

 **WILLMAR**

**PUBLIC WORKS DEPARTMENT
DIRECTOR/CITY ENGINEER**

**333 SW 6TH ST
WILLMAR, MN 56201
320-235-4202
FAX 320-235-4917**

February 3, 2014

RE: REQUEST FOR PROPOSAL – COUNTRY CLUB DRIVE LIFT STATION PROJECT

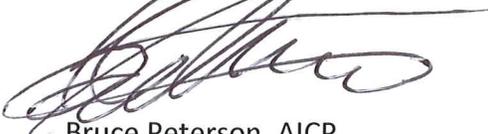
The City of Willmar is seeking firms to submit a proposal regarding the referenced project for the services as outlined in the attached request. Please read through the request thoroughly and submit per the instructions attached hereto. Pay particular attention to this statement in the RFP; "Include an individual line item in the proposal showing the charges specifically for engineering design and construction related services for In-Control Inc. to provide for the following services(from design through construction)".

If you are the successful firm being awarded the contract it will be up to your firm to present the City with an agreement that contains scope of work.

Feel free to contact me at 320-214-5184 if you have any questions.

Sincerely,

CITY OF WILLMAR



Bruce Peterson, AICP
Acting Public Works Director

Attached: "Request for Proposal"
"Site Map"



Request for Proposal

Design and Construction Engineering Services for the Country Club Drive Lift Station Project

Purpose

The City of Willmar is seeking proposals which will include preliminary engineering, final design, bidding, construction services, project close-out, project management, and start-up services for the Country Club Drive (CCDR) Lift Station that was built in 1987. This work will also include demolition of the existing lift station and can generally be described as the demolition, relocation and replacement of the Country Club Drive Lift Station. The proposal should include all work through final completion. It should also evaluate and verify existing basin flows and optimal replacement lift station location. The preferred location is the vacated right of way of 25th Avenue NE, near the intersection of CCDR. Site suitability will need to be verified. Currently, the Radio Station lift station pumps to the CCDR lift station, however, it might be more advantageous for it to pump to the Westwood Court lift station. This proposal should identify the route. It is imperative that this proposal consult the 2006 Comprehensive Sewer Plan, as improvements since 2006 may have changed this document. The services requested are tentatively scheduled for design in 2014, with bidding and construction occurring in 2015.

Background

The City of Willmar owns and operates the lift station located at 2402 Country Club Drive NE. The lift station was built in 1987 and is a custom-submersible station. It is located in Country Club Drive right of way and rests in a resident's boulevard, warranting a relocation of the station. The lift station has required numerous bypasses during rainstorm events. There have been approximately five (5) reported bypasses to MPCA since 2009. Too many bypasses could result in a moratorium on growth in the lift station basin. A sump pump inspection was completed of this area in 2011 and 2012, as well as a portion of the line being televised in 2011 from 19th Avenue to 26th Avenue (CR 24). The south end, where it turns west to the end of the cul-de-sac, was televised in 1998.

This project includes design and engineering services and is intended to be financed with funds from the Wastewater Treatment Facility 2014/2015 Collection Budget. However, the proposal should take into consideration other funding sources to determine the best funding mechanism. The services rendered for this project shall include the necessary work needed to obtain and secure these funds.

Scope of Proposal Services

1. Kick-Off Meeting

Meet with City staff to review the contract scope of services and to determine, to the fullest possible extent, the work plan, schedules, contact information, means of conducting business, deliverable methods, billings, reviews, meetings, coordination, and communication for the project. The kick-off meeting will include City staff from these departments; Engineering, Finance, Planning and Development, Wastewater Treatment, and Willmar Municipal Utilities.

2. Preliminary Design

- 2.1 Provide survey services along the proposed project to the extent needed for the purposes of topographical information, design and construction.
- 2.2 Conduct a geotechnical investigation (minimum of one or more soil borings to effectively design and convey the project) with a report of findings and recommendations related to the project.
- 2.3 Evaluate the service area and calculate design flows to accommodate the project. Documents for reference including the 2006 Comprehensive Collection System Plan prepared by Donohue & Associates are available for review per your request.
- 2.4 Review and discuss different lift station technologies.
- 2.5 Review and discuss neighborhood concerns for the new lift station.
- 2.6 Review and discuss availability of space or relocation of lift station.
- 2.7 Prepare 30% Design Plans and cost estimates, and conduct a workshop meeting for review. Incorporate review changes.
- 2.8 Determine easement and land purchase requirements and provide to the City for acquisition. Easement negotiating, preparation of legal documents, and coordination.
- 2.9 Develop a list of permits that are required for the project.
- 2.10 Complete all work related to completing, submittal, and declaration of EIW if required by alternate funding source.
- 2.11 Complete all work related to completing, submittal, and acceptance of a Facility Plan by MPCA if required by alternate funding source.
- 2.12 Coordinate, facilitate, and complete all work needed to secure alternate source of funds.
- 2.13 Develop a staging plan for the decommissioning of the existing lift station and installation and start-up of the new lift station, to be included in the specifications.
- 2.14 Verify and document that all storm water, air permitting, and safety regulations have been addressed.
- 2.15 Review and discuss local and state agencies review and approval process.

