

CITY OF GAYLORD
REQUEST FOR
QUALIFICATIONS
ENGINEERING SERVICES
Wastewater Treatment Plant
Operation Review/Upgrade Recommendations/Budgeting Cost Study

The City of Gaylord will receive sealed bids in the office of the City Clerk, City Hall – 305 E. Main Street, Gaylord, MI 49735, for Engineering Services

Sealed bids will be publicly opened on **Friday, March 31, at 2:00 PM** in the council chambers of City Hall at 305 E. Main Street, Gaylord, MI 49735.

For questions regarding the qualification process please contact the City Clerk's Office at (989) 732-4060 or visit www.cityofgaylord.com

The City reserves the right to reject any and all bids and to waive irregularities in bids and to accept any bids which in the opinion of the City Council may be most advantageous to the City of Gaylord and in accordance with the City's "Award Process" and other bidding documents.

Kimberly Awrey, City Manager

CITY OF GAYLORD
REQUEST FOR
QUALIFICATIONS
ENGINEERING SERVICES
Wastewater Treatment Plant
Operation Review/Upgrade Recommendations/Budgeting Cost Study

A. Description of Proposal

The City of Gaylord is requesting qualification statements from professional design consultants to provide engineering services associated with Wastewater Treatment Plant Operation Review/Upgrade Recommendations/Budgeting Cost/Funding Opportunities/Grant Assistance. The work in general should include an overall review of the plant, provide alternatives that are available to improve the current treatment process and costs of the recommended upgrades. The city will use the information to help prioritize future improvements and secure future funding

Project Location

Gaylord Wastewater Treatment Plant located at 500 E. Seventh St. (See Attached Location Map)

Available Information

The City owns and operates a wastewater treatment plant (WWTP) with a design capacity of 1.8 MGD. The current NPDES permit allows a groundwater discharge maximum of 2.2 MGD, and at this time, the City averages only 0.484 MGD discharge. The current plant was constructed in 1988 and upgraded in 1999. The treatment process consists of the following: equalization pond(s), grit removal, anaerobic/anoxic tanks, oxidation ditches, clarifiers, polishing pond(s), dosing pumps to subsurface low pressure drain fields and rapid infiltration, and sludge

storage. Existing plans, operation manuals and shop drawings that are on file, operation records and current NPDES permit will be made available to the selected engineering firm. On site review will also be required.

B. Scope of Services

The review and study Services shall include the following:

- **Operation Review**

Visit the plant to observe the current operations. Review operational records, existing capital improvement plan and inventories and other information that can be provided. Use the information to provide recommendations to help current and future operations.

- **Upgrade Recommendations**

From site visits, discussions with WWTP and DPW staff and information provided, make recommendations to improve the current treatment process or substitute equipment that would make the plant more efficient. Assist the City with determining priorities for plant improvements.

- **Budgeting Cost**

For each recommended upgrade provide a cost estimate with as many line-item costs as possible for grant submittals and for future cost review and adjustments. Provide an updated capital improvement cost analysis for the wastewater treatment plant.

- **Funding Opportunities**

Assist the City with identifying and understanding potential funding avenues for improvements.

- **Grant Assistance and Study Deliverables**

As requested, provide the City with detailed deliverables, to include a 20 year Capital Improvement Plan, which can be utilized to apply for funding opportunities, and assist the City with grant/loan applications.

- **Project Schedule & Availability**

The consultant shall propose a schedule that includes an initial plant visit and meeting with plant staff within 40 days of contract award. The schedule should also include approximate dates for completion of the summary of upgrade recommendations with estimated costs. The firm must take into consideration when creating a schedule that project costs must begin on July 1, 2023, due to the fiscal billing requirements of the City of Gaylord.

C. Contents of Proposal

1. A Statement of Qualifications and project approach shall be included in the Proposal. This statement shall include, as a minimum, the following information:

- **Firm Profile** Firm name, address, telephone, contact person, organization, and legal status (corporation or partnership, etc.). Describe the relevant services that your firm provides. Include the location of the offices, stating which office(s) would be providing the services on this project, and include a listing of the key staff that will provide the engineering services, with their resumes indicating educational background, professional registration, relevant project experience, and their primary work office. This should also include the sub-consultants that would be used.

