

REQUEST FOR PROPOSALS

for

ENGINEERING DESIGN SERVICES

for

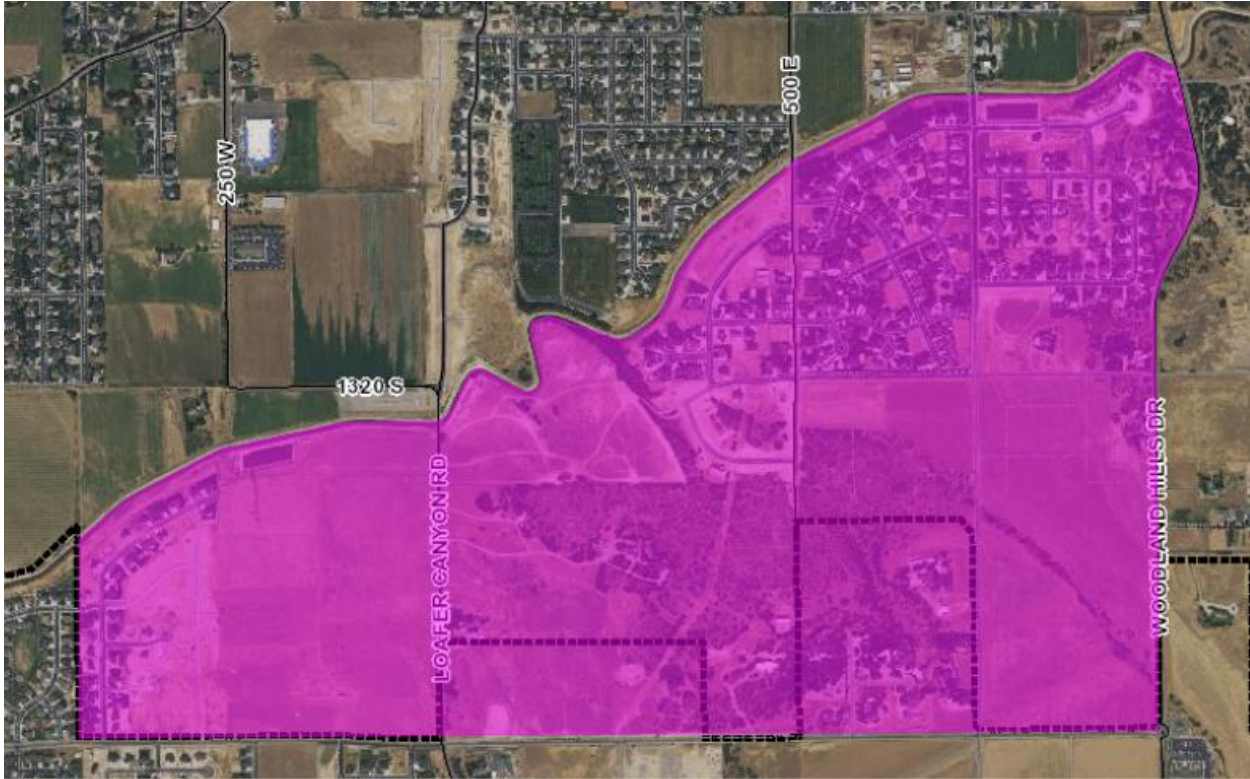
WEST FOOTHILLS IRRIGATION PUMP STATIONS

October 13, 2020

1. PURPOSE

The City of Salem (City) desires to hire an engineering firm hereinafter referred to as “Consultant” to design the West Foothills Irrigation Pump Stations to service the West Foothills Area. The following figure illustrates the approximate service area.

West Foothills Irrigation Pump Stations Service Area



The intent of this solicitation is to receive Statements of Qualification (SOQ) with Proposal from Consultants. Salem City will select one (1) Consultant to design and prepare plans to construct the needed improvements of the West Foothills Irrigation Pump Stations.

2. PROJECT SPECIFIC INFORMATION

The City desires to construct two (2) pressurized irrigation booster stations at sites to be determined and associated pipelines necessary to provide canal water to the secondary irrigation system in areas south of the High Line Canal. Currently, the secondary irrigation system in the service area uses potable water for irrigation. The pump stations will reduce the peak day demands on the potable water system.

