

PRE-BID MEETING AGENDA

**CITY OF WINTER GARDEN
WWTF CAPACITY EXPANSION & PROCESS OPTIMIZATION
PROJECT NUMBER 17-025
February 14, 2020**

1) SIGN-IN SHEET (This is a mandatory meeting so make sure you sign in – Contact and Company name required. By signing in, you are acknowledging you have attended this meeting, have read and understand this agenda, and have had an opportunity to ask questions concerning the project.)

2) PROJECT DESCRIPTION:

The City is soliciting statements from qualified professional engineering firms to evaluate the existing WRF process and capacity expansion utilizing innovative ways to increase the capacity to a minimum of 6 MGD. The capacity expansion should use the existing footprint of the WRF at 101 E Crest Avenue site and the two (2) x 1.5 MG uncovered storage tanks located on City owned properties at 420 and 440 E. Smith Street.

In addition to the aforementioned, the City is also requesting an evaluation of the current plant process and operations to determine if meeting more stringent effluent requirements is achievable. Recent legislation will require the City to reduce the effluent concentrations of biochemical oxygen demand (BOD5), suspended solids, total nitrogen and total phosphorus relative to current permit requirements. The recent legislation will require reclaimed water to meet the maximum concentrations specified in the following table.

Maximum Concentration for a Reclaimed Water Product

Nutrient or Contaminant	Maximum concentration annually
BOD5	5 mg/L
Suspended Solids	5 mg/L
Total Nitrogen	3 mg/L
Total Phosphorus	1 mg/L

The scope of services is anticipated to include; but not be limited to the following:

- Design
 - Surveying
 - Preliminary Design Report – Capacity Analysis; Feasibility Study to Recommend Optimal Design Alternative; Identify State and/or Federal Funding Sources; Assist with Applying for State and/or Federal Funding
 - Design for Construction
- Permitting Services
- Bidding Services
- Construction Phase Services including Startup

The improvements will need to be planned in order to minimize impacts to the existing operations. During construction, the plant is to remain operational with coordinated shutdowns of major equipment kept to a minimum.

3) SCHEDULE:

Qualification packages must be received no later than **Tuesday, March 17th at 2:00 PM**. Any qualification packages received after this time will not be accepted under any circumstances. Any uncertainty regarding the time a qualification package is received will be resolved against the respondent. Qualification packages submitted after this designated time will be returned unopened.

Interested firms or companies shall submit one (1) original and five (5) copies of their qualifications to the City of Winter Garden reception desk by the submission deadline to the attention of:

Jon C. Williams
City of Winter Garden
RFQ 17-025
300 West Plant Street
Winter Garden, FL 34787

No faxed or electronic submissions will be accepted.

Direct all written inquiries regarding the RFQ via email to Jon Williams. The deadline for receipt of written inquiries is **Tuesday, March 3rd by close of business**.

4) SUBMISSION REQUIREMENTS:

The interested and qualified firms shall submit a statement of qualifications describing their qualifications and experience in the type of work requested. Submissions shall be limited to a total of **thirty-two (32) 8.5" x 11" single-sided pages** (including résumés but excluding front and back covers, dividers, and a 2-page cover letter). The document shall be presented with portrait orientation and 12-point font. The required submission material includes the following:

I. Firm's Qualifications/Ability to Perform (Twelve [12] single-sided pages max)

- List of the firm's employees, their qualifications, and their roles in providing services to the City that are detailed in the Scope of Work.
- Firm's and employees' certifications and registration with regulatory agencies, professional organizations, etc.
- List of firm's sub-consultants, their qualifications, and their role in providing services to the City described in the Scope of Work.
- Provide a brief analysis of the firm's staffing availability to provide services under this agreement.
- Demonstrate success in meeting time and budget requirements.

II. Firm's Experience and Past Performance (Ten [10] single-sided pages max)

- List of firm's current projects or projects completed within the last ten (10) years that are similar to services requested in this RFQ for WWTFs with capacities greater or equal to 3 MGD AADF. Experience and Past Performance should focus on demonstrating the firm's ability to apply innovative solutions to increase treatment capacity of a WWTF with footprint limitations. Include

cost savings achieved by applying each innovative solution.

- Examples of experience and past performance should also highlight the consultant's ability to achieve effluent permitted water quality reductions given the condition that the WWTF was unable to support physical expansion beyond currently owned property.
- List of at least three (3) client references including organization name, contact person, telephone number(s), and e-mail address(es) for similar work demonstrated in this Submission Requirement section.

III. Project Approach (Ten [10] single-sided pages max)

- Provide examples of potential innovative solution(s) that may be implemented to expand the treatment capacity of the Crest Avenue WWTF to 6 MGD AADF without physically expanding the plant. Each example of an innovative solution should include a preliminary cost estimate.
- Provide a discussion for each innovative solution that addresses impacts to effluent reclaimed water quality. Ideally the innovative solutions will achieve the targeted 6 MGD treatment capacity and meet the more stringent future reclaimed water quality requirements listed in this RFQ.

The City reserves the right to accept or reject any or all submittals that it may, in its sole discretion, deem unresponsive or waive technicalities that best serve the overall interests of the City.

Cost of preparation of a response to the RFQ is solely that of the consultant, and the City assumes no responsibility for such cost incurred by the consultant.

Any request to withdraw a qualification package must be addressed in writing as above. Such requests must be received by the City prior to the deadline for submission.

5) AWARD OF CONTRACT:

The City intends to award a contract to the firm deemed to be the most highly qualified to perform the required services. The proposal will be evaluated and ranked based on innovative ideas, cost estimates for the proposed changes, the maximized projected capacity increases and reducing the concentrations of BOD5, suspended solids, total nitrogen and total phosphorus in the reclaimed water produced.

Submittal packages will be reviewed and evaluated by a selection committee and a short list of qualified firms may be invited to make a formal presentation. Submittal packages will be reviewed and evaluated in accordance with the following criteria and weighting factor:

1. Firm's Qualifications/Ability to Perform	20 points
2. Firm's Experience and Past Performance	30 points
3. Project Approach	50 points

Total 100 points

6) QUESTIONS: