
TO: Prospective Engineering Firms

FROM: Joseph C. Gies, C.F.M.
City Project Coordinator
City of Shelby

DATE: January 5, 2015

RE: Request for Qualification
Civil Engineering Services
City of Shelby Wastewater Treatment Plant Renovation

RESPONSE DUE: January 30, 2014

The City of Shelby is soliciting engineering professional services for the above referenced project. The City of Shelby intends to select the engineering firm based on the content of the associated evaluation criteria.

A. Project Background

The City's original WWTP was constructed in 1953 for the treatment of sewage. The plant was expanded in 1988 (elimination of sanitary bypass and a 1.8 million gallon retention pond) to its current capacity of 2.5 MGD average flow and 5 MGD peak daily flow. In 2005, storm water related upgrades, a new 18 million gallon retention pond and grinder and screen building were added.

B. Need for Project

- 1) Aged Equipment- The Shelby WWTP is still using equipment from the 1953 project. Most of the equipment has been well maintained but is wearing out and in need of more frequent repair. Repair parts are becoming increasingly difficult to obtain. To ensure that the plant will operate consistently, efficiently, and without significant maintenance issues for the next 20 years and beyond, most of the existing equipment needs to be replaced
- 2) Increased Pollutant Load- The City of Shelby accepts landfill leachate from Rumpke's Noble Road Landfill and two other landfill facilities in the neighborhood, and septage from package plants for treatment. The acceptance of the effluent has made it difficult to comply with the permitted discharge limits. Therefore, it is necessary to make sure that the Shelby WWTP has adequate capacity to process leachate and commercial effluent without any discharge violations, especially effluent ammonia.
- 3) Overflow- Periodical bypass events have been reported by the City of Shelby WWTP following wet weather. According to Ohio EPA, bypasses from wastewater treatment plants are considered violations of the terms and conditions of the City of Shelby WWTP NPDES permit. Provisions will be needed to be made with this project to eliminate bypasses.

C. Project Scope

The selected engineering firm will work with the City of Shelby Engineering Department, Wastewater Treatment Plant Officials and other City employees. Anticipated tasks are expected to include the following.

- 1) Grinder /Screen Building: (a) replace existing screen with a new screen and compactor to discharge screenings at grade; (b) isolate electrical gear and ensure that the entire building is explosion proofed; and (c) upgrade HVAC and repaint interior.
- 2) Stormwater Pumping and Retention Basins: replace pumps and install other controls
- 3) Influent Pumping: replace influent pumps, install flow meters and replace control panel
- 4) Primary Clarifier: scum pump modifications and install flow meters
- 5) Aeration Blowers and Air Controls: install new blowers and other piping modifications.
- 6) Aeration Tanks: Install pH and DO analyzers to monitor biological system
- 7) Final Clarifiers: construct a new 50-ft diameter final clarifier
- 8) General Site Improvements
- 9) Office space and amenities
- 10) Other items as outlined in report.

Available Information

- Wastewater Treatment Plant Facilities Plan, City of Shelby, OH, compiled by CT Consultants.

D: Anticipated Schedule

1. Proposals received: January 30, 2015
2. Proposals evaluated: February 2015
3. Consultant Interviews (if necessary)/Selection Process Concludes: February 2015
4. Negotiate Engineering Contract and enter into contract: February 2015
- 5: Contract submitted to WPCLF for tentative approval: March 2015
- 6: Award contract and start engineering: July 2015
- 7: Advertise for construction bids: May 2016
- 8: Open bids and award contracts: June 2016

E: Instructions for preparing and submitting a Proposal:

1. Provide the information requested within the page limits specified. Any proposal content exceeding the 10 page limit will not be reviewed and considered.
2. Minimum 10 point font. Two columns per page maximum. One-sided printing.
3. A signed cover letter may be included exclusive of the page limit. A cover page is also permitted in addition to the signed letter (exclusive of the page limit).
4. Submit five unbound paper copies of the proposal. A PDF version may be submitted via email in addition to but not in the place of the paper copy.

F. Proposal Content

1. Company Background (1 page): Provide a brief and concise history of the firm listing corporate officers, general experience and specific capabilities. State the location of the office in which each component of work for this project will be accomplished or originate.
2. Project Manager (2 pages): Identify your Project Manager, similar experience in managing projects, plan review and coordinating plan reviews. Provide a listing and description of similar design review/ management of projects performed by the project manager within the past 10 years.
3. Project Team / Project Experience (3 pages): Indicate the project team and any technical specialty personnel. Include education and expertise for the technical lead performing the work. List relevant design experience of the team. Provide a listing and description similar projects performed by the project team. Include critical project elements and applied solutions relevant to this project.
4. Qualifications: (1 page): The following minimum qualifications are required:
 - a. Licensed State of Ohio Engineers and Surveyors Board
 - i. Indicate additional licenses held by project team
 - ii. Indicate the team member responsible for review of the following specialties:
 - Floodplain Management
 - Engineering of Waste Water Treatment Plant Projects
 - OEPA Permitting
 - WPCLF experience
5. Approach (2 pages): Summarize your approach to performing the work.
- 6: References (1 page): Provide up to 5 client references other than City of Shelby which your firm as completed similar services (as listed in Section C within the last 10 years).

G: Selection Criteria:

The City of Shelby follows a Qualifications Based Selection Process. Submittals will be ranked according to the following criteria:

- 1) Background: (20 points)
 - a. Company services applicable to project components (scoring 1-5)
 - b. Distance to City of Shelby offices and the Wastewater Treatment Plant:
 - i. 0-100 miles (5)
 - ii. 100-150 miles (3)
 - iii. 150-200 miles (1)
 - c. City of Shelby staff experience with firm (1-5)
 - d. City of Shelby contract history (1-5)
- 2) Project Manager (20 points)
 - a. Program Management / Coordination (scoring 1-10)
 - b. Similar Project Types Involvement Experience (Scoring 1-10)

- 3) Project Team Experience: (50 points)
- a. Floodplain Management (1-10)
 - b. Engineering of Wastewater Treatment Plant Projects (1-20)
 - c. OEPA Permitting (1-10)
 - d. WPCLF Experience (1-10)

4: Qualifications: Provide listing of qualifications met. Include any other relevant specialties in addition to those listed. (10 points)

5: Approach: (5 points)

6: References: (5 points)

Where specific criteria are not identified, consultant submittals will be scored in comparison to each other.

H. Proposal Submittal

Proposals shall be submitted no later than 4:30 pm on January 30, 2015. Submittals shall be made to the attention of and questions regarding this request should be direct to:

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City Project Coordinator
City of Shelby
43 West Main Street
Shelby, OH 44875

419-342-3600 (Office Direct)
joegies@shelbyohio.org

Responses received after the above deadline will not be considered.