DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY

REQUEST FOR QUALIFICATION STATEMENTS FROM CONSULTING ENGINEERING FIRMS FOR AERATION BASIN UPGRADES PROJECT

RFQ Issue Date:

January 5, 2019

Submittal Due Date:

January 31, 2019

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY CONTACT INFORMATION

Post Office Box 578, Zephyr Cove, NV 89448
TELEPHONE: (775) 588-3558, FAX: (775) 588-1845

REQUEST FOR QUALIFICATIONS

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1.0 GENERAL INFORMATION AND DESCRIPTION OF SCOPE OF SERVICES

Douglas County Lake Tahoe Sewer Authority (Sewer Authority) is requesting qualifications statements from engineering firms experienced with wastewater treatment plant aeration basin upgrades. DCLTSA will be hiring an engineering firm to provide preliminary and final design engineering services for their upcoming Aeration Basin Upgrades project.

To be considered, two hard copies and an electronic copy of the statement of qualifications must be received by

4:00 PM on January 31, 2019 addressed to:

Douglas County Lake Tahoe Sewer Authority
ATTN: SOQ for Aeration Basin Upgrades Project
Post Office Box 578, Zephyr Cove, NV 89448

Written questions may be directed to Rob Hopkins, General Manger, at the following email address – rhopkins@dcsid.com. The deadline to submit questions is 01/24/2019. Questions and answers will compiled in a document which will be posted on the Sewer Authority's web page for this RFQ.

2.0 DESCRIPTION OF WORK

The Aeration Basin upgrades project includes:

- Replacement of mechanical mixer aerators with fine bubble diffusers.
- Conversion of the treatment process to an MLE process with ability to perform biological nutrient removal.
- Addition of blowers and low pressure air piping for replacement fine bubble diffusers.
- Rehabilitation and coating of existing concrete aeration basins and the addition of a new concrete inlet channel to the aeration basins.
- Rehabilitation or replacement of existing metals in and above the aeration basins.
- Associated electrical, instrumentation and controls upgrades.

An aeration Equipment Evaluation was finalized in January 2018. Flow and load analysis and aerator technology evaluations were included in the Equipment Evaluation study. Fine bubble (tube type) diffusers were recommended for the project. This study will be provided to the selected respondent to this RFQ.

The project will include a preliminary design report, 60%, 90% and issue for bids plan and specification submittals as well as cost estimates at each design phase. The design will be reviewed by the Sewer Authority and design reviews will be completed to collaboratively share comments and further develop the project design.

3.0 STATEMENT OF QUALIFICATIONS SUBMITTAL

This section contains instructions on how to prepare and submit a response to this solicitation.

3.1 Submittal Cover

The submittal cover shall include the title, submittal due date, name, address, telephone numbers, and e-mail address of the principal contact.

3.2 Table of Contents

The table of contents shall be complete and clear, listing headings and pages to enable easy reference.

3.3 Cover Letter (1 page maximum)

3.4 Statement of Understanding and Methodology(1 page maximum)

The statement of understanding shall contain a written narrative that demonstrates the respondent's understanding of the services required by the Sewer Authority.

3.5 Related Experience (2 pages maximum)

The respondent shall include examples of experience with the specified project components. Provide a list of at least four, but no more than eight, successfully completed projects related to the services respondent is proposing to provide. Similar projects in the Lake Tahoe basin should be included at the beginning of examples of experience lists. A minimum of 2 similar projects in the Lake Basin is desired. Similar projects that include biological nutrient removal, concrete rehabilitation and coatings and analysis of blowers and aeration equipment will also be valued in the SOQ evaluations.

For each submitted project provide the following:

- Name and description of the project
- The construction value
- The description of the work the respondent performed.
- Adherence to original contract price
- Number and nature of change orders if any
- References may be requested as a part of the SOQ selection process, as needed.

3.6 Project Personnel (1 page maximum)

This section shall identify the contact person with primary responsibility to oversee work and other personnel who would round out the team. A résumé for each professional person assigned to the study shall be submitted.

3.7 Organization Chart(1 page maximum)

This section shall include an organization chart containing the names of all key personnel with titles and their specific task assignment.

3.8 Submittal Due Date and Number of Copies

Two bound copies and an electronic file of the Statement of Qualifications must be delivered by 4:00 PM, on January 31, 2019 to the PO Box provided in Section 1.0 of this RFQ.

