

## NOTICE TO EQUIPMENT SUPPLIERS

The City of Chetek (City) hereby gives notice that they have elected to pre-select an equipment supplier for a Grit Removal System, included as part of the New Wastewater Treatment Plant (WWTP) with Grit Removal System to be undertaken by the City.

Electronic and paper/hard copy qualification packages will be received until 2 P.M., local time, on Monday, January 10<sup>th</sup>, 2022. Suppliers may choose which method of submittal they prefer.

Electronic packages are to be submitted via email at the addresses listed below. Submit one (1) copy of the qualification package via email to the following recipients:

To: [tmccarthy@cbssquaredinc.com](mailto:tmccarthy@cbssquaredinc.com)

Cc: [dknapp@cityofchetek-wi.gov](mailto:dknapp@cityofchetek-wi.gov)

Paper/hard copy packages are to be delivered to the Chetek City Hall at the address listed below. Deliver three (3) copies of the qualification package to the following address:

Chetek City Hall  
Attn: Dan Knapp  
220 Stout St.  
Chetek, WI 54728

It is mandatory that all Grit Removal suppliers interested in providing equipment to the City for the New WWTP Plant, either directly or through a product representative or sales company, provide all materials requested herein, and be pre-selected by the City via this qualification evaluation process. The General Contractor will be required to list the selected equipment manufacturer with their bid.

Copies of the Request for Qualification for Equipment Suppliers will be published and posted on the City of Chetek's website at <https://www.cityofchetek-wi.gov/> as well as via QuestCDN under eBidDoc™ Number 8097027. For assistance and free membership registration, contact QuestCDN at 952.233.1632 or [info@questcdn.com](mailto:info@questcdn.com).

Only equipment manufacturers, herein referred to as "suppliers", and the specific equipment described in response to this request are eligible to be pre-selected for the work. No product representative or other third-party marketing or sales organization will be pre-selected. This does not limit the participation of these companies in the project, but merely requires that the actual equipment manufacturer be pre-selected for the work.

Answers to questions described in this request for qualification as well as supplemental information as noted herein, are required from prospective suppliers.

The City decision will be based on the evaluation criteria described herein.

The City reserves the right to modify the technical specifications for the equipment described in this request prior to issuing the project Construction Documents. Such modification will not impact the outcome of this pre-selection process. Pre-selection will not relieve any bidder or supplier from meeting the requirements of the final project Contract Documents.

The Qualification Submittal is a request for information and a cost quotation. Suppliers are advised that a formal cost quotation for the Grit Removal System equipment is requested and should be included with the Qualification Submittal. Suppliers are further advised that this project must follow USDA American Iron and Steel (AIS) requirements and applicable equipment will be required to follow AIS requirements.

The City reserves the right to waive minor irregularities and omissions in the information contained in the qualification submittal and to make all final determinations.

The anticipated schedule for equipment supplier pre-selection is summarized as follows:

Milestone	Date
Issue Qualification Request Document	December 20 <sup>th</sup> , 2021
Supplier Submits Qualification Response	January 10 <sup>th</sup> , 2022
Supplier Notifications	February 9 <sup>th</sup> , 2022

The City may refuse to pre-select a supplier where the requested information and materials are not included in the qualification package, or not provided by January 10th, 2022. The closing time for submittal of qualification documents will not be changed in order to accommodate supplementation of incomplete submissions, or late submissions.

Questions about the Equipment Supplier Pre-Selection may be submitted via email to the City's Engineer, with the following contact information:

Attn: Tia McCarthy, P.E.  
CBS Squared, Inc.  
2120 Pewaukee Road  
Suite 100  
Waukesha, WI 53188  
Ph: 414-882-0083  
[tmccarthy@cbssquaredinc.com](mailto:tmccarthy@cbssquaredinc.com)

- END OF NOTICE -

# SECTION 1

## INSTRUCTIONS FOR QUALIFICATION SUBMITTALS

### 1.1 DELIVERY OF SUBMITTAL

The Qualification Submittal shall be submitted either electronically or by paper/hard copy.

Electronic submittals shall be emailed to the following location:

To: [tmccarthy@cbssquaredinc.com](mailto:tmccarthy@cbssquaredinc.com)

Cc: [dknapp@cityofchetek-wi.gov](mailto:dknapp@cityofchetek-wi.gov)

Paper/hard copy packages are to be delivered to the Chetek City Hall at the address listed below.

