

Request for Qualifications

West Plant Preliminary Engineering Design Services

March 28, 2025

PROJECT SUMMARY

Central Iowa Water Works (CIWW) is soliciting Statements of Qualifications from qualified engineering consultants to conduct Preliminary Engineering Design Services for a new 12 Million Gallons per Day (MGD) Water Treatment Plant located in Dallas County. It is the intent of CIWW, given a successful performance by the Consultant, to retain the same firm for Final Design, Bidding, and Construction Services under separate tasks of an approved master services agreement.

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SUBMITTAL DELIVERY ADDRESS:

Tami Madsen
CIWW Executive Director
2201 George Flagg Parkway
Des Moines, IA 50321

Submittals may be submitted via email (tmadsen@ciww.gov) or via mail to the address listed above. Please provide a pdf of the final submittal for use by CIWW.

SUBMITTAL DEADLINE: 4:00 p.m. CDT on Thursday, April 24, 2025

PROJECT BACKGROUND

CIWW is a newly formed regional water production authority in the Des Moines Metro. CIWW is formed by 12 entities representing utilities, communities and rural water providers and serves over 600,000 people living in Central Iowa. Over the last year and a half, members of CIWW have participated in a study to determine the future water production needs of CIWW through 2050. The outcome of this study outlines extensive water infrastructure improvements in source, treatment, storage, and core transmission to meet the growing needs of CIWW including the construction of a 12 MGD membrane treatment facility. This facility was explored and studied by the West Des Moines Water Works and the City of Waukee prior to the formation of CIWW and was again evaluated as part of the study on CIWW's water production needs.

An initial study contemplated lime softening as a possible technology, but recent studies have selected a membrane technology to address any potential nitrate or emerging contaminant issues. Earlier studies indicate a desire to pursue a low-pressure MF/UF to address iron and manganese followed by RO/NF to remove hardness. It is likely that residuals will require extension of the Des Moines Metropolitan Water Reclamation Authority (WRA) sewer as iron, copper, nitrate and other compounds may prove problematic for discharge to the river. While a possible treatment plant site had been identified, this land has been recently sold and further evaluation of treatment plant sites will be necessary. CIWW holds an existing water use permit that accounts for 12 million gallons per day from 13 shallow alluvial wells. Additional exploration of source water will be needed to address the source water needs of the treatment plant.

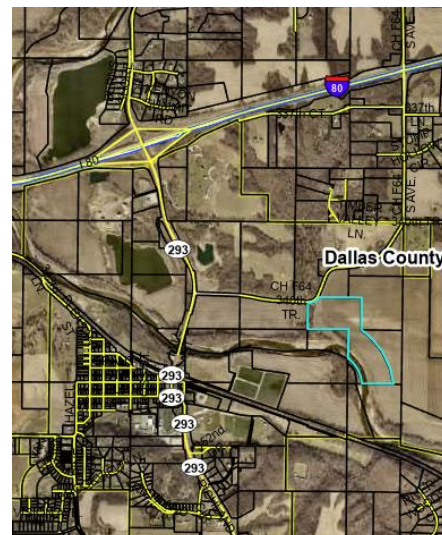


Figure 1: Proposed water treatment plant site (HDR study, 2020).

Figure 2: Map of proposed facilities and primary well field.

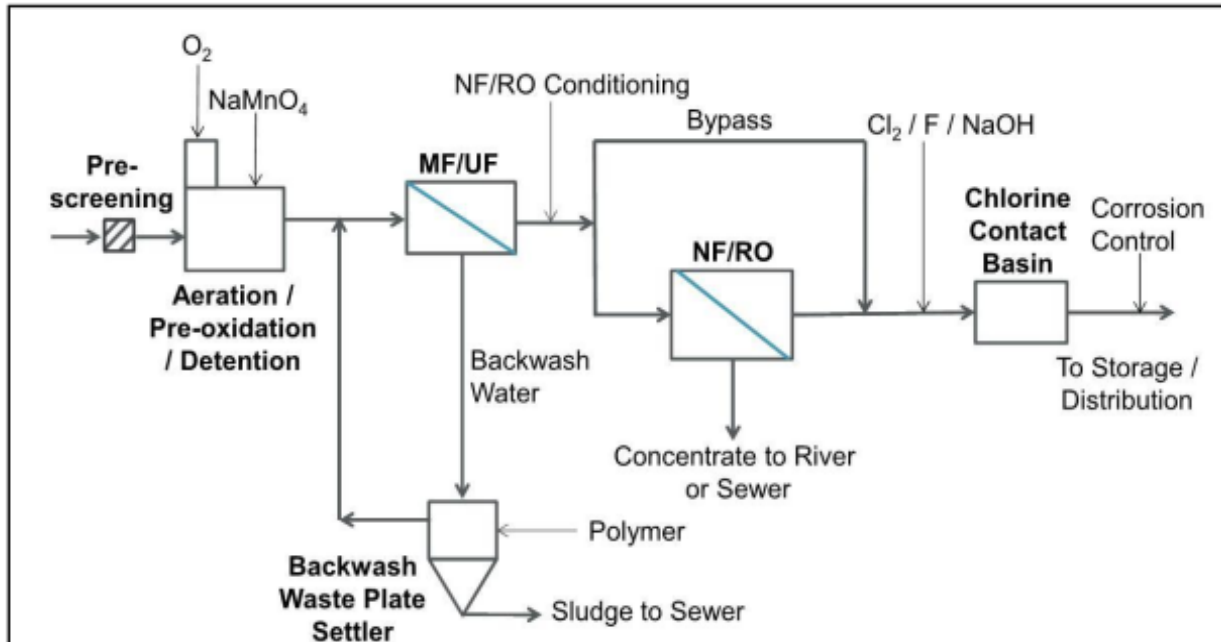


Figure 3: Proposed Membrane Treatment Alternative Process Schematic (HDR Study, 2020)

DESIRED SCOPE OF WORK

The selected firm will be expected to prepare a Master Professional Services Agreement to include the following general scope of service for Task 1:

1. Provide technical assistance in siting, securing land and/or easements, and any other necessary geological investigations and permits for source water elements to supply raw water to the West Plant. This includes, but is not limited to, the water production wells, raw water pipelines, electrical supply, and supervisory control and data acquisition (SCADA). The intent is that one well can be out of service and still produce 12 MGD at the plant, hence “firm capacity”.
2. Complete any necessary additional geotechnical investigations, surveying, and creation of maps. Consultant to identify regulatory agencies that would likely be involved in issuing any permits to allow geotechnical investigations to take place but not limited to the Iowa DNR.
3. Design a protocol and conduct pilot testing to obtain approval for the proposed membrane elements. Complete preliminary design for the treatment plant process and any on site storage needs.
4. Conduct further investigation, field sampling, analysis, and permitting on discharge to determine if design will be compliant with NPDES regulations or additional

provisions and sanitary sewer connections will be needed to discharge to the WRA.

5. Complete preliminary design for finished water main to be extended 300' from the treatment plant site. Finished core transmission projects will be completed by a separate RFQ and agreement.
6. Evaluate alternative treatment plant site locations. Provide assistance with necessary information and documents for land acquisition.
7. Complete a preliminary engineering report for the 12 MGD plant.
8. Preparation of detailed cost estimates.
9. Procure State Revolving Fund financing and integration of corresponding requirements.

Submitting firms are encouraged to visit CIWW staff and members of the technical team; however, CIWW asks that appointments be made in advance for such visits.

TECHNICAL PROJECT TEAM

The project team for CIWW is expected to be made up of the Executive Director for CIWW, the CIWW Engineer (representative from an engineering firm yet to be selected), the future water producer who will operate the plant, and selected representatives from the CIWW Technical Committee.

STAKEHOLDER INVOLVEMENT

The selected firm will be expected to engage with the Technical Committee and the CIWW Board at milestone intervals with the potential for a public meeting with public stakeholders during this stage of the project.

PROJECT TIMELINE

Anticipated Consultant Selection Schedule:

Distribute Request for Qualifications <i>(this document)</i>	March 28, 2025
RFQ Response Deadline	April 24, 2025
On-site Interviews	Week of May 12 th
Professional Services Agreement Awarded by Central Iowa Water Works	June 25, 2025

EVALUATION OF STATEMENTS OF QUALIFICATIONS (SOQ)

Each SOQ will be evaluated and awarded up to 100 points by the selection committee. Each SOQ will be ranked based on the information submitted in the SOQ according to the following evaluation criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Project Manager and Key Staff and their Specific Qualifications	30
Firm Experience	30
Project Familiarity, Approach, and Schedule	30
Local Presence (within 4 hours)	<u>10</u>
Total =	100

The SOQs will require at a minimum fourteen (14) calendar days for evaluation. After that time, the selection committee may, at its option, interview some or all the Submitting firms. If the selection committee deems interviews are necessary, all Submitting firms will be notified of the interview schedule. If interviews are deemed necessary, they will be held during the week of May 12th, 2025.

Final selection of the engineering firm will be made by the Technical Committee based on the recommendation of the Technical Project Team and recommended to the CIWW Board of Trustees.

CIWW reserves the right to reject any or all SOQs, waive irregularities and/or informalities, and in general, award a contract in any manner deemed to be in the best interest of CIWW. It is anticipated that the chosen Consultant will be approved at the June 2025 Board of Trustees meeting. CIWW has established a consultant selection team that will be involved throughout the entire selection process.

Final scope and fee will be negotiated once the consultant is selected.

All materials submitted shall become the property of the Central Iowa Water Works. One complete set will be retained by the CIWW. Note that all materials received by the CIWW will become “public records” and will be made available for review to any person upon request.

While it is the intent of CIWW that a single firm be retained for the entire project (including design and construction administration of the final project), this initial professional services agreement will be executed for the Preliminary Design portion only. There is no guarantee that the firm selected will be retained for later portions. Continuance with the same firm will be dependent upon satisfactory completion of the first task and negotiation of an acceptable scope of work for the remaining work.

STATEMENT OF QUALIFICATIONS CONTENTS

The SOQ shall be organized into the following sections and contain the material noted. The SOQ shall be written as succinctly and clearly as possible to describe the required elements. The number of pages of the SOQ shall be limited to 15 pages (does not include appendix or covers but does include cover letter).

A. PROJECT MANAGER AND KEY STAFF EXPERIENCE

This section will be used by the selection committee to evaluate the experience and technical competence of the project team members that will work on the project. Items of specific interest include the capabilities of the project team members, the extent of project manager and key staff involvement, and the experience and extent of sub-consultant involvement.

Submitting firms shall provide the following information in this section:

1. A Project Team Chart that identifies the project manager and key staff that will work on the project, their specific project responsibilities, and years of experience. Identify those that are licensed in the State of Iowa.
2. Assurances that personnel identified on the Project Team Chart will be working on the project and that, if needed, replacements for any of these team members will be subject to review and approval by CIWW.
3. Summaries of key staff that will work on the project. Include qualifications relating to design, construction, and analysis of similar water treatment plant processes and source water development (Resumes may be included in the appendix and do not count towards the 15 page total).

B. FIRM EXPERIENCE

This section will be used by the selection committee to evaluate the experience and technical competence of each Proposer. Of specific interest is the Submitting firm’s

experience with publicly owned water systems of comparable size and type as well as source siting, pilot testing, SRF fund requirements, etc.

Submitting firms shall provide the following information in this section:

1. Describe the qualifications of the firm as it relates to water system planning, analysis, and design. Include representative project examples that identify the owner's name, the project scope, and the size and type of the facilities, and those team members that worked on that project. Specific items of interest will be water treatment expansions, source water planning, design and construction, Iowa drinking water SRF experience, and Easement/Permitting experience.
2. Contact information for owners of at least three projects that could serve as references.

C. PROJECT FAMILIARITY, APPROACH, AND SCHEDULE

This section will be used by the selection committee to evaluate the Submitting firm's understanding of the project requirements, scope of services presented in this RFQ, and the approach to providing those services.

Submitting firms shall provide the following information in this section:

1. A Project Familiarity and Approach Summary to demonstrate the Submitting firm's familiarity with the project needs and scope of services desired.
 - Source Water Expansion
 - Treatment Plant Expansion
 - Residuals handling and disposal
2. A Project Schedule that identifies the specific tasks/objectives, the time required to complete tasks/objectives, the inter-relationships between tasks/objectives, and the key events during the project including Owner inputs and reviews. Schedule should go through preliminary design and give high level estimates for design, bidding and construction should CIWW move forward with these items.
 - Provide a minimum of 4-week review periods for Owner and at least 6 weeks for bidding purposes.
 - Estimated timelines should be provided for pilot testing, source water investigations, compliance testing, etc.

In a separately sealed envelope, consultants should provide a proposed scope of work and estimate of hours to complete the scope of work. This will not be reviewed until the consultant has been selected in the evaluation process. CIWW will be using standard EJCDC documents for the master services agreement. Final scope of work and contract will be negotiated before approval by the CIWW Board of Trustees.

SUBMITTING FIRM'S COST

This RFQ does not obligate CIWW, or other entities, to award a contract, to pay the costs incurred in preparing any proposal, or to procure the services described herein. Proposals are submitted at the sole cost and expense of the Submitting firms. CIWW shall incur no liability or obligation to Submitting firms except pursuant to a written contract for services, duly executed by the Proposer and an authorized signatory for CIWW.

NON-DISCLOSURE AGREEMENT

Firms wishing to review complete, unredacted reports and studies as part of their preparation for submitting an RFQ will be required to sign a Non-Disclosure Agreement prepared by CIWW. Such reports and studies contain confidential information concerning current and planned critical water infrastructure that is not publicly distributed.

INQUIRIES

Inquiries and/or questions should be directed to Tami Madsen, CIWW Executive Director in writing by email to tmadsen@ciww.gov before April 10th at 4:00 pm. All questions and answers will be provided to the firms by April 17th via email.