

REQUEST FOR PROPOSALS
PROFESSIONAL ENGINEERING SERVICES
(DESIGN, BIDDING, AND CONSTRUCTION ADMINISTRATION)
FOR THE CITY OF SIOUX FALLS
MAIN LIFT STATION REPLACEMENT PROJECT
CIP – 23024

1 INTRODUCTION:

1.1 PROJECT BACKGROUND AND GOALS:

The existing Main Pump Station is approximately 35 years old and is in need of several updates to improve its functionality, performance and safety. Issues and concerns identified with the existing lift station include:

- Accessing the wet well is unsafe for workers during required cleaning operations.
- Influent screening equipment has reached its expected service life.
- The wet well is exhibiting significant signs of corrosion.
- Wet well arrangement does not meet Hydraulic Institute standards which creates adverse flow conditions resulting in cavitation, loss of pump capacity, and premature wear on pumps, impellers, and bearings.
- Electrical equipment including switch gear, breakers, MCC's, and control panels are at the end of their useful life.
- Transformers/ATS and pad mounted service enclosures are at the 100-year flood elevation. The station would lose power if flooded.
- Pump station elevation/entry is 0.5-feet below the 500-year flood elevation.
- Fuel tank for the diesel engine driven pump is below the 100-year flood elevation, access to fill the tank is 0.5-feet above the 100-year flood elevation.
- Standby power can only operate two pumps. Not fully redundant standby pumping if unable to fuel and service the diesel engine which is used as the third pump when standby power is required.
- Current pumping capacity does not meet future peak flow conditions.

In 2013 a study was performed to compare the cost of updating the existing facility to the cost of replacing the facility. The study recommended replacing the existing facility to correct the issues identified above and address the need to improve the pump station capacity to meet future growth. A memo outlining the proposed improvements and a concept layout is available. (See section 3.4 Resource Information and Reports).

Budget: The approved Water Reclamation Capital Improvement Program has an available budget of \$1,000,000 in 2017 and \$1,000,000 in 2018 to finance the SRF loan preparation and associated environmental/permitting work, pre-design, design, and bidding phase services. An approved budget of \$22,400,000 is available in 2019 to finance the construction and construction administration services. The proposal shall include the work identified in the Scope of Services section below. Contract work may not exceed the budgeted amounts in any given year. Contracts will be amended as funding becomes available in January of each year.

General: This project is funded by State Revolving Funds (SRF) and all regulations relating to SRF funds will apply to this project. The SRF Loan Funds should be secured for project bidding by January 2019.

Recommendations on design efficiencies, necessary modifications, and upgrades throughout the course of design is encouraged.

2 REQUEST FOR PROPOSAL (RFP) CONTENT:

The following table provides a summary of applicable sections to include in the RFP. Relevant information pertaining to each section can be found below.

| PROPOSAL SECTION | MAXIMUM PAGE LIMIT |
|--|--------------------|
| Cover Letter | 1 |
| Project Understanding and Approach | 5 |
| Team Members | 4 |
| Project Qualifications, Experience, and References | 4 |
| Scope of Services | As necessary |
| Work Breakdown and Schedule | As necessary |

2.1 COVER LETTER (1 PAGE MAXIMUM):

Cover letter to include basic information on project consultant team, key team members and applicable roles, and signed by an individual qualified to obligate the proposer.

2.2 PROJECT UNDERSTANDING AND APPROACH (5 PAGE MAXIMUM):

Prepare document outlining key project components and how your team's understanding and experience of these components will be used to complete the scope of work. Explain why your understanding of the project is important to the City of Sioux Falls.

Identify scope of service items that if not properly approached will lead to poor results and what the project team will do to mitigate these risks.

2.3 TEAM MEMBERS (4 PAGES MAXIMUM):

Provide a chart outlining key team members and the applicable roles/tasks they will complete. Include staff that will provide the majority of the labor effort. Provide an overview of the key team member's qualifications with their relevant experience. Address contingency plans should one of the key team members be unavailable during the project. Preference will be given to teams with team members that have been directly involved in recent projects of similar size and nature.

2.4 PROJECT QUALIFICATIONS, EXPERIENCE, AND REFERENCES (4 PAGES MAXIMUM):

Consultant is required to have skills and experience in performing or managing the aspects of work described in this Request for Proposals. Consultant to provide a summary of the experience in the proposal.

