

# **City of Willmar**

## ***Request for Proposal***

### **Engineering Services for the Lakeland Drive Interceptor/MinnWest Lift Station Project**

#### **Purpose**

The City of Willmar is seeking proposals to provide Municipal Engineering Services for the management, design, and bidding for the Lakeland Drive Interceptor/MinnWest Lift Station Project. This work can be described as the replacement of sanitary sewer lines along Lakeland Drive from Willmar Avenue to the MinnWest lift station adjacent to the MinnWest Business Park. This work includes the demolition and replacement of the existing MinnWest (formerly State Hospital) lift station and associated forcemain related with this collection system. The proposal should include all work through award of a construction contract and includes engineering and surveying services for storm sewer, watermain, street paving, quiet zone railroad crossing and paths in accordance with City standards and procedures. The services requested are tentatively scheduled to begin October of 2012 with bidding for construction commencing in February of 2014.

#### **Background**

The City of Willmar plans to reconstruct the Lakeland Drive interceptor and intends to address any necessary rehabilitation components of Lakeland Drive. Several studies contain information about the flows in the Lakeland Drive Interceptor. Notable areas of concern include: excessive infiltration and inflow, not enough capacity to handle peak flows from an existing fully developed service area or future developed service area, pipe operates in surcharged (pressurized) condition at times during peak flows, identified as an "older" section of City's collection system (past materials design life), leaking manholes, and flow restrictions causing surcharged conditions. The construction of the interceptor along Lakeland drive would include areas from Willmar Avenue to Civic Center Drive (approximately 10,500 feet).

The City of Willmar owns and operates the lift station located on the MinnWest Technology Campus located on the north edge of Willmar adjacent to Highway 23. The lift station was built in the 50's or earlier. The MinnWest Technology Campus occupies the former State Hospital Facility. The Highway 23/71 corridor and Eagle Lake are prime areas for future development. The lift station has several deficiencies; not enough capacity, plugging, safety, need for permanent standby power source, out-dated pumps and equipment (lack of parts), structurally

deficient and doesn't meet electrical code. There are approximately 1500 feet of forcemain from the lift station to Lakeland drive that would be replaced with this project.

This project is intended to be financed in part by the Minnesota Public Facility Authority, MN State Aid Highway Funds, and thru special assessments. 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 extents needed for the purposes of topographical information, design and construction.

2.2 Conduct a Geotechnical investigation (minimum of 10 or more soil boring 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 regarding the 2006 Comprehensive Collection System Plan prepared by Donohue & Associates are available for review per your request.

2.4 Prepare 30% Design Plans & cost estimates and conduct a workshop meeting for review. Incorporate review changes.

2.5 Determine the easement requirements and provide to the City for obtainment.

2.6 Develop a list of permits that are required for the project.

2.7 Complete all work related to completing, submittal, and declaration of an EIW.

2.8 Complete all work related to completing, submittal, and acceptance of a Facility Plan by MPCA.

2.9 Coordinate, facilitate, and complete all work needed to secure the PFA loan.

2.10 Verify and document all stormwater, air and safety regulations have been addressed.

#### **3. Design Phase**

3.1 Prepare 60% Design Plans, technical specifications, & cost estimate and conduct a workshop meeting for review. Incorporate review changes.

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

Important design items:

- Lift Station; Design of one duplex dry pit submersible pump station, with a preference to a custom wet well/ dry well with stairway design with seamless integration into the existing SCADA system. The City's existing industrial pump stations design is the pattern desired and is available for review.
- SCADA Design and System Integration: the City has standard lift station control designs for twenty six lift station as well as two main dry pit 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. Include an allowance for In-Control Inc. to provide for the following services:

- 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.
- In Control 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.
- 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 conference.
- 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. Project Management**

- 5.1 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.
- 5.2 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.
- 5.3 Prepare, review with City, submit loan application material, permits, reports, and supporting documentation as required.
- 5.4 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.
- 5.5 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 project documents to the City at the conclusion of the project.

## **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, PFA, MnDOT and other jurisdictional or regulatory agencies as required.

## **Proposal Contents**

### **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.
  - Subconsultant involvement by task.

### **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.
  - Subconsultant involvement and fee by task.
  - Expenses by task.
  - Total fee.