3. Design Phase

- 3.1 Prepare 90% Design Plans, technical specifications, and project manual, including a SWPPP, and conduct a workshop meeting for review. Incorporate review changes.
- 3.2 Prepare and submit bidding documents & cost estimate.
- 3.3 Acquire regulatory permits and approvals.

Important design items:

- Lift Station; Design of one custom-submersible pump station as determined during the design phase, with seamless integration into the existing SCADA system.
- SCADA Design and System Integration: the City has standard lift station control designs for twenty-four lift stations. Standard Modicon PLC programs are incorporated for both types. The City uses a wide area, private-licensed radio network to poll all lift stations through a master Modicon PLC located at the old wastewater plant facility. Current software will accommodate the new lift station. The City uses Wonderware software for HMI/SCADA. The new WWTF is controlled and monitored by Wonderware System Platform that communicates with lift station SCADA computer at the old WWTF across the City fiber optic system.
- The existing control and instrumentation system was engineered, programmed, and installed by In-Control Inc. of Blaine, MN. **InControl will be a subconsultant of the proposer.**

Failure to include dollars in your proposal for this work will result in a disqualified proposal. Include an individual line item in the proposal showing the charges specifically for engineering design and construction related services for In-Control Inc. to provide for the following services(from design through construction):

To be completed during the design phase and included in the final project scope:

- New lift station control panel drawings and bill of materials per current City of Willmar standards for construction of lift Station controls and instrumentation, including starters, soft starters or variable frequency drives.
- Make all necessary changes to the license requirements for the; radio network, programming of the network switches, changes required at both the new and old Wastewater Treatment Plant SCADA hardware and software.

To be in the design phase cost and completed during the construction phase:

- InControl will review construction of the control system and conduct a point to point check out of the new control system.

4. Bidding

Upon written authorization by Owner to call for bids:

- 4.1 Prepare advertisement for bids and submit to required publications. All associated costs to be the responsibility of the proposer,
- 4.2 Distribute bidding documents upon request from prospective bidders and material suppliers and maintain a plan holders list.
- 4.3 Answer bidding questions and prepare addenda as required to document changes or clarifications to the bidding documents.
- 4.4 Provide bid support services, including conducting a pre-bid meeting and responding to prospective bidder questions. Prepare and distribute minutes of the meeting.
- 4.5 Coordinate, conduct, and hold bid opening for project. Obtain copies of the submitted bidding documents for review and tabulation. Prepare, provide, and review with the City a bid analysis including a tabulation of all bids and an abstract of bids for each bidder. Prepare and submit an award recommendation letter to the City. Issue Notice of Award to Contractor.
- 4.6 Prepare Contract Documents for execution by the Owner and successful bidder. Upon full execution of Contract Documents, prepare documents for City to issue a Notice to Proceed.

5. Construction Services

- 5.1 Perform the general administration of the Construction Contract. Firm will consult with City and act as the City's representative as provided in the General Conditions or Supplementary Conditions of the Construction Documents.
- 5.2 Provide a registered professional engineer who is qualified to serve as Resident Project Representative. This individual will perform construction administration and observation of the contractor's work while it is in progress. The Resident Project Representative will make visits to the site at intervals appropriate to the various progress and stages of construction in order to observe and review the quality of work as an experienced and qualified design professional.
- 5.3 Attend and conduct a pre-construction meeting prior to commencement of work.
- 5.4 Attend and conduct weekly progress meetings.
- 5.5 Resident Project Representative will recommend to the City that the Contractor's work be rejected while it is in progress if the Resident Project Representative believes that such work will not produce a completed project that conforms

generally to the Contract Documents or that it will prejudice the integrity of the design concept of the completed project as a functioning whole as indicated in the Contract Documents.

