



REQUEST FOR QUALIFICATIONS WELL 34 WATER TREATMENT STUDY CITY OF MOSES LAKE, WASHINGTON

GENERAL PROJECT INFORMATION

The City of Moses Lake invites engineering firms from the MRSC Consultant Roster to submit their qualifications for a water treatment pilot study for a possible new shallow well water source for the City.

The selected consultant will perform the pilot study with its own personnel and equipment, provide the City with water treatment site and building plans, and a report suitable for DOH review and approval per WAC 246-290-110. The selected firm must be experienced in water treatment pilot studies and recommending detailed water treatment solutions.

SCOPE OF WORK

The work includes, but is not limited to, the following items:

Task 1 – Project Management

Objective: Provide overall project management and oversight of the project work by the Project Manager and senior staff members.

1. Provide overall project management and oversight services, to include:
 - a. Procure sufficient staff resources to dedicate to the project.
 - b. Manage and control project budget and schedule.
 - c. Manage and provide monthly invoices.

Deliverables: Monthly invoices

Task 2 – Review Background Information and Recommend Pilot Study

Objective: Identify water quality issues in Well 34 and recommend a treatment technology for a pilot study.

1. Obtain well water quality data from City staff and review.
2. Identify water quality issues.
3. Prepare a technical memorandum identifying and analyzing treatment technique alternatives suitable for the Well 34 installation. Recommend a treatment technique(s) to pilot study.

Deliverables: Draft Alternatives Analysis for City Review
Final Alternatives Analysis

Task 3 – Perform Pilot Study

Objective: Verify the efficacy of the recommended treatment technique(s) and establish treatment design parameters through a pilot study.

1. Prepare a Pilot Study Protocol identifying the pilot study goals, equipment, and water quality monitoring schedule.
2. Perform the pilot study. The Consultant is expected to provide all pilot study equipment, water quality monitoring equipment, and personnel. The City will provide the means to test pump the well at a flow rate suitable for the pilot study.
3. Document the pilot study results and the resultant design parameters in a report.

Deliverables: Draft pilot study protocol for City review
Final pilot study protocol
Pilot Study results report

Task 4 – Project Report

Objective: Prepare an engineering project report suitable for DOH review and approval per WAC 246-290-110 documenting the design parameters for equipping Well 34 and any treatment for the well. The following items will be included, at minimum, although any other relevant design parameters or information may also be included.

1. Brief description of the City's water system including how Well 34 would be included in system operation.
2. Discussion of well construction.
3. Hydraulic analysis including a well system curve.
4. Pump analysis and selection.
5. Preliminary site and building plans.
6. Summary of pilot study results and treatment system design parameters.
7. Chemical feed system sizing and equipment selection.
8. Project electrical requirements.
9. Instrumentation inventory and control description.
10. Pre-design level project cost estimate.

Deliverables: Draft Project Report for City review
Revised Project Report for DOH review
Final Project Report

Task 5 – Quality Assurance/Quality Control

Conduct Quality Assurance/Quality Control reviews of pilot study protocol and Project Report.

Task 6 – Funding

Provide services to assist the City identifying and applying for construction funding sources including grants and low interest loans.

Additional tasks may be identified and added to the project scope during contract development and negotiation.

Preliminary plans of the well house are available upon request. The final detailed water treatment building may alter the City's preliminary plans if required. All information and data requested from the City to support preparation of a SOQ submittal shall be treated as confidential. Oral or written disclosure to unauthorized individuals is prohibited.

PRELIMINARY PROJECT SCHEDULE

1. Issue RFQ for Consultant Selection: October 31st, 2022
2. SOQ Submittal to City Due: November 23, 2022
3. Notify the Selected Consulting Firm: December 2022
4. Consultant Contract to be Executed: January 2023
5. Survey and Report Schedule: To be finalized during negotiations with awarded applicant.

STATEMENT OF QUALIFICATIONS REQUIREMENTS

Each Statement of Qualifications submittal should include the following:

1. Cover Letter signed by a person legally authorized to bind the applicant to the proposal including email contact information.
2. Experience and Qualifications: Provide a description of your firm's experience, qualifications and project approach related to water treatment pilot studies, especially regarding treatment of water with high levels of manganese.
3. Project Team: Identify proposed team members and responsibilities. Provide resumes, outlining credentials and experience.

4. References: Provide the name and phone number for at least three references familiar with your services, in relation to projects similar to the scope of work proposed for the above named project.
5. Proposed Project Schedule: Include a proposed start date for the project, several proposed project milestones, and estimated timelines for each milestone. All dates will be viewed as preliminary and dependent on the contract execution date.
6. Supporting Data: Include additional information that the applicant believes is relevant to the evaluation process.

CONSULTANT EVALUATION PROCESS

It is the intent of the City to appoint a committee to review and rank the SOQs based on a weighted scoring matrix including the items below:

- Experience 35%
- Project Approach 30%
- Project Team and References 20%
- Proposed Schedule 15%

The committee may choose to request additional information from applicants and/or interview applicants at the option and discretion of the City.

The City reserves the right to reject any or all submissions, and to request clarification of submitted material, and has the right to accept the submittal it considers most favorable to the City's interests, and it has the right to waive minor technicalities in procedures.

The City assumes no responsibility for costs incurred responding to this RFQ.

In accordance with appropriate selection procedures, selection will be qualification based. No overhead rate, fees or cost information should be included as part of this request for qualifications.

All statements of qualifications received by the City are not open for public inspection until after the notice of intent to award a contract is issued. Materials submitted will be available for viewing after the evaluation process is complete.

Applicants who wish to appeal a disqualification of their proposal may submit their appeal in writing to the City within five working days of being notified of the disqualification. The committee will review the appeal and make a final determination within five working days of receiving the appeal. The evaluation process will proceed with all applications that have met the City's requirements. Disagreements with the evaluation process or scoring evaluation matrix are not subject to appeal.

CONTRACT

The selected consultant will be invited to negotiate a contract with the City. A detailed scope of services and associated fees will be developed, and agreed upon by the selected consultant and City, and incorporated as part of the contract.

The Consultant shall not discriminate on the basis of race, color, religion, national origin, sex, age, disabilities, or veteran status in the performance of this contract. The City of Moses Lake encourages disadvantaged business enterprise consultant firms to respond.

SUBMITTAL OF STATEMENT OF QUALIFICATIONS AND CONTACT PERSON

The SOQ shall not exceed fifteen (15) single sided pages; excluding the front and back covers. Three (3) printed and one digital copy of the SOQ must be sealed and submitted not later than 2:00pm, on November 23rd, 2022 to:

City of Moses Lake
Municipal Services Department
Attention: Richard Law, P.E.
PO Box 1579
Moses Lake, WA 98837

The envelope must be clearly marked "Well 34 Water Treatment".

Questions regarding this RFQ should be directed to:

Mark Beaulieu, P.E.
Design Engineer
PO Box 1579
Moses Lake, WA 98837
mbeaulieu@cityofml.com
509-764-3776