4.0 SELECTION PROCESS AND EVALUATION CRITERIA

4.1 General

Qualifications statements will be evaluated using three sets of criteria. Qualifications statements from firms meeting the mandatory criteria described below will be evaluated for the other selection criteria.

4.2 Mandatory Elements

- The firm is licensed to practice civil engineering in Nevada.
- The firm adheres to the instructions in this request for qualifications statements.

4.3 Technical Qualifications

- The firm's past experience and performance with similar assignments as provided in the related experience section of the RFQ.
- The quality of the firm's personnel to be assigned to perform their specified services for the Sewer Authority.

4.4 Oral Presentation

During the evaluation process the Sewer Authority may, at its sole discretion, request any one, all or no firms to make an oral presentation.

4.5 Submittal Selection Process

Sewer Authority staff will review and evaluate the submittals utilizing the Selection Criteria listed above.

4.7 Pre-submittal Meeting

No pre-submittal meeting will be scheduled.

4.8 Contact with the Sewer Authority

Questions regarding this solicitation shall be directed to Rob Hopkins, General Manager, at rhopkins@dcsid.com. Questions shall be submitted by email to facilitate broadcasting the response to all respondents in a timely manner.

5.0 TERMS AND CONDITIONS

5.1 Sewer Authority Rights and Options Pertinent to this Solicitation

The Sewer Authority, at its sole discretion, reserves the following rights:

- To reject any, or all SOQs or information received pursuant to this RFQ;

- To supplement, amend, substitute or otherwise modify this RFQ at any time by means of written addendum;
- To cancel this RFQ with or without the substitution of another RFQ or prequalification process;
- To request additional information;
- To verify the qualifications and experience of each respondent;
- To require one or more respondents to supplement, clarify or provide additional information in order to evaluate SOQs submitted;
- To waive any minor defect or technicality in any SOQ received.

The Sewer Authority accepts no financial responsibility for any costs incurred by the respondent. All submittals become the property of the Sewer Authority and may be used in any way deemed appropriate. Submittals shall be considered valid for 120 days after submittal deadline.

5.2 Compensation

Compensation shall be determined as part of the formal contracting process.

5.3 Formal Approval of Contract

The respondent understands that issuance of this solicitation does not commit the Sewer Authority to award a contract, to pay any costs incurred in the preparation of a response to this solicitation, or to procure a contract for services. The respondent should note that the execution of any contract pursuant to this solicitation is dependent upon the approval of the Sewer Authority board, as required.

5.4 Independent Contractor Status

The respondent agrees, if selected, that they shall perform the services as independent contractor(s) and not employee(s) of the Sewer Authority.

5.5 Public Disclosure

The respondent understands that as a general rule all documents received by the Sewer Authority are considered public records. Therefore all submittals shall be made available for public inspection according to applicable disclosure rules and regulations.

5.6 Confidential Solicitation

The Sewer Authority will not share the details of individual responses to this solicitation with competing respondents during the selection process. After the selection process ends and a contract is awarded, all solicitations become public information

5.10 Examination of Solicitation

The respondent understands that the information provided herein is intended solely to assist the respondent in submittal preparation. To the best of the Sewer Authority's knowledge, the information provided is accurate. However, the Sewer Authority does not warrant such accuracy, and any errors or omissions subsequently determined will not be construed as a basis for invalidating this solicitation. Further, by submitting a response to this solicitation, the

respondent represents that it has thoroughly examined and become familiar with work required in the solicitation and is capable of performing quality work and to achieve the objectives of the Sewer Authority.

5.11 INSURANCE COVERAGE

Provide evidence of insurance coverage in the following amounts:

1) Errors & Omission up to $1,000,000;
2) Commercial Liability up to $1,000,000 per occurrence;
3) Business Automobile Liability up to $1,000,000 per occurrence;
4) Workman's Compensation in the statutory amount.

   Firms may assume for the purpose of pricing that the selected consultant shall be required to maintain insurance throughout the period of the contract in sufficient amounts as to protect the consultant & the Sewer Authority from all claims & liabilities which may arise from operations under this contract, whether such operations by him/herself or by anyone directly or indirectly employed by him/her.

6.1 **SCHEDULE**

• Request for Qualifications released by:	01/05/2019
• Last day to submit written questions:	01/24/2019
• Addendum (including questions and answers) posted	01/25/2019
• Proposal submittal deadline:	01/31/2019
• Complete evaluation of proposals:	02/08/2019
• At the Sewer Authority's option interview selected firms	02/24/2019
• Complete negotiating agreements:	03/08/2019
• Execute contracts:	03/20/2019