



City of Kyle, Texas

**Request for Statement of Interest and Qualifications**

**for the**

**Wastewater Treatment Plant Expansion Phase 2**

**“K22-23.2”**

**REQUEST FOR QUALIFICATIONS (RFQ)**

Three (3) complete bound copies and one (1) electronic copy (flash drive) of the qualifications are required. Qualifications are to be delivered by 5:00 p.m., January 6, 2023 to:

Leon Barba, P.E.  
City Engineer  
City of Kyle City Hall  
100 W. Center St.  
Kyle, TX 78640

The complete submittals shall be enclosed in an envelope and plainly marked on the outside of the envelope or on any carrier's envelope:

**Professional Engineering Services for the  
Wastewater Treatment Plant Expansion Phase 2  
Kyle, Texas  
"K22-23.2"**

A pre-submission conference will be held in the Public Works Training Room at the City Public Works Department, 520 E. RR 150, Kyle, Texas at 11:00 a.m. on Tuesday, December 13, 2022.

Qualification specifications may be secured from the City of Kyle (City) website or the office of the City Engineer, City Hall, at 100 W. Center St., Kyle, Texas 78640 or via phone (512) 262-3958.

The City reserves the right to negotiate with any and all persons or firms. The City also reserves the right to reject any or all submittals, or to accept any submittal deemed most advantageous, or to waive any irregularities or informalities in the submittal received, and to revise the process schedule as circumstances arise.

Leon Barba, P.E.  
City Engineer

Publish: Wednesday, November 30, 2022  
Wednesday, December 7, 2022

## TERMS AND CONDITIONS

### Submission of Bid

Three (3) complete bound copies and one (1) electronic authenticated copy (flash drive) of the qualifications are required.

The complete submittals shall be enclosed in an envelope and plainly marked on the outside of the envelope or on any carrier's envelope:

**Professional Engineering Services for the  
Wastewater Treatment Plant Expansion Phase 2  
Kyle, Texas  
"K22-23.2"**

### Deadline

Qualifications are to be delivered by 5:00 p.m., **Friday, January 6, 2023** to:

Leon Barba, P.E.  
City Engineer  
City of Kyle City Hall  
100 W. Center St.  
Kyle, TX 78640

**Qualifications delivered after the deadline will not be accepted.**

### Addenda

To submit written technical questions concerning the RFQ, you may contact:

Leon Barba, P.E.  
City Engineer  
City of Kyle City Hall  
100 W. Center St.  
Kyle, TX 78640  
or by email at [lbarba@cityofkyle.com](mailto:lbarba@cityofkyle.com)

The submission deadline for questions, clarifications, or **request for general information will be 5:00 pm, December 20, 2022**. Any requests received after this date will be returned and not addressed. Note that all questions, clarifications, or request for general information are to **be in writing via email or other mail carrier** to the City Engineer.

Any interpretation, correction or change of the RFQ will be made by written ADDENDUM. Changes or corrections will be issued by the City Engineer. Addenda will be issued as expeditiously as possible. It will be the responsibility of all respondents to contact the City prior to submitting a response to the RFQ to ascertain if any addenda have been issued, and to obtain any and/or all addenda, execute them, and

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return addenda with the response to the RFQ. Addenda may also be posted on the City's website.

**Proposals**

Firms shall provide all information simply and economically as required by this RFQ. Failure to provide this information may result in rejection of the proposal. Qualifications shall provide a straightforward, concise description of the respondent's ability to meet the requirements. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of City's needs. The City requests the submittal be limited to fifteen (15) sheets front and back (30 sides), including resumes and excluding cover letter/transmittal letter.

Each firm responding to this RFQ may visit the site to acquaint themselves with the existing conditions. A visit to the City of Kyle wastewater treatment plant is scheduled for December 13, 2022 from 1:30 pm to 3:30 pm. Tim Samford, Division Manager, Treatment Operations, will be available for questions and answers during this time. **Individual appointments will not be scheduled.**

**MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE FIRM**

**PERSONS AND FIRMS PRACTICING ENGINEERING SERVICES IN THE STATE OF TEXAS MUST POSSESS A PROPER REGISTRATION/LICENSE IN ACCORDANCE WITH TEXAS LAWS.**

# 1. GENERAL REQUIREMENTS

## DESCRIPTION and PURPOSE

The proposed project includes the planning and design to expand the existing City of Kyle Wastewater Treatment Plant (WWTP) located at 941 New Bridge Drive from the interim phase I permitted annual average flow of 4.5 Million Gallons/Day (MGD) to the interim phase II permitted flow of 9.0 MGD. TCEQ permit No. WQ0011041002 currently allows for an interim phase I annual average flow of 4.5 MGD with a 2-hour peak flow of 12,500 Gallons/Minute (GPM). The interim phase II permitted annual average flow is 9.0 MGD with a 2-hour peak flow of 25,000 GPM. The final permitted annual average flow is 12.0 MGD with a 2-hour peak flow of 39,344 GPM. A summary of the permit effluent limitations by phase follows:

### **Current Discharge Permit**

- **Interim Phase I Conditions**
  - **Design Flow – 4.5 MGD**
  - **Peak Flow – 18.0 MGD (4.0 Peaking Factor)**
  - **CBOD<sub>5</sub> – 10 mg/L**
  - **TSS – 15 mg/L**
  - **NH<sub>3</sub>-N – 2 mg/L**
  - **DO – 5 mg/L**

