



Kennebunk Sewer District
Request for Qualifications

For

Engineering Services for Wastewater Treatment Plant Improvements

Response Due: Tuesday, July 20, 2021

Time: 10:00 AM EST

Receipt Location: Kennebunk Sewer District
44 Water Street
Kennebunk, Maine 04043

District Contact: Michael Bolduc

Kennebunk Sewer District

SECTION 1: NOTICE OF ADVERTISEMENT

Notice is hereby given that the Kennebunk Sewer District (District) requests Statement of Qualifications (SOQs) for WASTEWATER TREATMENT PLANT IMPROVEMENTS (Project), and will receive submittals at the **Administrative Building of Kennebunk Sewer District, 44 Water Street, Kennebunk, ME 04043, ATTN: Michael Bolduc, District Manager, up** to the hour of 10:00 A.M.EST, on the 20th of July 2021. Late submittals will not be accepted.

The services to be performed by the successful proposer are described in the Request for Qualifications (RFQ). Additional copies of the Request for Qualifications are available from the District's website www.ksdistrict.org. Any questions should be directed to Michael Bolduc, District Manager.

The District reserves the right to reject any or all submittals, to waive technicalities and to make such selection deemed in its best interest. With limited response, the District reserves the right to extend the solicitation opening date as appropriate in order to assure a competitive procurement process.

Any changes to the Request for Proposals will be posted on District's website in the form of addendum. Proposers shall periodically check District's website at www.ksdistrict.org for any addenda issued for this request and acknowledge the inclusion in proposal documents.

SECTION 2: SUBMISSION REQUIREMENTS AND INSTRUCTIONS

Submission Deadline and Delivery Address

Proposals shall be submitted and clearly marked as follows:

"SEALED PROPOSAL FOR THE WASTEWATER TREATMENT PLANT IMPROVEMENTS"

**Kennebunk Sewer District
Administrative Building
44 Water Street
Kennebunk, ME 04043**

All submittals, for the services specified, are to be received by the District no later than **10:00 AM on Tuesday, July 20, 2021**. Any submittals received after this date and time shall be rejected without exception. ¹

¹ Please note that the US Postal Service has not been reliable in timely delivery of mail and it is strongly suggested that the proposer use another delivery option or hand deliver the proposal.

SUBMISSION REQUIREMENTS

The Statement of Qualifications (SOQ) must be signed by a person who is authorized to bind the proposing firm. Instructions for preparing the SOQ are provided herein.

There is no expressed or implied obligation for the District to reimburse proposers for any expenses incurred in preparing a response to this request.

The District reserves the right to reject any or all submittals, to waive technicalities and to make such selection deemed in its best interest.

One Original and four copies of the proposal shall be provided in the sealed envelope.

SUBMITTAL QUESTIONS

Submittal questions will be due on or before July 14, 2021. The primary purpose is to provide participating proposers with the opportunity to ask questions, in writing, related to the RFQ. The District may respond with an addendum within three (3) working days.

Submit questions by e-mail to **Michael Bolduc** at mbolduc@ksdistrict.org by the deadline shown above. The email should identify the project, "Wastewater Treatment Plant Improvements" in the subject line. All questions and answers may be posted as addenda on the District's website.

PROPOSAL ADDENDUM

The District may modify the RFQ prior to the date fixed for submission of SOQs by the issuance of an addendum.

Should the Proposer find discrepancies or omissions in this RFQ or any other documents provided by District, the Proposer should immediately notify the District of such potential discrepancy in writing via email as noted above.

Any addenda to these documents shall be issued in writing. No oral statements, explanations, or commitments by anyone shall be in effect unless incorporated in the written addenda.

COMMUNICATION

All communications, modifications, clarifications, amendments, questions, responses or any other matters related to this Request for Qualifications must be made only through the Contact noted on the cover of this RFQ. A violation of this provision is cause for the District to reject a Company's proposal. No contact regarding this document with the District Board of Trustees or other employees will be permitted and may be grounds for disqualification.