- **Relevant Project Experience & References**

Provide descriptions of projects that represent the experience and qualifications relevant to this project including the name, address and phone number of the client involved. Include work in similar geographic locations, or any work which shows previous experience in a similar climate. Also include the lead project professional(s) and key staff that worked on the project. Include description of challenges overcome that relate to designing the described types of facilities.

- **Project Approach**

Provide a description of your understanding of this project and your approach, other problems or challenges that you anticipate, and recommendations for adjustments. Include a schedule for meetings and deliverables.

2. **Proposed Engineering budget in a separate sealed envelope provide the following information:**

- Furnish a current Rate Schedule for your firm. The Rate Schedule shall include the rate per hour for each job classification as well as hourly rental rates for equipment which may be necessary. The Rate Schedule should also include rates for such items as per diem, travel and other miscellaneous supplies which may be necessary on the project. The rates as listed in the Rate Schedule shall include all direct and indirect costs including overhead and profit.
- A statement with an estimated cost for the Engineering Services for the project.
- Proposed Terms & Conditions. Include a copy of your firms Standard Terms & Conditions.

3. **Proposal Submittal Requirements and Review Process**

- Proposals to be considered must be received by or before **Friday March 31** at 2:00 P.M. to the City Clerk at City Hall. We anticipate that the City Council will consider and approve of a Contract for the Engineering Services at their Regular Meeting of Monday April 10, 2023.

- Two (2) copies of the proposal shall be submitted and all proposals shall be delivered in sealed envelopes clearly marked “**Wastewater Treatment Plant Operation Review/Upgrade Recommendations/Budgeting Cost Study**” to:

City Clerk
City of Gaylord
305 E. Main Street
Gaylord, MI 49735
Phone: (989) 732-4060

- After review of the proposals has been completed, firms **may** be requested to meet with City Staff for interview. The qualified firm selected will be invited to discuss the project in more detail and to negotiate a contract for the Engineering Services required for the project. Questions regarding this Request for Qualifications should be directed to:

Aaron Knopp
Waste Water Treatment Plant Superintendent
500 E. Seventh Street
Gaylord, MI 49735
Phone: (989) 732-0750
wwtp@cityofgaylord.org

