

PUBLIC NOTICE

The City of Kingsport is requesting sealed Expression of Interest/Request for Qualifications from firms with the expertise to provide professional services for a Wastewater Treatment Plant Master Plan. The firms/person(s) must have experience in projects of this nature with other government/utility entities.

Sealed requests will be received by the Procurement Manager, City of Kingsport, until 4:00 P.M., Eastern Time, December 10, 2021, and at that time will be publicly opened and the names of the submitters read in Conference Room 436, 4th Floor, City Hall, 415 Broad Street, Kingsport, TN 37660.

By submission of a signed Expression of Interest/Request for Qualifications, the consultant certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereunder.

Documents for the above referenced request are available online at <https://www.kingsporttn.gov/city-services/purchasing/>. Interested parties may also contact the Procurement Department, City of Kingsport – Phone (423) 229-9419.

PUB1T: 11/07/2021

Chris McCartt
City Manager

EXPRESSION OF INTEREST/REQUEST FOR QUALIFICATIONS
WASTEWATER TREATMENT PLANT MASTER PLAN

November 7, 2021

PROJECT: Expression of Interest / Request for Qualifications (RFQ) – City of Kingsport
Wastewater Treatment Plant Master Plan

Dear Representative:

The City of Kingsport is currently interested in contracting with an engineering firm with experience and expertise in Wastewater Treatment Plant Master Planning.

Engineering firms desiring to be considered must submit six (6) copies of the qualifications to:

City of Kingsport
Procurement Manager
415 Broad Street
Kingsport, TN 37660

**REPLIES MUST BE RECEIVED NO LATER THAN 4:00 P.M. EASTERN TIME,
DECEMBER 10, 2021. MARK THE OUTSIDE OF THE ENVELOPE REQUEST FOR
QUALIFICATIONS – WASTEWATER TREATMENT PLANT MASTER PLAN**

If hand delivered, they will be delivered to the City of Kingsport, Procurement Department, 415 Broad Street, Kingsport, Tennessee.

All Requests for Qualifications received by the Procurement Manager shall be publicly opened and examined at City Hall, Conference Room 436, 4th Floor, 415 Broad Street, Kingsport, TN at 4:00 P.M. Eastern Time, December 10, 2021. Once all proposals have been opened, the Procurement Manager will announce only the names of the submitters.

Any cost incurred in preparation of this Request for Qualifications, attendance at plant tours and in the interview phase will solely be the responsibility of the consultant.

No fee structure is requested at this time.

Any additional information concerning this request may be obtained from the Procurement Department at (423) 229-9419.

Sincerely,



Brent Morelock, CPPO, CPPB
Procurement Manager

Request for Qualifications
City of Kingsport Wastewater Treatment Plant Master Plan

The City of Kingsport is currently receiving qualifications from engineering firms that are that are interested in participating in the above referenced project.

MASTER PLAN GOALS AND OBJECTIVES

The goal of the Master Plan is to provide a 20 to 30 year roadmap for the Kingsport wastewater plant. The Master Plan will help determine the projects needed to repair, replace, and/or upgrade infrastructure to increase operating efficiencies, reliability, and resiliency and meet future regulations. It will serve as a guide to establish future rates and allow Kingsport to prioritize available funding and the pursuit of grants to complete the required projects.

BACKGROUND

The City's wastewater treatment plant serves approximately 23,000 customers in the corporate limits of the City of Kingsport and in portions of Sullivan County. The plant has a design flow of 12.4 MGD and peak flow of 35 MGD.

The WWTP originally constructed in 1957, uses primary treatment consisting of headworks to separate larger solids from the wastewater, vortex grit removal, followed by three (3) primary clarifiers. Secondary treatment consists of (3) trickling filters, (2) intermediate basins, (2) activated sludge basins and (4) secondary clarifiers. Disinfection is accomplished with UV before effluent is discharged into the South Fork Holston River.

Thickened and digested sludge is pumped out of the anaerobic digester to the centrifuge dewatering building for dewatering. Three centrifuges are available, and each centrifuge is fed by a dedicated feed pump. Dewatered sludge is conveyed to a truck loading area by a common belt conveyor. Dewatered biosolids are transported off site for land application. Dewatering of wastewater solids is typically done 4 days per week on one centrifuge.

