



City of Fair Oaks Ranch

REQUEST FOR QUALIFICATIONS

WWTP Engineering Feasibility Study

DUE BY: November 2nd, 2021

Consulting firms must submit six (6) copies labeled “WWTP Engineering Feasibility Study” to the City of Fair Oaks Ranch, Attention: Clayton Hoelscher 7286 Dietz Elkhorn, Fair Oaks Ranch, Texas 78015, no later than 2:00 P.M. on November 2nd, 2021.

Purpose of Request for Qualifications (RFQ)

The City of Fair Oaks Ranch (City) is seeking a qualified consulting firm to provide professional engineering services for the feasibility study for the City of Fair Oaks Ranch Wastewater Treatment Plant (WWTP) as detailed in the Scope of Services below. Future wastewater treatment capacity may be provided at the existing WWTP or elsewhere at a new WWTP that could be constructed by the City.

The overall objectives of the study include the following:

1. Provide an orderly plan for increasing treatment capacity to meet future growth and ultimate capacity of the City.
2. Optimize the balance between the expansion of existing facilities, construction of a new facility, capital costs, constructability, and operational efficiencies.

After completion of the study phase and approval by City Council, the City may enter into negotiations with the study consultant for detailed design services, subject to budget approval and at the City's discretion.

There is no expressed or implied obligation for the City of Fair Oaks Ranch to reimburse responding firms for any expenses incurred in the preparation of a Statement of Qualifications (SOQ) in response to this request. The City reserves the right to increase or decrease the scope of work related to this project as outlined in this RFQ after a firm is selected to accommodate changes in the needs of the City and serve the best interests of the City.

Background of City

The City is approximately 22 miles northwest of San Antonio and 7 miles southeast of Boerne. It is considered part of the San Antonio Metropolitan Statistical Area (MSA). The City of Fair Oaks Ranch falls on both sides of Cibolo Creek and the creek forms the border between Bexar and Comal counties. The City sits over the Balcones Escarpment, a geological fault zone that separates the wooded hills of the Hill Country and the Coastal Plains. Other physical characteristics include spring fed streams, caves, and underground water sources, including the Edwards and Trinity aquifers. Minerals in the area include limestone, gravel, and sand. Major regional roadways help define Fair Oaks Ranch.

The City includes parts of three counties: Bexar, Kendall, and Comal. Boerne, the county seat of Kendall County, borders Fair Oaks Ranch to the northwest. The City of San Antonio forms much of the border to the south and east. The City is also bounded by two large military installations, Camp Stanley and Camp Bullis. The City of Fair Oaks Ranch today is primarily single-family residential, with a few commercial uses scattered through the City, mostly near I-10 or at intersections for a few major streets, such as Dietz Elkhorn at Fair Oaks Parkway and Dietz Elkhorn at Ralph Fair Road.

The City of Fair Oaks Ranch is a hill country hometown whose residents are drawn to it for its

natural environment and quality of life it offers. The City's stated mission is: "to deliver exceptional public services, preserve the natural beauty of our city, protect and promote quality of life, and foster community engagement." One of its key priorities is to "take no action that would materially affect the quality of life in any fashion detrimental to the continuance and enhancement of conditions existing at the time the City was incorporated."

Project Background

The City owns and operates one wastewater treatment plant (WWTP) which has a current permitted capacity of 0.5 million gallons per day (MGD). In 2019, the City completed a Water, Wastewater, and Reuse System Master Plan (Master Plan). A copy of the Master Plan can be downloaded from the City of Fair Oaks Ranch website at <https://www.fairoaksranchtx.org/452/Unified-Development-Code>

The existing WWTP is a conventional extended aeration wastewater treatment facility. During the master planning effort, the City identified a number of issues they would like to resolve if the WWTP is upgraded in its current location. These issues include:

- Finer influent screening and the addition of screenings wash press
- Adding Grit Removal to the facility
- Oxidation ditch aerators, motors and gearboxes are nearing the end of their useful life
- No digestion within treatment process
- Sludge Drying Beds are nearing capacity leading to costly sludge hauling
- Odor complaints for nearby neighbors due to buffer zone infringements

In addition to the operational concerns listed above, capacity limitations at individual treatment units were noted in the Master Plan that require upgrades in order to meet the 0.5 MGD permitted capacity. The City has recently pursued a solids handling project to address the odor concerns, which includes the installation of a volute dewatering press to increase the solids content of the sludge to be disposed of by landfilling. The City intends to re-use the volute dewatering press in any of the concepts developed within this study. The electrical feed and distribution system will require improvements at the existing facility to support the additional treatment process units required for the additional capacity.

