

# WIGWAM MUTUAL WATER COMPANY

P. O. BOX 569  
FOUNTAIN, COLORADO 80817  
(719) 638-0456  
WWW.WIGWAMMUTUALWATERCOMPANY.ORG

## Request for Proposals

Engineering Services – Drinking Water Treatment Pilot Study

Request for Proposals Due: **10/09/2024**

Wigwam Mutual Water Company (“Wigwam”) requests proposals from professional engineering firms experienced in the design, implementation, and assessment of water treatment studies specific to the removal of per- and polyfluoroalkyl substances (PFAS) from drinking water, as described in greater detail below. Professional engineering firms will be evaluated based on demonstrated competence and qualifications for the type of engineering services needed. The result of this Request for Proposal (RFP) will be a contract for technical services as described below.

### Summary & Background

Wigwam owns and operates a public water system serving approximately 1,300 people across 425 service lines with a pumping capacity of approximately 173,000 gallons per day (GPD). Drinking water is sourced from two groundwater wells (one primary well, one emergency-use well) within the Fountain Creek aquifer and under the direct influence of surface water from Fountain Creek.

The system includes a water treatment facility located at the primary well site. The treatment process includes bag filtration (primary well) or two carbon filter chambers (emergency well) and chlorine disinfection. Water is stored in either a 250,000-gallon tank located four miles west or a 30,000-gallon tank located four miles south. The average daily demand is 50,000 GPD. The system is permitted under the Public Water System Identification number CO0121470.

In 2016, Wigwam was informed that the source water was contaminated with PFAS originating from the upstream Fort Carson Military Base. Raw water contains three PFAS concentrations exceeding the Maximum Contaminant Limit (MCL) set by the Environmental Protection Agency (EPA)’s PFAS National Primary Drinking Water Regulation on April 19, 2024. The concentrations (in nanograms per liter, or ng/L) of PFAS in raw water sampled in August of 2023 are shown below, alongside their MCL:

Analyte	Concentration (ppt)	MCL (ppt)
PFOS	23	4.0

PFHxA	20	--
PFOA	17	4.0
PFHxS	32	10.0
PFBS	32	--
PFHpA	5.6	--

The EPA PFAS Regulation requires that public water systems implement solutions to remove PFAS from the drinking water by 2029 (EPA, 2024).

### **Project Goal**

Wigwam seeks to implement the best treatment system to supplement the current treatment to achieve the MCLs indicated in the PFAS Regulation. Wigwam has been awarded an Emerging Contaminates for Small or Disadvantaged Communities Grant for **\$300,000** to complete the PFAS pilot project. Together with the Colorado Department of Public Health and Environment (CDPHE) and the EPA Office of Research and Development (ORD), Wigwam has selected three technologies to compare during the pilot study: granulated activated carbon (GAC), ion exchange (IX), and electrocoagulation (EC).

The EC system will be provided by a pre-selected vendor and will operate at both pilot and demonstration scale, while the GAC and IX systems will operate at pilot scale only. The full pilot study (pilot and demonstration scale) will need to be evaluated over multiple seasons to understand the effects of seasonal changes and operation requirements of the EC system. Influent and effluent flow from all running systems will be sampled at minimum on a bi-weekly basis and samples will be sent to the EPA ORD laboratory for analysis (EPA ORD will supply required sampling and shipping materials). The EPA ORD will also assist in the coordination of the sampling requirements and has offered to complete the sampling in their lab at no charge to Wigwam for the duration of the project. The EPA ORD will provide all sampling and shipping materials to complete the sampling.

Wigwam MWC reserves the right to reject any or all responses received as a result of this solicitation; to extend the submission due date for; to modify, amend, reissue or rewrite this document; and to procure any or all services by other means.

Wigwam MWC will not be liable for any costs incurred by the consulting firms' incidentals to the preparation of proposals or for developing and carrying out interview presentations, if needed.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals (RFP).

### **Scope of Services**

The following Scope of Services describes the specific tasks to be performed by the Consultant. If the Consultant believes that the project can be enhanced in any way by the addition of other tasks or the deletion of any specified tasks, such information should be included in the proposal.

