

REQUEST FOR QUALIFICATIONS

City of Mebane

WATER RESOURCE RECOVERY FACILITY Professional Services – Civil Engineering Services

INTRODUCTION

The City of Mebane is requesting qualified professional engineering firms to submit a statement of qualifications to provide engineering services for a planned upgrade and expansion of the City's Water Resource Recovery Facility (WRRF). The project will include upgrading the facility's nutrient reduction capacity as well as overall treatment capacity.

BACKGROUND

The City of Mebane owns and operates the WRRF, which has a design capacity of 2.5 MGD. The WRRF consists of the following components: Influent Bar Screen, Grit Chamber, Activated Sludge Aeration Basins, Final Clarifiers, Cloth Media Disk Filters, Chlorine Contact Basin, Sodium Bisulfite & Re-aeration Basin, Rotary Drum Thickener and Aerobic Digesters. The city has been piloting a full scale MOB system to improve efficiency and treatment, which is meeting goals and will be made a permanent structure.

The City of Mebane is required to improve nutrient treatment capacity to comply with its NPDES permit as well as the Jordan Lake Nutrient Strategy. The City contracted with Hazen Engineering in 2010 for a Preliminary Engineering Report (PER) for the expansion of the WRRF to 3.0 MGD and later amended by CH2M Hill in 2019 (Jacobs Engineering). Both PERs are available upon request. Jacobs Engineering completed the design and bidding of the initial phase of the expansion project which includes renovating the headworks, clarifiers, and aerobic digesters. The work is soon to begin with construction starting this fall 2021 and being completed in the spring of 2023.

The City of Mebane is experiencing rapid growth in all sectors of development and has decided against a limited expansion to 3 MGD and has opted for an expansion to 4.0 MGD with the ability to add capacity up to 6.0 MGD. The city has contracted with McGill Engineering to complete an SRF Application for this fall 2021 application period to fund the proposed expansion project.

OBJECTIVES

The city intends to hire a professional engineering firm to assist the city with the following aspects of the project. These tasks will include, but are not limited to:

- Grant/Loan Administration.
- Preparation of Engineering Report and Environmental Information Document to comply with NC DWI requirements.
- NPDES Permitting.
- Final Design of the Project.
- Completion of Bid Documents including Specifications and Design Drawings for the project.
- Bidding and Recommendation of Award.
- Construction Observation and Administration.
- Construction Closeout.

ADDITIONAL INFORMATION

The selected consultant should be prepared to meet the Liability Insurance requirements of the City. Project scope, duration, and terms shall be negotiated with the selected consultant. With the potential

for federal funding for the Project, the applicant agrees to all federally mandated Uniform Guidance requirements.

CONTENTS OF RESPONSE

This Request for Qualifications is intended to provide consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the response should respond to information presented in this Request for Qualifications. The city will require electronic submittal of the responses from all interested firms. All responses shall not exceed 10 (8½" x 11") pages and must contain the following information:

1. Cover.
2. Cover Letter.
3. Table of Contents.
4. Background information about the Consultant Firm.
5. A proposed project approach and schedule identifying length of time required for each phase of the work. The City's goal is to have new capacity no later than 2026.
6. A description of the background, experience, and qualifications of the project team including identification of the project manager, project engineer, and other key team members. Include an organizational chart showing the proposed project personnel and office location.
7. Similar projects completed by the firm.
8. Other Grant/SRF Funded Wastewater Treatment Plant projects.
9. Other City of Mebane Projects.
10. References.
11. Resumes of Key Team Members.

The Cover, Cover Letter, Table of Contents, and Resumes of Team Members will not be counted within the page limit. Responses are to be less than 15 megabytes in size or need to be hosted on an outside file sharing service. It is the engineering firm's responsibility to confirm that the outside file sharing service was received.

METHOD OF SELECTION

Responses will be reviewed by the city management staff for the purpose of identifying and recommending, to the City Council, those individuals offering, in total, the highest qualifications and experience with this type of project. The individuals or firms recommended may also be interviewed by members of the evaluation team for the express intention of recommending a final short list of individuals or firms, however, such is not required. It is anticipated that a notice to proceed will be issued in the current Fiscal Year 21-22 with ARPA funds being used to fund the design work.

The responses will be evaluated on various criteria including, but not limited to the following:

1. Qualifications, background, and prior experience of the firm and the proposed project team in executing similar projects. (15 points)
 2. Management ability and familiarity with federal and state regulations. (15 points)
 3. Previous Experience with Wastewater Treatment Plant projects. (15 points)
 4. Previous Experience with the City of Mebane. (5 points)
 5. Previous Experience with the subject project. (5 points)
 6. Team member roles, experience, and office location. (5 points)
 7. Technical approach/schedule for project understanding and needs for capacity. (35 points)
 8. Other items contained within the RFQ. (5 points)
- 100 total points

SUBMITTAL

Please submit your Qualifications by electronic submittal, to be received by the city **no later than 10:00 AM, Thursday September 23rd, 2021**, to the attention of:

Dennis Hodge, Water Resources Director
City of Mebane
dhodge@cityofmebane.com

In the interest of fairness to all submitting firms, proposals received after the scheduled receipt time stated above will not be accepted and will be marked "LATE". All submittals received become the property of the City and will not be returned. Faxed documents will not be accepted. Early submission of Qualifications is welcome and appreciated.

CONTACT PERSON

In the event clarification or additional information is needed, contact:

Dennis Hodge, Water Resources Director
City of Mebane
dhodge@cityofmebane.com

Email is the preferred method of communication for questions or clarifications. Questions asked after September 21st at 10 a.m. will not be answered.

Discretion and Liability Waiver

- The City of Mebane reserves the right to reject all proposals, to waive any irregularities in the proposal, to revise the scope of the project, and to award the project to the consultant they believe to be the most qualified to perform the work. If a contract is not able to be negotiated, the City reserve the right to terminate all negotiations and select one of the other finalists or issue a new RFQ.
- The City reserve the right to request and obtain, from consulting firms submitting proposals, supplementary information or request clarification of information submitted as may be necessary for city staff pursuant to the selection criteria contained herein.
- The City does not compensate for the cost of proposal preparation, and all materials submitted with the proposal become the property of the City.
- The City reserves the right, through this RFQ, to contract engineering services for the design and construction administration of any alternative process that is identified, as the result of this study, with the firm selected for this RFQ or enter into an agreement with another consulting engineering firm.