CITY OF GAYLORD
REQUEST FOR
QUALIFICATIONS
PROFESSIONAL ENGINEERING
SERVICES

SELECTION CRITERIA

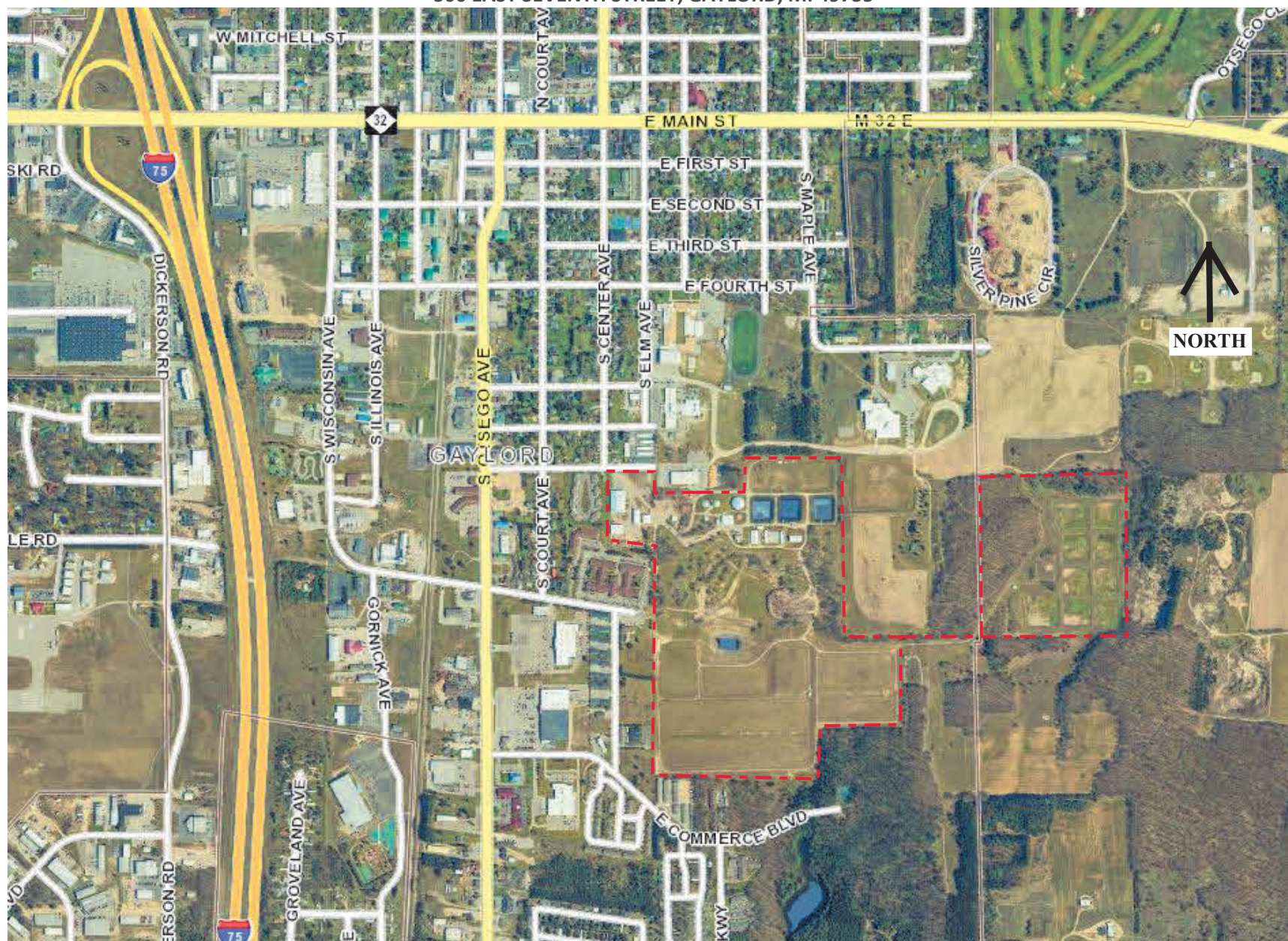
The City of Gaylord shall evaluate each potential consultant in terms on its:

1. Professional qualifications necessary for satisfactory performance of required services;
2. Specialized experience and technical competence in the type of work required;
3. Capacity to accomplish the work in the required time;
4. Past performance on contract with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules;
5. Location in the general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project;

Oral interviews **may** be held with firms, if desired by the City. As a result of the evaluations and interviews, the City of Gaylord will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

CITY OF GAYLORD WASTEWATER TREATMENT PLANT

500 EAST SEVENTH STREET, GAYLORD, MI 49735



City of Gaylord - Wastewater Asset Management Plan
Asset Replacement and Capital Improvement

Table 5

- 1. Verify That Links to Column A, B, C, D, E, And F are Complete and Accuarate
- 2. Annual Value (Col. G and H) is computed as Column F/Column D or Column E
- 3. Select Rows to included in Rate Structure as RRI Item. Generally Will Be Short Lifed Assets With High Business Risk Values. Link to Column I.
- 4. Select Assets to be Restored Under Future Capital Project and Proportion Them to 6, 15, and 30 Year Projects
- 5. Check Project Total in Table 4 and Table 6

	Annual Replacement or Rehabilitation Funded By Rate Stucture
	Recommended Capital Upgrade Project
	New System Improvement Based On Process Evaluation
	Priority Business Risk Scores
	Discussion and(or) Research Needed