- 5.6 The Resident Project Representative will provide clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of Contractor's work. These clarifications and interpretations will be consistent with the intent of, and reasonably inferable from, the Contract Documents. The Resident Project Representative may issue Field Orders authorizing minor variations from the requirements of the Contract Documents after consultation with the Public Works Director.
- 5.7 The Resident Project Representative will recommend Change Orders and Work Change Directives to the City, as appropriate, and prepare Change Orders and Work Change Directives as required.
- 5.8 The Resident Project Representative will review and approve, or take other appropriate action, with respect to Shop Drawings and Samples and other data which the Contractor is required to submit.
- 5.9 The Resident Project Representative will evaluate and determine the acceptability of substitutes proposed by the Contractor, and provide a recommendation to the Public Works Director.
- 5.10 The Resident Project Representative will require special inspections or tests of the Contractor's work as deemed reasonably necessary, and receive and review all certificates of inspections, tests, and approvals required by the Contract Documents.
- 5.11 Based on the Resident Project Representative's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation from the contractor, the Resident Project Representative will determine the amounts that the Contractor is to be paid.
- 5.12 Prepare record drawings from information obtained from Contractor and from field observations that includes the changes of the construction documents completed during construction. This includes submitting three full-size (22" x 34") plan drawings and one half-size (11" x 17"). An electronic pdf and (AutoCAD) copy of the record drawings shall accompany them.

6. Project Close-Out

- 6.1 Ensure receiving warranties, bonds, certificates, or other evidence of insurance not previously submitted and required by the Contract Documents, certificates of inspection, tests and approvals, Shop Drawings, Samples and other data which are to be assembled by the Contractor including all record information from field representatives for recording and filing.
- 6.2 Conduct a final review of the project with City Staff and prepare a punch list of items to be completed prior to project closeout or final payment. Ensure these items be completed in a timely matter and final completion times are adhered to.

- 6.3 Prepare letter of acceptance of all work completed under the Contract Documents and recommend final payment be made to close the contract.

7. Project Management

- 7.1 Support the City with unanticipated project-related issues such as informal discussions with interested citizens, civic organizations, environmental groups, developers, or the press. Hold, present, manage and document meeting minutes along with implementing discussion.
- 7.2 Work in close cooperation with the City's Finance Director. Provide asset management information related to the project for the City's asset management program. Work with the Finance Director to implement project payments.
- 7.3 Prepare, review with City, and submit other funding source requests and submit permits, reports, and supporting documentation as required. Work with the Finance Director to implement project payments. Provide separate construction and funding calendars.
- 7.4 Keep the City Council and Public Works/Safety Committee well informed of the project status. Attend City Council and committee meetings and make formal or informal presentations and respond to questions as needed. All project-related information meetings, change orders, council meeting material, reports, resolutions, and presentations will be prepared and presented.
- 7.5 Maintain a City-approved paper (hard copy) file management system for documents related to the project. Maintain the filing system to ensure it is complete and accurate for any related audits. In addition, maintain in electronic format, and submit a pdf version of all project documents to the City at the conclusion of the project.
- 7.6 Provide inspection services for construction of the lift station and all related work.
- 7.7 Coordinate equipment start-up services with City staff, contractor, and equipment suppliers.

Agency Coordination Activities

The firm selected for this project will be required to coordinate activities with the City of Willmar, Willmar Municipal Utilities (Water/Electric), Gas, Telephone, Cable TV, MPCA, MnDOT and other jurisdictional or regulatory agencies as required.

Proposal Contents

A. Technical Proposal

1. Description of work and deliverables for each item.
2. List any assumptions or additional scope necessary to complete the work.
3. Provide attached qualifications and experience of only those personnel working on the project and the role each will play.
4. Related project experiences of company/project team members with references.

5. Scope of work and level of effort with information listed below.
 - A list of all major tasks.
 - A detailed inventory of project personnel by task.
 - Estimated labor hours for each labor category, person, and for each task.
 - Sub consultant involvement by task.

B. Price Proposal

1. Proposed fee with information listed below.
 - A list of all major tasks.
 - A detailed inventory of all project personnel by task.
 - Proposed hours and hourly rates for all project personnel by task.
 - Sub consultant involvement and fee by task.
 - Expenses by task.
 - Total fee.

Proposal Evaluation

A. Technical Evaluation Score

Selection Committee will evaluate and rate Technical Proposals using the criteria listed below. The following information must be included in each Proposal and will form the basis of the evaluation.

1. Firm Experience (20%)
2. Similar Projects Completed by Firm & Project Team (40%)
 - a. Similar Projects Completed by Team Members
 - b. Similar Projects Completed by Project Manager
3. Project Approach (40%)
 - a. Understanding
 - b. Scope of Work and Level of Effort

B. Price Evaluation Score

After the Selection Committee has rated and ranked the proposals, it will then open the separate sealed envelope containing the Price Proposals.

