

**REQUEST FOR QUALIFICATIONS #23082
ENGINEERING DESIGN SERVICES
WATER POLLUTION CONTROL FACILITY UPGRADE
CITY OF GLOUCESTER, MASSACHUSETTS**

ADDENDUM NO. 1

December 29, 2022

NOTICE TO ALL DESIGNERS:

Qualifications packages will be received by the City of Gloucester, Office of the Purchasing Agent, 9 Dale Avenue, Gloucester, MA 01930 until **11:00 AM prevailing time on Friday, January 13th, 2023**. All qualifications packages shall be received at the Office of the Purchasing Agent, City Hall, 9 Dale Avenue, Gloucester, MA 01930 no later than the time and date specified above and will be opened and read aloud on Zoom. Any qualifications packages received after the time and date specified will not be considered.

The attention of all eligible designers submitting proposals for the above referenced project is called to the following Addendum to the Request for Qualifications. The items set forth herein, whether of omission, addition, substitution, or clarification, are all to be included in and form a part of the proposed work.

Inclusion of this Addendum must be acknowledged when filing the qualifications packages. Failure to acknowledge any and all addenda in the above specified qualifications packages form may be cause for rejection of the qualifications package by the City of Gloucester, on the grounds that the qualifications package is not responsive.

This Addendum addresses the following:

- *December 22nd, 2022 Mandatory Pre-Proposal Site Visit*
- *December 28th, 2022 Mandatory Pre-Proposal Site Visit*
- *Supplemental Information*
- *Questions, Answers, and Clarifications*

DECEMBER 2022 MANDATORY PRE-PROPOSAL SITE VISITS:

Two mandatory pre-proposal site visits were held at the Gloucester WPCF, 50 Essex Ave, Gloucester MA 01930 on December 22nd, 2022 and December 28th, 2022. Designers only had to attend one of these site visits, not both. The site visit was conducted as a walkthrough of the whole site, pointing out what will be included in the scope of this project. The mandatory pre-

proposal site visit agenda, including attendance sheets of all meeting attendees, is attached to this addendum as Attachment A.

SUPPLEMENTAL INFORMATION:

Attachment A – WPCF Site Visit Agenda and Attendance Sheets
Attachment B – WPCF Influent and Effluent Data Summary Table

QUESTIONS, ANSWERS, AND CLARIFICATIONS:

Question No. 1: Could the City provide a copy of the OPM's scope of services so as to avoid any overlap?

Response No. 1: The City's OPM scope of services includes the following core activities:

- Preparation of the WPCF Facility Assessment and Improvements report;
- Coordination of the preparation of the Designer Services RFQ package;
- Participation in the RFQ submission evaluation process including interviews of short-listed firms;
- Participation in the contract negotiation process with the City's selected engineering design services firm for the WPCF Upgrade;
- Public outreach and communications support for the project;
- Coordinate project correspondence between the EPA, MassDEP, and the City;
- Coordinate with MassDEP on State Revolving Fund program requirements; and
- Oversight of the preliminary design and permitting phase of the project including coordination of project meetings/workshops, review of project invoices, and review of design/permitting deliverables.

The OPM is not responsible for design or permitting services related to the WPCF facility improvements or secondary upgrades.

Question No. 2: The schedules included in Environmental Partner's (EP's) report regarding procurement strategy show the duration of final design as 20 months. The schedule in the RFQ suggests that final design is to occur in 7 months between May and December 2024. Can the City please clarify that the timeline in the RFQ for final design is correct?

Response No. 2: The current program schedule specifies that the final design documents shall be completed by December 31, 2024 for submission to MassDEP for technical review and approval. The 20 month duration is for both preliminary and final design activities. The City, OPM, and the Designer will coordinate on preparation of an updated program schedule, which is required to be submitted to EPA and MassDEP by May 15, 2023.

Question No. 3: Could the City please clarify whether the City intends to contract directly with a value engineering firm or if this is a service that the design engineer is expected to provide?

Response No. 3: Value engineering services are not included in the preliminary design scope of services. The City has not established the scope of services for value engineering services for this project. The City, the OPM, and Designer will discuss value engineering services during the course of preliminary design activities. For the purposes of this RFQ, it shall be assumed that value engineering services will not be the responsibility of the designer.

Question No. 4: Could the City elaborate on and clarify the requirements under Section 9.03? Specifically, i) does the 5-project limitation apply only to Item 2? In other words, is the list under Item 3 a separate list and would this include more than 5 projects? Is the list under Item 5 also a separate list and would this also include more than 5 projects? ii) Does item 4 (cost summaries) go with Item 2 or Item 3? iii) In Item 2, could the City please clarify what influent and effluent quality information is requested for each project?

Response No. 4: The 5 project limit applies to Section 9.03 Item 2, which shall include the information requested in Section 9.03 Item 4 regarding project costs. The lists requested under Section 9.03 Items 3 and 5 may include projects beyond those provided under Item 2. The project narratives shall include information regarding any relevant influent and/or effluent quality considerations for each respective project (e.g. nutrient removal, enhanced disinfection).

Question No. 5: Can the City provide the influent and effluent DMR data used in the development of EP's October 2022 report in Excel?

Response No. 5: A summary table for WPCF monthly influent and effluent data between 2018 and 2022 is included as Attachment B.

Question No. 6: Can the City clarify what specific evidence of licensure is requested in the second sentence of Section 6.08?

Response No. 6: The Designer shall demonstrate that they are a firm in good standing in the State of Massachusetts. Information may include identification of professional licensure/registration in Massachusetts for design team members, registration information with Massachusetts Secretary of State, state tax compliance certification, and certificate of non-collusion. Documentation may be provided as part of other sections of the RFQ response.

Question No. 7: Can the City confirm if the table in Section 12 needs to be submitted or has it been included for the proposer's benefit?

Response No. 7: The qualifications package checklist is provided for the proposer's reference and the City's use during the review process.

Question No. 8: What is the status of the MEPA review process that is noted in Appendix C to the EP report? What is the status of EIR preparation noted in Appendix C of the EP report?

Response No. 8: Based upon discussions with MEPA staff, the WPCF Facility Improvements and Upgrades project should not require filing of an ENF or EIR with MEPA. This will be confirmed during preliminary design as the City's Comprehensive Wastewater Management Plan (CWMP) is currently undergoing MassDEP review.

Question No. 9: Can a copy of the draft Consent Decree be provided?

Response No. 9: The Consent Decree is in the process of being finalized and will be provided for reference once it has been fully executed and recorded.

Question No. 10: Page 3 of the RFQ states "The Designer shall demonstrate design experience of at least five (5) wastewater treatment plant facilities with secondary treatment ranging in size from 3 to 15 MGD each with a construction value of at least \$30M or greater within the last 10 years." Since wastewater treatment plant facilities with capacities larger than 15 MGD do not negatively impact a Designer firm's ability to demonstrate successful design experience with secondary treatment, would the City consider removing the maximum plant capacity size of 15 MGD and revising the range in size to be "3 MGD or greater"?

Response No. 10: The facility capacity range stated in the RFQ of 3 to 15 MGD is for comparison to the Gloucester WPCF capacity. The Designer shall demonstrate experience at wastewater treatment facilities with a minimum capacity of 3 MGD. The Designer shall identify the average and peak capacity of the facility projects submitted as experience under Section 9.03 of the RFQ.

Question No. 11: On page 9, Section 10.01 of the RFQ, in order to be scored as Highly Advantageous for item 5. Multi-Disciplinary Designer Firm, the Designer firm "Does not require subconsultants for design disciplines..." and only Advantageous if the Designer firm "Requires subconsultants for some design disciplines ..." The RFQ also requires the Designer firm to subcontract 4.2% of the work to disadvantaged MBEs and 4.5% to disadvantaged WBEs. Can the City please clarify if and/or how subcontracting 8.7% of the scope of work to disadvantaged businesses will affect the scoring for item 5. Multi-Disciplinary Designer Firm?

Response No. 11: The WPCF project may be eligible for funding through the Massachusetts Clean Water Trust. The Clean Water Trust DBE provisions are included for reference with the RFQ. Proposed DBE subconsultants shall be identified in the project team description. Inclusion of DBE subconsultants to address potential DBE utilization goals will not impact the scoring for Item 5 of Section 10.01.

Question No. 12: Section 10.03, sub-bullet 11. Project Schedule of the RFQ requires the submission of a project schedule in order to be scored Highly Advantageous or Advantageous. Can the City please clarify where the project schedule needs to be included within the proposal submittal, and if the schedule counts towards any of the page limits?

Response No. 12: The project schedule shall be included as part of the project understanding and approach. It shall not count against the 5 page limit specified in Section 9.04.

Question No. 13: Section 9.03 Similar Project Experience / Qualifications of the RFQ has a limit of 5 projects. Can the City please confirm that we should only include five total project descriptions in Section 9.03 and not five for each of the sub-bulleted items numbered 1 through 5 - resulting in 25 (5x5) project descriptions?

Response No. 13: Refer to the response to Question No. 4. A total of five (5) project descriptions shall be provided. The cost summary and Massachusetts wastewater facility project lists specified in Section 9.03 Items 3 and 5, respectively, shall be separate from the project descriptions.

END OF ADDENDUM NO. 1

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ADDENDUM NO. 1

ATTACHMENT A – SITE VISIT AGENDA AND ATTENDANCE SHEETS

MANDATORY PRE-PROPOSAL SITE VISIT AGENDA

Date: December 22 & 28, 2022 – 2:00 p.m.

Meeting Title: Gloucester WPCF Secondary Treatment Upgrades and Facility Improvements

City of Gloucester, Massachusetts

IFB 23082

Designer Selection Mandatory Pre-Proposal Site Visit

1. Introductions

- Owner – City of Gloucester
- Operator – Veolia NA
- OPM – Environmental Partners
- Roll Call of Attendees

2. General Scope of Service

- Task 1 – Preliminary Design (30%)
 - Design facility upgrades for new Secondary Treatment System
 - Evaluate existing conditions and design facility improvements for existing site civil, architectural, structural, process mechanical, odor control, plumbing, HVAC, electrical, and I&C systems.
 - Refer to Attachment A – Scope of Services within the RFQ for additional information.
- Task 2 – Permitting
 - Research and obtain all necessary permits required for the proposed upgrades and improvements.
 - Permits may include, but not be limited to, MassDEP BRP WPA Form 3 - Notice of Intent, MassDEP WM16 – Treatment Works Plan Approval for New/Modified Facility Associated with Surface Water (NPDES) Individual Permits, and Massachusetts Historic Commission Project Notification Form.
 - Refer to Attachment A – Scope of Services within the RFQ for additional information.
- Basis of Selection
 - The Designer Selection Committee based on the submitted qualification package and interviews with selected finalists will select the designer. The Designer Selection Committee will consist of representatives from the City and OPM.

3. RFQ Schedule

- December 14, 2022 – RFQ issued and advertised
- December 22, 2022 – Mandatory Pre-Proposal Site Visit #1
 - Proposers are only required to attend one of the two site visits
- December 22, 2022 – Mandatory Pre-Proposal Site Visit #2
 - Proposers are only required to attend one of the two site visits
- December 30, 2022 – Deadline for questions
- January 6, 2023 – Last day for question responses
- January 13, 2023 – Qualifications due (11 am)
- January 18, 2023 – Designer shortlist notification (goal)
- January 23-27, 2023 – Interview for finalists
- January 31, 2023 – Designer selection

4. RFQ Requirements

- Proposal sealed, signed and marked as required
- Cover Letter
- Company Profile
- Similar Project Experience
- Project Approach
- Designer Project Team
- Designer Comparative Evaluation Criteria Narrative
- Standard Designer Application Form (Attachment B of RFQ)
- Forms (Section 11.00 of RFQ)

5. WPCF Site Walk

6. Closing Discussion / Sign-out

NOTE: All questions to be submitted in writing to City's Purchasing Office

City Hall
 Nine Dale Avenue
 Gloucester, MA 01930



TEL 978 281 9710
 FAX 978 281 8763
 purchasing@gloucester-ma.gov

CITY OF GLOUCESTER

OFFICE OF THE PURCHASING AGENT

FOR PROCUREMENT INFORMATION: www.gloucester-ma.gov

TO CONTACT PURCHASING DEPARTMENT: purchasing@gloucester-ma.gov

IFB 23082 - DESIGNER SERVICES GLOUCESTER WATER POLLUTION CONTROL FACILITY UPGRADE

Thursday, December 22, 2022 at 2:00PM

Company's Name	Participant's Name	Tel.	Fax	E mail	Sign cut
Environmental Partners	Ben Mangan	617-657-0294		bjm@envpartners.com	X
ENVT'L PARTNERS	ERIC KELLEY	617 657 0282		ek@envpartners.com	X
Environmental Partners	Mollie Calisi	781-264-6022		mac@envpartners.com	X
TETRA TECH	Tony Ombros	617 443 7521		tony.ombros@tetratech.com	X
TETRA TECH	BOB PARSONS	617 443 7587		bob.parsons@tetratech.com	X
AECOM	Erik Meserve	978 905 3145		erik.meserve@aecom.com	X
Tighe & BOND	Adam VANULIS	617 680 3091		avannulis@tighebonds.com	X
Wright Pierce	Jeff Pinnette	207 798 5756		jeff.pinnette@wright-pierce.com	X
" "	Doug Hankam	207-79-2509		Doug.Hankam@wright-pierce.com	X
AECOM	Amy Hunter	508-364-7269		amy.hunter@aecom.com	X
"	Bob Scherpf	978 807 7525		Bob.Scherpf@aecom.com	X
"	Jon Pearson	978 807 7097		Jon.Pearson@aecom.com	X
TETRA TECH	BOB PARSONS	617 529 0339		BOB.PARSONS@TETRA TECH.COM	X
"	TONY OMBROS	617 443 7521		TONY	X
Sea City of Gloucester	Sara Vargas			svargas@gloucester-ma.gov	X
JACOBS	Peter van Zueck	617 320 2947		PETER.VANZUECK@JACOBS.COM	X

COMMENTS:

City Hall
 Nine Dale Avenue
 Gloucester, MA 01930



TEL 978 281 9710
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CITY OF GLOUCESTER

OFFICE OF THE PURCHASING AGENT

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IFB 23082 - DESIGNER SERVICES GLOUCESTER WATER POLLUTION CONTROL FACILITY UPGRADE

Wednesday, December 28, 2022 at 2:00PM

Company's Name	Participant's Name	Tel.	Fax	E mail
Wright Pierce	Andy Morrill	603 8945907		ANDY.MORRILL@WRIGHT-PIERCE.COM
AECOM	Erik Meserve	978 925 3145		erik.meserve@aecom.com
EP	Eric Kelley	617 657 0282		ek@enparkef.com
TETRA TECH	Bob Parsons	617 529 0339		Bob.PARSONS@TETRA TECH.COM
City	Dana Martin			
City	Sara Vargas			
EP	Paul Millet	617 697 8776		PM@enparkef.com
TETRA TECH	Tony O'Mahony	617 445 7577		tony.omalony@tetratech.com

COMMENTS:

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ADDENDUM NO. 1

ATTACHMENT B - WPCF INFLUENT AND EFFLUENT DATA SUMMARY TABLE

City of Gloucester
RFQ #23082
Addendum No. 1
Attachment B - WPCF Wastewater Quality Data Summary

Month	Monthly Facility Flows			Influent - Monthly Average				Effluent - Monthly Average			
	Average	Maximum	Minimum	BOD5		TSS		BOD5		TSS	
	MGD	MGD	MGD	mg/L	lb/day	mg/L	lb/day	mg/L	lb/day	mg/L	lb/day
Jan-18	3.62	7.49	2.11	245.93	7,423	227.86	6,878	110.86	3,346	54.93	1,658
Feb-18	3.97	6.05	3.14	195.25	6,471	189.92	6,294	92.58	3,068	43.42	1,439
Mar-18	5.13	10.34	3.68	158.46	6,785	168.69	7,223	75.00	3,211	35.38	1,515
Apr-18	3.88	6.58	2.86	176.25	5,706	199.92	6,473	99.25	3,213	53.92	1,746
May-18	3.00	4.52	2.37	239.93	6,006	242.60	6,073	127.87	3,201	57.80	1,447
Jun-18	2.48	3.50	2.13	299.25	6,189	282.33	5,839	155.17	3,209	59.00	1,220
Jul-18	2.52	4.14	2.28	284.62	5,983	264.69	5,565	164.38	3,456	75.69	1,591
Aug-18	2.44	2.78	2.24	273.64	5,580	256.50	5,230	161.07	3,284	64.86	1,322
Sep-18	2.67	4.27	2.10	235.75	5,257	208.58	4,651	139.67	3,114	57.25	1,277
Oct-18	2.86	5.70	2.20	242.14	5,789	209.14	5,000	122.14	2,920	52.71	1,260
Nov-18	6.04	10.08	3.23	134.23	6,765	131.08	6,606	66.46	3,350	39.85	2,008
Dec-18	3.64	6.08	2.64	171.83	5,223	191.83	5,831	94.33	2,867	65.17	1,981
Jan-19	3.36	6.84	2.53	189.73	5,324	199.93	5,610	101.53	2,849	51.73	1,452
Feb-19	3.45	5.46	2.64	181.33	5,213	194.25	5,584	101.67	2,923	38.00	1,092
Mar-19	3.97	6.16	2.91	155.67	5,155	153.50	5,083	88.83	2,942	34.92	1,156
Apr-19	3.92	6.55	3.06	188.92	6,183	138.31	4,526	103.54	3,389	46.38	1,518
May-19	3.42	4.14	2.73	195.93	5,593	176.29	5,032	111.00	3,169	57.07	1,629
Jun-19	2.79	3.22	2.47	264.58	6,152	212.42	4,939	147.58	3,431	67.00	1,558
Jul-19	2.87	4.29	2.37	247.14	5,922	211.50	5,068	146.71	3,516	54.21	1,299
Aug-19	2.55	3.25	2.04	280.38	5,957	220.08	4,676	163.92	3,483	54.46	1,157
Sep-19	2.31	2.81	2.10	318.17	6,125	220.33	4,242	163.75	3,152	54.50	1,049
Oct-19	2.71	5.39	1.78	252.87	5,722	204.93	4,638	126.53	2,863	44.27	1,002
Nov-19	3.38	8.63	2.06	203.75	5,739	176.00	4,958	104.08	2,932	44.83	1,263
Dec-19	5.04	8.93	3.28	154.85	6,519	171.00	7,199	75.38	3,173	29.31	1,234
Jan-20	3.61	7.19	2.76	195.00	5,866	206.64	6,216	90.93	2,735	37.00	1,113
Feb-20	3.14	4.03	2.63	220.92	5,780	198.75	5,200	113.42	2,967	42.58	1,114
Mar-20	3.29	4.96	2.66	191.50	5,260	210.42	5,779	95.42	2,621	45.00	1,236
Apr-20	4.82	9.06	3.37	130.87	5,265	156.80	6,308	66.07	2,658	36.87	1,483
May-20	3.51	6.09	2.48	200.00	5,863	207.42	6,080	97.67	2,863	49.92	1,463
Jun-20	2.63	3.33	2.27	247.23	5,429	303.00	6,654	136.54	2,998	59.08	1,297
Jul-20	2.95	4.97	2.50	246.07	6,055	261.64	6,438	128.36	3,158	43.71	1,076
Aug-20	2.71	3.39	2.27	253.33	5,724	283.08	6,396	140.25	3,169	46.17	1,043
Sep-20	2.52	3.74	2.21	265.00	5,581	252.14	5,311	161.64	3,404	58.36	1,229
Oct-20	2.91	5.98	1.92	240.85	5,841	231.00	5,602	142.85	3,464	56.23	1,364
Nov-20	3.08	4.25	2.41	215.42	5,537	180.83	4,648	126.08	3,241	52.33	1,345
Dec-20	3.92	6.67	2.98	182.73	5,970	180.40	5,894	96.80	3,163	46.60	1,523
Jan-21	3.19	4.86	2.68	172.58	4,589	155.92	4,146	119.33	3,173	48.00	1,276
Feb-21	3.75	6.93	2.84	150.67	4,719	175.17	5,486	97.25	3,046	48.08	1,506
Mar-21	2.96	4.14	2.55	237.43	5,864	218.93	5,407	126.07	3,114	51.07	1,261
Apr-21	3.61	10.26	2.71	194.92	5,873	236.92	7,139	114.08	3,437	43.62	1,314
May-21	4.06	9.46	2.44	153.67	5,209	211.75	7,177	94.25	3,195	42.92	1,455
Jun-21	3.05	4.58	2.57	216.27	5,511	271.47	6,917	118.47	3,019	45.87	1,169
Jul-21	4.54	10.11	2.36	151.08	5,725	211.33	8,008	78.25	2,965	42.58	1,614
Aug-21	3.77	7.08	2.90	176.92	5,563	233.62	7,346	107.62	3,384	40.46	1,272
Sep-21	3.76	8.71	2.74	183.64	5,754	191.93	6,014	107.71	3,375	42.21	1,323
Oct-21	3.02	4.51	2.06	180.92	4,559	159.00	4,006	120.75	3,043	52.58	1,325
Nov-21	3.05	4.97	2.49	197.38	5,029	222.85	5,678	125.23	3,191	59.85	1,525
Dec-21	2.88	3.68	2.43	264.93	6,368	239.43	5,755	165.29	3,973	73.79	1,774
Jan-22	3.30	4.76	2.72	187.42	5,156	199.42	5,486	121.42	3,340	61.83	1,701
Feb-22	4.38	7.37	2.94	189.58	6,932	182.00	6,655	124.33	4,546	60.42	2,209
Mar-22	3.81	4.75	3.39	217.07	6,907	202.14	6,432	131.64	4,189	65.14	2,073
Apr-22	3.35	4.25	2.80	218.83	6,115	204.00	5,701	145.92	4,078	76.25	2,131
May-22	2.90	3.36	2.57	296.38	7,183	316.62	7,673	168.23	4,077	61.31	1,486
Jun-22	2.72	3.75	2.00	318.71	7,234	324.86	7,373	221.86	5,036	72.46	1,645
Jul-22	2.44	2.88	2.21	298.42	6,076	270.33	5,504	201.42	4,101	67.33	1,371
Aug-22	2.34	2.72	2.08	341.64	6,670	231.82	4,526	225.91	4,411	73.00	1,425