A	B	C	D	E	F	G	H	I	J	K	L	K
									Planned Capital Restoration Projects			
Projects	Asset No.	Business Risk	Remaining Useful Life (Years)	Expected Useful Life (Years)	Replacement Cost	Annual Value (F÷D)	Annual Value (F÷E)	Replacement Budgeted Annually	6-10 Year	15-20 Year	30-40 Year	
Control Building, 1989	AS-BD-001	7.50	21	50	\$ 136,000	\$ 6,476	\$ 2,720					
Control Building, 2000 Addition	AS-BD-002	3.45	32	50	\$ 31,360	\$ 980	\$ 627					
Control Building Roof, Original Plus Addition	AS-BD-003	3.00	32	50	\$ 6,132	\$ 192	\$ 123					
Laboratory Casework and Accessory Cabinets	AS-BD-004	4.00	11	40	\$ 1,072	\$ 97	\$ 27					
Automatic Samplers, RS and FE	AS-P-001	7.50	23	30	\$ 37,600	\$ 1,635	\$ 1,253	\$ 1,253	\$ 37,500			
Sample Pumps	AS-P-002	7.50	23	30	\$ 11,960	\$ 520	\$ 399	\$ 399				
Return Activated Sludge Pumps	AS-P-003	2.50	11	40	\$ 60,375	\$ 5,489	\$ 1,509	\$ 1,509				
Waste Activated Sludge Pumps	AS-P-004	0.80	22	40	\$ 14,950	\$ 680	\$ 374	\$ 374				
Control Building Process Piping	AS-P-005	4.50	51	75	\$ 7,040	\$ 138	\$ 94					
Control Building Process Valves	AS-P-006	4.50	51	75	\$ 19,050	\$ 374	\$ 254					
Potable and Service Water Supply System	AS-M-001	5.00	10	30	\$ 15,768	\$ 1,577	\$ 526	\$ 526				
Main Switch/Automatic Transfer Switch	AS-E-001	10.00	16	45	\$ 19,500	\$ 1,219	\$ 433		\$ 25,000			New Transfer Switch
480 Volt, 3P Power Supply, MCC-1 System	AS-E-002	10.00	16	45	\$ 150,000	\$ 9,375	\$ 3,333		\$ 20,000			Rehab MCC-1 Only
480 Volt, 3P Power Supply, MCC-2 System	AS-E-003	7.50	32	50	\$ 70,000	\$ 2,188	\$ 1,400					
Standby Power Generator, Diesel Fired	AS-E-004	7.50	21	50	\$ 85,000	\$ 4,048	\$ 1,700					
Control Building Low Voltage Electrical Distribution	AS-E-005	7.50	11	40	\$ 12,264	\$ 1,115	\$ 307					
Control Building Lighting, Fixtures and Lamps	AS-E-006	5.00	11	40	\$ 5,256	\$ 478	\$ 131					
Main Control Panel, MMI, PLC	AS-I-001	6.00	7	25	\$ 40,000	\$ 5,714	\$ 1,600					
SCADA Control Hardware and Software	AS-I-002	8.00	7	15	\$ 10,660	\$ 1,523	\$ 711	\$ 711				
Flow Meters, Entire Plant	AS-I-003	8.75	5	25	\$ 28,160	\$ 5,632	\$ 1,126	\$ 1,126				
Level Sensors, Position Sensors, Entire Plant	AS-I-004	8.75	1	20	\$ 58,080	\$ 58,080	\$ 2,904	\$ 2,904				
Laboratory Equipment	AS-OM-001	10.00	3	25	\$ 50,750	\$ 16,917	\$ 2,030	\$ 2,030	\$ 28,000			Partial Replacement, Older Equipment
Maintenance Equipment	AS-OM-002	3.00	13	30	\$ 14,760	\$ 1,135	\$ 492					
Office Equipment	AS-OM-003	3.00	7	30	\$ 8,900	\$ 1,271	\$ 297					
Influent/Dosing Building	HW-BD-001	4.00	27	50	\$ 118,800	\$ 4,400	\$ 2,376					
Equalizaton Flow Control Structures	HW-TK-001	6.00	46	75	\$ 85,000	\$ 1,848	\$ 1,133					
Influent Raw Sewage Equalization, Pond 1	HW-EL-001	0.60	17	35	\$ 95,750	\$ 5,632	\$ 2,736					
Raw Sewage Grinder	HW-P-001	7.00	19	20	\$ 34,500	\$ 1,816	\$ 1,725	\$ 1,725				
Equalization Return Pumps, Raw Sewage	HW-P-002	12.00	1	30	\$ 39,600	\$ 39,600	\$ 1,320	\$ 1,320				
Floating Aspirating Aerators, Equalization Pond 1	HW-P-003	4.00	10	30	\$ 33,000	\$ 3,300	\$ 1,100					
Influent Dosing Building Electrical Supply System	HW-E-001	7.50	12	30	\$ 53,460	\$ 4,455	\$ 1,782					
Anaerobic/Anoxic Building	ST-BD-001	6.00	32	50	\$ 566,440	\$ 17,701	\$ 11,329					
Oxidation Ditch Building	ST-BD-002	3.00	44	50	\$ 537,600	\$ 12,218	\$ 10,752					

