



REQUEST FOR QUALIFICATIONS –  
ENGINEERING SERVICES

Hendersonville Water & Sewer  
Sludge Handling and Disposal

Hendersonville, North Carolina

September 8, 2016

# REQUEST FOR QUALIFICATIONS (RFQ) Hendersonville Water & Sewer Sludge Handling and Disposal

DUE DATE: Tuesday, October 4, 2016

TIME: 2:00 PM

SUBMITTAL LOCATION: Mr. Alvin Fuller, P.E.  
Utilities Engineer  
Hendersonville Water and Sewer  
Operations Center  
305 Williams Street  
Hendersonville, NC 28792

The objective is to solicit Statement of Qualifications (SOQ) in order to select a qualified engineering firm to provide professional services required to aid the City of Hendersonville (City) in the development and adoption of a more efficient sludge handling and disposal program. Development of said program shall include the evaluation of various dewatering technologies and options for sludge disposal. Selection of the engineering consulting firm will be based upon a predetermined set of weighted criteria as outlined herein. Questions should be directed to Mr. Alvin Fuller, P.E, Utilities Engineer, at (828) 233-3207 or [afuller@hvlnc.gov](mailto:afuller@hvlnc.gov).

Submittals for the services specified will be received by the City at the above specified location, until the time and date referenced above. Submittals received after the due date and time will not be considered for selection.

The City reserves the right to reject any or all SOQ's, to waive technicalities, and to make an award deemed in its best interest. With limited response, the City also reserves the right to extend the solicitation opening date as appropriate in order to assure a competitive procurement process.

1. PROJECT BACKGROUND:

The City of Hendersonville owns and operates a biological wastewater treatment plant (wwtp), permitted for 4.8 mgd, located on Mud Creek; as well as a physical-chemical surface water treatment facility (wtp), permitted for 12 mgd, with infrastructure in place to upgrade to 15 mgd. The current average daily production of these facilities are 2.5 mgd and 7.3 mgd, respectively.

The total annual sludge generated by these plants is approximately 4800 wet tons. Alum sludge from the wtp accounts for approximately 20% of this weight. Thickeners are used at both treatment facilities as the first stage of the dewatering process. The sludge is further dewatered via a centrifuge at the wtp to 15% solids,

and via 2 meter belt presses at the wwtp to 18% solids. After dewatering, sludge from both facilities is blended at the wwtp and hauled to a landfill located in Haywood County, NC.

On multiple occasions, the landfill has become overwhelmed with sludge deliveries from other sources, prompting the landfill to halt said deliveries. The City's alternate sludge disposal site is located in Columbia, SC, a much more expensive option. In addition, the physical properties of the alum sludge from the wtp presents further issues with regard to transport and disposal. Because of the challenges associated with the current sludge handling and disposal procedure, city staff is soliciting a full evaluation of the Hendersonville Water and Sewer sludge handling program and long term disposal options.

2. PURPOSE:

The purpose of this project is to review the City's current sludge handling procedures; evaluate alternate dewatering and transportation technologies; determine the best long term options for sludge disposal; develop a schedule and construction plans to implement the recommendations of the evaluation.

The City hereby requests qualified engineering professionals to submit an SOQ for professional services for performing the above referenced evaluation; drafting a report of the findings; and preparing complete construction plans and bidding documents for the proposed Sludge Handling and Disposal Project (herein referred to as the "Project"). The Project shall be designed, permitted, bid and constructed in accordance with the City's Capital Improvements Plan which is intended to improve the City's water and sewer infrastructure in order to provide the highest level of service possible to our customers.

The selected consultant shall be responsible for:

- Evaluation of various dewatering technologies, including: the current technologies used at the plants; dryers (gas and solar); geotubes; etc.
- Evaluation of various disposal options, including: production of Class A sludge; possible agreements with other municipalities; possible agricultural options; incineration; etc.
- Evaluation of the possibility of energy recovery
- Preparation of a report of the recommendations, including: pros and cons of each options; associated costs; timeframe to implement; potential pitfalls; etc.
- Preparation of applicable construction plans and bidding documents
- Surveying, design, and permitting services as necessary to produce construction documents
- Facilitating meeting with other municipalities as necessary

The project shall be executed in 2 phases. Phase I shall consist of the evaluation, recommendation and reporting of the ideal sludge handling and disposal program for the City of Hendersonville Water and Sewer Department. Phase II shall consist of the implementation of the recommended standard operating procedure for sludge handling; installation of the selected dewatering technology; and the execution of the new sludge disposal method. This phase shall include any surveying, design, permitting, bidding, and construction administration necessary to execute the new sludge handling and disposal program.

SOQ's will be evaluated to determine each firm's capability to provide professional services for this Project, which may include any or all of the following:

- Strong understanding of the water and wastewater treatment industry
- Strong understanding of sludge handling and dewatering technologies
- Experience with sludge disposal methods and associated permitting
- Experience in facilitating meetings between local municipalities.

The City encourages responding firms to meet the base requirements of this RFQ and to suggest alternative approaches and methodologies. Submittals made in response to this RFQ will be reviewed by the City and ranked based on criteria identified in the Evaluation Criteria section of this RFQ. The City reserves the right to select the top ranked firm and may enter into an Agreement with the firm. At the discretion of the City, firms may also be interviewed.

#### 4. EVALUATION CRITERIA

The following are the primary evaluation criteria and the anticipated weights the City plans to utilize to select the best qualified engineering firm. The right to change this criteria and weights assigned is retained by the City throughout the selection process. Selection is very subjective in many areas and the decision of the City will be final and not subject to re-evaluation by the firms submitting a SOQ.

