



Request for Qualifications

Water Treatment Chemical Storage for the Kennebec Water District

Request for Qualifications (RFQ) Due Date: November 6, 2020

SECTION I- GENERAL INFORMATION

A. Objective

Kennebec Water District (KWD) is soliciting Statements of Qualifications (SOQs) from firms interested in providing professional engineering services related to renovations of the existing bulk chemical storage room at our Water Treatment Plant. The current bulk chemical storage tanks are reaching the end of their useful lives and must be replaced before any failures are imminent. Likewise, many regulations regarding the storage and delivery of such chemicals have changed over the past 27 year the Water Treatment Plant has been operational. These renovation designs are to include, at a minimum, the addition of an overhead service door and driveway, replacement of the existing bulk chemical tanks, redesign of chemical delivery piping, and ensuring KWD meets all OSHA, federal, and state requirements for bulk chemical storage and delivery.

B. Question About and Clarifications of this Request for Qualifications

Questions may be asked during a pre-submission meeting on October 1, 2020 at 13:00 at the KWD Water Treatment Plant (462 Main St, Vassalboro) and via Zoom. Attendance at this pre-submission meeting is strongly encouraged but not mandatory. Questions asked during the pre-submission meeting but not addressed during the meeting may be addressed (at the discretion of KWD) via e-mail on or before October 30, 2020.

A tour of the exiting bulk chemical storage room located within the Water Treatment Plant will be conducted immediately after the pre-submission meeting.

To receive updates and clarifications via email on this RFQ, please send an email requesting RCrouse@KennebecWater.org

C. Selection Criteria

A selection committee comprised of staff from KWD will evaluate each SOQ on the criteria given below.

Based upon the initial evaluation, KWD may decide to interview perspective firms. During the interviews, the selected firms will be given the opportunity to discuss their qualifications and experience in more detail.

D. Statement of Qualifications Submission

All SOQs are due and must be delivered to the KWD on or before, November 6, 2020 at 14:00 (local time). SOQs submitted late or not in the appropriate format **will not** be considered or accepted.

Each respondent must submit:

- **One digital copy of the SOQ attached to an email as one file in PDF format**

SOQs submitted must be clearly marked in the subject line of the email: **“Water Treatment Chemical Storage for the Kennebec Water District”**

SOQs must be sent to rcrouse@kennebecwater.org

KWD will not be liable to any consultant for any unforeseen circumstances of delivery. Consultants are responsible for submission of their SOQs. Additional time will not be granted to a single consultant. However, additional time may be granted to all consultants at the discretion of KWD.

E. Disclosures

Under the Freedom of Access Act, KWD is obligated to permit review of its files, if requested by others. All information in a consultant’s SOQs is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

F. Schedule

The following is the schedule for this REQUEST FOR QUALIFICATIONS process:

Activity/Event	Anticipated Date
Pre-Submission Meeting	October 1, 2020 @ 13:00
Published addendum (if needed)	October 30, 2020
SOQ Due Date	November 6, 2020 @ 14:00
Expected Board of Trustees Approval	December 3, 2020

The above schedule is for information purposes only and is subject to change at KWD’s discretion.

G. Reservation of Rights

1. KWD reserves the right to waive, or not waive, informalities or irregularities in terms or conditions of any SOQ if determined by KWD to be in its best interest.
2. KWD reserves the right to request additional information from any or all consultants.
3. KWD reserves the right to reject any SOQ that it determines to be unresponsive and deficient in any of the information requested within this RFQ.
4. Submission of a SOQ indicates acceptance by the firm of the conditions contained in this RFQ.

