

**REQUEST FOR PROPOSAL
for
RECLAMATION PLAN
BIOSOLIDS LAND APPLICATION SITE
WATER RECLAMATION FACILITY
CITY OF RAPID CITY, SD**

BACKGROUND INFORMATION

The City of Rapid City (City) operates a biosolids land application site adjacent to its Waste Water Reclamation Facility (WRF) east of the City. The City has land applied biosolids to this 189.7 acre site on a rotating basis for an extended period of time. Ground water monitoring has been conducted in accordance with the facility's Ground Water Discharge Permit issued by the South Dakota Department of Environment and Natural Resources (DENR). This compliance monitoring and monitoring conducted as part of a ground water assessment, indicate the facility has exceeded the ground water quality standard of 10 mg/l for nitrate. The maximum concentration recorded to date is 32.5 mg/l.

The City has conducted a groundwater assessment to delineate the extent of elevated nitrate concentrations at the site. This assessment has identified the eastern portion of the site as the area exceeding ground water quality standards. As a permit requirement, the City must now develop a remediation plan to lower the ground water nitrate concentration levels in this area.

SCOPE OF SERVICES REQUESTED

The City of Rapid City anticipates the following tasks will be required to complete this process.

A. Review and Evaluation of Current and Future Conditions

1. Review, correlate, and evaluate the data and information accumulated to date to obtain a complete understanding of the scope and requirements of the project.
2. Review of existing regulatory and permit requirements concerning the project.
3. Conduct ground water flow modeling and provide predictions of potential future contaminant transport at the site.

B. Development and Screening of Alternatives

1. Establish screening criteria for evaluation of remediation alternatives. Review and discuss criteria with City staff to develop an alternatives screening and

evaluation process. Screening and evaluation criteria may include, but not necessarily be limited to:

- Ability to satisfy permit and regulatory requirements
 - Capital cost
 - Annual Operation and Maintenance (O&M) costs
 - Operational requirements
 - Land Requirements
 - Suitability for climatic conditions
 - Ability to be constructed and/or expanded in phases
 - Reliability
 - Environmental impacts
 - History of use
2. Develop alternatives that have the potential to satisfy the remediation requirements. The alternatives may include both conventional and alternative technologies.
 3. Identify permits or other regulatory approvals that may be necessary for implementation of each alternative.
 4. Select alternatives for further investigation on the basis of previously established criteria.
 5. Prepare an interim evaluation report for City staff review and comment.

C. Evaluation and Comparison of Principle Alternatives

1. Evaluate and compare the alternatives selected in the screening process. This evaluation will be based on the previously established screening criteria and any additional criteria established during the initial review process.
2. Prepare an interim report for City staff review and comment.

D. Recommendations

1. Provide a recommended approach to accomplish remediation of the site. This recommended approach will be based on the screening and evaluation process completed in earlier tasks.
2. Provide an in-depth discussion of the selected alternative(s) in a draft Remediation Plan. This discussion will include, but not be limited to:
 - Satisfying permit and regulatory requirements
 - Cost considerations
 - Implementation plan and schedule

- Other considerations identified during evaluation and comparison of alternatives.
3. Present and discuss the recommended alternative(s) with staff.
 4. Prepare a final Remediation Plan based on review and comments by City staff and regulatory agencies.

E. Project Coordination

1. During the course of the project coordinate all activities and reviews with City staff as required.
2. It is the City's intent to include the DENR staff in the alternatives evaluation process to the maximum extent practical. The selected consultant will provide support as necessary for meetings and presentations to DENR staff as required.

F. Preparation of Reports

1. General: The consultant will provide reproducibles and three (3) copies of interim reports. The Rapid City Engineering Division will cover the reproduction of documents during draft reviews. The consultant will provide a reproducible and five copies of the final Remediation Plan.
2. Interim Reports: Provide the following interim reports:
 - Development and Screening of Alternatives
 - Evaluation and Comparison of Principle Alternatives
3. Draft Remediation Plan: Prepare a Draft Remediation Plan for review by City staff. The Draft Plan will include an executive summary, recommendations, and any other information developed as part of the study, including all plans, calculations, maps, reports, and related data.
4. Final Remediation Plan: Revise the draft Plan as appropriate in response to review comments by City staff and regulatory agencies.

G. Survey and Mapping Services

1. The consultant shall prepare maps as required to develop and evaluate alternatives. It is anticipated that only limited surveying work will be required, primarily for principle alternatives and/or the selected alternative.

H. Additional Services

1. The following additional services may be needed for completion of the Remediation Plan. The consultant's proposal shall provide an approach for handling these tasks on an as-needed basis by amendment to the basic services agreement.
 - Preparation of permit or approval applications as necessary for implementation of the Remediation Plan.

I. Proposed Project Schedule

1. Proposals shall be governed by the following estimated schedule:
 - Written Proposals Due Nov. 1, 2000
 - Interviews Complete by Nov. 10, 2000
 - Complete Negotiation of Services Agreement Nov. 22, 2000
2. Detailed scheduling of the project will be negotiated during the contract negotiations by the selected consultant and the City. The selected consultant will prepare a detailed project schedule based on these negotiations. The date for initiation of the contract as well as the overall contract performance period will be negotiated with the selected consultant based on the tentative time schedule listed below:
 - Notice to Proceed Dec. 5, 2000
 - Complete Draft Remediation Plan Feb. 5, 2000

These time frames are flexible and subject to negotiation during interviews. Separate submission dates for interim and final reports may be established during negotiations.

