



REQUEST FOR PROPOSALS

ENGINEERING SERVICES

INDUSTRIAL PRETREATMENT STUDY

RFP #2026WW02

Proposal Due Date

2:00 PM, August 17, 2026

The Petersburg Borough is seeking proposals for engineering services related to the Industrial Pretreatment Development Study. For more information, contact Public Works Director Aaron Marohl at (907) 772-4430 or amarohl@petersburgak.gov.

1.0 GENERAL INFORMATION

1.1 Purpose

The Petersburg Borough is soliciting proposals from qualified consulting firms to develop an Industrial Pretreatment Program (IPP) in accordance with 40 CFR Part 403 for the Borough's wastewater treatment facility. The purpose of this project is to establish a program that complies with federal and state regulations and provides a sustainable framework for managing industrial discharges into the Borough's wastewater system.

The selected consultant will assist the Borough in developing program documentation, technical evaluations, and regulatory components necessary for implementation of a compliant pretreatment program.

1.2 Background

The Petersburg Borough owns and operates a municipal wastewater treatment facility serving residential, commercial, and industrial users. Industrial contributors may discharge wastewater that contains pollutants requiring regulation under a formal pretreatment program.

To ensure compliance with applicable requirements and to protect the wastewater treatment process and receiving waters, the Borough intends to establish a comprehensive Industrial Pretreatment Program consistent with applicable state and federal regulations.

1.3 Questions

Any questions regarding this proposal are to be submitted to:

Aaron Marohl, Public Works Director, (907) 772-4430,
amarohl@petersburgak.gov

8:00 a.m. to noon; 12:30 p.m. to 4:30 p.m. local time Monday through Friday.

1.4 Preparation Costs

The Borough shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked proposer and/or award of

contract and/or rejection of proposal. By submitting a proposal each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

2.0 RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

2.2 Proposal Acceptance period

Award of this proposal is anticipated to be announced within 30 calendar days, although all offers must be complete and irrevocable for 60 days following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straight forward, concise delineation of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on 1) conformance to the RFP instructions; 2) responsiveness to the RFP requirements; 3) completeness and clarity of content.

2.5 Signature Requirements

All proposals must be signed. A proposal may be signed: by an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission

The proposal must be received by the Borough prior to the date and time specified in the solicitation. Proposals shall be submitted through the online bid hosting website, www.bidexpress.com.

2.7 News Releases

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the Borough staff member listed in Section 1.3.

2.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Petersburg Borough. One copy shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Borough.

2.10 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the Borough after the date of receipt and following oral presentations.

2.11 Late Submissions

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN THE COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

2.12 Rejection of Proposals

The Petersburg Borough reserves the right to reject any or all proposals if determined to be in the best interest of the Borough.

2.13 Equal Employment Opportunity Reporting Requirements

The successful proposer shall be required to execute and return such forms as may be necessary to the Equal Employment Opportunity Contract Compliance Officer in accordance with Alaska Statute and the Petersburg Municipal Code, prior to the award of a contract. Failure to complete and return the forms, or failure to meet the requirements of the Regulation, shall be grounds for not awarding a contract to that proposer.

SECTION 3 - SCOPE OF WORK

Consultant Firm shall be capable and qualified to provide, at a minimum, the following services:

1. Program Development- • Evaluate the existing wastewater treatment facility and collection system • Identify potential industrial users and characterize their discharges • Determine regulatory requirements for pretreatment programs • Develop local discharge limits based on facility capacity and regulatory requirements
2. Industrial User Survey- • Conduct or assist with an industrial user survey • Identify Significant Industrial Users (SIUs) and other regulated facilities • Develop user classifications and permitting requirements
3. Program Documentation- Prepare all documentation required to establish a pretreatment program, including: • Sewer Use Ordinance updates or development • Enforcement Response Plan • Industrial Waste Survey • Standard Operating Procedures • Industrial User Permit templates • Monitoring and reporting procedures
4. Local Limits Development- • Conduct technical analysis required to establish defensible local limits • Evaluate treatment plant loading, influent data, and receiving water limitations • Provide calculations and documentation supporting recommended limits
5. Implementation Support- • Provide guidance on implementation procedures • Assist Borough staff in understanding program requirements • Provide training materials or workshops if requested