The scope of work for the project will be to complete hydraulic modeling, identify pump station site locations, preliminary design, and final design drawings, specifications, and cost estimates for the West Foothill Irrigation Pump Stations. It is anticipated that the pump stations will have a combined flow capacity of approximately 1,200 gpm to 1,500 gpm with a discharge pressure of about 115 psi. The pump stations will also have automatic self-cleaning filters to remove debris and small particles before

the water is pumped into the pressurized irrigation system. The pump stations will need to have variable frequency drives (VFD) to meet demands and maintain pressure.

The City plans to design both pump stations under this contract. The construction of the pump stations may happen together or occur separately. This decision will be based on available funding and construction costs. It is the City's desire to have at least the first pump station completed by April 1, 2022.

A successful Consultant shall have expertise in secondary water pumping stations and underground pipelines, as well as experience sequencing work to minimize existing facility downtime. The City will select a Consultant for the project based on approach to the project, scope of work, qualifications and prior experience as shown in the Evaluation Criteria section of this RFP.

The work covered by this RFP includes but is not limited to:

1. Conduct pre-design planning to identify the required capacity, pressure, and locations of the proposed pump stations.
2. Analyze existing drawings, schematics, reports, and other information to determine the best locations for the proposed facilities.
3. Ensure the new facilities are sized appropriately to meet future demands of the service area as well as provide some level of redundancy.
4. Prepare engineered drawings to include any elements needed for a fully functioning system. The engineer shall prepare drawings and specifications of sufficient detail to minimize uncertainties during bidding of the construction contract and to minimize claims for construction change orders.
5. Consult with the City to determine the best time to bid the project that will maximize bidders and obtain favorable bid prices. Include considerations for construction length and schedule. Adjust schedule to meet the recommended bid and construction period.
6. Assisting the City with bidding the project.
7. Provide engineering services during construction of the West Foothill Irrigation Pump Stations and associated piping connection to the pressurized irrigation system.

3. SCOPE OF WORK

The general scope of work includes providing expert design services for irrigation pumping stations and associated piping, including project management and coordination, quality control, identification of underground utilities, hydraulic analysis, preliminary and final pump stations design, cost estimating, construction management and services during construction.

Task 1: Progress Meetings and Design Reviews: Consultant shall meet with the City to review progress on an as needed basis. The following project meetings with City staff are anticipated:

1. Project kickoff meeting.
2. Pre-Design Planning review meeting.

3. Preliminary design review meeting.
4. 60-percent design review meeting.
5. 90-percent design review meeting.
6. Project progress meetings as needed.

Task 2: Pre-Design Planning: Conduct pre-design planning activities to determine the location, pumping capacity, pressure requirement, conceptual layout and configuration of pump stations and sites. The results of the pre-design planning activities shall be summarized in a technical memorandum and submitted to the City for review. This includes:

1. Prepare hydraulic design calculations for the pump stations.
2. Perform detailed hydraulic modeling for water demand/pressure/flow rate requirements.
3. Evaluate and provide recommendations as to size, location, and layout of the project facilities. The exterior architecture and materials of construction shall blend in with the existing facilities and nearby residences. The building shall be constructed to contain the noise emitted by the pump and drives. Include a design for filters and skylights or roof access for maintenance. The building shall be large enough to ensure appropriate maintenance access without safety concerns.
4. Provide conceptual layout and configuration of pump stations and sites along with building architectural elevations.
5. Evaluate and provide recommendations for SCADA and HVAC equipment. The SCADA system shall allow for complete automated control of the system. The HVAC system shall be installed internally.
6. Prepare summary of preliminary design analysis findings in a technical memorandum.

Task 3: Surveys and Base Mapping: Perform control surveys, utility surveys and topographic surveys in sufficient detail to prepare construction documents. Field survey information shall include the location and elevation of existing site features and utilities with visible evidence at the surface. Survey information shall also be provided for other stationary items such as monuments, trees, guardrails, fences, etc. The survey information shall be based on the City 's datum. The Consultant shall provide electronic files of all survey information to the City.

Task 4: Geotechnical Report: Consultant will provide a geotechnical report to explore and determine the soils and groundwater conditions at the proposed construction site and define and obtain recommendations for design and construction of structures and related facilities.

Task 5: As-built Research and Utility Investigations: Consultant shall research existing utility records and record drawings for sewer, water, electrical power, telephone, fiber optic lines, gas, cable TV, stormwater, drainage improvements and irrigation to determine existing conditions that may impact the design of the project.

Consultant shall perform a field review of utilities in the right-of-way for the project. Consultant shall also gather utility location data from the various utility companies and locate all known utilities on the design drawings. Where major utilities could affect the final design of the project, Consultant shall hire

competent contractors and/or in-house staff to pothole utilities to verify diameter, material, horizontal and vertical location.

