

REQUEST FOR QUALIFICATIONS

Feasibility Study for Port of Quincy Ground Application Industrial Wastewater System

BACKGROUND

The Port of Quincy is located in Central Washington with its principal office in Quincy, Washington. Situated within the Port District and within the annexed boundaries of the City of Quincy are several potato and vegetable processors which discharge processed wastewater to the City of Quincy's existing industrial wastewater treatment facility (the "Facility"). The Facility receives and treats process wastewater from Lamb Weston, Quincy Foods and Amway. Treated wastewater from the Facility discharges into the United States Bureau of Reclamation ("USBR") irrigation wasteway DW237 (the "Wasteway") under National Pollution Discharge Elimination Systems ("NPDES") Permit WA-002106-7.

For more than fifty (50) years, the City of Quincy has operated under a License Agreement with USBR to discharge the wastewater to the Wasteway. The agreement with USBR expires December 31, 2022. As a result of the approaching expiration of this license, an alternate means of discharging the wastewater must be identified and developed.

Port of Quincy Field Application Wastewater System.

The Feasibility Study is an evaluation of a conceptual system to pipe treated wastewater from the Facility approximately four (4) miles north to previously unirrigated and unimproved lands for irrigation of future crops. Under such use, the wastewater will need to meet the applicable standards based on the type of crops that receive the water. A state waste discharge permit will be required. In addition, careful water management and control will be required. Irrigation demands are high only during the growing season and many industrial users also have seasonable cycles of water demand. For these reasons, adequate facilities to store water during low demand periods and provide additional flow when demands are greater will be required.

Baird Springs Outfall Feasibility Study

The Feasibility Study must also evaluate a conceptual system to pipe treated wastewater from the Facility to Baird Springs for outfall to that natural surface water body as an alternate or supplemental means of discharging treated wastewater.

SUBMISSION REQUIREMENTS

Qualified candidates should include the following information as part of their submission:

- At least three recent feasibility studies (or like-kind planning documents) including entities' name, address, and direct contact on project, budget, and a link to the final document.

- Three professional recommendations including names, address, business name, phone number and email address.
- A complete list of all employees that would be working on the Feasibility Study including their title, rate schedule, expertise and elements of the project. Any substitutions of staff will require Port's notification and verification. Any substitutions made in staff without authorization from the Port may lead to non-payment of hours of staff.
- A General Task Spreadsheet with a breakdown of general task, specific tasks and timeline.
- Final submissions have a 10-page (double-sided) limit, this is inclusive of any exhibits, resumes, references, and other attachments.

SCOPE OF WORK

The work contemplated in this RFQ must review whether the field application wastewater system concept and/or the Baird Springs discharge concept will be sufficient to discharge current volumes and foreseeable future volumes of treated wastewater from the Facility, the regulatory requirements for each alternative, the estimated cost of each alternative, the estimated timeline for the permitting and construction of each alternative and provide a conceptual layout and development plan.

SELECTION PROCESS

Evaluation of Submittals

Submittals received will be evaluated and ranked by the Port. The Port will enter into negotiations with the top-selected candidate from the qualified list. The selection will be made directly from the qualified list. Submittals will be evaluated on various qualifications, including but not necessarily limited to:

- Knowledge and experience of key staff
- Availability of key staff personnel and resources
- Capability to complete the work in a short time frame
- Experience and demonstrated competence on similar projects
- Understanding of project scope
- Technical approach and methodology

The Port will notify applicants of the evaluation results.

Scoping Meeting

The top-ranked candidate shall meet with Port staff (either in person or by conference call) to ensure the candidate has a complete understanding of the project and to refine the Scope of Services, if necessary.

Cost Proposal

Following the Scoping Meeting, the top-ranked candidate shall submit a cost proposal to the Port for the completion of the Feasibility Study according to the agreed-upon Scope of Services. The cost proposal shall include all labor costs, overhead costs, subcontract costs, and an itemized list of direct expenses. Costs shall be shown in a matrix format, by task grouping, and show hours per staff member, base labor rates and overhead and profit rates. Final negotiations with the Port will commence shortly after receipt of the cost proposal.

SCHEDULE

<u>Activity</u>	<u>Date</u>
RFQ Issued	August 14, 2019
Qualifications Submittal Deadline	August 23, 2019
Submittal Evaluation by Port	September 6, 2019
Scoping Meeting	September 11, 2019
Final Report Due	September 30, 2019

RFQ Submission Process - via EMAIL ONLY no later than 5:00pm on August 23, 2019

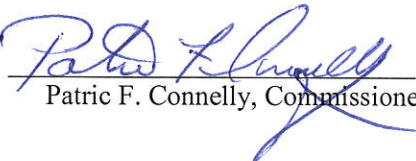
Email To: dahlia@portofquincy.org

*Email questions to dahlia@portofquincy.org
All questions and responses will be distributed to all qualifying respondents.
No telephone calls will be accepted.*

PORT DISTRICT NO. 1 OF GRANT COUNTY

By: 
Curt A. Morris, Commissioner

By: 
Brian A. Kuest, Commissioner

By: 
Patric F. Connelly, Commissioner