Deliver three (3) copies of the qualification package to the following address:

Chetek City Hall  
Attn: Dan Knapp  
220 Stout St.  
Chetek, WI 54728

The email or transmittal letter accompanying the submittal shall plainly identify the subject of the submittal (Equipment Supplier Pre-Selection: Grit Removal System); the project title New WWTP with Grit Removal System; and the name, address, phone number, and e- mail address of the supplier. Each qualification submittal shall include a Qualification Submittal Form (see Section 3) completely filled in and signed by a duly authorized representative of the supplier.

The Qualification Submittal must be received by: **2 PM, January 10<sup>th</sup>, 2022.**

The e-mail address provided in the body of the email or transmittal letter will be used for notification of evaluation results.

### 1.2 PREPARATION OF SUBMITTAL

Each qualification submittal shall be assembled in one document with a Title Page, Table of Contents, and Sections. The submittal information shall be presented in the order requested under Section 3, Submittal Information. One (1) digital (PDF) of the Qualification Submittal shall be delivered via email or three (3) hardcopies shall be delivered via mail.

### 1.3 WITHDRAWAL OF SUBMITTAL

A Qualification Submittal may be withdrawn by emailed notice to the City Engineer and City of Chetek via the email addresses listed above.

### 1.4 LATE SUBMITTAL

Qualification Submittals received after the scheduled receipt date and time will not be considered and will be returned to the supplier unopened.

## 1.5 PROJECT INFORMATION

City of Chetek operates a wastewater treatment plant (WWTP) in Barron County, Wisconsin. The WWTP's current total phosphorus (TP) monthly average effluent limit is 1.0 mg/L. By April of 2025, the City of Chetek's six-month average effluent limit will be 0.075 mg/L.

The plant serves domestic, commercial, and industrial wastewater customers. The existing WWTP has been well maintained and currently meets all Wisconsin Department of Natural Resources (WDNR) effluent limits; however, several components of the treatment system are beyond their useful life. Even though current effluent limits are being met, the current treatment capabilities at the WWTP will not be able to accommodate any future community growth or meet the new phosphorus limit without tertiary treatment or by utilizing another acceptable alternative to meet the phosphorus requirement. The recommended alternative is for the City to construct a new WWTP in a new location and implement new treatment processes to meet the new WDNR effluent limits.

The new WWTP process will consist of the following treatment regimen:

- Primary filtration with fine screening followed by a main lift station, which will pump screened wastewater from the existing WWTP to the new WWTP.
- The main lift station will pump all wastewater to grit removal process for additional removal of solids.
- Wastewater will then flow by gravity to the secondary treatment process that consists of an Enhanced Biological Phosphorus Removal (EBPR) activated sludge process with a sequencing batch reactor (SBR). Chemical coagulant may also be dosed into the activated sludge process to ensure phosphorus benchmarks are met for downstream processes.
- Treated wastewater decanted from the SBR will flow by gravity into an equalization and reaeration tank before being pumped to an ultraviolet (UV) disinfection basin.
- Disinfected water will then flow by gravity to a continuous backwash sand filtration (CBSF) process to remove phosphorus before discharge to the Chetek River.
- Biosolids wasted from the SBR will be pumped to an aerobic digester, then will be processed and stored in reed beds, which will be located on site.

The intended project schedule is summarized as follows:

Milestone	Date
Project Bid	July 2022
Construction Completion	March 2024
Achieve Compliance	March 2025

Please note that this project must follow USDA American Iron and Steel (AIS) requirements and applicable equipment will be required to follow AIS requirements.

## 1.6 INTERPRETATION OF INFORMATION

Supplier may submit questions or requests for information to Tia McCarthy at CBS Squared, Inc. (414-882-0083) ([tmccarthy@cbssquaredinc.com](mailto:tmccarthy@cbssquaredinc.com)). Requests must be received by January 5<sup>th</sup>, 2022. Any interpretation or correction of this Pre-Selection Document will be made only by a written addendum. Each addendum will be posted on the on the City of Chetek's website at <https://www.cityofchetek-wi.gov/> as well as via the QuestCDN website. It is the responsibility of the supplier to frequently check the website for new addenda. The City will not be responsible for any other explanations or interpretations of this Pre-Selection Document.

## 1.7 DETERMINATION

The City will pre-select a single supplier based on the responses to the information requested in Section 3. The City shall be the sole judge in grading each supplier and determining the ideal supplier to provide equipment for this project and the City's decision shall be final.

The anticipated schedule for supplier pre-selection determination is provided in the Notice to Equipment Suppliers/Manufacturers.

