

**PUBLIC NOTICE
REQUEST FOR PROPOSALS
RFP-1213-12**

The Norman Utilities Authority is requesting proposals from consultants interested in providing the following services:

ENGINEERING REPORT FOR NORTH WATER RECLAMATION FACILITY

The City of Norman requires preparation of an Engineering Report to investigate the cost of new facilities for wastewater treatment, disposal, and solids management at a new North Water Reclamation Facility. Differing treatment alternatives will be evaluated for discharge to either the Little River or the Canadian River. The proposed WRF site is located NW of the intersection of 12th Ave. NE and Franklin Road in Norman, Oklahoma.

The Department of Utilities at 201-C West Gray, PO Box 370, Norman, Oklahoma 73070 will receive proposals until 2:00 P.M. local time, Monday, August 27, 2012. Interested firms may obtain a copy of the Request for Proposal by contacting Mark Daniels, Utilities Engineer by telephone at 405.366.5377, by facsimile at 405.366.5447 or by e-mail at mark.daniels@normanok.gov.

CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

REQUEST FOR PROPOSAL

ENGINEERING REPORT FOR NORTH WATER RECLAMATION FACILITY

City of Norman
201 West Gray, Building C
Post Office Box 370
Norman, Oklahoma 73070

DEPARTMENT OF UTILITIES
RFP-1213-12

TABLE OF CONTENTS

	Page
I. Introduction	
A. Requesting Entity Information	1
B. Project Overview and Objectives	1
C. Project Funding	1
D. Method of Payment	1
II. Project Requirements	
A. Scope of Work	1
B. Proposed Project Schedule	2
III. RFP Criteria	
A. General Requirements	3
B. Prohibited Interest	3
C. Equal Employment Opportunities	3
D. Insurance Requirements	3
E. Maximum Size of Proposal	3
F. Minimum Content of Proposal	4
IV. Selection Process	
A. Right to Reject	4
B. RFP Review Process	4
C. Keynotes	5
D. Ranking Criteria	5
E. Inquiries	5

I. INTRODUCTION

A. Requesting Entity Information

The Department of Utilities of the City of Norman, Oklahoma, with municipal offices located at 201-C West Gray, P.O. Box 370, Norman, Oklahoma 73070, is the requesting entity.

B. Project Overview and Objectives

The Norman Utilities Authority (NUA), an authority of the City of Norman (population of approximately 115,000), is soliciting proposals to prepare an Engineering Report investigating the cost of new facilities for wastewater treatment, disposal, and solids management at a new North Water Reclamation Facility (WRF). The selected design consultant will evaluate treatment alternatives for discharging effluent to both the Little River (treatment for indirect potable reuse) and the Canadian River (secondary treatment as modified by ongoing TMDL).

The proposed WRF site is a 160 acre tract located NW of the intersection of 12th Avenue NE and Franklin Road, approximately one mile north of a large lift station serving northern Norman. Currently, lift station receives an average daily flow (ADF) of about 1.2 MGD. Previous projections for full build-out of the urban area in the Little River drainage basin was an ADF about 4.5 MGD.

The following on-going projects may affect the project.

Canadian River TMDL/Waste Load Allocation: The City of Norman, in conjunction with ACOG and several other entities along the Canadian River, is completing a TMDL focused mainly on dissolved oxygen that will ultimately establish the assimilative capacity of the receiving stream. Waste load allocation results should be available in late 2012.

Wastewater Flow Monitoring and Modeling: HDR Engineering is conducting city-wide flow monitoring, followed by calibration of the Wallingford Infoworks wastewater model to simulate the affect of a 5-year design storm on the collection system. This project will determine full build out ADF and 2-hour peak flows for both the Canadian River and Little River sewer basins.

Lake Thunderbird Water Reuse Feasibility Study: Alan Plummer and Associates is preparing this report for the Central Oklahoma Master Conservancy District (COMCD). The report evaluates importation of out-of basin water into Lake Thunderbird, as well as reuse of wastewater.

C. Project Funding

The NUA has budgeted a maximum of \$250,000 for the project. Consultant should be familiar with associated ODEQ and OWRB requirements and regulations.

