

City of Fortuna

Request for Proposals

Engineering Services for the

CITY OF FORTUNA (CIP# 9975)

DIGESTER MAINTENANCE PROJECT



October 4, 2019

PROPOSALS MUST BE RECEIVED NO LATER THAN
4:00 P.M., October 24, 2019

Approved for release by

A handwritten signature in blue ink that reads "Kevin Carter".

Kevin Carter, Deputy Director of Public Works
City of Fortuna

October 4, 2019
Date

**REQUEST FOR PROPOSALS
FOR
ENGINEERING SERVICES FOR THE CITY OF FORTUNA DIGESTER
MAINTENANCE PROJECT**

The Digester Maintenance Project consists of digester cleaning, digester inspection and digester floating cover-coating at the Tom Cook Memorial Waste Water Treatment Plant in the City of Fortuna. The funding and oversight of this project will be administered by the City of Fortuna.

The scope of work consists of preparation of the plans, specifications and estimate (PS&E), and Bidding Services. In addition, the City may consider the selected consultant to perform Construction Engineering Services during the construction phase of the project.

Consultants are expected to provide a detailed scope of work that covers the items outlined below, along with any additional items that the Consultant deems necessary to provide full service to the City in delivering the described project. It is anticipated that construction of this project will begin in fall 2019.

I. Project Funding

The funding for this project is from the City's Sewer Reserves.

II. Contact Person

Questions regarding this RFP may be directed to the following person via e-mail or Fax only by October 16, 2019:

Kevin Carter
City of Fortuna Public Works
621 11th Street
Fortuna, CA95540
(707) 725-7651 (FAX)
kcarter@ci.fortuna.ca.us

1.0 PROPOSAL REQUIREMENTS

1.1 Cover Letter

The cover letter shall be signed by an official authorized to bind the firm and shall contain a statement that the proposal is valid for ninety (90) days.

1.2 Project Understanding

Provide an overview of the project, including a brief description of your understanding of the services to be provided, the project's objective, and your approach to accomplish the objectives.

1.3 Technical Approach/Scope of Work

Describe your technical approach for completing the scope of services. Identify and detail

specific tasks as necessary to complete the work. Proposers are encouraged to amplify the scope of work, to identify any supplemental tasks necessary, and to recommend any alternatives that may enhance the project or reduce costs.

The City is particularly interested in a description of your team's approach for completing the project in a timely fashion so as to minimize the downtime of the City's sole digester (the estimated capacity of temporary storage of material will accommodate approximately 40 days).

1.4 Project Team Organization

Identify proposed personnel and include an organization chart. Recognize that the City expects the proposer to contractually commit the proposed personnel to this level of effort when requested. Describe why key personnel were selected and their related experience. Please note that many of the services required of your firm may be on a specific time schedule and must be responded to promptly; therefore, consultant should be prepared to adjust the work force to meet the pace of each specific project.

1.5 Experience and Qualifications

Describe the proposed personnel's qualifications for conducting the proposed work including any specialized qualifications or certifications for the coatings inspection work. Identify the key personnel for your team and provide a brief description of similar projects where that person provided similar services. For each of the projects referenced, provide the date when the service was provided, the client name, contact name, and contact telephone number. These references will be contacted, so it is important that accurate and current phone numbers are provided. Inaccurate information will adversely reflect on the quality of the proposal.

1.6 Estimated Fee Schedule

The proposal shall define the total estimated contract price on a time-and-expenses basis. The price shall be an estimate of the time and expenses needed to complete the work as proposed. Please include this cost estimate in a separately sealed envelope. The estimate shall include:

- 1) A listing of tasks required to accomplish the proposed scope of services;
- 2) An estimate of the labor hours for each position classification and task;
- 3) The proposed hourly fee schedule for calendar year 2019/2020 for the primary staff proposed to complete work on the project;
- 4) All other reimbursable fees and expenses (noting that the City will **not** pay for lodging or vehicles);
- 5) Assumptions upon which estimate is based;

Since it is the City's intent to select the firm with the best qualifications, compensation will **not** be a selection criterion at this time.

2.0 Evaluation Criteria

The City's evaluation criterion for this work includes the following:

A. Responsiveness to Requirements, terms and conditions of the RFP 20 Points

- Ability to commence work immediately after execution of the contract;
- Name of consultant's project manager and individual authorized to negotiate the contract on behalf of the firm;
- Ability to meet the City's insurance Requirements;
- Adequacy of the financial management and accounting system;
- Understanding the project and the needs of the City; and
- Ability of project team to deliver project in a timely manner consistent with programming requirements.

