

REQUEST FOR QUALIFICATIONS

CITY OF SANDY, OREGON

WASTEWATER SYSTEM FACILITIES PLAN AMENDMENT

The City of Sandy (City) is soliciting statements of interest and qualifications information from consulting engineering firms to develop an update and amendment to the City of Sandy 2019 Wastewater System Facilities Master Plan, in addition to biosolids management, recycled water and related planning and design services.

Sandy is located approximately 25 miles east of Portland, Oregon with a population of 12,612 (2020 U.S. Census). The treatment system consists of a 2.9 MGD (maximum month wet weather flow) activated sludge treatment plant (placed in service in 1998, upgraded in 2022) with effluent filtration and UV disinfection. Effluent is permitted to be discharged to Tickle Creek (a tributary of the Clackamas River) only between November 1st and April 30th. Between May 1st and October 31st, Sandy produces Class B recycled water, which is all conveyed to a local ornamental nursery for irrigation.

The City is executing a large program to upgrade their wastewater collection and treatment facilities. The program, branded as the Clean Waters Program, will increase the protection of receiving stream water quality while planning for a growing community. The Wastewater Facility Plan, prepared by MurraySmith, was adopted in 2019. The Facility Plan recommended a program that included four phases of expansion -Phase 1A (ongoing), Phase 1B, Phase 2 and Phase 3, which centered upon obtaining a second outfall on the Sandy River (or alternative discharge) and constructing a second wastewater treatment plant – a satellite MBR facility.

The City is currently facing the following challenges with their Wastewater Facilities:

- Current facilities are nearing capacity and must expand to accommodate growth
- Regulatory restrictions
 - The current discharge into Tickle Creek is limited by the Three Basin Rule
 - The City's National Pollution Discharge Elimination System (NPDES) Permit only allows discharge into receiving streams from November 1 to April 30
 - The City doesn't have a permitted alternative discharge
- The existing infrastructure is aging
- Cost escalation has impacted infrastructure project affordability

The City began implementing Phase1A in 2019, with improvements made to the collection system and immediate needs improvements at the existing wastewater treatment plant (WWTP). The WWTP construction project is anticipated to be complete in December 2022 followed by a stress test to establish re-rated treatment plant capacity. Collection system rehabilitation of basins 6 and 7 (not originally in the facility plan recommendation) will complete construction in winter of 2023. Rehabilitation of collection system basins 2 and 8 has been completed. The City will submit an NPDES permit application for a new outfall on the Sandy River in summer of 2022,

although the outcome of the permit approval is unknown, and the timing of constructing the new outfall, if approved, is likely further out than initially conceptualized in the facility plan.

As the City began implementing Phase 1A, it began experiencing unexpected project cost increases. A reassessment of the future program estimates for Phase 1B (construction of the Satellite MBR Facility and new outfall system) revealed the budget is no longer an affordable option for the City to complete as currently conceptualized.

As a result of the affordability concerns, and schedule concerns of when an alternative discharge could be completed, the City is looking for a consulting engineering firm to prepare a facility plan amendment with a revised capital improvement plan (CIP) for near-term and long-term wastewater system solutions. The facility plan amendment needs to determine if a more economical compliance solution is available than building the satellite treatment plant. In addition, the City desires the facility plan amendment to address compliance issues during the shoulder seasons of May and October, when discharge to Tickle Creek is prohibited, and irrigation is not needed/storage ponds are full. The plan shall also address how the City can stay in compliance with upgrades to the existing treatment plant while building the long term effluent discharge solution in a 5 -10 year timeframe– either a Sandy River Outfall or alternative discharge.

The 2019 Wastewater System Facilities Plan can be found in Attachment A. Additional reports available include: Attachment B - Detailed Discharge Alternatives Analysis (2021); Attachment C - Sandy Wastewater Treatment Plant Condition Assessment Improvements Project Preliminary Design Evaluation Report (March 2021); and Attachment D - Summary of Clean Water System Improvements (April 2022) gives a status of the Phase 1A elements in design and construction, and the evolution of the program.

Desired Qualifications

1. A consultant team, Principal, Project Manager, and Project Engineer that can work closely with the City, the City's consultants, and regulatory agency staff to refine the scope of work and develop the facility plan amendment resulting in an affordable solution and better defined Capital Improvement Plan.
2. A consultant team, Principal, Project Manager and Project Engineer with a demonstrated track record preparing and completing wastewater system facilities plans, design retrofits and construction management in Oregon similar in scale and scope to the work contemplated.
3. A consultant team, Principal, Project Manager and Project Engineer and key personnel that have worked together for over five years.
4. A consultant team with proven expertise in value engineering and accurate cost estimating.

