
**REQUEST FOR QUALIFICATIONS Consulting
Engineering Services Inflow and Infiltration
(I/I) Reduction Study & Plan**

I. Project Background

The City of Warrenton is soliciting the services of a licensed Professional Engineer or Firm, in the State of Oregon, and supporting disciplines to perform civil engineering and economic analysis to produce an Inflow and Infiltration (I/I) Study & Plan.

The City of Warrenton operates a Wastewater Treatment Plant located in Warrenton, Oregon. Wastewater is treated and discharged to the Columbia River in accordance with the NPDES Permit Number 100874. The City processes domestic sewage from a municipal and commercial population of 8000 EDU's. The City's SBR Treatment Plant became operational in June 2006. Warrenton's WWTP is designated a minor domestic wastewater discharger under NPDES rules. Although the average daily flow is above 1 MGD the plant remains a minor domestic discharger and does not have to perform whole effluent toxicology (WET) analysis that is required of a major domestic discharger. The WWTP also operates a septage hauler dump station that is open to private haulers to dispose of septic waste.

The collection system includes over 600 manholes, 16 miles of service lines, 18 miles of lateral lines, and 17 miles of trunk lines, which feed 36 pump stations and 19 miles of force mains. Most of the City's pump stations are equipped with "MISSION" and may be remotely monitored. The City recently was connected to Shoreline Waste Water District, which includes pump stations force mains and conveyance piping outside the City limits. Other significant contributors to the City's flow and loading come from privately owned facilities including Fort Stevens State Park and several RV parks. In 2016 the City was approached by Pacific Seafood's Group, a seafood processor, requesting information to connect to Warrenton's POTW and the City continues to work on an agreement with Pacific Seafood's Group.

In April of 2015 the Oregon Department of Environmental Quality (DEQ) requested the City conduct an in-depth I/I study to provide analysis on the condition and capacity of the collections system. An EPA document was referenced by DEQ: <https://fortress.wa.gov/ecy/publications/publications/9703.pdf>. An IFA General Application was submitted to fund the I/I study and the agreement with IFA was executed in June of 2016. Recent flow data indicates as much as 50% I/I from the collections system.

The City of Warrenton is now seeking Professional Engineering Services to perform an I/I study and plan to eliminate extraneous flow for all portions of the collection system. The study will include evaluating all contributors to the collections system and to perform other related tasks and analysis necessary to complete the goals of the study. The selected consultant will review previous studies, documents and data as well as gathering new data as appropriate.

II. Scope of Work

Goals of the I/I Study and Plan:

- A prioritization of I&I projects, based on cost benefit
- Identify extraneous flow in the separate collection system and from privately owned facilities that generate extraneous flow
- Estimate rate and annual volume of extraneous flow
- Perform a cost benefit analysis of treating versus removal of extraneous flow (must include ADWF calculation)
- Review, evaluate and gather data from existing collections system including field verification
- Develop a plan for extraneous flow removal through ongoing maintenance programs, replacement, rehabilitation and or other means

Comprehensively review:

- The 1983 and 2002 Facilities Plans
- The City's NPDES permit
- Related City Ordinances
- The City's 2016 rate study
- Related reports, maps and documentation
- The City of Warrenton's Capital Improvement Plan
- The City's Geographic Information System
- Topographic maps
- Population and growth/development projections
- EPA, CMOM, M&O programs and staffing requirements to ensure an appropriate LOS that limits SSO's.
- Budget allocations, and other applicable records and documentation as a starting point, background and basis for the development of a new, contemporary I/I reduction plan.

The firm that is selected by the City shall perform the following tasks for this project:

- Develop a complete project schedule
- Initiate a data gathering effort by acquiring new data and/or reviewing existing information including: the identification of fixed and variable cost, televised inspections/reports, smoke and dye testing, MISSION communication data/logs, interviews with staff, and other necessary data and information.
- Communicate regularly with City staff regarding project issues via telephone, electronic mail, and post mail. Attend meetings as described in Section IV below. All meetings shall be presented and/or facilitated by the consultant.
- Submit monthly progress reports and invoicing to the City. Progress reports will consist of a brief narrative summary and accompanying invoice.
- Evaluate system capacity, EPA CMOM staffing and maintenance; evaluate system condition, current flow capacity and process control.
- Identify needed improvements and system rehabilitation measures i.e. slip lining, replacement and repairs; maintenance programs and estimate costs for same and make recommendations.
- Produce a new contemporary I/I Study including an Implementation Plan.
- Coordinate and communicate with DEQ as needed to ensure compliance with current regulations.
- Identify stakeholders and regulatory agencies that are affected by or have a direct interest in this study.
- Communicate with stakeholders and regulators to receive and address input and concerns.
- Review and identify necessary ordinance changes to ensure reductions in I/I from private property.

