



Request for Proposals

Design Services for Kennebec Water District's Water Treatment Plant PFAS Mitigation Upgrades Project

Due Date: July 24, 2025

SECTION I- GENERAL INFORMATION

A. Objective

The Kennebec Water District (KWD) is soliciting proposals from engineering firms interested in providing engineering services related to retrofitting the District's existing water treatment plant (WTP) in Vassalboro, Maine for PFAS mitigation to maintain compliance with Federal EPA and State of Maine Drinking Water Program rules and regulations.

B. Questions

Questions regarding this request for proposals (RFP) must be submitted via email to Matt Zetterman, KWD's Engineering Manager, at MZetterman@kennebecwater.org by the end of the day on July 16, 2025.

C. Selection

A selection committee comprised of KWD staff members will evaluate each proposal based on the criteria established in Section II. Final selection and contract award will be approved by the Board of Trustees.

D. Submission

All proposals are due and must be submitted to KWD on or before July 24, 2025 at 2:00 PM. Proposals submitted late or not in the appropriate format will not be considered.

Each respondent engineering firm must submit one digital copy of the proposal attached to an email as a single PDF document. Proposals should be sent to Matt Zetterman, KWD's Engineering Manager, at MZetterman@kennebecwater.org. No paper copies of the proposal should be submitted.

Proposals submitted must be clearly marked in name of the document and the subject line of the email: "[Firm Name] – KWD PFAS Mitigation Design Services".

Each engineering firm is wholly responsible for the submission of their proposal. KWD will not be liable to any engineering firm for any unforeseen circumstances of delivery. Additional time will not be granted to a single engineering firm. However, additional time may be granted to all prospective engineering firms via addenda 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 the public. All information in an engineering firm's proposal is subject to disclosure under this Act. This Act also applies to and provides for a complete disclosure of future contracts and attachments thereto.

F. Schedule

The following is the schedule for this RFP process:

| Activity/Event | Anticipated Date |
|--|--------------------------|
| RFP Released | June 18, 2025 |
| Onsite Project Review Meeting & WTP Tour (462 Main Street, Vassalboro) - Required | July 1, 2025 at 1:00 PM |
| Questions Due | July 16, 2025 |
| Published addendum (if needed) | July 18, 2025 |
| Proposal Due Date | July 24, 2025 at 2:00 PM |
| Board of Trustees Review & Anticipated Contract Award | August 7, 2025 |

The above schedule is for informational purposes only and is subject to change at KWD's discretion. Notice of any changes will be provided via an emailed addendum to all prospective engineering firms. KWD will consider prospective engineering firms to be those who have attended the onsite project review meeting.

G. Reservation of Rights

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

SECTION II – REQUEST FOR PROPOSALS

A. Background

KWD operates the WTP, pulling water directly from the west basin of China Lake, which supplies drinking water to approximately 22,000 residents in the communities of Waterville, Winslow, Fairfield, Benton, and Vassalboro, Maine. Since 2019, PFAS compounds have been detected in KWD's raw water supply and subsequently in the finished water being delivered to customers. In 2023, CDM Smith completed a PFAS Mitigation Basis of Design Memorandum (BODM) outlining treatment options. Subsequent testing and pilot studies were conducted to evaluate the feasibility of the alternatives outlined in that BODM for mitigating PFAS contamination.

The final recommendation from CDM Smith, based on bench-scale and pilot-scale testing, and ratified by the Board of Trustees, is to utilize the existing gravity filters at the WTP with more frequent granular activated carbon (GAC) media changeouts as the primary method of PFAS mitigation. KWD now seeks professional engineering services to implement this recommendation.

B. Project Needs

KWD is requesting proposals from qualified engineering firms for Phase 1 of the WTP PFAS Mitigation Upgrades Project. The selected firm will provide preliminary engineering services to evaluate alternatives and provide recommendations for upgrades at the WTP to support PFAS mitigation using the existing WTP gravity filters as GAC media contactors. Specifically, the selected firm will provide a preliminary evaluation, concluding with a technical memorandum with recommendations of WTP upgrades needed to facilitate PFAS mitigation through more frequent GAC changeouts within the existing six filters. These recommendations must include opinions of probable cost that may be used for funding applications in the Fall of 2025.

