



Del-Co Water Company, Inc./Delaware Co. Regional Sewer District

**REQUEST FOR PROPOSAL (RFP)
for
ENGINEERING SERVICES
For Water Reuse Study
October 11, 2024**

INVITATION

Proposals for engineering services for the above-referenced project will be accepted from consulting firms by Del-Co Water Company, Inc. until **4:30 PM local time on November 12, 2024**. Proposals shall be emailed in *.pdf format to bcoghlan@delcowater.org along with 2 hard copies delivered to:

**Del-Co Water Co., Inc.
Attn: Brian Coghlan
6658 Olentangy River Rd.
Delaware, OH 43015**

BACKGROUND

Del-Co Water (DEL-CO) is a member-owned public water utility serving approximately 56,000 connections with treatment and distribution facilities located in eight counties in central Ohio. The majority of its system and customer base is located in Delaware County.

Delaware County Regional Sewer District (DCRSD) provides wastewater collection and treatment in Delaware County. DCRSD treats 3.2 billion gallons of wastewater per year at nine treatment facilities, including six minor package treatment plants. DCRSD serves more than 60% of the Delaware County population with a network of almost 500 miles of sewer, 40 miles of force main, and 32 pump stations. All of this infrastructure requires continual maintenance and a plan for renewal, replacement, and to support service to new areas.

These two organizations wish to investigate the creation of a reclaimed water system with the intention of serving industrial customers in Delaware County.

Del-Co Water is the lead agency on this project with support from DCRSD. As such, the formal contractual relationship will be between Del-Co Water and the Consultant.

GENERAL SCOPE OF SERVICES

1. Evaluate DCRSD facilities for non-potable reuse (NPR) systems.
2. Consider location, size, variability in flow, added benefits such as discharge permits challenges.
3. Identify corridors and areas to market non-potable industrial/commercial reuse in Delaware County.
4. In addition to the DCRSD facilities, identify if other treatment facilities would be viable sources

for NPR. Beyond traditional water reclamation sources, consider feasibility of dewatering activities from quarry or other industrial operations as a source of NPR.

5. Develop recommendations for site locations and treatment system technologies.
6. Develop conceptual design criteria and conceptual facility layouts for the recommended locations and reuse treatment technologies.
7. To the extent applicable, identify levels of reuse and associated technology requirements. Solutions may produce different quality output at different technology and operating cost price points.
8. Identify and evaluate non-potable reuse treatment technology options for each recommended location, including their residuals handling requirements. With technology options, please provide the leading vendor / supplier resources.
9. Identify potential service areas / corridors to construct reuse distribution systems. Consider requirements for a NPR distribution system such as pumping, transmission and storage.
10. Develop concept level capital cost opinions, implementation schedules, staffing needs for the recommended facilities, and annual operating costs for the recommended improvements. Included in this evaluation, provide recommendations for ownership and operation of the facilities. For instance, should they be owned and operated by a new organization, or DEL-CO, or DCRSD?
11. Identify funding agencies and sources that may defray some or all of the capital expenses in standing up a NPR system.
12. Summarize work conducted, findings, conclusions, and recommendations in a Study Report.

DETAILED TASKS & EXPECTATIONS

1. Consultant shall facilitate regular project meetings – most likely monthly. This includes preparing agenda and minutes.
2. Consultant shall designate a project manager and key contact for the project.
3. Study should be completed within 12-months from Notice-to-Proceed.
4. Consultant shall keep a current schedule maintained throughout the project, tracking:
 - a. Major activities and milestones.
 - b. Dates for completion of each deliverable.
 - c. Owner review times for deliverables.

STUDY

1. Project Kickoff Meeting – Conduct a kickoff meeting with the appropriate DEL-CO and DCRSD Staff to review the project schedule, responsibilities, communications, project understanding, requirements and goals.

