

**CITY OF ROHNERT PARK
PUBLIC WORKS DEPARTMENT**

REQUEST FOR PROPOSALS

FOR

DESIGN OF

**WET WELL LINING STATION 2
PROJECT NO. 2017-09**

CITY OF ROHNERT PARK



City of Rohnert Park
Public Works Department
600 Enterprise Drive
Rohnert Park, CA 94928
(707) 588-3300

Distribution/Advertisement: **March 15, 2024**

Deadline for Submittal of SOQ: **April 10, 2024, 2:00 PM**

The City of Rohnert Park invites your interest to the following opportunity:

DESIGN OF WET WELL LINING STATION 2 PROJECT NO. 2017-09

I. General Description of the Project

This Request for Qualifications/Proposals is for professional design services to prepare 100% bid documents (Plans, Specifications, and Construction Cost Estimate-PS&E) for the Wet Well Lining Station 2 Project No. 2017-09. The project will include the design to retrofit and line the wet well and grinder pit at the City's wastewater collections Pump Station 2, located at 201 J Rogers Lane. The project location is shown in **Attachment A**.

II. Schedule, Location, Contact

The following schedule has been established to meet our internal deadline:

Questions for RFP due:	April 3, 2024 5:00 PM
Deadline for submittal:	April 10, 2024 2:00 PM
Award of Contract (est):	May 28, 2024, City Council Mtg

Submit Proposal **DIGITALLY** to:

City of Rohnert Park
Public Works Department
Attn: Amanda Bunte, Project Manager
600 Enterprise Drive
Rohnert Park, CA 94928
abunte@rpcity.org
707-588-3319

Questions regarding this RFP, please direct to Amanda Bunte, via email.

III. Scope of Services

The City of Rohnert Park is seeking professional design services to prepare bid documents (Plans, Specifications and Construction Estimate – PS&E) for the Wet Well Lining Station 2 Project No. 2017-09 (Project). The Project consists of wet well lining and appurtenance retrofits of Pump Station 2. The City has two wet well pump stations located at the 201 J Rogers Lane location. Pump Station 1 was lined and upgraded in 2018 as Phase A of the Project. Pump Station 2 was constructed in 1992 and both the grinder vault and wet well do not have a liner or coating, exposing concrete surfaces to a corrosive atmosphere.

The scope of services the City is seeking in this RFP includes:

General Engineering and PS&E

A. Project Assessment

- 1) Visit Pump Station 2 site to get familiar with the project.
- 2) Review existing available record drawings of the facilities and assess the current condition of the wet well and grinder pit.
- 3) Review all attachments included in this RFP.
- 4) Review existing assessment report.
 - a. Emergency Sewer Pond and Wet Well Lining Project Condition Assessment Report by GHD dated January 2018 (**Attachment B**)
- 5) Review any additional existing project files provided to the consultant by the City.
- 6) Meet with City staff in person to discuss project details.

B. Design

- 1) The design will include the following disciplines as part of the consulting team: civil engineering services. The consultant shall include all other professional design disciplines required to provide the City with a complete and ready to bid design of the Project, including Plans, Technical Specifications, and Estimate (100% PS&E).
- 2) Prior to starting design, the Consultant shall prepare an engineering technical memorandum for City Staff, for review and approval, summarizing the proposed design for this project. The design consultant shall engage City staff to answer any questions and provide feedback required to finalize the engineering technical memorandum.
- 3) General Scope: Consultant will be responsible for requesting utility as-builts from the City and all other utility providers in area (PG&E, for example) and placing the utilities on the plans. In general, the City would like to standardize items including electrical, controls, chemical processes, and other features that are common to all facilities. Consultant shall also provide documents required for permitting and Stormwater Pollution Prevention Plan (SWPPP) documents for the Project.
- 4) The project will include the following design improvements:
 - a. Improvements to the Pump Station 2 grinder pit area.
 1. Provide new corrosion-resistant lining up to the deck.
 2. Add bolts to the girder support.
 3. Remove the bar screen bracket.
 - b. Improvements to the Pump Station 2 wet well:
 1. Provide new corrosion-resistant lining of the wet well to the high-water line, with an optional bid item to include thin lining above the water line and on the ceiling.

2. Provide new stainless-steel clamps on all items within the wet well.
 3. Replace the bubbler tube.
 4. Replace the Pump Station 2's bathroom sewer line inside the wet well.
 - c. Install New Emergency Bypass line:
 1. Install above-ground 12-inch HDPE fusion welded pipe on the side of the Pump Station property for emergency bypass. Alignment is noted on **Attachment A**. Public Works Collections staff will make final connections on both ends.
 - 5) Prepare design development documents. This will include, but is not limited to:
 - a. Prepare construction documents including full size drawings, technical specifications, engineer's construction cost estimate, and estimated construction time schedule.
 - b. Time schedule for design and construction.
 - 6) Provide Public Works with two iterations (60% and 100%) of the design development package (PS&E) for review prior to submittal to the Building Department for Building Permit.
 - 7) Lead and attend at least two in-person working meetings with Public Works staff to discuss the design of the project.
 - 8) Schedule must meet project deadline of construction bid advertisement by February 2025.
- C. Building Permits and Construction Documents
- 1) Prepare, generate and submit all documents and full-size hard copies to the Building Department, as required by the Building Permit Application. Keep Public Works Project Manager informed of the process.
 - 2) Include all required/requested Building Department information on the Drawings as noted in the Building Permit Application and any other checklists.
 - 3) Make all required document and drawings revisions and resubmittals as required by the Building Permit plan check process to obtain City Building Permit for Construction.
- D. Project Bidding
- 1) Assist Public Works with the formal project bidding process, including, Notice to Bidders and list of contractors who have experience with wet well lining to be added to the City's invitation to bid list.
 - 2) Attend an in-person non-mandatory pre-bid job walk with prospective bidders.
 - 3) Assist Public Works with written responses to ALL technical questions/clarifications during project bidding process.

