



CITY OF SANDPOINT
REQUEST FOR QUALIFICATIONS (RFQ)
I&I DATA COLLECTION, ASSESSMENT
AND REDUCTION PLAN

ISSUED: January 15, 2019

A. Introduction

The City of Sandpoint (Sandpoint) is requesting proposals from qualified Consultants to provide professional engineering services in support of the Inflow & Infiltration (I&I) Data Collection, Assessment, and Reduction Plan. This solicitation is governed by Idaho Code § 67-2320 and shall be administered accordingly.

Sandpoint needs to aggressively reduce as much I&I as possible over the next 5-10 years in preparation for future Wastewater Treatment Plant upgrades. To achieve that goal, the initial I&I reduction effort is expected to consist of Task 1 - I&I Data Collection Plan: (a) review of existing information; (b) develop a plan to collect the data necessary to identify sources of I&I and determine contribution volumes. Future efforts associated with this solicitation are likely to include Task 2 - I&I Data Collection and Task 3 - I&I Assessment & Reduction Plan. See Section E, Scope of Services for additional details.

Project funding for FY19 is provided by the Sandpoint Sewer Fund in the following amounts: Task 1: I&I Data Collection Plan - \$25,000; Task 2: I&I Data Collection - \$125,000 (additional funds anticipated in future years, subject to City Council approval, for Tasks 2 and 3).

B. Background

Sandpoint recently completed a Wastewater Treatment Plant Facility Plan (JUB Engineers, 2018) which concluded that the existing sewer collection system continues to allow excessive quantities of I&I to enter the system, thereby increasing flows to the wastewater treatment plant (WWTP). On average, the WWTP will treat approximately 1.15 MGD during a summer day. Historically, daily flows during rain-on-snow events have increased up to 8.3 MGD, with instantaneous flows of 10.4 MGD. Sandpoint currently bypasses its biological treatment facilities at the WWTP for any flows above 5.0 MGD. This will no longer be allowed as the Idaho Department of Environmental Quality (IDEQ) will require 100% biological treatment. Sandpoint currently plans to phase construction starting with a 6.0 MGD plant in 2022 with higher flows treated biologically at a later date, working with IDEQ. The plan is to aggressively pursue I&I reduction in the interim.

Previously, the City of Sandpoint Wastewater Facility Plan (JUB Engineers, 2007) included a Collection System Infiltration and Inflow Analysis that culminated in a recommended Capital Improvement Plan with an emphasis on I&I reduction. Building off this plan, Sandpoint completed Collection System Technical Memoranda (JUB Engineers) in 2008. That effort focused on the two worst collection basins (based on recurring maintenance issues and severity of I&I) for further study. Both reports are included as resource documents to this RFQ. Since that time, Sandpoint has focused on implementing that plan replacing or rehabilitating ≈67,000 LF of old and structurally deficient sewer mains (≈25% of the collection system) and around two dozen manholes.

In addition to main lines and manholes, in 2009, Sandpoint codified the Sewer Lateral Improvement Program (SLIP) intended to decrease the volume of I&I which enters the sewer system by requiring repair or replacement of private sewer laterals. Since SLIP implementation, 1334 sewer laterals have been inspected with 408 having been repaired ($\approx 13\%$ of the total number of service laterals). See Sandpoint SLIP Summary Spreadsheet included as a resource document.

C. List of Available Resource Documents and Data

Final Draft City of Sandpoint Wastewater Treatment Plant - Facility Plan, JUB Engineers (November 2018)

City of Sandpoint Collection System Technical Memoranda, JUB Engineers (August 2008)

City of Sandpoint Wastewater Facility Plan, JUB Engineers (March 2007)

Sewer Lateral Improvement Program (SLIP) Ordinance

Sandpoint SLIP Summary Spreadsheet (January 2019)

Sandpoint I&I Reduction Capital Improvement Project Status Updates Spreadsheet

E-500 2014 Standard Form Agreement between Owner and Engineer for Professional Services

D. Purpose and Objective

The purpose of this solicitation is to hire a qualified Consultant to guide Sandpoint in determining what data is necessary to identify sources of I&I and determine contribution volumes, how to collect that data, as well as assist with the data collection efforts. Future scope may also include analysis of the data, development of a corresponding CIP, and investigation of other opportunities for I&I reduction.

E. Scope of Services

Sandpoint has prioritized aggressively pursuing I&I reduction leading up to the 2022 WWTP Improvement project. In order to achieve that objective, the I&I Data Collection, Assessment & Reduction Plan is anticipated to include:

Task 1 - I&I Data Collection Plan

- a) Review existing information regarding I&I identification and removal completed to date.
- b) Develop a Data Collection Plan detailing the steps Sandpoint should follow to collect the necessary information to identify sources of I&I and determine contribution volumes. Provide a rationale for each step. The Data Collection Plan should include alternatives with recommended budget, schedule, duration, sequence, and recommend responsibilities for collection efforts.

Task 2 - I&I Data Collection

- a) Assist Sandpoint with data collection efforts as necessary. May include oversight of subconsultants and/or contractors in accordance with Data Collection Plan implementation. Sandpoint staff may take on a significant role in data collection where practical and feasible.
- b) Evaluate SLIP ordinance for effectiveness and recommend modifications (if applicable). Provide options of other policy actions Sandpoint could consider to further reduce I&I from private sewer laterals. Include locations where similar policies have been enacted and the measured effectiveness of those policies.

Task 3 - I&I Assessment & Reduction Plan (possible future scope)

- a) Utilizing data obtained from I&I Data Collection, evaluate and verify projected peak flows to determine expected peak hour, maximum day, and maximum month flows to the existing treatment plant.
- b) Develop Capital Improvement Plan to include a prioritized list of projects with associated cost estimates and possible funding options for a planning period through 2021 (aggressive) and beyond (ongoing) with the goal to eliminate I&I sources in the most cost-effective manner.
- c) Provide recommendations on how to measure efficacy of I&I reduction efforts.