2. Project Management Meetings – Monthly meetings with the DEL-CO and DCRSD point of contact to review scope/schedule/budget and to resolve any potential conflicts or problems.
3. In addition to the regular project management meetings, Consultant shall provide presentation and receive feedback and direction at key decision points throughout the project, as well as at time of delivery of draft deliverables.
4. Review Existing Facility information – Consultant will perform the necessary review to fully understand the historic effluent quality of the plant, the volume produced seasonally, and the full capability from a quantity and quality standpoint. Review should include a minimum of five (5) years of data and where additional data is required, a sampling plan to satisfactorily complete the analysis will be developed and implemented.
5. The Consultant shall produce technical memoranda for the following major tasks:
 - a. Identify organizations around the United States with similar environmental regulations that have successfully undertaken similar strategies.
 - b. Identify and characterize by type the potential industrial/commercial users within the County.
 - c. Identify and characterize potential future industrial/commercial users and corridors of potential use within the County.
 - d. Develop pros and cons of reclaimed water use vs potable or raw water for various users anticipated to be within the market target of reuse system.
 - e. Identify the anticipated capacity of a non-potable reuse system(s) based on the market needs and other factors identified in subsequent analyses.
 - f. Provide consideration and recommendation related to a future up-fitting of any non-potable reuse (NPR) to Indirect Potable Reuse (IPR).
 - g. Meet with EPA and others to determine potential barriers and approvals to creating a NPR system. Summarize and report on regulatory or primacy agency requirements or potential requirements.
 - h. Study the potential challenges related to residuals, reject water, and other by-products of a NPR system. Will this negatively impact current discharge permits for DEL-CO, DCRSD, or others?

Treatment System Basis of Design

1. Identify and evaluate treatment technologies appropriate for the influent and effluent water quality and site constraints. Consider factors such as influent quality, effluent quality, odor control, space constraints, energy demand, interception/diversion structure needs, noise considerations, etc.
2. Identify residuals streams generated by the non-potable reuse facilities and their handling/disposal methods. For residuals to be discharged into the sewer system, evaluate and quantify the impacts that these residuals streams will have on the operation of the collection system and treatment facilities along with discharge permitting challenges.
3. Develop conceptual design criteria and conceptual facility layouts.

Distribution System Basis of Design

1. Identify corridors or areas that could likely be marketed and have interest in water from NPR system.
2. Identify distribution system requirements (e.g., pumping requirements, pipe materials, etc.) for supplying NPR water to industrial/commercial users.
3. Operations and governance of NPR System
4. Study and provide recommendations on ownership and operating entities of the system.
5. Identify staffing requirements and limitations for any new facilities, including special certifications and/or licensing requirements.
6. Develop a plan for operating and maintaining a new reuse distribution system.
7. Develop annual operating costs for the recommended improvements.

RFP DETAILS

- **Format:** Letter-Size (8.5"x11") except for Exhibits. Exhibits should not exceed 11" X 17" in size.
- **Length:** Limit proposal to no more than fifteen (15) pages. A page is one side of a sheet of paper.
- **Content:**
 - Company Name(s) and Background.
 - Organizational Chart of key individuals assigned to the project including their home office location. Indicate the Project Manager for the Project.
 - Resume Section – Provide names and experience for key personnel that will be assigned to perform the services. (limit 1 page per person)
 - Project Experience – Present past projects similar in nature and scope to this RFP. Provide project name, project owner, key personnel that were involved in the project, and project dates.
 - Project Approach – Present the Consultant's understanding of the scope, a project approach, and keys to a successful project.

EVALUATION AND SCORING CRITERIA

The Evaluation Committee (Brian Coghlan & Rick Dunlop with Del-Co Water and Tiffany Maag & Erik McPeck with DCRSD) shall evaluate all of the RFP's and the scoring shall be combined into a consensus evaluation. Prior to completing evaluations, the Evaluation Committee may request additional information to sufficiently score the RFP's. The scoring criteria is as follows:

Experience, technical training and education of the personnel assigned to perform the work	15 POINTS
Competence to perform the required services as indicated by past projects	15 POINTS
Project Understanding and Approach	20 POINTS
TOTAL POINTS	50 POINTS

SELECTION PROCESS

The goal of the Evaluation Committee is to begin entering into contract negotiations with the highest ranked firm by Dec. 1, 2024.

QUESTIONS

Please contact Rick Dunlop (rdunlop@delcowater.org) with any questions regarding this RFP. The last date to submit questions is November 5, 2024.