The City would like to evaluate alternatives for three options:

- Upgrading and expanding on the property the existing WWTP is located on;
- Building a new WWTP on a greenfield site; or,
- A combination of the above two options

Scope of Services

Key aspects of the study include, but are not limited to, the following:

- 1) Conduct site visits as needed to become familiar with the existing WWTP.
- 2) Master Plan Validation
 - a. Validate findings in the Master Plan related to opportunities and constraints at the existing WWTP, including individual process treatment capacities.

- 3) Site Feasibility Analysis
 - a. Evaluate and discuss options for expanding treatment capacity at the City's existing WWTP site or at a new greenfield facility or some combination of the two. The analysis should include the following:
 - Regulatory considerations
 - Odor control methods
 - Identify viable treatment process scenarios and potential limitations (if any)
 - Real estate and easement requirements for the proposed facilities
 - Permitting requirements
- 4) Identify sewer collection system improvements for the new WWTP alternative, including easement costs.
- 5) Develop optimum transition schedule
 - a. Coordinate with the City to use available information on growth projections to develop estimated timelines for additional treatment capacity.
 - b. Evaluate a phased transition to maximize use out of WWTP
 - c. Evaluate transition if new WWTP is pursued
- 6) Develop Preliminary Site Layout for alternative options developed
- 7) Conduct an electrical service evaluation for the existing site and for the potential new WWTP site (including off-site utilities if required).
- 8) Develop planning level cost analysis for each alternative developed.
- 9) Develop a matrix showing the benefits and drawbacks of each alternative, including economic and non-economic factors.
- 10) Develop a planning schedule for implementation of the recommended alternative.
- 11) Prepare a comprehensive report summarizing the results of the study.

Submission of Questions

Any questions related to the project that are not covered in the RFQ should be directed to:

Clayton Hoelscher – Procurement Manager
7286 Dietz Elkhorn
Fair Oaks Ranch, Texas 78015
Email: choelscher@fairoaksranchtx.org
Phone: 210-698-0922 – Ext. 219

Addendums to the RFQ

The City of Fair Oaks Ranch shall not be held responsible for any oral instructions related to the project. Any official changes to this RFQ will be in the form of a written addendum, which will be published on the City website at www.fairoaksranchtx.org.

Withdrawal of RFQ

The City reserves the right to withdraw the RFQ at any point. At any time prior to the specified solicitation due time and date, a consultant (or designated representative) may withdraw their Statement of Qualifications (SOQ) by submitting a written request stating the reason for withdrawal.

General Information:

- 1) The City of Fair Oaks Ranch reserves the right to reject any or all SOQ's to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQ's received.
- 2) The consulting firm will be selected on the basis of demonstrated competence and qualifications for the type of services required without regard to fee, and thereafter the City of Fair Oaks Ranch will negotiate a contract for the professional services at a fair and reasonable fee with the best qualified firm.
- 3) The consultant will be an integral member of the Project Team, consisting of City staff, elected officials, and potential committees which will be involved in the process.
- 4) There is no expressed or implied obligation for the City of Fair Oaks Ranch to reimburse responding firms for any expenses incurred in the preparation of a Statement of Qualifications (SOQ) in response to this request. The City reserves the right to increase or decrease the scope of work related to this project as outlined in this RFQ after a firm is selected to accommodate changes in the needs of the City and serve the best interests of the City.

RFQ Schedule

The dates and times listed below are estimated and are subject to change without notice.