5. A consultant team, Principal, Project Manager and Project Engineer with the ability to evaluate the existing collection, pumping, and treatment systems and develop concepts, alternatives, recommendations, and preliminary cost estimates for necessary improvements. A consultant team with a deep bench of qualified staff that can work on multiple projects in parallel.
6. A consultant team with demonstrated regulatory experience in Oregon, including but not limited to, developing NPDES Permits, Water Pollution Control Facility (WPCF) Permits, Joint Permit Applications (JPA), recycle water plans, biosolids plans, and National Environmental Policy Act (NEPA) reviews.
7. A consultant team with a local Oregon presence with key team members able to regularly commute to the City of Sandy.

Tasks and Deliverables

1. Project Management
Coordination with the project team, regulatory agencies, and other city consultants. Lead bi-weekly progress meetings, maintain a project schedule, earned value and budget, change management and monthly invoicing/project status reports.
2. Facility Plan Amendment
The Facility Plan amendment shall recommend a cost-effective solution to address Sandy's Wastewater issues by providing a plan for the City to maintain environmental compliance, population growth, and economic growth. The facility plan amendment must provide the City with solutions to maintain sustainable environmental compliance as soon as possible while also providing a long-term capital improvement plan. The following deliverables are required for this task:
 - a. Perform optimization analysis and provide an updated BioWin™ process model for incorporation into the Facility Plan Amendment. The consultant shall provide the City with updated current and future treatment capacities, and recommendations for maximizing BOD, TSS and Ammonia-N treatment at the existing WWTP.
 - b. Complete a re-evaluation and rewrite the following list of chapters in the 2019 Wastewater System Facilities Master Plan:
 - Chapter 9 – Initial Wastewater Systems Alternatives Evaluation
 - Chapter 10 – Long term Wastewater Treatment Alternatives Evaluation
 - Chapter 11 – Recommended Capital Improvements Program
 - c. Complete a value engineering study on the City's 2019 Wastewater System Facilities Master Plan based on updated information gathered.

The Consultant shall look at a wide range of solutions, possibly including but not limited to:

- Increased Equalization Capacity/Pond storage in May and October
- Additional Infiltration and Inflow Reduction Projects

- Expansion of the City’s recycled water program to include impoundments or shallow basin infiltration.
- Conversion to a Water Pollution Control Facility
- High-rate treatment options
- Expanding the existing Wastewater Treatment Plant (WWTP)
- New technologies on the existing WWTP footprint
- Convey effluent to Clackamas County Water Environment Services or the City of Gresham (all effluent, just “shoulder season” or peak wet-weather flows, or some combination).
- Pump station to a Sandy River Outfall from the existing WWTP
- Shallow Basin Infiltration of Class A Recycled Water

The City will provide the Consultant with a copy of the Geographic Information System (GIS) database that includes all of the existing sewer infrastructure information, the 2022 calibration of the wastewater collection system model, the existing WWTP BioWin model, and other applicable modeling data and files.

3. Cost Estimation.

Deliver an updated program CIP using more detailed estimates based on design methodology (not parametric models).

4. Biosolids Management Plan update.

- a. Provided an updated biosolids management recommendation in concurrence with the Facility Plan amendment
- b. Reevaluate costs for alternatives for the solids process expansion at the existing WWTP
- c. Update the Biosolids Management Plan and coordinate submittal and approval from the Oregon Department of Environmental Quality (DEQ)

5. Recycled Water Plan update

- a. Provided an updated recycle water plan recommendation in concurrence with the Facility Plan amendment for additional permitted use of Class A recycled water at the existing permitted site and/or Class B or Class C water at alternative site.
- b. Update the Recycled Water Plan and coordinate submittal and approval from the DEQ

6. Permitting Strategies

Provide a list of permitting requirements for the updated Facility Plan. The consultant shall provide a plan to obtain all regulatory approvals in conformity with the updated facility plan schedule. This task will require coordination with the City’s NPDES support consultant.