The lowest quoted price proposal does not guarantee award of contract. Award of contract will be based on a combination of the technical evaluation score and price evaluation score.

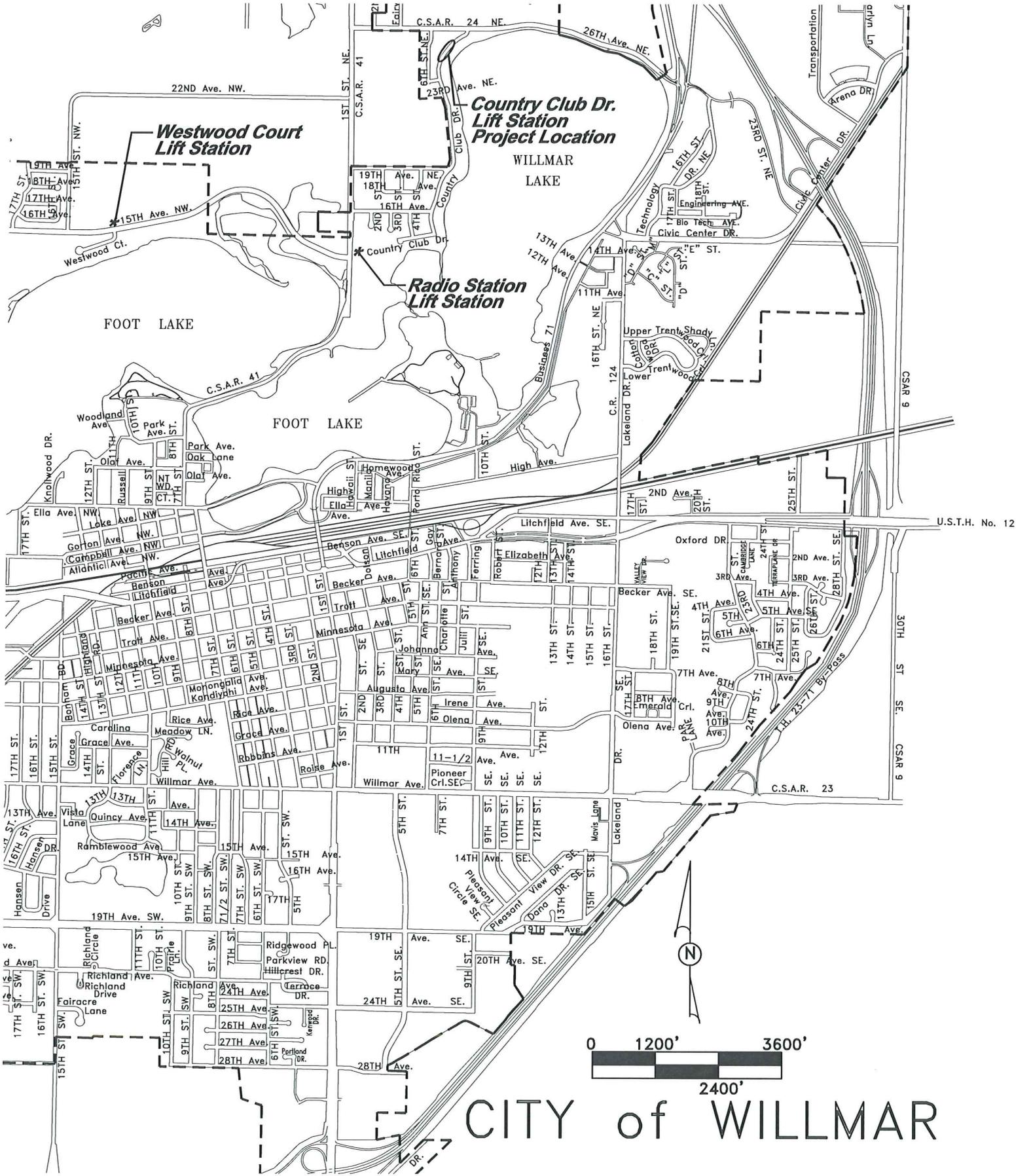
Proposal Submittal

Send complete proposals to:

Attn: Bruce Peterson, Acting Public Works Director
City Office Building
P.O. Box 755
Willmar, MN 56201

Submit six (6) copies of your Technical Proposal and one sealed envelope containing six (6) Price Proposals no later than February 24, 2014. The sealed envelope containing the Price Proposals shall be labeled "Price Proposal." E-mail responses will not be considered. All costs incurred in responding to this RFP will be borne by the responder.

The City reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in the City sole judgment, the best interests of the City will be so served.



CITY of WILLMAR