



Jefferson County Environmental Services Department

Qualifications-Based Selection Program

REQUEST FOR QUALIFICATIONS STATEMENT

TO: All eligible consultants in the "Large Scale Wastewater Facilities and Line Work - Design Engineering and Construction Management" project category:

FROM: Jefferson County Environmental Services Department
Daniel A. White, Deputy Director

DATE: January 12, 2015

RE: Request for Qualifications Statement

Your firm is invited to submit your Qualifications Statement to become eligible to compete for consulting engineering and construction management services relative to the following upcoming project:

Leeds WWTP UV Design and Construction Management

Attached to this memo you will find the following:

1. A list of materials and information that should be included with your Qualifications Statement.
2. A general definition of the Preliminary Scope of Work.
3. Project Specific Selection Criteria/Grading Sheet
4. A Schedule of Activities for the selection process.

Your Qualifications Statement materials should be forwarded to the following address to be received no later than **5:00 p.m. on February 2, 2015**. Qualifications Statements should be mailed or hand delivered. Emails or Facsimiles will not be accepted. Consultants should submit at least **four (4)** copies of their Qualifications Statement. Qualifications Statements should be submitted to:

Mr. Daniel A. White, P.E.
Deputy Director
Jefferson County Environmental Services Department
Suite A-300
716 Richard Arrington, Jr. Blvd. N.
Birmingham, Alabama 35203

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REQUIREMENTS FOR QUALIFICATIONS STATEMENT

PROJECT NAME: Leeds WWTP UV Design and Construction Management

Qualifications Statements should include the following information:

1. Name, address, and brief description of the firm.
2. Resumes of key personnel to be assigned to this project.
3. Statement regarding Firm's particular abilities and qualifications related to this project.
4. Description of other projects done by the Firm which are pertinent to this project. Include reference contact information.
5. Other information which you feel may be useful and applicable to this project.

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PRELIMINARY SCOPE OF WORK

PROJECT NAME: Leeds WWTP UV Design and Construction Management

Background and Site Information:

The Leeds WWTP (NPDES Permit No. AL0067067) is located at 800 Helen Street Leeds, AL 35094. The WWTP is permitted for 2.0MGD. The annual average daily flow varies between 0.9 and 1.29 MGD, and peak daily flows approach 6 MG. The WWTP was newly constructed and placed into operation in 1995, and there have been no significant process or equipment changes since. The existing UV system is a Trojan 3000 with six 1.67 MGD banks. The summer E. Coli monthly average limit is 126 col/100ml. Recent effluent UVT measurements average 90%.

Project Description:

Engineering designs for the replacement of the existing UV system with a new effective and efficient system that will meet the needs of the facility over the expected life of the equipment.

Consultant's Scope of Work:

The general scope of work will include detailed engineering designs and plans for the construction of the recommended improvements, bidding services including UV pre-selection bid, and construction observation and management. The detailed design scope of work will include a master planning study to determine flow projections and other critical inputs into the design; a review of the electrical system and previous studies; evaluating whether standby power is adequate; an updated arc flash analysis after the construction work is complete; a design for the conversion of the plant's existing ScadaVision HMI software to Citect; a design for replacement of the plant's existing RTU hardware with PLCs; and design of other instrumentation and control upgrades as desired by the County and recommended by the Consultant.

**Qualifications-Based Selection Program
SELECTION CRITERIA/GRADING SHEET**

PROJECT NAME: Leeds WWTP UV Design and Construction Management

Firm Name: _____

Criteria	Rating	x	Weight	=	Total
Pertinent Design Experience: Evaluate firm's experience designing replacement UV systems and selecting UV systems by competitive bidding prior to final design.		x	25	=	
Pertinent Design Experience: Evaluate firm's experience designing electrical upgrades in similar wastewater facilities.		x	15	=	
Pertinent Design Experience: Evaluate firm's experience designing improvements related to plant control systems HMI software upgrades to Citect and RTU to PLC upgrades.		x	15	=	
Key Personnel and Roles: Evaluate personal qualifications and professional skills of the individual team members designated for this project.		x	25	=	
Construction Management: Evaluate firm's ability to provide engineering construction management and full time onsite engineering inspection.		x	15	=	
Other relevant issues: Evaluate importance of other relevant issues presented by the firm.		x	5	=	
Total Score					

Instructions for ESD Project Engineer:

Weight each category according to the needs of your project. A lower numerical value in a category indicates the category is less relevant to your particular project and a higher numerical value indicates that the category is very relevant to your project.

Instructions for Reviewers:

Assign the consultant a rating for each category on a scale of one (1) to five (5), with five being the highest. Multiply the rating by the predetermined weight for each category and enter the total.

Reviewer Signature

Date

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SCHEDULE OF ACTIVITIES

PROJECT NAME: Leeds WWTP UV Design and Construction Management

DATE	TASK
1/12/2015	Request for Qualifications Statements distributed to all appropriately classified eligible consultants.
2/2/2015	Deadline for interested consultants to return Qualifications Statements.
2/16/2015	Date to distribute notification to short-listed consultants advising them of the schedule and requirements for interviews. Notification will also be sent to consultants who are not short-listed.
3/10/205	Date to conduct consultant interviews and rank short-listed consultants.
3/13/2015	Date to notify short-listed consultants of selection.