

**DCM Use Only**

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**ALABAMA DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES  
ADVERTISEMENT FOR  
REQUEST FOR QUALIFICATIONS (RFQ)**

**Wastewater Treatment and Sewage Disposal Services  
for DCM Projects and non-DCM Projects**

**Pursuant to §41-4-133 of the Code of Alabama, 1975**, as amended, the Alabama Department of Conservation and Natural Resources (ADCNR) requests qualifications from qualified design professionals to provide: comprehensive Wastewater Treatment and Sewage Disposal Management Services for the purpose of managing, operating and maintaining one to eight or more wastewater treatment facilities at various Alabama State Parks and other locations as needed. Please refer to the attached Scope of Services Summary for additional information. The applicant(s) will need to provide services for ADCNR on an as-needed basis through an open-end agreement(s) for the engineering and/or design of projects. Some projects are under DCM's jurisdiction, but others operate under ADCNR. ADCNR anticipates awarding multiple contracts on an as-needed basis.

**Proposed Scope of Work:** The scope of work includes full wastewater treatment and sewage disposal services, including on-site inspections, wastewater and stormwater management, covering assessment, maintenance and rehabilitation recommendations, as well as related work, for multiple divisions of ADCNR.

The estimated construction budget for each project is varied, and can be locally-funded and/or funded by federal grant.

The term of the agreement is anticipated to be a two-year *Open-End Agreement*. The design services may be contracted under both fees and hourly rates in accordance with the Manual of Procedures of the State of Alabama Department of Finance, Real Property Management, Division of Construction Management (DCM).

**Qualifications:** The Applicants shall demonstrate their experience and demonstrate familiarity with DCM's procedures and forms for design and construction projects as applicable. The Applicants and any consultants shall hold current professional licenses and be registered in the State of Alabama.

**Minimum Code of Alabama Requirements** (current Code of Alabama available at <https://alison.legislature.state.al.us/code-of-alabama>):

§41-16-82 of the Code of Alabama, 1975, as amended requires a disclosure statement to be completed and filed with all qualifications, proposals, bids, contracts, or grant proposals submitted to the State of Alabama in excess of \$5,000.00.

§31-13-1, et seq. of the Code of Alabama, 1975, as amended (Alabama Immigration Law) imposes conditions on the award of state contracts. Firms must agree to fully comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. Architects and engineers should review and adhere to these guidelines as appropriate to their project type.

§41-16-5 of the Code of Alabama, 1975, as amended imposes conditions on the award of state contracts. The firm must certify that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

§41-16-163 of the Code of Alabama, 1975, as amended requires the contracting parties affirm, for the duration of the agreement, that they are not currently engaged in, and will not engage in, economic boycotts.

**Response: Interested professionals shall submit:**

1. A letter of interest.
2. A statement of qualification utilizing GSA Standard Form 330 for the primary firm and all proposed consultants, information for relevant projects, photographs (before and after), Owner's name and contact information, plus any other relevant information. Form 330 is available at <https://www.gsa.gov/forms>.
3. A completed Alabama Vendor Disclosure Statement. The form is available at: [AL Vendor Disclosure Statement.pdf \(SECURED\)](#)
4. Immigration Status Form available at: [IMMIGRATION STATUS form.pdf](#)
5. Certificate of Compliance available at: [Certificate of Compliance.pdf](#)
6. Current W-9 available at: [fw9.pdf \(SECURED\)](#)
7. E-Verify Memorandum

**Qualifications must be received no later than: 3:00 p.m. Central Standard Time on Wednesday, June 18, 2025.**

Submit two copies of all required qualification information (including one electronic copy (jump drive)) to Mr. Terry N. Boyd, PE, PLS, Chief of Engineering Section, Alabama Department of Conservation and Natural Resources, 64 North Union Street, Room 483, Montgomery, Alabama 36104, Telephone (334) 242-3836 or [Terry.Boyd@dcnr.alabama.gov](mailto:Terry.Boyd@dcnr.alabama.gov). For questions and additional information, contact Mr. Terry Boyd no later than **3:00 p.m. Central Standard Time on Monday, June 16, 2025** at [Terry.Boyd@dcnr.alabama.gov](mailto:Terry.Boyd@dcnr.alabama.gov).

