

**BRIGHAM CITY PUBLIC WORKS
WASTEWATER TREATMENT DIVISION
REQUEST FOR PROPOSALS
PROFESSIONAL CONSULTING SERVICES FOR
BRIGHAM CITY WASTEWATER TREATMENT PLANT**

ALL PROPOSALS MUST BE RECEIVED NO LATER THAN: **3:30 PM FEBRUARY 08, 2018.**
Submittals received after this time will not be evaluated.

I. Background

The City's WWTP was constructed in the late 1980's and expanded in 2010 to handle additional demands from a large industrial user. The operating permit for the facility is up for renewal in 2018 by the Utah Department of Environmental Quality with future permits to include limits on nutrients. Nutrient limits are in Section R317-1-3 of the Utah Code. The plant also has occasional difficulty meeting TSS permit conditions.

II. Purpose

Brigham City is seeking proposals to provide expertise and services from qualified engineering firms to provide a Scope of Work to complete preliminary evaluation and final design of a sludge thickening process, chemical feed system and evaluation of tertiary filter the City's waste water treatment plant (WWTP). The City intends to evaluate all eligible submittals and select the most responsive firm according to the selection criteria set forth in this document. Submittals should be concise, and responsive to the objectives and format outlined in this RFP. Following completion of the preliminary evaluation study the City may, at its discretion, elect to receive a proposal from the selected study consultant for additional design services. Upon review of the proposal, the City reserves the right to proceed with the Preliminary Evaluation Study consultant or solicit additional proposals for the Final Design work associated with the construction scope identified.

This is a request for proposals only and should not be considered as a solicitation for services or a contract for services.

III. Objectives

a. Preliminary Evaluation Study

- a. Evaluate current and future control of nutrients including total phosphorus and total nitrogen.
- b. Evaluate thickening alternatives to include but not limited to DAF and mechanical thickeners for wasting from clarifiers to the aerobic digester. This task will also develop preliminary drawings and will include an option of probable costs.
- c. Develop a preliminary design criteria for the chemical feed system including recommended chemical dosage rates, storage requirements, feed locations etc. This task will also develop preliminary drawings and will include an option of probable cost for the chemical feed system.
- d. Evaluate tertiary filter process options to include but not limited to disk filtration and sand filters. This task will also develop preliminary drawings and will include an option of probable costs.
- e. A model, analysis tool and/or reasonable assurance the evaluated systems will perform their designed function.

b. Final Design

- a. Prepare documents including front end, technical specifications and construction drawings.

- IV. Schedule for the Work
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|--|-------------------|
| a. RFP Advertised | January 18, 2018 |
| b. Proposals Due | February 08, 2018 |
| c. Anticipated Award of Project | February 15, 2018 |
| d. Anticipated Preliminary Evaluation Study Completion | June 30, 2018 |
| e. Final Design Completion | November 02, 2018 |
- V. Selection Criteria
- a. Firm Qualifications 20%
- i. Indicate at least 3 recent projects where your firm has completed similar studies or evaluations. Provide references including name, address, and phone number for persons who can attest to performance on the listed projects. Concise information is preferred. Evaluation of this category will include the proposer's performance on the recent projects and demonstrated ability to work well with the City.
- b. Key Personnel/Local Project Manager with Extensive Project Involvement 20%
- i. List the project team including what their involvement in the project will be and where they are located. Indicate local office address and other offices/locations that might provide services along with a percentage of work to be performed at those locations.
- c. Project Understanding 25%
- i. The proposal should include a detailed scope of work for the study. The proposer's project approach and scope of work should indicate the firms understanding of the project objectives.
- d. Fee 30%
- i. Provide a separate fee proposal with personnel, hours and fee for each task or phase of the project.
- e. Billing Rates 5%
- i. Provide the billing rates for 2018 for the firm's personnel
 - ii. Fee and billing rate information provided will be considered confidential and will not be made publicly available. The City will publish the name of the successful proposer (if any) and a generic ranking or score if all proposals submitted.

SUBMITTAL PROCESS

Respondents may submit one (1) original and three (3) complete copies of the submittal to:

**Mary Kate Christensen, City Recorder
Brigham City Corporation
20 N. Main Street
P.O. Box 1005
Brigham City, UT 84302**

Please include in your submittal the following contact information: 1) Respondent; 2) Date of Submittal; 3) Company Name (if different than 'Respondent'); 4) Mailing Address; 5) Email Address 6) Telephone. Failure to provide complete contact information may result in rejection of your submittal.

Submissions must be received no later than **3:30 p.m. February 08, 2018**. All submittals not received by the deadline will be considered late and will be returned to the respondent unopened.

Accordingly, price is but a single criterion, not the deciding one. The City will also consider experience, reputation, skills, price, and the specifics of the proposal.

Responses shall be submitted at the time and place indicated in the Request for Proposals and shall be submitted in a sealed envelope appropriately marked with the submittal title and the name and address of the Respondent. If the requested number of copies does not fit into an envelope, enclose all copies in a box, seal it and include the appropriate information on the top of the box.

COST OF PREPARATION OF RESPONSE

Costs incurred by any agency in the preparation of their response to this Request for Proposals are the responsibility of the responding agency and will not be reimbursed by the Brigham City Corporation.

CLARIFICATION

Any respondent requiring clarification of the information or protesting any provision herein, must submit specific questions/protests or comments in writing to:

Richard Mickelsen, Manager
Wastewater Treatment
435-226-1441
rmickelsen@brighamcity.utah.gov

Any changes to this RFP will be made by Brigham City Corporation through an addendum which will be submitted to all bidders. No verbal changes will be accepted.

REJECTION OF SUBMITTALS

Brigham City Corporation reserves the right to reject any or all responses to this Request for Proposals. The respondent assumes the sole risk and responsibility for all expenses connected with the preparation of its submittal.

CLARIFICATION OF RESPONSES

Brigham City Corporation or its agent reserves the right to obtain clarification of any point in a firm's submittal or to obtain additional information necessary to properly evaluate a particular submittal. Failure of a respondent to respond to such a request for additional information or clarification could result in rejection of that firm's response or responses.