

City of Scottsbluff, Nebraska

Monday, November 17, 2014

Regular Meeting

Item Consent4

Council to approve a Request for Statement of Qualifications and Bid Proposals to solicit Engineering Services for Sanitary Sewer Main improvements by Scotts Bluff Drain near East 27th St. and authorize the City Clerk to advertise for submittals to be received by 2:00 p.m. 12/8/14, 2014.

Staff Contact: Mark Bohl, Public Works Director

Agenda Statement

Item No.

For meeting of: November 17, 2014

AGENDA TITLE: Council to approve a Request for Statement of Qualifications and Bid Proposals to solicit Engineering Services for improvements to the Sanitary Sewer Main and Siphon by Scotts Bluff Drain near East 27th St. and authorize the City Clerk to advertise for submittals to be received by December 8, 2014 at 2:00 p.m.

SUBMITTED BY DEPARTMENT/ORGANIZATION: Mark Bohl, Public Works Director

PRESENTATION BY: Consent

SUMMARY EXPLANATION: The attached Request for Statement of Qualifications and Bid Proposals is to solicit engineering services for improvement of an existing 15" sewer transmission main serving as an interceptor siphon to a double barrel siphon that is adequate in size to convey the current flows and additional flows produced by recent development. The line needing improvement begins at a manhole approximately 128' south of Winter Creek Dr. and Primrose Dr. The improvement area is approximately 172' south to a manhole on the south side of the Scotts Bluff Drain.

BOARD/COMMISSION RECOMMENDATION:

STAFF RECOMMENDATION: Staff recommends that Council approve the Request for Statement of Qualifications and Bid Proposals, and authorize the City Clerk to advertise for submittals to be received by December 8, 2014 at 2:00 p.m.

EXHIBITS

Resolution ☐ Ordinance ☐ Contract ☐ Minutes ☐ Plan/Map ☐

Other (specify) ☒ Copy of Request for Statement of Qualifications and Bid Proposals.

NOTIFICATION LIST: Yes ☐ No ☐ Further Instructions ☐

APPROVAL FOR SUBMITTAL: _____
City Manager

Rev 3/1/99CClerk



**Water Reclamation
A Division of
Public Works**
2525 Circle Drive
Scottsbluff, NE 69361

**REQUEST FOR
Statement of Qualifications and Bid Proposals**

FOR

PROFESSIONAL ENGINEERING SERVICES RELATING TO:

Design and Construction Oversight for Improvements to the
Sanitary Sewer Main and Siphon by Scottsbluff Drain near East 27th St.

Issue Date: November 17, 2014

Publish Dates: Fridays – November 21st, 28th and December 5, 2014

Pre-Proposal Conference: December 2, 2014 at 2:00 p.m.

Closing Date/Time: December 8, 2014 at 2:00 p.m.

Contact

Lynn Garton – Water Reclamation Supervisor
308-630-6292

REQUEST FOR STATEMENT OF QUALIFICATIONS AND BID PROPOSALS

Engineering and Construction Oversight

for the

Sanitary Sewer Main and Siphon Improvement Project

NOTICE

REQUEST FOR STATEMENT OF QUALIFICATIONS and BID PROPOSALS

Engineering and Construction Oversight for a

Sanitary Sewer Main and Siphon Improvement Project

The City of Scottsbluff is soliciting written Statement of Qualifications and Bid Proposals from engineering firms to provide engineering service for improvements to the City's sanitary sewer main known as the Scotts Bluff Drain Siphon west of East 27th Street. The existing line needing improvement begins at a manhole approximately 128 feet south of Winter Creek Drive and Primrose Drive. The improvement area is approximately 172 feet south to a manhole on the south side of the Scotts Bluff Drain. A pre-conference will be held at 2:00 p.m. on December 2, 2014 at City Hall, 2525 Circle Drive, Scottsbluff, Nebraska.