D. Method of Payment

The selected consultant will submit an invoice based upon the percentage completion of each phase or task. It is expected that the work scope for each task will be defined sufficiently during negotiations to pay the consultant based on a lump sum contract amount. The NUA will pay the consultant based on the negotiated contract amount. The maximum frequency of payment is monthly.

II. Project Requirements

A. Scope of Work

The selected engineering consultant will be familiar with the scope of work and the condition of existing wastewater systems. The consultant will utilize, as applicable, previously prepared studies including:

- Wastewater Master Plan, prepared by CDM, dated September 2001;
- Northside Lift Station Preliminary Engineering Report, prepared by HDR Engineering, Inc., dated May 2007;
- Lift Station D Rehabilitation Construction Documents, prepared by HDR, dated September 2009;
- OPDES Discharge Permit No. OK0029190 effective 07/01/10;
- Canadian River TMDL/Waste Load Allocation prepared by ACOG
- Norman 2025 Land Use and Transportation Plan, as amended.

Many of the above studies are available electronically. Maps of the sanitary sewer collection system, roadways, parcels, structures, topography, drainage basins, water lines, waterways, floodplain limits and Norman 2025 Land Use and Transportation Plan data are available from the city's GIS.

The scope of work is anticipated to include preparation of an Engineering Report (ER) investigating the cost of facilities for wastewater treatment, disposal, and solids management at a new North Water Reclamation Facility (WRF). The ER will:

- Be prepared in accordance with Department of Environmental Quality (DEQ) regulations;
- Propose improvements to accommodate full build-out flows in the northern basin as anticipated under the Norman 2025 Land Use and Transportation Plan;
- Utilize available data from the on-going Canadian River TMDL and waste load allocation completed by others;
- Develop cost effective alternative solutions to provide liquid and solids treatment capacity and disposal of an average annual daily flow (ADF) of approximately 4.5 MGD of at the new North WRF. Evaluate alternatives and present for discharging effluent into:
 1. the Little River (treatment for indirect potable reuse) and
 2. the Canadian River (secondary treatment as modified by ongoing TMDL);
- Discuss discharge limits assumed for discharge alternative(s) and the reasoning therefore;
- Discuss and estimate the value of reuse water as a potable and/or non-potable water supply source;
- Identify variances from ODEQ regulations that may be required and the probability of obtaining approvals for identified variances;
- Provide listing of future tasks required to permit, design, and construct each alternative and the estimated time to complete the various tasks and place the WRF in operation;
- Evaluate the alternatives based on a 20-year present worth cost analysis using 2013 dollars; include equipment replacement costs during the 20-year period and assume full build-out wastewater flow is delivered to WRF throughout the 20-year design period when estimating operational costs.
- Evaluate the alternatives based on non-economic criteria;

Coordinate and schedule work activities with the NUA project manager to minimize project cost and comply with schedule. Promptly communicate problems anticipated or encountered. Consultant will coordinate, attend and prepare meeting minutes for the following meetings.:

- Kickoff meeting
- Monthly meetings with staff to discuss status of draft ER
- Meeting to present and discuss findings of draft ER to NUA during Council Study Session; deliver 5 copies of a draft report including an executive summary
- Meeting to present findings of the final ER to the NUA; deliver 20 copies of the final report including an executive summary.
- Meetings with ODEQ/OWRB as needed.

B. Proposed Project Schedule

The project should be completed in accordance with the following schedule:

Activity	Completion Date
Issue RFP	07/24/12
Proposals Due	08/27/12
Evaluate and Rate Proposals	09/05/12
Consultant Selection; Begin Contract Negotiation	09/07/12
Finalize Contract	09/25/12
Consultant Contract on NUA Agenda	10/09/12
Consultant Initiates Work	10/10/12
Present Draft Engineering Report (ER) to Council	04/10/13
Submit Final ER to ODEQ	06/01/13
ODEQ Approval of PER	09/01/13

III. RFP CRITERIA

A. General Requirements

Proposals will be accepted at the receptionist desk in the Utilities Department until 2:00 P.M. on August 27, 2012. The office is located at 201 West Gray, Bldg. C, P.O. Box 370, Norman, Oklahoma, 73070.

A duly authorized official of the consultant must sign proposals. A minimum of five (5) copies of the proposal must be submitted. No reimbursement will be made for any cost incurred in preparing the proposal or any cost prior to a formal notice of award.

