

Village of Johnson Creek

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Crossroads with a Future

REQUEST FOR PROPOSALS

SLUDGE DEWATERING PROCESS UPGRADE STUDY

Introduction

The Village of Johnson Creek “Village” located in Jefferson County, Wisconsin is requesting proposals from qualified contractors/firms to study, evaluate and report viable options/upgrades for replacement of the Village’s existing sludge dewatering process at the Village’s Wastewater Treatment Plant “WWTP”.

Background

Currently the Village uses activated sludge with a rotary lobe style pump with a filter press. In the past year, the Village has had consistent issues with the press and pump due to the solids removal process. The Village’s current WWTP was upgraded in 2018. The WWTP has the capacity of 0.75 mgpd and is currently operating at an average of 0.35 mgpd. Village Staff has determined that the current sludge press is no longer feasible to operate and is currently hauling sludge instead of operating the press.

Summary/Tasks

The Village is seeking a study that will evaluate and report the viable options for the Village to continue to produce its own solids on site.

Task #1

- Identify viable options for the Village for sludge dewatering process.
 - Options shall include, but not limited to, belt press and centrifuge.

Task #2

- Viable options should be evaluated by but not limited to, the following criteria:
 - Conformity with current wastewater treatment plant and process.
 - Modifications to the existing infrastructure and facilities on site.
 - Estimated cost for installation, construction and purchase new of sludge dewatering equipment, related materials and equipment and any needed facility upgrades.
 - Estimated annual operating cost.
 - Estimated 20-year operating cost.
 - Any additional criteria beneficial to the evaluation can be add by the contractor/firm.

Task #3

- Provide recommendation regarding which replacement process/equipment will best meet the needs of the Village, based upon the criteria identified in task #2.

Cost Proposal – The cost proposal should include a “not to exceed” fee to complete the sludge dewatering process upgrade study. The cost proposal should consider that attendance at 2 Village Board Meetings or Committee of the Whole meetings maybe requested to discuss the study and/or present the findings of the study. Cost proposals should include the hourly rate of all the contractor/firm’s team members that will be assisting with the study. Finally, the cost proposal shall include a breakdown of what the fee to complete the study will be used for.

Submittal Due date

4:00 p.m. local time, Thursday, April 15, 2021. There will not be a public opening for this Request for Proposal (RFP).

Late Proposals

Any proposal received after the submittal deadline will not be considered. Contractors are responsible to assure delivery of their proposal prior to the deadline.

Required Submittal

Submit one (1) digital copy in PDF format to Brad Calder, Village Administrator identifying how the contractor will address the tasks and items in the Summary/Task section. Proposals are to be submitted via email to Brad Calder (villageadministrator@johnsoncreekwi.org).

RFP documents can be found at the Village of Johnson Creek website www.johnsoncreek-wi.us.

Inquires

Questions regarding this RFP maybe be sent via e-mail to Director of Public Works Aric Mindemann (aricm@johnsoncreekwi.org) or by phone at 920-699-3752 at least three (3) days before the proposal is due. Questions after this date involving the content or intent of this RFP may not be answered.

Evaluation Criteria & Process

The Village Administrator, Director of Public Works, staff, and the Village Board will evaluate the proposals submitted. While cost is will be an important factor, the following evaluation criteria will be considered, although not exclusively, in determining which firm is hired to produce the sludge dewatering process upgrade study.

- Consultant’s understanding of the project
- Approach to work tasks
- Qualifications and related experience of the firm, but specifically the team members on the project, and location of team members’ office
- Schedule
- References

Staff will review proposals based upon the evaluation criteria. Once staff has reviewed the proposals, if needed, staff may schedule in-person or virtual meetings with some or all of the firms submitting proposals. Staff then will make a recommendation to Village Board on which firm to proceed with for the sludge dewatering process study.

Schedule

- March 19, 2021 - RFP posted to Village Website and sent to potential firms.
- April 15, 2021 at 4:00 p.m. – Deadline to submit proposals.
- April 19 – 21, 2021 – In-person (preferred) or virtual meeting with firm(s). (If needed)
- April 26, 2021 – Village Board acts on staff recommendation for proposal.

- July 12, 2021 or August 9, 2021 – Sludge Dewatering Process Study presented to the Committee of the Whole.
- July 26, 2021 or August 23, 2021 – Village Board takes action accepting the findings of the study.

Other Information

- All proposals and subsequent study become property of the Village.

Rights Reserved

This RFP does not commit the Village to enter into a contract, nor does it obligate the Village to reimburse responding parties for any costs incurred in the preparation and/or submission of proposals in anticipation of a contract. This RFP also does not obligate or make liable the Village to reimburse responding parties for any costs associated with discussions required for clarification of items related to this RFP or for attendance of an interview or oral presentation.

Both Villages reserve the right to do the following at its discretion and without penalty:

- Make the selection based on their discretion
- Reject any and all proposals without prejudice
- Issue subsequent Requests for Proposal, whether all or in part of this RFP
- Postpone opening proposals for their own convenience
- Remedy technical errors in the proposal process
- Approve or disapprove the use of subconsultants
- Negotiate with any, all, or none of the Contractors
- Solicit best and final offers from all or some of the Contractors
- Accept other than the lowest cost offer
- Waive informalities, irregularities and non-substantive deficiencies in a proposal
- Request clarification of any information submitted
- Request additional information

The Village reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Contractor of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the selected Contractor.