

# **Request for Proposals for Professional Services**

The City of Sioux Falls, South Dakota, is accepting proposals from qualified firms for services for the following Water Reclamation Facility Project.

## **Water Reclamation Satellite Treatment Facility Preliminary Design**

### **Background and Scope of Work**

The Sioux Falls Water Reclamation Department has established a Capital Improvement Project (No. 143077) to design and construct a Membrane Bioreactor (MBR) satellite wastewater treatment facility on the east side of Sioux Falls. The first phase of the project will include preliminary design to establish a footprint for the MBR facility, assisting the City to identify and purchase land appropriate for the facility, and working with the South Dakota Department of Environment and Natural Resources to establish a discharge permit for the facility.

In 2007, the City of Sioux Falls completed construction of the east side sanitary sewer improvements which opened up over 9,000 acres for development. The area is served by a pump station that delivers wastewater to the City's wastewater treatment facility through a 9-mile 16" force main. The capacity of the pump station is 3.5 million gallons per day (MGD) and the ultimate flow from the area is 7.5 MGD. The City of Sioux Falls plans to build a satellite wastewater treatment facility near the pump station to treat and discharge flows in excess of the pump station capacity. A MBR scalping plant has been identified as the appropriate treatment technology. The plans for the facility call for the plant to be built as modules or in incremental phases to match the flow from development in the area. Current flow from the pump station is approximately 0.25 MGD. A map of the service area is posted to the Request for Proposal web page.

The project has a budget of \$200,000 for the preliminary design work. The consultant selected for the project shall prepare a technical memorandum addressing the area needed for the ultimate satellite facility to assist the City in locating appropriate land parcels. The consultant shall consider the terrain of the area as well the residential development expected to occur near the pump station. Due to the location in a residential setting, the consultant shall include land requirements for odor control in the footprint. The technical memorandum shall include a preliminary cost estimate to construct the first phase of the satellite facility. This cost estimate will be used to update the funding requirements in the City's Capital Improvement Program. The technical memorandum shall be completed by October 1, 2010.

Additionally, the consultant shall work as the City's representative with the South Dakota Department of Environment and Natural Resources to establish discharge requirements for the satellite facility and to begin the process of acquiring the authorization to discharge from the satellite facility. This effort shall be summarized in a second technical memorandum to be completed by December 15, 2010.

Project funding will be State Revolving Funds in the Water Reclamation's Capital Improvements Program. Monthly project team meetings may be required with this project to ensure this project stays on schedule. The consultant shall prepare the agenda and distribute meeting minutes listing action and decision items.

**Firms interested in providing services are requested to submit the following information.**

- Name of Project Manager and other design team members to be assigned to this project. Include relevant experience of project team. Please address contingency plans should one of these employees be unavailable during the design phase.
- The firm's approach and understanding of the Project. This should include tasks and personnel hours.
- A proposed schedule for the Project.
- Skills and expertise of projects of similar nature.

Professional liability and statutorily required insurance will be required, upon selection.

**EVALUATION OF PROPOSAL SCHEDULE**

A consultant selection team comprised of Sioux Falls Public Works Engineering and Water Reclamation Facility staff will review all proposals. The selection team shall select the firm they feel will supply the City the best and most complete effort. The selection team will interview for this project. The selection of a qualified firm will be made no later than December 1, 2009.

Consultants on the short list shall make a presentation to City staff on the project approach and experience on MBR projects. Each significant member of the project team shall participate in the presentation, explaining their role, experience on MBR projects and how they will approach the Sioux Falls project. The presentation shall be limited to 45 minutes with approximately 15 minutes set aside for questions from the reviewers.

The evaluation of proposal shall proceed on the following schedule:

September 18, 2009

Post RFP on the City's website

October 23, 2009	Proposals received at City Hall
November 6, 2009	Short-list consultants for Interviews
November 17-19, 2009	Interviews
December 1, 2009	Select consultant and prepare agreement
January 19, 2010	Notice to Proceed

Please furnish **five** copies of the proposals to Ms. Shannon Ausen, PE, Office of Public Works-Engineering, 224 West Ninth Street, Sioux Falls, SD 57104-6407 by 2:00 p.m. Central Time, October 23, 2009. Submittals received after the stated time will be returned unopened and will not be considered.

All proposals received by the City will be **confidential**.

**Questions** regarding the project can be directed to Trent Lubbers, Water Reclamation Facility Division Manager, at 367-8188, or Mark Perry, Principal Engineer, at (605) 367-8601.