

REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES
DRINKING WATER TREATMENT FACILITY

CITY OF ELY, IOWA

October 2022

City of Ely
1570 Rowley Street
Ely, Iowa 52227
cityadmin@elyiowa.com
City Administrator - Adam Thompson

**CITY OF ELY
ENGINEERING SERVICES - DRINKING WATER TREATMENT
FACILITY
REQUEST FOR QUALIFICATIONS**

I. Purpose of Request

The City of Ely is seeking statements of qualifications from engineering firms to provide engineering services for the design and construction for a new drinking water treatment facility.

It is the intention of the City to use the selected firm to complete all phases of the evaluation, study, and design to bid and construct a new water treatment facility. The City reserves the right to select consultants for specialized tasks or to hire a second consultant to review the selected firms work.

II. Instructions to Proposing Firms

All proposals shall be submitted with 7 hard copies and 1 electronic copy on a flash drive. All other correspondence shall be via email and directed to:

City of Ely
Attention: Adam Thompson
1570 Rowley St
Ely, Iowa 52227
(319) 848-4103
cityadmin@elyiowa.com

All proposals must be received no later than 3:00 P.M., Monday November 7th, 2022. Proposals shall be delivered to the Clerks office located at 1570 Rowley St., Ely, Iowa 52227.

Proposals shall be thorough yet succinct. Proposals are recommended to remain under 20 pages and material not relevant to this request is discouraged.

Firms are prohibited from contacting any City employee (other than the City Administrator), the Mayor, or any City Council representative for the purpose of lobbying to secure this contract. All requests for information shall be made to the City Administrator.

III. Proposal Context – General Information

Ely is a growing community in the Cedar Rapids Metro area with a 2020 population of 2,328. Due to the strategic location between Cedar Rapids and Iowa City, Ely will see

high residential growth and increased growth in commercial sectors in the future as population increases.

Ely is governed by an elected Mayor with a four-year term and a five-member City Council elected to four year overlapping terms. The Mayor and Council perform much of the business of the city and the City Administrator conducts the day-to-day operations of the city. The firm selected would work extensively with Public Works and the City Administrator.

IV. Introduction to the Project and Project Background

The City of Ely operates two drinking water wells within the community of Ely. The water is disinfected to EPA and DNR guidelines and pumped to the system. No other treatment is preformed before the water enters the system. At well #1, gas chlorine is used, and liquid chlorine is used at well #2. Well #2 has high iron levels and this causes discoloration of the water in the system from time to time. All water pumped to the system is within required limits and has not been outside of required limits.

The City of Ely wants to research, evaluate, and preform preliminary engineering related to the construction a drinking water treatment facility to remove iron and potentially lower hardness levels.

The estimated Total Scope of Work as requested by the City under this contract encompasses the following:

- Plant design and related services.
- Distribution services related to the implementation of the plant
- Engineering and construction support services
- Environmental compliance support services
- Services related to the navigation of Iowa DNR review/permitting, funding procurement, project bidding, etc.
- Community outreach and townhall Q&A.
- As an example of services: facility plan, preliminary design (selecting specific treatment process and appropriate capacities), physical design (structural/architectural and façade), site engineering (site layout, piping layout, system “tie-ins”, etc.), onsite inspection during construction, etc.

It is anticipated that this contract shall commence quickly as it is the City’s goal to begin work on a preliminary engineer as soon as feasibly possible and be well position from infrastructure funding from IFA and SRF. There should be a general understanding that the City has a goal to have the new facility operational by the end of 2026.

V. Identification and Qualifications of Assigned Personnel

The ideal firm should have extensive experience in municipal engineering and design of water treatment plants in Iowa and/or the Midwest. The qualifications and commitment of the key personnel assigned to this community is critically important in the selection of a firm. Please provide the following in your proposal:

1. The name of the person who will be responsible for the management and administration of an agreement with the City together with a resume describing that person's experience and qualifications.
2. The names and resumes of the professional staff who will be assigned to this community.
3. An organizational chart identifying team members and their areas of responsibility. A description of the history of the firm and description of the personnel in the proposing office.
4. A statement committing the staff to this project.
5. The proposal should detail how the firm and its staff are qualified to complete tasks related to the project.

It is expected that the Consultant will honor their proposed project staffing in that all proposed individuals shall be assigned to the project. Substitutions will not be made or allowed for the convenience of the Consultant. In the event a proposed individual becomes unavailable the firm must propose in writing a substitution. The City reserves the right to accept or reject any and all proposed substitutions. The Consultant must demonstrate within their statement of qualifications that they have staff available to assume the responsibilities of the proposed project manager, proposed key design engineers, proposed construction administrator, and proposed resident representative if the proposed individuals become unavailable.