The Consultant shall define the approach and specific scope of work and methodology to complete

the project goal. The proposal should include a detailed description of all project tasks, including those suggested below, and any proposed changes, additions or recommendations. Descriptions of each project task should include descriptions of the task itself, the methodology or analytical process, scheduling, personnel and costs.

In general, the scope of work shall include the following:

- Attend kick-off meeting. Wigwam MWC will arrange a kick-off meeting with the Consultant's staff. The purpose of this meeting is to allow for introductions of the project team, review of the scope of work, request for information, and review the project schedule.
- Engage with SRF funding source (CDPHE).
- Review available existing information and perform site visits as necessary
  - Water quality data
  - Regulatory requirements
  - Land use projections
  - Maintenance practices
- Design pilot scale systems for GAC, IX and EC systems in accordance with all applicable county, state, and federal regulations.
- Install and evaluate each of the pilot scale systems for the duration of the pilot scale study.
- Prepare and deliver a Technical Memorandum detailing a performance evaluation of the treatment technologies including the findings, results and recommendations of the pilot scale study.
- Design and assist in installation and operations of the demonstration scale system (EC).
- Assist as needed in the collection of bi-weekly samples from systems throughout the pilot run time.
- Assist in the maintenance of systems as necessary for completing the pilot, include but not limited to trouble shooting, verification of proper installation, and technical assistance.
- Preparation of quarterly reports and a final report upon completion of the study as required by CDPHE.
- Completion of a Project Needs Assessment and environmental determination per CDPHE requirements.
- Preparation of the Alternative Technology Acceptance Application per CDPHE requirements.

It is encouraged and recommended to coordinate with CDPHE and nearby communities for the sharing of resources and information if/when possible. It is recommended to include CDPHE frequently as it will aid in the progress of the full design and construction phase of the project.

## **Proposal Format and Requirements**

### **Submission:**

Proposals shall be submitted to Wigwam MWC by **October 9th, 2024 by 5:00 p.m.**

Wigwam MWC will accept Proposals submitted via electronic mail (email) to the following contacts:

1. Charles Keith Devore: [FIELDOPERATIONS@wigwammutualwatercompany.org](mailto:FIELDOPERATIONS@wigwammutualwatercompany.org)
2. Joy Pearson: [joy@moonshotmissions.org](mailto:joy@moonshotmissions.org)

**Format:**

Interested firms must provide a proposal package, which should include the following:

1. Cover Letter – A brief cover letter (not to exceed two [2] pages), indicating the person able to sign on the company's behalf.
2. Company Overview – The Company Overview shall include the following, at a minimum:
  - A. Location of corporate headquarters.
  - B. Location of office where the work will be performed.
  - C. Number of years in business for corporate and branch offices.
  - D. Types of engineering services provided by the company.
3. Work plan and Approach – Discuss your firm's understanding of the Scope of Services to be performed, method for management of overall project costs, schedule, quality assurance/quality control, and other issues critical to the execution of the project
4. Project Team – Firms shall include a Project Team and Organization Chart listing all individuals assigned to various projects including the project manager. Firms shall have a minimum of two Professional Engineers on staff, licensed in Colorado, and experienced in drinking or wastewater treatment projects of similar size, scope and complexity of the project described herein. Firms must also name any proposed sub-consultants, their intended scope of services, qualifications, and the firm's teaming experience with the sub-consultant(s). Resumes shall be included for each project team member and shall be limited to two pages maximum per individual. Firms should also provide a list of other available local staff members who could be assigned to the projects. In the event that a substitution of a team member is required, the substitution will be submitted to Wigwam MWC for approval.
5. Relevant Project Experience – Firms should list five (5) similar water or wastewater planning and design projects for which they have provided engineering services in the last ten (10) years. The following information shall be included for each project:
  - A. Project location, type and year completed if applicable.
  - B. Owner contact with address and phone number.
  - C. Brief scope of the project and engineering services provided.
  - D. Construction cost.
6. Fee – Firms should provide a complete summary of the estimated number of consulting hours, schedule of hourly rates for each classification, and total not-to-exceed cost inclusive of ancillary costs, including travel for the Scope of Services to be performed.

