

Village of Paw Paw
Request for Proposals
Wastewater Lagoon Treatment Plant Evaluation
Issued: April 29, 2019

Responses Requested by **May 31, 2019 3:00pm**

SUMMARY: The Village of Paw Paw is seeking a qualified engineering firm to evaluate sewer treatment site operations and create a capital improvement plan for the treatment site.

I. DESCRIPTION OF THE VILLAGE

The Village of Paw Paw was founded in 1859 and has a population of 3,448 residents. The Village is located off I-94 and is the seat of Van Buren County. The Village has a council-manager form of government; the council consists of seven members including the Village President. The Village has its own police department as well as a public services department consisting of water, wastewater, electric, parks, and streets services.

II. DESCRIPTION OF THE TREATMENT FACILITY

The Village's Wastewater Treatment Facility was constructed in 1971 and much of the infrastructure is original. The facility is comprised of aerated lagoons that treat the incoming wastewater. The plant relies upon the blowers, air header, and air lateral lines and cyclone towers in the lagoons to provide proper aeration to the wastewater.

PROJECT LOCATION: 38360 Paw Paw Road



III. SCOPE OF SERVICES

The Offeror shall be readily available to perform the following services including the following:

1. Complete a full evaluation of the treatment site's operations and effectiveness
2. Evaluate the future wastewater processing needs of the Village
3. Draw a conclusion regarding the cost effectiveness of repair/replace of the existing treatment site versus replacing the lagoons with a mechanical system
4. Evaluate the potential for improved energy efficiency
5. Create a 20-year capital improvement plan for system improvements including projects/equipment and estimated cost
6. Create a written report of findings and present conclusions at a meeting of the Paw Paw Village Council

IV. CONTENTS. *Proposals that fail to provide all information requested may be rejected at the sole discretion of the Village of Paw Paw.*

The Offeror, in its proposal, shall, as a minimum, include the following;

A. Experience

The Offeror should describe its experience, including the names, addresses, contact persons, and telephone numbers of at least four municipal clients. The resumes of key personnel to be assigned should also be included.

B. Organization, Size, Structure, and Areas of Practice

The Offeror should describe its organization, size, structure, areas of practice, and office location(s).

C. Price

The Village prefers a lump sum price. The Village will select the finalist by considering the proposed price as a "best and final offer," although the Village reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the Village, including cost.

D. Evidence of insurance coverage

The firm shall acquire and continuously maintain during the period in which the consultant is performing any services on behalf of the Village, insurance coverage of types and amounts acceptable to the Village. The consultant must provide the Village with acceptable proof of the types and amounts of insurance coverage.

V. EVALUATION

The Director of Public Services and Village Manager will review qualifications and make a decision on the successful firm. The Village may request an in person or telephone meeting with some qualified Offerors prior to final selection. Qualifications will be reviewed in accordance with the following criteria:

1. Proposed approach to scope of work
2. Qualifications and level of experience of the individual(s) identified
3. The Offeror's experience with similar clients and projects
4. Response from references
5. Cost

It is expected that a decision selecting the successful firm will be made within two (2) weeks of the closing date for the receipt of qualifications. Upon conclusion of final negotiations with the successful Firm, all Offerors submitting proposals in response to this Request for Qualifications will be informed of the resulting decision in writing.

VI. CONTACT AND SUBMITTAL

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

John Small, Director of Public Services
Village of Paw Paw
111 E. Michigan Ave
P.O. Box 179
Paw Paw, MI 49079

269-657-3169 Phone
269-657-7544 Fax
j.small@pawpaw.net

No later than 3:00pm on May 31, 2019
Proposals should be marked: **"Treatment Site Proposal"**

The Village shall retain the right to refuse any and all proposals for any or no reason and to waive any irregularities in the bidding procedures.

The Village of Paw Paw is an Equal Opportunity Employer.