



CITY OF GENEVA

Request for Qualifications for Engineering Services

Water & Wastewater Facility Plan Update

**MANDATORY PRE-SUBMITTAL CONFERENCE:
October 25, 2013, 1:30 p.m.
City of Geneva, Publics Works Department
1800 South St.**

Statement of Qualifications Due: November 8, 2013 (4:00 p.m.)

Obtain information from and submit qualifications to:

Bob VanGyseghem
Supt. of Water and Wastewater
City of Geneva
1800 South Street
Geneva, Illinois 60134
(630) 232-1551

CITY OF GENEVA, ILLINOIS
FACILITY PLAN UPDATE

REQUEST FOR QUALIFICATIONS

A. Project Introduction

The City of Geneva, Public Works Department will accept sealed Statements of Qualifications until Friday, November 8, 2013 @ 4:00 p.m. for the Facility Plan Update.

B. Project Description

The City of Geneva (hereafter City) is seeking engineering services to develop a Facility Plan Update for Water & Wastewater. The Consultant's work is expected to consist of the following:

1. Evaluate and make recommendations to the Wastewater Plant's air delivery system, air piping distribution and diffused air system
2. Evaluate the Wastewater Plant processes with the intent on preparing the required IEPA phosphorus removal feasibility report which must be submitted to the IEPA twelve (12) months after the effective date of the City of Geneva NPDES Permit.
 - a. Evaluate chemical and biological phosphorus removal alternatives.
 - b. Prepare cost estimates for capital planning.
3. Technical re-evaluation of local limits to be submitted to the IEPA and U.S. EPA Region 5 within six (6) months of the effective date of the City of Geneva NPDES Permit.
4. Currently reject water from Reverse Osmosis treatment is sent to the Wastewater Treatment Plant for processing. This has resulted in high levels of radium in our biosolids. Evaluate radium removal options at the Water Treatment Facility or Wastewater Treatment Facility.
5. Design alterations to the washwater basin at the Water Treatment Facility. Current design of the washwater basin does not allow for adequate detention time for iron to settle thus preventing the recycling of water back to the Water Treatment Facility.
6. Evaluate and make recommendations on the possibility of discharging the RO reject and/or washwater basin to the storm sewer rather than the sanitary sewer.
7. Evaluate and make recommendations on the Wastewater Treatment Plant's capacity.

The Consulting Engineer shall perform and carry out, in a professional and satisfactory manner, the necessary services to complete the work. The City will provide a qualified Liaison to assist the Consultant in City interpretations.

A minimum five years experience in described engineering is desired for the proposed Project Manager.

The City will review all qualification submittals and based on the review one or more (one for water and one for wastewater) firm(s) will be selected and a mutually agreeable design fee will be negotiated.

In an effort to provide the prospective consultants with a perspective on the project the following documents are available for review at the Geneva Public Works Facility at 1800 South Street:

1. The City of Geneva, "Water Treatment Facility Plan" Dated November, 2003 prepared by Black & Veatch, Consulting Engineers.
2. The City of Geneva, "Water Treatment Facility" As-Built Plans
3. The City of Geneva, "Wastewater Treatment Facility Plan" Dated March, 1994 prepared by Baxter & Woodman.
4. The City of Geneva, "Wastewater Treatment Plant Improvements, Facility Plan Amendment" Dated January, 1998 prepared by Baxter & Woodman.
5. The City of Geneva, "Wastewater Treatment Facility" As-Built Plans.

C. Facility Plan Update Scope of Services (Generalized)

The objective of the Facility Plan Update is to evaluate and prepare the necessary documents to assist the City in making long range plans for the future of both the Water & Wastewater treatment facilities. This process will require the consultant to establish a good working knowledge of both the drinking water system and wastewater treatment facility currently operated by the City. Thoroughly review the plans and completely understand the basis of design. The consultant shall provide as part of the facility plan update the following:

1. Technical support and assistance with the City's NPDES permit.
2. Evaluate and provide alternatives for the various issues described above.
3. Develop detailed construction cost estimates for the alternatives.
4. Develop proposed project implementation schedule including permitting, Construction, and other related activities.
5. Prepare annual system operation and maintenance cost estimates.
6. Technical support and assistance with the IEPA on review of the facility plan Update and possible IEPA low interest loan for future projects.

D. Other Related Services

The execution of the facility plan update objectives stated above will require considerable coordination and communication with City Staff. This coordination and communication will require that the consultant be prepared to commit the required personnel to attend approximately 6-8 project team meetings with the City of Geneva Team to successfully achieve the desired results. It is further anticipated that the consultant provide the required personnel to attend City Council committee of the whole and other meetings on an as needed basis to coordinate the facility plan update activities with the elected officials in Geneva.

E. Consultant Personnel and Project Approach Methodology

The consultant shall provide sufficient information to adequately describe his/her strategy in performing the engineering services and producing the work product expected in the time line required. During the progress of this facility plan update, the consultant shall assign one individual as the principal contact for the City. That individual shall have adequate authority to respond in a successful manner to all requirements both stated in this RFQ or otherwise deemed necessary by the City during the project. The consultant shall provide the following information:

