

REQUEST FOR PROPOSALS
PROFESSIONAL ENGINEERING SERVICES FOR THE
CITY OF SIOUX FALLS WATER RECLAMATION FACILITY
CLIFF AND CHAMBERS - EQUALIZATION EXPANSION PROJECT
CIP – 23039

1 INTRODUCTION:

1.1 PROJECT BACKGROUND AND GOALS:

Earthen Equalization Basin: In 2015, a hydraulic review was completed of the existing collection system which recommended adding a 20 million gallon equalization storage basin between the existing concrete equalization basins and Brandon Road Pump station to accommodate current and future peak events.

To address this need, the City desires to construct a 20 million gallon earthen equalization basin east of the exiting 12 million gallon concrete equalization basins near Cliff Avenue and Chambers Street. Additional details and assumptions are available in a supplemental document. (See the Resource Information and Reports section).

A special consideration is that a small portion of the original Sioux Falls water reclamation facility likely overlaps a portion of the proposed earthen equalization basin. (See the Resource Information and Reports section).

Project Impacts:

The location of the proposed equalization basin impacts several different City departments. The sanitary landfill uses a portion of the site as a tree, leaf, and Christmas tree drop-off site. The Sioux Falls Street Division uses a portion of the site for aggregate and materials storage as well as a snow dump site.

The City desires the selected consultant attend meetings (assume 3) with various stakeholders, prepare displays as necessary, and assist the City and making the best use of the property.

Septic Receiving Station: The existing septic receiving station has been heavily modified from the original design. The current layout includes the original two bays for septic truck dumping and washout. Course screens in the dump station prevent large material from entering a holding tank/wet well adjacent to the dump station. The course screens are cleaned by a constant water spray to prevent plugging. Course material is manually removed on a daily basis and loaded into a dumpster. Material entering the holding tank is pumped through a grit cyclone and classifier to remove fines. Fines are discharged into a roll-off dumpster. Dumpsters are hauled to the Sanitary Landfill as necessary.

A wide variety of loads are accepted at the receiving station from private companies and various City departments including sanitary vector trucks, septic tanks, underground utility exploration operations, restaurant grease interceptors, and landfill leachate.

Street Division street sweepers discharge grit and washout on ramps at the north end of the equalization basins. Grit and settable material is removed from the concrete equalization basins on an annual basis.

The City desires to reduce operating costs by reducing the amount of material entering the equalization basins and automating the grit removal processes. City envisions modifying the existing receiving station and grit removal building to accomplish this. Selected consultant to prepare concept layouts (up to three) based on input from the City. Consultant to move forward with final design based on selected layout.

Conceptual features of the modified dump station and screening facility include:

- Scales
- Bar screens
- Aerated grit
- Grit cyclone and classifier upgrades
- Electrical upgrades
- Fence realignment as necessary
- Drying bed for non-sanitary loads
- Automated tracking and sampling system

Tracking, sampling, and invoicing:

Currently, licensed Liquid Waste Haulers (LWHs) enter the gated EQ Basin receiving station with a City issued card. Once inside the secured facility, the hauler then disposes of their load in one of the two bays. A completed paper coupon, or manifest, is then deposited in a box. These manifests are triple carbon copy forms, whereby the hauler keeps one copy, gives one copy to the generator of the waste, and one copy is put into the City's coupon box. Invoicing is performed as necessary.

The City envisions incorporating a system that digitally/automatically performs the work described above. This concept includes a system where the trucks are weighed on a scale. RFID scanners identify the truck, logs the time and weight, where the loads were generated and other pertinent information. The information would be used to create invoicing that will track generators throughout the region on the maintenance and servicing of their liquid waste receptacles. The invoicing system should seamlessly tie into the City's Munis financial software.

Additional considerations include requiring haulers to sample each load. Sample IDs would be generated at weigh-in. Haulers would then collect the sample and place into a refrigerator. A portion of the samples will be randomly selected for testing.

The basis of the program would be used in the City's future fats, oils, and grease (FOG) receiving station located at the Water Reclamation Facility.

Budget: Total project budget in Water Reclamation Capital Improvement 2017-2021 Program is \$4,746,000 in 2017 which includes the design, bidding, construction and construction Administration services for this project. A recommended project schedule is to be submitted by the consultant. This project is funded by State Revolving Funds (SRF) and all regulations relating to SRF funds will apply to this project. The SRF Loan Funds should be secured for project bidding by January 2018, pending all environmental documentation is approved.

A recommendation on design efficiencies, necessary modifications, and upgrades throughout the course of design is encouraged.

2 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	2
Team Members	2
Project Qualifications, Experience, and References	3
Scope of Services	As necessary
Work Breakdown and Schedule	As necessary

2.1 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.

