

**City of Elko, Nevada**  
**Water Reclamation Facility**  
**Request for Statements of Qualifications**  
**For Professional Engineering Services,**  
**Effluent Disposal Evaluation Plan**

**I. Purpose of Request:**

The City of Elko is soliciting Statements of Qualifications (SOQs) from competent, qualified, and responsive firms for professional services relating to the City Water Reclamation Facility (WRF) Effluent Disposal Evaluation Plan. Qualified firms shall be experienced in effluent disposal options including, but not limited to, river discharge, ground water recharge injection, passive recharge injection and other similar disposal methods including the associated permitting.

**Background:**

The WRF treats approximately 1.9 to 2.3 MG of wastewater per day with a peak flow of 2.5 MGD. The WRF needs to evaluate the available effluent disposal options and required level of treatment to enable permitting of the preferred alternative(s).

The City is currently seeking 800 acres of BLM property through the Recreation and Public Purpose Act (R&PP) to increase the existing reuse site. Additionally, the East Humboldt River flows next to the WRF. The City ultimately seeks to increase the hydraulic capacity at the reuse site, or, as an alternative, reduce the hydraulic loading to the reuse site by increasing disposal through other means such as river discharge.

**II. Scope of Services:**

The selected firm will provide a comprehensive analysis of viable disposal options including site reconnaissance and review of historical data. The analysis shall include scoping, evaluation, costing, planning, limited engineering and design, and possible permitting. All services rendered shall represent the City's current and future goals and be in compliance with all State and Federal regulations. The firm shall be licensed to practice in the State of Nevada. Analysis shall include, but not be limited to, the following:

- River Discharge;
- Groundwater recharge direct injection wells-including recharge credits;
- Passive recharge injection; and
- Other disposal methods not identified.

### III. Time Schedule:

The City's requested services shall be completed by March 1, 2011.

### IV. Instructions to Interested Parties:

A. To request a packet and/or have your information on file, contact:

City of Elko  
Attn: Ms. Shanell Owen, City Clerk  
1751 College Ave.  
Elko, NV 89801  
(775) 777-7126

B. Send all SOQ submittals to:

City of Elko  
Attn: Ms. Shanell Owen, City Clerk  
1751 College Ave.  
Elko, NV 89801

**Note:** In order to submit a Statement of Qualification, your firm's contact information must be on file with the City Clerk prior to the submission deadline. **If contact information is not on file, the submitted SOQ will be deemed non-responsive and returned unopened.**

- C. Submit one (1) original and four (4) copies of your SOQ in a sealed envelope and clearly label the envelope, "Statement of Qualifications for Professional Services- Effluent Disposal Evaluation Plan".
- D. Qualifications should be brief and concise, containing no more than 30 pages of material including resumes yet provide an accurate description of the firm's capabilities and experience to satisfy the requirements of the request.

The submitted SOQ shall include the following:

1. Description of your firm's competence, qualifications, and experience related to detailed updating of an Effluent Disposal Evaluation Plan;
2. A description of similar Effluent Disposal Evaluation Plans that your firm has completed that are similar in nature and size. Please list specific permitted projects within the last 10 years;
3. Knowledge of Federal and State of Nevada regulations, policies and procedures, including recent experience working with NDEP Bureau of Water Pollution Control on similar projects;

4. Understanding of the project and tasks to be performed;
5. A list of recent projects that demonstrate your firm's ability to complete projects within the time schedule and budget parameters;
6. A staff of professionals dedicated to this project and the additional workload;
7. Qualifications and résumés of all key personnel and sub-consultants assigned to the project. Please indicate any local professionals or firms you expect to use and the percent involvement. Professional services must be licensed in the State of Nevada for their respective involvement;
8. Professional references from past similar projects, and
9. Contact information if further information is needed.

E. The City will follow the following timetable:

**Issue Request for SOQ's: July 19, 2010**

**Deadline for SOQ submittal: 3:00 pm PST, August 20, 2010**

F. Any questions regarding this request shall be directed via writing, e-mail, or fax to Fritz-Peter Sawyer, WRF Superintendent, at:

City of Elko  
Attn: Mr. Fritz-Peter Sawyer  
1751 College Ave.  
Elko, NV 89801  
Fax: 775-777-7388  
E-Mail: [fsawyer@ci.elko.nv.us](mailto:fsawyer@ci.elko.nv.us)

Note: All Addendums and questions will be collated and answered to all firms that have contact information on file with the City Clerk. The deadline for submitting questions or inquiries is **August 11, 2010**.

#### **V. Selection Criteria:**

A. The City will establish a committee to evaluate the submitted SOQs. Interviews may be conducted during the selection process. The Selection Committee will forward a short list of engineers or engineering firms as qualified and competent engineers to the Elko City Council. The Selection Committee will rank five firms with the firm it considers ranked #1 and the remaining four firms marked 2, 3, 4 & 5. The City Council will have the sole discretion to choose the firm from the short list of the 5 qualified and competent engineers.

1. SOQs will be evaluated on the following criteria:

- a) Requested information listed within this SOQ;
- b) Prior experience and successful performance on similar and pertinent projects;
- c) Competence and qualifications of firm to perform the work;
- d) The experience, capability, and availability of the proposed personnel to complete the proposed tasks on time and within budget;
- e) Review of references, and
- f) The quality of the submitted qualifications package will also be evaluated.

B. Please be advised that the rating points assigned during the evaluation process are totally subjective and will be assigned at the Committee's discretion. The points assigned are to be used by the City as a guide in determining to whom to award this possible contract. The firm selected may or may not be the highest rated firm as determined by the rating process.

C. The City will evaluate all information received and will use this information to develop a short list of firms under consideration. If a firm cannot be selected on the basis of the SOQs alone, the short listed firms may be contacted for additional information, and, if warranted, personal interviews.

#### **VI. Terms and Conditions:**

- A. Any SOQ received after the above mentioned submittal deadline date will not be considered or evaluated by the City.
- B. The City reserves the right to reject any and all responses that are deemed not in the best interest of the City, and to waive minor irregularities in any SOQ. The City assumes no obligation in the solicitation of this general statement of qualifications.
- C. The City reserves the right to request clarification or information submitted, and to request additional information from any firm.
- D. Any proposal may be withdrawn up until the deadline date and time set above for submittal of the SOQs.
- E. The City shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the SOQ.
- F. The City shall not be liable for any pre-contract costs incurred by the interested firms participating in the selection process.

- G. Any proposal not fully addressing the requirements of this SOQ may be considered a non-responsive offer and may be eliminated from further consideration.
- H. The contract resulting from the acceptance of a proposal by the Elko City Council shall be negotiated and approved by both parties. The City reserves the right to reject any proposed agreement or contract that is not approved by the City Attorney's office.
- I. The City reserves the right to award any contract to another firm, if the successful firm does not execute a contract within thirty (30) days after selection of the firm.

**VII. Compensation:**

- A. Upon selection of the firm, the City will negotiate a price which it determines is fair and reasonable. If the City is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm will terminate and the City may select another firm.
- B. Payment by the City for the services will only be made after a Professional Services Agreement has been approved by the City Council, the services have been performed, an itemized billing statement is submitted on the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, within thirty (30) days after receipt of such billing statement.

**VIII. Publication**

- A. This Request of Statement of Qualifications shall be published as follows:
  - 1. Elko Daily Free Press: **July 19, 2010**

City of Elko

By: Fritz-Peter Sawyer 7-14-2010  
Fritz-Peter Sawyer, WRF Superintendent