

City & Borough of Wrangell, Alaska
Request for Proposals
Sewer Pumps Replacement Project Design

INTRODUCTION

The City & Borough of Wrangell (hereinafter referred to as the “CBW”) is seeking the services of a professional engineering firm for the design and preparation of bid documents for the Sewer Pump Replacement Project (hereafter referred to as the “Project”). All design work and construction bidding documents shall conform to the requirements of the CBW, State of Alaska and the US Department of Housing and Urban Development. Community Development Block Grant (CDBG) funds will be provided to the City and Borough of Wrangell for contractual services and design, engineering, and construction to rehabilitate Node 4 and Node 6 Pump Stations.

The total budget for this project is estimated to be (six-hundred thousand dollars) \$600,000.

SCOPE OF WORK:

Overview: The purpose of the Project is to provide project design, permitting, and construction engineering services for the proposed Sewer Pumps Replacements Project in Wrangell, Alaska. Pump Station Node 4 and Pump Station Node 6, needs a complete rehabilitation and replacement of all major components.

The Project goal is to replace each failing pump with new energy efficient pumps large enough to handle the existing loads and future growth, reducing maintenance and operational costs. All existing electrical, control and SCADA panels and wiring will be replaced. Existing concrete structures will be rehabilitated or replaced as appropriate.

Each pump node services a heavily populated area and together serves 80% of the community’s residents and businesses. The complexity of the replacement and upgrade will likely require a temporary bypass pump system to be established to keep sewer from backing up throughout the system.

Successful project completion will provide reliable public infrastructure. It is expected that the pumps will lift the sewer to the sewer treatment plant efficiently. The borough expects the current high repair, maintenance and energy costs to be reduced and the threat to public health and environment minimized.

All Offerors are encouraged to visit the proposed project areas prior to the submission of their proposal and inspect the existing site conditions to determine the general scope of work.

The successful consultant, under contract with the CBW, will evaluate and perform numerous tasks in preparing a cost-effective design that meets the Project’s objectives, is

constructible, and conforms to environmental commitments. The consultant shall select, recommend and justify the design, considering conflicts, permits, time, and alternatives, if necessary. The consultant shall prepare estimated costs and, if necessary, work with the Owner to make adjustments in the design in order to meet project objectives within the available budget. The Project includes, but is not limited to, the tasks below:

A. TASK: UTILITIES: The consultant shall identify and locate all known private and public utilities within the limits of the project. The consultant shall prepare a preliminary design of all underground utility elements, including:

- Sewer Main: The Consultant will collect as-built information from Wrangell Public Works Department regarding existing sewer pump stations, treatment system requirements and sewer mains
- Electrical: The consultant will be required to coordinate with the Wrangell Municipal Light & Power (WML&P) regarding existing electrical supply and to coordinate any necessary upgrades to the incoming power.

B. TASK: ENVIRONMENTAL: The City and Borough of Wrangell believes that environmental review are complete. The successful Consultant will verify all environmental requirements are satisfied.

ADDITIONAL PROJECT REQUIREMENTS:

- 1. Engineering:** The Offeror will develop preliminary plans, quantity and cost estimates, sufficient to fully scope the Project and verify that the proposed scope is within the projected construction budget. This may include identification and development of alternates. The consultant shall prepare the final design of the proposed sewer pumps replacements including, but not limited to, construction staging, traffic control, erosion control, permit requirements, typical sections, cross sections, sewer system design, and a signing plan. Consultant is responsible to: 1) prepare final design including bid-ready construction drawings; 2) prepare for design review meetings with the CBW at 35%, 65%, and 95% design stages; 3) respond to CBW's comments on plans, specifications and estimates, and make revisions as necessary.
- 2. Deliverables:** The design package must be delivered to the CBW in half-size paper prints as needed for review purposes and to assist with the presentations. The final plan sheets must be stamped and signed by an Engineer registered in the State of Alaska. The consultant shall supply all elements of engineering design, plan sheets, and quantities in English measurements. The consultant shall provide digital copies of plan sheets in AutoCad format upon approval by the CBW of the final design. The professional that has provided the direct supervision of the work shall stamp all reports, maps, plans, and specifications.

