONS

TYPE OF CONTRACT

It is proposed that the contract entered into as a result of this RFQ and subsequent negotiations will have a lump sum cost, hourly rates not to exceed, or hourly rates with an estimated cost for those tasks as noted.

CITY OF CARO CONTRACT REQUIREMENTS

The firm ultimately awarded the contract will be required to agree to abide by the following City of Caro Contract requirements:

Independent Consultants. The parties agree that Consultant is an independent consultant as that term is commonly used and Consultant's employees are not and shall not be considered subconsultants or employees of the City and has no authority to bind the City in any manner. Consultant shall be solely responsible for the withholding and reporting of all federal, state, and local income and employment taxes. Consultant acknowledges that it is not insured in any manner through the City for any bodily injury, personal injury, or property loss whatsoever.

Limitation of Liability. Except for indemnification pursuant to this agreement, neither party shall be liable to the other, or any of their respective agents, representatives, or employees for any lost revenue, lost profits, loss of technology, rights or services, incidental, punitive, indirect, special or consequential damages, loss of data, or interruption or loss of use of service, even if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), strict liability or otherwise.

Indemnity. Consultant shall, to the fullest extent permitted by law pursuant to MCL 691.991(2), defend, indemnify and hold harmless the City, and its elected and appointed officers, agents, servants, and employees from any and all claims, damages, losses, expenses, liability, judgment, or liens, including reasonable attorney fees and other costs of defense arising out of any acts, errors or omissions or the discharge, release or escape of contaminants or hazardous substances by Consultant or by anyone acting on their behalf under or in any matter connected with this agreement. Consultant's obligations to indemnify the City shall survive the expiration, non-renewal, or termination of this Agreement.

Liability Insurance. Consultant shall obtain and maintain in full force and effect during the entire term of this agreement a policy of comprehensive general liability insurance, including professional errors and omissions, with limits of liability of not less than \$1 million and workers disability compensation insurance in compliance with Michigan's statutory limits, and shall provide a certificate of insurance to the City naming the City as a certificate holder, which certificate shall provide that the City shall receive at least 30 days prior written notice of cancellation or nonrenewal of such insurance.

Non-Assignment. The parties agree that there shall be no authority on the part of Consultant to

subcontract, assign, or otherwise dispose of any portion of the services to be performed herein without the prior written approval of the City. In the event that the City approves a subcontract, assignment, or disposition, Consultant solely shall be responsible for managing, directing and paying the subconsultants or assignees, and the City shall have no obligations whatsoever toward said subconsultants or assignees. Consent to subcontract, assign, or otherwise dispose of any portion of this Agreement shall not be construed to relieve Consultant of any responsibility for the fulfillment of this Agreement.

CITY RESPONSIBILITIES

The City of Caro will provide information as to the City's requirements for the project and make available pertinent information which may be useful in the project work.

The City will designate a person to act as the City's Project Manager with respect to the work to be performed. Such person will have the authority to transmit instructions, receive information, interpret, and define the City's policies and decisions with respect to elements pertinent to the project.

The City will examine all studies, reports, estimates, proposal, drawings, specifications and other documents prepared by the firm and render in writing, if necessary, decisions pertinent thereto within a reasonable time.

The City will direct the consultant in writing to begin the work on each phase of the project upon receipt of written evidence from the firm of the appropriateness of such action.

The City will direct the firm in writing to furnish any special services, sub-consultants and/or extra work that may be required on the project upon receipt of written evidence from the firm detailing as to cost, time schedule, and reason for such special service or extra work.

CONTRACT PAYMENT SCHEDULE

Payment for a contract entered into as a result of this request will be made monthly upon receipt of the firm's billing invoice. The firm's billing invoice should include detailed information regarding person-hours expended by classification and by task, as well as information regarding such items as mileage, materials, and other non-overhead costs

CONSULTANTS STATEMENT OF QUALIFICATIONS

As a minimum each firm's statement of qualifications shall include the following items:

BUSINESS ORGANIZATION

State the full name and address of your organization, and if applicable, any branch offices or other subordinate elements that will perform or assist in performing the work. Indicate whether you operate as an individual, partnership, limited liability company or corporation. If a corporation or limited liability company, indicate the State in which you are incorporated. State that you are licensed to operate in the State of Michigan.

APPLICABLE EXPERIENCE

Include a brief description of five wastewater treatment plant and collection system improvement projects of similar scope that your firm has completed in the last 10 years. Note any innovative approaches incorporated into the projects. Indicate which projects were funded using CWSRF funds and indicate if your firm prepared the CWSRF Project Plan for that specific project. Highlights from example studies, models, other work products, and any awards earned from applicable projects can be included.

APPROACH TO THE PROJECT

Provide a brief outline as to the steps you would take to accomplish the work.

PROJECT STAFFING

Indicate the key professional personnel, by skill and qualifications, that will be assigned to the projects and include their resumes. Indicate where these individual personnel will be physically located and the percentage of time each individual will be involved while they are engaged in the work.