The following items are available for review. Contact Tom Hensley at TomHensley@KingsportTN.gov or 423-229-9394 to coordinate the transfer of files.

1. Operating Data
2. Solids Data
3. Process Flow Diagram
4. WWTP Drawings 1980 and 2012
5. Electrical Evaluation (2016)
6. Nutrient Optimization Report (2020)

SCOPE OF WORK

1. The final Scope of Work may be modified and will become a part of any contract or agreement between the City and the selected Consultant.
2. Assist the Owner in establishing planning criteria, guidelines, and goals for the Master Plan.
3. Review and summarize potential future regulations and permit requirements that will impact Kingsport WWTP. Determine aspects of the regulations that will be difficult for

the city to meet. Review and discuss the regulatory requirements and compliance alternatives. Process changes necessary for meeting future regulations shall be identified and included in the Master Plan. Staff is particularly interested in regulatory impacts of nutrient limits and biosolids management.

4. Determine Existing Base Line Conditions - Review existing studies and reports as well as other data, such as record drawings, operating data, existing permits, and other relevant data identified by the Consultant. Assist with the preparation of Scope of Work documents for additional data/studies needed to support the master planning effort. Review the Owner's existing biological process model (BioWin). Modify and develop updated biological process model for use in evaluating current plant treatment capacity. Review and update the plant hydraulics and create a calibrated hydraulic model for use in the evaluating current plant hydraulic capacity.
5. Condition Assessment - Review relevant record information and coordinate with plant operations staff to assess the condition of existing process equipment and facilities. Identify, document, and prioritize equipment/facilities that will need replacement over the planning period. Include replacement of identified equipment/facilities in the implementation plan and schedule.
6. Identify Needs and Evaluate Alternatives - Develop future condition hydraulic model and liquid/solids process model to identify needs/projects. Evaluate alternatives and identify reference solutions for treatment unit processes and other assessments identified in the regulatory review. Disinfectant and solids disposal alternatives are of particular interest to staff. Develop a projects list and preliminary capital and life cycle cost estimates for projects and facilitate the selection of alternatives and prioritization of projects with the Owner.
7. Develop Implementation Plan and Schedule and Prepare Master Plan - Prepare Master Plan document that compiles and presents all prior assessments and documentation of the planning effort. Final report should include a prioritization of capital projects with cost estimates.

SUBMITTAL OF QUALIFICATIONS

The following information should be included as a minimum:

1. Firm Profile - Provide a summary of the firm's history and capabilities. Identify the firm's principals, project background, and areas of specialty.
2. Design Team - Provide resumes for those individuals proposed for the work including any subcontractors. Identify their project experience, professional certifications, affiliations, and other relevant qualifications.
3. Management - The project manager and principal in charge should be listed with their respective experience.
4. Relevant Experience - Provide a listing of similar type projects completed by the firm during the past ten years.

SELECTION CRITERIA

All proposals will be reviewed and rated by a selection committee representing the City of Kingsport. The selection criteria will include, among other items, and evaluation of: previous experience, past performance, overall capabilities to handle projects competently and on schedule and integrity. After the committee has completed their evaluations, the committee will meet and make a selection.

The Committee will observe the following steps in selection/review of the Expression of Interest / Request for Qualifications:

1. Committee will review all submitted proposals and select by a simple majority a minimum of two (2) firms to be interviewed.
2. Selected firms will be notified advising them of the time and place for presentations/ interviews.
3. Following the interview process, the successful applicant will be considered until an agreement cannot be reached as to scope of work, time factors, and related items. At that time the applicant will be removed from consideration and the next applicant will meet with the committee, and so on.

NOTICE FOR SHORT LISTED FIRMS

A tour of the wastewater treatment and pre interview conference will be held for short listed firms. Firms are required to attend; other tours or staff time will not be made available to

Advertise for Qualifications	November 7, 2021
Receive Qualifications	December 10, 2021
Short List Firms	December 31, 2021
Pre Interview and Facility Tour – tentative	January 10, 2022 – January 14, 2022
Interview Short Listed Firms – tentative	February 7, 2022 – February 11, 2022
Selection of Successful Firm	February 2, 2022
Begin Work	TBD