

Borham, Heck, Petree
ENGL 3153-991
For Instructor Daren Young
October 24, 2011

3 S of an RFP: This simple rubric gives you three generalized elements that must be in and RFP so that anyone interested in bidding on a project has all of the information they need to make a competitive proposal. First Scope, tells what the problem is and how they want it fixed as well timetables and necessary tools and requirements. Second Selection tells how the decision will be made about how will get the job. Finally Submittal explains the steps one must follow to be considered.

1 Scope

- When is it due?
- What is the project description?
- What type of work is needed?
- Who will we need to contact?
- Are there any extra requirements?
- Is there background information we need?
- What is the timeframe?

2 Selection

- What are the requirements that must be met for a proposal to be accepted for consideration?
- How will the selection process be made?
- Are there any special considerations we need to make in order to stand out?

3 Submittal

- What sections need to be included?
- Who will we need to send the proposal to?

Here is how it applies to the sample

CITY OF LA CENTER REQUEST FOR PROPOSALS WASTEWATER TREATMENT EXPANSION PROJECT

1 Scope

- When is it due? *October 31, 2006*
- What is the project description? *Expansion of cities water treatment plant.*
- What type of work is needed? *Facility planning, operations services, ecology permitting, design engineering, and construction management services for wastewater treatment plant improvements.*
- Who will we need to contact? *Jeffrey B. Sarvis at (360)-263-7661 or jsarvis@ci.lacenter.wa.us at least 5 business days prior to proposal due date. An addendum will be issued if necessary.*
- Are there any extra requirements? *List of professional services such as prepare plans and assisting staff with identification of funding options. Also must attend pre-proposal meeting on Tuesday, October 10, 2005, 1:00 pm to 2:00 pm at the City of LA Center Wastewater Treatment Plant, 101 Aspen Ave., LA Center, WA.*
- Is there background information we need? *An existing wastewater treatment plant was recently upgraded. Due to this growth, the treatment facilities are expected to run out of capacity within a few years. There is a need to not only maintain current facilities, but expand capacity as well.*
- What is the time frame? *Breakdown of Project schedule. September 2006-December 2008.*

2 Selection

- What are the requirements that must be met for a proposal to be accepted for consideration? *Project understanding, project approach, project team & experience, firm experience, depth & location, other specific requested data, and general appearance & completeness of proposal.*
- How will the selection process be made? *Breakdown of point system that will be used to make decision. As well as when selection will be made.*
- Are there any special considerations we need to make in order to stand out? *Cities reservation of right to select based solely on proposal.*

3 Submittal

- What sections need to be included? *Letter of interest, specific requested data, statement of understanding, project approach, project team, and firm experience.*
- Who will we need to send the proposal to? *Jeffrey B. Sarvis 419 E. Cedar Ave, Suite A201, LA Center, WA 98629 Phone: (360)-263-7661 No later than 4:00pm on October 31, 2006*

Here is the original RFP

**CITY OF LA CENTER
REQUEST FOR PROPOSALS
WASTEWATER TREATMENT EXPANSION PROJECT
Due October 31, 2006**

The City of La Center is requesting proposals for the following project:

FACILITY PLANNING, OPERATIONS SERVICES, ECOLOGY PERMITTING, DESIGN ENGINEERING, AND CONSTRUCTION MANAGEMENT SERVICES FOR WASTEWATER TREATMENT PLANT IMPROVEMENTS

SUMMARY INFORMATION

Due Date: October 31, 2006, before 4:00 PM PST

Copies of proposals to be submitted: 5

Location for Proposal Delivery: City of La Center, City Hall, 214 E. Fourth Street, La Center, Washington 98829.

Contact Information for clarifications: It is requested that questions be submitted by fax or email attention of Jeffrey B. Sarvis at (360)263-7666 or jsarvis@ci.lacenter.wa.us at least 5 business days prior to proposal due date. An addendum will be issued if necessary.