6. Deliverables- The consultant shall provide the following deliverables: • Industrial Pretreatment Program Plan • Local Limits Technical Evaluation • Updated or new Sewer Use Ordinance language • Enforcement Response Plan • Industrial User inventory and classifications • Templates for permits, inspections, and reporting • Final documentation suitable for regulatory review
7. USEPA and Alaska DEC Regulatory Considerations: The Industrial Pretreatment Program (IPP) developed under this contract must comply with all applicable federal and state regulatory requirements including but not limited to:
 - Clean Water Act (33 U.S.C. §1251 et seq.) • 40 CFR Part 403 – General Pretreatment Regulations • Alaska Administrative Code (18 AAC 72) • Alaska Department of Environmental Conservation (ADEC) Wastewater Discharge Authorization Program • National Pollutant Discharge Elimination System (NPDES) Permit requirements applicable to the Petersburg Borough Wastewater Treatment Facility (NPDES Permit # AK0021458)

The consultant shall ensure that the Pretreatment Program includes:

- Legal authority review and recommended ordinance updates • Development of technically defensible local limits • Identification and classification of Significant Industrial Users (SIUs) • Identification of Categorical Industrial Users (CIUs) • Development of enforcement response procedures • Sampling, monitoring, and reporting procedures • Program administration procedures • Annual reporting guidance to regulatory agencies

The consultant shall coordinate with USEPA and ADEC staff during program development as necessary to ensure the program meets all applicable regulatory requirements for approval.

SECTION 4 - PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed 15 pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, attachments, dividers or D/WBE forms if required). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single lined, typed, 8 1/2" X 11", piece of paper.

4.1 Title Page

Show the RFP number 2026WW02 and subject, the name of your firm, address, telephone number(s), name of contact person, and date.

4.2 Table of Contents

Clearly identify the materials by section and page number.

4.3 Letter of Transmittal (Limited to 2 pages).

4.3.1 Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.

4.3.2 Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.

4.3.3 **The letter must be signed by a corporate officer or other individual who has the authority to bind the firm.**

4.4 Objectives and Services

Proposals must **demonstrate your comprehension of the objectives and services** for the proposed Work. Do not merely duplicate the Scope of Services provided with this RFP. **Define any assumptions made** in formulating the response. Firm shall identify all relevant disciplines and subconsultants needed to complete the services.

4.5 Relevant Project Experience

Response must describe **three recently (within five years) completed** projects the project team has worked on that are related in size and scope to the project. If a given project is not completed, please indicate the percentage of completion; indicate if the project was only design services, or design with construction services. Describe the dollar amount of the projects and a brief narrative of the successes and adversities of the projects. Provide the scope of work and deliverables, adherence to fees for the work, and accuracy of the engineer's estimate of construction costs. Include project schedule performance, adherence to consultant's schedule of deliverables, timely execution and completion of the constructed work. Address how the experience will help your team to perform under this contract. Provide references (contact name and phone number) for each project. Indicate which of the proposed firms and project staff was involved in each project. PB reserves the right to investigate referenced projects, contact references and research other projects that the respondent has worked on.

4.6 Project Management

Introduce your Contract Manager and Project Manager and describe your proposed management structure. Provide qualifications of management staff, including relevant project experience. Response should demonstrate a management structure appropriate for this project. Describe the administrative and operational structure that will be used to guide the development of the project. A graphic depiction is preferred in response to this criterion.

4.7 Proposed Project Staff

Response must name the individuals to perform the key professional/technical functions you deem essential to perform the services (include all professional license numbers and/or registrations).

Describe the work to be performed by the individuals you name to perform essential function and detail their specific qualifications and substantive experience **directly related to the proposed contract**. A response prepared specifically for this proposal is required. Focus on individual's specific duties and responsibilities and how project experience is relevant to the proposed contract.

For each person named, identify their employer, professional discipline or job classification, percent availability over the duration of the project, and state of residency.