GENERAL INSTRUCTIONS

Available Information

The City of Rapid City has several documents available for review to assist your firm in preparation of your proposal. These documents are: 1) *Rapid City Water Reclamation Facility Final Groundwater Assessment Report*, by FMG, Inc., August 16, 2000; and 2) *the City's NPDES Permit, Sludge Permit, and Groundwater Discharge Permit (Permits)*.

These documents are available for review by appointment at the City of Rapid City's Engineering Offices. An appointment for review of these documents may be made by contacting Dan Coon at the address or number listed below.

Inquiries

Questions about the proposal may arise while preparing responses. Inquiries are to be made in writing prior to October 20, 2000 and answers thereto will be mailed to all firms who have received the RFP. Origin of the questions will not be identified. Please direct questions to:

Dan Coon
Engineering Division
300 Sixth Street
Rapid City, SD 57701
(605) 394-5377 ext. 285
(605) 394-6636 (fax)

Signature Requirements

Proposals must be signed by a duly authorized official of the proposer. Consortia, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

Proposal Submission

The City of Rapid City must receive your proposal no later than 4:00 p.m., November 1, 2000. Any background information, experience and descriptive examples of the proposers work must be submitted with the proposal at the required time of submittal. Four (4) copies of each proposal must be submitted to the City of Rapid City. Please direct submittals to:

Dan Coon
Engineering Division
300 Sixth Street
Rapid City, SD 57701

Addenda and Supplements to RFP

In the event that it becomes necessary to revise any part of this RFP or if additional information is necessary to enable the proposer to make adequate interpretation of the provisions of this Request for Proposal, a supplement to the RFP will be provided to each proposer.

Rejection Rights

The City of Rapid City retains the right to reject all proposals and to re-solicit if deemed to be in its best interests.

Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful proposer.

Cost of Proposal Preparation

No reimbursement will be made by the City of Rapid City for any costs incurred prior to a formal notice to proceed under a contract.

Proposals to be in Effect

Each proposal shall state it is valid for a period of not less than ninety (90) days from the date of receipt.

Prohibited Interest

No member, officer, employee of the City or State, or member of its governing body or of a local public body having jurisdiction within the City's service area, during his or her tenure or one year thereafter, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

Selection Process

A selection committee will review responses to this Request for Proposal that meet the requirements enumerated and are received prior to the designated closing date.

Based on the committee's review, firms deemed qualified by the committee will appear for an oral presentation and evaluation by the committee, which will then select a firm. The selected consultant will be notified and contract negotiations will commence. Upon the completion of negotiations, the City Council must approve the contract before notice to proceed may be issued. No federal funding will be utilized in this study.

Those firms submitting proposals will be evaluated according to the qualification of the firm in terms of experience, the ability to perform and manage the work, the ability to work within a schedule, and within a fixed budget. The firm is asked to submit with their proposal a description of prior work that is related to the scope of work previously described. Particular emphasis will be placed on the qualifications of the firm's key staff, such as the project manager and all staff involved in the project.

The consultant selection process will be based on the evaluation criteria provided below.

EVALUATION CRITERIA

The following criteria will be used in evaluating the qualifications of each consultant.

1. Project Organization & Management (20% of total)
 - A. Make-up of Project Team
 - B. Management Procedure
 - Cost Control
 - Scheduling
 - C. Ability to Control Costs
 - D. Adequacy of Staffing Levels
 - E. Quality Control Methods

2. Capability Of Key Personnel (25% of total)
 - A. Relevant Project Experience
 - For Municipalities
 - Other Ground Water Remediation Experience
 - B. Diversity of Skills
 - C. Technical Disciplines
 - D. Amount of Experience

3. Technical Ability & Understanding Of Requirements (25% of total)
 - A. Ground Water Remediation
 - B. Permitting & Regulatory Issues
 - C. Biosolids Management
 - D. Feasibility of Implementation
 - E. Feasibility of Operation
 - F. Capital and O&M Costs

4. Consultant's Related Project Experience (20% of total)
 - A. Relevant to Our Project
 - B. Amount of Experience
 - C. Innovative Approaches to Problems
 - D. Cost Estimating
 - E. Working with Regulatory Agencies

5. Team's Record Of Past Performance (5% of total)
 - A. With Rapid City
 - B. With Others in Region

6. Location Of Working Offices (5% of total)
 - A. Prime Consultant
 - B. Subconsultants
 - C. Familiarity With Local Issues

Fee Proposal

The contract for the scope of work will be based on a fee schedule with a not-to-exceed amount. It is requested that each firm submitting a proposal provide a level of effort estimate for each phase of the study based on the services enumerated and an assumed project time frame. The level of effort estimates shall not include any estimated project costs or consultant fees. The level of effort and project schedule estimates are not considered binding evaluation criteria.

General Expertise Required

The services envisioned within this Request for Proposal includes all disciplines necessary for the proper execution of the project desired.

Miscellaneous

The City of Rapid City retains the right to amend the contract with the successful proposer to include other possible areas of concern with this project. Other possible areas of concern include development of a Closure/Post-closure Plan for the Biosolids Land Application Site.