- Perform an economic analysis taking into consideration the estimated costs and timing of the proposed projects and maintenance programs including ROI of such.
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III. Deliverables

The Consultant shall provide the following products associated with the I/I Study & Plan project:

1. Monthly progress reports submitted to the City's project manager.
2. Prepare a draft "I/I Study & Plan" (the "Plan") that compiles and presents the analyses and findings derived above.
3. Provide six (6) copies of the draft Plan for City review. The Plan shall, as a minimum, contain the following sections:
 - Table of Contents
 - List of Figures
 - List of Tables
 - Executive Summary
 - Goals and Objectives
 - Schedule
 - Wastewater Treatment and Collections Background and Overview
 - Narrative of Current I/I Conditions Including Issues and Problems
 - Economic Analysis Including Costs Associated with I/I, and ROI for Recommended Improvements
 - Regulatory Analysis
 - Recommended Policies and Practices
 - M&O Programs and Staffing Recommendations, Costs, Priorities
 - Proposed Capital Projects, Rehabilitation Program and/or Repairs; Costs, Priorities, and Phasing
4. Distribute copies of the draft Plan to stakeholders and regulatory agencies and receive comments.
5. Up to fifteen (15) copies of the draft Plan distributed to stakeholders and regulators.
6. Following review of the draft by the City and other stakeholders, meet with City Commission and Staff, to discuss and make revisions as directed by the City.
7. Provide ten (10) hard-copies of the finalized Plan and six (6) digital copies in Adobe Acrobat format.

IV. Meetings

The Consultant shall be required to attend, as a minimum, a kickoff meeting, a minimum of 3 progress meetings, a draft plan submission meeting, a draft Plan review meeting and up to 2 City Commission meetings. Additional meetings may be required, as needed, for collaboration and information sharing between Consultant and City and/or to resolve unforeseen issues or to discuss unforeseen issues.

V. Communication

The Consultant selected will be required to communicate with the City, DEQ and stakeholders concerning project-related issues via meetings, telephone, electronic mail and post mail.

VI. Project Milestones

Dates indicated are dates the City desires to meet or exceed. However, the firm is strongly encouraged to realistically consider its ability to meet each of these milestones and to submit a schedule that it is confident it can meet.

A. Submittal of SOQ	Jan 11, 2017
B. Notice of Award	Jan 25, 2017
C. Execute contract	Feb 14, 2017
D. Submit draft plan	July, 2017
E. Deliver finalized plan	Sept, 2017

VII. RFQ Response Format

The SOQ shall contain at a minimum the following:

- A. A cover letter affirming your firm’s interest in performing these services and confirming your primary contact person for this project (with his/her phone number and email address).
- B. A project scope and understanding section describing what your firm understands the requirements for the project to be, what the major issues specific to this project will be, giving a complete listing of the major tasks to be performed and critical issues and challenges involved in the project.
- C. A section identifying the individuals, and their roles, that will be assigned to the project; a statement regarding each individual’s qualifications (SOQ). Please list the experience and credentials of the added team members.
- D. A study schedule section consisting of a complete schedule, in Gantt chart format, incorporating all tasks under the Scope of Work. The dates indicated in section VI reflect the schedule the City desires to meet. However, the consultant should submit a schedule he/she is confident he/she can meet.
- E. The RFQ Response shall be no more than 15 pages.

VIII. Response Submittal

Please submit your response to: Jim Dunn, Public Works Director, 225 S Main Ave / P.O. Box 250, Warrenton OR 97146, or to the front desk at Warrenton City Hall, no later than 3:00 p.m. on Wednesday, January 11, 2017. Please submit three complete hard copies of the submittal. Emailed, faxed or otherwise digitally transmitted responses will not be accepted.

IX. Questions

Substantive questions regarding this RFQ must be submitted in writing to Jim Dunn at the address above or at jdunn@ci.warrenton.or.us not less than five days prior to the deadline for submitting proposals.

X. Review

The consultant selection team will consist of: Jim Dunn, Public Works Director, at least two other City staff members to be determined. Selection will be based on the following criteria:

- A. Expertise 35%
Experience and qualifications of the primary person(s) assigned to the project in performing similar work; demonstrated abilities in the individuals’ assigned roles, education, training, and credentials.

- B. Effort/Responsiveness 25%
The ability and expressed commitment of the proposing firm to meet or exceed the Project Milestones indicated in Section VI. A study schedule section consisting of a complete schedule, in Gantt chart format, incorporating all tasks under the Scope of Work.
- C. Project Understanding 25%
Apparent understanding of the tasks required to complete the Scope of Work and the skills and expertise across various disciplines needed to perform those tasks. Also, the understanding and foresight of any critical issues and challenges involved in the project. Describe what your firm understands the requirements for the project to be and give a complete listing of the major tasks to be performed.
- D. Other Factors 15%
Reputation of firm, reviewer's past experience with firm, structure of firm or team, positive and/or negative reports from references, proximity/availability/responsiveness, quality/accuracy of SOQ and other factors that the reviewer considers relevant.

The City reserves the right to seek clarifications of the proposed project approach, or the assignment of resources, the right to negotiate a final contract which is in the best interest of the City, and the right to reject any or all responses if it would be in the public interest to do so.