SECTION 3: PURPOSE

The District is seeking SOQs from qualified firms for wastewater system improvement projects on a basis as outlined in this solicitation. As a Request for Qualifications (RFQ), responding firms are not required to submit price information nor work product with submittal packages.

SECTION 4: PROJECT DESCRIPTION AND SCOPE OF SERVICE

The Kennebunk Sewer District is a quasi-municipal sewer district incorporated 1955 that provides wastewater collection and treatment for 3,349 of the 6,951 (48%) total properties in Kennebunk. The District's customers are primarily east of Maine Turnpike (I-95) but also provides service to the municipal facilities and industrial/commercial zones west of the turnpike.

The WWTF is located at 71 Water Street and discharges to the estuary portion of the Mousam River classified as SB waterway. The WWTF site is located adjacent to the Mousam River on a parcel of 4.6 acres and is surrounded by a levee to prevent flooding from storm surge. The plant is designed for a hydraulic capacity of average daily flow of 1.31 MGD and a peak flow of 5.6 MGD.

Currently, the District does not have a Total Nitrogen (TN) limit in the Maine Pollutant Discharge Elimination System (MEPDES) license, however nitrogen levels in the Mousam has and will continue be a of concern with regulators. Maine Department of Environmental Protection (MEDEP) is expected to issue a continuation of the current permit expiring in October of 2021 while they conduct a more comprehensive review of water quality issues on the Mousam River estuary. The District anticipates a seasonal TN limit in the permit issued at the conclusion of the evaluation.

In 2015, the District's consultant prepared a Facility Plan (Exhibit A) that looked at anticipated growth and discharge limits. Because the discharge limits were, and continue to be unresolved, the District has adopted a phased plan intended to ultimately meet the future permit limits. Since the publishing of the Facility Plan in 2015 the District has constructed the following improvements:

1. Constructed a new Administration Building with garage and storage facility,
2. Reconditioned and repurposed the Control Building with new office space and laboratory,
3. Initiated construction of a new Headworks with grit removal, influent pumping, and coarse screening (under construction with a 2021 completion date)

Based on discussions with the MEDEP, additional studies of the river are necessary to determine effects of nitrogen from the WWTF and other sources on water quality of the receiving water. MEDEP has indicated that initial studies, while inconclusive, indicate that Total Nitrogen (TN) from the WWTF is likely a significant contributor to depleted dissolved oxygen issues downstream of the WWTF. If that proves to be the case, the District expects a *seasonal* Total Nitrogen permit level in 3.0mg/l to 8.0mg/l range. The District does not expect to know the final TN limit prior to the design of the proposed biological treatment process.

The District is seeking a qualified engineering consulting firm or team, specializing in wastewater treatment facilities, specifically Biological Nitrogen Removal (BNR), to provide professional services for improvements and modifications to the existing Wastewater Treatment Facility (WWTF) that will allow it to achieve Total Nitrogen (TN) removal consistent with discharge permit limits imposed by the MEDEP through its MEPDES permit

The primary desired outcome would be a design of a biological nitrogen removal system that:

1. Resolves the immediate need for the replacement of RBCs which are expected to fail in the next 5 years and,
2. Provides biological treatment units that are scalable to meet a range of TN limits in a phased approach consistent with the permit requirements.

Secondary outcomes would include the need to:

1. Evaluate the usefulness of the existing primary clarifiers for repurposing if not needed,
2. Evaluate the repurposing of existing spaces in the Control and Process Buildings,
3. Provide improvements to the secondary clarification systems, and
4. Evaluate the effluent pumping station capacity over a range of flows and tidal conditions.

The selected engineering consultant shall provide traditional wastewater engineering services appropriate to the project, such as, but not limited to analysis, planning, design, permitting, bid administration, and construction administration.

SECTION 5: SUBMITTAL REQUIREMENTS AND INSTRUCTIONS

PROPOSAL FORMAT

Proposers should prepare their SOQ in accordance with the instructions outlined in this section. The submittal should be one (1) complete document. The SOQ should be prepared as simply as possible and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFQ.

Attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, or tables should be numbered and clearly labeled. Response information should be limited to pertinent information only. Marketing and sales type information is not to be included.

