

November 20, 2017

Subject: Request for Proposals RFP2M17-11 – Engineering Design Services for the Sewer Lift Station #4 and Force Main Replacement Project

The City of Alhambra is requesting a proposal from your firm for professional engineering services for the design of a new sewer lift station to replace the existing lift station. The project site is located at 1700 S. Westmont Dr. A copy of the Request for Proposals (RFP), the City's Insurance Guidelines, and a Sample Contract Agreement are attached for your review and consideration.

Proposals are due by 4:00 PM on Friday, January 12th, 2018. Please submit two (2) copies and one (1) original of the proposal to the City of Alhambra, Attn: Dennis Ahlen Deputy Director, Utilities Department, 111 South First St., Alhambra, CA 91801.

If you should have any questions please feel free to contact Dennis Ahlen, Deputy Director of Utilities at (626) 570-3274. We are looking forward to having an opportunity to review your proposal.

**Proposals must be received no later than 4:00 p.m. on Friday, January 12, 2018.
Cost proposal shall be submitted under a separate cover indicating on the envelope
“Sealed Cost Proposal-Do Not Open with Regular Mail.”**

Send or hand-deliver proposals to:
*City of Alhambra - Utilities Department
Attention: Dennis Ahlen
111 South First Street
Alhambra, California*

Very truly yours,

Dennis Ahlen
Deputy Director of Utilities

CITY OF ALHAMBRA
UTILITIES DEPARTMENT

R F P # 2M17-11

CONTRACTS DOCUMENTS AND REQUEST FOR PROPOSAL

FOR

ENGINEERING DESIGN SERVICES
FOR THE
SEWER LIFT STATION #4 AND FORCE MAIN
REPLACEMENT PROJECT

CITY OF ALHAMBRA
111 SOUTH FIRST STREET
ALHAMBRA, CA 91801

PROPOSALS DUE NO LATER THAN 4:00 P.M. ON FRIDAY, JANUARY 12, 2018.

SEWER LIFT STATION #4 AND FORCE MAIN REPLACEMENT PROJECT

GENERAL INFORMATION

Award of contract by the City Council, if any, will be made in the best interest of the City and shall be based upon various factors, including but not limited to the following: proposer's qualifications, experience, reputation, responsiveness, availability and cost. The City of Alhambra reserves the right to accept or reject any or all Proposals, to be the sole judge of the merits and qualifications of the services and/or items offered and the ability of Proposer to responsibly perform. The City reserves the right to waive any irregularities or informalities in any Proposal submitted or in the procedure. An award of contract may be made to other than the firm offering the lowest costs. Proposal may not be withdrawn for a period of sixty (60) days after the time Proposals are due.

The successful bidder shall meet all insurance requirements of the City including, but not limited to, the provisions of personal and property liability including automobile coverage and Workers Compensation in the limits acceptable to the City. All required insurance shall name the City of Alhambra as Additional Insured.

GENERAL SYSTEM INFORMATION

Description of the Sewer System

The City of Alhambra's Utilities Department sanitary sewer system is made up by 129 miles of pipe, 2800 manholes, and seven lift stations with 7,800 feet of forced mains.

Sewer Lift Station #4 is a wet well/ dry well lift station located at 1700 Westmont Drive.

Sewer Lift Station #4 has a tributary area of approximately 144.8 acres containing 1171 residential and multifamily parcels. It contains two Gorman Rupp T6A3-B self priming centrifugal pumps which are operated by 25HP horizontal motors. The discharge piping converges in the drywell before entering an 8 inch cast iron forcemain that extends 450 feet northwesterly on Westmont to its terminal manhole at the intersection at Glen View Dr and Glenaven Ave.

DESCRIPTION

The City's intent is to modify and/or replace the existing sewage lift station #4 and associated appurtenances to comply with current and pending future regulations. As the City is not an expert in sewer pump station design, we are seeking a consultant who can prepare options for us to consider in regards to replacing the existing facility.

All existing flows are to be maintained during construction either through by-pass methods or establishing the new pump station to be operational before removal or decommissioning of the existing pump station. All existing connections are to be reconstructed into the new or modified pump station.

