

**JEFFERSON COUNTY PUBLIC SEWER DISTRICT  
REQUEST FOR QUALIFICATIONS  
FOR PROFESSIONAL ENGINEERING SERVICES  
CAPITAL IMPROVEMENT PLAN – FESTUS CRYSTAL CITY WASTEWATER TREATMENT FACILITY AND  
SANITARY COLLECTION SYSTEM**

The Jefferson County Public Sewer District (JCPSD) is seeking qualified engineering firms to develop a comprehensive Capital Improvement Plan (CIP) specifically for the Festus- Crystal City service area. This CIP will encompass the wastewater treatment facility (WWTF), collection system (including gravity sewers and forcemains), lift stations and biosolids handling.

More than just a plan, the CIP will be a strategic roadmap to guide the JCPSD's infrastructure investments within the Festus-Crystal City service area for the next 20 years. It will prioritize essential improvements, upgrades, and expansions required for the long-term sustainability and efficient operation of the wastewater system

This RFQ outlines the specific qualifications and experience JCPSD is seeking in a firm to Develop this vital plan. The successful proposal will demonstrate a clear understanding of the services area's infrastructure needs, a proven track record in developing successful CIPs for wastewater systems, and a commitment to collaboration with the JCPSD.

JCPSD will evaluate responses to this RFQ based on the following criteria. Shortlisted firms may be invited for an interview at a later stage.

1. Qualification and Experience (40%)
  - Demonstrated expertise in developing Capital Improvement Plans for wastewater systems, particularly for similar sized communities.
  - Proven track record of successful project completion within budget and schedule constraints.
  - Relevant experience with WWTF's, collection systems (gravity sewers and forcemains, lift stations and biosolid handling and disposal).
  - Strong qualifications of the proposed project team, including relevant licenses and certification of key personnel.
2. Project Understanding and Approach (30%)
  - Clear understanding of the JCPSD's specific needs and challenges related to the wastewater system with the Festus -Crystal City service area as well as incorporating this area into the rest of the JCPSD System.
  - Proposed methodology for data collection, analysis, and development of a CIP.
  - Demonstrating a collaborative approach to working with the JCPSD and incorporating stakeholder input.
3. Project management and Communication (20%)
  - Proven ability to manage complex projects effectively and efficiently.
  - Strong communication skills and commitment to keeping the JCPSD informed throughout the project lifecycle.
  - Proposed project schedule and timeline for completing the CIP.
4. Understanding of the Region and Project Context (10%)
  - Firm's ability to efficiently mobilize personnel for site visits, meetings and project oversight.

- Knowledge of regional challenges or considerations relevant to the area and understanding of the JCPSD regional operations and how they might affect the project.

Interested engineering firms must submit the following materials electronically to [Email Address] no later than July 19, 2024

- **Letter of Interest:** A concise letter outlining your firm's qualifications and experience relevant to this specific project.
- **Statement of Qualifications (SOQ):** A detailed SOQ outlining your proposed project team, including relevant expertise, project approach, and implementation methodology.
- **Client References:** References from at least three prior clients for similar wastewater system Capital Improvement Plan projects.

JCPSD may consider the selected firm for additional services related to this Capital Improvement Plan (CIP) or similar future projects. However, such opportunities will be awarded through a separate evaluation process.

JCPSD reserves the right to reject any or all proposals and to waive any irregularities or informalities in the qualification process. We are committed to a fair and unbiased selection process.

The Jefferson County Public Sewer District is an equal opportunity employer and encourages submissions from qualified minority and women-owned businesses.

Please submit three (3) sealed original copies of your qualifications packet, clearly labeled "CAPITAL IMPROVEMENT PLAN, JCPSD FESTUS-CRYSTAL," to:

Mr. Douglas S. Bjornstad, P.E. District Manager, Jefferson County Public Sewer District, PO Box 632, 4629 Yeager Road Hillsboro, MO 63050

**Deadline:** All submissions must be received by **3:00 PM on July 19, 2024**. Proposals received after the deadline will not be considered.

JCPSD's Board of Trustees will evaluate all qualified submissions and select the firm best suited for the project. The selected firm will be notified promptly.