A	B	C	D	E	F	G	H	I	J	K	L	K
									Planned Capital Restoration Projects			
Projects	Asset No.	Business Risk	Remaining Useful Life (Years)	Expected Useful Life (Years)	Replacement Cost	Annual Value (F÷D)	Annual Value (F÷E)	Replacement Budgeted Annually	6-10 Year	15-20 Year	30-40 Year	
Final Clarifier Building	ST-BD-003	4.00	21	50	\$ 924,000	\$ 44,000	\$ 18,480					
Anaerobic/Anoxic Tank	ST-TK-001	8.00	57	75	\$ 667,590	\$ 11,712	\$ 8,901					
Oxidaton Ditch Structures	ST-TK-002	3.00	46	75	\$ 2,588,190	\$ 56,265	\$ 34,509					
Final Clarifier Tanks	ST-TK-003	3.00	46	75	\$ 528,000	\$ 11,478	\$ 7,040					
Anaerobic and Anoxic Tank Mixers	ST-P-001	14.00	12	30	\$ 118,800	\$ 9,900	\$ 3,960	\$ 3,960				
Oxidaton Ditch Rotors	ST-P-002	4.00	11	40	\$ 300,000	\$ 27,273	\$ 7,500	\$ 7,500				
Final Clarifier Sludge/Scum Collector Equipment	ST-P-003	4.00	11	40	\$ 364,000	\$ 33,091	\$ 9,100	\$ 9,100				
MLSS Recycle Pumps	ST-P-004	10.00	12	30	\$ 38,400	\$ 3,200	\$ 1,280	\$ 1,280	\$ 30,000			Rehab Only
AA/Oxidation Ditch/Final Clarifier Process Piping	ST-P-005	5.00	57	75	\$ 6,720	\$ 118	\$ 90					
AA/Oxidation Ditch/Final Clarifier Process Valves	ST-P-006	5.00	7	25	\$ 13,000	\$ 1,857	\$ 520					
AA/Oxidation Ditch/Final Clarifier Hydraulic Gates	ST-P-007	2.25	22	40	\$ 111,800	\$ 5,082	\$ 2,795					
AA Building Electrical Power Supply/Distribution	ST-E-001	4.00	12	30	\$ 121,380	\$ 10,115	\$ 4,046					
Oxidaton Ditch, Final Clarifier Electrical Power Supply/Distribution	ST-E-002	7.50	12	30	\$ 313,200	\$ 26,100	\$ 10,440					
Secondary Treatment Instrumentation and Control	ST-I-001	3.00	12	30	\$ 78,000	\$ 6,500	\$ 2,600		\$ 30,000			Replace Signal Devices
Final Effluent Equalization, Flow Control Structures/Accessories	POL-TK-001	6.25	46	75	\$ 234,480	\$ 5,097	\$ 3,126					
Secondary Effluent Polishing Pond No. 2	POL-EL-001	4.00	17	35	\$ 95,750	\$ 5,632	\$ 2,736					
Secondary Effluent Polishing Pond No. 3	POL-EL-002	1.00	17	35	\$ 95,750	\$ 5,632	\$ 2,736					
Drainfield Dosing Pump	POL-P-001	10.00	11	40	\$ 21,600	\$ 1,964	\$ 540	\$ 540	\$ 12,000			
RIB Dosing Pump	POL-P-002	10.00	22	40	\$ 21,600	\$ 982	\$ 540	\$ 540	\$ 15,000			
Equalization Return Pumps, FE	POL-P-003	1.00	22	40	\$ 19,800	\$ 900	\$ 495	\$ 495				
Effluent Dosing Piping	POL-P-004	1.00	18	40	\$ 7,310	\$ 406	\$ 183					