## **Proposal Evaluation**

### **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
2. Similar Projects Completed by Firm & Project Team
  - a. Similar Projects Completed by Team Members
  - b. Similar Projects Completed by Project Manager
3. Project Approach
  - a. Understanding
  - b. Scope of Work and Level of Effort

**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.

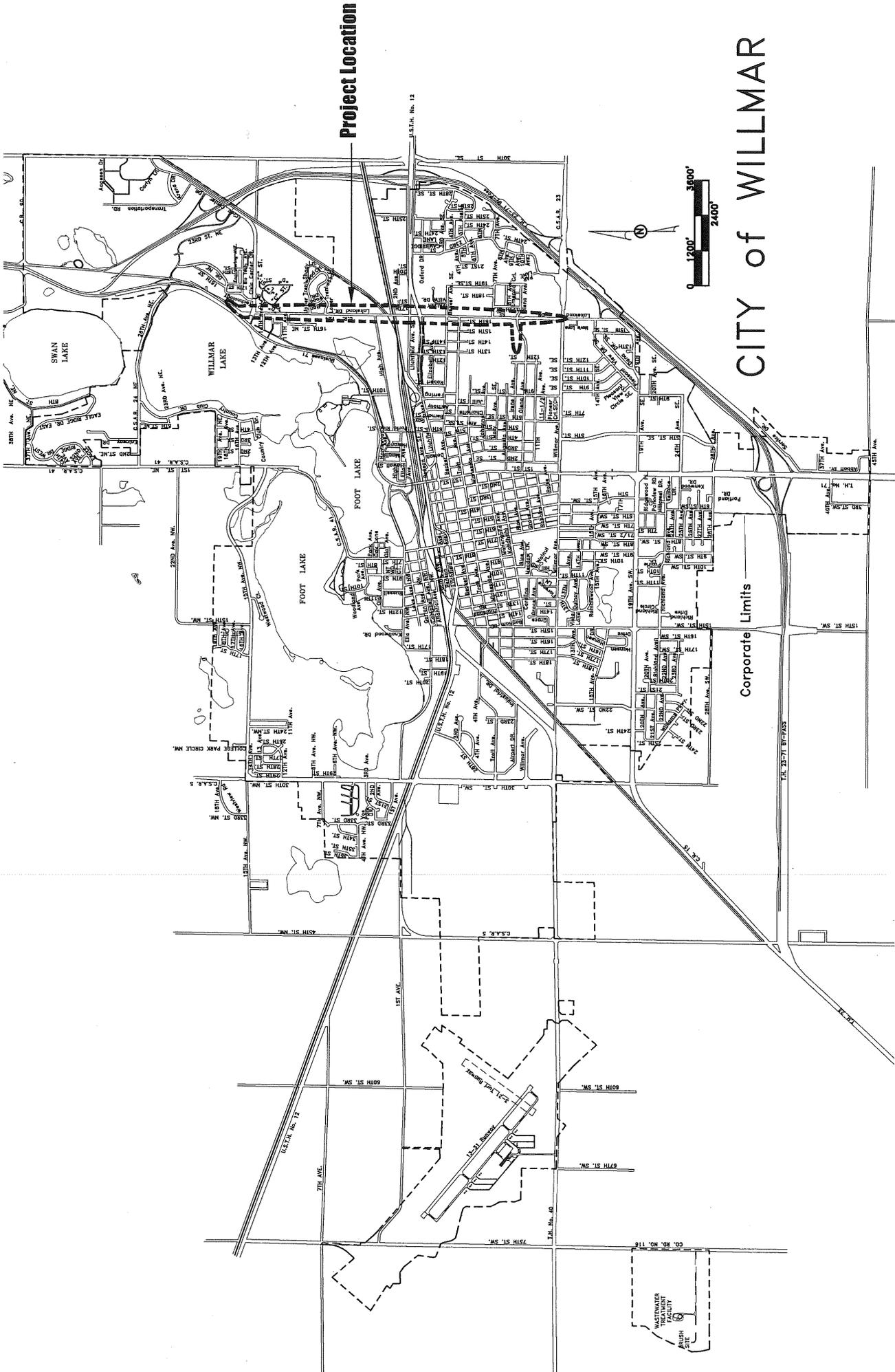
**Proposal Submittal**

Send complete proposals to:

City Office Building  
Box 755  
Willmar, MN 56201  
Attn: Holly Wilson, Public Works Director

Submit six (6) copies of your Technical Proposal and one sealed envelope containing six (6) Price Proposals no later than August 24, 2012. 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.



**Project Location**

**CITY of WILLMAR**

Corporate Limits

WASTEWATER TREATMENT FACILITY