

REQUEST FOR QUALIFICATIONS (RFQ) - WASTEWATER RATE STUDY
CITY OF LEAVENWORTH
JUNE 26, 2017

Purpose of the Study

The City of Leavenworth is seeking submittals from qualified firms for the completion of a wastewater rate study. The City has not conducted a formal rate review or study in many years. This study is necessary in order to ensure adequate funding for current operations and to be prepared for possible future federal and state requirements related to ammonia, nitrogen and phosphorus limits. There is no known requirement for significant capital expenses anticipated in the permit renewal process to be effective in January 2018. The city is anticipating the need to increase the funding associated with eliminating Inflow and Infiltration in the next several years.

It is expected that there will be nutrient removal requirements to meet nitrogen, phosphorus and possibly ammonia limits established by the KDHE (Kansas Department of Health and Environment) and/or the EPA (Environmental Protection Agency) in the next 10 to 15 years. These improvements will be extremely expensive as the current treatment process is a Trickling Filter Plant with UV disinfection. The intent of this rate study is to create a rate structure that can be adjusted by the city as circumstances dictate for several years until the requirement of significant capital improvements occurs related to nutrient removal.

The contact person for this RFQ is *Michael McDonald, PE, Director of Public Works, City of Leavenworth, 100 N. 5th Street, Leavenworth, KS 66048, (913) 684-0350, mmcdonald@firstcity.org.*

All bids must be accompanied with a copy of the **“City of Leavenworth Affirmative Action (AA) Program Approval Letter”** issued from the City Manager’s Office. Submit AA program material to Linda New, Executive Administrative Assistant to the City Manager, (913-680-2604 or lnew@firstcity.org) to obtain this letter.

The city will hold a non-mandatory, pre-submittal meeting on Tuesday, July 11th, 2017 at 1:30PM, Commission Room, City Hall 100 N. 5th Street.

Resources Available for the Purposes of this RFQ

The following resources are available online at

<http://www.lvks.org/egov/apps/document/center.egov?view=item;id=1649>

- A copy of the **2017 Wastewater Budget** – in addition, the city has detailed financial records for many years into the past.
- A copy of the **current NPDES permit** – this permit will be replaced with a new permit in January 2018. No significant capital expenses are anticipated as part of the permit.
- A copy of the expansion alternatives to meet new nitrogen and phosphorus levels **Master Plan Study from 2010** by Black & Veatch.
- A copy of the **1991 Sewer Rate Study** by Black & Veatch.
- **Miscellaneous outlook notes** by staff on key issues that are expected to be addressed in some manner in this study.

RFQ Process

The City will review RFQs received and select firms for interview (typically between three and five firms). It is expected that the interview process will identify the “Most Qualified Firm” with whom the City will enter negotiations as to scope and fee. If the negotiations are not successful, the next most qualified firm will be contacted.

Submittals

1. Firms should submit the following in response to this RFQ:
 - ✓ Five hard copies of the response to this RFQ. It is appropriate, but not required to make at least one digital copy (typically PDF format) available as well.
 - ✓ Completed “Affidavit of Non-Collusion” - One loose copy is sufficient.
 - ✓ Approval letter for completed “Affirmative Action Plan for projects under \$100,000” - One loose copy is sufficient.
 - ✓ Responses should be delivered to City Engineers Office, Leavenworth City Hall, 100 N 5th Street, Leavenworth, KS 66048 by **5:00PM July 28, 2017**.
2. The discussion of the background of the firm, capabilities of the firm, and key employees to complete studies of this type. Key areas of interest to the city are:
 - Billing of Federal entities
 - Billing of large contract customers
 - Address an industrial discharge monitoring program
 - Address federal or state requirements for improvements in excess of \$3 Million
 - Address implementation or expansion of programs related to reduction of Inflow and Infiltration
 - Assessment of impact of rates on citizens of various social-economic status levels.

3. Submit at least two (and not more than five) relevant examples of wastewater rate studies for similar sized cities in this geographic area completed within the last ten years. (A water rate study is acceptable if there are no wastewater rate studies). Identify and explain how these studies include evaluations of items noted in #2 above. Listing and short summaries of any relevant additional studies (and/or other pertinent information) may be done in an appendix.
4. Resumes of key staff that will be assigned to this project: two pages maximum each person.
5. Make sufficient rational assumptions and discuss the approach to the work, the general timeframe expected for completion, and the level of commitment expected of city staff.