Include the resume and office location of the proposed Project Manager and their proposed time commitment to the project. The City reserves the right to approve the proposed Project Manager, and if that individual leaves the firm during the project, to subsequently approve their replacement. Résumés of key staff members and/or sub-consultants proposed to work on the project as well as the guaranteed back-up personnel. The roles proposed for each sub-consultant as well as their qualifications in that area shall also be identified in the proposal. The City fully expects that personnel included in the proposal will be assigned to the project. Any personnel added to the project team or changes of personnel in significant roles shall be subject to advance approval by the City.

Proposed Project Manager

The Consultant's proposed project manager must be experienced in multidisciplined projects of the nature outlined in the request for proposals. The Consultant's proposed project manager must have within the last five years managed a project that included multi-disciplined design covering a range of disciplines identified in this request for proposals. It is expected that the consultant's proposed project manager will manage the team within its local office and be available for frequent personal interaction with the City project team. The firms' proposed project manager must be a registered professional engineer in the State of Iowa at the time of contract award and throughout the contract duration.

Proposed Key Program Leads and Designers

The following program lead capabilities must be demonstrated in the Consultant's response to the RFP:

- Water treatment plants
- Distribution systems
- Environmental compliance services
- Engineering support services
- An emphasis on system efficiency and durability is favored

Firm Qualifications

Provide a statement of the Consultant Team's qualifications, including a description of three (3) of the most recent projects/programs/efforts that included similar scope of work. Firms shall also describe any contracts for services awarded to your firm that have been canceled or terminated for unsatisfactory performance in any respect and a phone number and contact person for that organization. The following information shall be included for each project:

- Start and end dates of project
- Consultant fees and overall project budget
- Engineers' construction cost estimate and final award amount
- Consultant's role in project-highlight roles of staff
- Contact information of reference person for project Owner

The firms proposing to this work must meet all the requirements as outlined within this proposal or their submission may be eliminated for consideration without any further consideration.

- The firm must demonstrate successful experience in similar projects of each of the following categories: water treatment plant design,

- construction and start-up of designed water treatment facilities, environmental and regulatory compliance, Engineering support services.
- The firm's experience in conducting projects of similar nature and complexity, and the ability of the firm to draw upon this experience to benefit the City, should be submitted. References and contact information are to be submitted for projects submitted.

Statements

The Consultant shall include a statement confirming that no personal or organizational conflicts of interest are known to exist.

VI. Scope of Services

This Request for Qualifications has been developed to obtain consulting services for the City regarding the design, construction, and implementation of a new water treatment facility. Through this process the City staff intend to be heavily involved. It will be expected that a very regular meeting schedule be established to occur; as well as a 30%, 60%, 90%, and final design drawing.

Plant Design and Related Services:

Provide general consultation services on technical issues related to the design of the new water treatment facility on an as-requested basis. The scope of work includes, but is not limited to, the following:

- Preparation of engineering reports such as structural/geotechnical analyses.
- Develop and produce complete, detailed, and biddable plans and specifications that will be part of an overall set of documents to be compiled for the City. Examples could include design specific disciplines such as structural or mechanical. Provide and/or review an opinion of probable construction cost as requested. Provide and/or review an opinion or probable operational costs as requested.
- Participate in value engineering evaluations
- Prepare independent opinion of probable construction cost estimates.
- Review and evaluate specific products or equipment information for incorporation into the specifications and as recommendations on values.
- Assist in or produce complete process analysis, reports, and recommendations in optimizing final facility process operations, both formal and informal. (This may include the creation, or assistance in creating Standard Operating Procedures).
- Provide design services from the following disciplines: HVAC, pumping and piping design, mechanical engineering, instrumentation and control, concrete and steel structures, architecture, civil/site

development, hydraulics, process engineering, and electrical engineering.

- Provide the City with an on-site inspector during construction to verify work is being done according to plans and specifications.
- Assist the City in reviewing construction claims.
- Assist the City by providing the proper bidding for this project. Assist in the review of any bid protest received and provide comments for consideration in judging the merits of the protest.
- The development of facility records drawings for Ely Public Works

Engineering and Construction Support Services

Provide services to supplement or enhance the various related support services provided to the engineering and construction related to the water treatment facility. The scope of work includes but is not limited to, the following:

- Support Service Requests – may include data analysis, collection, research, reporting or related tasks.
- Evaluation of facility operating costs.
- Information Management System – System Administration Support. May Include needs analysis, defining functional requirements / technical specifications and programming services for various aspects of the water treatment facility.
- Environmental compliance support services.

The scope of work includes assisting the City in the following areas as need, but is not limited to:

- Preparing for upcoming regulations and initiatives.
- Environmental permit application and/or renewal assistance.
- Analysis of environmental or health and safety regulations and interpretation.
- Preparation of reports and responses to/for regulatory agencies;
- Specialized technical assistance.
- Interpretation of environmental, health and/or safety impacts on Department operations.
- Hazard and risk assessments.
- Sustainability-related projects including energy.
- Environmental and health sampling and analysis.
- Phase I and if necessary, Phase II Environmental Site Assessments.
- Other environmental and regulatory compliance studies and assessments.

