

## **CITY OF DELAWARE, OHIO**

### **Request for Proposals Detailed Design Services for UOWRC Tertiary Filter Improvements**

#### **1. INTRODUCTION AND BACKGROUND**

The City of Delaware, Ohio invites qualified, interested firms to submit proposals for professional services to complete the design of the Upper Olentangy Water Reclamation Center (UOWRC) Tertiary Filter Improvements.

The existing traveling bridge sand filters are not performing adequately and do not have sufficient capacity to treat the 10 million gallons per day (mgd). The City would like to replace these filters with new tertiary filtration equipment.

Enclosed for reference are the relevant sections of the Specifications, Drawings, and O&M Manual from the 2006 UOWRC Expansion and Improvements project.

The Engineer will provide the following services for the Tertiary Filter Improvements at the UOWRC for the City of Delaware, Ohio (Owner):

- Preliminary design services to evaluate filtration equipment and determine basis of design;
- Detailed design services including the development of bidding/construction documents;
- Review of City building codes and other applicable codes for electrical and/or HVAC upgrades in the Tertiary Filter Building;
- Regulatory assistance, including submittal and assistance with approval of Permit-to-Install application to the Ohio Environmental Protection Agency (OEPA);
- Bidding assistance services.

Construction phase services may be added to the project by amendment, at the City's discretion. The engineering scope of services to be provided is generally described as follows.

#### **2. SCOPE OF SERVICES**

The Consultant shall furnish all services as required in order to provide these services. The Consultant is encouraged to propose modifications to the individual tasks or any part of the scope of services if the Consultant can demonstrate innovative, advanced methodologies that the City may not have specifically identified in the scope of services. The proposed additional modifications shall be identified as optional items with fees listed separately.

The selected consultant will be expected to manage the assigned projects and tasks, carefully control costs and resources, and complete the project work on schedule. The consultant shall assign a project manager who will act as the City's primary contact and will be entirely responsible for the consultant's work (including sub consultant work if applicable). To ensure the project remains on schedule, the following project management activities will be expected:

**Progress reports** – The consultant shall provide progress reports to the City’s project manager at proposed regular intervals which shall include the following information:

- Status of work completed to date.
- Work anticipated to be completed in the next reporting period.
- Problems/obstacles identified during the reported period.
- Outstanding issues (items would remain on this list until resolved).

#### **A. Preliminary Design**

The City has conducted some preliminary investigation into available equipment to replace the existing traveling bridge sand filters. The Engineer will review the results of these investigations with the City. The Engineer will prepare an evaluation of the available filtration equipment. The City and Engineer will review this evaluation and select the basis of design.

#### **B. Final Design**

The Engineer will design and prepare bid documents for the proposed Tertiary Filter Improvements outlined below. The improvements include the following:

- Demolition of the two existing traveling bridge sand filters and all associated equipment and appurtenances
- Installation of new tertiary filtration equipment with a capacity of 10 mgd to meet the effluent total suspended solids discharge limit requirement of 14 mg/L monthly average in the summer and 25 mg/L monthly average in the winter
- Installation of associated piping, valves, control panels, chemical feed systems, and all appurtenances
- Installation of a third screw pump to increase the firm pumping capacity from 5 mgd to 10 mgd
- Modifications to the Tertiary Filter Building to provide an overhead door and hoist system for installing or removing the tertiary filtration equipment
- Installation and programming of a new PLC based master control panel to monitor and control the new tertiary filtration equipment via communication with the UOWRC plant SCADA system
- Other, as required

The Engineer will prepare a design criteria summary and draft drawings at approximately 30% completion for review by the City. The purpose of the design criteria summary and 30% drawings will be to finalize the size and orientation of the tertiary filtration improvements. Additionally, the existing electrical equipment, I&C and SCADA systems will be evaluated. The intent of the electrical, I&C, and SCADA system evaluations is for a cost estimate for the tertiary filtration improvements and to provide baseline requirements for the improvements to these support systems. Included in the design will be a list of proposed manufacturers of the tertiary filtration equipment for review by the City.

The Engineer will prepare and submit draft drawings at the 60% and 90% design completion stages for review and comment by the City. Four (4) half-size sets of review drawings will be

prepared and submitted to the City for review and comment at each stage. Draft equipment specifications will be provided at the 60% design completion stage and a draft project manual with all specifications will be provided at the 90% design completion stage.

All major equipment will be specified for multiple manufacturer options for selection and bidding by contractors. Bid documents will outline the project work according to the following disciplines:

- General/Site Work
- Mechanical Process
- Electrical
- Instrumentation
- Miscellaneous Details

Based on the current Ohio Revised Code requirements, the project will be prepared for bidding in a single prime contract format. Improvements will be designed to conform to Ohio EPA requirements, which generally parallel those defined in "Recommended Standards for Wastewater Facilities" (Ten State Standards - 2014 edition).

The bid documents will include detailed drawings and a project manual. The drawings will be 22"x34" and prepared in AutoCAD format. The Project Manual will include technical specifications and front-end documents, including instructions to bidders, bid forms, agreement, general conditions, supplementary conditions and other documents that may be required for bidding. The Engineer shall use City contract documents. The construction sequence, wastewater plant operation impacts, and operational criteria will be developed and outlined in the specifications to maintain the wastewater plant operability during construction.

The Engineer will develop an opinion of probable construction cost based on the design criteria summary, 60% design completion stage and on the final bid documents for submittal to the City.