2.5 SCOPE OF SERVICES (PAGES AS NECESSARY):

The following is offered to describe the general extent of services to be provided by the consultant. This is not necessarily all-inclusive and the consultant shall include in the proposal any tasks and services deemed necessary to satisfactorily complete the project. The City will rely on the firm to develop a final scope of services identifying necessary tasks, meetings and deliverables.

Task Series 1 - SRF Assistance:

The project will be financed through the South Dakota Department of Environment and Natural Resources Clean Water State Revolving Fund (SRF). All project components are to meet the SRF funding requirements.

Task 1.1 – Environmental Review

Task 1.2 – SRF Facility Plan

Task 1.3 – Meetings

Task Series 2 - Project management/General:

Task 2.1 – Project Management

1. Develop project management plan
2. Complete invoices
3. Coordinate geotechnical work performed under a separate contract
4. Monitor quality control and quality assurance plan
5. Manage deliverables and overall project schedule

Task 2.2 – Project meetings

Consultant is to schedule and coordinate meetings as necessary. A minimum list of meetings is outlined below.

1. Kick-off meeting:
 - a) Kick off meeting with City to review the scope of required services, design criteria and expectations, obtain background information, and establish/review tentative schedule for completion.
 - b) Develop meeting schedule and develop communication processes
2. Progress meetings:
 - a) Facilitate monthly progress meetings with applicable project team members to provide project status update, discuss design details, and project design/construction budget. Meeting intervals may be increased during critical design periods.
 - b) Prepare meeting agenda and meeting minutes.
3. Project Milestone Meetings:
 - a) Complete project milestone meetings at the 30%, 60%, and 95% design level.
 - b) Prepare meeting agenda and meeting minutes.
Note – Key project team members are expected to attend progress meetings on a quarterly basis as well as project milestone meetings.

Task Series 3 – Design Services

Task 3.1 – Concept Design – 30 Percent

1. Field Survey – Complete topographic field survey and field measurements of existing facilities.
2. Develop key project design criteria, preliminary list of drawings and specifications, site considerations, and 30 percent cost estimate.
3. Prepare up to three concept drawings based on city input showing the proposed lift station site plan, plan and section views of equipment locations, flow diagrams and utility impacts. Considerations should be made for future expansion and future odor control.
4. Review existing studies and reports. Develop memorandum confirming project design criteria based on the capacity of existing infrastructure and future needs.
5. Develop concept reuses of existing lift station
6. Coordinate and attend 30 percent review meeting.

Note – City will provide comments and select a preferred concept(s).

Task 3.2 – Preliminary Design – 60 Percent

1. Further develop drawings and specifications of preferred concept, sequence of construction, site considerations, finalize building and site layout, process piping sizes and equipment locations. Provide 60 percent cost estimate.
2. Coordinate and attend a 60 percent design review meeting.

Task 3.3 – Final Design – 95 Percent

1. Finalize drawings and specifications, sequence of construction, site considerations, process and instrumentation diagram and cost estimate.
2. Coordinate and attend a 95 percent design review meeting.

Task Series 4 – Bidding Services

Task 4.1 – Pre-Bid Conference

1. Attend pre-bid conference
2. Prepare agenda and meeting minutes

Task 4.2 – Addenda

1. Prepare and assist the City in issuing addenda as necessary

Task 4.3 – Bid Opening/Tabulation

1. Review tabulated bids, contractor references as necessary, and prepare recommendation letter for award

Task 4.2 – Conformed Drawings/Specification

1. Prepare conformed set of Drawings and Specifications based on changes identified during the bidding phase.

Task Series 5 – Construction Administration Services

Task 5.1 – Project Management

1. Project management shall be performed per the City of Sioux Falls Project Managers Manual.

Task 5.2 – Preconstruction/Progress Meetings

1. Conduct preconstruction meeting with Contractor, Contractor subcontractors, City Staff, utility companies, and other key stakeholders.
2. Construction progress meetings – Progress meetings are to be held on a weekly basis with key stakeholders present.

Task 5.3 – Shop Drawings/Submittals

1. Review contract submittals for contract compliance

Task 5.4 – On-site construction observation

1. Provide full time on-site construction observation during major work activities.
2. Provide part-time construction observation during preliminary work activities and after substantial completion.

Task 5.5 – Construction survey and staking

1. Provide project control
2. Provide project staking as necessary
3. Provide record drawing survey

Task 5.5 – Interpret Contract Documents/Correspondence/Change Orders

1. Provide design plan clarification and revisions as required

Task 5.6 – Substantial/Final Completion Assistance

1. Provide project close-out documentation per the City of Sioux Falls Project Managers Manual.
2. Assist in coordinating equipment start-up. Attend equipment start-up and training.
3. Provide assistance communicating and coordinating corrective items discovered during the warranty period.

