

# City of Sidney

## REQUEST FOR QUALIFICATIONS (RFQ) Design and Engineering

### WWTF Updates and Improvements

City of Sidney  
1115 13th Ave  
Sidney, Nebraska 69162  
Phone: 308-254-6185 Fax: 308-254-6392  
[wastewater@cityofsidney.org](mailto:wastewater@cityofsidney.org)

Prepared By: Todd Sukup

Date: October 14<sup>th</sup>, 2022

REQUEST FOR QUALIFICATIONS  
WWTF Upgrades / Improvements  
Sidney – Nebraska

**SUBMISSION DEADLINE:** November 28<sup>th</sup>, 2022 1:00pm (MDT)

**BIDDERS' MEETING:** November 10<sup>th</sup>, 2022

**QUESTION SUBMISSION DEADLINE:** November 21<sup>st</sup>, 2022

Questions can be submitted prior to the Bidders Meeting, however, no answers will be provided and/or circulated prior to that date.

Questions may be submitted in written or electronic form no later than November 21<sup>st</sup>, 2022 to:

**RFQ Contact Name:** Todd Sukup  
**Contact Address:** 1300 Pole Creek Crossing  
Sidney, NE 69162  
**Telephone Number:** 308-254-6185  
**Email Address:** [wastewater@cityofsidney.org](mailto:wastewater@cityofsidney.org)

#### **INTRODUCTION**

City of Sidney invites and welcomes statement of qualifications for their WWTF upgrades. Please take the time to carefully read and become familiar with the submittal requirements. All submittals for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

*SUBMITTERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONSULTANTS - NO EXCEPTIONS.*

#### **PROJECT AND LOCATION**

The qualifications being requested for the City's WWTF 200 Building Influent Structure

#### **PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following: For

questions or information regarding Project Finances, contact:

**Name:** Lane Kizzire  
**Title:** Finance Director  
**Phone:** 308-254-5300  
**Email:** [sidneyfinance@cityofsidney.org](mailto:sidneyfinance@cityofsidney.org)

#### **PROJECT OBJECTIVE**

The purpose of this plan is to upgrade the bar screen, influent pumps, grit washer and channel gate.

## **PROJECT SCOPE AND SPECIFICATIONS**

The Project Scope and Specification are:

We would like value engineering options, as well as full pricing and preparation of Request for Proposal for contractor bids. This project will include Replacement of existing Bar Screen with new bar screen and washer compactor, replacement of 3 existing influent pumps with dry pit submersible pumps, Replacement of the existing Grit Washer unit with a new unit All improvements to be installed per current regulations and replacing a 2' wide 5-6' high aluminum channel gate for the bypass channel.

## **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

### **MILESTONE**

30% design Plan Submittal: January 2023

95% design Plan Submittal: March 2023

## **SUBMITTAL REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

City of Sidney shall award the contract to the Engineer that best accommodates the various project requirements. City of Sidney reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either City of Sidney or to any Bidder offering or submitting a proposal.

### **DEADLINE TO SUBMIT QUALIFICATIONS**

All proposals must be received by City of Sidney no later than 1:00pm (MDT) on November 28th, 2022 for consideration in the project proposal selection process.

### **SELECTION CRITERIA**

Only those qualifications received by the stated deadline will be considered. All qualifications, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted information. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Qualifications received by the stipulated deadline must be in the correct format.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of City of Sidney.
- Firm's performance history and alleged ability to timely deliver proposed services.
- Firm's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

City of Sidney shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they

deem necessary or fit without obligation or notice to the proposing bidder/contractor.

## **SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

### **Summary of Firms Background**

- Firm's Name(s)
- Firm's Address
- Firm's Contact Information (and preferred method of communication)
- Legal Form of Firm Organization (e.g. sole proprietor, partnership, corporation)
- Description of Firm in terms of size, range and types of services offered and clientele.
- Firm's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
- Firm's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Nebraska (e.g. business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
- Organization chart showing key personnel that would provide services to City of Sidney.

### **Financial Information**

- State whether the Firm or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Firm or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.
- Also include hourly pay rate/extra pay rate.

### **Proposed Outcome**

- Summary of timeline and work to be completed.

### **Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed engineering of the project.
- Summary and explanation of any other contributing expenses to the total engineering cost.
- Brief summary of the total cost of the proposal.

### **Licensing and Bonding**

- Provide details of licenses and insurance for any proposed services that the bidder/contractor may plan on providing for this project. Must be a licensed P.E. with professional liability insurance.

### **Insurance**

- Details of any liability or other insurance provided with regard to the staff or project.

### **References**

- Provide 2 references

Bidder agrees that The City of Sidney may contact all submitted references to obtain any and all information regarding Bidder's performance.