AUTHORIZED NEGOTIATIONS

Include the names, telephone numbers and e-mails of those persons in your organization authorized to negotiate the proposed contract with the City of Caro.

ADDITIONAL INFORMATION

The firm may also include any additional information and/or comments believed to be pertinent but not specifically requested elsewhere in the document.

SPECIFIC PROJECT INFORMATION

INTRODUCTION TO PROJECT

The Caro WWTP was originally commissioned in 1957 with major upgrades constructed in the mid-1980's and early 2000's. The plant is currently an oxidation ditch design with rectangular primary settling tanks (not currently in operation), a single oxidation ditch with three endless aeration channels, three circular secondary clarifiers, followed by gas chlorination for disinfection and de-chlorination prior to gravity discharge to the Cass River.

Aerobic digesters, one primary and one secondary, and onsite sludge drying beds are also part of the overall operations of the facility. Digested and dried sludge is hauled and land applied by outside vendors.

The most recent major improvement to the facility was constructed in 2008 to replace the former rotating biological contactor system with the oxidation ditch system for secondary treatment, add a third secondary clarifier, replace pretreatment equipment, and make improvements to the digester system.

Preliminary treatment equipment is housed in a pretreatment building and consists of a 0.5" clear opening mechanically cleaned bar screen and screenings compactor, a vortex type grit separator, and a Pista Grit system for grit washing, concentrating and conveyance to the grit disposal hopper.

The design average daily flow capacity of the plant is 1.2 MGD, with a design peak hour flow of approximately 3.04 MGD. Flow above 1.2 MGD is moderated by a flow equalization basin located downstream of the preliminary treatment equipment.

The City is currently contemplating a major renovation of the facility and intends to apply for Clean Water State Revolving Fund (CWSRF) funding for that effort. The preparation of the Project Plan is a key component of the CWSRF funding application. It is the intent that the selected Design Engineer will prepare and submit the Project Plan on behalf of the City.

Improvements to the system will be refined during the CWSRF project plan phase with potential addition improvements that may include:

- Controls enhancements at collection system lift stations to allow remote power status monitoring
- Sanitary collection system improvements
- Site improvements at the WWTP to better facilitate septage receiving and to address asphalt roadway deterioration
- Sludge storage enhancements such as a greenhouse over the drying beds and/or a sludge storage building
- Digester system improvements to enhance digested sludge thickening
- Primary digester cover replacement

- Secondary clarifier improvements to upgrade rotating equipment and to replace baffles and weirs in two of the secondary clarifiers
- Disinfection system equipment replacement and/or conversion to a UV disinfection system
- Replacement of exterior doors throughout the WWTP facility
- Replacement of windows in the main administration building
- Replacement or refacing of cabinets in the WWTP laboratory
- Miscellaneous concrete repairs

The above is not a comprehensive list of all potential projects but serves as a preliminary guideline for work being contemplated by the City.

SCOPE OF SERVICES

The following tasks are provided based on the City of Caro's initial concept as to the scope of the project. These tasks may be modified in the short-listed firms' final proposals to reflect their approach to the project.

Review WWTP and Collection System Needs and Develop CWSRF Project Plan for Selected Alternatives

The Construction of the Project is proposed to be funded by the Clean Water State Revolving Fund (CWSRF) program. The consultant selected for this work will be expected to facilitate all necessary efforts to apply for and obtain CWSRF funding. These efforts are to include but not be limited to:

- Meeting with City of Caro and EGLE staff to discuss the project after the ITA has been submitted
- Meeting with Caro staff during the Project Plan development phase to discuss planned projects, establish budgetary estimates and refine the list of improvements
- Meeting with Caro staff during the Project Plan development phase to discuss planned projects, establish budgetary estimates and refine the list of improvements
- Development and submission of the Project Plan based on deadlines outlined by EGLE for FY 2024 CWSRF funding.
- Public hearing administration

Recommended Plan & Confirm Design Parameters

The City and the Consultant will hold a kickoff meeting at the WWTP to review the needs of the facility, collection system and establish project priorities and overall construction budget following submission of the CWSRF Project Plan

Once the final recommended alternatives are selected and agreed to by the City, the Consultant will prepare a design memorandum outlining the basis of design for the recommended improvements. The final basis of design will be submitted to and reviewed by EGLE.

Field Surveys & Investigation

All field surveys needed to prepare the final construction drawings and provide exhibits for permits will be provide by the Consultant. The Consultant shall obtain soil borings as needed to properly design and obtain informed bids for the improvements.

Construction Plans & Specifications

The Consultant will prepare detailed construction plans and specifications acceptable to the City

for the proposed improvements. The consultant will need to prepare at a minimum two sets of construction documents. One set of biddable plans and specifications for the WWTP Improvements and another set of biddable plans and specifications for the Collection System Improvements. All plans shall be at a scale of at least 1"=40' on 24" x 36" sheets as well as digital copies. Plans and specifications shall be prepared to industry standards for such projects. The Consultant will provide an Engineer's Estimate of probable cost for the project based on the 60% and 90% plan document stages and final design plans.

Easements & Permits

The Consultant will be required to prepare, submit, and negotiate all local and state permits required for the construction of the various facets of the projects including but not limited to: EGLE Part 41 Permit Application for Wastewater Systems; EGLE permits for wetlands, floodplains, and all other customary permits necessary and applicable for this project.

The Consultant will provide the legal descriptions for all permanent and temporary construction easements. The City will prepare the actual easement documents and obtain the easements. The final easement description will be verified after construction is completed.

Bidding

The Consultant will distribute bid documents as required to potential bidders. The Consultant will conduct a prebid meeting; respond to all questions during bidding; prepare any addenda; tabulate all bids; and provide a recommendation for award to the Director of Wastewater Systems.

EVALUATION OF QUALIFICATIONS

All Statement of Qualifications received shall be subject to an evaluation by representatives of the City. The following factors will be considered in making the selection of the firms short-listed and the firm ultimately selected:

A. INITIAL EVALUATION OF ALL FIRMS SUBMITTING A STATEMENT OF QUALIFICATIONS

EXPERIENCE:

Will be based upon applicable experience of the firm and key team members with similar type projects within the recent past, specifically with respect to experience at similar facilities and experience with the CWSRF funding process.

UNDERSTANDING OF THE PROJECT/PROBLEM:

Will be based upon the general understanding of the work exhibited by the firm in their initial submittal.

METHOD OF APPROACH:

Will be based upon the general statements and work plan presented in their initial submittal.

TIME & EFFORT:

Will be based upon the firm's ability to meet the proposed schedule for a FY 2024 project construction.

ACCESSIBILITY:

Will be based upon the ability of the firm to work closely with the City staff for the duration of the project.

B. EVALUATION OF ALL FIRMS SHORT-LISTED AND INTERVIEWED

EXPERIENCE

Will be based upon applicable experience of the firm and key team members with similar type projects within the recent past.

UNDERSTANDING OF THE PROJECT/PROBLEM:

Will be based upon the understanding exhibited by the firm in a detailed narrative statement of work presented during the interview process. Explain the choice of methodology including its strengths and weaknesses. Provide a timeline indicating in a bar chart display each event task and decision points in your work plan.

METHOD OF APPROACH:

Will be based upon the technical soundness of the firm’s stated approach to the project, the comprehensiveness of the proposed work tasks, the techniques to be used and the products to be delivered. The firms should discuss any innovative approaches to provide for highly efficient, “Green” initiatives that provide for long term cost savings.

TIME & EFFORT

Will be based upon a review of the timeline for each task (presented in bar chart), designated decision points, the Critical Path, and the total time necessary to accomplish the work, and the firm’s acknowledgement of any critical deadlines.

ACCESSIBILITY

Will be based upon the ability of the firm to work closely with the City staff for the duration of the project.

COST PROPOSAL

(ONLY REQUIRED OF FIRMS SHORT-LISTED FOR INTERVIEWS)

COST & PRICE ANALYSIS

The information requested in this section will be held in confidence and will not be revealed to or discussed with the competitors.

This portion of the proposal must be submitted in a separate sealed envelope inside your submittal and clearly marked “RFQ COST PROPOSAL”. The Cost Proposal Portion must include a task-by-task summary of costs and staff-hour distribution in a readable format and a task-by-task breakdown of costs in a format as described below:

1. Hourly Rates: Itemize to show the following for each category of personnel with a different rate per hour:
 - a. Category, i.e. project manager, senior engineer, etc...
 - b. Estimated hours
 - c. Rate per hour
 - d. Total cost for each category and for all staff needs
2. General and Administrative Burden or Overhead: Indicate percentage and total cost.
3. Cost of Supplies and Materials: Itemize
4. Other Direct Costs: Itemize
5. Transportation Costs: Show travel costs and per diem separately
6. Total Bid Price for the Project

Cost Proposal will only be required from the firms short-listed for interviews and should not be submitted with the Statement of Qualifications.

PRICE/VALUE

The City of Caro reserves the right to negotiate a final project price and scope that provides the greatest value in regard to cost vs. services provided.

**ADVERTISEMENT FOR PROFESSIONAL ENGINEERING FIRMS TO
SUBMIT A STATEMENT OF QUALIFICATIONS**

A Request for Statements of Qualifications was posted on the City of Caro website.

TENTATIVE SCHEDULE

Issue RFQ	November 18, 2022
Preproposal meeting to review project	November 30, 2022
Receive SOQ	December 15, 2022
Select Firms to be Interviewed	December 19, 2022
Interviews	Week of January 9, 2023
Select Firm to Begin Negotiations	Week of January 16, 2023
City Council Award	Month of February 2023
Submit Project Plan to EGLE	May 1, 2023
Final Plans Submitted to EGLE	Based on Funding Quarter