7. Miscellaneous Tasks

This task shall include various work items on an as-needed basis. Tasks may include, but are not limited to:

- a. 30% design of known conditional assessment (RRM type) improvements at the existing WWTP for rehabilitation or upgrades that are not tied to completion of the facility plan amendment.
- b. Presentations to City staff, City council, and/or the public
- c. Program support and coordination with other consultants and contractors as well as regulatory agencies.

Schedule and Budget

The City's anticipated schedule includes the following two milestones:

- Submit Facility Plan amendment to DEQ no later than May 2, 2023
- Council Adoption of Facility Plan Amendment no later than July 17, 2023
- The related planning and design tasks should be completed prior to adoption of facility plan no later than July 17, 2023

Funding for the Facility Plan Amendment and related planning and design work will be through the Business Oregon ARPA funds which were awarded to the Sandy Clean Water Program.

Submission Requirements

Interested and qualified firms are invited to submit the information that demonstrates their experience in performing projects of this scale and complexity. Documentation should include the following information:

1. Project Team. A brief profile of the firm, principal, project manager, project engineer, discipline engineers and task leads to be assigned to this project along with a brief description of experience and expertise offered by each team member. List staff with local presence available for regularly meeting in Sandy as required.
2. Oregon Statutory Certifications. A statement that the firm is licensed to perform engineering services in the State of Oregon and a certified statement that the firm is not disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.
3. Project Schedule. Submit a one-page project schedule displaying the respondent's plan to complete the work requirements described in the scope of work.
4. Capabilities. A summary demonstrating the firm's qualifications and ability to provide professional services as required to successfully prepare and complete value engineering studies, cost estimating and program budgeting, wastewater facilities plans and plan amendments, process design, treatment plant retrofit design and construction management, permitting, biosolids management and recycled water design and construction, and Capital Infrastructure Plan (CIP) cost estimate complying with OAR 340-052 and other relevant guidelines.

5. Related Experience and References. A representative list of successfully completed and current Facilities Planning, Wastewater Treatment Plant Design Retrofits, value engineering, and regulatory projects in the Pacific Northwest managed by the proposed Project Manager and/or team, comparable to the proposed work including biosolids management planning and recycled water design, construction and permitting. Provide up to 10 detailed project descriptions describing the project, the challenges facing the Owner/Agency, and the proposed solution that was successfully constructed. Examples shall include municipal wastewater treatment plants in Oregon with Average Dry Weather Flows of less than 5 MGD and may include – major treatment plant retrofits, biosolids planning or design and recycled water planning or design. Include the proposed team members that worked on these past projects. Provide the contact information (name, title, email address, and phone numbers) for Owner/Agency project staff on these projects.
6. Sub-consultants. Please include relevant information on sub-consultants your firm would employ for this project, including sub-consultants firm(s) history & profile, specialties, experience, and references.
7. Appendices.
 - a. Resumes - Include resumes that reflect the education, registrations, and experience of key staff.

Limitations

Concise responses with relevant information as outlined in the Submission Requirements section above will be more useful than extensive submittals with elaborate graphics and corporate boilerplate. The following are submissions limitations:

- Sections 1-6 are limited to a total of 16 pages.
- Section 7 is limited to a total of 10 pages.
- The limitation does not apply to covers or dividers unless they are used to convey project information. Any 11-inch x 17-inch page will be counted as two pages. A two-sided 8½ x 11 page counts as two pages.
- Pages beyond these page limitations will not be evaluated.
- Pages shall be numbered in consecutive order.
- The proposal text shall be legible: Arial font, minimum size of 11 points is preferred.

Selection Process

The selection of the engineering firm for this project will be accomplished through the following general timeline for this RFQ. The anticipated schedule may be changed as needed.

Advertisement of RFQ	June 1, 2022
Deadline for Proposal Submission	June 30, 2022
Interviews (optional)	July 26, 2022
Notice of Intent to Award	August 2, 2022
Anticipated Council Award Date	October 3, 2022
Notice to Proceed	October 4, 2022

Statement of Interest & Qualifications (SOQ) will be evaluated by the City Staff and a committee. During the evaluation process, evaluators reserve the right, where it may service the City of Sandy's interests, to request additional information or clarification from potential firms, or to allow corrections of errors or omissions.

The City reserves the right to request an interview from the top two to three firms.