Task 5.6 – Record Drawings

1. Provide project close-out documentation per the City of Sioux Falls Project Managers Manual.

2.6 WORK BREAKDOWN AND SCHEDULE (PAGES AS NECESSARY):

Provide detailed spreadsheet showing applicable tasks, project team members and roles, and personnel hours. **Rates, direct costs, indirect costs, and total project costs are not to be included in the RFP.**

Prepare proposed project design, bidding and construction schedule for the project team's consideration. Note, 60 Percent Preliminary design shall not proceed until environmental and regulatory permitting has been completed.

3 GENERAL INFORMATION

3.1 CONSULTANT EVALUATION AND SELECTION CRITERIA:

The RFQ be evaluated and ranked by the following selection criteria:

- Project Understanding
- Project team, organization, and management
- Technical qualifications, past experience, and reliability
- Project organization and Management
- Scope of Services
- Work breakdown and schedule

3.2 ADDITIONAL INFORMATION:

1. This RFP does not commit the City to pay costs associated with the preparation and presentation of submittals to interested firms who respond.

2. The City retains the right to reject all proposals and re-solicit if deemed to be in its best interests. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful consultant firm and readiness to enter into a binding agreement by January 2017.
3. Proposals must be signed by a duly authorized official of the consultant firm. Consortiums, joint ventures or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity which shall be a subsidiary or affiliate with limited resources.
4. Geotechnical, Subsurface Utility Explorations, materials testing, and special inspection services will be performed by the City under a separate contract. Consultant to coordinate work.
5. SCADA programming will be completed by the City. Consultant to coordinate needs with the City.
6. All sub consultants must be listed in the proposal.
7. Professional liability insurance will be required upon selection.

3.3 CITY'S RESPONSIBILITY

Provide pertinent historical, current, and projected flow and growth data, record drawings, reports, and other available information. Prompt review of submittals and information requests.

3.4 RESOURCE INFORMATION AND REPORTS:

Resource information has been posted on the City's website. Go to the applicable RFP located in the link below. <http://www.siouxfalls.org/business/rfq>

The information is being provided to assist consultants in developing proposals and is not all inclusive. Available information will be provided to the selected consultant.

3.5 CITY PROJECT MANAGEMENT:

All questions pertaining to the Scope of Services and project in general must be submitted in writing (via email is acceptable) to the Principal Engineer. All questions must be submitted by the date provided in the schedule below. Responses to all questions will be posted within 48 hours of the submittal on the City's website on the Request for Proposals page. Questions submitted after the deadline of 2:00 pm Central Standard Time on question submittal deadline will not be considered.

Please submit 7 paper copies and one electronic copy of your proposal to the City Engineering Office before 2:00 pm Central Standard Time on date listed below:

Attention: Ryan Johnson
Email: rjohnson@siouxfalls.org
Sioux Falls Public Works Engineering
224 West Ninth Street
Sioux Falls, SD 57117

3.6 FACILITY TOURS:

Tours of the existing lift station facility will be provided. There will be two designated times available for all consultants. Consultant will need to notify Principal Engineer 48 hours in advance of the given tour date to attend. Questions can be asked on the tour and will be posted on the City's website after the tours are complete. Tour times are:

Tuesday, October 18, 2016, from 1:00 p.m. to 2:00 p.m.

Wednesday, October 19, 2016, from 2:00 p.m. to 4:00 p.m.

3.7 SCHEDULE:

RFP Schedule:

- | | |
|---------------------------------------|---------------------------|
| ○ Advertise RFP's on City's website | September 30, 2016 |
| ○ Site tours | October 18 and 19, 2016 |
| ○ Question Submittal Deadline | 2:00 pm, October 21, 2016 |
| ○ Proposal Deadline | October 28, 2016 |
| ○ Shortlist for interviews, if needed | Week of October 31, 2016 |
| ○ Interviews if necessary | Week of November 14, 2016 |
| ○ Consultant Selection | Week of November 14, 2016 |
| ○ Notice to Proceed | January 2017 |

Concept Project Schedule:

- | | |
|---------------------------------|----------------|
| ○ 30 Percent Concept Design | September 2017 |
| ○ SFR Facility Plan Approval | January 2018 |
| ○ 60 Percent Preliminary Design | March 2018 |
| ○ 95 Percent Final Design | November 2018 |
| ○ Bid | February 2019 |
| ○ Begin Construction | April 2019 |