

**City of River Falls  
River Falls Municipal Utilities  
Wastewater Treatment Facility**

**Request for Proposals (RFP)  
WWTF Biosolids Dewatering and Drying Design Services  
Issue Date: July 8, 2022**

1. Project Summary

The City of River Falls (City) and River Falls Municipal Utilities (RFMU) are soliciting requests for proposals from exceptionally well-qualified consultants to assist the City in adding sludge dewatering and drying at the River Falls Wastewater Treatment Facility (WWTF) to produce Class A Biosolids. Proposals will be reviewed by a selection committee chosen by the Utilities Director.

2. Submittal Deadline

All responses shall be emailed in a single PDF to Kevin Westhuis, RFMU Utility Director, at [kwesthuis@rfcity.org](mailto:kwesthuis@rfcity.org) no later than 2:00 P.M. CDT on Friday, August 5, 2022. Questions may be submitted until 2:00 P.M. CDT on Thursday July 28, 2022.

3. Background and Project Extent

The WWTF currently thickens waste activated sludge (WAS) using a dissolved air flotation thickener (DAFT). The DAFT unit thickens WAS to a concentration between 3% and 5%, and the thickened WAS (TWAS) is stored on site. TWAS is hauled to the West Central Wisconsin Biosolids Facility (WCWBF) located in Ellsworth, Wisconsin. In 2021, the City hauled approximately 2.4 million gallons of sludge to WCWBF at an average of 3.36 percent solids. The City has elected against renewing its existing contract with WCWBF, which expires on December 31, 2025.

The project anticipates design services for the installation of new biosolids dewatering and drying processes as well as dried product storage. Process equipment is anticipated to be in the existing Biosolids Facility at the WWTF and/or in an addition to this building. A larger addition to the Biosolids Facility or a stand-alone building will be required for dried product storage. Maximum reuse of the existing Biosolids Facility at the WWTF is desired, as this building is relatively new and has several years of useful life remaining. The WWTF and location of the Biosolids Facility are shown in the adjacent figure.



#### 4. Minimum Scope of Services for Successful Firm

The following list is an outline of the objectives of this project to be included in the Consultants scope of services:

- a. Preliminary Design – This phase will be used to develop a basis of design for the new processes at the WWTF.
- b. Technology Selection – Since the conclusion of a 2019 Feasibility Study, City staff have continued to investigate dewatering, drying, and dried product storage technologies. Consultant shall conduct an evaluation of technologies for review with City staff prior to making final technology selections.
- c. Preliminary Engineering Report – At the conclusion of the technology selection, an engineering report shall be prepared to memorialize the evaluations. The report shall be submitted to the Wisconsin Department of Natural Resources (WDNR) to satisfy WDNR planning requirements.
- d. Final Design – All work required to develop a complete set of biddable plans and specifications using the Engineers Joint Contract Documents Committee (EJCDC) (current edition) front-end documents.

Regular design progress meetings shall be scheduled with the City to maintain conformance with the project schedule and objectives. An opinion of probable construction cost (OPCC) shall be prepared and updated prior to each progress meeting or at more frequent intervals, if appropriate. All design documents should be presented to the City for review prior to the progress meetings. Final plans and specifications shall be submitted to the WDNR for approval.

Consultant shall obtain all applicable and required permits including, but not limited to Stormwater, Notice of Intent (NOI), and WDNR Class A Biosolids.

Consultant should plan to assist the City in procuring appropriate geotechnical testing including requesting proposals from a minimum of three qualified geotechnical firms. Costs for geotechnical testing shall NOT be included in this proposal.

- e. Funding – The City intends to fund the project locally.
- f. Bidding Services – The City intends to use a conventional design-bid process with one prime contract. Consultant will be expected to answer questions of potential bidders, prepare addendums, conduct bid opening, and any other work as necessary during the bidding process. Following the bid opening, the consultant shall assist the City in reviewing and evaluating the bids received and provide a bid selection recommendation.
- g. Contract Documents. Proposal shall include preparation and processing of all contract documents required by the EJCDC.
- h. Construction Services – It will be the City’s intention to enter into a subsequent agreement for construction-phase services. However, it is difficult to determine the appropriate scope of work needed until the final design is completed. **As such, construction services should not be included in the proposed Scope of Work,**

**however, consultants are encouraged to discuss an approach to such services.**  
The City intends to execute an amendment to the Engineering Services Agreement prior to the construction phase for this additional service.

