



REQUEST FOR STATEMENTS OF QUALIFICATIONS

To Provide Professional Services

For

Industrial Wastewater Pretreatment Program Administration
and Local Limits Evaluation

Date Issued: 02/03/2023

City of O'Fallon Public Works Department

02/03/2023

Subject: Request for Statements of Qualifications for Professional Engineering
Services for Industrial Wastewater Pretreatment Program
Administration and Local Limits Evaluation

Dear Potential Respondent:

Your Firm is being invited to submit a letter of interest and Statement of Qualifications (SOQ) for providing the City of O'Fallon professional Industrial Wastewater Pretreatment Program Administration and Wastewater Local Limits Evaluation services from 2023 –2027.

Submissions of qualifications will be accepted until 12:00p.m. local prevailing time 02/14/2023. All questions are to be submitted by email to cgrabin@ofallon.mo.us by 12:00p.m. 02/08/2023. The final submittal of SOQ's is to be made with one paper copy delivered to City of O'Fallon, Attn: Christine Grabin, Purchasing Agent, 100 North Main St., O'Fallon, MO, 63366 with an electronic copy of the same delivered by usb/flash drive. Submittals shall be clearly labeled "**RFQ #23-017 Industrial Wastewater Pretreatment Program Administration and Local Limits Evaluation.**"

The City reserves the right to reject any or all SOQ's, or portions thereof, to waive technicalities or deficiencies in any or all the SOQ's. The City of O'Fallon reserves the right to cancel this Request for SOQ's in part or in its entirety. This Request for SOQ's does not commit the City of O'Fallon to award a contract or to pay any costs to Firms in preparation of their SOQ.

Please review the attached for details regarding the City's expectations for qualifications. Thank you in advance for your interest in working with the City of O'Fallon.

Sincerely,

Stephen Bender
Director of Public Works

Professional Services for Industrial Wastewater Pretreatment Program Administration and Local Limits Evaluation

1. INTRODUCTION

- a. The City of O'Fallon ("City") is seeking a consultant ("Firm") for professional Industrial Wastewater Pretreatment Administration for 2023 –2027.
- b. Non-Discrimination: The Firm shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship. The Firm shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability. The Firm shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for work performed under the terms and conditions of this anticipated contract. A breach of this provision may be grounds for Contract termination.
- c. All Firms shall be familiar with the City of O'Fallon's Public Works Department's Engineering Consultant Selection Policy which is available at <https://www.ofallon.mo.us/public-works>. The selection criteria to be followed with this request for SOQs will be for governed by the section for, "Statement of Qualifications (SOQs) responding to a City issued project specific RFQ" which is summarized below.

To meet the requirements of the RFQ, all SOQ/Proposals responding to a project specific RFQ shall be submitted with the following items:

- The SOQ/Proposal shall be separated into sections to cover the following topics:
 - Technical Competence of the Firm: The firm shall demonstrate their understanding of the project and explain their technical approach to the design including any innovative ideas
 - Demonstrated Capabilities of the Firm: The firm shall provide evidence showing the quality and experience of the project manager and proposed project team including the Project Team Table detailed below
 - Quality of Related Project Experience: The firm shall provide examples of similar project experience which includes a Project Table as detailed below.
 - Quality of Work on Previous City Projects: The firm shall provide a summary of recent projects completed with the City. Only projects in the past 4 years will be considered.
- Project Table: One table must be provided to show the project team's relevant project experience.
- Project Team Table: A second shall be provided showing the project team's experience and availability.

2. BACKGROUND AND DESCRIPTION OF SERVICES

The City anticipates the need for various engineering, inspection and on-call services related to the City's Industrial Wastewater Pretreatment Program. These services may include:

- a. Assistance with overall pretreatment program compliance with 40 CFR Part 403 – General Pretreatment Regulations for Existing and New Sources of Pollution (the "General Pretreatment Requirements").
- b. Development and implementation of pretreatment operating procedures compliant with the minimum General Pretreatment Regulations at 40 CFR Part 403.8, including the development of written standard operating procedures and templates.
- c. Assistance with preparation and maintenance of a list of non-domestic and industrial users served by the COB wastewater utility meeting the criteria of 40 CFR Part 403.3.
- d. Assistance with and preparation of local pretreatment permits for industrial users determined to be significant industrial users.
- e. Assistance with significant industrial user facility inspections, preparation of inspection reports, and enforcement action technical support.
- f. Development and implementation of sampling and analysis plans necessary to comply with compliance monitoring requirements of the General Pretreatment Regulations.
- g. Compliance review of significant industrial user local pretreatment permittee periodic reports and assistance with preparation of EPA annual pretreatment reports.
- h. Updating the Local Limits for the City's treatment plant.
- i. Assistance with sewer use fees including surcharge calculations.

Specifically, the basic services expected to be fulfilled by the Firm are to perform duties related to assisting in the implementation of the City's Pretreatment Program including to:

- a. Assist with inspections of industrial users, assist in identifying new industrial users, and issue or modify permits as needed to control non-domestic discharges.
- b. Assist in compliance determinations, enforcement actions, and annual pretreatment report.
- c. Develop Pretreatment Program updates for submittal to MDNR related to Pretreatment Program updates.

The selected firm must be well experienced and knowledgeable of current regulations for industrial pretreatment programs and establishment of local limits.

Specific tasks will be negotiated and awarded on an as-needed basis. All aspects of the scope of work and pricing may be subject to negotiation. However, everything will be based on established hourly rates.