PROPOSED SCHEDULE

The City anticipates the project schedule to be as follows:

November 20 th , 2017	Distribution of Requests for Proposals
December 13 th , 2017	Submit Written Questions to the City
January 3 rd , 2018	Addendums to RFP sent out by Email
January 12 th , 2018	Proposals due no later than 4:00 p.m.
January 16-19 th , 2018	Review of Proposals
January 22 nd , 2018	Contract Award by the City Council
January 23-31, 2018	Execution of Contract and Notice to Proceed

The City of Alhambra reserves the right to adjust this schedule as necessary.

SUBMITTAL DEADLINE AND PROPOSAL CONTENTS

The entire proposal package must be returned in its entirety with all requested information completed. Proposals shall be delivered in a sealed envelope via regular mail, overnight or other carrier, or hand delivered not later than 4:00pm on Friday, January 12th, 2018, at the following location: City of Alhambra, Utilities Department, 111 S. First Street, Alhambra, CA, 91801. **Indicate on the Sealed Envelope – Do Not Open with Regular Mail.**

Copies of the cost proposal shall be submitted under a separate cover, in a sealed envelope, properly labeled as stated under Item 11 under “Proposal Elements”, and shall be delivered or mailed to the same address shown above on the same day and time with the project Proposal. Facsimile or e-mail submittals will not be accepted. The proposing firm should provide the City with an original and two (2) copies of the proposal and the cost proposal.

All responses must be completed as required, signed by an official of the firm who is authorized to enter into a binding agreement with the City on behalf of the company, and must be received in the place and by the time designated in this document.

QUALIFYING EXPERIENCE

The engineering consultant selected to perform the above-described work shall demonstrate proven experience in sewage conveyance engineering including public sanitary sewer system planning, sewage lift station, and forcemain design. The firms to be considered for this work effort shall have completed at least three (3) public sanitary sewage system engineering design projects of similar size and complexity within the last five (5) years.

PROPOSAL ELEMENTS

In order to assist the selection committee in making a determination, the City requires that all Proposers adhere to the response format outlined below. Firms failing to meet this requirement will be negatively evaluated. Missing sections or inadequate information presented may mean disqualification of the company from consideration. Responses shall be simply prepared, brief and to the point. Needlessly lengthy documents filled with extraneous material will not be favorably received.

Responses to this *Request for Proposal* shall include the following in this order:

1. Cover Letter.
2. Table of Contents.
3. Introduction/Executive Summary. Highlight the company's unique qualifications and relevant experience.
4. Consultant understanding of the project and approach to the work. Include scope of work listing tasks, descriptions, methods, and techniques.
5. A staffing chart by job description or title. Indicate which staff are in-house and which are sub-consultants.
6. Designation of Sub-Contractors/Sub-Consultants Form
7. References Form. A listing of a minimum of three (3) clients for whom similar work has been performed in the last five (5) years, including individual contact person, address and phone number who is familiar with the project.
8. Proposer Information Form.
9. A description of the firm's and any sub-consultant's experience relating specifically to the design and engineering of state-of-the-art sewage conveyance facilities and attendant sewer system improvements.
10. Cost Proposal Form shall be provided in a separate sealed envelope marked "Cost Proposal - City of Alhambra **RFP 2M17-11 Engineering Design Services for the SEWER LIFT STATION #4 AND FORCE MAIN REPLACEMENT PROJECT**". The cost proposal shall be prepared on an hourly rate not-to-exceed basis. Include a time and materials reimbursement schedule and an hourly rate for each position.
11. Acceptance of Conditions Statement. This will be a statement offering the proposer's acceptance of all conditions listed the Request for Proposals document. Any exception on the contractor's behalf must be stated in the proposal including any exemptions to provisions in Sample Contract.
12. Additional Data. This section may contain material not specifically requested for the evaluation, but which the proposer wishes to submit. This may include brochures, pictures, a general narrative, and a statement of additional services the proposing firm may wish to provide.
13. Appendix/Attachments.
14. Construction Management and Inspection Services for the length of the Project.

