



YPSILANTI COMMUNITY UTILITIES AUTHORITY

2777 STATE ROAD
YPSILANTI, MICHIGAN 48198-9112
TELEPHONE: 734-484-4600
WEBSITE: www.ycua.org

September 28 revised October 10, 2018

Request for Qualifications for Engineering Services
2019 - WWTP Fluidized Bed Incinerator System Rehabilitation
Charter Township of Ypsilanti

- I. **Request:** The Ypsilanti Community Utilities Authority (YCUA), with this Request for Qualifications (RFQ), is soliciting Statements of Qualifications from qualified firms or teams of firms interested in providing professional services relating to the design of improvements to the fluidized bed incinerator system at the wastewater treatment plant (WWTP). Firms with relevant experience in wastewater treatment plant design are encouraged to apply. Responses to this RFQ will require a full explanation of the organization and specific roles of the project team participants. The firm or team of firms (the Consultant) ultimately selected by YCUA will provide engineering services for the 2019 - WWTP Fluidized Bed Incinerator System Rehabilitation.
- II. **Project Description:** The fluidized bed incinerator system was installed as part of the WWTP expansion that was completed during 2006. The incinerator system contains equipment required to meet air emission criteria included in the Authority's Renewable Operating Permit, such as the primary and secondary heat exchangers, venturi and tray scrubbers, among numerous others. The primary heat exchanger suffered significant failure during 2014. Many of the tubes internal to the vessel used to complete the heat exchange become dislodged and fell. The dislodged tubes were welded back to the vessel frame. A major portion of the vessel's external steel wall had corroded to the point that it was removed and replaced with new steel. Follow up communication with the primary heat exchanger manufacturer revealed design life for heat exchangers can be as short as 7 years and usually does not extend longer than 10 years. The secondary heat exchanger has not experienced failure on a scale anywhere near that of the primary heat exchanger. However, it was also designed and constructed by the manufacturer of the primary heat exchanger and has a similar design life. The venturi scrubber has experienced multiple failures of the external steel surface due to abrasion occurring as the incinerator ash and gasses pass through the vessel. Removal and replacement of all 3 items requires complete shutdown of the incinerator for an extended period of time. The Authority is independently proceeding with design and installation of a separate lime stabilization system to allow for landfill of the material while the incinerator is not operational. Removal of the building roof is required as that is the only feasible means of removing the existing equipment and introducing replacement equipment to the facility. Construction is scheduled in accordance with a 4th quarter State Revolving Fund (SRF) loan during the 2018-2019 fiscal year.
- III. **Scope of Work:** The scope of services ~~included in the proposal should~~for the design phase will include, but is not necessarily limited to, the following items:
 - A. Topographic survey, as needed.
 - B. Preliminary engineering including coordination of any necessary geotechnical investigation, obtaining franchise utility information, and evaluation of alternative

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materials and construction methods available shall also be included.

- C. Design engineering including preparation of construction plans and specifications in accordance with all agencies having jurisdiction over the project. The design shall include a suggested sequence of ~~construction to minimize interruptions to the operation of the pump station~~. The design phase shall include up to two meetings with Authority staff to review and discuss the proposed work. Preparation of applications for any permits required to construct the wastewater system improvements shall be included.
 - D. Conduct an on-site pre-bid conference to ensure that prospective bidders are aware of the scope of work and fully understand the requirements for continuous reliable operation and the constraints of the suggested sequence of construction.
 - E. Preparation of the advertisement for bids, assistance in securing bids, tabulation of bids received, evaluation of the responsiveness of bids received and recommendation as to the award of the contract.
 - F. Assistance with satisfying the requirements of the SRF loan program. The project will proceed on a 4th quarter schedule during the State of Michigan 2018-2019 fiscal year.
- IV. **Project Participants:** YCUA staff will actively collaborate with the Consultant. It is anticipated that a project organizational meeting will be conducted following selection of the Consultant by YCUA and at least two review meetings will be conducted during the design phase.
- V. **Schedule For RFQ:** The RFQ process schedule is currently anticipated as follows:

September 28, 2018	Request for Qualifications issued
October 8, 2018, 11:00 a.m.	Site visit for potential respondents (1 hour)
October 12, 2018	Close of period for questions regarding RFQ
October 18, 2018	Response to RFQ due 2:00 p.m. local time
Week of October 22, 2018	Evaluation of Responses to RFQ
Week of October 29, 2018	Discussion with qualified respondents
Week of November 5, 2018	Negotiation with most-qualified respondent
November 28, 2018	Contract award by YCUA Board of Commissioners
December 7, 2018	Execution of engineering contract

