



Town of Shelburne, Vermont

CHARTERED 1763

Release Date: 06/09/2017

Proposal Due: 06/30/2017

REQUEST FOR PROPOSALS

Engineering Consultants – Wastewater Treatment Facility Consolidation Study

Submittal Deadline: 3:00 PM, June 30, 2017

RFP Contact: Chris Robinson, Water Quality Superintendent, crobinson@shelburnevt.org, (802)985-3700

INTRODUCTION

The Town of Shelburne has issued this Request for Proposal to solicit engineering consultants to perform a study of the Town's wastewater infrastructure. The Town is seeking consultants with experience in budget analysis, evaluation and permitting of municipal wastewater treatment and conveyance infrastructure.

BACKGROUND

The Town of Shelburne, Vermont has a population of approximately 7,200 residents. The Town owns and operates two wastewater treatment facilities. WWTF #1 is located off Bay Road at 81 Crown Road. WWTF #2 is located on Harbor Road across from the Community school, next to the Highway Department Building, at 53 Turtle Lane. Each facility has been in service for approximately 16 years since the last upgrade and the Town anticipates the need for refurbishment of these facilities within the next decade. The Town desires to determine if it would be advantageous in the long term to consolidate wastewater treatment for the Town to one of the two treatment locations and convert the other facility to a wastewater pumping station with force main and discharge to the consolidated facility location. The budget to complete this Study is limited to \$30,000.

SUBMITTAL REQUIREMENTS

Three (3) copies of the completed proposals and one (1) electronic copy (in pdf file format) will be received by the Town of Shelburne, Attention: Chris Robinson, Superintendent, 53 Turtle Lane, Shelburne, VT 05482 by 3:00 p.m. Eastern Daylight Time, on June 30, 2017.

Interested engineering consultants should send an email to Chris Robinson (crobinson@shelburnevt.org), stating their interest in submitting their Qualifications and Proposal to this request. If any changes are made to this Request for Proposal, an addendum will be issued on the Town website and an e-mail will be sent to the interested consultants notifying them of the addendum issuance. Questions concerning this project may be directed to Chris Robinson via email. All questions and responses will be posted on the Town's website (www.shelburnevt.org)

The proposal will include the following items:

1. The proposal will consist of two (2) parts:

- a. The Qualifications Proposal will be limited to no more than fourteen (14) – 8 ½”x11” sheets total, printed double sided.
- b. The Fee Proposal will be limited to no more than one (1) – 8 ½”x11” sheet, total.

2. Qualifications Proposal

- a. Experience
 - i. Provide a summary of your firm’s overall municipal infrastructure engineering experience.
 - ii. Discuss your municipal wastewater engineering project experience on up to a minimum of 3 similar projects located in VT, NH or ME.
- b. Project Team
 - i. Provide a team organizational chart for this study.
 - ii. Identify any sub-consultants to be used for this study.
 - iii. Include resumes including years of experience for each team member proposed for this study.
- c. Project Understanding/Approach
 - i. Explain your project understanding and approach to this study.
 - ii. Include a detailed description of your proposed scope of services.
 - iii. Include a project schedule including milestones.
- d. References
 - i. Include a minimum of three (3) references with name and contact information from similar municipal wastewater engineering projects listed under the Experience.

3. Fee Proposal

- a. Fee proposal will include a not-to-exceed price for the study, rate and level of effort for each task and team member as well as a labor rate schedule for any expenses beyond those included in the agreed upon Scope of Work.
- b. If the Consultant intends to utilize the services of sub-consultant(s), the Consultant's cost proposal will include the sub-consultant(s)’ costs.

SELECTION CRITERIA

The Contract will be awarded to the most qualified consultant based on the Town’s review of the proposals and the Town’s opinion of which consultant will deliver the highest value in completion of the study. Demonstration of the following criteria will be considered:

- Firm’s Qualifications
- Experience of firm and individuals assigned to this project on similar projects
- Project understanding and approach
- References
- Level of effort and fee
- Commitment to Town schedule needs

All proposals become the property of the Town of Shelburne upon submission. The cost of preparing, submitting and presenting the proposal is the sole expense of the consultant. The Town of Shelburne reserves the right to negotiate the work stated in this Proposal as deemed necessary, to reject any and all bids, to waive any informality and award Contract deemed to be in the best interest of the Town of Shelburne. The solicitation of proposals in no way obligates the Town of Shelburne to award a contract.

SCOPE OF SERVICES

The consultant shall complete a study and submit a final report to determine if it would be advantageous in the long term to consolidate wastewater treatment for the Town to one of the two facility locations and convert the other facility to a wastewater pumping station with force main and discharge to the consolidated facility location or via the consolidated facility's collection system. The budget to complete this Study is limited to \$30,000. The Consultant will provide a detailed scope of services and final report to address the following seven tasks:

1. Review Existing Data and Records

The Consultant will gather and review available data and reports needed to complete the consolidation study.

- a. The Consultant will review available facility record drawings, collection system drawings, NPDES Permits, anticipated NPDES permit limits, WR-43 Reports, Facility Plans, facility performance reports, and other reports, budgets and actual operation and maintenance costs.

2. Describe Existing Conditions

The Consultant will review and summarize or update existing operating conditions with regard to the original facility design criteria, including associated collection system.

