REQUEST FOR PROPOSAL

FOR

2016 SANITARY SEWER EVALUATION STUDY

February 10, 2016
I. BACKGROUND INFORMATION/INTRODUCTION:

The City of Raytown is seeking a consultant to perform a Sanitary Sewer Evaluation Study (SSES) of the City’s sanitary sewer system. The last SSES was done in 2002, and significant changes have occurred in the system since that time.

II. PROJECT GOALS/SCOPE OF SERVICES

The Engineer’s Scope of Work shall consist of the following tasks:

A. Data Collection
   a. Evaluate Inflow & Infiltration (I/I) in current pipes by conducting smoke testing on all lines. See Item D below for more specifics.
      i. Note all locations where sump pumps, roof drains, or floor drains or other illegal connections are connected to the sanitary sewers.
      ii. Televise the areas noted on Exhibit B and note any areas where inflow or infiltration occurs.
      iii. Conduct GPS surveys as needed. City staff will identify areas where GPS is not currently available.

B. Perform Capacity Study
   a. Perform capacity study of whole system, using ArcGIS enabled hydraulic modelling.
      i. Determine capacity of all mains, at the junction with other mains. See attached example.
      ii. Determine flow in all mains per City design criteria.
      iii. Evaluate areas where pipes are insufficient for the flow.

C. Flow Monitoring
   a. Perform flow monitoring to determine base and peak flows.
      i. Recommend locations for flow monitoring.
      ii. Monitor designated locations continuously for minimum of sixty days, but sufficiently to monitor at least two rainfall events, and sufficiently to determine the base flow.
      iii. The ultimate goal is to reduce the ratio between the average wet weather flow (AWWF) to the average dry weather flow (ADWF) in each basin to 3:1 or less.

D. Collection System Inspection Services
   a. Smoke Testing
   b. MACP Manhole Inspection
   c. PACP/LACP CCTV Inspections—Mainline and Service Laterals.
   d. Plumbing Evaluations
   e. Acoustic Sounding
   f. Dye Testing

E. Project List
   a. Create a prioritized project list from the pipe reaches that have insufficient capacity, substandard condition, and significant I/I impact.
   b. Prioritization shall be in order of most critical to least critical.
F. **Cost Estimates and Project Scheduling**
   After each submittal, the consultant shall provide budget level cost estimates for each segment. Tentative completion date is October 10, 2016.

G. **Meetings**
   The consultant shall attend the following meetings:
   - Monthly status meetings.
   - Pre-design meeting to set scope of design manual.
   - One meeting with Board of Aldermen. May entail a formal presentation of the findings to the Board.
   - Two public meetings, open forum style.
   - One other meeting, format and content undetermined.

H. **Engineering Report**
   a. Submit Preliminary Engineering Report
      i. Summarize data collected
      ii. Analyze the data and make recommendations as to which projects are most critical. All reaches that are sub-standard for volume, condition, or I/I impact shall be listed in order of priority, with the most critical at the top of the list.
      iii. Make recommendations as to which projects should be constructed first, taking priority and cost into account.
   b. Submit Final Engineering Report
      i. Review comments from City staff and include verbiage to address the comments in the final report.
      ii. Summarize data collected
      iii. Analyze the data and make recommendations as to which projects are most critical. All reaches that are sub-standard for volume, condition, or I/I impact shall be listed in order of priority, with the most critical at the top of the list.
      iv. Make recommendations as to which projects should be constructed first, taking priority and cost into account.

III. **SUBMITTAL FORMAT AND CONTENT**
   A. The proposal must be prepared on 8-1/2” x 11” sheets, with no smaller than a number 12 font size. Can be double sided, but each side constitutes another page. Proposal shall be limited to a maximum of forty-five (45) pages. The report should be bound in a 3-ring binder and tabbed for easy reference in the following order indicated below:
      1. Table of Contents
      2. Introduction
      3. General
         a. Identity of firm and its legal status
         b. Name, address, telephone number, and email address of the contact person.
         c. Name, address, telephone number, and email address of the person legally authorized to enter into a contract on behalf of the firm.
d. Description of the firm’s professional liability insurance coverage (each firm must attach a copy of their professional liability insurance binder).

4. Qualifications
   a. Describe firm’s most significant qualifications for this project including previous experience working with feasibility studies in those functional areas outlined in the Scope of Services Section of this RFP, including examples (limit to five pages).
   b. Describe relevant expertise the firm and the overall team has.
   c. Provide a profile of the firm’s relative experience in the last five (5) years identifying number of design projects and project management. Include type of project, project name and location, project magnitude, cost of work, number of change orders, date of completion, and owner name, address and contact number.
   d. Provide a list of all sub-consultants (if any) your firm expects to utilize on the study including the role of each; identify specific experience on projects similar to the work proposed.

5. Personnel
   a. Indicate the number of people that will work on this project and include one page résumés of all key staff members. Identify specialty, level of expertise, education and any direct work experience on projects similar in scope to the one being proposed.
   b. Indicate the role of team members, i.e. project manager, primary client contact, and specify the availability of each.
   c. Include a proposed organizational chart which identifies the proposed team’s organization.
   d. Identify specific responsibilities of sub-consultants and construction contractors, where applicable, for the study.

6. Project Schedule
   a. Include a proposed schedule for the study, divided by dates, and referencing key personnel responsible for each phase.
   b. Include a statement about availability of firm for this project and the ability of the firm to meet the deadline to submit the final report.