3. **Bidding Package:** The consultant shall be required to submit a complete a bidding package, which shall include a set of plans and specifications suitable for bidding and construction. The consultant will assist the CBW, as necessary, during the construction bidding process with any clarifications to plans and specifications and in preparing addenda to the bid documents. Construction bid documents shall meet all Federal, State, and Local requirements.
4. **Permits:** The consultant is required to coordinate with the appropriate State, Federal, and Local government agencies that could be affected by the project. The purpose would be to notify the agencies regarding the Project and allow them to identify concerns, suggestions or alternative solutions, and obtain required permitting with the State of Alaska DEC.
5. **Schedule:** A schedule for design completion is required in response to this RFP. Include specific dates for initial design, permitting period, and final design. Offeror shall advise the CBW if the scope of work is not sufficiently explicit and whether or not any expressed design and construction schedules are feasible.
6. **License:** All Respondents must provide a current Alaska Business License and a Certificate of Registration for the Engineer acting in responsible charge for the professional services required for this Project.
7. **Insurance:** The selected consultant must provide certification of proper insurance coverage or binder to the City & Borough of Wrangell before entering into the agreement. The City & Borough of Wrangell must be named as an additional insured on all policies except professional liability and worker's compensation
 - (a) **Workers Compensation Insurance:** The contractor shall provide and maintain, for all employees of the contractor engaged in work under this contract, Workers Compensation insurance as required by AS 23.30.045. The Contractor shall be responsible for Workers Compensation Insurance for any subcontractor who directly in indirectly provides services under this contract. This coverage must include statutory coverage for states in which employees are engaging in work and employer's liability protection is not less than &100,000.00 per occurrence. There applicable, coverage for all federal acts (i.e., USL &H and Jones Acts) must also be included.
 - (b) **Comprehensive (Commercial) General Liability Insurance:** With coverage not less than \$300,000.00 combines single limit per occurrence and annual aggregates where generally applicable and shall include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.

(c) **Comprehensive Automobile Liability Insurance:** Covering all owned, hired, and non-owned vehicles with coverage limits not less than \$100,000.00 per person/\$300,000.00 per occurrence bodily injury and \$50,000.00 property damage.

5) **Professional Liability Insurance:** Covering all errors, omissions or negligent acts of the contractor, subcontractor or anyone directly or indirectly employed by them, made in the performance of the contract which result in financial loss to the State.

Contract Amount	Minimum Required Limits
Under \$100,000	\$100,000 per occurrence/annual aggregate
\$100,000.000 - \$499,999	\$250,000 per occurrence/annual aggregate
\$500,000 - \$999,999	\$500,000 per occurrence/annual aggregate
\$1,000,000	\$Negotiable – Refer to Risk Management

8. **Regulations:** All design services shall be in accordance with applicable codes, regulations and standards, professional practice procedures, and commonly recognized construction methods. The Offeror shall consider the geographical region of the Project as well as other environmental and site-specific restraints when performing services for this Project.
9. **Funding:** This Project is made possible through the Community Development Block Grant (CDBG) Program funded by the U.S. Department of Housing and Urban Development and funds from the City and Borough of Wrangell. All Federal, State and Local government regulations must be met both in the design phase, as well as in the construction phase, as the construction phase may contain funds from any of or a combination of various levels of governmental agencies, and potentially through a DEC Loan.
10. **Consultant / Contractor Relationships:** Any consultant firm, or its affiliate, that developed the scope of services, the RFP, or other solicitation documents for this Project is ineligible to compete for that phase of the project for which they developed the documents. A consultant firm, or its affiliate, that is the Engineer of Record on this Project may only be considered eligible to compete as a Subconsultant/Subcontractor for services to the Prime Contractor upon approval of the City & Borough of Wrangell.

SELECTION PROCESS

Proposals will be ranked based on the scoring system outlined below. Selection and execution of any agreement for services will be accomplished in accordance with City & Borough of Wrangell (CBW) policies and procedures. At the CBW's discretion, oral interview(s) may be conducted in the event of a tie score between two or more Offerors.

1. Competitive, sealed proposals will be reviewed by an Evaluation Committee, comprised of, at a minimum, the Borough Manager, Public Works Director, and one other person selected by the Borough Manager. Proposals will be scored based on the responses presented to the RFP content (described below).
2. Based upon this evaluation, the Evaluation Committee may short list up to three (3) Offerors and conduct interviews with those Offerors for the purpose of clarification and to ensure a full understanding of, and responsiveness to, the RFP requirements. Written notice will be given to the three (3) most qualified Offerors determined to be eligible for placement on the negotiation schedule. The notice will include their ranking. The CBW will negotiate a contract with the Offeror considered to be best suited to perform the work. If negotiations are not successful, as determined by the CBW, the CBW will negotiate a contract with the second ranked Offeror. The process described above would be repeated with the third ranked Offeror, if necessary. When an agreement is reached, a contract will be executed between the parties after the Wrangell Borough Assembly's approval.

INSTRUCTIONS FOR OFFERORS

1. Review this document and the list of attached exhibits and become familiar with its contents. Incomplete or incorrect responses or proposals may be disqualified.
2. Offerors must respond to all items and include any additional material required by the Request for Proposal.
3. Additionally, the CBW may require that short-listed firms and the finalists be available in Wrangell, at no cost or expense to the CBW, to make an oral presentation and to be available for interviews and teleconference.
4. The CBW shall not be liable for any cost incurred by any firm in response to this solicitation.
6. The CBW expressly reserves the right to reject any and all proposals and not award a contract if the CBW determines, in its sole judgment that such action is in the CBW's best interest.
7. All proposal materials shall become the property of the CBW.
8. Any questions or clarifications need to be asked by February 21, 2014, 2:00pm so that any responses or amendments by the CBW can be provided, prior to the submittal deadline, to all those who requested an RFP packet.

SCHEDULE & PAYMENT

1. Upon entering into an agreement and being given Notice to Proceed, the Designer shall have 120 calendar days to complete all work outlined for final design and preparation of bid-ready construction documents.
2. The proposed method of payment is a Time & Expense, Not-to-Exceed a Maximum Amount.

PROPOSAL CONTENT

All proposals received by the deadline will be reviewed and evaluated by the Borough. The proposals **must** address the *following information*:

1. Project Management (30 points).

Provide a management plan, which describes the organization and management processes of the Offeror involved, as well as a specific outline of the structure of the proposed project staff. The plan should answer the questions:

- Who will have overall responsibility for the Project?
- Who will oversee daily operations?
- What is each Offeror's total workload? Address: current and future time commitments of proposed Project personnel to all of the Offeror's clients; adequacy of supporting personnel, equipment, facilities and other resources, including capacities to accomplish the work in the required time.

Joint proposals will be considered; however, such proposals must be well coordinated and must show evidence that previous working relationships existed. Furthermore, for the purposes of establishing and maintaining clear lines of authority and responsibility between the City & Borough of Wrangell (CBW) and the Offeror, the CBW intends to contract only with a single legal entity. Therefore the CBW recommends that interested firms structure joint proposals accordingly.

2. Professional Qualifications for Project Personnel (30 points)

Provide a resume of all staff proposed to be used for the design and contract preparation for this Project. Describe the work to be performed by the individuals named, and detail their specific qualifications and substantive experience directly related to the Project. A response prepared specifically for this Project is required.

All personnel acting in responsible charge for all engineering, surveying, and architectural services, require a current Alaska Registration/License and must be identified in the Offeror's proposal.

3. *Specialized Experience* (40 points)

- A summary of the Offeror's corporate experience and technical competence in the projects which are similar to the type of service required under the subject project. Include references with contact names, addresses, and phone numbers.
- A discussion of the project's work activities which outlines the respondent's understanding of the project scope and objective.
- Past record and performance in terms of cost control, quality of work, and compliance with performance schedules. Highlight any such past contracts with the City & Borough of Wrangell.
- Describe any such innovative approaches or concepts developed or utilized by the firm, relevant to the services required.
- Express familiarity with the details of the project.

SUBMITTALS

To be considered, respondents must deliver submittals to the address stated herein on or before the deadline, and in the number of copies indicated below.

1. SUBMITTAL DEADLINE: February 28, 2014, 2:00 p.m. prevailing time.
2. SUBMIT RESPONSES TO: The Borough Clerk, City & Borough of Wrangell, P.O. Box 531, Wrangell, Alaska 99929.
3. MARK SUBMITTALS AS FOLLOWS: **"Proposal for Sewer Pumps Replacements Project Design Opening date February 28, 2014, 2:00 p.m."**
4. REQUIRED COPIES OF SUBMITTALS: Original and three (3) copies.

RESERVATIONS:

The City & Borough of Wrangell reserves the right to reject any and/or all proposals received and to waive irregularities or informalities in any of the proposals. The City & Borough of Wrangell may request any respondent to clarify its response or to supply additional material deemed necessary to assist in the selection. The City & Borough of Wrangell may modify or otherwise alter any or all of the requirements herein. In the event of any modification, all respondents will be given an equal opportunity to modify their response in the specific area impacted.

ADDITIONAL INFORMATION

For further information regarding the Request for Proposals, contact the City & Borough of Wrangell personnel at P.O. Box 531, Wrangell, AK 99929:

- Carl Johnson, Public Works Director, Tel: 907-874-3904, Email: wrgworks@gci.net

LIST OF ATTACHED EXHIBITS

- A.** City of Wrangell Waste Water Pump Station Original Plans, pages 1 – 4, 1976
- B.** Photos 1-6, showing control and SCADA upgrades