

6-28-19 Posting Date
City of Chillicothe WWTP Facilities Improvements
Response Due Date: 7-17-19

General services required

Provide engineering and design services for the improvements defined in the recommended alternative of the City's Wastewater Treatment Plant Facilities Review document. The City is also considering the benefits of incorporating solar energy power into the WWTP improvements project. Included with the design will be the preparation of Plans and Specifications and assisting the City, as needed, with the bidding and construction administration & inspection. Overall project budget including design, and construction is estimated at \$27 million. The City may choose to complete portions of the improvements under a design-build scenario and the selected consultant would be needed to assist as the criteria engineer preparing the design-build documents and scope of work. Items being considered include additional sludge storage and dewatering equipment, UV disinfection, and screw pump improvements.

Project Description

The City of Chillicothe, Ohio Wastewater Treatment Plant was originally constructed in 1938 with the most recent modification completed in 2002. However, the majority of the significant existing WWTP processes, infrastructure and equipment were originally constructed in 1984. Based on the current National Pollution Discharge Elimination (NPDES) permit, the existing WWTP is rated for an average daily flow (ADF) of 3.8 million gallons per day (MGD). The WWTP has a maximum wet weather treatment capacity of 14.0 million gallons per day (MGD).

It should be noted that most of the significant treatment processes and treatment equipment have not been evaluated or updated in over 30 years.

A summary of the treatment processes is briefly outlined here:

Preliminary Treatment:

Influent Screw Pump
Preliminary treatment Building
Mechanical Screen
Aerated Grit Chamber
Parshall Flume

Primary Treatment:

Primary Clarifier
Primary Sludge Pump Station

Secondary Treatment:

Secondary Pump Station
Trickling Filters
Aeration Tanks
Secondary Clarifiers
WAS/RAS Sludge pumping Stations
Chlorine Contact Tank

Existing Bio-solids Processes:

Gravity Sludge Thickening
Anaerobic Digestion
Centrifuge Sludge Thickener
Sludge Storage Tanks
Contracted Land Application on Bio-solids.

Chemical Feed:

Chemical feed facilities at the WWTP include: Chlorine Gas for final effluent disinfection. Sodium Thiosulfate for final effluent dechlorination, and polymer for anaerobic sludge dewatering.

The primary scope of work will involve the design and plan development of the selected alternative outlined in the City's Wastewater Treatment Plant Facilities Review document. This includes support with funding and financial options, public involvement meetings, and periodic updates to City Council. Additionally, by the 30% design milestone, the selected firm will have identified with the City any stand-alone projects to be constructed through a design-build delivery. The initial agreement with the selected firm will include these services up to the 30% design milestone. From this milestone a final scope of services for the improvements to the wastewater plant will be known and the agreement will be extended through a negotiated amendment up to the preparation of bidding and construction documents. Prior to bidding this project, the City may choose to negotiate bidding and construction services with the selected firm or solicit proposals from other firms.

The secondary scope of work will involve the selected firm to act as the criteria engineer for any design-build projects bid out by the City as part of the wastewater plant improvements. These services will be negotiated with the selected firm as an amendment to the original agreement once the 30% design milestone is reached. Firms with experience and knowledge of water and wastewater design-build projects are preferred.

Interested firms may also contact David Fishel david.fishel@chillicotheoh.gov, or Thomas Burnett thomas.burnett@chillicotheoh.gov, at 740-773-1932 with additional questions and to request a PDF copy to the WWTP Facilities Review document.

Critical previous experience

Wastewater Treatment and Process Design
Funding Resources
Design-Build Project Delivery
Construction Administration & Inspection

Completion Schedule

30% Design Milestone – 4 months
Final Plans and Specifications – 9 months

Suspended or Debarred Firms

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

Compliance with Title VI of the Civil Rights Act of 1964

The City of Chillicothe, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation

and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

Selection Procedures

The City will short list four (4) consultants based on the Letter of Interest (LoI). Interviews will be conducted with the short-listed consultants and a format for the interviews will be provided. A Selection Committee will hold the interviews and rank each consultant, with the consultant receiving the highest score being selected for this project. The requirements for the LoI and the Consultant Selection Rating Form that will be used to short list the consultant is shown below.

Firms interested in being considered for selection should respond by submitting Four (4) copies of the Letter of Interest to the following address **by 4:00 PM on the response due date** listed above.

David Fishel, PE
Director of Utilities
501 Back Road
Chillicothe, OH 45601

Responses received after 4:00 PM on the response due date will not be considered.

Requirements for Letters of Interest

- A. Instructions for Preparing and Submitting a Letter of Interest
1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
 2. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages, **including** the four (4) pages for the Project Approach (Item B.5 below).
 3. Please adhere to the following requirements in preparing and binding letters of interest:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8½" x 11" paper only.
 - d. Bind letters of interest by stapling at the upper left-hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.
- B. Letter of Interest Content
1. List the types of services for which your firm is currently practices in the State of Ohio.
 2. List significant subconsultants, if any, their role and the percentage of work to be performed by each subconsultant.
 3. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each. Address the experience of the key staff members on similar projects, and the staff qualifications relative to the study.
 4. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
 5. Provide a description of your Project Approach, not to exceed four (4) pages. Confirm that the firm has visited the site and address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Qualifications for the project; 4) Knowledge and experience concerning relevant OEPA and local standards, procedures and guidance

documents; 5) Innovative ideas; 6) Project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Items 1 thru 5 must be included within the 10-page body of the LoI. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Consultant Selection Rating Form

Project: WWTP Facilities Improvements

Selection Committee Members:
 Safety/Services Director
 Utilities Director
 WWTP Supervisor

Firm Name:

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	20	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	15	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
Consultant's Past Performance	25	See Note 3, Exhibit 1	
Project Approach	30		
Total	100		

Exhibit 1 - Consultant Selection Rating Form Notes

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar studies and past performance for the City and other agencies. The selection committee may contact outside agencies if necessary.

Differential scoring should consider the relative importance of the project manager's role in the success of the study. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.

As above, other agencies may be contacted.

3. The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points.
4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.