B. Project Management/Firm(S) Strengths & Qualifications 30 Points

- Team management qualifications and strengths; identify lead entity for the overall proposal;
- Organized approach to work assignments; identify key staff including their names, classifications, professional history (attach resumes) and their respective roles and responsibilities in the program.
- Clear, effective organization chart;
- Thorough discussion of project management, sub-firm coordination, and quality controls; and familiarity with City financing and regulatory requirements.

C. Project Team/Previous Experience 50 Points

- Recent and significant experience and strong technical background in the field of expertise;
- Demonstrated capability on similar projects;
- Ability and proven experience of working with, and responding to, the community and businesses impacted by a project;
- Past relevant project and outcomes;
- Provide references for projects of similar type and scope.

3.0 GENERAL INFORMATION

3.1 Proposal Requirements and Due Date

Proposals shall be limited to a maximum of 20 pages, excluding appendices and Section 5 (Experience and Qualifications). Proposals shall be bound, tabbed, organized and numbered in the order presented below:

Section 1 –Cover Letter

Section 2 – Executive Summary

Section 3 – Project Understanding, Approach & Scope of Work

Section 4 – Project Team Organization/Staffing Plan

Section 5 – Experience and Qualifications

Section 6 – Project Schedule

Appendix A – Resumes

Use of recycled and recyclable materials (no lamination) is strongly encouraged and appreciated. Proposals will be received by the City of Fortuna until 4:00 p.m. on October 24, 2019. Proposers shall send five (5) copies of their proposals to:

Kevin Carter
 City of Fortuna Public Works
 621 11th Street

Fortuna, CA 95540

The City may or may not hold formal interviews. E-mail updates will be provided to advise Proposers of the City's selection process.

3.2 Project Time Schedule

The following schedule is provided as a guide:

Proposal due date	October 24, 2019	4:00 PM
Consultants Selected	October 30, 2019	
Negotiate Fee	October 31, 2019	
Professional Services Agreement Executed/Notice to Proceed (NTP) Issued	November 12, 2019	

3.3 Attachments

Attached are the following:

Attachment A Scope of Services

4.0 PROFESSIONAL SERVICES AGREEMENT

The successful firm will be required to execute the City of Fortuna Professional Services Agreement (see Attachment B). The contract method of payment will be time and materials with a not to exceed maximum. The proposer should assure no exceptions to this agreement will be accepted and that any consultant submitting a proposal must be prepared to execute this agreement without modification. If a proposer believes that a modification of the Agreement will benefit the City, the proposer can describe such modification in their proposal, including a description of the perceived benefits. There is no obligation on the part of the City to accept such a modification.

5.0 NEGOTIATION OF CONTRACT

After selection of the consultant, the City and the consultant shall negotiate the contract under which the work shall be performed. All items submitted in the consultant's proposal shall be subject to negotiation.

Thank you for your interest in this Request for Proposal.

ATTACHMENT A

SCOPE OF SERVICES
FOR
ENGINEERING SERVICES FOR THE
CITY OF FORTUNA DIGESTER MAINTENANCE PROJECT

The City of Fortuna (“City”) is requesting your firm to prepare plans, specifications, and estimate (PS&E) for the City of Fortuna Digester Maintenance Project. In addition, the City may consider the selected consultant to perform Construction Engineering Services during the construction phase of the project. Funding sources for this project will be City of Fortuna sewer reserve funds.

1.0 PROJECT MANAGEMENT, MEETINGS AND COORDINATION

Organize and attend (can be by phone if appropriate) numerous meetings with City staff as required during the design process for status reporting, sharing and dissemination of information, appropriate guidance and coordination.

2.0 DIGESTER CLEANING AND INSPECTION

Complete appropriate bid package and assist the City of Fortuna with bidding services for cleaning of the 480,000 gallon capacity digester.

This task also includes final visual inspection of the interior and exterior of the digester upon the completion of the cleaning to determine any necessary repairs for incorporation into the Digester Coating Project Specifications.

3.0 DIGESTER COATING PROJECT ENGINEERING DESIGN

This task is to produce the final PS&E for the digester floating-cover coating. The overall PS&E work shall be generally phased with a 90% deliverable and finalized with the 100% PS&E package for the Digester Coating Project. Consultant shall provide submittals to the City corresponding to these phases of PS&E and address the City's and other agencies' comments from the review of the submittal in the next phase, as appropriate. Comments from previous phase shall be saved by consultant and returned with the next submittal.

4.0 CONSTRUCTION ENGINEERING SERVICES (INCLUDE AS OPTIONAL TASK)

The City may consider the selected consultant to perform Construction Engineering Services during the construction phase of the project. These services include, but are not limited to:

- Bidding Assistance
- Construction Management
- Construction Observation to be performed by City staff