Using the survey information (control, topographic and utility surveys), prepare base mapping for the project. Base map shall utilize an aerial photo background (minimum 1' resolution). This includes main roadway, utilities, and other features, as necessary.

Task 6: Preliminary Design: Consultant shall develop a preliminary design (30%) that shall encompass the existing utilities, connections, and future City needs. This includes:

1. Include site grading, drainage and pavement improvements, including parking spaces and crane access for maintenance.
2. Connection piping plan and profile drawings.
3. Pump stations plans and elevations.
4. Architectural elevations.

The consultant shall provide preliminary drawings of the base mapping developed to a 30-percent level of completeness.

Prepare an opinion of the project construction cost for the pump stations and associated facilities. The opinion of the project construction cost shall help determine the project construction limits should the estimated cost exceed the City's budget.

Task 7: Final Design: Based on the preliminary design recommendations memorandum, design review comments and any revisions to the design criteria for the project, the Consultant shall prepare plan drawings for the Project, for approval by the City. The Consultant shall include a P&ID Drawing depicting the piping, equipment, instrumentation and control devices. Design standards shall be as directed by the City, and include conformance with City, local, state, and national codes, and accepted engineering practices for this area. The final design shall include the preparation of bid documents, including drawings and specifications as required to bid the project.

Prepare a preliminary project schedule and coordinate design work, pump stations procurement, construction contract bidding, and construction.

Consultant shall prepare General Conditions and Technical Specifications. Specifications shall be prepared in a CSI format and be based on the American Public Works Association (APWA) Standard Specification – 2017 Edition or other relevant standard, and City Standards. Include provisions for measurement and payment should the construction contract be based on unit prices.

Consultant shall prepare and 60% and 90% design submittals.

Consultant shall prepare a final pre-bid opinion of probable cost for the proposed work.

Task 8: Publish Documents: Consultant shall assemble drawings and technical specifications, with bidding and contractual documents and prepare a complete construction document package ready for bidding, in PDF format. The document sets shall include design drawings bound together with the specifications. Consultant shall provide the City with electronic file of the complete construction document package. The consultant shall provide the City all CAD files.

Task 9: Bidding Assistance: Assist the City in advertising the Project for bid. Prepare for an attend a Bidders pre-bid meeting. Address questions during the bidding period and issue explanatory addenda, as necessary. Assist the City in the opening and tabulation of bids and advise the City about selection of contractor based upon engineering and construction management considerations.

Task 10: Services During Construction: Following an award of construction contract assist the City in the administration of the construction contract and preform part-time site observation. This includes:

1. Conduct pre-construction meeting.
2. Review and recommend contractor submittals to City.
3. Review and recommend contractor progress payments to City.
4. Review contractor's claims.
5. Recommend change orders, if any, to City.
6. Attend weekly construction progress meetings.
7. Parttime construction inspection.
8. Conduct project close-out at completion of the work.
9. Prepare final record drawings.

4. PROPOSAL REQUIREMENTS

The following items shall be addressed in the Consultant's proposal in addition to the other items described in this RFP. Provide three (3) bound paper copies of the Consultant's proposal and one PDF copy on a USB drive. The Consultant's proposal for this project shall not exceed ten (10), 8 ½ x 11-inch pages with minimum font size of Arial 10, one 11 x 17 page is allowed. Double sided pages will be counted at two (2) pages. The cover, index, and appendices will not be included in the page count. Resumes of key staff members and detailed past project information may be included in an appendix.

The proposal shall include the following items in the order listed:

Cover: Clearly identify that the proposal is for Salem City, including the name of the project, the firm submitting the proposal, date of proposal.

Cover Letter: Clearly identify the primary point of contact and provide contact information, including title, address, phone number and e-mail address. Include a description of the document and the company submitting it.

Section 1: Approach and Statement of Work. The Consultant shall develop a detailed approach and statement of work for the project. The consultant's approach shall be clearly presented in the proposal

and shall be coordinated with the statement of work. The approach shall include key differentiators between the Consultant and other proposers which will distinguish their work plan. Boiler-plate Statements of Work or restatement of the RFP information will not be looked upon favorably.

Section 2: Project Manager. The proposed project manager shall be identified along with the following information:

1. A brief resume summarizing relevant project management experience of the proposed project manager.
2. A list of similar past projects completed by the proposed project manager. Project list shall include projects of a type and nature similar to the project detailed in this RFP. Provide project title, date of completion, description of work performed, address, phone number, and contact person.
3. The physical location of the Project Manager and their availability.

