

Request for Qualifications

City of Sedalia Professional Engineering Services For CONDITION ASSESSMENT OF SE WASTEWATER TREATMENT PLANT

Introduction

The City of Sedalia, Missouri is seeking qualifications from consulting engineering firms to provide engineering services for the City of Sedalia. The specific service will be to provide a Condition Assessment of the City's Southeast Wastewater Treatment Plant.

If your firm would like to be considered for these consulting services, you may express your interest by responding to the City of Sedalia. Please provide information which might help us in the selection process, such as the persons or team that we will be working with, the backgrounds of those individuals, similar projects your company has recently completed or are now active, and any other municipalities, if any, that you have been contracted with currently or in the past.

It is required that your firm's Statement of Qualifications (RSMo 8.285 through 8.291) and an Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be included in your submittal.

We request that all information be received by 5:00 p.m., July 25, 2025 at the City of Sedalia, Attn: City Clerk, 200 S. Osage Ave., Sedalia, MO 65301.

Sincerely,
Christopher R. Davies, P.E.
City Engineer
City of Sedalia

Attachment

Project Timing

Listed below are specific and estimated dates and times of actions related to this RFQ. In the event that the City finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFQ. There may or may not be a formal notification issued for changes in the estimated dates and times.

TIMELINE

Date

Event

July 8, 2025

Date of issue of the RFQ

July 16, 2025

MANDATORY WALK THRU

July 22, 2025

All questions will be submitted and responded to by this date

July 25, 2025

Proposal Submittal Deadline – 5:00 p.m.

July 28 – 30, 2025

Public Works Staff Review/Potential Interviews

August 4 – 15, 2025

Contract Negotiations

September 1, 2025

City Council Approval

Sep. 2 – Dec. 5, 2025

Engineering Firm Completes Condition Assessment

Contents of Proposal

All proposals shall be in written form and include:

- The names, respective titles, and years of service of all persons who will be responsible for management and coordination.
- A narrative or other statement explaining the firm's qualifications.
- A brief statement of the availability of key personnel.
- The name and telephone numbers of persons who may be called as references regarding the firm's past performance.
- An hourly fee schedule for all personnel who would be assisting the City

Consultant Selection Process and Criteria

Pursuant to the Brooks Act for Consultant Selection, the following criteria will be the basis for selection.

GENERAL REQUIREMENTS		POINTS
1. Completeness and thoroughness of proposal.		5
2. Favorable references from former clients.		25
TECHNICAL REQUIREMENTS		
1. Experience and technical competence.		25
2. Experience and appropriateness of contractor's staff assigned to the project as documented in resumes		15
3. Services to be rendered – quantity and quality		15
4. Capacity and capability to provide services		15
TOTAL		100

Scope of Work

The City of Sedalia Southeast Wastewater Treatment Plant (WWTP) consists of the following: influent screening and pumping, oxidation ditches with intra-channel clarifiers (BMTS basins), sludge dewatering (belt filter press), and UV disinfection. The scope of work associated with the rapid condition assessment is as follows:

Task 100: Project Administration and Management

- a. Conduct a Kickoff Meeting. Kickoff meeting to review project objectives, approach, goals, scope, schedule, communications, and deliverables; and identify potential risks to the project's success and develop mitigating strategies. Prepare agenda, conduct meeting, issue draft and final minutes.
 - i. Site visit to document physical, environmental, and access constraints for condition assessment task.
- b. Project Initiation, Tracking, Scheduling, and Budgeting. Develop a Project Guide including our internal Project Management Plan and Quality Management Plan for internal use. These documents define a roadmap for project delivery and include an internal budgeting plan, staffing plan, safety plan, and schedule.
- c. Project Management.
 - i. Invoicing. The Engineer's Project Manager (PM) and accounting staff will prepare monthly invoices, through the project schedule duration.
 - ii. Prepare and submit monthly status reports including status of project tasks and project financials, with percent complete for major scope tasks.

Meetings:

- Kickoff Meeting

Deliverables:

- Monthly Invoicing / Status Report

Task 200: Condition Assessment

The objective of this task is to complete a visual rapid condition assessment of all existing structures and equipment. This task covers the Southeast WWTP. This review will include discipline specialists in life safety, structural, mechanical, electrical, instrumentation and controls, architectural, and process.

