

REQUEST FOR PROPOSALS
PROFESSIONAL ENGINEERING SERVICES FOR THE
CITY OF SIOUX FALLS WATER RECLAMATION FACILITY
PRIMARY DIGESTER MIXING SYSTEM AND COVER REPLACEMENT PROJECT
CIP – 23012

INTRODUCTION:

1.1 PROJECT BACKGROUND:

The City’s primary digester draft tube mixing systems are not working in primary digester #2 and #3. Mixing of the digester contents are currently done through recirculation pumping. The mixing system in primary digester #1 was upgraded in 2010. However, this mixing system creates a foam issue that can potentially overflow the digester. The current covers are approximately 30 years old and near the end of their useful life.

New mixing systems will improve treatment which will increase digester gas production, increase volatile solids destruction, and reduce solids from building up in the digesters. To install the mixing systems, digesters will need to be taken off line and the covers will be replaced.

1.2 PROJECT GOALS:

This project will include the cover replacement and mixing system improvements of primary digesters 1, 2, and 3. The existing floating covers are to be replaced with a short skirt fixed steel cover and geomembrane seal. Mixing is to be accomplished utilizing high flow, moderate velocity, external, non-clog centrifugal pumps with liquid surface turbulence. Surface mounted foam suppression system is to be included on the underside of the cover. Considerations should be included for future FOG feed points.

Project will be financed through the South Dakota Department of Environment and Natural Resources Clean Water State Revolving Fund (SRF). All project components are to meet the SRF funding requirements. SRF Facility Plan, environmental review/coordination, and securing the loan will be done by others. Project schedule is for design in 2016 and construction in 2017-2018.

Total project budget in Water Reclamation Capital Improvement Program is \$8,115,000:

- \$651,000 in 2016 (Design/Bidding)
- \$7,464,000 in 2017 (Construction and Construction Administration)

REQUEST FOR PROPOSAL (RFP) CONTENT:

The following table provides a summary of applicable sections to include in the RFP. Relevant information pertaining to each section can be found below.

PROPOSAL SECTION	MAXIMUM PAGE LIMIT
Cover Letter	1
Project Understanding/Approach	2
Team Members	4

Project Qualifications, Experience, and References	3
Scope of Services	As necessary
Work Breakdown and Schedule	As necessary

1.1 COVER LETTER (1 PAGE MAXIMUM):

Cover letter to include basic information on project consultant team, key team members and applicable roles, and signed by an individual qualified to obligate the proposer.

1.2 PROJECT UNDERSTANDING/APPROACH (2 PAGE MAXIMUM):

Prepare document outlining project understanding and approach to be used to complete the scope of work. Include management and technical processes that will be used by the project team. Explain why your approach is important to the City of Sioux Falls.

Identify scope of service items that if not properly approached will lead to poor results and what the project team will do to mitigate these risks.

1.3 TEAM MEMBERS (4 PAGES MAXIMUM):

Provide a chart outlining key team members and the applicable roles/tasks they will complete. Provide an overview of the key team member’s qualifications and their relevant experience. Address contingency plans should one of the key team members be unavailable during the design phase. Preference will be given to teams with team members that have been directly involved in recent projects of similar size and nature.

1.4 PROJECT QUALIFICATIONS, EXPERIENCE, AND REFERENCES (4 PAGES MAXIMUM):

Consultant is required to have skills and experience in performing or managing the aspects of work described in this Request for Proposals. Consultant to provide a summary of the experience in the proposal.

1.5 SCOPE OF SERVICES (PAGES AS NECESSARY):

The following is offered to describe the general extent of services to be provided by the consultant. This is not necessarily all-inclusive and the consultant shall include in the proposal any tasks and services deemed necessary to satisfactorily complete the project. The City will rely on the firm to develop a final scope of services identifying necessary tasks, meetings and deliverables.

Tasks Series 1 - Project management/General:

Task 1.1 – Project Management

1. Develop project management plan
2. Complete invoices
3. Monitor quality control and quality assurance plan
4. Manage deliverables and overall project schedule

Task 1.2 – Project meetings

Consultant is to schedule and coordinate meetings as necessary. A minimum list of meetings is outlined below.

1. Kick-off meeting:
 - a) Kick off meeting with City to review the scope of required services, design criteria and expectations, obtain background information, and establish/review tentative schedule for completion.
 - b) Develop meeting schedule and develop communication processes
 - c) Prepare a memorandum defining understanding of project scope, objectives, schedule, line of communication, and budget. Provide memo to City staff for review and approval
2. Progress meetings:
 - a) Facilitate progress meetings every 2 to 3 weeks with applicable project team members as necessary. Design review meetings, (Concept, Preliminary, and Final, may be completed in conjunction with progress meetings)
 - b) Facilitate progress design meetings outlined below with applicable project team members as necessary. Prepare meeting agenda and meeting minutes.

Task Series 2 – Design Services

Task 2.1 – Concept Design – 30 Percent

1. Develop key project design criteria, list of drawings and specifications, sequence of construction, site considerations, process and instrumentation diagram, and cost estimate.
2. Coordinate and attend a 30 percent design review meeting.

