

**SULTAN CITY COUNCIL**  
**AGENDA ITEM COVER SHEET**

---

ITEM NO: A - 3  
DATE: February 8, 2007  
SUBJECT: Membrane Bio Reactor (MBR) Request for Proposals (RFP)  
CONTACT PERSON: PublicWorksDirector Dunn

---

**SUMMARY:**

Staff is seeking Council approval to proceed to advertise the MBR.

The RFP is organized into two general parts: description of the MBR Supplier proposal and a draft contract between the City and MBR Supplier. A complete draft copy of the RFP is available at City Hall for review and a brief overview is attached in tonight's agenda packet. The City Attorney has reviewed the contract, working with Brown and Caldwell to finalize the draft contract before it is released for the competitive bid process.

Schedule of procuring the MBR system is as follows:

February 8, 2007	Council approval to advertise MBR RFP
February 12, 2007	Advertise RFP
March 9, 2007	Bid Opening
April 5, 2007	Presentation to City Council of selected MBR Supplier for approval.
After April 5, 2007	Execute MBR contract.

**ANALYSIS:**

Since the MBR Suppliers each have different MBR system layouts and design features, selection of an MBR Supplier is a prerequisite to starting many of the WWTP upgrade design activities.

The approved Sultan Wastewater Treatment Plant (WWTP) Upgrade Engineering Report recommends the upgrade to the WWTP include MBR for secondary treatment. The purpose of this Request for Proposal (RFP) is to solicit proposals from vendors (called "MBR Suppliers" in the RFP) who supply Membrane Bioreactor (MBR) systems.

The entire RFP is specifically written to MBR Suppliers. It is written so that the RFP can be advertised for competitive public bid with the objective of receiving multiple proposals that the City and its design consultants can evaluate and ultimately select a single MBR Supplier for inclusion in the Sultan WWTP Upgrade Project design. The City attorney has reviewed the RFP and proposed contract.

**ALTERNATIVES:**

**Authorize Signature** – Authorizing the advertising of the RFP would allow design to move forward to accomplish the target date in 2009 to complete Phase One of the WWTP Upgrade.

**Delay** – Delay design of WWTP until MBR's are sent to bid. This would create another delay in construction of the new facility. Since th MBR Suppliers each have different MBR system layouts and design features, selection of the MBR Supplier is a prerequisite to starting many of the WWTP upgrade design activities.

**No Action** – Delay Project, hindering development.

**FISCAL IMPACT:**

In Amendment # 2 of Agreement for Consulting Services between the City of Sultan and Brown & Caldwell, Task 520 MBR Equipment Procurement with the Budgeted amount of \$40,694.61 this includes the bidding process. On April 5, 2007, staff will be coming to Council for approval of MBR suppliers. Currently we have completed Task 520, Sub Task 521, 522, 80% of 523, 90% of 524 and 10% of Sub Task 526.

**RECOMMENDED ACTION:**

Approved Brown and Caldwell and City Staff to proceed to advertise the MBR Request For Proposal on February 12, 2007.

---

**ATTACHMENTS:**

1. Overview of MBR Request for Proposals (4 pages)

**COUNCIL ACTION:**

## City of Sultan WWTP Upgrade Project

### Overview of MBR Request for Proposals

#### Brief Project Summary

The City of Sultan (City), located in Snohomish County, Washington, provides wastewater collection and treatment for a community of about 4,300 people. The City's wastewater treatment plant (WWTP) is located at 203 W. Stevens Avenue, Sultan, WA, 98294. Although the City's WWTP was upgraded in 1997, the City has recently experienced growth beyond that which was designed for in 1997. Additionally, the WWTP experiences significantly higher peak hour flows and peaking ratios than anticipated during the last upgrade. For these reasons, the City began a planning effort to provide the needed WWTP capacity. This planning effort, documented in the *City of Sultan WWTP Upgrade Engineering Report* (September 2006), evaluated a number of upgrade alternatives to achieve the City's objectives.

Based on the City's evaluation criteria, the City selected a WWTP upgrade alternative that includes a new membrane bioreactor (MBR) to treat base wastewater flows and a new solids handling facility to treat solids from the liquid treatment process. In this selected alternative, peak wet weather flows will be treated using the existing oxidation ditch and clarifiers. As part of this upgrade project, miscellaneous plant improvements will also be required, including upgrades to the following facilities:

- Influent pump and force main
- Effluent pump and force main
- SCADA system
- Flow splitting weir
- Flow metering
- Return activated sludge pumps

The design of this upgrade project is in progress and is expected to continue through March 2008. Construction of the upgrade project is expected to begin in May 2008 and continue through October 2009.