- VI. **Submittal Requirements:** Responses to the request will be evaluated based on the following technical considerations. All responses shall adhere to the following format:
- A. **Firm Background (20 Pts.):** Respondents shall provide firm background information including but not limited to date of incorporation, ownership, office location(s), number of years utility related engineering services, staff size.
 - B. **Ability to Perform Services (40 Pts.):** Respondents shall:
 - 1. Provide a summary of work experience in the design, maintenance and/or inspection of wastewater ~~pump station~~ treatment plants. The summary should include a brief description of not more than 8 specific projects completed in the last 4 to 6 years, which exhibit the Consultant's expertise. The summaries should include the project budget, client name, client contact person and telephone number for reference calls. Include any additional information which may assist the YCUA in evaluation of your past performance.
 - 2. Demonstrate knowledge of and familiarity with Authority utility operations.

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3. Outline aspects of the proposed design approach or methods of construction that may be unique.
 4. Demonstrate knowledge of and familiarity with State Revolving Fund loan requirements.
- C. **Staff Experience (30 Pts.):** Respondents shall describe the credentials and roles of the key individuals capable of working on a ~~trestle safety inspection~~wastewater treatment plant design team. Include project experiences and a prospective organization chart exhibiting roles and responsibilities on a ~~pump station~~wastewater treatment plant improvement project. Indicate whether each individual is employed by the Respondent or by a subcontractor.
- D. **Affirmative Action Policy (10 Pts.):** Respondents shall include a copy of firm's Affirmative Action Policy in the response.
- VII. **Responses:** Any firm desiring to be considered for this project shall submit four (4) copies of their Statement of Qualifications no later than 2:00 p.m. local time, October 18, 2018 to be considered by YCUA. Submit sealed statements of qualifications to:

Attention: Scott Westover, P.E., Engineering Manager
Ypsilanti Community Utilities Authority
2777 State Road
Ypsilanti, Michigan 48198-9112

Questions regarding the RFQ will be received in writing (via regular mail, facsimile, or electronic mail) through October 12, 2018 without exceptions. Inquiries should be directed to Scott Westover, P.E., Engineering Manager. Telephone: (734) 484-4600 ext. 220, electronic mail: swestover@ycua.org.

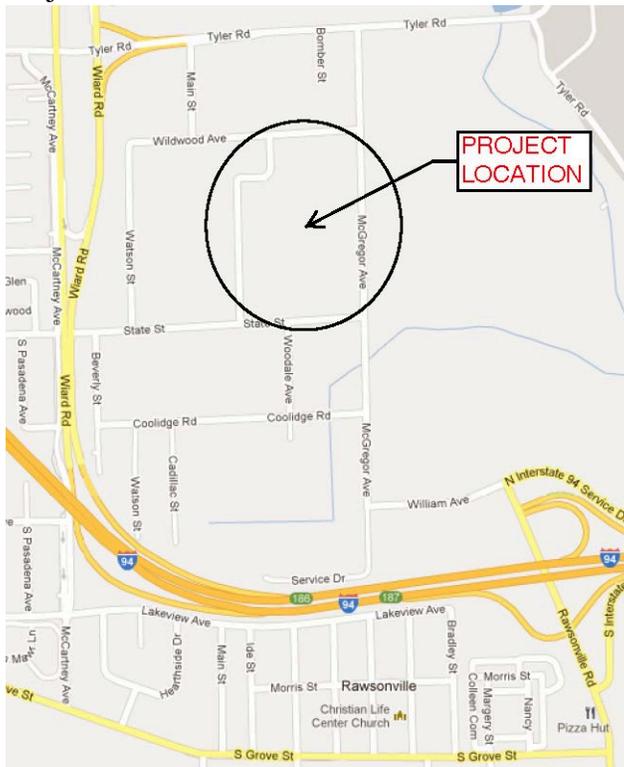
Respondent Contact Information: Provide the following information on the person who is designated to be the Respondent's key contact with the Authority:

- A. Firm.
- B. Name.
- C. Title.
- D. Address.
- E. Office telephone number.
- F. Facsimile phone number.
- G. Electronic mail address.