Maintaining the integrity of the RFQ process is of paramount importance for the City. To this end, please do not contact any members of the City or their staff until the award of this contract is presented for approval, other than the City's designated contact person identified in the introduction to this RFQ. Representatives of the City will read, review and evaluate the qualifications independently based on the evaluation criteria. The City reserves the right to conduct interviews with a shortlist of selected respondents.

The following factors will be used in the initial evaluation process:

- a. Reputation, quality and experience of firm (35 points possible)
  - How substantial is the firm's experience in providing similar services for a city, town or county utility of comparable size and complexity?
  - Has the firm worked for the City in the past? If so, when and in what capacity? Was the work satisfactory to the City? Was that work finished within budget?
  - Did all references listed have a favorable experience with the firm? Would they work with them again? How comparable was their project?
  - Did the firm demonstrate an understanding of the nature and complexity of the Project?
  
- b. Proposed project team (30 points possible)
  - Does the proposed project staff appear to have the appropriate experience and technical qualifications to perform the specified project? Does the project team have recent experience developing similar projects, both in scope and extent?
  - Does the firm's organizational structure support the project team and project objectives? What systems/processes does the firm employ to assure knowledge sharing so we get the benefit of the firms experience and not just the experience of the individuals assigned to the project.
  - The availability of key team member to participate in this project
  
- c. Overall approach and methodology (20 points possible)
  - Ensure that the improvements can be operated and maintained effectively and efficiently by City staff after completion of the project.
  - A schedule for the delivery of Phase I of the Project shall be included as part of the SOQ submittal.
  
- d. Cost control/value engineering (15 points possible)
  - Although cost is not a criteria in this selection, the City will look for the responding firms to demonstrate how they will effectively deliver this service in a cost effective manner, making optimum use of their team members' time and effort and those of the City.
  - Does firm address its approach to Project Management in regards to quality assurance, cost control and approach and plan for development and implementation?
  - Each firm shall submit their standard unit rate schedule.
  
5. STATEMENTS OF QUALIFICATIONS (SOQ)  
 The specific format of the Statement of Qualifications (SOQ) shall be per the responding firm's judgment. In general, SOQ's shall be organized in a manner that will facilitate the evaluation of the responding firm under the criteria stated herein. It is desirable that the responding firm's SOQ specifically address each evaluation criteria. The City encourages responding firms to identify alternative

approaches or additional tasks they believe will best accomplish the goals of this Project. Additional information beyond what is listed for each criterion in the preceding section that is deemed relevant may also be submitted.

At a minimum provide the following company profile information:

- Provide Firm name.
- Provide address of principal office where work will be performed.
- Provide phone number, website address and e-mail address information.
- Provide information on the year Firm was founded.
- Provide the name and contact information of the individual whom will be the City's primary contact.
- Provide a general statement of Firm's history and financial stability.
- Provide number of years your organization has been in business as a consultant in its current capacity

Responding firms shall list up to five (5) similar projects which the firm has completed over the last five (5) years. For each project, provide the following information:

- Name and Location
- Nature and detailed description of the project
- Design and construction cost of each project and number of change orders, including monetary impact of each.
- Did the projects come in under, on or over budget and by how much, if over or under budget?
- Project start and completion dates.
- Project staff and their role.
- Owner's name and contact information (mailing address, email addresses and phone numbers).

The responding firms shall provide the members of a proposed project team that will most likely work on this project. Members listed should include personnel from the partner-in-charge down to the engineer-in-training level and surveying crew. Identify the specific Project Manager and key staff proposed for this project. The Project Manager should have extensive experience in related work to this project, both in scope and extent.

A resume of each member of the team is needed and should detail relevant experience, length of service with the firm and job duties during his/her tenure, educational background and professional background. Include an organizational chart as it relates to this project including all key staff and their location.

Email submissions are preferred. Email submissions must be sent in PDF format and emailed to [afuller@hvlnc.gov](mailto:afuller@hvlnc.gov) by **2:00 p.m. local time on Tuesday, October 4, 2016.**

PDF files must contain the signatures of company representatives who are authorized to execute documents on behalf of the firm. Printed submissions shall be mailed to:

Hendersonville Water and Sewer Department  
Operations Center  
305 Williams Street  
Hendersonville, NC 28792

**The total length of the qualification statement, excluding any cover letter or appendices, shall be no more than twenty (20) pages.** Qualification statements received after this deadline will not be considered. Any questions regarding this request should be directed to Alvin Fuller, PE, Utilities Engineer, Hendersonville Water and Sewer, Hendersonville, NC at (828) 233-3207 or [afuller@hvlnc.gov](mailto:afuller@hvlnc.gov).

The selected firm will be notified by telephone or email. Notification will not be sent to firms not selected. The selected firm will be notified on or before Friday, October 14, 2016 and will be expected to enter into an agreement with the City as soon as possible after such notification.

The City of Hendersonville accepts no responsibility for any expense related to preparation or delivery of the statements of qualification. The City of Hendersonville reserves the right to: reject any and all statements of qualification, select the firm most qualified for the referenced work, waive technical errors and informalities, and to accept the statement of qualifications, which, in its sole judgment, best serves the public interest.

It is the policy of the City of Hendersonville that all original documents, reports, studies and other data produced as a direct result of the services performed under the contract shall become the property of the City of Hendersonville and Hendersonville Water and Sewer. Any copyrighting of material produced as a result of the services performed shall be in the City of Hendersonville's name. Where licensed material is incorporated as an integral component of the services provided the firm shall register the City as a licensed user and shall provide the City with one complete copy of the licensed material.

It is the practice of the City to provide minorities an equal opportunity to participate in all aspects of its contracting and procurement programs and to prohibit any and all discrimination against persons or businesses in pursuit of these opportunities. The City of Hendersonville is an Equal Employment Opportunity Employer.