Performance based testing and destructive testing are excluded from this scope.

- a. Assemble and submit data request to the City. Perform review of data.
- b. Conduct site visits with Project Management and Multi-discipline Design Leads including process, structural, architectural, mechanical, electrical, and instrumentation and controls. Discuss performance and condition

issues with plant personnel during site visit to confirm necessary improvements.

- c. Structural Evaluation will include visual inspection to determine structural material integrity and cracking. Non-destructive structural testing includes site observations, chain drags, hammer tests, and other simple nondestructive testing that can be accomplished. It excludes any third party testing required to determine strength of existing concrete below grade or that requires samples to be collected and/or tested by a third party.
- d. Mechanical survey will include an evaluation of existing HVAC ventilation and ductwork condition based on visual observation.
- e. Electrical survey will include an evaluation of electrical components, switchgear, transformers, cabinets, control panels, PLCs, and associated electrical gear condition based on visual observation.
- f. Life safety evaluation of the Belt Filter Press / Administrative & Lab Facility building, and other structures to confirm adequate egress and presence of safety devices.
- g. Estimate remaining useful life of existing equipment.
- h. Develop equipment replacement schedule and estimated costs of replacement.

Meetings:

- Technical Memorandum Review Meeting

Deliverables:

- Condition Assessment Technical Memorandum

Assumptions:

- The condition assessment will be based up on visual and non-destructive testing also called a rapid assessment.
- City to provide as-built construction documents for review.

Task 300: Regulatory Evaluation

This task is focused on looking out three (3) permitting cycles to estimate impacts to plant processes and identify anticipated necessary upgrades. This also includes discussion with the Missouri Department of Natural Resources (MDNR).

- a. Characterize regulatory drivers that may influence planning decisions
 - i. Review up to 5 years of existing water quality information and develop target discharge limits for BOD, TSS, Ammonia, TN, TP, E. coli, and other relevant parameters.
 - ii. Assess impacts of future water quality criteria, regulations, and policy changes on permit limits, permit conditions, and biosolids management requirements.

Meetings:

- Up to two (2) meetings with MDNR
- Review meeting to discuss findings with City

Deliverables:

- Regulatory Technical Memorandum

Task 400: Process Evaluation

This task is focused on reviewing existing plant performance, past permit violations, and identify improvement alternatives. It will also incorporate findings from Task 200 and Task 300.

- a. Review Existing Plant Performance
 - i. Meet with Operations staff to understand historic operations and issues. Activity to occur concurrent with condition assessment site visit.
 - ii. Develop list of immediate cost-effective enhancements.
- b. Develop Improvement Alternatives.
 - i. Develop up 3 treatment alternatives for liquids treatment and solids treatment processes (Up to 6 total alternatives).

Meetings:

- Treatment Technologies Screening
- Selected Technologies Review

Deliverables:

- Treatment Technology Technical Memorandum to include results and recommendations

Schedule: September 2025 thru December 2025

Compensation

Following the selection of a firm and the successful negotiation of an agreement, a contract shall be negotiated between the City and the successful firm. Reimbursement shall be made according to an agreed upon schedule, specified within the contract for a maximum not-to-exceed amount.

Proposal Submittal Deadline: **5:00 p.m., July 25, 2025**

The City of Sedalia reserves the right to waive any informalities or minor irregularities, reject any and all proposals which are incomplete, conditional, or obscure, accept or reject any proposal in whole or in part with or without cause, and accept the proposal which best serves the City of Sedalia.

All questions regarding this project shall be submitted in writing via email to:

cdavies@sedalia.com

All questions submitted after 12:00 p.m. July 22, 2025 will **NOT** be responded to.

All consulting firms interested in submitting formal proposals for the project described herein must submit an **original and four (4) copies** of all required information to:

City of Sedalia
ATTN: City Clerk
200 S. Osage Ave.
Sedalia, Missouri 65301

For further information on this RFQ contact Chris Davies, P.E. at (208) 305-6837