- a. Based upon WR-43 Report data, the Consultant will summarize the average annual flow at each facility during the last 5 years and determine the maximum average annual flow as a percent of the NPDES discharge permit.
- b. Based upon WR-43 Report data, the Consultant will summarize the facility's total phosphorous monthly average effluent concentration at each facility during the last 5 years and determine the maximum monthly average effluent concentration at each facility relative to the NPDES discharge permit phosphorous effluent limit concentration.
- c. Based upon WR-43 Report data, the Consultant will summarize the facility's monthly average effluent BOD concentration at each facility during the last 5 years and determine the maximum monthly average effluent concentration at each facility relative to the NPDES discharge permit BOD effluent limit concentration.
- d. Based upon WR-43 Report data, the Consultant will summarize the facility's monthly average influent BOD loadings at each facility during the last 5 years and determine the maximum monthly average influent loading at each facility relative to the facility's design criteria.

3. Describe Future Needs

The Consultant will define or update future design criteria for each facility.

- a. Based upon anticipated growth, described in the Shelburne Comprehensive Plan 2016, the Consultant will estimate anticipated hydraulic, BOD and phosphorous loading at each facility for the Design Year.
- b. The Consultant will submit a draft of the first three sections of the Final Report (the 30% Deliverable) for Owner review and comment.

4. Condition Assessment

The Consultant will update the condition assessment of each facility to meet future needs.

- a. The Consultant will complete a condition assessment of each facility process area to the extent needed to determine the assets' condition to serve the Design Year condition.
- b. The Consultant will meet with the Owner to discuss the 30% Deliverable and receive the Town comments.

5. Develop Alternatives

The Consultant will develop conceptual plans and capital construction and future operation and maintenance costs to refurbish each facility to meet future needs. The Consultant will develop plans and capital construction and future operation and maintenance costs for facility consolidation by conversion to a pump station and force main to each consolidated facility location.

- a. Alternative 1 (Upgrade both wastewater treatment facilities)
 - i. The Consultant will develop conceptual plans and capital construction and future operation and maintenance costs to refurbish or replace the Bay Road WWTF #1. The Consultant will prepare a Life Cycle Cost Analysis including annual operating and maintenance costs including the 25-year replacement costs.
 - ii. The Consultant will develop conceptual plans and capital construction and future operation and maintenance costs to refurbish or replace the Turtle Lane WWTF #2. The Consultant will prepare a Life Cycle Cost Analysis including annual operating and maintenance costs including the 25-year replacement costs.

- b. Alternative 2 (Convert WWTF #1 to Pump Station)

The Consultant will develop conceptual plans and capital construction and future operation and maintenance costs to abandon the Bay Road WWTF #1 and construct a new sanitary sewage pump station and force main to convey wastewater from the Bay Road WWTF #1 to the Turtle Lane WWTF #2. Alternative 2 will also include development of conceptual plans and capital construction and future operation and maintenance costs to upgrade the Turtle Lane WWTF #2 to serve the combined Design Year conditions. The Consultant will prepare a Life Cycle Cost Analysis including annual operating and maintenance costs for Alternative 2 including the 25-year replacement costs.

- c. Alternative 3 (Convert WWTF #2 to Pump Station)

The Consultant will develop conceptual plans and capital construction and future operation and maintenance costs to abandon the Turtle Lane WWTF #2 and construct a new sanitary sewage pump station and force main to convey wastewater from the Turtle Lane WWTF #2 to the Bay Road WWTF #1. Alternative 3 will also include development of conceptual plans and capital construction and future operation and maintenance costs to upgrade the Bay Road WWTF #1 to serve the combined Design Year conditions. The Consultant will prepare a Life Cycle Cost Analysis including annual operating and maintenance costs for Alternative 3 including the 25-year replacement costs.

- d. The Consultant will submit a draft of the first five sections of the Final Report (the 90% Deliverable).
- e. The Consultant will meet with the Town to discuss the 90% Deliverable and receive Owner comments.

6. Recommended Project Alternative

The Consultant will develop a recommendation for the alternative to advance to preliminary engineering.

- a. The Consultant will compare the developed alternatives and recommend an alternative to advance to preliminary engineering. The narrative shall discuss and justify the alternatives that were not recommended.

- b. The Consultant will include narrative discussions of the recommended alternative regarding the potential impact of non-economic factors like environmental and social factors, reducing energy consumption and environmental risk, greenhouse gas emissions, permitting, management and worker safety.
- c. The Consultant will include narrative discussions of relevant study concepts that were identified during the Study that warrant further definition or consideration during preliminary engineering efforts. These relevant study concepts may include concepts that have potential to further reduce overall project cost, enhance feasibility or concepts that have potential to threaten project feasibility.
- d. The Consultant will develop a total project conceptual cost estimate including construction, property and easements, engineering and legal costs.
- e. The Consultant will develop a conceptual project schedule including preliminary engineering, final engineering, bidding, construction administration and one year startup period.

7. Final Report

The Consultant will submit a report summarizing the findings of this Study including conceptual plans, narratives and cost information.

- a. The Consultant will integrate the comments received from the Town in completing the Final Report of Findings and Recommendations.
- b. The Final Report will include an Executive Summary noting the pertinent aspects of the Study Findings and relevant information for Town decision makers.

PROJECT SCHEDULE

Date	Task
June 9, 2017	Issue Request for Proposals
June 20, 2017	Last day to request clarification
June 23, 2017	Town issues final Addendum
June 30, 2017	Proposals due by 3:00 p.m. EDT
July 5 - July 19, 2017	Town of Shelburne review RFP
July 19, 2017	Consultant Selected
August 1, 2017	Begin Engineering Study
September 29, 2017	30% Deliverable due
November 17, 2017	90% Deliverable due
December 15, 2017	Submit Final Report