VII. Technical Approach

Project Meetings

The Consultant's Project Manager shall meet, in person, with select City personnel monthly to review the progress of this project and to discuss any outstanding issues and potential problems. These meetings should include identification of work performed last period, work to be completed next period, critical action item status, and responsible parties to complete actions. Budget or schedule problems shall be identified, and corrective actions noted. The Consultant shall prepare and deliver an agenda, a revised action items table and a revised risk register, as appropriate, three working days in advance of the meeting and shall prepare and deliver meeting minutes for review within three working days of the meeting. All draft submittals shall be in Word or Excel, and all final submittals shall be in PDF and delivered to the project manager. It is also recommended that the Consultant's and the City hold in-person and virtual meetings as frequently as needed. The Consultant shall also make personnel available for meetings with the regulators to answer questions pertaining to design elements of the project. The Consultant and City will work together in organizing, planning, and conducting any meetings with the regulators.

Monthly Invoices

The Consultant shall submit to the City monthly invoices detailing costs incurred in conjunction with this project. Each invoice shall cover a period of one calendar month (or a four-week period) and shall be submitted to the City within 21 days of the close of the monthly billing cycle. Invoices submitted after this date shall be processed on the next monthly invoice review period. Prior to the start of this project, the Consultant's Project Manager shall meet with City personnel to review the City's invoicing requirements and format.

VIII. Selection

The firm will be selected based on qualifications and criteria established below.

- A. The City of Ely reserves the right to reject any or all proposals and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the city.
- B. The proposals will be evaluated by city staff and a ranked list will be provided to the City Council. The City Council will then narrow the field to no more than three firms in ranked order and provide that information to the City Council. The selection process may include oral interviews at the discretion of the city. The City Council will then authorize the City Administrator to negotiate an agreement with the firm selected.

C. Selection of the firms to be interviewed shall be based on the following criteria:

1. The firm's approach to and understanding of the Scope of Services.
2. The firm's experience with and expertise in municipal engineering services directly related to water treatment facilities as listed in the Scope of Services.
3. The experience and qualifications of the firm's staff that will have primary contact with Ely.
4. The firm's commitment to delivering work on time and within budget.
5. The extent of involvement by the firm's key qualified personnel and the likelihood that key personnel will develop intimate knowledge of the City's water treatment needs.
6. The extent to which previous clients have found the firm's services acceptable.
7. The firm's plan to create or have a presence in the Ely community. Any firm establishing a bona fide office in Ely will receive preference points.
8. The firm's previous engineering experience with the city of Ely.
9. The ability of the firm to provide quality municipal engineering services at a reasonable cost.

Once all Qualifications and Technical proposals have been received, the following steps will be followed to select the Consultant:

The written Qualifications and Technical Proposals will be evaluated and scored by a City Selection Committee:

- Project team / presentation (written and oral) – 25 points
- Proposed Project Manager – 10 points
- Experience and previous performance of proposed team and staff on similar projects – 10 points
- Clarity and organization of proposal – 10 points
- Local participation and MBE/WBE Participation – 5 points
- Project understanding/technical approach – 20 points

- Proposed methods to accomplish scope of work, alternative approaches, and risk management – 20 points

The City Council for the City of Ely may hold interviews on Monday, November 21st, 2022 at 7pm.

After evaluation, the City will enter negotiations with the selected firm to develop a final and mutually agreed-upon fee structure. If agreement cannot be reached with the selected firm, the City may initiate negotiations with the next firm.

Upon reaching agreement on the scope and total not-to-exceed price for the project, staff will make a recommendation to award to the Mayor and City Council.

The selected consultant cannot commence work on any aspects of the project prior to the City Council approval and subsequent execution of the City's standard contract.

IX. Terms and Conditions

The City reserves the right to cancel or modify the RFQs at any time. No changes, revisions, clarifications, or amendments will be made to this RFQ without notifying all invited firms on record as having received this RFQ. The City reserves the right to determine the successful firm.

Upon submission, all proposals become the property of the City which retains the right to use any ideas presented in any proposal submitted whether the proposal is accepted.

The City of Ely shall not be liable for any costs incurred by any firm responding to this request.

X. Transfer of Records

It is the intent of the City that the work effort be conducted in a manner that maximizes the City's flexibility regarding follow-up studies or design related efforts and other City projects. All records (project reports, meeting notes, data files, project data, original tracings, maps, field sketches, lab reports, flow data, design calculations, graphic originals, electronic files, etc.) generated shall be the property of the City and shall be turned over to the City upon completion or as directed. All deliverables shall be required to be delivered to the City in hardcopy and electronic (original software and PDF) format. Depending on the size of the electronic deliverables, the consultant may be required to provide and utilize portable hard drive(s) for delivery.