

Scope of Services RFP # _____
Request for Proposals (RFP) and Hourly Rates for
Professional Engineering Services
South Elkhorn Pump Station Odor Control Evaluation and Upgrade

Background

Lexington's South Elkhorn Pump Station is located at 2500 Bowman's Mill Road. The station has a history of odor complaints, likely due to its physical layout, its proximity to residential properties and the topography of the area. The last structural upgrade to the facility was completed in 2011 and included an upgraded chemical scrubber system using bleach and caustic soda. In response to continued odor complaints and spill exposure risks, the bleach and caustic soda application was changed to a proprietary chemical approximately two years ago. Odor complaints have escalated in 2022 and Lexington's Division of Water Quality (DWQ) is requesting services for 1) an evaluation of the current odor collection and containment system, 2) an evaluation of odor treatment system alternatives that can best mitigate the odors anticipated at a facility such as South Elkhorn and 3) the design and construction of recommended facility improvements.



Goals and Objectives

The primary goal and objective of this project is to upgrade the existing odor control system at the South Elkhorn Pump Station. Target performance is keeping a constant negative pressure on the screen room and wet well, sending collected odorous air to a treatment system operating year round. System should be designed with operating parameters that are readily measurable throughout the life cycle of the equipment.

Scope of Services

1. **TASK 1:** Meet with the project team to develop and refine a project approach strategy that should include:
 - a. Completing a thorough review of record drawings to establish baseline operational data.
 - b. Conducting on-site testing to log field operating data.
 - c. Evaluating the switch from the bleach / caustic soda process to the propitiatory chemical process. Develop an informed opinion on the operational impact of that change.
 - d. Inspecting all aspects of the operating system and identifying all instances where baseline operational objects are not being met.
 - e. Completing any other identified tasks needed to fully evaluate the existing odor control system's ability to meet its original baseline operating parameters and potential limitations for meeting alternative treatment options.

2. **TASK 2:** Based on the data collected in TASK 1, prepare a Preliminary Engineering Report (PER) that:
 - a. Addresses the adequacy of the existing odor control system's ability to deliver a target ventilation measurement (CFM) to various odor treatment alternatives.
 - b. Presents, evaluates and assesses odor control treatment alternatives including:
 - i. Chemical scrubbers
 - ii. Bio-filtration
 - iii. Activated carbon
 - iv. Multi-stage systems using a combination of treatment alternatives.
 - v. Other technologies suitable for wastewater applications.
 - c. Each treatment alternative presented should include a discussion of the pros and cons for each alternative, including:
 - i. Space and system configuration changes needed to apply the alternative to the existing pump station site.
 - ii. Commentary on maintenance requirements as they apply to each alternative.
 - iii. Location and reference contact information for locations already using similar technology.
 - iv. Estimated annual operating cost.
 - v. Estimated capital costs.

3. **TASK 3:** Present PER
 - a. Submit one electronic copy of the PER, in pdf format, to DWQ's project manager for further distribution a minimum of seven (7) calendar days prior to a PER review meeting.
 - b. Attend one PER review meeting with DWQ's project manager to discuss the findings and receive direction for finalizing the PER.
 - c. Facilitate one meeting with citizens invited by DWQ to discuss the PER findings.

4. **TASK 4:** Using the hourly rates provided in the Statement of Qualifications and specifications provided by the DWQ project manager, prepare and present a written estimate for design, bidding and construction management services for the recommended odor control alternative.

General Submittal Requirements

Individual Statement of Qualifications (SOQ's) should be submitted as required by the Division of Central Purchasing and further described in prior sections of this solicitation. SOQs shall be no more than twenty-five (25) pages, excluding tabs/dividers, and shall be structured as follows:

1. Letter of Transmittal (one page maximum)
2. Firm Qualifications (five pages maximum)
 - Provide an executive summary explaining why the firm should be selected to provide services for this project, along with general information about the firm (and field consultants) related to their history and general qualifications. The executive summary should describe any unique qualifications provided by the firm that demonstrate proficiency in completing the tasks associated with a traditional Sanitary Sewer Evaluation Survey (SSES), Sanitary Sewer Assessment (SSA) and/or comprehensive drainage study within an urban setting. Emphasis on the Project Manager's experience in these areas is of utmost importance and will be viewed favorably over experience of the firm.
3. Project Team (ten pages maximum)
 - Provide an organizational chart identifying the project manager(s), project engineers, surveyors, geotechnical sub-Consultant (as necessary), Disadvantaged Business Enterprise (DBE) Firm / Minority Business Enterprise Firm (MBE), and others as required. The identified team members must have measurable experience and contributions associated with the Firm Reference Projects identified in Item 5 below. The organizational chart should clearly indicate the services to be provided by all sub-Consultant firms. Include locations and one-page resumes of key project team individuals that will be providing substantial contributions to work products. This section shall also include a Risk Management Plan for substitute staffing in the event that key staff leaves the project team prior to completion of any Task Order.
4. List of Three (3) Clients for which similar work has been performed (one page maximum)
 - Provide client name, contact person, contact phone number, and email address, and identify by name similar projects completed for each client.
5. Four (4) Firm Reference Projects (four pages maximum)
 - Provide the project name, date, services provided, and a project description detailing the scope of the project and project construction cost. List only those projects where a key member of the project team provided a substantive contribution to the project completion.
6. Local Office (one page maximum)
 - Statement of presence of local office(s) for all firms comprising a Project Team, when the local office was established, local office staffing (number in each local office), and local office utilization (estimated percent of potential project services to be performed by the local offices). "Local office" shall be defined as being located in Fayette County Kentucky of a county whose boarder is contiguous with Fayette County (Franklin, Scott, Bourbon, Clark, Madison, Jessamine or Woodford counties)
7. Disadvantaged Business Enterprise (DBE) Involvement (one page maximum)
 - Provide a statement regarding the commitment to meeting the goals of LFUCG's DBE program (see below).
8. Statement of Hourly Rates (format provided)