The total length of the submittal, including cover letter, should be no more than 15 single sided pages. Submittals should be on 8 5" x 11" paper with an 11-point minimum text size.

Key personnel resumes may also be provided as an appendix to the document and will not count against the page limit. Covers, section tabs, and the required forms, do not count against the page limit.

The submittal should be organized into the following sections:

- **Section A** - Cover Letter
- **Section B** - Experience
- **Section C** - Project Team
- **Section D** - Project Management and Quality Control

- **Section E** - Project Approach and Methodology
- **Section F** - History of Similar Projects
- **Section G** - Reputation of Firm
- **Section H** – Required Forms

SECTION A - COVER LETTER

Provide the following information about your company. The cover letter shall briefly introduce your firm, office location where work will be performed, principal in charge as well as:

Company Name and DBA (if applicable)

- Address
- Telephone Number
- Website Address

Name of Single Point of Contact Title

- Telephone Number Email Address

Name of Person with Binding Authority Title

- Address
- Telephone Number Email Address

The firm's Maine Engineering License

SECTION B - EXPERIENCE

Provide a representative summary of your firm's specialized experience or expertise as it relates to providing water and wastewater engineering services as mentioned in the engineering scope above. Reference recent experience with project costs and schedules as well as past performance on similar assignments. Include experience in the design and construction of:

- Biological Nitrogen Removal in cold weather climates
- Wastewater permitting experience in estuaries, and
- Wastewater pumping stations in fluctuating tailwater (tidal) conditions.

SECTION C - PROJECT TEAM

Provide a detailed organization chart that presents the team to be dedicated to these services. This should include the project manager, engineers, and other supporting staff to be used in completion of the work. Information to be included in this section shall include:

- Professional, relevant qualifications for up to five (5) projects, including which projects listed under the "History of Similar Projects" section of the response, the project team individual(s) had a significant role;
- The specific experience the proposed program manager has in managing related or similar programs;
- Office location and number of years the employee has worked with their current firm;
- Available time (in percent) that each team member may commit to these services.

SECTION D - PROJECT MANAGEMENT AND QUALITY CONTROL

Provide a brief description of the systems and methods employed by the firm to effectively manage proposed projects, including a summary on the management of: goal setting, managing client expectations, communications, scope, quality control, managing project schedule, cost, quality control/assurance, risk and stakeholders within prescribed budgets and change management.

SECTION E - PROJECT APPROACH AND METHODOLOGY

Provide a brief summary explaining how projects will be approached and delivered.

SECTION F - HISTORY OF SIMILAR PROJECTS

Provide a minimum of five (5) representative projects including the following information for each project:

- Owner's name;
- Owner's contact person name, address, telephone number, and email address;
- Title and Description of the project;
- Description of the services provided;
- Engineer's estimate of probable construction cost versus actual construction cost;
- Estimated construction schedule versus actual completion;
- Change order history including reasons for any increase or decrease to the contract cost and duration.

SECTION G - REPUTATION OF FIRM

Provide a record of successfully completed projects without major legal or technical problems.

State whether the firm has been sued or had a claim filed against it for defective design or errors and omissions in the last five (5) years. If the answer is "yes" please, provide details of each suit or claim and the resolution of the matter.

SECTION H - REQUIRED FORMS

Submittals must include copies of the following documents:

- Appendix A - Proposal Submission (signed)
- Appendix B – Addendum Acknowledgement