In spite of any determination by the City regarding the pre-selection of a supplier for the purposes of supplying the Grit Removal System for the New WWTP Project, the actual equipment supplied for the work must be supplied in full conformance with all of the requirements of the actual contract documents issued for the work. The purpose of this pre-selection request is to establish a single supplier to move through detailed process design with and to have listed in the contract documents.

Pre-selection does not relieve the suppliers of meeting the Contract Documents requirements at the time of bidding and does not represent approval of the supplier's standard products or those provided at the time of pre-selection.

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## SECTION 2 SCOPE OF SELECTION

### 2.1 INTENT

The selection procedure will be used to determine the most responsible qualified supplier that will be collaborated with during design and listed in the construction contract specifications for the Grit Removal System equipment. Selection will be evaluated based on the following criteria:

- Grit Removal System Installation Experience (20 points)
- Grit Removal System Equipment Design (20 points)
- Grit Removal System Ease of Installation (10 points)
- Grit Removal System Performance Testing, Warranty, and Maintenance Coverage (30 points)
- Grit Removal System Cost Quotation (20 points)

It is intended that a supplier of the Grit Removal equipment described using the information submitted in response to this request, will be pre-selected to provide the Grit Removal System equipment for the New WWTP Project. The submission must be made by the Grit Removal equipment supplier. No product representative or related sales and marketing firm will be preselected, and any submission made by such a firm will not be considered for pre-selection.

Controls and instrumentation for the Grit Removal System shall be provided by the System Integrator for the project. Control Logic shall be supplied by the Grit Removal System manufacturer to the System Integrator. The combination of all components must integrate and operate together to meet the performance standards. All control and communication equipment and instrumentation must have the capability to interface with a standard PLC-based control system for monitoring performance and there must be sufficient instrumentation and control built into system to monitor and automate operation of the Grit Removal System.

### 2.2 PRODUCTION CAPACITY AND EXPERIENCE REQUIREMENT

The pre-selection procedure involves the review and evaluation of information regarding the capacity and proven experience of the supplier to manage, design, and supply the subject equipment in a manner acceptable to the City. The experience of the supplier will be evaluated on the basis of the Qualification Submittal and from information gathered by the City from the references of related projects.

Proven experience is defined as the actual performance of the equipment provided on previous projects of a similar nature (see Requirements for Qualification Submittal) as corroborated by said references.

The City is not obligated to select a supplier that does not provide complete information demonstrating the experience requirements of this request.

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## SECTION 3

### SUBMITTAL INFORMATION

#### 3.1 GENERAL

The Qualification Submittal prepared and delivered by prospective Grit Removal System suppliers shall include as a minimum the information listed herein. Each supplier shall review the requirements of this Request for Qualification document and provide whatever additional information may be required to allow complete determination of conformance with the evaluation criteria utilized for the Basis of Determination. Incomplete or unclear information may be grounds for rejection of a submittal as nonresponsive.

#### 3.2 CONTENTS

The qualification submittal information shall, at a minimum, include the following:

**QUALIFICATION SUBMITTAL FORM**—fully completed, signed, and dated using the form that follows this page.

**INFORMATION**—all required descriptive and technical information required to provide complete responses to the requested information for Section 3.

# QUALIFICATION SUBMITTAL FORM

TO: Tia McCarthy ([tmccarthy@cbssquaredinc.com](mailto:tmccarthy@cbssquaredinc.com))

CC: Dan Knapp ([vtlpw@turtlelakewi.com](mailto:vtlpw@turtlelakewi.com))

FOR: QUALIFICATION DOCUMENT FOR GRIT REMOVAL SYSTEM SUPPLIERS

THE UNDERSIGNED SUPPLIER HEREBY AGREES AND DECLARES THAT:

## DETERMINATION OF PRE-SELECTION

Electronic receipt of this submittal by City Engineers and City of Chetek does not constitute either a direct or implied guarantee to the supplier that pre-selection is or will be granted. The undersigned agrees to the procedures and conditions of the pre-selection requirements described in this Qualification Document.

## COMPLETENESS AND ACCURACY

All supplier statements and information contained in the Qualification Document shall be complete and accurate. The submittal contains no false or deliberately misleading information.