4.8 Contractor Location

Describe the firm's location in relation to where the primary services are to be provided and the ability to meet in person with Borough personnel when required during the performance of the contract.

4.9 Project Methodology and Approach

Describe your approach and describe what, when, where, how and in what sequences the work will be done. Address how particular geographic familiarity, experience, and capabilities of your firm (offeror and proposed subcontractors) and project staff might specifically contribute to the proposed methods. Identify the amount and type of work to be performed by any subcontractor.

Identify logistical challenges and considerations that PB should be aware of. Describe your procedure for problem solving and avoidance of issues during construction.

4.10 Cost/Fee Schedule

Provide a lump sum cost to complete all services required in Section 3.

Under a separate cover, submit a fee schedule for all labor, materials, supplies, equipment and services, which may be required in performance of this work. The fee schedule shall be all inclusive of overhead, G&A, fringe benefits, profit, insurance, etc. The fee schedule shall be used to negotiate a final contract with the highest ranked firm in the evaluation process.

4.11 Schedule

Provide a detailed schedule, including proposed milestone and overall completion dates, for accomplishing all services required in Section 3.

SECTION 5 - EVALUATION CRITERIA AND PROCESS

5.1 Criteria

The criteria to consider during evaluations, and the associated point values, are as follows:

1. Objectives and Services	10 points
2. Experience	30 points
3. Project Manager	10 points
4. Key staff/sub – Contractors	10 points
5. Methodology/Approach	10 points
6. Cost/Fee Schedule	30 points
<u>7. Schedule</u>	<u>20 points</u>
Total Points Available	120 points

5.2 Qualitative Rating Factor

Firms will be ranked using the following qualitative rating factors for each RFP criteria:

- 1.0 Outstanding
- .8 Excellent
- .6 Good

.4 Fair
.2 Poor
-0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: For the evaluation of the experience factor if the evaluator feels the response as provided was "Good" they would assign a "qualitative rating factor" of .6 for that criterion. The final score for that criterion would be determined by multiplying the qualitative rating factor of .6 by the maximum points available (30) and the resulting score of 18 would be assigned to the experience factor. This process would be repeated for each criterion.

5.3 Evaluation Process

A committee of individuals representing the Petersburg Borough will perform evaluation of the proposal. The committee will rank the proposal as submitted. The Petersburg Borough reserves the right to award a contract solely on the written proposal.

The Borough also reserves the right to request oral interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three (3) firms will be short-listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on the total of all evaluators scores achieved on the second rating. The same categories and point ranges will be used during the second evaluation as for the first. The highest ranked proposer after the second scoring, if performed, may be invited to enter into final negotiations with the Borough for the purposes of contract award.

SECTION 6 - SELECTION PROCESS

The Proposer with the highest total evaluation points may be invited to enter into contract negotiations with the Petersburg Borough. If an agreement cannot be reached, the second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Borough reserves the right to terminate negotiations with any proposer should it be in the Borough's best interest. The Petersburg Borough reserves the right to reject any and all proposals submitted.

SECTION 7 - SAMPLE CONTRACT OR MINIMUM MANDATORY CONTRACT PROVISIONS

In addition to carefully reading all of the information in the RFP, all Proposers must carefully read and review the attached sample contract (ATTACHMENT 2). The successful Proposer shall be required to enter into a Contract with the Petersburg Borough, which will be substantially similar to the sample.

Therefore, the Proposer must make any proposed changes to the sample Contract that the Proposer desires. All changes must be made legibly and conspicuously in red ink on all copies submitted. Page(s) on which the change(s) appear must be tabbed as to be easily identified. The respondent must also provide the rationale for all changes.

IF NO CHANGES ARE MADE, THE PROPOSER SHALL BE DEEMED TO HAVE ACCEPTED THE SAMPLE CONTRACT. IF THE RESPONDENT MAKES CHANGES, SUCH CHANGES WILL BE CONSIDERED IN ANY NEGOTIATIONS WITH THE PETERSBURG BOROUGH. CHANGES MADE TO THE SAMPLE CONTRACT SHALL NOT BE CONSIDERED DURING PROPOSAL EVALUATIONS.