**Schedule**

The following schedule has been established as a preliminary schedule for the project:

Description	Completion Date
1. The contractor shall submit a pilot project planning and design document.	No later than 180 days from the contract execution date, or December 31 <sup>st</sup> , 2024, whichever comes first.
2. The Contractor shall submit the intended use plan eligibility survey and/or the DWRP pre-qualification form.	No later than September of 2025.
3. The Contractor shall submit Project Needs Assessment documents.	No later than September of 2026.
4. The Contractor shall submit quarterly reports via email to <a href="mailto:cdphe_wqcd_ec_sdc_grants@state.co.us">cdphe_wqcd_ec_sdc_grants@state.co.us</a>	No later than the 3 <sup>rd</sup> Friday of the month in: Jan, April, July, Oct during the contract period.
5. The contractor shall submit a pilot project final report, which should include results.	No later than 30 days from the pilot project conclusion.

## Selection

Wigwam intends to select a firm using a pure Qualifications Based Selection (QBS) according to the Federal Brooks Act (Public Law 92-582) and Colorado Revised Statutes 24-30-1401 et. seq. Wigwam will rank interested firms based on qualifications and experience only.

Upon receipt and review of all Proposals, Wigwam may then choose to interview firms or make a selection based solely on submittals. If Wigwam cannot reach agreement on a scope and fee with the top-rated firm, Wigwam will begin negotiations with the second-rated firm, and so on, until an agreement is reached.

Wigwam reserves the right to reject any or all proposals or accept the proposal Wigwam deems to be in its best interest. Wigwam reserves the right to request more data or information, or a presentation in support of written proposals; however, Wigwam may award a contract based on the proposals received, without consideration of these added submissions. Wigwam further reserves the right to:

- Not award a contract for the requested services;
- Waive any irregularities or informalities in any proposals;
- Accept the proposal considered to be the most beneficial to the public and Wigwam;
- Negotiate and accept, without advertising, the proposal of any other company in the event a contract cannot be successfully negotiated with the selected firm; and
- Retain products submitted by companies for their own use at its sole discretion.

Any technical questions about this request for Proposals should be directed to Joy Pearson at Moonshot Missions: [joy@moonshotmissions.org](mailto:joy@moonshotmissions.org)

All requests for clarification must be received by email by **9/23/2024**. An addendum to provide answers to all questions received will be posted by **9/27/2024** and announced via email.

## Appendix A: Insurance Requirements

The following insurance policies are required to be held by Wigwam MWC and Contractors under the Colorado Department of Public Health and Environment Emerging Contaminates for Small or Disadvantaged Communities Grant. All insurance policies that are not provided through self-insurance shall be issued by insurance companies as approved by the State.

1. Workers' Compensation

Workers' compensation insurance as required by state statute, and employers' liability insurance covering all Grantee or Subcontractor employees acting within the course and scope of their employment.

2. General Liability

Commercial general liability insurance covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:

- a. \$1,000,000 each occurrence;
- b. \$1,000,000 general aggregate;
- c. \$1,000,000 products and completed operations aggregate; and
- d. \$50,000 any one fire.

3. Automobile Liability

Automobile liability insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit of \$1,000,000 each accident combined single limit.

4. Cyber/Network Security and Privacy Liability

Liability insurance covering civil, regulatory, and statutory damages, contractual damages, data breach management exposure, and any loss of income or extra expense as a result of actual or alleged breach, violation, or infringement of right to privacy, consumer data protection law, confidentiality or other legal protection for personal information, as well as State Confidential Information with minimum limits as follows:

- a. \$1,000,000 each occurrence; and
- b. \$2,000,000 general aggregate.

5. Professional Liability Insurance

Professional liability insurance covering any damages caused by an error, omission or any negligent act with minimum limits as follows:

- a. \$1,000,000 each occurrence; and
- b. \$1,000,000 general aggregate.

6. Crime Insurance

Crime insurance including employee dishonesty coverage with minimum limits as follows:

- a. \$1,000,000 each occurrence; and
- b. \$1,000,000 general aggregate.

7. Additional Insured

The State shall be named as additional insured on all commercial general liability policies (leases and construction contracts require additional insured coverage for completed operations) required of Grantee and Subcontractors.