- 4) Assist Public Works with issuance of Addenda as directed by the Public Works Project Manager.
- 5) Once the Project is awarded, issue the Conformed Set of Drawings.

E. Consultant Services During Construction

- 1) Lead and provide meeting minutes at pre-construction meeting.
- 2) Assist City with responses to ALL Request for Information (RFIs) during construction.
- 3) Assist City with the review and approval of project submittals.
- 4) Assist City with construction change orders.
- 5) Assist with completion of punch list items. Attend one punchlist walk and prepare punch list. Consultant to confirm that all punchlist items are complete prior to the City issuing the Notice of Completion.
- 6) Consultant to prepare record-drawings and provide the City with final digital copies of the record drawings.

IV. Delivery Schedule

The City would like to advertise this project for construction in **February 2025**.

V. Minimum Proposal Requirements

Consultants interested in providing these services should submit one electronic copy of a proposal, as described in Section II above. Your proposal should include the following items:

- a. Cover Letter: The cover letter is to be signed by an officer of the firm authorized to execute an agreement with the City and shall include the following:
- b. Identification of Consultant;
- c. Brief overview of qualifications of Consultant – specifically for wet well projects. Please include a discussion of your engineering and/or architectural background as it related to this Project;
- d. Contact information (phone and e-mail) of the officer making the proposal;
- e. Key Personnel: Include the capacity and availability of your firm. Note that the scope of service includes PS&E. A minimum of one Professional Engineer will need to be on your proposed team;
- f. Sub-consulting: If your firm is partnering with another firm or using a sub-consultant, please describe their role and capabilities;
- g. Scope of Work: Provide detailed Scope of Work for the proposed project, describing each proposed task and deliverables that can be used as an attachment in the Consultant Services Agreement.
- h. Schedule: Provide a detailed schedule, including major milestones and delivery dates.
- i. Fees: In a separate sealed envelope, provide a detailed fee proposal by task for the

services identified in the scope of services, including hourly rate for different tasks, vehicle usage rates, equipment usage rates, etc. Please ensure pricing as submitted in proposal is valid for 120 days.

VI. Review Process

Consultant selection will be based upon the proposal submitted. Evaluations will be based on the consultant's experience, personnel, proposal soundness, and schedule. The scoring matrix is included as **Attachment C** of the RFP.

City may request additional clarifying information from any or all consultants that submit a proposal. Responses to this RFP will be evaluated and the top-rated consultant(s) may be interviewed. The lead members of the consulting team will be expected to attend any interviews scheduled with the City.

The City will then negotiate a contract for Consultant Services with the consultant that is determined the most qualified. If an acceptable cost cannot be negotiated with the top ranked consultant, the City reserves the right to negotiate with the second ranked consultant (and so on) until an agreement can be reached.

At the end of the Review Process, staff will notify all consultants and the selected consultant will be awarded a contract with the City. Said contract will have the terms as indicated in the *City Consultant Services Agreement*. The terms of the contract agreement has specific insurance requirements, which is included as part of the RFP.

VII. General Terms and Conditions

- a. The City reserves the right to reject any and all proposals and to award any or all sections of the work to one or multiple consultants.
- b. The City will not be responsible for any costs incurred by respondents in the preparation and submittal of a response to this RFP. City staff will make a recommendation to the City Council, who will award the agreement based upon the City's Design Professional Services Agreement.
- c. The City reserves the right to modify the scope of the work for this project at any time.
- d. Documents, drawings and findings (regardless of format) that are associated with this project shall be the property of the City.
- e. Fee proposals included with the submitted proposal shall remain effective for 120 days beyond the submitted date.
- f. The Consultant agreement will be the City's *Consultant Services Agreement*. This agreement contains the City's insurance requirements that must be met prior to execution of the agreement.

Attachments:

- A. Location Map of Facilities
- B. Condition Assessment Report – January 2018
- C. Evaluation Scoring Matrix
- D. Sample Consultant Services Agreement

Place Holder - Attachment A - Location Map

Place Holder - Attachment B – Condition Assessment Report

Attachment C. Evaluation Scoring Matrix

Firm	Experience	Personnel	SOQ Thoroughness	Schedule
Max Score	35%	30%	25%	10%

Place Holder - Attachment D

Consultant Services Agreement Template