



REQUEST FOR QUALIFICATIONS

For

Professional Consulting Services for:

Wastewater Comprehensive Plan

Submittal Date and Location

June 3, 2024

CITY OF CHEHALIS PUBLIC WORKS DEPARTMENT
2007 NE KRESKY AVENUE
CHEHALIS, WA 98532

Direct all Questions and Inquiries to

Justin Phelps
Wastewater Superintendent
JPhelps@ci.chehalis.wa.us
(360) 740-7486

REQUEST FOR QUALIFICATIONS
Wastewater Comprehensive Plan

A. Purpose:

The City of Chehalis (City) is pursuing professional services for the development of a Wastewater Comprehensive Plan for the Chehalis Regional Water Reclamation Facility. The plan should encompass various components, including activated sludge system/treatment design and evaluation, wastewater collection system assessment and modelling, reclaimed water application, nutrient reduction evaluation, sludge processing and biosolids utilization, WWTP modelling and demand forecasting, and system long range planning. The last Wastewater Comprehensive Plan was adopted in 2001 and the city desires to completely rewrite the current plan. The city's ideal candidate will be an engineering consultant team with experience in successfully drafting Wastewater Comprehensive Plans in Washington State.

Background information of the city's treatment facility can be found here: <https://www.ci.chehalis.wa.us/publicworks/wastewater-division>

B. Project Scope

PRIMARY OBJECTIVES

The city is seeking professional engineering and technical services for full update and rewrite of the Wastewater Comprehensive plan. The objective of this project is to assess, plan, and design improvements to the existing sewer infrastructure to enhance operational efficiency, meet regulatory requirements, and support the sustainable development of the Regional Water Reclamation Facility.

SCOPE OF WORK

The scope of work will include, but not limited to, the following components:

- 1. Activated Sludge System/Treatment Design and Evaluation:**
 - Evaluate the current activated sludge system's capacity, performance, and compliance with environmental regulations.
 - Propose upgrades or modifications to optimize treatment efficiency and address any identified deficiencies.
 - Conduct a detailed treatment design that includes process optimization and consideration of energy-efficient and sustainable solutions.
- 2. Wastewater Collection System Assessment and Modelling:**
 - Conduct a comprehensive assessment of the existing wastewater collection system.
 - Utilize hydraulic modelling to evaluate system performance, identify areas of concern, and propose solutions for capacity enhancements, rehabilitation of aging infrastructure, and reduction of inflow and infiltration.
- 3. Reclaimed Water Application:**
 - Assess the viability of reclaimed water application for various purposes, including irrigation, purple pipe systems, and groundwater recharge.
 - Develop strategies for the safe and efficient distribution of reclaimed water within the City of Chehalis, including infrastructure requirements and regulatory compliance.
- 4. Nutrient Reduction Evaluation:**
 - Evaluate nutrient removal processes within the wastewater treatment system.
 - Propose enhancements or modifications to optimize nutrient reduction, such as biological nutrient removal (BNR) or enhanced tertiary treatment.

5. Sludge Processing and Biosolids Utilization:

- Evaluate existing solids handling processes and biosolids management practices.
- Propose improvements or new technologies to enhance the efficiency and sustainability of solids processing, including reduction, stabilization, and beneficial reuse options.
- Develop a management plan that addresses environmental compliance, marketability of biosolids, and potential revenue streams.

6. WWTP Modelling and Demand Forecasting:

- Develop a comprehensive model of the wastewater treatment plant (WWTP) to simulate various operating scenarios and assess performance under different conditions.
- Conduct demand forecasting to anticipate future wastewater volumes and characteristics, considering population growth and land use changes.

7. System long range planning:

- Develop a long-range plan for the City of Chehalis wastewater system, considering anticipated growth, regulatory requirements, and technological advancements.
- Identify critical infrastructure needs, prioritize projects, and establish a timeline for implementation.
- Conduct a rate study to determine the appropriate fee structure to support the long-term sustainability of the sewer system and associated infrastructure.

The work requires familiarity with all current Washington State Department of Ecology regulatory requirements and standards and current NPDES requirements. All plans developed by the consultant are required to be sealed by a Professional Engineer (P.E.) licensed in the state of Washington. The City will require AutoCAD format drawings and appropriate GIS layer data that achieve a high-quality level of plan preparation.

The City's proposed schedule is to begin plan development in August 2024 and complete final planning process in December 2025.

C. Statement of Qualifications & Submittal Requirements

The City reserves the right during the term of the agreement to request services in addition to those specified in the submittal, with payment for those additional services to be mutually agreed upon between the City and Consultant. The City is not responsible for expenses incurred by the firm prior to award. The City reserves the right to reject any and all qualifications, to waive any irregularities or informalities, and to re-advertise for qualifications when it is in the best interest of the City.

Firms interested in providing wastewater comprehensive planning services to the City of Chehalis, please submit the following information:

- Statement of approach to the project.
- Overall experience and qualifications of the firm and/or sub-consultant firms to provide requested services including:
 - Development of wastewater comprehensive plans.
 - Sewer system demand analysis, modelling, and forecasting.
 - Familiarity with activated sludge sewage treatment plants.
 - Development of Capital Improvement Plans.
 - Familiarity with sludge processing and biosolids utilization.
 - Familiarity/Experience is DOE and NPDES regulations and requirements.
 - Permitting and agency coordination.
- Roles, qualifications, and experience of key team members and sub-consultants on similar

projects.

- Anticipated project schedule to complete the components of the plan.
- Availability: Describe your firm's ability to complete the project within the proposed schedule. (Please do not include rates, overhead and fee information in the document.)
- List of example projects and references.
- Any unique or specialized services that make your firm qualified for this project.

Questions must be submitted via email to jphelps@ci.chehalis.wa.us no later than 10:00 a.m. on May 30, 2024. **Submittals are due by June 3, 2024 by 3:00 P.M.**

The submittal shall not exceed fifteen (15) pages, single sided, 8 1/2" x 11" pages, including cover letter, resumes can be included in an appendix and do not count towards the page limit. The submittal shall be marked "**Wastewater Comprehensive Plan**". Proposals submitted by any means other than email, mailing, or hand delivery will not be accepted.

Submittal Address: City of Chehalis, Public Works
Attn: Kassi Bateman, City Clerk
City Hall
350 N Market Blvd
Chehalis, WA 98532
kmackie@ci.chehalis.wa.us

Electronic submittals are encouraged.

D. SELECTION OF THE CONSULTANT

The City of Chehalis will evaluate proposals based on the following criteria:

- Overall presentation and content of submittal
- Project understanding, delivery, scheduling, and management approach
- Qualifications of the firm and project team relevant to the Scope of Services, Statement of Qualifications and references
 - Project team members level of involvement in firms example projects
 - Ease of access to the firm's project staff
 - Plan development competency; confirmed by references.
- Relevancy of similar projects and references
- Experience with applicable permitting/agency coordination.

Consultants will be selected on the basis of their qualifications and experience, with fees determined through negotiations following selection. The qualifications of consultants are evaluated, and the best qualified consultant is selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.

It is the intent of the City of Chehalis to appoint a committee to review the submittals and rank the qualified firms.

The City of Chehalis may choose to interview a shortlist of consultants before making the selection. The shortlisted consultants shall be notified at least 14 days prior to the interview date.



Title VI Statement

The City of Chehalis, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Title II Statement

In accordance with the requirements of Title II of the Americans with Disability Act of 1990 ("ADA"), the City of Chehalis will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities.

