

**Request for Qualifications
Design and Engineering Services for
Montague Municipal Utility District
Wastewater Collection System Improvements**

The Montague Utility District is accepting Statements of Qualification to select a licensed and insured professional civil engineering services company or individual to provide professional and technical planning phase services for items identified in the Scope of Work for the preliminary planning and engineering design for its wastewater treatment and collection system capital improvement projects SWRCB Proposition 1 funding application.

Please provide your Qualifications to Montague Utility District, Attention: David Dunn, publicworks@cityofmontagueca.com, District Manager, no later than March 12, 2020.

Statements of Qualifications (SOQs) shall be submitted by firms that have a capable and demonstrable background in the type of work described in this notice. In addition, all interested firms shall have sufficient, readily available resources in the form of trained personnel, support services, specialized consultants, and financial resources to carry out the work without delay or shortcomings.

Services required by this request for qualifications shall be performed under the responsible charge of a Project Manager with a minimum of 10 years of experience and who is a California Licensed Professional Civil Engineer.

Each respondent shall submit by email attachment one (1) electronic copy of the SOQ in PDF format.

Background

The Montague Public Utility District manages a small wastewater system located within a disadvantaged community in Siskiyou County, California. Population in the area is approximately 1500. The wastewater treatment plan consists of four treatment lagoons, an effluent reservoir, and land application. Effluent is applied to Private ranch land. Municipal wastewater is collected and flows through a three different bar screens sizes (2", 1.5", and 1") and pumped up to four treatment lagoons that flow in-series. Blue frog technology has been installed to promote accumulated sludge digestion in the primary lagoon. It appears the blue frog system is reasonably effective in promoting sludge digestion. Finally, the lagoon effluent is lifted to an effluent reservoir, and used to irrigate private cattle land. Effluent is not discharged to surface water.

The Montague Wastewater Treatment Plant (WWTP) is an antiquated pond system that produces marginal quality effluent, which consistently does not comply with waste discharge requirements set by the North Coast Regional Water Quality Control Board (NCRWQCB). It has been difficult for Montague to maintain state compliance standards for BOD and TSS concentrations in the land applied effluent. Accordingly, baffling has been installed in the primary lagoon to reduce short circuiting and increase the hydraulic retention time. The water level is controlled manually by weirs and flow is calculated with a flume. Recirculation is available and utilized when necessary.

Montague has completed a project that upgraded the WWTP headworks (Bar screen and Grit chamber), pump station control panel, and generator.

The county of Siskiyou needs a local system that can accept regional septage. Currently, regional septic waste is transported 100 miles south to Anderson, Ca. Siskiyou county and the city of Montague are

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pursuing prop 1 funding to increase the wastewater effluent quality to meet state compliance standards and increase capacity to accept regional septage.

This Request for Qualifications (RFQ) is limited to preliminary planning and engineering services for the following capital improvements projects:

1. Engineering Report/plan of study for improvement to the wastewater treatment system to meet state compliance standards under two scenarios;
 - Feasible alternatives to increase effluent water quality with existing hydraulic and pollutant loading.
 - Consider low financial requirements for system operation (i.e. constructed wetlands).
 - All alternatives must have to capacity to theoretically maintain state compliance effluent standards.
 - Feasible alternatives to handle existing effluent loading with the additional periodic loading from regional septage waste.
 - Consider bio-solids processing and disposal options.

The Scope of Planning Level Services Includes, but is not limited to:

1. CEQA compliance and special reports required for all projects identified by the capital improvements goals above.
2. Field surveys and base mapping for design plans and construction documents – Topographic, utility, property lines, easements and right-of-way (ROW) verification
3. Encroachment permit compliance related to utility trenching in public ROW.
4. Prepare preliminary plans and specifications to a level acceptable for application for a construction grant that will also include funding for final design and construction documents.
5. Prepare cost estimates for:
 - a. Final design
 - b. Bid documents for construction
 - c. Construction costs for public bidding
 - d. Construction management, inspection and as-built drawings
 - e. Construction grant application assistance
 - f. Permitting

Statements of Qualifications must include:

1. Names of engineering firm owners, years in business and services offered.
2. Resumes and professional background for key personnel of the engineering firm who will be assigned to work on this project.
3. Three similar projects designed by the firm during the past seven years.
4. Current and projected-workload of the engineering firm that might affect the project.
5. A letter confirming that the firm has liability insurance available.

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The cover letter shall contain the following information:

1. RFQ Title.
2. Respondent’s name, mailing address, contact person, e-mail address, telephone and fax numbers.
3. Identification of the principal contact person authorized to commit the respondent to a contractual agreement, including address, e-mail and phone number.
4. Identification of the prime consultant’s corporate headquarters (city and state).
5. An expression of the respondent’s interest in being selected for this project.
6. Pertinent characteristics that differentiate the respondent in its ability to perform the proposed work.

Proposers are discouraged from submitting lengthy Submittal. Montague Public Utility District requests that Submittals be concise and clearly written containing only essential information.

Schedule

The selection process is anticipated to proceed as outlined below; however, it is subject to change at the discretion of the District.

Project Benchmarks	Date (No Later Than)
Request for Qualifications Available	February 24, 2019
Deadline for inquiries	March 9, 2020
SOQ Due	March 12, 2020
Consultant Short List	March 16, 2020
Consultant Interviews	March 17 - 19, 2020
Consultant Selection	March 20 , 2020
Consultant Negotiations – Phase 1	March 24, 2020

Prospective respondents may contact David, Utility Manager- publicworks@cityofmontagueca.com , or Omar Al-Shafie, oal-shafie@rcac.org, for further information regarding contractual questions for this RFQ. All requests for interpretation or questions must be sent in writing, via email.

The Montague Municipal Utility District will review all qualifications received and select the top three most qualified candidates based on the evaluation criteria defined below. The top three firms selected will be invited to interview, provide a technical approach and project manager/team details.

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The evaluation criteria include:

1. Qualifications and experience of the project engineer.
2. Firm's past experience with similar small water system projects.
3. Present and projected workloads.
4. Technical and professional capacity to address each of the scope of work items with or without subcontracting.
5. Experience with SWRCB grant programs, specifically Prop 1 and the construction funding process.
6. Travel distance from project site.
7. Experience with local agencies.
8. Turnkey design and construction capability.
9. Capability to meet time and budget requirements.
10. Disadvantaged business enterprise status.

Award and Negotiations:

The District will provide a written Letter of Intent to the selected firm until the grant is awarded and contract then negotiated. The letter shall identify the due date for completing a Level of Effort (LOE), a fee schedule, a project time estimate and shall include any proposed changes to the preliminary planning scope of work to be used in the planning grant application.

Negotiations shall begin with the SOW identified in the RFQ and the LOE submitted by the consultant.

After successful negotiations and successful approval of the planning grant from SWRCB, the Club will award the contract.