SELECTION CRITERIA

The City intends to retain the engineering firm whose proposal it believes is most advantageous to the City. Evaluation of the proposal will be based on qualifications of the respondents. The City wishes to hire a firm with significant professional credentials. Selection will be made on the following factors:

1. Qualifications of the project team, including personnel and sub consultants.
2. Relevant recent project experience, particularly in the region.
3. Overall Cost.
4. Project references.
5. Soundness of technical approach.
6. Ability to meet required timelines.
7. Quality of proposal response and adherence to required format.

DISCRETION AND LIABILITY WAIVER

The City reserves the right to reject all proposals or to request and obtain, from one or more of the engineering firms submitting proposals, supplementary information as may be necessary for City staff to analyze the proposals pursuant to the consultant selection criteria contained herein. The City is not liable for the costs incurred by the proposers for the preparation of the proposals.

The consultant, by submitting a response to this Request for Proposal, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of this Request for Proposal.

All proposals shall be binding for a period of sixty (60) days after the delivery date and may be retained by the City for examination and comparison.

INSURANCE REQUIREMENTS

Upon Award of Contract by the City Council, the consultant shall provide the City with required Certificates of Insurance evidencing minimum coverage of \$1,000,000 in Professional Liability, Contractual General Liability and Automobile Liability coverage, naming the City of Alhambra as Additional Insured. The insurance requirements are clearly described in the **Sample Agreement for Consultant Services** included herein.

BUSINESS LICENSE REQUIREMENT

Upon Award of Contract, the consultant shall obtain a City of Alhambra Business License and maintain one throughout the term of the contract.

GENERAL REQUIREMENTS

Purpose - The purpose of the Request for Proposals (RFP 2M17-11) is to solicit proposals from qualified engineering consulting firms with extensive, proven experience in design, engineering, preparation of plans and specifications, project and construction management services.

City Option to Reject all Proposals - The City may, at its sole discretion, reject any and all proposals submitted in response to this RFP. The City will not be liable for any costs incurred in connection with the preparation and submittal of any proposal. The City reserves the right to waive any irregularities in a submitted proposal.

Contract Sum - All proposals will include a specific cost proposal in a not-to-exceed amount, based upon the description of services and scope of work to be performed.

Contract Payment - Payment to contractor will be made in arrears on a monthly basis for services performed, provided that the contractor is not in default under any provisions of this agreement.

Any contract entered into pursuant to this notice will incorporate the provisions of the State Labor Code. Compliance with the prevailing rates of wages and apprenticeship employment standards established by the State Director of Industrial Relations will be required.

Equal Opportunity Clause - Contractors shall ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, sex or religion will be required.

The City of Alhambra hereby ensures that minority business enterprises will be afforded full opportunity to submit proposals in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, sex, or religion in any consideration leading to the award of contract.

Equal Opportunity Employment Compliance - Proposer certifies that it has sought out and considered minority business enterprises for those portions of the work to be subcontracted, and has fully documented such actions that said documentation is open to inspection, and that said action will remain in effect for the life of any contract awarded hereunder.

Furthermore, Proposer certifies that all steps will be taken to meet all equal employment opportunity requirements of the contract documents. Proposer certifies that in all previous contracts or subcontracts, all reports which may have been due under the requirements of any agency, State, or Federal equal employment opportunity orders have been satisfactorily filed, and that no such reports are currently outstanding.

Legal Responsibilities - All proposals must be submitted, filed, made, and executed in accordance with State and Federal laws relating to proposals for contracts of this nature whether the same or expressly referred to herein or not. Any company submitting a proposal will by such action thereby agree to each and all of the terms, conditions, provision, and requirements set forth, contemplated, and referred to in the Request for Proposal, and other contract documents, and to full compliance therewith.

Interpretation of Documents - A person in doubt as to the meaning of any part of the contract documents, or finds discrepancies, in, or omissions, may submit to the City a written request for an interpretation or correction thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation or correction of the contract documents will be made only by addendum duly issued and a copy of such addenda will be faxed to each person receiving a set of the contract documents. No oral interpretation of any provision in the contract will be made to any Proposer.