- Provide detailed information regarding the hourly rate and estimated hours per subtask for all personnel expected to work on the project(s), including project managers, project engineers, engineering/CAD technicians, clerical and two-man survey party crews. Hourly rates should be clearly assigned to all position titles that are identified on the Project Team section. In spreadsheet form, provide an estimate for the overall project completion cost using the quoted hourly rates and the estimated hours needed for each member of the project team. The final deliverable for this project is the written report documenting all findings, recommendations and preliminary cost estimates. Overall project expenses are expected to be incurred as follows:

List of Exhibits

1. Record Drawings: South Elkhorn Pump Station Upgrade - 2011
2. Fee schedule

Tentative Project Schedule

Tasks 1-3	Calendar
Award Contract / Project Kick Off	October 31, 2022
Complete Task 1	December 2, 2022
Complete Task 2	February 3, 2023
Complete Task 3	February 24, 2023
Task 4	
Begin Design	March 31, 2023
Award Design Contract	June 16, 2023

Method of Invoice and Payment

The Consultant shall submit monthly invoices for basic services or work rendered, based upon the Consultant’s estimate of the portion of the total services actually completed during the billing cycle. Each invoice shall show the amount to be paid, the subtotal of all prior invoices, and the LFUCG Purchase Order Number against which the invoice is to be charged. Each invoice shall also include documentation showing the amount attributed to each Task for both the billing cycle and the cumulative project period and shall include, as a separate document, a monthly progress report summarizing completed work. Each invoice shall note the portion of the amount invoiced that is for work performed by a DBE subcontractor. The actual work performed by the DBE shall be included on the monthly progress report.

The Division of Water Quality - Project Manager will either approve or deny each invoice within fourteen (14) calendar days of receipt.

STOP WORK NOTICE:

The Consultant shall at all times monitor time allotted and amounts invoiced for tasks and activities as compared to their original estimates and expectations. The Consultant shall notify the Division of Water Quality immediately upon discovery of facts that may necessitate a change in the contract amount or may extend the contract time. If the change is expected to exceed ten percent (10%) of the original contract amount, the Consultant shall immediately stop all work related to this Scope of Services. Work shall not recommence without written notification from the Division of Water Quality. The Consultant shall submit all requests for changes to the Division of Water Quality in writing and shall be present when the issue is

discussed before the Urban County Council. Failure by the LFUCG to endorse the requested change does not relieve the Consultant of the contractual requirements and activities defined by this entire Scope of Services.

LFUCG reserves the right to terminate the contract when a mutually satisfactory agreement cannot be reached in a timely manner. All engineering project data must be submitted to LFUCG upon request. If it is determined that the Consultant failed to notify LFUCG on a timely basis regarding insufficient fee or inadequate schedule, LFUCG reserves the right to terminate the contract at any time thereafter.

Disadvantaged Business Enterprise (DBE) Notice

NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL EMPLOYMENT OPPORTUNITIES AND DBE CONTRACT PARTICIPATION

The Lexington-Fayette Urban County Government has set a goal that not less than ten percent (10%) of the total value of work conducted in this program be subcontracted to DBEs. The goals for the utilization of certified DBEs as subcontractors are recommended goals. Consultants who fail to meet such goals will be expected to provide written explanation to the EEO Officer and the Director of the Division of Purchasing of efforts they have made to accomplish the recommended goals, and the extent to which they are successful in accomplishing the recommended goals will be a consideration in the procurement process. For assistance in locating DBE subcontractors contact the following Urban County Government agency:

Sherita Miller, Division of Central Purchasing
Lexington-Fayette Urban County Government
200 East Main Street
Lexington, KY 40507
(859) 258-3320

Note: Consultants may, but are not required to, identify specific DBE sub-consultants in their prequalification submittal. However, they must state their commitment to meeting the goals of LFUCG's DBE initiatives.