A minimum review time of two (2) weeks will be required by the City after each design submittal. After the review period, a review meeting will be conducted to discuss City questions and comments of the design submittal. The design documents shall undergo a formal internal review process by the Engineer prior to each submittal to the City. The Engineer's reviewers shall be integrated into the planning and design project throughout the project to ensure technical quality.

The Engineer will coordinate a kickoff meeting at the start of the design and three review meetings after the 30%, 60% and 90% design documents are submitted to the City. After each meeting, meeting minutes that summarize all decisions and action items will be prepared and submitted to the City.

### **C. Code Review**

The Engineer will review and follow City of Delaware building codes for required electrical and/or HVAC upgrades in the Tertiary Filter Building to incorporate with the design improvements, and all other building codes as necessary.

#### **D. Regulatory Assistance**

At the 90% design submittal to the City, the Engineer will prepare a submittal package to be reviewed by the Ohio Environmental Protection Agency for a Permit-to-Install (PTI) for the project. The Engineer will organize and attend one meeting with OEPA to review the PTI submittal, and any follow up meetings if required based on OEPA comments.

#### **E. Bidding**

The Engineer will provide the following project bidding services:

- Prepare advertisement to bidders.
- Copy and distribute bid documents to interested bidders.
- Respond to all bidder questions.
- Prepare addenda(s) required to address bidder questions and issues.
- Attend and facilitate pre-bid meeting.
- Attend bid opening and tabulate all bids received.
- Evaluate bids and make recommendation of award to the City.

### **3. Estimated Schedule**

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|---|--------------------|
| • City issues Request for Proposals     | July 12, 2016      |
| • RFP's due to the City                 | August 16, 2016    |
| • Consultant Selection and Negotiations | August 25, 2016    |
| • City Manager Approval of Contract     | September 6, 2016  |
| • City Issue Notice-to-Proceed          | September 12, 2016 |
| • Estimated Project Completion          | February 1, 2017   |

### **4. Proposal Guidelines**

#### **A. Introductory Letter.**

This letter should be on company letterhead and addressed to the City's project manager with a statement on the Consultant's basic understanding of the City's proposal.

#### **B. Office location from which the work will be performed.**

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.

#### **C. Qualifications and Experience of Firm and Key Team Members.**

The Consultant shall identify the project manager and other key personnel (including sub-consultants) that will be assigned to this project and provide resumes of these individuals. Include detailed information of these individuals to indicate their availability to work on the project.

#### **D. References**

The Consultant shall provide a list of completed projects similar to the City's proposed project which the consultants and sub-consultants have completed. Include information on key personnel assigned to project, project costs, and client information for references.

**E. Project Approach, Coordination and Schedule**

Describe your firm’s understanding of the project and provide a clear description of the technical approach to be undertaken on the project, including the level of effort required for the proposed work. The Consultant shall prepare a detailed Scope of Services for the project, detailing each of the items listed in the basic scope of services above. 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 task in the overall review, analysis and completion of the project, including estimated project hours to complete each task in the scope of services. 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. The Consultant shall provide a written summary of information needed from the City to complete the scope of services. Provide a schedule based on the notice to proceed date including deliverables for performing the tasks identified in the scope of services.

**F. Cost Proposal and Fee Schedule**

The proposal should include a detailed scope of services and all costs for which the Consultant expects to be compensated for, including all materials and services provided. The quoted fee shall constitute full and complete compensation for the services and materials provided as outlined above. Consultant staff fee schedule should clearly indicate effective dates, applicable escalation clauses, and miscellaneous billable costs, in addition to hourly rates. **The cost proposal (five copies) shall be submitted in a separate, sealed envelope.** The cost proposal will NOT be reviewed during the evaluation process. The cost proposal will only be opened and used in negotiating a contract with the highest ranked Consultant. After contract negotiations and award of contract, all unopened cost proposals will be returned to the consultants.

**5. Selection Process**

After the City is in receipt of all proposals, the City will conduct an evaluation of the written proposals and rank them accordingly. The City will then open the cost proposal envelope from the highest ranked firm and negotiate a contract which is reasonable and mutually agreeable to the City and the highest ranked Consultant. If there are unresolved issues and negotiations are unsuccessful with the top ranked firm, negotiations with that firm will be formally terminated, and the City will attempt to negotiate an agreement with the next highest ranked Consultant. The award of the selected Consultant’s contract will be subject to the City Manager’s approval.

**6. Selection Criteria**

- A. The Consultant selected for this project shall have demonstrated experience with the design of tertiary filtration improvements.
- B. Selection will be based upon the following criteria:
  - a. Consultant’s understanding of the City’s required tasks and needs as demonstrated in the Consultant’s scope of services. (25 points)
  - b. Consultant’s experience with similar projects comparable in type, size, and complexity. (20 points)
  - c. Qualifications of the Consultant’s staff assigned to perform the work with this project. (25 points)

- d. Demonstrated ability of the Consultant to perform high quality work, to control costs, and meet project schedules. (20 points)
- e. Consultant's past performance on projects with the City. (10 points)

**7. Request for Proposals Inquiries**

Questions regarding this Request for Proposal should be made in writing and emailed to [bstanton@delawareohio.net](mailto:bstanton@delawareohio.net) or sent to the address below. All questions must be submitted by 5:00pm August 9, 2016.

**8. Submittal Deadline**

The City must receive five (5) sets of proposals from Consultants no later than 5:00 P.M. on August 16, 2016. Submitted as follows:

Mr. Brad Stanton  
Public Utilities Director  
City of Delaware  
225 Cherry Street  
Delaware, Ohio 43015