Discrepancies and Misunderstandings - Contractors and consultants must satisfy themselves by personal examination of the work site, specifications, and other contract documents, and by any other means as they may believe necessary, as to the actual physical conditions, requirements and difficulties under which the work must be performed. No contractor or consultant will at any time after submission

of a proposal make any claim or assertion that there was any misunderstanding or lack of information regarding the nature or amount of work necessary for the satisfactory completion of the job. Any errors, omissions, or discrepancies called to the attention of the City of Alhambra will be clarified by the City in writing to all proposers prior to the submission of proposals.

Proposer Interested in More than One Proposal - No person, firm, or corporation will be allowed to make or file, or be interested in more than one proposal for the same work unless alternate bids are specifically called for. No proposal will be accepted from a consultant who has not been licensed in accordance with the provisions of the State Business and Professional Code.

Listing Sub-contractors, Vendors and Sub-consultants - Each Proposer will submit a list of the proposed subcontractors of this project as required by the Subletting and Subcontracting Fair Practice Act (Govt. Code Sec 4100 et seq.) Forms for this purpose are furnished herein.

Non-Collusion Affidavit - Proposer declares that the only persons or parties interested in this proposal as principals are those named herein; that no officer, agent, or employee of the City of Alhambra is personally interested, directly or indirectly, in this proposal; that this proposal is made without connection to any other individual, firm, or corporation making a bid for the same work and that this proposal is in all respects fair and without collusion or fraud.

SCOPE OF SERVICES

The following is a general outline of the scope of work for the design of a new Sewage Lift Station to replace the existing Sewer Lift Station # and Force Main. The scope as presented is considered comprehensive, and will be utilized to evaluate the proposals received as the baseline for comparison. Should the consultant consider options, which they believe may enhance the design or result in lower costs of construction, or consider items in the baseline scope to be unnecessary, then such options and exceptions should be noted and costed separately from the baseline proposal.

Task 1 Data Collection & Assessment

Work under this task shall entail the collection and review of existing data and information relevant to Sewer Lift Station #7. Materials available include the Sewer System Master Plan June 2007, maps, drawings, and the sewer system hydraulic analysis. The consultant shall familiarize themselves with any of the City's available background information related to this project. Consultant shall conduct preliminary survey and geotechnical investigation. Consultant shall meet with City staff to determine problems, concerns and confirm current system operation information.

The Consultant shall prepare a survey for the design of the facility utilizing surveying software consistent with AutoCAD 2004 design software.

The Consultant shall provide a comprehensive Geotechnical Report for the Project to include as a minimum:

- Seismic design criteria to withstand a Maximum Credible Earthquake event;
- Foundation recommendations for the Lift Station Facility;
- Backfill requirements for trenches; and
- Pavement design recommendations for the project.

Task 2 Design of the Sewage Pump Station Project

A. Pre-Design Report

Consultant shall review the existing layout and physical conditions of the existing pump station, provide computer hydraulic modeling and field measurements of flow in and out of the pump station. Consultant shall evaluate and compare both the modification and replacement options. The Consultant shall prepare a Pre-Design Report for the Sewage Pump Station Replacement project, which shall include as minimum the following information:

- An alternative design analysis for location and configuration of the Sewage Pump Station facility
- A hydraulic analysis of inflow and outflow Sewage Pump Station.
- Preliminary schematic for the new pump station.
- Preliminary piping schematic for inflow and forcemain pipelines and any modifications to connections.
- Listing of preferred manufacturer and equipment for mechanical and electrical components of the project.
- Architectural rendering and conceptual floor plan of the proposed station.
- A conceptual level cost estimate for the project.

A letter-type Pre-Design Report shall be completed and wet stamped by a licensed Civil Engineer.

B. Staging and Demolition Plan

The consultant shall prepare a staging and demolition plan for the removal and disposal of the existing Sewage Pump Station from the site upon completion of the new Pump Station's construction. Modification to existing inlet and outlet pipelines to the existing Pump Station shall also be determined to allow continued uninterrupted operation of the existing Sewage Pump Station throughout the course of demolition and construction of the new Pump Station.

C. Structural Design

Structural design shall be in full compliance with all applicable codes (UBC, ACI) and requirements including the Building Department of the City of Alhambra. Structural design calculations certified by a California Licensed Structural Engineer shall be provided (wet stamped).