Task 2.2 – Preliminary Design – 60 Percent

1. Further develop drawings and specifications, sequence of construction, site considerations, and cost estimate to a 60 percent level.
2. Coordinate and attend a 60 percent design review meeting.

Task 2.3 – Final Design – 95 Percent

1. Finalize drawings and specifications, sequence of construction, site considerations, and cost estimate.
2. Coordinate and attend a 95 percent design review meeting.

Task Series 3 – Bidding Services

Task 3.1 – Pre-Bid Conference

1. Attend pre-bid conference
2. Prepare agenda and meeting minutes

Task 3.2 – Addenda

1. Prepare and assist the City in issuing addenda as necessary

Task 3.3 – Bid Opening/Tabulation

1. Review tabulated bids, contractor references as necessary, and prepare recommendation letter for award

Task 3.2 – Conformed Drawings/Specification

1. Prepare conformed set of Drawings and Specifications based on changes identified during the bidding phase.

Task Series 4 – Construction Administration Services– Note – Construction Administration

Services will be amended into the original contract in 2017 when budgeted appropriation becomes available. However, the consultant should provide the names of team members anticipated to be on the construction administration team for information only.

- Task 4.1 – Project Management
- Task 4.2 – Preconstruction/Progress Meetings
- Task 4.3 – Shop Drawings/Submittals
- Task 4.4 – Interpret Contract Documents/Correspondence/Change Orders
- Task 4.5 – Substantial/Final Completion Assistance
- Task 4.6 – Record Drawings

1.6 WORK BREAKDOWN AND SCHEDULE (PAGES AS NECESSARY):

Provide detailed spreadsheet showing applicable tasks, project team members and roles, and effort. **Rates, direct costs, indirect costs, and total project costs are *not* to be included in the RFP.**

1.7 CONSULTANT EVALUATION AND SELECTION CRITERIA:

The request for proposals will be evaluated by the following selection criteria:

- Technical Qualifications, Past Experience, and Reliability – 45%
- Project Organization and Management – 30%
- Completion of Proposal Submitted – 15%
- Other Factors – 10%

1.8 ADDITIONAL INFORMATION:

1. This RFP does not commit the City to pay costs associated with the preparation and presentation of submittals to interested firms who respond.
2. The City retains the right to reject all proposals and re-solicit if deemed to be in their best interests. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful consultant firm and readiness to enter into a binding agreement by April 2016.
3. Proposals must be signed by a duly authorized official of the consultant firm. Consortiums, joint ventures or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity which shall be a subsidiary or affiliate with limited resources.
4. Provide recommendations on additional research necessary to successfully complete the project. (I.e – structural review of existing concrete, reinforcing steel locating, etc.)
5. SCADA programming will be completed by the City. Consultant to coordinate needs with the City.
6. Each proposal should indicate the entity responsible for execution on behalf of the proposal team. All sub consultants must be listed in the proposal.
7. Professional liability insurance will be required upon selection.

1.9 CITY'S RESPONSIBILITY

1. Provide pertinent historical, current, and projected flow and growth data.
2. Supply existing drawings, reports, records, and available information.

1.7 RESOURCE INFORMATION AND REPORTS:

Resource information has been posted on the City's website. Go to the applicable RFP located in the link below. <https://www.siouxfalls.org/business/rfq.aspx>

GENERAL INFORMATION:

1.8 CITY PROJECT MANAGEMENT:

All questions pertaining to the Scope of Services and project in general must be submitted in writing (via email is acceptable) to the Project Manager. All questions must be submitted by the date provided in the schedule below. Responses to all questions will be posted within 48 hours of the submittal on the City's website on the Request for Proposals page. Questions submitted after the deadline of 2:00 pm Central Standard Time on March 4 will not be considered.

Please submit 4 paper copies and one electronic copy of your proposal to the project manager before 2:00 pm Central Standard Time on date listed below:

Project Manager: Ryan Johnson
Email: rjohnson@siouxfalls.org
Sioux Falls Public Works Engineering
224 West Ninth Street
Sioux Falls, SD 57117

1.9 WATER RECLAMATION PLANT TOURS:

Water Reclamation Plant Tours will be provided. There will be three designated times available. The consultant will need to contact Ryan Johnson in advance for the time they would like to attend the tour. Questions can be asked on the tour and will be posted on the City's website after the tours are complete. Tour times are:

Thursday, February 25, from 8:00 to 10: 00
Monday, February 29, from 8:30 to 10:30

1.10 SCHEDULE:

RFP Schedule:

Advertise RFP's on City's website	February 19, 2016
Site tours	February 25 and 29, 2016
Question Submittal Deadline	March 4, 2016
Proposal Deadline	March 11, 2016
Shortlist for interviews, if needed	March 23, 2016
Interviews if necessary	April 6, 2016
Consultant Selection	April 8, 2016
Notice to Proceed	April 26, 2016