Request for Qualifications (RFQ)
For
Consulting Engineering Services
For
The Village of Minooka

Biosolids Dewatering Project

Submit by 10:00 a.m.
on February 14, 2018
Request for Qualifications
For
Consulting Engineering Services

Replacement/Upgrade of Current Biosolids Dewatering System
Design and Construction Observation Services
for the
Village of Minooka

1. Introduction
The Village of Minooka, Illinois (“Village”) is soliciting statement of qualifications from qualified consultants for preliminary engineering analysis, design and construction observation services for the replacement of an existing belt filter press at its Waste Water Treatment Plant (“WWTP”).

2. Background
The WWTP’s design average flow of 2.2 MGD (design maximum flow of 5.8 MGD) provides treatment for the Village’s 11,256 residents (design population of 22,000). The current dewatering system is a 1998 Komline-Sanderson GRS-1 Series 3 belt filter press. The press has met the higher end of reliability; however, replacement parts are becoming obsolete, and storage capacity is limited. The storage building has 5,200 square feet of floor space, and the biosolids production exceeds this capacity while waiting for sludge hauling contractors to land apply. The Village’s options are to haul to landfills, expand the storage building (if possible), or obtain a dryer sludge that allows for higher stacking.

The Village has dedicated local funding for this project. Funding is limited, as such the Village will consider costs relative to the budgeted project amounts.

3. Scope of Services

A. Preliminary Analysis
Provide preliminary engineering analysis to evaluate alternative biosolid dewatering systems. Alternative systems shall also include the existing system (press and storage building) with potential upgrades or rebuilds that may meet the Village’s needs. An engineering opinion shall be based on the following considerations:
- Cost (capital, operational [labor & utilities], and maintenance)
- Capacity
- Dependability
- Suitability
- Permitting requirements
B. Design Engineering
- Proceed to final engineering with the biosolids dewatering system selected by the Village
- Conduct topographic survey and collection of existing data and drawings
- Perform soil borings and prepare geotechnical report
- Prepare engineering plans
- Prepare IEPA permit application
- Apply for potential grants that are available towards the project.
- Provide bidding services, including bid advertising, bid addenda, attend opening, tabulate bid tabs, and provide the Village with award opinion

C. Construction Engineering
- Provide construction administration, shop drawing and O&M manual review, construction observation of the project, and prepare as-constructed drawings.
- Provide all surveying required for baseline control for contractor’s use during construction.
- Provide all geotechnical services for testing during construction of the project.
- Provide detailed written monthly progress reports throughout the duration of the design and construction of all work. The progress reports will be part of the billing submitted monthly.

Minimal anticipated schedule:
- Receive proposals February 14, 2018
- Award project/execute agreement March 31, 2018
- Begin analysis April 2018
- Begin design June 2018
- Complete design December 2018
- Advertise for bids and award February 2018
- Begin construction April 2019
- Construction complete January 2020

4. Instruction to Consultants
Submittal Requirements:
Qualified consultants interested in performing the work described in this request for proposals shall submit the following information to the Village:
- Name and contact information of firm.
- Brief Executive Summary or Approach to the Project
- Statement of qualification, including key personnel and primary project contacts.
- A list of comparable biosolids dewatering projects completed in the last 10 years by the design team proposed to work on these projects.
- References from at least three other projects with similar requirements that have been completed within the past 10 years and that have involved the staff proposed to work on this project. As part of the reference check process, the Village may
choose to visit one or more of the listed projects and/or request a copy of the plans and documentation completed.

- Provide information on successful grant applications for similar projects.
- Provide anticipated schedule.
- Provide a certificate of professional liability insurance.

5. **Submission Requirements**
   - Limit the total length of your statement to a maximum of 40 pages (excluding covers and dividers). Statements longer than 40 pages in length may be rejected.
   - Submit a total of five (5) copies of your statement.
   - Statements must be received no later than 10:00 a.m. on February 14, 2018.

All proposals shall be submitted to:
  Village of Minooka
  Ryan Anderson
  121 E. McEvilly St.
  Minooka, Illinois 60447

6. **Information**
   The Village of Minooka reserves the right to accept or reject any statement. All statements shall be evaluated for completeness, level of experience, qualifications of firm and key personnel, and references. Any questions related to the preparation of your statement should be directed to Ryan Anderson, Superintendent of Public Works at (815) 467-8868 ext. 2303.