D. Electrical Design

1. Electrical Service and Transformer

The consultant shall provide for the design and a new electrical service, transformer, and back-up generator with automatic switch gear for the Pump Station.

2. SCADA System Interfacing

The Consultant shall coordinate with the City and its Supervisory Control and Data Acquisition (SCADA) system consultant to provide for system monitoring and control of the new Pump Station.

E. Plan Formats & Submittals

Please note that all Plans shall be prepared utilizing AutoCAD Version 2004 or latest upgraded version. The Consultant shall prepare a Preliminary (60%) Plan set, which shall include the following submittals as a minimum:

Preliminary Plans - 60%

- Demolition Plan
- Site Plan (Paving, Entrances, Man ways, Vaults)
- Preliminary Structural Plan (Including Structural Calculations)
- Piping Plan (Including Hydraulic Calculations)
- Electrical Schematics
- Initial Catalog Cuts for Equipment & Materials

Three (3) sets of Plans and accompanied materials shall be submitted to the City for review. Following submittal of the 60% the City will conduct a review of the material submitted and prepare consolidated comments for clarification or correction to the Consultant within two (2) weeks of submittal.

Revised Preliminary Plans & Final Plans - 90% & 100%

- General Sheets - Title Sheet, General Notes, Index to Sheets, Bench Marks Horizontal Control, Vicinity and Location Maps
- Civil Sheets - Rough and Final Grading, Demolition, Site Piping (Inlet & Outlet) & Profiles, , Site Improvements, Sewer, Civil Details
- Mechanical Sheets – Pumps, Piping, Vault Plans, Valve & Fittings, Ladders, Stairs, Hatches, Miscellaneous Metal Items, Hardware & Mechanical Details
- Architectural Sheets - Building, Exterior Treatment
- Structural Sheets - General Notes & Details, Foundation , Roof , Roof Reinforcing Layout, Roof Reinforcing Details, Longitudinal & Transverse Sections, Miscellaneous Sections, Walls, Miscellaneous Reinforcing, Hatch Openings Sections & Details, Ladder Details, Miscellaneous Sections & Details
- Electrical - Electrical Symbols Notes & Abbreviations, Electrical Service, Transformer, Single Line Diagram, Lighting Plan, Motor Control Center, Conduit Schedule, Panel Connection details, Connection Diagram, Electrical Site Plan
- Landscape and Irrigation Plans (if needed)

Three (3) sets of Plans and accompanied materials shall be submitted to the City for review. Following submittal of the 90% Plans the City will conduct a review of the material submitted to verify that all corrections and clarifications have been addressed from the 60% submittal comments. Final comments and clarifications with assembled and submitted to the Consultant by the City within two (2) weeks of submittal.

The Consultant shall then make final corrections to the 90% Plans and provide clarification to the TAC on any remaining questions. The final submittal shall consist of three (3) sets of Plans and accompanying submittals, The Final set of plans shall be provided in AutoCAD 2004 or Updated Version as available along with a set of original mylars for reproduction in 22"x34" and 11"x17" formats. The final set of plans and specifications shall be submitted on digital media on DC ROM in AutoCAD and Microsoft Word file formats.

Task 3 Preparation of Contract Documents

The Consultant shall prepare and compile a complete set of contract documents including: Notice Inviting Bids, Instructions to Bidders, Bid Schedule (Including a bid item for diversion of all recyclable waste materials), Agreement, Supplementary General Conditions, Special Provisions and Technical Specifications. The General Provisions and Technical Specifications shall be in accordance with the Standard Specifications for Public Works Construction 2003 Edition including all supplements to date. The Technical Specifications should be in the CSI format with the following primary Sections included:

- General Requirements
- Sitework
- Concrete
- Masonry
- Metals
- Finishes
- Equipment
- Mechanical
- Electrical
- Instrumentation
- Testing

In addition Standard Drawings, Geotechnical Report and other pertinent referenced material shall be appended to the documents.