Pre-Proposal Meeting: Required – Tuesday, October 10, 2006, 1:00 pm to 2:00 pm at the City of La Center Wastewater Treatment Plant, 101 Aspen Ave, La Center, WA

Project Description: The City of La Center (City) is seeking proposals from qualified engineers to provide comprehensive services related to the proposed expansion of the City's wastewater treatment plant. This is expected to include added hydraulic capacity, conversion from sequencing batch reactor liquid process to a membrane bioreactor liquid process, effluent permitting, potential reuse options, solids handling improvements, and miscellaneous treatment plant improvements. The project must go through planning, permitting, design, bidding, construction, and startup steps by the end of 2008 due to capacity issues.

SELECTION PROCESS

- The proposal evaluation process implemented by the City shall be a "Qualification Based Selection". The City reserves the right to make a selection directly from the proposal, or to require an interview of the top firms.

The City's consultant selection committee will make their recommendations to the City Council who will award the work. Contract negotiations will proceed with the firm receiving the City Council award.

The City reserves the right to negotiate final contract, scope of work, schedule and fee with the selected firm.

Proposal packets may be obtained from the City of La Center web site, www.ci.lacenter.wa.us or by calling 360.263.7665 or at the La Center Public Works Department at 419 E. Cedar Avenue, Suite A201, La Center WA, 98629

BACKGROUND INFORMATION

The City of La Center has an existing wastewater treatment plant that was recently upgraded to include sequencing batch reactors, grit removal, fine screens, belt filter press dewatering, and sludge drying facilities. Due to rapid growth, the treatment facilities are expected to run out of capacity within the next few years. The purpose of this project is to expand capacity while maintaining the existing treatment plant site and to incorporate existing basins, buildings, and structures as appropriate into the new expansion.

The City currently has consultants on contract to complete a General Sewer Plan completed July 2006. The General Sewer Plan is available on the City's website at www.ci.lacenter.wa.us. A copy of the site plan and design criteria pages from the last treatment plant expansion design drawings are attached to this Request for Proposal.

PROFESSIONAL SERVICES REQUIRED

It is anticipated that a professional engineering consulting firm - along with any required sub consultants - will provide the following services as a minimum:

- Provide an optimization study and plant capacity study to determine bottlenecks and problems needing a resolution. The study will include recommendations for operational revisions and minor equipment/control revisions that will allow the plant to extend its life as needed to allow planning, design, and construction to be completed before capacity runs out.
- Provide a comprehensive project schedule taking into consideration current and expected growth patterns, flow and load information provided by the collection systems work, and optimization recommendations. The schedule shall show critical path elements and shall provide a means for the City to have the treatment facilities expanded without any loss of capacity during construction and without the need for any hookup moratoriums.
- Prepare a Wastewater Facility Plan meeting Washington Department of Ecology Orange Book requirements for treatment plant expansions.
- Provide estimates of project costs at the facility planning, preliminary design, 50% design, 90% design, and 100% design stages of the project.
- Assist City staff in identification of funding options, provide supportive information for the City to use in applications to funding agencies, and attendance in meetings with funding agencies as necessary;
- Work collaboratively with City staff.