The City will negotiate a contract with the highest-ranked firm to arrive at a mutually acceptable (fair and reasonable) scope of work and fee for services. If the City and firm are unable to reach such an agreement, negotiations will cease and negotiations will begin with the firm chosen as the next highest-ranked and so on until an agreement is reached.

Any and all costs incurred for the preparation of a proposal in response to this solicitation shall be the sole responsibility of the firm or firms submitting the SOQ. The City of Sandy reserves the right to accept or reject any SOQ. However, the City intends to use this solicitation and the process herein described as the preferred method of evaluating responses and of negotiating with short-listed Respondents. The City of Sandy also reserves the right to select the firm that best meets its needs and serves the interests of the City.

Selection Criteria

Criteria for ranking of SOQs include:

1. Project Team Max Points: 20
The proposed team's qualifications, experience, skills, availability, local presence, and commitment to perform the work. The team's past performance and ability to adhere to budgets, schedules, and meet deadlines. Number of team members with local Northwest presence, years of service at firm, years of team members working together. Team experience taking projects from planning, through design and construction.
2. Project Schedule Max Points: 10
Evaluate the respondent's schedule submitted in the SOQ for the consultant's project understanding and approach to accomplish the objectives and tasks.
3. Capabilities Max Points: 20
Abilities and expertise of the project team related to the evaluation of existing wastewater collection, pumping, and treatment systems and the development of concepts, alternatives, and recommendations for improvements, along with the ability for the same team members to deliver design plans and specifications, and provide services during construction for wastewater treatment plant retrofits similar to City of Sandy.
4. Wastewater Planning Experience Max Points: 10
Experience, and past performance of Project team in providing services related to Wastewater Facilities Planning, Biosolids Master Plans and Recycle Water Master Plans in the Pacific Northwest in the preceding 10 years.

- 5. Regulatory Experience Max Points: 15
Experience working with relevant regulatory agencies and ability to incorporate existing and contemplated future regulations into a facility plan and alternatives development, as well as permitting, design and construction.
- 6. Cost and Value Engineering Experience Max Points: 10
Experience completing value engineering studies and accurate cost estimates for wastewater infrastructure improvements, of planning through completed construction.
- 7. References. Max Points: 15
From previous and current clients for which the Respondent has performed or is performing work of similar size and scope as the work contemplated
- 8. Interviews (Optional).
If an interview is held, the City will recalculate the entire proposal and add points for interview performance (25 points available, if held).

The sum of points awarded to each firm by the reviewing body will be used to rank candidates.

Sample Form of Contract and Protest Procedures

A sample Professional Services Agreement is included in Attachment E. This is intended to demonstrate the basic framework of the Agreement between the City and the selected candidate and not the final form of Agreement between the parties.

A protest, (if any) of the evaluation, ranking, and selection process shall substantially conform to those procedures described in OAR 137-048-0240.

Proposal Due Date:

To be considered, four hard copies and one digital copy of the Statement of Interest and Qualifications must be physically received by the City by **2:00 PM on June 30, 2022.**

Submission Location

<p><i>If by mail:</i></p> <p>City of Sandy Jennifer Coker, PE Public Works Director 39250 Pioneer Boulevard Sandy, OR 97055</p>	<p><i>If delivered:</i></p> <p>City of Sandy Jennifer Coker, PE Public Works Director 39250 Pioneer Boulevard Sandy, OR 97055</p>
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Telephone, facsimile, or electronically transmitted proposals will not be accepted. Proposals received after the specified date and time will not be given further consideration. If the

current emergency persists, the plan for proposal submittal may change by addendum.

Point of Contact

Any questions, clarifications, or requests for general information on this RFQ should be directed by EMAIL ONLY to the point of contact. Please include the following in the subject line: *RFQ – Wastewater Facilities Plan Amendment*. All Questions must be submitted by June 23, 2022, for a response.

Point of Contact:

City of Sandy
Jennifer Coker, PE
Public Works Director
39250 Pioneer Boulevard
Sandy, OR 97055
E-mail: jcoker@ci.sandy.or.us

Attachments

Attachment A - 2019 Wastewater System Facilities Master Plan
Attachment B – 2021 Detailed Discharge Alternatives Evaluation
Attachment C – Sandy Wastewater Treatment Plant Condition Assessment Improvements Project Preliminary Design Evaluation Report (March 2021)
Attachment D – Summary of Clean Water System Improvements (April 2022)
Attachment E – Sample Contract

To view the above listed Attachments, please visit our website at: