

Attachment(s):

- Notice of Intent to Award and Proposal Tabulation

Summary statement: The City must update its Wastewater Treatment Plant facility plan to develop options for improving wastewater treatment, particularly in regards to removal of ammonia. The City received a \$70,000 State grant (DCCED 13-DC-043) for this purpose.

The City issued a request for proposals from qualified engineering firms in November, 2014, and received proposals on December 18, 2014. A panel of four city employees independently ranked the proposals. The firms submitting proposals and the total scores each received are shown on the attached Notice of Intent to Award and proposal tabulation.

Administration recommendation: Authorize the city manager to enter into and execute a professional services agreement with HDR Alaska, Inc. for an amount not to exceed \$69,009 to update the Palmer Wastewater Treatment Plant facility plan.



DEPARTMENT OF PUBLIC WORKS

Tom Healy
Director

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December 29, 2014

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HDL – dlundin@hdlalaska.com
EEG – gershoncohen@ecological-engineering.com

RE: NOTICE OF INTENT TO AWARD
Palmer WWTP Facility Plan Update

This is the City of Palmer's Notice of Intent to Award the contract for **Palmer WWTP Facility Plan Update to HDR, Inc.** at the Palmer Council meeting scheduled for **7:00 P.M., January 27, 2015**, in the Council Chambers at Palmer City Hall, 231 W. Evergreen Avenue, in Palmer.

Three RFP's were received and after a panel reviewed and scored them, HDR, Inc. scored the highest. The RFP scoring results are attached to this NOIA.

In accordance with Palmer Municipal Code 3.21.290 B., a protest based upon alleged improprieties in an intended award of a contract must be filed with the Palmer city manager (with a copy previously served upon the intended awardees) within two business days after the issuance of this notice of intent to award - in this case, by **5 p.m., Wednesday, December 31, 2014**. Failure to meet this time line shall constitute a waiver of the protesting party's rights and a bar on any further action regarding this matter.

Sincerely,

Tom Healy
Director Public Works

Attachment – RFP Scoring Sheet

City of Palmer

Proposal Tabulation
Palmer WWTP Facility Plan Update
RFP# 14-10PW

Scores of the four reviewers are shown in each category.

	Ecological Engineering Group, Inc.	Hattenburg, Dilley & Linnell, Inc.	HDR Alaska, Inc.
Project Approach 0 to 30 points	10/21/15/20	25/21/25/28	21/29/28/25
Firm Experience 0 to 25 points	10/20/20/15	20/24/25/24	20/25/25/22
Qualifications of Personnel 0 to 20 points	10/20/20/12	16/20/20/18	14/20/20/16
Management Plan 0 to 15 points	10/10/10/8	15/9/15/13	15/14/15/12
Overall Quality of Proposal 0 to 10 points	4/5/5/3	8/9/10/10	8/8/10/10
Total Points	44/76/70/58 248	84/83/95/93 355	78/96/98/85 357
Rank	3/3/3/3 3	1/2/2/1 2	2/1/1/2 1

City of Palmer Wastewater Treatment Plant Facility Plan Update Scope of Services

The purpose of this project is to produce a facility plan update for the City of Palmer Wastewater Treatment Plant (WWTP) located on Brooks Road south of the City of Palmer. The Facility Plan Update will focus on identifying alternatives to bring the WWTP into compliance with current and potential future permit limits (particularly the ammonia effluent limit). HDR will provide services to Palmer as described herein for the WWTP Facility Plan Update Project. Our proposed schedule and budget tasks correspond to the tasks described below.

BASIC SERVICES

Task 1 – Data Collection and Review

1.1 Project Kickoff Meeting

A meeting will be held in Palmer to kick off the project and discuss schedules and coordination during the project. The meeting will bring the key players from the City and HDR together to make introductions and establish communication flow for the project. The HDR project manager will attend the kickoff meeting in Palmer and HDR's process engineering lead will attend by teleconference.

