



TOWN OF DANVILLE, INDIANA  
WATER AND WASTEWATER MASTER PLAN  
REQUEST FOR QUALIFICATIONS

1. INTRODUCTION

The Town of Danville, herein after referred to as “the Town,” intends to select a professional design consultant to provide the services described below.

2. BACKGROUND

The Town has a separate sanitary sewer collection system comprised of approximately 264,000 linear feet of sanitary sewer and 16 lift stations. The Town owns and operates a 2.0 million gallon per day (MGD) Wastewater Treatment Plant (WWTP). The initial construction of the WWTP was completed in 1961. The original collection system was built in 1915. In 1972 a study mandated by the Clean Water Act recommended an expansion of WWTP capacity to handle system flows as opposed to making improvements to the existing collection system. Construction projects improving the WWTP have taken place in 1987, 1993, 2000, and 2006.

The primary concerns for the wastewater system include peak wet weather treatment capacity concerns, collection system capacity issues, landfill leachate treatment requirements, and wastewater plant capacity issues. In general, wastewater system concerns stem from the age and condition of the existing infrastructure and the need to provide service to additional growth in the area.

The Town operates a water treatment plant (WTP) that is served by groundwater wells. This plant was constructed and brought online in 2005 with improvements constructed in 2011. The Town’s distribution system is comprised of cast iron and ductile iron water lines dating as far back as 1892, along with one ground storage tank (1960) and one elevated storage tank (2002) with a combined capacity of 1.75 million gallons. Danville also has a connection to Citizens Energy Water where they can get up to 1 MGD of water to supplement their water supply if needed.

The primary concerns for the water system include WTP and wellfield capacity concerns, distribution system redundancy and capacity concerns, and the infrastructure’s age and condition.

The objectives of this Master Plan are as follows:

- a. Provide a 20-year plan addressing capacity issues and growth concerns.
- b. Address continually aging infrastructure throughout the collection and distribution systems and treatment plants.

### 3. SCOPE OF WORK

The Consultant shall furnish services as required to prepare a comprehensive Water and Wastewater Master Plan. The selected consultant will be expected to manage the project and related tasks, control costs and resources, and complete the project work on schedule. The consultant shall assign a project manager who will be the Town's primary contact and be responsible for the consultant's work (including sub-consultant work if applicable).

The scope of services should include:

- a. Collaborate with Town staff to identify extent of water and wastewater system service areas and boundaries to be included in evaluation.
- b. Review the condition of the wastewater collection infrastructure using existing mapping and information provided by the Town.
- c. Review the condition of the water distribution system and wellfields using existing mapping and information provided by the Town.
- d. Evaluate existing sewer collection system and water distribution system to determine areas of deficiency.
- e. Review the condition of process equipment and structures at the WWTP and WTP.
- f. Determine wastewater system requirements to accommodate future flows and loadings based on available water use records, flow monitoring data, wastewater flow projections, and constituent projections (e.g. biochemical oxygen demand, total suspended solids, phosphorus, total nitrogen, ammonia, etc.).
- g. Determine water system requirements to accommodate future growth based on available water use records, flow monitoring data and water demand projections.
- h. Evaluate alternatives in both wastewater and water systems to address deficiencies and accommodate growth, including capital costs, operation and maintenance costs, and non-monetary factors to be selected with the Town.
- i. Evaluate landfill leachate pretreatment and treatment options and evaluate alternatives.
- j. Review policies and procedures and provide recommendations. This includes reviews of current sewer use ordinances and construction standards for new development. Consultant is not tasked with the development of new ordinances or standards, but simply to review existing standards and ordinances and note deficiencies.
- k. Identify list of proposed projects.
- l. Perform a risk assessment of issues identified and prioritize proposed projects.
- m. Identify regulatory concerns with proposed projects if applicable.
- n. Review cost of service and anticipated revenues.
- o. Identify potential funding sources.
- p. Identify an implementation schedule.
- q. Collaborate with the Town to identify stakeholders to involve and a plan for public education.

The final deliverable will be a comprehensive written report, including exhibits, describing the work performed, findings, and recommendations.

The schedule is:

Town issues RFQ	July 16, 2018
Statement of Qualifications (SOQ) due to Town	August 20, 2018
Consultant selection and negotiations	September 4, 2018
Notice to proceed	October 15, 2018
Estimated project completion	July 31, 2019

#### 4. SUBMITTAL INSTRUCTIONS

- a. SOQs will be received at the Town of Danville, 49 N. Wayne Street, Danville, IN 46122, until 7:00 PM on August 20, 2018 titled, "Statement of Qualifications for Water/Wastewater Master Plan." Any proposal received after the hour stated above for any reason whatsoever will not be considered.
- b. The SOQ shall be limited to twenty (20) 8.5" x 11" single sided pages.
- c. Five (5) paper copies of the SOQ should be delivered.
- d. Any questions regarding the wastewater system are to be sent by email to Jerry Crisp at [jcrisp@danvilleindiana.org](mailto:jcrisp@danvilleindiana.org). Any questions regarding the water system are to be sent by email to Jim Russell at [jrussell@danvilleindiana.org](mailto:jrussell@danvilleindiana.org). Questions will only be answered until August 9, 2018.

#### 5. SOQ CONTENTS

- a. Cover letter including name of firm, address, and telephone number. A primary contact with phone number and email shall also be provided.
- b. FIRM QUALIFICATIONS - Firm background and qualifications to perform work.
- c. SIMILAR EXPERIENCE - Minimum of three (3) similar projects recently completed including references.
- d. PROJECT TEAM - Names, qualifications, and experience of the project team. Number and composition of staff that is readily available for this project, including a table of organization of the project team.
- e. PROJECT APPROACH AND SCOPE OF SERVICES- Project approach describing proposed steps to completion of the requested scope of services and discussing any topics of special concern.

#### 6. EVALUATION AND SELECTION PROCESS

- a. SOQs will be evaluated by a Selection Committee.
- b. Upon completion of the evaluation of the SOQs received, the Town will select a firm and will enter into fee and contract negotiations.
- c. Upon reaching agreement, the Town will make an award to the selected consultant.
- d. If the Town does not reach an agreement with the selected consultant, they reserve the right to negotiate with other firms.
- e. The Town reserves the right to reject all proposals.