2.2 PROJECT UNDERSTANDING (2 PAGE MAXIMUM):

Prepare document outlining project understanding 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 understanding of the project 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.

2.3 TEAM MEMBERS (2 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.

2.4 PROJECT QUALIFICATIONS, EXPERIENCE, AND REFERENCES (3 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.

2.5 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.

Task Series 1 - SRF Assistance:

The 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 public meeting shall be done as a part of this contract.

Task Series 2 - Project management/General:

Task 2.1 – Project Management

1. Develop project management plan
2. Complete invoices
3. Coordinate geotechnical work performed under a separate contract
4. Monitor quality control and quality assurance plan
5. Manage deliverables and overall project schedule

Task 2.2 – 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
2. Progress meetings:
 - a) Facilitate progress meetings every 2 to 3 weeks with applicable project team members to provide project status update, discuss design details, and project design/construction budget. Complete design review meetings (30% Concept, 60% Preliminary, and 95% final design review meetings) in conjunction with regular progress meetings.
 - b) Prepare meeting agenda and meeting minutes.
3. Miscellaneous meetings –Meetings may be held in conjunction with regular progress meetings when reasonable.
 - a) Stakeholder meeting – prepare meeting agenda, displays, and project schedule to share with appropriate city stakeholders including Sioux Falls Environmental, Street and Fleet, and Sanitary Landfill.

- b) Tracking, sampling, and invoicing – Coordinate and hold meetings as necessary with appropriate City staff including Sioux Falls Environmental, Information Technology, and Finance to select and incorporate billing software.

Task Series 3 – Design Services

Task 3.1 – Concept Design – 30 Percent

1. Field Survey – Complete topographic field survey and field measurements of existing facilities as necessary.
2. Develop key project design criteria, preliminary list of drawings and specifications, site considerations, and cost estimate.
3. Prepare concept drawings showing the proposed equalization basin site plan, utility impacts, septic receiving station
4. Coordinate and attend a 30 percent design review meeting.

Task 3.2 – Preliminary Design – 60 Percent

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

Task 3.3 – Final Design – 95 Percent

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

Task Series 4 – Bidding Services

Task 4.1 – Pre-Bid Conference

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

Task 4.2 – Addenda

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

Task 4.3 – Bid Opening/Tabulation

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

Task 4.2 – Conformed Drawings/Specification

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

Task Series 5 – Construction Administration Services

Task 5.1 – Project Management

Task 5.2 – Preconstruction/Progress Meetings

Task 5.3 – Shop Drawings/Submittals

Task 5.4 – Interpret Contract Documents/Correspondence/Change Orders

Task 5.5 – Substantial/Final Completion Assistance

Task 5.6 – Record Drawings

2.6 WORK BREAKDOWN AND SCHEDULE (PAGES AS NECESSARY):

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

Prepare proposed project design, bidding and construction schedule for the project team's consideration.

3 GENERAL INFORMATION

3.1 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%

3.2 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 its 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 January 2017.
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. Geotechnical services will be performed by the City under a separate contract.
6. SCADA programming will be completed by the City. Consultant to coordinate needs with the City.
7. Each proposal should indicate the entity responsible for execution on behalf of the proposal team. All sub consultants must be listed in the proposal.
8. Professional liability insurance will be required upon selection.

3.3 CITY'S RESPONSIBILITY

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

3.4 RESOURCE INFORMATION AND REPORTS:

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

The information is being provided to assist consultants in developing proposals and is not all inclusive. Available information will be provided to the selected consultant.

3.5 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 Principal Engineer. 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 question submittal deadline will not be considered.

Please submit 5 paper copies and one electronic copy of your proposal to the City Engineering Office before 2:00 pm Central Standard Time on date listed below:

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

3.6 FACILITY TOURS:

Tours of the existing equalization facilities will be provided. There will be two designated times available for all consultants. Consultant will need to notify Principal Engineer 48 hours in advance of the given tour date to attend. Questions can be asked on the tour and will be posted on the City's website after the tours are complete. Tour times are:

Tuesday, September 6, 2016, from 8:00 a.m. to 10:00 a.m.
Wednesday, September 7, 2016, from 10:00 a.m. to 12:00 a.m.

3.7 SCHEDULE:

RFP Schedule:

Advertise RFP's on City's website	August 26, 2016
Site tours	September 6 and 7, 2016
Question Submittal Deadline	September 9, 2016
Proposal Deadline	September 16, 2016
Shortlist for interviews, if needed	Week of September 19, 2016
Interviews if necessary	Week of October 10, 2016
Consultant Selection	Week of October 17, 2016
Notice to Proceed	January 2017