SECTION 6: EVALUATION CRITERIA AND SELECTION PROCESS

SELECTION PARTICIPANTS

1. Maintaining the integrity of the RFQ process is of paramount importance for the District. To this end, do not contact any member of the District Board of Trustees or any member of the District staff regarding the subject matter of this RFQ until a selection is made, other than the District's designated contact person identified in the introduction to this RFQ. Failure to abide by this requirement shall be grounds for disqualification from this selection process.
2. The Owner will establish an RFQ Evaluation Team to review and evaluate the submittals. The RFQ Evaluation Team will evaluate the submittals independently in accordance with the published evaluation criteria. District reserves the right to conduct interviews with a shortlist of selected respondents.
3. At its sole discretion, the Owner may ask written questions of Proposers, seek written clarification, and conduct discussions with Proposers on the submittals.
4. The Owner will provide written notification to all Short-Listed Proposers of the selection at the conclusion of the Procurement.
5. At the Owner's discretion, it will initiate negotiations with the Preferred Proposer. The "Preferred Proposer" is the Proposer that the Owner determines achieves the apparent best overall ranking. If the Owner is unable to execute a contract with the Preferred Proposer, negotiations with the Preferred Proposer may be terminated, and provided that such negotiations are terminated in writing, the Owner may proceed to negotiate with the next Preferred Proposer. The Owner will continue in accordance with this procedure until a contract agreement is reached or the selection process is terminated. Negotiations are at the Owner's sole discretion.

EVALUATION SELECTION PROCESS

1. A weighted analysis of the evaluation criteria will be utilized to determine the Vendor that represents the best value solution for the District.
2. In the evaluation and scoring/ranking of Proposers, the Owner will consider the information submitted in the RFQ as well as the meetings (if applicable) with the respect to the evaluation criteria set forth in the RFQ.
3. The initial evaluation criteria/factors and relative weights listed below will be used to recommend selection of the Proposed Proposer or for the purpose of selecting Short-Listed Proposers. The District may choose to award without engaging in interview discussions.

SOQ Criteria	Weights
Project Experience <i>-Specialized or appropriate project experience;</i> <i>-Recent experience with project costs and schedules;</i>	35%
Project Team and Availability of Resources <i>-Adequate staff and proposed consultant team for the project;</i> <i>-Current workload and municipal projects awarded;</i>	15%
Project Management and Quality Control	15%
Project Approach <i>- Proposed approach for the project including team and consultants</i>	35%

After identification of Short-Listed Proposers, the Owner may or may not decide to invite Short-Listed firms for interviews. If interviews are scheduled with the Shortlisted Proposers, previous evaluation and rankings are not carried forward. For the purpose of selecting a Preferred Proposer, the evaluation criteria will be given the following relative weights.

Interview Criteria	Weights
Project Team and Availability of Resources Project Experience	65%
Quality and Relevance of Interview as it Relates to the Scope of the RFQ	35%

AWARD PROCEDURE

The District reserves the right to make an award without further discussion of the submittals received. It is understood that any SOQ submitted will become part of the public record.

A submittal may be rejected if it is incomplete. District may reject any or all submittal and may waive any immaterial deviation in a submittal.

The District may accept that SOQ that best serves its needs, as determined by District officials in their sole discretion.

More than one submittal from an individual, firm, partnership, corporation or association under the same or different names, will not be considered.

District may select and enter into negotiations with the next most advantageous Proposer if negotiations with the initially chosen Proposer are not successful.

The award document will be a Contract incorporating, by reference, all the requirements, terms and conditions of the solicitation and the Proposer's SOQ as negotiated.

APPENDIX A - PROPOSAL SUBMISSION

Engineering Services for Wastewater Treatment Plant Improvements

This Proposal is submitted by:

Company Legal Name:

Representative Name:

Representative Title:

Address:

City/State/Zip:

Email Address:

Phone Number:

Website Address:

It is understood that Kennebunk Sewer District reserves the right to reject any and all proposals, to make awards according to the best interest of the District, to waive formalities, technicalities, to recover and re-advertise this project. Proposal is valid for 120 calendar days from the Proposal due date and is submitted by an executive of the company that has authority to contract with the Kennebunk Sewer District.

Name:

Title:

Signature:

Date:

APPENDIX B - ADDENDUM AND ANTI-COLLUSION

Engineering Services for Wastewater Treatment Plant Improvements

Please acknowledge receipt of all addenda by including this form with your Proposal. Any questions or changes received will be posted as an addendum on www.ksdistrict.org. It is your responsibility to check for this information.

Addendum No.

Date Downloaded

I certify that this proposal is made in good faith and without collusion with any other offeror or officer or employee of the District.

Company Name:

Name:

Title:

Email Address:

Signature:

Date: