

# **City of Laramie**

## **Request for Proposals for**

### **East Laramie/Albany County Wastewater Feasibility Study and Plan**

#### **Introduction**

The City of Laramie is seeking professional consulting services to provide engineering, scientific and cost/benefit analysis services for an East Laramie/Albany County Wastewater Feasibility Study and Plan. The contracted consultant will provide all personnel, equipment, and supplies necessary for the completion of these professional services. Professional services include but are not limited to evaluating water quality within and downgradient of subdivisions with the Casper Aquifer Protection Area (CAPA), evaluating costs and risks associated with residential septic systems and alternative wastewater disposal systems in the CAPA, determining if and where alternatives to on-site wastewater disposal are needed, examining alternatives to on-site wastewater disposal systems and feasibility for the CAPA, and evaluating both fiscal and engineering aspects of the alternatives for areas within the CAPA that need waste disposal systems other than septic systems.

The East Laramie/Albany County Wastewater Feasibility Study and Plan is recommended as short-term management goal in the Casper Aquifer Protection Plan, adopted by the City in May 2008 and available on for review on the City's website at [http://www.cityoflaramie.com/cityservices/communitydevelopment/documents/FinalCasFinalC\\_2008June.pdf](http://www.cityoflaramie.com/cityservices/communitydevelopment/documents/FinalCasFinalC_2008June.pdf), or by request to the City Water Resources Specialist, Carrie Wiese, at (307) 721-5213 or [cwiese@ci.laramie.wy.us](mailto:cwiese@ci.laramie.wy.us).

The City of Laramie staff will evaluate the proposals submitted and select a preferred consultant.

#### **Scope of Work**

The Scope of Work for this project should include all steps necessary to produce a document that will allow the City of Laramie to assess risks to water quality of the Casper Aquifer, and make decisions regarding the extension of sewer service or alternative wastewater treatment options to residents in the CAPA in East Laramie and Albany County. The scope of work should include but is not limited to the following elements:

1. Collect samples from wells within and down-gradient of subdivisions on private septic systems on the CAPA;
2. At a minimum, perform a minimum of nitrate concentration analysis on samples collected within and down-gradient of subdivisions in the CAPA;

3. Conduct other analysis as necessary on samples from wells within and down-gradient of subdivisions in the CAPA to determine severity of wastewater contamination;
4. Evaluate risks to Casper Aquifer water quality associated with current septic systems as located and typically maintained;
5. Evaluate costs associated with installation, in these subdivisions, of alternative wastewater disposal systems such as modified/advanced septic systems, centralized septic systems and sewer hook-up;
6. Determine if and where alternatives to onsite wastewater disposal are warranted according to threats posed to drinking water;
7. Examine feasibility of alternatives to onsite wastewater disposal systems in the CAPA;
8. Evaluate both fiscal and engineering aspects of the alternatives for areas within the CAPA that need waste disposal systems other than septic systems; and
9. Determine the feasibility of extending city sewer to subdivisions in the CAPA, including any necessary upgrades to the existing sewer system.
10. Provide cost estimates for installation of alternative wastewater disposal systems in areas in the CAPA that have been determined to need these alternatives.

### **Deliverables**

At a minimum, the consultant will provide the following:

- An introductory, intermediate, and final meeting with the City of Laramie and Albany County staff.
- Two bound and five (5) unbound paper copies of the Feasibility Study that include all reports, text, maps, exhibits and other appendices.
- One electronic copy of the Feasibility Study in: MS Word, PDF, AutoCad and ESRI formats.
- At least two public meetings, including facilitation and all presentation materials, coordinated with the City of Laramie Water Resources Specialist and Albany County Planning staff
- A final presentation to the Laramie City Council and Albany County Commissioners

## **Data Availability and Collection**

The City of Laramie will provide and make available to the consultant for its use all maps, property descriptions, surveys, previous reports, historic data and other information within its knowledge and possession relative to the services to be furnished. All data and materials furnished to the consultant shall remain the property of the City and shall be returned to the City upon project completion.

## **Qualifications**

Consultants should have extensive experience in geology, hydrology, geochemistry, hydrochemistry and utilities engineering along with knowledge of State/Federal/Local codes and laws. Consultants who have performed similar work for other communities and who are knowledgeable in the area of development of wastewater feasibility studies are preferred.

## **Submittal Requirements**

1. Seven copies of the proposal with costs to be included in a separate sealed envelope
2. Submissions of qualifications should include, but not necessarily be limited to, the following:
  - a. A narrative describing the firm and the team assigned to the project
  - b. Background credentials that include previous and current projects handled by this team and individual members, as well as each member's anticipated role in this project. Examples of similar work performed for other similar areas and related outcomes (Wyoming or other western communities preferred).
  - c. Identify the individual who will be in charge of contractual arrangements and/or managing contracts (i.e., the project manager)
  - d. Any anticipated sub-consultants (indicating approximate percentage of work that will be carried out by each sub-consultant) should be identified
  - e. Descriptions of relevant experience and client satisfaction/dissatisfaction with previous projects. Professional discipline or reprimand of the firm or team members, or any suspected conflict of interest should also be thoroughly explained.
  - f. Identify proposed fees and charges for the scope of work described above and include in a separate sealed envelope.
  - g. Identify any additional deliverables or studies that may need to be done based on the firm's professional opinion that were not identified in this request.
  - h. Overall vision that would shape this project.
  - i. Ownership of the firm to the stockholder level should be provided.

- j. In the form of a chart or diagram, outline the interrelationship between tasks and steps to complete deliverables, including anticipated schedule.

Candidates will be evaluated based upon both the firm's individual team members' experience and expertise relevant to the above-outlined scope of work, time frame for completion and cost. A committee will evaluate proposals and select a firm. Consultants will be contacted if selected and an interview time and date will be arranged. The team identified in the submittal will be comprised of the actual persons involved in the work. There shall be no replacement of team members without prior approval from the City.

Questions about this Request for Proposals can be directed to:

Carrie Wiese at: [cwiese@ci.laramie.wy.us](mailto:cwiese@ci.laramie.wy.us) (307) 721-5213

All responses shall be delivered no later than 4:30 P.M. on August 28, 2009, to:

Carrie Wiese  
City of Laramie, Water Resources Specialist  
P.O Box C  
Laramie, WY 82073  
Phone: 307-721-5213; Fax: 307-721-5248  
Email: [cwiese@ci.laramie.wy.us](mailto:cwiese@ci.laramie.wy.us)