Deliverables for Task 1.1:

- 1 x PDF Copy of Project Kick-off Meeting Agenda and Minutes

1.2 Wasteload and Document Review

HDR will collect and organize data to support the facility plan update. Data will be collected from the Public Works Department, spreadsheets, paperwork and interviews. HDR will be responsible for gathering information from the City and other agencies or sources as needed. HDR will gather and review data and documents including:

- Previous facility studies including the 1999 and 2008 Preliminary Engineering Reports (HDL and GV Jones), the 2010 Regional Wastewater and Septage Treatment Study, and the 2009 Ecological Engineering Group, Inc. preliminary evaluation.
- WWTP data: Daily Monitoring Reports and other operational data; including results of comprehensive system monitoring that WWTP staff have implemented to more closely track ammonia levels and other parameters.
- Population and Flow Data: Collect and reduce historical plant influent data to show evolving trends, derive annual average loadings for flow, BOD and TSS and peaking factors for maximum month, peak week and peak day, and project future domestic and commercial wastewater quantities based on the most recent City of Palmer population data. Population projections for the 20-year planning period of 2016 to 2035 will be developed using the latest Comprehensive Plan,

data from the US Census, Alaska Division of Labor, and the Palmer Department of Community Development.

- Summarize the wasteload analysis in a brief Technical Memorandum (1-5 pages) including a summary of Projected Future Plant Influent Loadings in tabular format.

Deliverables for Task 1.2:

- 1 x PDF Copy of draft and final Wasteload and Document Review Technical Memorandum.

1.3 Process Site Visit and Assessment

HDR will conduct a site visit to evaluate the existing treatment process and effluent disposal. This site visit will be limited to evaluation of the treatment process (with an emphasis on ammonia treatment) and will not include a full evaluation of the existing facilities, operations and maintenance procedures, facilities condition assessment, or code review (based on current IBC 2003, NFPA 820, and the applicable National Electric Code). A plant site evaluation visit and code review to evaluate the electrical, mechanical, architectural, and structural condition of existing facilities and identify potential improvements for service through year 2035 is not included in this scope of work but can be provided as an additional service if requested by the City of Palmer.

The process site visit will include interviews with key plant operations and maintenance staff to capture their knowledge regarding current and potential problems with the existing treatment process. Access to the WWTP facilities during the project will be coordinated through the Public Works Department Manager and will have WWTP Staff present. Any testing to be performed by HDR will take place with staff supervision. Only WWTP Staff will operate system equipment, computers, or hardware.

Deliverables for Task 1.3:

- 1 x PDF Copy of Facilities Evaluation in tabular format.

Task 2 – Current and Proposed Regulation Requirements

2.1 Permit Coordination with ADEC

HDR will evaluate the current and proposed future regulations that may impact operations at the Palmer WWTP. HDR will perform the following subtasks for permitting coordination:

- Review the current NPDES operating permit and currently proposed regulations and how they may impact the future operations. Review previous correspondence with the Alaska Department of Environmental Conservation (ADEC) regarding the Palmer WWTP operating permit and any violation and compliance issues.
- Review current and proposed EPA ammonia rules and provide HDR's opinion on the applicability of site-specific effluent criteria for the Palmer WWTP discharge. ADEC's determination (currently pending) on site-specific criteria for the Girdwood WWTP will be

monitored, because it has the potential to set precedence in other similar cases such as the Palmer WWTP.

- Coordinate and attend one 2-hour meeting with ADEC, HDR, and Palmer to obtain ADEC guidance on current and future permit limits for development of facility plan upgrades.
- Summarize current and potential future permit conditions in a brief Technical Memorandum (1-5 pages).

Deliverables for Task 2.1

- 1 x PDF Copy of draft and final Current and Potential Future Permit Conditions Technical Memorandum.
- 1 x PDF Copy of Permitting Coordination Meeting Agenda and Minutes.