### **Draft Discharge Permit**

- **Interim Phase II Conditions**
  - **Design Flow – 9.0 MGD**
  - **Peak Flow – 32.0 MGD (4.0 Peaking Factor)**
  - **CBOD<sub>5</sub> – 7 mg/L**
  - **TSS – 15 mg/L**
  - **NH<sub>3</sub>-N – 2 mg/L**
  - **Total Phosphorus – 0.5 mg/L**
  - **DO – 5 mg/L**
- **Final Phase Conditions**
  - **Design Flow – 12.0 MGD**
  - **Peak Flow – 48.0 MGD (4.0 Peaking Factor)**
  - **CBOD<sub>5</sub> – 5 mg/L**
  - **TSS – 15 mg/L**
  - **NH<sub>3</sub>-N – 2 mg/L**
  - **Total Phosphorus – 0.5 mg/L**
  - **DO – 5 mg/L**

The current facility consists of two modified packaged “bulls-eye” plants, a 4.5 MGD Headworks Facility, Influent Lift Station, Aeration Splitter Box, Two Aeration Basins, Aeration Blower Building, Clarifier Splitter Box, Two Clarifiers, Four Digester Basins,

UV Disinfection and Post Aeration Facility (Tertiary Treatment Facility), Operations Building, and Dewatering Facility.

Phase 2 of the expansion will entail additions and upgrades to the current treatment system in order to be able to treat the interim phase II design flow of 9.0 MGD. This will include new headworks screens, influent lift station pumps, aeration basins, blowers, clarifiers, and digester basins as well as modifications to existing splitter boxes and UV disinfection system. A disc filtration system will also need to be included in the design for the Tertiary Treatment Facility.

Additionally, design work will need to include any necessary upgrades and modifications to the existing treatment plant SCADA system. All new equipment will need to be controlled from the Operations Building on-site. An additional chemical feed system will be required for the existing “bulls-eye” plants. An emergency chemical feed system will also be required for the new and current treatment trains.

The proposed expansion will be based on the future layout of the plant created during Phase 1 of the expansion. Alternative ideas will be evaluated but it is expected for the design to follow closely to the proposed future expansion.

**RFQ SCHEDULE**

The City anticipates the following schedule associated with this RFQ:

Issue RFQ	11/30/2022
Pre-submission Conference	12/13/2022 (11:00 am)
WWTP Site Visit	12/13/2022 (1:30 pm)
Deadline for questions/clarifications	12/20/2022 (5:00 pm)
Submittals	01/06/2023 (5:00 pm)
City Council Approval	02/07/2023

**SELECTION PROCESS**

City staff will analyze and evaluate the submittals. Firms shall completely respond to all components of this RFQ or firm will not be considered. Interviews may be conducted as deemed necessary by City staff.

By submitting a response to this RFQ, firm accepts the evaluation process as outlined in the following section and acknowledges and accepts the determination of the “most qualified” firm may require subjective judgments by the City.

## **REQUIREMENTS FOR SUBMITTAL**

The submittal shall be limited to fifteen (15) sheets front and back (30 sides), including resumes and excluding cover letter/transmittal letter.

Respondents shall carefully read the information in the following evaluation criteria and submit a complete submittal to all questions in this RFQ as formatted below:

### **Item 1: Qualifications and Availability (10%):**

- a) Provide the following information:
  - Legal name of firm.
  - Location of office conducting the work.
  - Contact persons.
  - Date of firm formation.
  - Legal business description (Individual, Corporation, Joint Venture, etc.).
- b) Provide a statement on the availability and commitment of the firm, its principal(s) and assigned professionals to undertake the project, reporting responsibilities and how the firm will interface with the City. Bi-weekly meetings may be required.
- c) Provide a statement of interest for the project including a narrative and unique qualifications as they pertain to this project.

### **Item 2: Proposed Staff (30%):**

- a) Organizational chart for personnel who may work on this project including licensure information.
- b) Names and roles of key personnel proposed to work on this project and their primary office location.
- c) Include resumes for all key personnel and indicate any individuals who have had previous experience on similar projects.
- d) Provide staffing size by area of expertise.
- e) Provide current workload of prime firm.
- f) Provide staff availability to perform services.

### **Item 3: Project Experience (40%):**

- a) Provide an overview and brief history of the firm.
- b) Provide verifiable examples of at least three (3) similar projects with completed designs in the last five (5) years by the principal and subconsultants, including:
  - Project name and location.
  - Name of Project Manager.
  - Services provided.
  - Description of the project. Date of completion or project status.
  - Client name and contact person.
  - History of accomplishing services within established time and budget.
  - Project photos are encouraged.

**Item 4: Project Approach (20%):**

- a) Explain how the firm will design the project.
- b) Describe any potential issues when receiving the assignment and the firm's approach to address those issues.
- c) Identify project leadership, reporting responsibilities and how the firm will interface with the City.

**2. RESPONSE INSTRUCTIONS**

The submittal must follow the format established within this RFQ. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to complete any portion of this request may result in rejection of a proposal.

**3. CONTACT WITH AGENCY EMPLOYEES**

To ensure a fair and objective evaluation of all proposals, firms are required to submit all inquiries to the project contact noted in this RFQ.

**4. COSTS OF PREPARATION AND SUBMISSION**

Each firm shall bear responsibility for all costs incurred in order to prepare and submit their response to this RFQ.

**5. PROPOSAL REVIEW**

All applicable information will be subject to public disclosure in accordance with the Freedom of Information Act, at award of contract, cancellation of this RFQ, or within 180 days, whichever occurs first.

**6. PRESENTATIONS**

Firms may be required to make presentations and/or provide written clarifications of their responses at the request of the City.