- Work collaboratively with the City's rates and SDC consultant.
- Work collaboratively with the City's collection system planning consultant.
- Prepare a preliminary design report for the expanded wastewater treatment plant that meets the criteria provided by Ecology.
- Provide investigative services in parallel with the preliminary design report. This is expected to include a geotechnical investigation, site survey, wetlands evaluations, membrane pilot testing, and river modeling.
- Provide for regulatory agency coordination, permitting and approval requirements. This includes identification and preparation of required permits and will include SEPA permitting;
- Provide public involvement coordination. This should include attending public meetings, preparation of flyers, meeting hand-outs and graphics;
- Prepare the final design and bid documents for the improvements included in the preliminary design report and approved by Ecology. This includes plans, specifications, cost estimates, progress meetings, City Council presentations, 50 and 90% reviews. The design elements are anticipated to be primarily focused on the treatment plant and effluent disposal elements. However, pumping, piping, pretreatment, and river crossing infrastructure may be included as necessary to serve future customers near the Interstate 5 area.;
- Work with City's attorney to determine potential methods for pre-qualifying construction contractors. Provide contractor pre-qualification assistance including preparation of project descriptions, advertisement language, and review of contractor submittals.
- Provide bidding services and recommendation for project award to the City Council. This includes advertisement, issuance of documents, clarifications, addendums, and bid review and recommendation;
- Provide construction management, contract administration, and construction observation services;
- Provide SCADA and telemetry services including integration of City pump stations controls, flow data, alarms with existing and new treatment plant controls. It is anticipated that the work will include the necessary PLC and HMI programming elements to make the system fully functional and customized for operator use.
- Provide services to assure all Washington State Public Works Trust Fund requirements are met including funding contract administration services and provide written assurance that all State and Federal non-discrimination laws are met during the entire term of the contract;
- Provide an O&M manual, start-up assistance, staff training, record drawings, performance evaluation, and a one year warranty inspection.

The City may award contracts to the Consultant on a phased basis rather than all at once. City reserves the right to add additional phases of work to the selected consultant without re-evaluation of qualifications. City also reserves the right to re-advertise for qualifications between phases of work if work performance is deemed unsatisfactory.

PROJECT SCHEDULE

Timeliness of project completion is critical. The project schedule shown here will be adjusted once the consultant prepares the comprehensive schedule as part of the professional services. However, the City has developed a general timeline that the consultant will be expected to use as a basis for developing the comprehensive schedule. Anticipated project milestones are:

Advertisement for Proposals: September 29, 2006

Proposals Due: October 23, 2006

Consultant Selection Interviews: October 31, 2006

City Council Approval: November 8, 2006

Contract Execution/Notice to Proceed: November 13, 2006

Optimization and Capacity Study Complete: February 6, 2007

Outfall Study or Mixing Zone Study Complete: February 6, 2007

Public Outreach: TBD

Draft Facility Plan Completed: April 6, 2007

Preliminary Design Report Completed: July 6, 2007

Final Design Completed: November 6, 2007

Bid Advertisement: December 2007

Construction Substantial Completion: December 2008

PROPOSAL SUBMITTALS

Consultants shall submit five (5) copies of their proposal by the specified due date. Proposals received after the specified date and time will not be considered.

Proposals shall include the following in order to be considered. Concise and well organized proposal information is desired for ease of reading and evaluation; thus it is important that the page limits for each section be adhered to. Covers, dividers, table of contents, and resumes are not counted against page limits.

LETTER OF INTEREST – 2 pages maximum - A Letter of Interest shall be included with each proposal which must specifically stipulate that all terms and conditions contained in the Request for Proposals will be complied with by the Consultant. The Letter of Interest must also state the name(s) of the person(s) authorized to sign a contract between the City and the consultant. The Letter of Interest must be signed by a legal representative of the proposing firm, authorized to bind the firm in contractual matters.

SECTION 1 - Specific Requested Data – 3 pages maximum - This section can be submitted in either a table format or in written text format. *Briefly* address the following items in this section:

- **Location and Depth.** This project will be very schedule intensive and will require strong coordination and consultant depth to meet a tight schedule and to be able to adapt to unforeseen circumstances. Please provide the following information:
 - Location of Project Manager, Project Engineer, Lead Operations Consultant, Lead Ecology Permitting Person, and Lead Construction Manager
 - Number of "water/wastewater" related employees within a 1-hour driving radius of the City
 - Number of "water/wastewater" related employees within a 3-hour driving radius of the City
- **Small Plant/Large Project Experience.** Provide a list of treatment plant upgrade projects in past 5 Years in Washington & Oregon that are for plants in the 0.5 MGD to 2.0 MGD size range and involved major upgrades. Include client name, project name, type of work (planning, design, construction management, etc.), project completion date, estimated project cost. Actual project descriptions can be provided in the Team and Firm sections and should not be included in Section 1.
- **Temperature/Non-Conventional Effluent Disposal Permitting Experience.** List of non-conventional effluent disposal projects and/or effluent temperature evaluation, permitting, and design projects in Washington and Oregon in the past 5 years for small and medium sized facilities.
- **Mediation, Arbitration, and Litigation History.** List all municipal projects your firm was design engineer for that involved/resulted in construction or design-performance related mediation, arbitration, and/or litigation in the past five years in Washington or Oregon including client name, project name, one sentence description of issue, and one sentence description of outcome or current status.
- **Specialized Operations Expertise.** List any specialized wastewater operations expertise your firm/team provides includes any specific relevant credentials.
- **Specialized Membrane Expertise.** List any specialized wastewater membrane design expertise your firm/team provides including any specific relevant credentials.

SECTION 2 - Statement of Understanding – 3 pages maximum – In their own words the consultant must show that they have an understanding of what the situation is and what is required with regard to the wastewater improvement project. The page limit for this section applies to the written text. If necessary to demonstrate a thorough understanding, one additional page may be included for maps, graphics, and/or photos.

SECTION 3 – Project Approach – 4 pages maximum – Provide a description of the consultants approach to the project and how key issues identified in the Project Understanding will be dealt with. The page limit for this section applies to the written text. If necessary to demonstrate a thorough approach, two additional pages may be included for maps, graphics, and/or photos.

SECTION 4 - Project Team – 4 pages maximum – Identify the team members including key sub consultants required for the project. Provide a short description of the key team members' role and experience. At a minimum this should include the project manager who will be the main contact with the City, the project engineer the lead Ecology permitting person, the lead operations specialist, and other key team members that bring special qualities to the project. Provide a contact person and telephone number of project owners who can be contacted for reference information for the project manager and the project engineer. Also indicate where the project manager and project engineer are located, and where the design work will be done from.

SECTION 5 – Firm Experience – 4 pages maximum – Show the firm experience on similar projects. Provide a contact person and telephone number of project owners who can be contacted for reference information for the firm. A minimum of 3 client references shall be provided.

SELECTION PROCESS

The proposal evaluation process implemented by the City shall be a "Qualification Based Selection". The City reserves the right to make a selection directly from the proposal, or to require an interview of the top firms. The selection process will take into consideration the following criteria and weighting:

- Project Understanding 20 points maximum
- Project Approach 20 points maximum
- Project Team & Experience 20 points maximum
- Firm Experience 20 points maximum
- Depth and Location 20 points maximum
- Other Specific Requested Data 20 points maximum
- General Appearance and Completeness of Proposal 20 points maximum
- TOTAL = 0 to 140 points

The City's consultant selection committee will make their recommendations to the City Council who will award the work. Contract negotiations will proceed with the firm receiving the City Council award.

The City reserves the right to negotiate final contract, scope of work, schedule and fee with the selected firm.

CONTACT PERSON

For questions involving this project, contact:

Jeffrey B. Sarvis

419 E Cedar Ave, Suite A201, La Center, WA 98629

Phone: (360)263-7661

Fax: (360)263-7666

Email: jsarvis@ci.lacenter.wa.us

SUBMITTAL

Proposals clearly marked "Proposal for Engineering Services for the City of La Center Wastewater Improvements Project" shall be submitted to:

City of La Center
City Clerk
214 E. Fourth Street
La Center, WA 98629

Not later than 4:00PM PST on October 31, 2006

LIMITATIONS

The City of La Center reserves the right to waive any irregularities in submitted proposals, to reject any and all proposals and to terminate the selection process at anytime if, at its sole discretion, it determines such action would be in the best interests of the City.