- 1) Non- Mandatory pre-submittal Conference conducted virtually at 2:00 PM (CST) on October 14, 2021. (Meeting link and details will be provided on City's bidding website).
- 2) Deadline for written questions 12:00 PM (CST) on October 19th, 2021
- 3) Questions and Responses will be posted to the City of Fair Oaks Ranch website (<http://tx-fairoaksranch2.civicplus.com/bids.aspx>) by October 26th, 2021.
- 4) Six (6) copies of the SOQ due no later than 3:00 PM (CST) on November 2nd, 2021.
- 5) Consultant Presentation and Interview with the selection committee (if necessary) – To Be Determined
- 6) Regular City Council Meeting to Approve Consultant Selection and Professional Services agreement which will include the Scope of Services – To Be Determined

Instructions to Proposers

Response Format: The response shall be organized and formatted as follows:

- Cover Letter/Executive Summary (One (1) page maximum)
- Service Provider Information (Two (2) pages maximum):
 - Provide information on the proposer's team, including the Prime Firm's specific qualifications for this contract.
 - Provide an Organizational Chart identifying the key staff that will be assigned to this project, including subconsultants.
 - Provide a summary of not more than one page detailing the unique qualifications of each sub-consultant.
 - Include any past experience the team, including subconsultants, has working together.
 - Provide one-page professional resumes as an Appendix to the Statement of Qualifications (not included in the two page maximum page count for this section) that describe the capabilities and experience of each team member, and include the team member's name, photo, title, education, licenses, certifications, professional associations, and overview of professional experience.
- Project Manager Experience (One (1) page maximum):
 - Provide a summary of the Project Manager's experience and qualifications to successfully deliver this project.
 - State the Project Manager's physical location, anticipated availability on this contract, and readiness to meet with the City in person.
- Team Relevant Experience (Four (4) pages maximum):
 - Include a summary of at least 3 projects within the last five years that are similar in nature
 - Identify the project owner, location, include contact name, title, current phone number, and e-mail address for each of the listed projects
 - Demonstrate record of performance, including completion schedule and quality of work product
- Project Approach (Six (6) pages maximum):
 - Describe your firm's approach to performing the scope of services required as provided in this RFQ. Present a discussion of your team's understanding of the necessary services and its approach and methodology to providing those services. The work plan should include at a minimum: itemized tasks, resource requirements, specialized skills needed, special considerations, and possible challenges. Your approach should also detail potential cost savings measures, accelerated schedules, and innovative solutions to ensure a successful project for the citizens of Fair Oaks Ranch.
- Quality Assurance and Control (Two (2) page maximum):
 - Describe the general philosophy and approach to quality assurance and quality control procedures
 - Demonstrate the procedure to ensure the results of the work performed satisfy the scope of services

Evaluation Criteria

All proposals received will be reviewed, evaluated, and ranked according to a numerical scoring system based on the responses to the criteria listed below. The Selection Committee may select firms to be interviewed, based wholly on qualifications.

- (a) Team Qualifications, Professional Competence, & Relevant Experience (25 points)
- (b) Project Manager(s) Experience & Previous Performance (25 points)
- (c) Project Approach and Work Plan (30 points)
- (d) Quality Control / Quality Assurance (10 points)
- (e) Overall Proposal Quality (10 points)

Special Conditions

1. The Consultant/Engineer must demonstrate adequate Insurance coverage, including but not limited to Errors and Omissions. The City of Fair Oaks Ranch shall be added to the policy. A copy of the Standard Professional Services agreement can be found in Appendix A and contains details on insurance requirements.
2. The Consultant/Engineer's project manager shall be a Professional Engineer licensed in the State of Texas.
3. The Consultant/Engineer shall have an office within reasonable proximity to Fair Oaks Ranch City Hall. The Consultant's project manager shall be based in that office.

Contract Negotiation Process

The City reserves the right to reject any or all Statement of Qualifications. The highest ranked Respondent(s) may be invited to enter into Contract negotiations with the City of Fair Oaks Ranch. If an agreement cannot be reached with the highest ranked Respondent(s), the City shall notify the Respondent and terminate negotiations. The second highest Respondent may be contacted for negotiations. The process may continue until successful negotiations are achieved. The City reserves the right to terminate negotiations with any and all Respondents should it be in the City's best interest.