



## Marais Des Cygnes - Public Utility Authority

# WATER SYSTEM REVIEW

## Request for Proposal

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### 1. INTRODUCTION

The Marais Des Cygnes - Public Utility Authority (MDC-PUA) is announcing a request for proposal (RFP) for an engineering consultant to review its water system. Recommendations from this project will be utilized to develop a 10-year capital improvement plan and budget. MDC-PUA has a preliminary budget of \$30,000 for this project. The Scope of Services is presented in the following sections.

### 2. WATER SYSTEM REVIEW

The Marais Des Cygnes - Public Utility Authority was formed in 2009. It was developed as a partnership between the City of Louisburg and the City of Paola. At the time, both cities were facing significant water treatment system improvement costs, and the creation of the PUA offered a regionalized approach that improved overall effectiveness and efficiency and provided a better economical option for both communities.

Since 2009, MDC-PUA has operated a 2.0 MG water treatment plant and delivered treated water to the designated points for the City of Louisburg and the City of Paola. On an annual basis, MDC-PUA delivers roughly 375 MG to its participating communities. The review will include operational recommendations, equipment condition assessment with replacement or alternative cost estimates for inclusion into the MDC-PUA 10-year capital improvement plan and budget, and evaluation of the system's capacity to add participants. The following tasks are anticipated:

#### a. Operational Review and Condition Assessment

The MDC-PUA Water Treatment Plant has been in operation for over ten years. Over this period, staff has discovered differences between engineered operations and practical operations, developing alternative practices to “make the plant work” and “make do”. At a little over a decade old, the plant is beginning to see the downward curve of the life cycle for plant equipment.

In an effort to “recalibrate” plant operations and appropriately manage plant assets, the Engineer should conduct an operational review and condition assessment that encompasses the entirety of MDC-PUA's operations from the Raw Water Intake through the water treatment plant, past the master meters for Louisburg and Paola, and to the MDC-PUA's water towers. The operational review should evaluate the

current operational practices compared to the plant’s original operational guidelines and make recommendations to address inefficiencies and/or ineffectiveness.

The condition assessment should evaluate the plant’s main components and systems and develop an asset replacement program. This should include appropriate cost estimates for component or system replacements or upgrades. This information will then be utilized by MDC-PUA to create a 10-year capital improvement plan and budget.

#### b. Water Supply Audit

The City of Osawatomie has expressed some initial interest in joining the MDC-PUA. As part of the process to evaluate a new participant, a Water Supply Audit must be conducted. The Water Supply Audit must “address the impact on any Water Supply Assets to be transferred or retained (or acquired) and other matters relating to rights and obligations of the proposed new participant to the PUA”.

This analysis should evaluate MDC-PUA Water Plant production capacity and estimate the cost for any upgrades necessary to add a participant. It should evaluate existing water rights (supply) and future needs (demand). Additionally, it should explore potential connection points for system expansion.

### 3. PROPOSAL PROCEDURES

#### a. Anticipated Proposal Schedule

The following is a timetable for the consultant selection process.

<b>Date</b>	<b>Activity</b>
February 22, 2021	Release RFP
March 16, 2021	Consultant proposals due
April 1, 2021	MDC-PUA Executive Committee Selection

#### b. Inquiries Regarding the RFP

Questions concerning the RFP may be directed via email to:

Sid Fleming – [sfleming@paolagov.org](mailto:sfleming@paolagov.org)

### c. Submission of Proposals

Proposers shall submit three copies of their proposal. An electronic PDF version of the proposal shall be provided on a thumb drive or equivalent with the submission of the hard copies of the proposal.

Proposals for the MDC-PUA Water System Review will be received at:

Paola City Hall  
19 E Peoria St.  
Paola, KS 66071

until 12:00 PM (Local Time) on March 16, 2021. Proposals received after the submission deadline will not be considered. Proposals should be clearly marked by the proposer and should be addressed to:

**MDC-PUA Water System Review**

**Attn: Sid Fleming, City Manager**

### d. Evaluation & Award Criteria

The MDC-PUA Executive Committee will review the proposals and develop a ranking list based on the criteria stated below. After the initial screening process, the committee may request additional information and/or conduct interviews with selected firms, providing an opportunity for further clarification of the selected proposals. After this review process, the MDC PUA Executive committee will select a consultant to engage for the Water System Review Project.

#### i. Criteria

1. Project Approach
2. Fees for Services
3. Technical Qualifications
4. Firm Experience

## e. Terms & Conditions

- i. This RFP does not commit MDC-PUA to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.
- ii. MDC-PUA reserves the right to extend the date by which the submittals are due.
- iii. MDC-PUA reserves the right to cancel, in part or in its entirety, this RFP including but not limited to: selection schedule, submittal date, and submittal requirements. If MDC-PUA cancels or revises the RFP, such action shall be published as an addendum to the RFP.
- iv. All submittals become the property of MDC-PUA. Except for the name of firms on the final list, no information contained in a proposal submittals shall be made public until after the award and execution of a contract.
- v. MDC-PUA reserves the right to consider the requested options as a whole, in part, or not at all when determining the best product that best serves MDC-PUA's interest.
- vi. MDC-PUA reserves the right to request additional information and/or clarifications from any or all Respondents to this RFP.
- vii. All proposals must remain in effect for 90 days after the proposal due date.
- viii. MDC-PUA is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit proposals on the Project.

## 4. PROPOSAL REQUIREMENTS

*The proposal should be no longer than 10 pages and include the following:*

### a. Letter of Interest (1-2 pages)

A signed transmittal letter briefly stating the proposer's understanding of the work to be done, why the firm believes itself to be the best qualified to perform the engagement, and any other information they consider essential to their proposal.

### b. Project Approach (2-4 pages)

The proposal should set forth a general project plan, including a proposed timeline and an explanation of the methodology to be followed to perform the services required in the request for proposal. Each proposal should detail the strategies to be taken to develop an understanding of the MDC-PUA.

c. Firm & Team Profile (2-3 pages)

At a minimum, the proposal should state the size of the firm, the size of the firm's water plant system staff, and the location of the office from which the work on this engagement will be performed.

The proposal should briefly describe the composition of the team and the qualifications of the individual team members.

d. Proposed Fees (1 page)

Provide the firm's all-inclusive maximum fee for the requested work in this proposal. Please breakdown the fees for the major components of the RFP – Operational Review, Condition Assessment, 10-Year CIP, and Water Supply Audit.