

INSTRUCTIONS TO PROPOSERS

In order to be considered responsive, all Qualifications must be made in accordance with these Instructions to Proposers.

The City of Apalachicola Board of City Commissioners are soliciting services of a highly qualified engineering consultant to prepare a preliminary engineering report (PER) addressing a new headworks and Sequencing Batch Reactors (SBR) and any other necessary improvements at the existing wastewater treatment facility.

Background Information:

The City currently operates a 1.2 MGD advanced wastewater treatment facility with effluent disposal to reuse. The facility is located at U.S. Highway 98 adjacent to the Franklin County work camp, Latitude 29°42'58" N, Longitude 85°02'13" W. The facility is under Consent order OGC No. 20-0841. The City of Apalachicola System Asset Management and Fiscal Sustainability Plan, created 9/30/2020 as a requirement of the consent order, suggested that the headworks and SBR tank are past their useful lives and need to be replaced. These facilities also lie within the 100 year floodplain. The City would like to pursue funding to replace these facilities to an area North of the current location to reduce the likelihood of flooding at the same time as remedy the situation of the old facilities. Also, the City would like to explore the possibility of reducing the plat size in an effort to reduce staffing requirements.

Proposed Scope of Services:

The Consultant will provide a complete preliminary engineering report consistent with the requirements of the USDA-RD and FDEP-SRF. At a minimum the PER shall consist of the following:

1. Project planning (Location, Soils, Environmental Resources, Population Trends, Community Engagement)
2. Existing Facilities (Location map, History, Condition, Financial status, Water/Energy/Waste Audits)
3. Need for Project (Health, Sanitation, Security, Aging Infrastructure, Reasonable Growth)
4. Alternatives Considered (Description, Design Criteria, Map, Environmental Impacts, Land Requirements, Potential Construction problems, Sustainability Considerations, Cost Estimates).
5. Selection of an Alternative (Life Cycle Cost Analysis, Non-Monetary Factors)
6. Proposed Project/Recommended Alternative (Preliminary design, Project Schedule, Permit Requirements, Sustainability Considerations, Total Opinion of Probable Costs, Annual Operating Budget)
7. Capital Financing Plan (Annual Operating Budget, Income, Annual O&M Costs, Debt Repayments, Reserves, Debt Service Reserve, Short-Lived Asset Reserve)
8. Conclusions and Recommendations

Format for Statements of Qualification:

Each proposal submitted in response to this solicitation should address the following elements:

1. A brief description of the firm and its program of services.
2. The project team and the individual qualifications of the members of the team.
3. A list of recent related project experience with emphasis on projects in Northwest Florida.
4. An explanation of the Consultant's approach to addressing the proposed scope of services outlined in this document.
5. A proposed project schedule.

From experience with the Consultants and the above information, the Statements of Qualification will be evaluated. Please email all questions or concerns to Deborah Guillotte, City Clerk at deborahguillotte@cityofapalachicola.com.