



Request for Qualifications, No. 21-29
Sewer Pump Station Condition Assessment
May 14, 2021

The City of Mercer Island (“City”) is requesting Statements of Qualifications (SOQs) from Qualified Professional Engineering Firms interested in conducting a comprehensive review of the existing sewer pump stations to identify improvements based on risk and consequence of failure. The awarded firm shall be licensed and lawfully engaged in providing engineering services in the State of Washington.

Background

Construction of Mercer Island’s sewer system occurred in the 1950s and 1960s but the City did not oversee operations until 1975, once the last Utility Improvement District disbanded. The City’s sewer collection system takes advantage of the topography by relying heavily on gravity flow for the collection system. This leads down to the lake line system, which consists of 18 pump stations (17 pump stations and 1 flush station) and 13 miles of lake line pipe surrounding the island.

Pump stations are located close to the shoreline (generally within 50 feet) and are only used to convey flow through the lake line to King County’s South Treatment plant. The pump stations are constructed of concrete and are similar in design with most being a wet pit/dry pit configuration, however two are submersible. There have not been substantial upgrades to the pump stations except for pump station 4 (built in 2010), pump station 14 (rebuilt in 2014), and pump station 11 (currently being rebuilt by King County). Each pump station is remotely monitored by a Supervisory Control and Data Acquisition (SCADA) system. Power is supplied to each station and a nearby generator is ready in case backup emergency power is needed. There are also hydraulic gradient controls at the pump station that prevent excess flows from rising above a specified elevation, either a weir located in the wet well or a hydraulic gradient manhole (HGMH); the latter being most common.

Throughout the years the City has conducted regular maintenance of these pump stations, however rehabilitation or replacement (R&R) is imminent – some stations have capacity concerns while others have failing walls. In 2015, City staff conducted a pump station condition assessment, rating each station based on the consequence of failure. This assessment identified that 16 pump stations need R&R within the next 25 years. The City would like to have an updated condition assessment performed and establish a phased rehabilitation or replacement program to address the necessary pump station improvements.

Project Schedule

The City is seeking a firm that has the availability to complete the assessment and report by March 2022.

RFQ Issued	Friday, May 14, 2021
Deadline for Written Questions	Monday, May 24, 2021 at 3:00 PM
Addendum #1 Issued (if applicable)	Wednesday, May 26, 2021
SOQs Due	Thursday, June 3, 2021 at 2:00 PM
Evaluation of Submittals (expected)	Wednesday, June 16, 2021
Interviews	Week of June 21 st

General Scope of Services

The purpose of this assessment is to thoroughly examine the existing conditions in the pump stations and develop an ongoing plan (short term and long term) for the continued upgrade of the system. The selected consultant will conduct detailed inspections of the 15 sewer pump stations that have not been upgraded, including both the wet and dry wells, generators, and HGMHs, to conduct an accurate analysis that identifies visible and discernable (through non-destructive methods) components and elements requiring rehabilitation or replacement. Based on these condition and inventory assessments, the selected consultant is required to perform an analysis of the potential risks and consequence of failure, providing a comprehensive document of the pump stations and the strategic plan for addressing identified deficiencies during future improvements. The assessment and evaluation of each pump station shall include all the components that serve complete functions and operations of a sewer pump station, such as building structure, maintainable equipment, and property elements.

This scope of work is expected to include, but not be limited to, the following tasks:

- 1) Review prior pump station information from existing reports and as-builts.
- 2) Conduct a detailed on-site condition and inventory assessment of each pump station to identify any necessary R&R. This will involve entering confined spaces.
 - A. The assessment team will evaluate each site to determine whether there is sufficient evidence to warrant complete replacement of the pump station, or if repairing portions of the system is preferable or more cost effective.
- 3) Evaluate, analyze, and develop criteria for prioritizing pump station R&R based on risk and consequence of failure, providing details on how the determination was made.
- 4) Develop and complete a draft and final report on the existing pump stations, highlighting any recommended improvements or upgrades, the estimated cost for repair or replacement, other actions that should be considered before design and construction, and the prioritization given to each pump station.
 - A. The recommendations should note which items are required and which are optional suggestions aimed at improving the overall system.
 - B. For equipment or systems that need repair or replacement, include information on alternative options that consider sustainability.

