

Request for Qualifications (RFQ)

BENTON-FRANKLIN COUNTIES JUVENILE JUSTICE CENTER Engineering/Design Firms City of Kennewick Fats, Oils & Greases Pretreatment Program-Pretreatment Device Required

Background:

The Benton-Franklin Counties Juvenile Justice Center is soliciting Request for Qualifications in order to have the wastewater system reviewed to meet pretreatment requirements.

Qualifications:

The Benton-Franklin Counties Juvenile Justice Center is seeking a firm or individual either certified or licensed in the State of Washington and qualified to design a pretreatment system based on the Benton-Franklin Counties Detention Center use or function.

Submittals:

Submittals must contain the following information.

- 1) Name of firm, brief description of its history, and qualifications to perform this work.
- 2) General description of the firm's experience in work of a similar nature.
- 3) Resumes of staff who would be assigned to the work.

Required format for submittal: electronic – PDF via/email and 5 written bound submittal delivered to Toni Lehman at the address below.

Selection Process:

Criteria for selection of firm includes experience in designing a pretreatment system. The Benton-Franklin Counties Juvenile Justice Center reserves the right to make an award without further discussion of the statements submitted. The specifications may be altered by the Benton-Franklin Counties Juvenile Justice Center based on the firm's qualifications, and an increase or reduction of services with the proposer may be negotiated before contract signing, award, and execution. The Board of Benton County Commissioners and the Board of Franklin County Commissioners will make the final selection.

Further details may be obtained from the RFQ Coordinator:

Benton-Franklin Counties Juvenile Justice Center
Attn: Toni Lehman
5606 W. Canal Place, Suite 106
Kennewick, WA 99336
(509) 736-2722
Toni.Lehman@co.benton.wa.us

Deadline:

Submittals must be received by 4:00 pm, Pacific Time in Kennewick, WA, on June 13, 2014. Submittals arriving after the deadline will not be considered and will be returned.

Firms assume the risk of the method of dispatch chosen. The Benton-Franklin Counties Juvenile Justice Center assumes no responsibility for delays caused by any delivery service or emails getting stuck in filters. Postmarking by the due date will not substitute for actual statement receipt. Submittals will not be accepted late nor will additional time be granted to any firm.

Addenda:

Changes to this RFQ will be made only by formal written addenda issued by the RFQ Coordinator named above.

Respondents are responsible to check Benton County's website (<http://www.co.benton.wa.us/>) for issuance of any addenda prior to submitting a statement.

Proprietary Material:

Any information contained in the Request for Qualifications that is proprietary must be clearly designated. Marking the entire statement as proprietary will be neither accepted nor honored. If a request is made to view a firm's statement, the Benton-Franklin Counties Juvenile Justice Center will comply according to the Public Records Act, RCW 42.56. If any information is marked as proprietary in the statement, such information will not be made available until the affected firm has been given an opportunity to seek a court injunction against the requested disclosure.

Response Property of the Benton-Franklin Counties Juvenile Justice Center:

All materials submitted in response to this request become the property of the Benton-Franklin Counties Juvenile Justice Center. Selection or rejection of a response does not affect this right.

No Obligation to Buy:

The Benton-Franklin Counties Juvenile Justice Center reserves the right to refrain from contracting with any firm. The release of this RFQ does not compel the Benton-Franklin Counties Juvenile Justice Center to contract with any firm who submits a Request for Qualifications.

Cost of Preparing Statements:

The Benton-Franklin Counties Juvenile Justice Center is not liable for any costs incurred by firms in the preparation and presentation of statements and demonstrations submitted in response to this RFQ.



RECEIVED

JAN 21 2014

BFJJC ACCT'G

January 15, 2014

Distribution

**RE: Fats, Oils & Greases (FOG) Pretreatment Program -
Pretreatment Device Required**

Dear Business Owner:

The purpose of this letter is to keep you informed and aware of the timelines in place for your facility to meet the requirements for having a pretreatment system in place by the compliance deadline of March 1st, 2016.

To recap the efforts to date, the City sent a letter dated 9/10/12, notifying all of our system users of the updated Kennewick Municipal Code (KMC) 14.23, "Kennewick Pretreatment Act". The purpose was to provide information about the new KMC and the regulatory requirements driving the code, gain voluntary compliance, and begin the process of bringing those system users without any wastewater pretreatment in place into compliance. The second phase of the process began by making contact with those users identified as needing a pretreatment device based upon the function of the facility. At the conclusion of the inspection process by our Pretreatment Specialist, our records indicate that there are a number of facilities that are required to have a pretreatment system in place but do not, and your business fell into this category.

The third phase was then followed up with a letter from the City in January, 2013, notifying your business specifically, that it did not have any pretreatment device in place and would need to meet the compliance timeline provided by the City Council.

As stipulated in the KMC, the City is mandated by the Federal Clean Water Act, National Pollutant Discharge Elimination System (NPDES) and Uniform Plumbing Code, to control the types of pollutants in the wastewater stream entering our Wastewater Plant to maintain on-going compliance with State and Federal wastewater discharge requirements.

The City's first priority is to bring all wastewater system users without any pretreatment system or device in place into compliance. We do understand there are going to be impacts to businesses in order to meet these compliance standards; therefore, the City Council provided up to three (3) years, from March 1, 2013, for any current business determined not to be in compliance, to make these necessary changes and we notified

all businesses by physical address, by letter in January 2013 of the timeline provided. Based upon Council's direction and KMC 14.23 (10), "Deadline for Compliance with Applicable Pretreatment Requirements", the City has established a final compliance deadline of March 1, 2016 for your facility to meet the pretreatment standards.

You will need to have your wastewater system reviewed by an individual or firm, either certified or licensed in the State of Washington and qualified to design a pretreatment system based upon your use or function. All systems will require permit(s) to be obtained through the City of Kennewick Building Dept. for the installation. The City has contacted a number of local firms that have expressed their willingness to assist in determining your specific needs. We have attached that list for your reference.

Please be aware that this deadline shall remain in place even if the business were to change names or ownership, unless the use of the facility changes in a manner that regulatory pretreatment requirements no longer apply.

For more information on the Kennewick Pretreatment Act, you may want to visit the City's Website at www.go2kennewick.com and click on the Documents & Forms button below the Hot Links along the left margin. Once open, look in the Municipal Code folder for Kennewick Municipal Code 14.23.

If you have any questions, or would like to discuss this further, you may contact Gina Morgan, Pretreatment Specialist at 509-585-4483, or Chris Espinoza, Wastewater Services Supervisor at 509-585-4537; ; or myself at 509-585-4301.

Sincerely,



Gary Deardorff, Manager
Utility Services

GD:jc
GD2014-001

Attachment

Cc: Kennewick City Council
Marie Mosley, City Manager
Peter Beaudry, Director, Public Works
Pat Everham, Superintendent, Utility Services
Chris Espinoza, Wastewater Services Supervisor
Wade Bonds, Crewleader, Wastewater Services
Gina Morgan, Pretreatment Specialist
Greg McCormick, Planning Director
Dan Wilson, Building Official
Evelyn Lusignan, PIO, Customer Service Manager
Shannon Frame, Customer Service Supervisor