Effluent Dosing Valves	POL-P-005	6.25	3	25	\$ 23,600	\$ 7,867	\$ 944					
Self Aspirating Aerators, Equalization Pond 2	POL-P-006	3.00	12	30	\$ 33,120	\$ 2,760	\$ 1,104					
Dispersion Building 1, Drainfields	SE-BD-001	1.00	21	50	\$ 46,200	\$ 2,200	\$ 924					
Dispersion Building 2, Rapid Infiltration Basins	SE-BD-002	7.50	32	50	\$ 60,000	\$ 1,875	\$ 1,200					
Drainfield and RIB Air Release, Influent Distribution	SE-TK-001	1.00	46	75	\$ 108,000	\$ 2,348	\$ 1,440					
Drainfield and Rapid Infiltration Basin Piping, Buried/Exposed	SE-P-001	1.00	51	75	\$ 4,357,900	\$ 85,449	\$ 58,105					
Dispersion Valves, Drainfields	SE-P-002	6.25	7	25	\$ 85,100	\$ 12,157	\$ 3,404	\$ 3,404				
Dispersion Valves, Rapid Infiltration Basins	SE-P-003	6.25	7	25	\$ 21,500	\$ 3,071	\$ 860	\$ 860				
Digester Building	SH-BD-001	3.00	57	75	\$ 210,000	\$ 3,684	\$ 2,800					
Sludge Storage Handling (Old Vacuum Filter Building)	SH-BD-002	3.00	41	70	\$ 661,500	\$ 16,134	\$ 9,450					
Digester Building Roof	SH-BD-003	4.00	12	30	\$ 12,600	\$ 1,050	\$ 420		\$ 12,600			
Sludge Day Tank	SH-TK-001	7.50	46	75	\$ 238,640	\$ 5,188	\$ 3,182					
Aerobic Digesters	SH-TK-002	0.75	57	75	\$ 934,800	\$ 16,400	\$ 12,464					
Sludge Storage Tank	SH-TK-003	10.00	32	50	\$ 711,200	\$ 22,225	\$ 14,224					
Sludge Day Tank Blowers	SH-P-001	1.00	1	30	\$ 18,000	\$ 18,000	\$ 600	\$ 600				
Sludge Day Tank Air Diffusion System	SH-P-002	8.00	1	30	\$ 2,000	\$ 2,000	\$ 67		\$ 10,000			
Aerobic Digester Blowers	SH-P-003	1.25	12	30	\$ 105,000	\$ 8,750	\$ 3,500	\$ 3,500				
Aerobic Digester Air Diffusion Equipment	SH-P-004	6.00	8	20	\$ 3,370	\$ 421	\$ 168	\$ 168				
Sludge Transfer Pumps	SH-P-005	0.80	12	30	\$ 43,500	\$ 3,625	\$ 1,450					
Rotary Drum Thickner	SH-P-006	10.00	12	30	\$ 140,000	\$ 11,667	\$ 4,667	\$ 4,667	\$ 25,000			Rehab
Sludge Truck Fill Pumps	SH-P-007	6.00	12	30	\$ 20,500	\$ 1,708	\$ 683	\$ 683				
Sludge Storage Tank Mixers	SH-P-008	7.00	2	20	\$ 520,000	\$ 260,000	\$ 26,000					Capital Upgrade, New Improvement
Polymer Handling and Feed Equipment	SH-P-009	12.00	12	30	\$ 18,000	\$ 1,500	\$ 600	\$ 600	\$ 18,000			
Sludge Piping, Exposed	SH-P-010	3.00	57	75	\$ 36,780	\$ 645	\$ 490					
Sludge Valves	SH-P-011	3.75	12	30	\$ 46,600	\$ 3,883	\$ 1,553					