H. Kennebec Water District Statistics

Year of Incorporation 1899

Number of Employees 27
Annual Revenue ~\$5 million
Annual Water Production ~1 billion gallons
Maximum Daily Water Production ~6MG
Average Daily Water Production ~3MG
Number of Metered Service Connections 8700
Website www.kennebecwater.org

SECTION II – REQUEST FOR QUALIFICATIONS

A. Background

KWD was incorporated in 1899 and serves the communities of Waterville, Winslow and Fairfield as corporate members. Vassalboro and Benton are also served by KWD but are not corporate members under the legislative charter. In 1905, KWD began using China Lake as its source of supply.

KWD has a Water Treatment Plant located at 462 Main St. in Vassalboro capable of producing up to 12 million gallons of water per day, 17 miles of transmission main and over 150 miles of water distribution pipe.

B. Project Needs

This project to engineer and design the renovations to the existing bulk chemical storage room will be in two phases:

1. Phase I (the focus of this RFQ) – Conduct an operational needs analysis, design renovations to the existing Water Treatment Plant (focused on the bulk chemical storage room), and provide a total project cost estimate for the proposed renovations. These designs are to include at a minimum: addition of an overhead door and driveway, replacement of existing chemical storage tanks and associated piping, compliance reviews and updates to meet all current OSHA, federal, and state regulations.
 - a. Existing treatment chemicals include: Sodium Hydroxide, Aluminum Sulfate, Sodium Hypochlorite, Hydrofluorosilic Acid, Ortho-Polyphosphate, and Cationic Polymer.
 - b. A plan view layout of the existing chemical storage and feed area can be found in attachment A.
 - c. Preparation of bid documents and assistance with contract award.
2. Phase II – Construction management and inspection services in conjunction with KWD staff to ensure smooth implementation of the proposed designs while maintaining Water Treatment Plant operational status.

C. Qualifications

The KWD seeks to contract with a firm that has demonstrated capabilities. Prospective consultants must have the necessary experience, organization, technical and professional qualification, skills and facilities to perform the required work, and must have a demonstrated satisfactory record of performance. In their SOQ, consultants having such experience should list projects that demonstrate explicitly the consultant's ability to complete such a project.

KWD reserves the sole right to select the most qualified firm based on best overall qualifications that is most advantageous to KWD. Firms that submit SOQs will be notified of the selection results. Final approval of any selected firm is subject to the approval of the Board of Trustees. **SOQs should be prepared simply and**

economically, providing a clear and concise description of the Firm's capabilities to satisfy the requirements of the request.

1. All SOQs must include the following information:
 - a. A cover letter/statement of interest indicating the Firm's interest in the project and highlighting its qualifications to perform the project.
 - b. A **brief** overview of the company.
 - c. A proposed approach to the services including key activities, potential challenges, and areas of concern.
 - d. Related experience with similar types of services/projects and specific qualifications and resumes of key team members. The roles and qualifications of key project team members, both in-house and subconsultants. Identification of the project lead and that person's availability to start work on the project.
 - i. Provide the estimated hours of key staff and sub-consultants.
 - e. Examples of relevant projects completed by the Firm, including:
 - i. Project Name and Location
 - ii. Summary of Scope/Services Provided
 - iii. Project Size and Construction Value
 - iv. Duration of Project
 - v. Owner/Representative name and contact information
 - f. At least three (3) references including entity name contact person and telephone number.
 - g. A statement verifying the Firm's ability to execute a contract upon award.

D. Evaluation Criteria and Selection

Evaluation criteria include:

1. Qualifications of the firm.
2. Relevant past project experience of the firm and key team members.
3. Approach to managing the associated work described in Phase I of the project.

The review team will evaluate each SOQ and make recommendations to the Board of Trustees based on the evaluation criteria provided above. Interviews may be held at the discretion of KWD. KWD reserves the right to obtain clarification or additional information from any firm regarding its SOQ.

If KWD determines that one or more of the firms have acceptable qualifications, KWD will work with the preferred firm to develop an exact Phase I scope of work and fee.

If a scope of work and fee cannot be agreed upon, KWD will work with one or more of the other firms soliciting SOQs, as needed, or solicit SOQs from additional firms.