5. Submittal Format

The Consultant's submittal shall include the following components:

- a. Cover Letter – Provide a brief (1-page maximum) summary of the Consultant's interest, ability, and qualifications related to the project.
- b. Project Understanding and Proposed Scope of Services – Provide a summary (3-page maximum) of the Consultant's understanding of the project along with the proposed scope of services.
- c. Project Team and Experience – Provide a summary (5-page maximum) of key personnel that will be involved with the project and a summary of their areas of expertise. Names, email addresses, and phone numbers should be provided for a maximum of three references who can relate to the team's experience. Indicate those persons possessing the license and certifications necessary to perform the type of work being requested. Resumes may be included as supplemental information, but do not count towards the 3-page summary.
- d. Project Schedule and Statement of Availability – Provide a 1-page statement of availability outlining the resources that will be committed to this project and their availability to proceed with the work within the *Project Timeline* described in this document. This section should also include a proposed project schedule.

## 6. Project Timeline

The design effort is intended to begin immediately after the consulting firm is selected. It is anticipated design will extend into 2023. The City desires to have the dryer operational no later than June 30, 2025, to provide a buffer between the new solids handling processes at the WWTF and the City's remaining contract with WCWBF.

## 7. Selection Process and Criteria

The City and RFMU staff will review submitted qualifications for conformance with the RFP. Each member of the selection team will independently review and score the submitted RFPs according to the selection criteria in the table located on the following page. The intent of the selection criteria is to select the most qualified, responsive, responsible and cost-effective firm based on the identified needs of the City.

Ten percent of the possible points awarded are related to cost. The lowest cost proposal will receive 10 points. Proposals less than ten percent greater than the low proposal cost will receive five points. Proposals greater than 10% above the low proposals cost will receive zero points.

The City does not anticipate interviewing interested firms as part of the selection process. However, City staff may request a meeting to clarify any questions or concerns identified in the submitted RFPs.

In all cases, the City reserves the right to select a firm and award a contract that is in the best interest of the City, RFMU, and the project.

A final Professional Services Agreement will be negotiated between the firm and the City after the preferred firm has been selected and a final Scope of Work has been agreed upon by both parties. Once a professional services agreement has been reached that the City staff determines to be fair and reasonable, the City will submit the negotiated contract to the UAB and City Council, which will make the final decision on contract award.

The City intends to recommend a consultant at to the UAB on August 15, 2022, and then the City Council on August 23, 2022. This timeline may be subject to change.

## 8. Public Advertisement of RFP

This RFP will be advertised in the Pierce County Journal and any interested firms may download a copy of this document from [www.rfccity.org](http://www.rfccity.org). Firms with recent engineering design experience with the City have been sent a copy of this document and include:

1. Strand Associates, Inc.
2. MSA Professional Services, Inc.
3. SEH, Inc.
4. Ayres Associates

## Selection Criteria Scoring Rubric

Selection Criteria	Maximum Points	Points Awarded
<b>Project Understanding and Scope of Services</b>		
Demonstrates clear understanding of key points related to the outlined project.	20	
Proposed scope of services meets the City's needs.	15	
<b>Subtotal</b>	<b>35</b>	
<b>Project Team and Experience</b>		
Experience of the team members in biosolids projects exceeding \$3.5MM in construction costs	10	
Experience of the team members in designing retrofit work while keeping a treatment plant operational and in compliance.	10	
History of effectively designing projects with low change orders during construction.	10	
History of effectively engaging plant staff, including operations and maintenance staff, in the study and design phases of major projects.	5	
History of effectively completing projects with the City.	5	
References of project team and experience.	5	
<b>Subtotal</b>	<b>45</b>	
<b>Project Schedule and Availability</b>		
Availability of the proposed team members and resources to meet the desired timeline with a realistic proposed schedule.	5	
<b>Subtotal</b>	<b>5</b>	
<b>General</b>		
Overall impression of the submittal.	5	
<b>Subtotal</b>	<b>5</b>	
<b>Proposal Cost</b>		
See above for ranking criteria	10	
<b>Subtotal</b>	<b>10</b>	
<b>TOTAL SCORE</b>	<b>100</b>	