Task 4 Meetings and Coordination

The Consultant shall provide for the development and implementation of a Technical Advisory Quality Control Committee to provide oversight and review throughout the design process. Members of the TAC shall include:

City's Project Manager - Chair
Design Firm's Project Manager
City's Utilities General Manager
City's Production Staff

Meetings shall be held as required throughout the course of design; at the Utilities Department Offices. The Design Firm's Project Manager shall be responsible for meeting agendas and minutes preparation. It is intended that these meetings will serve as a clearinghouse for assimilation of questions and decisions relative to the design process for the sake of efficiency. They will also serve as Review Meetings for the Major design submittal milestones at the 60%, 90% and 100% (Final) stages of design.

Task 5 Preparation of Engineers Estimate

An Engineers Estimate of Probable Construction Cost shall be prepared by the Consultant at the 60%, 90% and Final Stage of design submittals, to allow the City the flexibility to make ongoing decisions as to the scope and extent of the proposed work.

Task 6 Construction Support Services

The Consultant shall provide construction management support services including attending the pre-bid meeting, addressing questions from contractors during bidding, preparation of Addendum, review of shop drawings and submittals, Inspection services during construction, response to requests for clarification (RFC) and requests for information (RFI) during construction. Upon the completion of construction the consultant shall prepare **As-Built Drawing Set** based on the Contractor's and Inspector's Redline Sets. The consultant shall also budget time to attend start up procedures of the facility.

PROPOSER INFORMATION

Proposer certifies that the following information is true and correct:

Firm Name:

Proposer's Name:

Form of Legal Entity (i.e., individual, partnership, corporation, etc.)

If a Corporation, State of Incorporation (i.e., Calif.) _____

Business Address:

Telephone: _____ Fax: _____

Email: _____

Engineer's License No.: _____

Original Date Issued: _____ Expiration Date: _____

The following are the names, titles, addresses, and phone numbers of all individuals, firm members, partners, joint ventures, and/or corporate officers having a principal interest in this proposal:

The date of any voluntary or involuntary bankruptcy judgments against any principal having an interest in this proposal are as follows:

REFERENCES

The following are the names, addresses, and telephone number for three AGENCIES for which proposer has performed similar engineering consulting work for within the past three (3) years.

1. _____

Name and address

Name and telephone number of person familiar with project

Contract amount Type of work Date completed

2. _____

Name and address

Name and telephone number of person familiar with project

Contract amount Type of work Date completed

3. _____

Name and address

Name and telephone number of person familiar with project

Contract amount Type of work Date completed

The following are the names, addresses, and telephone numbers for all brokers and sureties from whom bidder intends to procure insurance bonds:

COST PROPOSAL FORM

Pursuant to and in compliance with your Request for Proposals and the other documents relating thereto, the undersigned proposer, having familiarized himself/herself with the work as per the paragraph, "Discrepancies and Misunderstandings," contained in the "INSTRUCTIONS TO FIRMS SUBMITTING PROPOSALS" section, and with the terms of the contract, the local conditions affecting the performance of the contract, and the cost of the work at the place where the work is done, and specifications and other contract documents, hereby proposed and agrees to perform, within the time stipulated, the contract, including all of its component parts, and everything required to be performed, and to provide and furnish any and all of the labor, materials, tools expendable equipment, and all applicable taxes, utility and transportation services necessary to perform, the contract and complete in a workmanlike manner all of the work required in connection with **RFP 2M17-11. Engineering Design Services for the SEWER LIFT STATION #4 AND FORCE MAIN REPLACEMENT PROJECT**, all in strict conformity with the specifications and other Contract Documents on file at the office of the City Clerk of the City, for the following lump sum bid:

BASE BID

The furnishing of all labor, supplies and materials, methods, processes, tools, implements, machinery, transportation, insurance and bonds for or incidental to providing the City's Professional Engineering Services

Cost Proposal Form. Shall be provided in a separate sealed envelope marked "Cost Proposal - City of Alhambra **RFP 2M17-11 for ENGINEERING AND DESIGN SERVICES FOR THE SEWER LIFT STATION #4 AND FORCE MAIN REPLACEMENT PROJECT**". The cost proposal shall be prepared on an hourly rate not-to-exceed basis and should include a time and materials reimbursement schedule and an hourly rate for each position.

Company: _____

Address: _____

Proposer's Name: _____

Proposer's Title: _____

Proposer's Signature: _____

Date: _____