Task 3 –Evaluation of Treatment Capacity and Treatment Process Alternatives

3.1 Treatment Capacity/Alternatives Analysis

Following data review, process site visit, and ADEC coordination, HDR will develop and evaluate treatment process alternatives for meeting current and potential future effluent limits with an emphasis on ammonia treatment. As part of the Alternatives Analysis, HDR will:

- 1) Evaluate the existing facilities to identify current system treatment capacity and limitations.
- 2) Evaluate applicable treatment technologies including biofilm nitrification, Integrated Fixed-Film Activated Sludge (IFAS), Sequencing Batch Reactor (SBR), Membrane Bioreactors (MBR), and on-site disposal (subsurface discharge). Consideration will be given to the treatment processes ability to meet effluent ammonia limitations and other future permit requirements.
- 3) Evaluate the applicability of conducting a pilot test to verify the design assumptions and treatment capability for a proposed technology.

Deliverables for Task 3.1:

- 1 x PDF Copy of Treatment Capacity/Alternatives Analysis in tabular format.

3.2 Alternatives Development/Recommended Plan

Based on the alternatives evaluation, HDR will develop up to four (4) of the most viable treatment alternatives evaluated in Task 3.1 to support a rough order of magnitude (ROM) opinion of probable cost for the proposed facilities. The alternatives development will include:

- Development of a simplified process diagram for each alternative.
- Development of a conceptual site layout for each alternative including any new building/tankage location and site piping.
- Project costs – including ROM opinions of probable capital and life-cycle costs for each alternative.

- A brief Technical Memorandum (approximately 10 pages) that describes the treatment process alternatives, cost rationale, ROM opinions of probable cost, and a recommended plan for the facility. (Design narratives for structural, electrical, and mechanical considerations for the alternatives are not included in this scope of work but can be provided as an additional service if requested by the City of Palmer). It is assumed that the Technical Memoranda completed for Tasks 1-3 will meet the ADEC requirements for a Facility Plan Update as amendments to the 2008-2009 Palmer WWTP Facility Plan.

Deliverables for Task 3.2:

- Concept-level process diagram drawing for each of the most viable alternatives; Electronic PDF Copies of 11"x17" Conceptual Process Diagrams.
- Concept-level site layout drawing for each of the most viable alternatives; Electronic PDF Copies of 11"x17" Conceptual Site Layout Plans.
- Meeting with the Owner to review the draft technical memorandum (as part of Task 3.3)
- 1 x PDF Copy of draft and final Alternatives Development Technical Memorandum.

3.3 Conduct Alternatives Workshop

After evaluating alternatives, developing ROM opinions of probable cost, and submitting a draft Alternatives Development Technical Memorandum, HDR will conduct an Alternatives Workshop with the City of Palmer and key stakeholders (including ADEC, at Palmer's choice) to review alternatives, gather stakeholder input to assist in selecting a preferred alternative, and review comments on the draft technical memorandum. It is assumed that the Alternatives Workshop will be held at the City of Palmer's offices with local HDR staff meeting in person and HDR staff located outside of Alaska attending via a conference call or Microsoft Live Meeting.

HDR will set up an evaluation template to compare capital costs, O&M costs, and benefits of the alternatives evaluated. This template will be used in the Workshop to gather stakeholder input and develop a decision matrix to score and rank alternatives. Based on input received at the Workshop, HDR will develop a matrix of improvements to accomplish the project goals and identify which improvements may be necessary to meet projected wastewater flows, permit requirements, and regulatory changes. HDR will incorporate the decision matrix and Owner review comments into the Final Alternatives Development Memorandum (Task 3.2)

Deliverables for Task 3.3:

- Alternatives Workshop alternatives evaluation template
- Alternatives Workshop Agenda and Minutes
- Results of Workshop Included in the Final Alternatives Development Technical Memorandum (Task 3.2)

Task 4 – Project Management

4.1 Project Management

This subtask includes the management activities required to ensure the project is completed on time and within budget. These activities include preparation of project guide, submittal of status reports and invoices on a monthly basis, coordinating subconsultants, scheduling staff, coordinating the quality assurance effort, participation in project meetings, and preparation of contract amendments.

Deliverables for Task 4.1:

- Project invoices and status reports

4.2 Meetings

HDR will conduct a Bi-weekly Conference Call with the Palmer Project Manager. This meeting will be used to discuss progress, questions, and scheduling of the components of each task. Each call is assumed to last up to 1 hour.

4.3 QA/QC Program

HDR will institute and maintain a QA/QC program for the work performed on this project. To ensure objectivity, senior technical staff not specifically involved in the project will assist with the internal QA/QC review prior to submitting all deliverables to Palmer. Additionally, a QA/QC form will be submitted with each project deliverable to facilitate comments and responses from Palmer on the deliverable.

ADDITIONAL SERVICES

HDR shall provide other services in response to a written request for services from the City of Palmer Project Manager. HDR is not authorized to complete work on any additional service task without authorization from Palmer. If the Owner determines that additional task items will be required, HDR shall provide a scope and fee proposal to Palmer to complete the requested work. These services may include but are not limited to:

Task 5 – Public Involvement

5.1 Public Meetings

HDR will make three presentations at Palmer City Council meetings (or as separate public meetings if preferred) to show the contents and recommendations of the plan. It is anticipated that presentations will be given at the February 24, 2015, March 24, 2015, and April 28, 2015 City Council Meetings. The contents and recommendations of the Facility Plan Update will be presented to the Council and the public. The HDR Project Manager and Community Liaison will attend the meetings in Palmer.

Deliverables for Task 5.1:

- Public Meeting materials

Additional Services may also include:

- Development of Pilot Testing Protocol
- Pilot Testing
- Mixing Zone Evaluation
- Water Effects Ratio Study to evaluate appropriateness of Site-Specific Discharge Limits
- Geotechnical Investigation (field work)
- Design of WWTP modifications/upgrades

Fee Estimate

City of Palmer - RFP #14-10PW
WWTP Facility Plan Update

HDR Alaska, Inc

Role Name Rate	HDR Labor										HDR Labor	Subconsultant Labor				Other Costs			Total Costs	Total Services
	QA/QC	PM	Process	Civil	Permitting	Financial	PI	EIT	Tech Edit	Admn		Struct. Mech. Elec	Architectural	Special Consultant	Geotechnical hydrogeologic S&W	Tech Charge	Repro/ Mail	Expenses		
	Koch	Moyers	Wodrich	Marcum	McLarnon	Koorn	O'Brien	B. Johnston	M. Cornelison	Bailey		CRW	Arch AK	AlaskChem						
Basic Services																				
1																				
1.1			4	2																
1.2	1		12	12	4															
1.3			12	16																
Task 1 Total	1	28	30	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0		
2																				
2.1																				
- Review current NPDES permit			8	8	4															
- Review EPA ammonia rules and applicability of site-specific criteria			8	4	2															
- Permitting Coordination Meeting with ADEC			4		2															
- Permitting Technical Memorandum	2		8		2															
Task 2 Total	2	28	12	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0		
3																				
3.1			32	16					56											
3.2	4		32	20					40											
3.3			12	4																
Task 3 Total	4	76	40	0	0	0	0	0	96	0	0	0	0	0	0	0	0	0		
4																				
4.1			12																	
4.2			9	4																
4.3			4																	
Task 4 Total	0	25	4	0	0	0	0	0	0	8	0	0	0	0	0	0	0	0		
Basic Services Total	7	157	86	0	12	0	0	96	0	8	\$ 59,915	\$0	\$0	\$2,640	\$2,288	\$1,169	\$0	\$2,998		
Additional Services*																				
5																				
5.1																				
3 Public Meetings																				
Additional Services may also include*:																				
• Pilot testing																				
• Geotechnical Investigations (field work)																				
• Design																				
Project Total	7	157	86	0	12	0	0	96	0	8	\$59,915	\$0	\$0	\$2,640	\$2,288	\$1,169	\$0	\$2,998		

* - HDR shall provide a scope and fee proposal to Palmer to complete Additional Services in response to a written request for services from the Palmer Project Manager.

Assumptions:

1. Assumes 10% markup on expenses including Subconsultant Labor and Travel Expenses