7. Project Approach
   a. Provide a statement describing what, in your opinion, are the major challenges and opportunities in this project, and your firm’s basic ideas for improvements for wastewater to meet the future needs of the City of Raytown.
   b. Include a description of each phase of the project.
   c. Identify key staff who will be assigned to each phase of the study; include estimated hours for each person.
   d. Consultant shall meet with City staff at least monthly during the study. A kickoff meeting will be held as soon after the contract is awarded as possible.
IV. **SELECTION CRITERIA**

A. Proposals for the study will be evaluated using a team approach and a two step method. Evaluators will review and rank the firm’s qualifications on the basis of points as detailed below.

1. Project Approach:  
   a. Statement of project understanding  
   b. Consideration of present and future requirements of Federal and State regulations, and employee/community regulations.

2. Experience and Background of Comparable Work  
   a. Firm’s Qualifications including, but not limited to background and history of firm; number of employees; scope of services; insurance coverage  
   b. Statement that the firm can meet the schedule and has the resources to do so.

3. Quality of Similar Work Provided  
   a. Related work examples including, but not limited to a minimum of three related projects within the last five years that involved studies of a similar nature, with references;  
   b. Past design experience on type of work to be done.

4. Overall Responsiveness to RFP  
   a. The RFP should address all of the information requested.

5. Extent of Applicable Resources Available to the Firm  

B. The city will conduct interviews of the top three firms selected.

**Proposal Evaluation Team**  
Interim Public Works Director  
Assistant Public Works Director  
City Engineer

V. **TENTATIVE SCHEDULE**

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<tr>
<td>February 10, 2016</td>
<td>Publish Request for Proposal</td>
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<tr>
<td>March 11, 2016</td>
<td>Proposals Due to City</td>
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<td>March 29, 2016</td>
<td>Oral Presentations</td>
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<tr>
<td>April 8, 2016</td>
<td>Consultant Recommended, Contract Scope Completion</td>
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<td>April 19, 2016</td>
<td>Council Award of Contract</td>
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<tr>
<td>August 23, 2016</td>
<td>Preliminary Report Submitted to City</td>
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<td>October 10, 2016</td>
<td>Final Report Submitted to City</td>
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VI. PROPOSAL SUBMISSION REQUIREMENTS

One signed original plus two (2) copies of the proposal for a total of three (3) proposals must be submitted to Kati Horner Gonzalez, Assistant Public Works Director; City of Raytown; 10000 E. 59th St, Raytown, Missouri 64133 by 5:00 P.M. March 11, 2016.

PLEASE NOTE: To facilitate opening procedures, one record copy must be submitted in a sealed envelope or other means with the name of the firm and the project title clearly labeled on the outside. The first page of the record copy must include an original signature by an individual who is authorized to make representations and commitments on behalf of the submitting firm(s). Failure to include this original signature may result in the disqualification of the proposal.

The remaining copies may be duplicate copies of the original and may be packaged together. (The copies packaged must be separate from the original). The outside of the packaged copies must also be clearly marked with the above information.

Proposals are to be submitted in the following format:
1. Signed Cover Letter
2. Firm Qualifications, free format.
3. Proposal (see “Content of Proposals” section)

VII. PUBLIC INFORMATION

All information submitted to the City of Raytown will be considered public information. Upon submission, proposals become the property of the City of Raytown and will not be returned.

VIII. CONTRACT

The City of Raytown reserves the right to negotiate a contract after the successful firm is recommended. The contract will define the scope of work to be done by the firm and the terms and conditions under which the work will be completed. The terms and conditions of the contract will include, as a minimum, the following:

A. The selected firm will complete the Scope of Services per the schedule noted above unless delays are caused by actions of the City. Any such delays will be documented and a new schedule developed by the City by adding the length of the delay to the schedule previously noted.
B. During this period the City of Raytown team will meet with the firm every 30 days to review its progress. The consultant shall provide a monthly progress report to the team 2 working days before the team meetings.
C. The contract holder will name a representative who will be the contact person for all communication between the vendor and the City of Raytown.
D. The contract shall be an hourly rate contract with a maximum not to exceed amount, and the maximum amount shall include reimbursable expenses as well as the hourly charge.

IX. GENERAL TERMS AND CONDITIONS

A. All firms responding to this Request for Proposal shall comply with the following general terms and conditions:
   1. All personnel assigned to the project will be subject to the approval of the City of Raytown; change in personnel shall not be made without prior written approval of the City of Raytown, except in the case of employee termination.
   2. If selected, the proposal will serve as the basis for negotiating a “Contract for Consulting Services”.
   3. Upon submission all proposals become the property of the City of Raytown.
   4. The responding firm must demonstrate that it has agreed not to discriminate in hiring practices on the basis of race, color, religion, age, sex, marital status, disability, effectual origin; and that it agrees to take affirmative action to recruit qualified minorities and women into employment.
   5. The City of Raytown reserves the right to reject part of any proposal based on the criteria contained herein. The City of Raytown also reserves the right to cancel or amend this RFP at any time before the submission date. Any changes in the status of the RFP will be brought to the attention of all parties that have received the same.

B. Limitations: the City of Raytown will not be held responsible for any costs incurred by applicants in preparing or submitting any proposals, documents or presentations.