Section 3: Project Team/Firm Information. Key staff members of the Consultant, subconsultants, or special consultants that shall be committed to this project shall be identified along with the following information:

1. Specific areas of responsibility for key staff members on this project (including subconsultants) and extent of involvement in these areas.
2. Summary of specific experience and qualifications of key staff members in the areas of responsibility for this project. List of past projects of similar work performed by key staff members detailing their responsibilities and extent of involvement on these projects (list year, project type, size, etc.).
3. Identify the physical locations of each key staff member of the Project Team.
4. Identify any other firm resources that may be relevant to this project, including their location and availability.

Section 4: Schedule. The Consultant shall include a schedule for completing the consultant's design phase engineering and construction services.

5. EVALUATION, SCHEDULE, AND CONTRACT AWARD

Minimum Qualifications

Consultants are required to meet the following minimum experience requirements to be considered responsive to this RFP:

1. Project Manager:
 - a. Experience as a Project Manager on at least 3 similar projects.
 - b. Licensed as a Professional Engineer in Utah.
2. Insurance (provide insurance certificate):
 - a. Commercial General Liability: \$2,000,000 single incident/\$3,000,000 aggregate
 - b. Professional Liability: \$5,000,000

Proposal Evaluation Criteria

The Consultant's proposal shall be evaluated based on the following criteria:

No.	Criteria	Weighting
1.	Approach and Statement of Work. The approach and scope of work the consultant is proposing. Points will be awarded based on a clear understanding of the work, as well as proposals that demonstrate an understanding of City facilities and that contain suggestions to the scope that would lead to a more innovative or cost-effective design.	25%
2.	Project Manager. The professional qualifications of the proposed project manager, including the extent of specialized project management experience, past performance on similar projects, past performance on City projects (if applicable), familiarity with the City and its facilities, and vicinity to work site.	20%
3.	Project Team. The professional qualifications of the proposed project team, including the extent of specialized project experience, past performance on similar projects, past performance on City projects (if applicable), and vicinity to work site.	20%
4.	Schedule. The proposed schedule, including milestones. Higher scores will be awarded for innovative and/or modified scheduling that includes cost savings and/or a shorter timeline. The Consultant's capacity to finish the work on time.	20%
5.	Professional References. Previous experience with the firm as well as professional references.	15%
	TOTAL	100%

The City's evaluation committee will review and rank the proposals based on the criteria shown above. DO NOT include a fee proposal (or hours per task/team member or any hourly rates) as part of this proposal.

The three (3) top ranked firms will be asked to present a detailed cost proposal. The fee proposal shall be due seven (7) days after it is requested by the City. The Fee Proposal shall include a summary of labor hours and hourly rates per task broken down by team member. Each task shall be sub-totaled with labor hours, labor costs, and expenses. Any additional items shall be labeled as such and included as a separate task.

The firm with a proposal that presents the best overall value for Salem City will be selected and presented to the City Council for approval. Upon approval, the selected firm will be required to execute an agreement with the City.

The City reserves the right to cancel the negotiations with the first selected Consultant and negotiate with the second qualified Consultant, and so on, if needed.

The City reserves the right to (1) reject any or all proposals at any time during the process, and/or (2) waive informalities and minor irregularities in the proposal received and/or (3) hold discussions with

consultants who submit proposals determined to be reasonably susceptible of being selected for award and/or (4) award a contract on the basis of the initial proposal and fee proposal received without discussions, shortlisting or interviews.

The costs associated with the preparation of the proposals shall be the sole responsibility of the applicant. All proposals shall become the property of Salem City and is subject to the Freedom of Information Act.

6. SCHEDULE

The schedule of key dates for the proposal process are as follows:

- 1. Proposals due – November 5, 2020 at 5:00 PM.**
- 2. Questions – All questions regarding this RFP are due prior to October 23, 2020.**

Sealed proposals shall be received no later than the date and time stated above at the following address:

Bruce Ward, P.E.
Salem City Engineering Director
30 West 100 South
Salem, Utah 84563

The City's Request for Proposal does not obligate the City to award any contract or to pay any costs incurred in the preparation of a proposal, interview, or associated materials.

7. CONTACT INFORMATION

All questions regarding this Request for Proposal shall be directed to:

Bruce Ward, P.E.
Salem City Engineering Director
30 West 100 South
Salem, Utah 84563
801-423-2770 ext. 207
Email: brucew@salemcity.org