This upgrade project will not only provide additional wastewater treatment capacity, but also produce a higher quality effluent than is currently being discharged into the Skykomish River.

# City of Sultan WWTP Upgrade Project

## Overview of MBR Request for Proposals

The approved Sultan Wastewater Treatment Plant (WWTP) Upgrade Project Engineering Report (September 2006) recommends that the upgrade to the WWTP include an MBR for secondary treatment. The purpose of this Request for Proposal (RFP) is to solicit proposals from vendors (called "MBR Suppliers" in the RFP) who supply membrane bioreactor (MBR) systems.

### ***Audience and Objective of RFP***

The entire RFP is specifically written to MBR Suppliers. It is written so that the RFP can be advertised for competitive public bid, with the objective of receiving multiple proposals that the City and its design consultant can evaluate and ultimately select a single MBR Supplier for including in the Sultan WWTP Upgrade Project design.

Since the MBR Suppliers each have different MBR system layouts and design features, selection of an MBR Supplier is a prerequisite to starting many of the WWTP upgrade design activities.

### ***Organization of RFP***

This RFP is organized into two general parts: description of MBR Supplier proposal, and a draft contract between the City and the MBR Supplier.

### ***Description of MBR Supplier Proposal***

The purpose of this part of the RFP, which comprises Sections 1, 2, 3 and 4 of the RFP, is to describe what the MBR Supplier's proposal must include and how various activities will be handled with the MBR Supplier during the time between advertisement of the RFP and selection of a proposal (bid period). This information is divided into the following sections:

- Section 1 – General Project Information  
Provides background information on the project for the MBR Supplier.

- Section 2 – Proposal Content and Selection Process

This section describes the exact format that each proposal must adhere to. The MBR Suppliers are required to organize proposal information in a series of tabs. Having each MBR Supplier's proposal organized in a similar fashion will allow the City to more efficiently and consistently evaluate each proposal.

This section also describes how the proposals will be evaluated, including specific criteria that will be used and the weights assigned to each criteria. Defining the

selection process in the RFP highlights the City's specific issues, allowing each MBR Supplier the opportunity to tailor their proposal to meet those issues.

- **Section 3 – RFP Procedure**

This section describes the procedures that the MBR Supplier must follow during the bid period and addresses activities such as MBR Supplier request for information, handling of addenda items, and other various administrative and procedural items.

- **Section 4 – Forms**

This section simply includes all of the forms that each MBR Supplier must use in their proposal. Requiring the MBR Supplier to use standard forms ensures that the proposals will have consistent information, which will expedite the proposal evaluation process.

### **Draft Contract Between City and MBR Supplier (Appendix A)**

The purpose of this part of the RFP, which is included as Appendix A of the RFP, is to provide the MBR Supplier with a draft contract. This contract will be between the City of Sultan and the MBR Supplier. The intent is to provide the MBR Supplier with a draft version of this contract, which will allow them to account for the requirements of the contract in their proposal. The RFP requires that this draft contract be included in their proposal (under Tab M) with any exceptions taken highlighted. There could be slight modifications made to the actual final contract after an MBR Supplier is selected, but the draft contract provided in Appendix A will likely remain substantially unchanged.

This draft contract is divided into sections that describe contractual terms and conditions, insurance requirements, and the MBR Suppliers scope of work.

The attachments that are part of Appendix A provide information such as MBR Supplier scope of work, a performance and payment bond form, warranty agreement, equipment specifications and other forms and information that complete execution of the contract.

The details of the MBR system for the Sultan WWTP upgrade project are described in Attachment I – Scope of Work. This attachment outlines the following scope of work for the MBR Supplier:

- Services (assistance during design, training, and MBR system start-up and testing)
- Deliverables (manuals, drawings and control strategies for the MBR system)
- Equipment (membranes and ancillary equipment). Attachment IX – Specifications, specifies the requirements for major equipment that will be provided by the MBR supplier

## **City's Review of RFP**

The following Staff are reviewing the draft RFP and will be providing comments for inclusion in the final RFP

Connie Dunn  
Randy Oesch  
Deborah Knight  
Thom Graafstra  
John Lande, Monroe, WWTP

## **Schedule**

The tentative schedule for procuring the MBR system is as follows:

- January 29, 2007 – City provides Brown and Caldwell with comments on draft RFP
- February 8, 2007 – Council meeting
- February 12, 2007 – Advertise RFP
- March 9, 2007 – Bid opening
- April 5, 2007 – Presentation to City Council of selected MBR Supplier for approval
- After April 5, 2007 – Execute MBR contract

Draft for City Review