YCUA reserves and has the right, in YCUA's sole discretion: to reject or accept any bid/Qualifications, including without limitation, a non-conforming, non-responsive, unbalanced, incomplete or conditional bid/Qualifications; to waive any failure to comply with or fully satisfy the requirements of bid specifications or the specifications of a request for Qualifications; to extend the time for filing a bid or Qualifications; to reject the bid/Qualifications of any bidder/proposer if YCUA believes it would not be in the best interest of the project or YCUA to make an award to that bidder/proposer; to reject the bid or Qualifications of any bidder/proposer whom YCUA finds, after reasonable inquiry, to be non-responsible; to waive all informalities not including price, time or changes in the work; or, to negotiate contract terms with the apparent successful bidder/proposer.

Maps and Sketches

a. Project Location

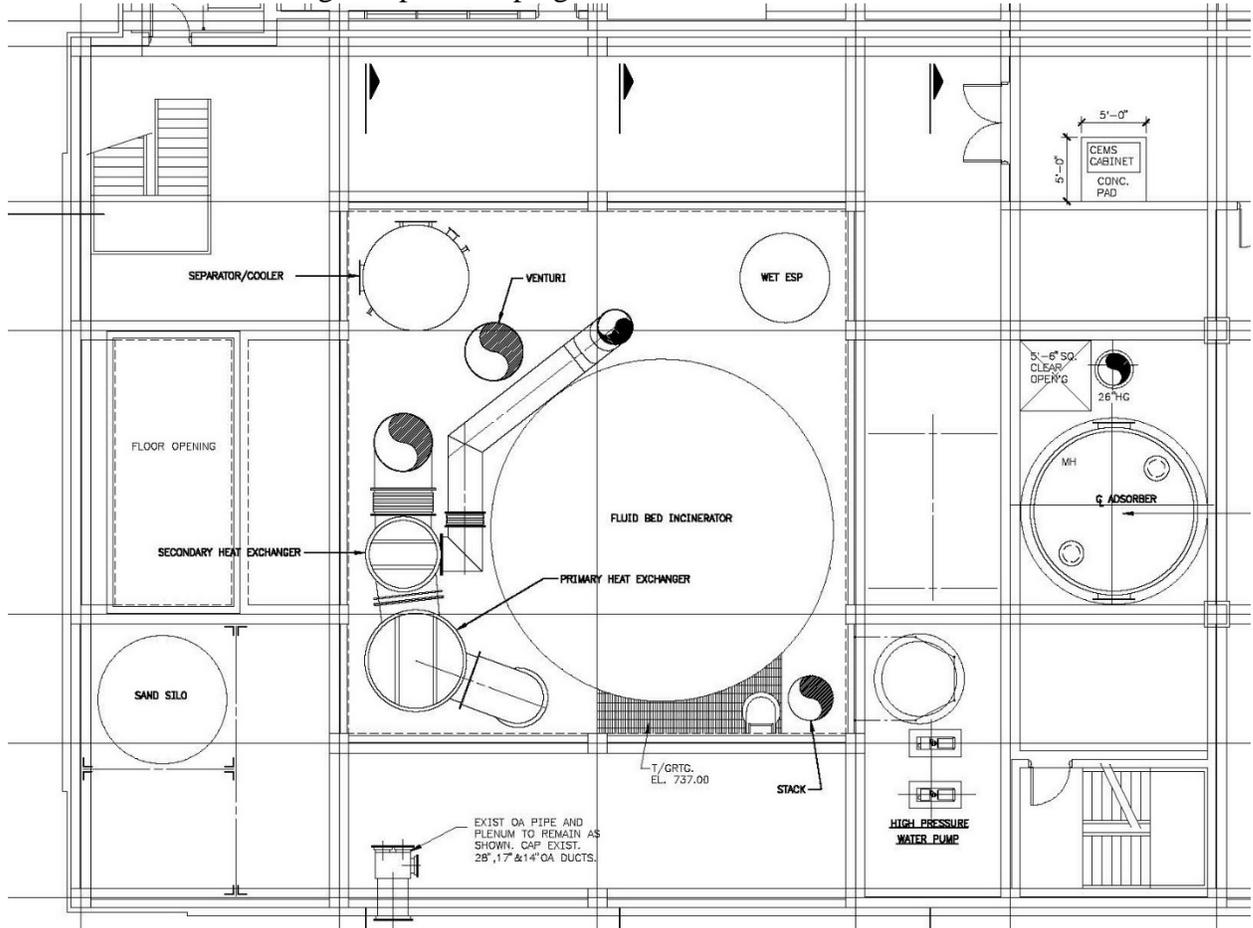


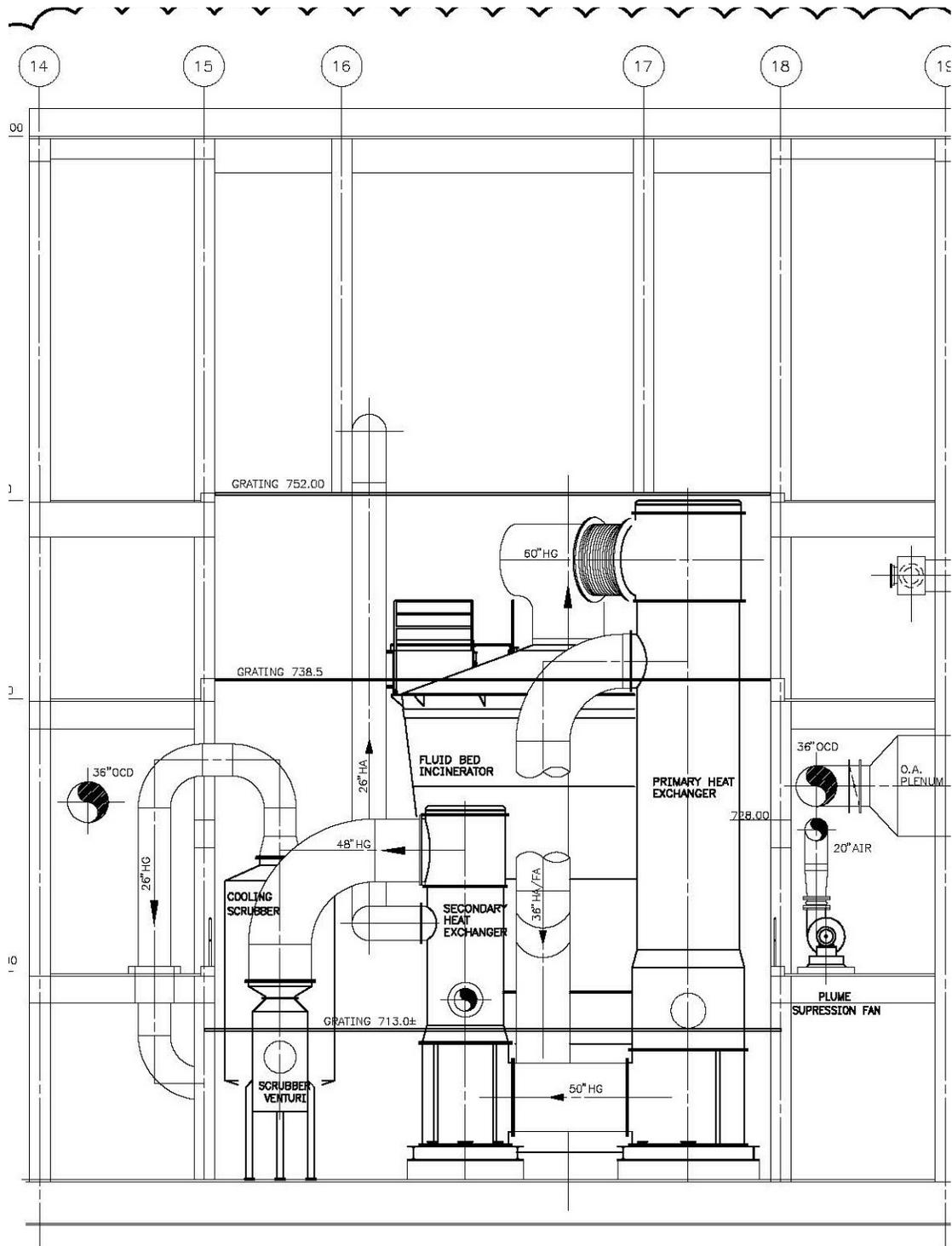
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b. Schematic of Existing Pumps and Piping





SECTION

SCALE: 3/16" = 1'-0"

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