This Request for Qualifications is not an offer to contract but seeks the submission of qualifications from qualified, professional respondents that may form the basis for the negotiation of an agreement. The Owner reserves the right to reject any or all qualifications and to solicit additional qualifications, through the RFQ process, if that is determined to be in the best interests of the State of Alabama. ADCNR anticipates awarding open-end agreements to multiple entities. ADCNR projects are subject to the availability of funds and the needs of the agency.

## Scope of Services Summary

### Experience

1. The company must have a minimum of two (2) Grade **II** Certified Wastewater Operators on staff with a minimum of ten (10) years of experience with comparable wastewater treatment process and/or equipment. The operator's service vehicle must be equipped to adequately perform the work required and contain at a minimum the following; DO Meter, pH meter, settleometer, sludge sampler, chlorine pocket colorimeter, dipper nets, cleaning brush, and cooler for samples.
2. The company must have been in business a minimum of five (5) years. The company shall provide proof of business solvency for this period including references from owners contracted directly with the company for comparable services. Experience with prior companies or affiliate companies shall not be considered as acceptable.
3. The company shall have successful, verifiable experience operating mechanical activated sludge package plants in at least five (5) different locations. References shall be provided with the Qualifications Statement.
4. The company shall have successful, verifiable experience operating facultative and/or aerated lagoons in at least five (5) different locations. References shall be provided with the Qualifications Statement.
5. The company must provide timely service repair at the wastewater facilities. Special consideration shall be given to company with the ability to provide service support that includes but may not be limited to pump repair or emergencies at the Park's facilities. Such support services for equipment repair must be provided without closing Park facilities except under extraordinary circumstances. Spare parts for critical components should be readily available.
6. The company's staff should include persons with broad wastewater experience to further enhance or optimize proper operations at these facilities. This broad experience could be demonstrated by operating or designing larger WWTP's (greater than 1 million gallons per day design capacity) and different or unique technologies. Project specific experience of personnel directly employed with the company should be included in the Qualifications Statement.
7. The company must employ, full time, a Registered Professional Engineer {PE} in the State of Alabama. The PE must have experience with permit compliance matters and be capable of responding to ADEM regarding system compliance matters.
8. The company shall provide assistance and recommendations for system improvements when required and generally assist the Department towards the objective of consistently maintaining water quality standards and permit compliance.

### Operations and Maintenance

1. Visit the facility two **(2) days per week minimum** to monitor the performance and to make process control adjustments, as required, perform on-site inspections of the grounds, structures, and equipment. The operator shall be on site a minimum of 1hour per visit. Each day prior to arriving at the site, the operator shall call park personnel to inform them of the time of their visit. The operator shall take reasonable measures to time the site visit

in order to meet park personnel schedules. While on site, the operator shall inform and explain to the park personnel what is being done and discuss any issues.

2. Prior to beginning operations, the operator shall provide the Department a standard checklist, specifically adapted to the facility, which will be used and completed for each site visit.
3. While on site the operator will perform at a minimum the following:
  - Immediately collect sample for the 30-minute settleable test.
  - Run on-site analysis in the aeration basin (ph and DO) and the effluent (ph, DO and CL2).
  - Add necessary chemicals based on on-site analysis.
  - Make necessary adjustments to aeration times based on DO readings.
  - Look over the plant to make sure return activated sludge lines and skimmers are operating properly.
  - Look at the flow rate from the surge basin.
  - Waste solids to digester if necessary. Decant the digester to minimize waste sludge hauling costs.
  - Inspect process and surge basin blower operation. Inform park personnel of problems with any blower.
  - Inspect influent and effluent sampler refrigerators temperatures. They should be at 4 degrees C, plus or minus 1degree C. Make adjustments if necessary.
  - Set up samplers for sample collection based on the NPDES permit.
  - Collect MLSS sample near the end of the aeration basin at least twice per month.
  - Read 30-minute settleable test results.
4. Perform adjustments to the equipment to facilitate the treatment process, as required.
5. Maintain an operating log book in accordance with Alabama Department of Environmental Management ("ADEM").
6. Assign operational personnel with the state certification level required by ADEM for this facility.
7. Pick up samples for delivery to independent laboratory. Provide sample containers, labels, and required documentation.
8. Prepare and submit the monthly DMR to ADEM.
9. Provide assistance to the Owner in interaction with ADEM or the local Health Department in matters relating to the facility, as needed.
10. Provide documentation to the owner immediately when the plant is not in compliance with the NPDES Permit.