A	B	C	D	E	F	G	H	I	J	K	L	K
									Planned Capital Restoration Projects			
Projects	Asset No.	Business Risk	Remaining Useful Life (Years)	Expected Useful Life (Years)	Replacement Cost	Annual Value (F÷D)	Annual Value (F÷E)	Replacement Budgeted Annually	6-10 Year	15-20 Year	30-40 Year	
480 Volt Electrical Supply/Distribution	SH-E-001	7.50	22	40	\$ 67,200	\$ 3,055	\$ 1,680					
208/120 Volt Distribution and Lighting	SH-E-002	5.00	22	40	\$ 16,800	\$ 764	\$ 420					
Solid Handling Instrumentation And Control	SH-I-001	6.00	7	25	\$ 38,400	\$ 5,486	\$ 1,536					
Street Waste Dry Beds-Structure	SD-TK-001	3.00	42	50	\$ 117,915	\$ 2,808	\$ 2,358					
Access Road and Parking Bituminous Pavement	F-C-001	4.00	26	50	\$ 122,850	\$ 4,725	\$ 2,457					
Access Road Gravel Surface	F-C-002	6.00	16	40	\$ 57,200	\$ 3,575	\$ 1,430					
Isolation and Safety Fencing and Gates	F-C-003	6.00	21	50	\$ 85,050	\$ 4,050	\$ 1,701					
Yard and Site Piping	F-P-001	5.00	55	75	\$ 791,225	\$ 14,386	\$ 10,550					
Facilities HVAC Equipment	F-M-001	6.00	14	35	\$ 169,400	\$ 12,100	\$ 4,840	\$ 4,840	\$ 100,000			
Facilities Drain Sump Pumping Equipment	F-M-002	12.50	5	25	\$ 40,000	\$ 8,000	\$ 1,600	\$ 1,600	\$ 10,000			
Site Electrical and Lighting	F-E-001	2.00	57	75	\$ 120,000	\$ 2,105	\$ 1,600					
Sewer Vactor, Ford	F-OM-001	10.00	16	30	\$ 70,000	\$ 4,375	\$ 2,333					
Sewer Jetter, Truck Mounted, 2005, Intenational	F-OM-002	10.00	17	30	\$ 325,000	\$ 19,118	\$ 10,833					
Sewer Jetter, Trailer Mounted	F-OM-003	15.00	1	30	\$ 65,000	\$ 65,000	\$ 2,167		\$ 125,000			New
Skidsteer, Gehl, 2006	F-OM-004	9.00	28	40	\$ 85,000	\$ 3,036	\$ 2,125					
2015 Chevrolet Pickup, 1500, 4WD	F-OM-005	3.00	18	20	\$ 32,000	\$ 1,778	\$ 1,600					
2004 Chevrolet Pickup, 2500, 4WD, Plow	F-OM-006	9.00	6	20	\$ 38,000	\$ 6,333	\$ 1,900		\$ 38,000			
Yard Maintenance Equipment (Riding Tractor, Trimmer, etc.)	F-OM-007	5.00	10	25	\$ 4,400	\$ 440	\$ 176	\$ 176				
Portable Trash and Sewage Pumps	F-OM-008	7.50	3	20	\$ 40,200	\$ 13,400	\$ 2,010	\$ 2,010				
Portable Generators	F-OM-009	7.50	2	25	\$ 1,400	\$ 700	\$ 56	\$ 56				
Safety Equipment, (CS Entry, Gas Monitor, Etc.)	F-OM-010	10.00	3	20	\$ 4,650	\$ 1,550	\$ 233	\$ 233	\$ 2,000			
Portable Samplers	F-OM-011	4.00	1	25	\$ 6,400	\$ 6,400	\$ 256	\$ 256				
Sludge Storage Tank Mixing System										\$ 400,000		Verify Cost
Inspect Sludge Day Tank										\$ 3,000		
Complete Aerobic Digester Blower Evaluation										\$ 10,000		
Total					\$ 19,884,157	\$ 1,162,916	\$ 384,400	\$ 60,945	\$ 525,500	\$ 425,600	\$ -	