Work associated with Task 1 will begin immediately following the negotiation of a contract acceptable to Sandpoint. Work associated with future tasks will require City Council approval prior to Notice to Proceed. The selected Consultant should anticipate one draft and one final for each deliverable.

F. Proposal Format and Content

The proposal shall contain the sections listed below, separated by dividers, and shall respond fully to all requirements of the RFQ. Proposals are limited to ten (10) single-sided (8-1/2" x 11") pages, no less than 11-point font, not including a cover page. Submittals which do not address the items in this section may be considered incomplete and may be deemed non-responsive by the Review Committee.

1. **LETTER OF INTEREST:** Provide a letter of interest signed by an authorized Consultant representative. Provide the names, offices, email addresses and phone numbers for Consultant staff that are proposed to be involved in the project. The Proposal shall identify in which office(s) the majority of the work will occur. Inclusion of all the items indicated above will constitute a passing score for this section (1-page maximum).
2. **STAFF QUALIFICATIONS:** The Proposal shall include a project team member organizational chart and a listing and biography of key individuals proposed to be assigned to the project with emphasis on a designated Project Manager. The Project Manager should be the individual conducting the day-to-day activities on this project. The Project Manager is not the principal-in-charge unless the principal is actually performing the work. Each individual's proposed position/responsibility shall be indicated. Special emphasis shall be provided to the individual's background, qualifications, certifications, experience on related and/or similar projects, and the location where their work will be performed. The Proposal shall clearly indicate who will be in responsible charge of the project. That individual must be an Idaho licensed professional engineer and currently licensed by the Idaho Board of Licensure of Professional Engineers and Professional Land Surveyors. Professional engineering licenses, including discipline and state of licensure, shall be designated for each individual. All known design-professional sub-consultants needed to complete the project (individual or firm) must be identified in the Proposal. Inclusion of all the items indicated above with a clear representation of each team member's competency and successful past experience with related and/or similar projects will constitute a passing score for this section (2-pages maximum).

3. **UNDERSTANDING OF THE ISSUE:** Describe your understanding of the Sandpoint's I&I issues. Include any unique challenges Sandpoint faces and how those might best be overcome (1-page maximum).
4. **RELATED PROJECT EXPERIENCE:** The Proposal shall provide profiles of similar projects that the Consultant (firm and/or individuals) has worked on in the last ten (10) years including location, project name, date, description, and client reference information. For each project, indicate which proposed team members worked on the project, describe the role/work they performed and their levels of involvement, and the efficacy of the I&I reduction efforts (if available). Compare and contrast your understanding of Sandpoint's I&I issues with those projects to include, but not limited to: collection system age/condition/material, community size, climate, geology, project duration, severity of I&I, etc. (4-pages maximum).
5. **PROJECT SCHEDULE:** The Consultant shall also provide a detailed project schedule, to include significant project milestones, in order to allow for project milestone completion by the dates outlined in Section H, Project Schedule. Alternatively, a modified project schedule may be proposed with a solid rationale. Describe any critical assumptions or factors which may impact the ability of the Consultant to meet the project schedule and how those risk factors will be mitigated. Include a list of the Firms major commitments to include current project schedules with milestones. List proposed project staff commitments on other projects in relation to their availability for this project (2-pages maximum).

G. Review and Evaluation of Proposals

Responses to this RFQ will be evaluated and ranked by a Review Committee consisting of Sandpoint Staff. Selection will be based on the following criteria (100 points total):

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| 1. COVER LETTER | (PASS/FAIL) |
| 2. STAFF QUALIFICATIONS | (PASS/FAIL) |
| 3. UNDERSTANDING OF THE ISSUE | (15 points) |
| 4. RELATED PROJECT EXPERIENCE | (70 points) |
| 5. SCHEDULE | (15 points) |

Sections 1 and 2 of the Proposal will be evaluated on pass/fail criteria. Failure to achieve a pass rating on the components of these sections may result in the Proposal being declared non-responsive and the Proposer being disqualified. All other sections of the Proposal will be evaluated and scored on a qualitative basis.

Final ranking and selection may be made after oral interviews of the top two or three applicants at the discretion of the Owner. If applicable, the oral interviews will be scheduled within one week after the proposal due date and will be factored into the final scoring as indicated above.

H. Project Schedule

The following is a preliminary schedule of project milestones; all dates are subject to change.

Milestone	Date
Issue RFQ	Tuesday, January 15, 2019
SOQ Due Date	Friday, February 1, 2019
Evaluation, Interviews, Selection	February 4-8, 2019
Negotiate Contract (Task 1)	February 11-15, 2019
Estimated Notice to Proceed	Friday, February 15, 2019
I&I Data Collection Plan - Draft	March 8, 2019
I&I Data Collection Plan - Final	March 15, 2019
I&I Data Collection Implementation	TBD

I. Submissions and Inquiries

Sandpoint encourages disadvantaged, minority, and women-owned Consultants to respond.

Submit three (3) hard copies and one (1) electronic pdf copy of your Statement of Qualifications to:

City of Sandpoint, Municipal Clerk
1123 Lake Street
Sandpoint, Idaho 83864

Proposals will be received until **2:00 p.m. local time Friday, February 1, 2019.**

Any questions regarding this project should be directed to Dan Tadic, P.E., City Engineer, at (208) 263-3577 or dtadic@sandpointidaho.gov.

Dates of Publication:

Bonner County Daily Bee: 1/17, 1/21