1. Project Management - Team - key Personnel / Contractors
 - a. Provide the names of all companies, sub-contractors, joint venture partners, etc. that are proposed to provide resources during the conduct of the project.
 - b. Provide description of the key personnel proposed to be involved in the project, their roles/responsibilities, etc.
 - c. Provide resumes for all personnel assigned and proposed to be involved in this project (i.e. #1b., above).
2. Experience in drinking water treatment facility design utilizing membrane treatment technology and conventional activated sludge wastewater treatment:
 - a. Summarize top five (5) projects including project planning, design and construction for all consultants, subconsultants, joint venture partners, or other firms or individuals proposed to be involved in the project. Included in the description of experience shall be:
 1. Project name
 2. Project Owner (Client) - Contact Person (Name, Address, Telephone, etc.)
 3. Project Description - (Capacity, Process, Operational Scheme, etc.)
 4. Project Dates - Planning, Design, Construction (Project Schedule)
 5. Project Construction Costs - Was budget maintained?
3. Project Approach and Schedule – Provide description on how you will go about completing the scope of services provided above and a timeline on when the items will be completed.
4. Any additional information the Consultant feels will better document and present the Consultants qualifications. Keep in mind that the City prefers to receive clear, concise and complete information devoid of excess promotional material.

F. Submittal Information

Six (6) copies of the consultant's RFQ document shall be submitted to the person stated below no later than 4:00 p.m. on Friday, November 8, 2013:

Mr. Bob Van Gyseghem
Supt. of Water and Wastewater
City of Geneva
1800 South Street
Geneva, IL. 60134

G. Consultant Selection Process

It is anticipated that the City will employ a qualification based selection procedure that involves the review of SOQ's, the evaluation and ranking of submittals, negotiation of fees with the most qualified firm(s) and the award of a contract. The evaluation of submittals and fee negotiations are expected to be performed by a consultant selection committee consisting of City Staff. Formal contract approval and award will be made by the City Council.

H. Evaluation Criteria

1. Statement of Qualifications (SOQ) Criteria:

- Are similar and current projects (within the last 5 years) included to document the Consultants qualifications?
- Are individual staff members identified to document that the Consultant has the staff to perform the work?
- Does the Consultant have appropriate management and support staff with the requisite experience for work in this type of project?
- Locally available staff?
- Has the Consultant worked for the City in the past?
- Are the staff identified in the SOQ the same staff that performed the work on the projects submitted?
- If the Consultant has identified areas in which he/she is lacking expertise, does the weakness affect a major component of the project?
- Is the SOQ clear, concise, complete and devoid of excess promotional material?

2. Project Staffing Criteria:

- Knowledge of Project Manager? Is the Project Manager qualified to manage all phases of the project?
- Has the Consultant demonstrated ability in studying and designing similar projects?
- Does the support staff have sufficient experience with related work?
- Is there an appropriate mix of professional and technical staff?
- Are all required disciplines identified for this scope of work?

- If sub-consultants are proposed, have they worked with the consultant before?
- Have all team members had similar experience regarding project scope and magnitude?

3. Project Experience Criteria:

- Are similar and current (last 5 years) projects submitted as examples?
- Does the reference confirm a "job well done"?
- Are references current and accessible?
- Does the State of Illinois regulatory and review agencies have a positive experience with the Consultant.

4. Project Approach Criteria:

- Is a clear understanding of the project stated and demonstrated throughout?
- Is the scope detailed and comprehensive?
- Is the scope consistent with the teaming and staffing levels?

5. Proposed Schedule Criteria:

- Does the proposed schedule coincide with the stated deliverable?
- Is adequate time allotted for each task?
- Are specific delivery dates identified for the milestones?
- Does the schedule include review time?
- Is the project schedule complete, detailed and yet easy to understand? Does it match the scope and staffing levels?

6. Proposal Content Criteria:

- Is the SOQ as brief as possible and devoid of excess promotional material?
- Does the SOQ present all the required material in a professional manner?
- Does the SOQ address all required information.

I. Project Schedule - Completion

In an effort to accommodate the planning and decision-making needs of the City, the final facility plan update described in the above document shall be completed and delivered to the City **in final form** 12 months upon notice of award of contract or by agreement with City. We anticipate the following timeline for the SOQ process:

- SOQ's due 11/8/13
- City consultant selection committee will review SOQ's 11/8 – 11/22.
- Short list of Consultants will be called to schedule interviews during week of 12/2 – 12/6.

- City consultant selection committee will select top candidate and meet to refine scope of services for consultant to prepare formal proposal.
- Present Engineering Contract for approval at 1/13/14 Committee-of-the-Whole
- 1/20/14 City Council award

J. Clarification

Questions or requests for clarification regarding this Request for Qualifications shall be directed in writing or email no later than 12:00 p.m. on November 4, 2013 to Mr. Bob Van Gyseghem, Supt. of Water and Wastewater, City of Geneva at 1800 South Street, Geneva, Illinois 60134. bvangyseghem@geneva.il.us

K. Pre-Submittal Conference

A mandatory pre-submittal conference will be held on October 25, 2013 @ 1:30 pm @ 1800 South Street, Geneva, Illinois 60134. City Staff will be available to answer questions pertaining to the project, request for qualification forms, and selection process. This meeting is mandatory to allow potential Consultants to ask questions and permit everyone to benefit from the responses. Only those Consultants in attendance will be permitted to submit SOQ's.

Public Notice
Request for Qualifications
(Facility Plan Update)

The City of Geneva, Public Works Department will accept sealed Statements of Qualifications until Friday, November 8, 2013 @ 4:00 p.m. for the Facility Plan Update.

RFQ packets are available by contacting Mr. Bob Van Gyseghem, Supt. of Water and Wastewater, 1800 South Street, Geneva, Illinois 60134 or by telephone at (630) 232-1551.

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Mr. Bob Van Gyseghem
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Geneva, IL. 60134

The City of Geneva reserves the right to reject any or all submittals and waive technicalities.