B. Prohibited Interest

No member, officer, employee of the City of Norman, or member of its governing body during his or her tenure, or one (1) year thereafter, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

C. Equal Employment Opportunities

In connection with this proposal, the consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, being a handicapped, disadvantaged person, or disabled War Veteran.

D. Insurance Requirements

The Consultant will be responsible for obtaining insurance as required by the NUA and the State of Oklahoma to protect and hold harmless city employees and the NUA from liability in cases of accident and injury to persons or property. At a minimum, the following amounts of insurance coverage are required during the life of the contract:

- Worker's compensation insurance for consultant's employees as required by Oklahoma Workers Compensation Statutes.
- Comprehensive general liability insurance with a minimum of \$100,000 per accident for bodily injury or death and \$25,000 per occurrence for property damage.
- Comprehensive automobile liability insurance with a minimum of \$100,000 per accident for bodily injury or death and \$25,000 for property damage.
- Professional Liability (errors and omissions) insurance with a minimum policy value of \$1,000,000.

E. Maximum Size of Proposal

The proposal shall be no larger than 30 pages including covers, dividers, text and any other materials used to represent a company's qualifications.

F. Minimum Content of Proposal

At a minimum, the proposal shall contain the following elements:

1. General Requirements including:

- Transmittal Letter;
- Table of Contents;
- Executive Summary;
- Schedule: indicate anticipated time frame to complete identified scope of work;
- Insurance: indicate availability of insurance coverage requested.

2. General Qualifications of the Firm.

Consultant may include exhibits or illustrations to demonstrate qualifications.

3. References:

Provide reference list with contact names, phone numbers, and detailed description of similar work performed in the last 5 years. Include project cost, duration and emphasize compliance with project schedule and budget.

4. Technical Approach:

Emphasize expertise of the firm in the following areas:

- Secondary and advanced wastewater and solids treatment processes;
- automation technologies and SCADA for WWTP operations;
- odor control;
- effluent reuse including facilities implementing indirect potable reuse;
- present worth analysis;
- coordination with and obtaining approvals from permitting agencies;
- public education/public relations activities.

In this section, the consultant may, based on past experience, indicate means to be utilized to achieve project goals and objectives. The consultant may also identify innovative, cost-effective technologies that may be applicable as well as suggest changes to the proposed scope of work that may improve project results.

5. Key Personnel Qualifications:

Identify project manager and other key personnel to be utilized throughout the project. Identify their experience and qualifications to perform the work and their responsibilities in the completion of the project. Identify qualifications of subcontractors to be utilized.

IV. Selection Process

A. Right to Reject

The NUA retains the right to reject any or all proposals and to re-solicit if deemed to be in the best interest of the NUA.

B. RFP Review Process

The NUA will review responses to this RFP that meet the requirements enumerated and are received prior to the designated closing date. Firms without adequate insurance to protect the NUA's interest may not be considered or evaluated.

Upon review of all qualified firms, the selection committee will, through its own judgment and process, rank all the proposals. The selection committee will then select a Consultant for the proposed project.

The NUA will negotiate a contract for engineering services based on the following process:

- The Consultant will be contacted and contract negotiations will begin.
- The NUA will attempt to negotiate a contract at a fair and reasonable price for the defined scope of work.
- If the NUA is unable, after good faith efforts, to negotiate a satisfactory contract with the Consultant, the NUA will formally end negotiations with that Consultant and begin negotiations with the next highest ranked Consultant.

C. Keynotes

Emphasis will be placed upon the consultant's approach to the project as well as the expertise of the project manager and other key personnel assigned to the work. The consultant shall provide a list of previous related work experience with contact persons and phone numbers. Key personnel to be utilized (names and position), relative experience and capabilities, as well as any proposed sub-contractors, will be evaluated closely.

D. Ranking Criteria

Ranking Criteria	Possible Points
Compliance with RFP Criteria	10
General Qualifications of the Firm	15
Quality of References	15
Technical Approach	30
Key Personnel Qualifications (including subcontractors)	30
Total	100

E. Inquiries:

Questions regarding your proposal should be directed to Mark Daniels, Utilities Engineer at 405.366.5377 or by e-mail at mark.daniels@normanok.gov. Inquiries will not be received after 4:00 P.M. on August 23, 2012.