Upgrades to consider will include but not be limited to:

- 1) Internal and external piping and other modifications to improve the efficiency of carbon changeouts within the existing filters.
- 2) Upgrades to the WTP's existing lagoon recycle water system to reduce the volume of recycled water entering the WTP through a discharge to the China Lake Outlet Stream across Route 32 from the WTP. Upgrades may include:
 - a. New pumps in the recycle water pump station
 - b. Internal piping, valve, and controls modifications
 - c. New discharge line from the WTP

Note: Design is currently 80% completed and the outfall structure will be constructed in Fall 2025. NRPA Permit by Rule, Army Corp of Engineers, Town of Vassalboro, and MEPDES Discharge Permit have all been previously obtained.

- 3) Replacement of the existing filter backwash pumps, surface scour pumps, and air blowers.
- 4) Driveway resurfacing and expansion to circle the WTP building.
 - a. The driveway addition may need a stormwater management plan.
- 5) Replacement of the existing carbon media with Calgon Filtrasorb 400 Granular Activated Carbon.
- 6) HVAC system replacement/upgrades within the WTP.
- 7) Rehabilitation of existing filters including concrete repair, surface sealing, and replacement of the existing filter underdrain system and base material.

Following the conclusion of Phase 1, the scope of work for subsequent phases will be negotiated but are not guaranteed. Subsequent phases of engineering services could include:

1. Full scale design services
2. Bid-phase services
3. Construction-phase services, including construction administration and field inspection

C. Qualifications

KWD seeks to contract with an engineering firm with demonstrated capabilities in similar design and drinking water treatment plant upgrade projects. Prospective engineering firms must have the necessary experience, organization, technical and professional qualifications, skills and facilities to perform the required work, and must have a demonstrated satisfactory record of performance. Within each proposal, engineering firms should highlight projects that demonstrate experience with similar projects.

KWD reserves the sole right to select the qualified engineering firm that is most advantageous to the District. Engineering firms that submit proposals will be notified of the selection results. Final selection of an engineering firm is subject to the approval of the Board of Trustees. Proposals should be prepared simply and economically, providing a clear and concise description of the engineering firm's capabilities to satisfy the requirements of the request.

1. All proposals must include the following information:
 - a. A cover letter/statement of interest indicating the engineering firm's interest in the project and highlighting its qualifications to perform the project.
 - b. A brief overview of the engineering firm.
 - c. A proposed approach to the services including key activities, potential challenges, and areas of concern.
 - d. Related experience with similar types of 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 ability to start work on the project.
 - e. Examples of relevant projects completed by the engineering firm, including:
 - i. Project Name and Location
 - ii. Summary of Scope/Services Provided
 - iii. Owner/Representative name and contact information
 - f. At least three utility (3) references including entity name contact person and telephone number or email.
 - g. A statement verifying the engineering firm's ability to execute a contract upon award.
 - h. The estimated work hours with hourly rates cost. A not-to-exceed cost shall be included within the proposal.
 - i. Proposed schedule of work with key milestones outlined and the date the final memorandum will be delivered. A draft Technical Memorandum, to be used to apply for

DWSRF funding, must be provided to KWD by September 15, 2025 with the final Technical Memorandum provided October 15, 2025.

D. Evaluation Criteria and Selection

Evaluation criteria include:

1. Qualifications of the engineering firm
2. Past project experience with similar projects
3. The experience of the engineering firm's key team members
4. Approach to managing the associated work described
5. Cost proposal

The review team will evaluate each proposal and make a recommendation 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 engineering firm regarding its proposal.

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

If the scope of work and fee negotiations cannot be agreed upon with the selected engineering firm, KWD will work with one or more of the other qualified engineering firms as needed or solicit proposals from additional engineering firms.