Statement of Qualifications

Interested Engineering firms are invited to submit a Statement of Qualifications for the work. The SOQ shall include the following information:

1. Letter of Intent:
 - Summarize your firm's background, resources, commitment to providing the described services by March 2022, interest in this project and working for the City, and any other information that would assist the City in making its selection.
 - Indicate the address and telephone number of the respondent's office located closest to Mercer Island, Washington, and the office from which the services will be managed.
2. Company Profile and Firm Qualifications:
 - Provide a brief history of the firm, including the firm size, areas of expertise, and any other pertinent information applicable to this project that demonstrate the firm's/team's ability to complete an assessment of this type.
 - Provide evidence of relevant experience and knowledge of sewer systems, upgrading pump stations, applicable building and permit requirements, and any other consideration(s) for this project.
 - Provide a list of three to five similar projects completed by the firm or team within the last

ten years.

3. Team Qualifications:

- Identify the Project Manager and the key contact person for the City.
- Provide a list of team members (including any subconsultants) who will be working on this project, the assigned roles for this project, their qualifications and availability, along with a brief description of their background and relevant experience.
- Provide an organizational chart showing the project manager and key staff members for this project.
- Describe how the proposed team would work together and work closely with City staff.
- Provide a realistic statement of current staffing workload commitments.

4. Project Approach and Schedule:

- Describe the methodology/methodologies your team will use to carry out the specific tasks described in the Scope of Services.
- Explain in detail how your firm will take steps to evaluate the sewer pump stations, details on what your team will look for when identifying potential risks and consequence of failures, how your team will evaluate each pump station, and what you will include in the report.
- Include which assessment tools, systems, guiding documents, and/or regulations will be considered when evaluating the pump stations.
- Provide a schedule for completing each task or phase in the Scope of Work. Indicate all key deliverables and their contents, including proposed meetings, site visits, and deadlines for preparing project deliverables as well as what required information or tasks need to be completed by City staff.
- Describe the team's established QA/QC program that will be used throughout the project.

5. References:

- Provide three references (maximum) for whom your firm has performed similar work within the last five years. Include contact name, current telephone number, and current email for all references. Include two additional references (maximum) for each subconsultant, as appropriate.

The City of Mercer Island reserves the right to reject any or all responses received as a result of this solicitation; to extend the submission due date for; to modify, amend, reissue or rewrite this document; and to procure any or all services by other means.

The City will not be liable for any costs incurred by the consulting firms' incidentals to the preparation of their SOQs or for developing and carrying out interview presentations.

Submittals shall total no more than **10** pages (single sided), not including a cover or end page, on 8 ½" by 11" sized, typewritten pages with a minimum 10-point font. Submittals that do not address the items listed in the submission requirement section, exceed the 10-page limit, or contain information other than what is requested will be considered incomplete and will be deemed non-responsive by the City.

Submittal Requirements

Due to the current COVID-19 restrictions, Mercer Island City Hall remains closed to the Public. Therefore, the proposals for this project shall be submitted in PDF format to publicworks@mercerisland.gov, no later than **2:00 PM on Thursday, June 3, 2021**. All submittals shall be clearly titled: "SOQ 21-29 SEWER PUMP STATION CONDITION ASSESSMENT".

An SOQ is deemed submitted as evidenced by the receipt date and time shown in the source code of the

e-mail received by the City’s computer system. Contractors accept all risk of late delivery, regardless of fault. Any submittal received after the due date and time shall be deemed non-responsive and will eliminate their SOQ from any further consideration. All respondents will receive an email confirmation within the next business day indicating their submittal has been successfully received. Hard copies will not be accepted.

Questions related to this request may be directed to Maya Giddings, CIP Project Manager, at Maya.Giddings@mercerisland.gov. Questions via telephone will not be accepted. Questions received after 3:00 PM on May 24, 2021 will not be answered.

Evaluation & Award

SOQs will be reviewed and rated by a City Evaluation Team. A maximum of three firms will be invited to participate in interviews. It is anticipated that a consultant will be selected from this process and a contract will be negotiated with work to begin immediately.

The City’s Evaluation Team will use the following criteria (in no particular order) to evaluate each SOQ:

Project approach and methodology to evaluating the sewer pump stations	35 pts max.
Project schedule and work plan, including the proposed timeline and identification of critical tasks	20 pts max.
Project team qualifications	25 pts max.
Firm’s recent or similar project experience relating to sewer systems/pump stations and familiarity with applicable codes, regulations, permits, etc.	15 pts max.
Quality of the proposal in terms of content, organization, and ability to adhere to the submittal requirements	5 pts max.

Title VI Statement

The City of Mercer Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Attachments

Sample City of Mercer Island Contract Document