

Request for Qualifications

Final Design | Wastewater Treatment Facility Improvements City of La Crosse

Background

The City of La Crosse, WI owns and operates a wastewater treatment facility (WWTF) that treats wastewater from the City of La Crosse and surrounding communities.

Project

The purpose of this Project is to implement improvements at the WWTF to enhance safety, reliability, energy efficiency, phosphorus compliance, and solids-processing and solids-reuse capacity and resiliency. The improvements are outlined in the Draft 2040 Wastewater Strategic Plan | Treatment Facility (Donohue, May 2019).

The City presented the 2040 Wastewater Strategic Plan to the public during multiple Public Information Meetings and at a Common Council Meeting September 18, 2019. Council unanimously approved a resolution to implement a phase one sanitary sewer rate increase and directed phase two and three sewer rate increase (to fund the WWTF improvements outlined in the 2040 Wastewater Strategic Plan) be brought back to Council after a final facility plan was completed. At the same meeting, Council approved a resolution to proceed with Preliminary Design and the production of the Final Wastewater Treatment Facility Plan.

The City will provide a PDF copy of that Strategic Plan and WPDES Permit upon request (utilities@cityoflacrosse.org). An amendment to this RFQ will be sent February 14th that contains material (e.g., conceptual layout drawings, mass balance results, process flow diagrams) from our preliminary design efforts to help proposers more fully understand the scope of the specific improvements proposed. The City intends to submit the Facility Plan to the Wisconsin Department of Natural Resources before Initiating Final Design. The Final Facility Plan and the Preliminary Design Report will be provided to the selected consultant on March 31st 2020 and is to be the basis of the Final Design Scope.

The City is seeking a qualified consultant to provide final design, bidding, and funding services for this Project as outlined in the Scope of Services section. The Project schedule is summarized below.

- Mar 9, 2020 Receive Final Design Proposals from consultants
- Mar 16, 2020 Select Final Design consultant
- Mar 31, 2020 Preliminary Design Report provided to selected design consultant
- Apr 9, 2020 Council Approve Facility Plan and Final Design Contract
- Sep 30, 2020 Secure Facility Plan Approval from the Department of Natural Resources
- Sep 30, 2020 Submit Plans and Specifications to the Department of Natural Resources
- Sep 30, 2020 Submit Clean Water Fund Application to the Department of Natural Resources
- Feb 1, 2021 Secure Bidding Document Approval from the Department of Natural Resources
- Mar 2021 Open Bids and negotiate Construction Services Contract
- Jun 2021 Start Construction
- Sep 2023 Commission Low-Level Phosphorus System
- Dec 31, 2024 Begin Low-Level Phosphorus Compliance

Process

This is a quality-based selection, with consideration for value. Firms will be evaluated on who they are, their approach to WWTP facility design, and their history with similar projects. A committee comprised of City of La Crosse Utility and Engineering Department employees will evaluate qualifications and select the firm to perform work. A final contract will be negotiated after selection. The information submitted will be the basis of that negotiation. Your reply should contain a detailed scope of services and accurate cost estimates. If a final contract agreement cannot be reached with the first-choice firm for any reason, the City reserves the right to negotiate with any and all others.

Scope of Services

The City is seeking a qualified consultant to provide the professional Services summarized below. Proposals shall include a detailed Scope of Services suitable for inclusion in a Professional Services Agreement between the City and the consultant.

1 – Final Design Services

- A. The City will provide the consultant performing Final Design Services the Preliminary Design Report (PDR) produced during the Preliminary Design Phase. The PDR will include preliminary versions of process mass balance results, process equipment sizing, process flow diagrams, electrical one-line drawings, and layout drawings. The Design Phase will be approximately 15%-complete at the end of the Preliminary Design Phase.
- B. Produce and submit to the City drawings and specifications that are approximately 60%-complete and suitable for review by the City. Subsequent versions shall address City comments. This submittal shall reflect information from a topographic survey and a geotechnical investigation. Survey and geotechnical services shall be provided by the consultant or their sub-consultant.
- C. Produce and submit to the the City Bidding Documents that are approximately 90%-complete and suitable for review by the City. Subsequent versions shall address City comments.
- D. Produce and submit to the Department of Natural Resources plans and specifications by September 30, 2020.
- E. Produce and submit to the City final Bidding Documents by February 1, 2021.
- F. Secure Bidding Document approval from the Department of Natural Resources by February 1, 2021.

2 – Bidding Services

- A. As necessary, perform process to pre-select and/or set pricing for proprietary equipment to be include as set cost items in final bid package.
- B. Conduct a Pre-Bid Conference to review the Project and Bidding Documents with prospective Bidders.
- C. Respond to questions posed by prospective Bidders.
- D. Issue necessary Addenda.
- E. Review bids and provide a recommendation for award.

3 – Funding Services

- A. Produce and submit to the City a draft Clean Water Fund application. Subsequent versions shall address City comments.
- B. Produce and submit to the City and the Department of Natural Resources a final Clean Water Fund application by September 30, 2020.

4 – Construction Services

Note: Selection of qualified consultant will include the firm’s ability and experience in providing construction services; however, construction services will not be part of the initial Final Design Contract. Do include a proposed scope of services and fee information for construction services.

- A. Respond to requests for information related to Project and Bidding Documents by contractors.
- B. Review and accept shop drawings and request for approval of “approved equals”.
- C. Respond to proposed changes and assist in the technical aspects of preparing necessary change orders.
- D. Monitor construction schedule and construction progress. Issue necessary work orders.
- E. Review monthly work progress and make recommendation for approval of monthly pay requests.
- F. Review and accept construction and final equipment installation.

Proposal Requirements

Proposals must include the elements listed below. Proposals must be less than 40 pages, excluding the cover letter and appendix.

- **Understanding:** Provide an understanding of the Project, the Client, and the Facility.
- **Approach:** Provide a proposed approach to deliver the Scope of Services.
- **Schedule:** Provide a proposed schedule for the Scope of Services.
- **Team:** Describe the proposed Project Manager and Team including any sub-consultants. Include your estimate of the percent of the work each team member will perform (total should equal 100%). Provide resumes in an Appendix.
- **Experience:** Provide relevant projects performed by the Team and other relevant experience of key Team members.
- **Fee Structure:** Provide estimated labor fees and expenses to deliver the Scope of Services Fees. Break fees estimates down by team member, hours, and hourly rate. Provide information in this table such that the multiplier or overhead or “profit” is clearly segregated/defined.
- **Fee History:** Provide a history of at least 3 recent representative projects showing your firms design services fees as a percent of construction broken into the same 4 categories listed in this RFQ’s Scope of Services.

Consultant Selection

The Selection Committee will evaluate all proposals using the criteria and scoring system below. The maximum possible point total is 100.

Evaluation Criteria	Maximum Points
I. Understanding and Approach	25
II. Schedule	25
III. Team and Experience	25
IV. Fee Structure and History	25

A proposal’s Total Score will be the sum of the scores received for each of the Criteria. The Selection Committee will consider the Total Score and other factors beneficial to the City when selecting the consultant to negotiate the final Scope of Services and associated fee.

Proposal Submittal

Deliver proposal to the address below by **4:00 PM, March 9, 2020.**

Bernard Lenz, Utilities Manager
City of La Crosse
Utilities Office, City Hall, 5th Floor
400 La Crosse Street
La Crosse, Wi 54601

Submit three bound copies and one PDF on a USB memory device. All costs incurred in responding to this Request for Proposal will be borne by the proposer.

Invited Proposers

- Donohue
- ISG
- Strand
- S E H