11. Provide additional sampling, when required, to possibly avoid a permit compliance event.
12. Coordinate the application of chlorination and de-chlorination chemicals. The cost of the chemicals is not included.
13. Coordinate the application of polymers and/or other chemicals which may be required to meet water quality standards. The cost of the chemicals is not included.
14. Provide quotations for repairs or improvements to the facility, as requested by the Owner.
15. Provide engineering assessments of the process components and capabilities in order to determine possible system deficiencies or otherwise recognize and evaluate the need for system improvements.
16. Document critical operating parameters and the related treatment performance for historical data review, identifying trends and other possible analytics.

### **Testing**

1. Conduct laboratory analyses utilizing methodology determined by Rule 40 of the Code of Federal Regulations and use instrumentation for conducting on-site analyses approved for reporting purposes.
2. Perform required analyses according to the requirements of the National Pollutant Discharge Elimination System permit for the facility.

### **General Insurance**

1. The Contractor shall not commence any work on the project until he obtains, at his own expense, all required insurance; and the Contractor shall not, at any time conduct any operations on the project or associated with the project unless such operations are covered by the specified insurance. Such insurance must have the approval of the Jefferson County Board of Education (Owner) as to limit, form, and amount. The Contractor shall not permit any subcontractor(s) to commence work on the project until the same insurance coverage requirements have been complied with by such subcontractor(s) with limits to be determined by the Contractor. However, the failure of the subcontractor(s) to carry adequate insurance shall in no way affect the coverage afforded by the Owner by the prime Contractor's insurance. The insurance coverage shall be maintained throughout the full period of the Contract. Any insurance bearing on adequacy of the performance shall be maintained after completion of project for the full guaranty period.
2. Proof of insurance coverage specified herein shall be furnished to the Owner, in the form of copies of the policies. The Owner, however, in lieu of copies of the policies, and at his discretion, may accept certificates issued by the insurance carrier and showing such polices to be in force for specified periods. The Contractor shall furnish to the Owner, prior to the expiration date of any policy, renewal certificates showing that policies will remain in force throughout the full period of the Contract. The insurance carrier shall be satisfactory to the Owner. No insurance coverage shall be canceled or materially changed without prior written notice having been given to the Owner, and then only after arrangements satisfactory to the Owner have been made to ensure insurance coverage until the project has been completed and accepted. All Contractors in a joint venture shall have insurance coverage through the same company; or, if that is not practical, then the Owner must be furnished an endorsement which allocates primary and secondary payment responsibilities.
3. The Owner, its governing body, its elected officials, employees, and agents and the Engineer shall also be additional named insured in all insurance policies provided by the Contractor



- Broad Form All State Endorsement
- Benefits received by Union Labor Contracts - As Applicable

#### Comprehensive General Liability Insurance

1. Comprehensive General Liability Insurance shall protect the Contractor and any subcontractor performing work under this Contract from any claims for bodily injury, sickness or disease, death, personal injury, and property damages which may arise either directly or indirectly out of, or in connection with, the performance of Work under this Contract. The Comprehensive General Liability Insurance shall include: Premises - Operations; Independent Contractor's Protective; Explosion, Collapse, and Underground Property Damage; Broad Form Property Damage; Contractual Liability (written and oral); and fellow Employee Coverage. The minimum limits of coverage shall be as follows:

- Bodily Injury (includes personal injury)
  - \$1,000,000.00 Each Occurrence **OR** \$2,000,000.00 Annual Aggregate
- Property Damage:
  - \$1,000,000.00 Each Occurrence **OR** \$2,000,000.00 Annual Aggregate
- Bodily Injury and Property Damage - Combined Single Limit:
  - \$4,000,000.00 Annual Aggregate (where applicable)

#### Comprehensive Automobile Liability Insurance

1. Comprehensive Automobile Liability Insurance (Owned, Non-owned, and Hired) shall protect the Contractor and any subcontractor performing work under this Contract from any claims for bodily injury, death, and property damage which may arise either directly or indirectly out of, or in connection with, the performance of work under this Contract. The minimum limits of coverage shall be as follows:

- Combined Single Limit:
  - \$1,000,000.00 Each Occurrence