## SIGNATURES

A. The undersigned is a legally authorized representative of the Supplier.

Legal name of \_\_\_\_\_

Supplier: Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Business \_\_\_\_\_

address: E- \_\_\_\_\_

Mail Address: \_\_\_\_\_

B. Addenda:

The undersigned acknowledges receipt of the following Addenda Nos.: \_\_\_\_\_

By:

Signature: \_\_\_\_\_

Clearly printed name: \_\_\_\_\_

Position: \_\_\_\_\_

- END OF FORM-



## REQUIREMENTS FOR QUALIFICATION SUBMITTAL

### 1) Grit Removal System Installation Experience (20 points):

- a) Provide a reference list of 5 projects performed within the last 10 years. Preference will be given to projects listed within a 300-mile proximity to the City of Chetek, WI and shall be included on the reference list. Provide location, year of installation, treatment capacity, Grit Removal efficiency, details on the Grit Removal equipment installed and notable similarities to this project.

### 2) Grit Removal System Equipment Design (20 Points):

- a) Provide a complete and clear set of documents (designs [including plan and section views listing equipment dimensions and required channel/grit chamber dimensions], P&IDs, cut sheets, specifications, etc.) demonstrating that the supplier has the ability to provide a Grit Removal system that will meet the following design parameters:
  - i) Design Flows:
    - (1) Average Daily Base Flow: 0.347 MGD
    - (2) Maximum Monthly Flow: 0.688 MGD
    - (3) Maximum Weekly Flow: 0.773 MGD
    - (4) Maximum Daily Flow: 0.880 MGD
    - (5) PHWW Flow: 1.042 MGD
      - (a) The grit system shall be capable of handling all flows equal to or less than the peak flow listed above.
  - ii) Headloss shall be less than or equal to 1 foot at PHWW flow through Grit Removal System.
  - iii) Channel Dimensions:
    - (1) Grit Removal System will be located in a new concrete channel. Preliminary channel dimensions are listed below. Minor adjustments to accommodate manufacturer specific dimensions are acceptable. Any modifications required shall be noted by the supplier. Supplier shall also provide any specific upstream or downstream requirements/equipment required for their Grit Removal System.
      - (a) Influent Channel Width: 2 feet
        - (i) Note: Fillets may be installed to meet recommended velocities.
      - (b) Influent Channel Depth: 5 feet - 6 inches
  - iv) Steel Grade: 316 SS
  - v) Grit Removal Efficiency:
    - (1) 50 mesh (300 microns) – 95%
    - (2) 70 mesh (212 microns) – 95%
    - (3) 100 mesh (150 microns) – 95%
    - (4) 140 mesh (106 microns) – 95%
  - vi) Include equipment details for these components and all ancillary equipment required and/or recommended for system operation.
  - vii) Provide a list of equipment that is not provided by the manufacturer but that is required for successful operation of the Grit Removal system.
  - viii) Provide and describe electrical and wash water demands of entire Grit Removal System.
  - ix) Describe detailed operating and controls parameters of Grit Removal System.
- b) Grit Removal System shall include grit dewatering/classifying system and recessed impeller grit pump (flooded suction configuration). All components will be located in a new headworks

building following fine screening located at the existing WWTP followed by a main lift station, which will pump screened wastewater from the existing WWTP to the new WWTP.

- c) Provide written statement that equipment manufacturer is able to provide design drawings within 3 months of award date. Preference will be given to those who are able to provide 3D models of the proposed equipment (with and without grit chamber geometry) compatible with Autodesk Revit software.

3) Grit Removal System Ease of Installation (10 Points):

- a) Describe overall footprint requirements of Grit Removal system and estimate of labor involved for installation. Preference will be given to Grit Removal systems which simplify/minimize Contractor effort required to construct concrete grit chamber and channels required for Grit Removal System.

4) Grit Removal System Performance Testing, Warranty and Maintenance Coverage (30 points):

- a) Provide a written statement demonstrating that the supplier has experienced and available personnel to fully manage the performance testing required for the startup of the Grit Removal System.
- b) Describe the duration and coverage of the standard equipment warranty period.
- c) Describe the location and capabilities of the personnel that will be used to service the equipment. The supplier shall demonstrate that they have suitable qualified personnel to fully support and service the equipment for the commissioning period, the warranty period, and long-term operation.

5) Grit Removal System Cost Quotation (20 Points):

- a) Detailed breakdown showing the cost associated with each component included in the Grit Removal System.
- b) Breakdown of items excluded from the quotation that will need to be supplied by others.
- c) Breakdown showing the cost associated with each major aspect of implementing a Grit Removal System including design, equipment, freight to job site, and startup costs.
- d) Breakdown of equipment lead times.
- e) Provide annual maintenance costs, labor (hours per year), parts, and equipment replacement schedules for a 20-year period. A life cycle analysis will be completed by Owner/Engineer as part of the cost evaluation.