All submittals must be received by the City Clerk, of the City of Scottsbluff, 2525 Circle Drive, Scottsbluff, Nebraska, 69361, prior to 2:00 p.m., December 8, 2014. Submittals must be in a sealed envelope plainly marked "Statement of Qualifications and Bid Proposal, Sanitary Sewer Main and Siphon Improvement Project". Inquiries shall be addressed to Lynn Garton, Water Reclamation Supervisor, 2525 Circle Drive, Scottsbluff, Nebraska, 69361, 308-630-6292. A copy of the Request for Qualifications and Proposal document may be obtained from the City Clerk at City Hall at the above location noted herein.

Cindy Dickinson
City Clerk

Publish – 3T

November 21, 2014

November 28, 2014

December 5, 2014

REQUEST FOR STATEMENT OF QUALIFICATIONS AND BID PROPOSALS

Engineering and Construction Oversight

for the

Sanitary Sewer Main and Siphon Improvement Project

1. INTRODUCTION

The intent of this request is to solicit a written Statement of Qualifications and Bid Proposals, hereafter referred to as “Proposal”, from a qualified person, firm, or corporation, hereafter referred to as “Engineer,” to provide engineering services, design and construction oversight for:

The improvement of an existing main transmission line consisting of 15 inch diameter clay serving as an interceptor siphon to a double barrel siphon that is adequate in size to convey the current flows and additional flows produced by recent development. The existing line needing improvement begins at a manhole approximately 128 feet south of Winter Creek Drive and Primrose Drive. The improvement area is approximately 172 feet south to a manhole on the south side of the Scotts Bluff Drain. Please refer to Attachment “A”.

To be eligible for consideration, the Engineer must be capable of supplying the services as noted herein, and must also meet all other criteria outlined in this Proposal.

2. INQUIRIES AND CORRECTIONS

All inquiries relating to this request shall be addressed to:

Lynn Garton, Water Reclamation Supervisor
City of Scottsbluff
2525 Circle Drive
Scottsbluff, NE 69361
(308) 630-6292

If a proposing Engineer, prior to submitting a Proposal, finds discrepancies in, or omissions from this request, or should require additional clarification of any part thereof, a written request for interpretation may be submitted. Any interpretation of, or change made to the document will be made by written addendum to each proposing Engineer, and shall become part of the request for any contract awarded. The City of Scottsbluff will not be responsible for the accuracy of any oral explanations. All inquiries shall be made in writing and all responses will be provided in writing, with copies being sent to all proposing Engineers. To be given consideration, inquiries must be received at least ten (10) calendar days prior to the date established for the opening of the Proposal. It shall be the responsibility of each proposing Engineer to verify that every addendum has been received prior to submitting Proposals.

3. SUBMITTAL DATE, LOCATION, AND OPENING

All Proposals must be received by the City Clerk of the City of Scottsbluff, 2525 Circle Drive, Scottsbluff, NE 69361 prior to **2:00 p.m., December 8, 2014**. Proposals must be submitted in a sealed envelope plainly marked “Statement of Qualifications and Bid Proposal, Sanitary Sewer Main and Siphon Improvement Project”. These Proposals will be evaluated utilizing the evaluation criteria herein. Final approval will be given by the Scottsbluff City Council.

REQUEST FOR STATEMENT OF QUALIFICATIONS AND BID PROPOSALS

Engineering and Construction Oversight

for the

Sanitary Sewer Main and Siphon Improvement Project

4. SCHEDULE

Proposal Document Available	November 18, 2014
Pre-Proposal Conference	December 2, 2014 at 2:00 p.m.
Final Addenda (if needed)	December 3, 2014
Proposals due (Bid Opening)	December 8, 2014 at 2:00 p.m.
City evaluation of Proposals	December 8 - 12, 2014
Interviews	Tentative December 8 - 12, 2014
Council Meeting for their review and recommendation	Tentative 12-15-14 or 1-5-15
Notice of Award	Pending Council Approval

5. LATE AND TELEPHONIC PROPOSALS

Late Proposals will not be accepted under any circumstances, and any Proposal so received shall be returned to the proposing Engineer unopened. In addition, telegraphic and/or Proposals sent by electronic devices are not acceptable and will be rejected upon receipt. Proposing Engineers will be expected to allow adequate time for the delivery of Proposals. Sole responsibility rests with the proposing Engineer to see that their Proposal is received on time.

6. CONDITIONS OF PROPOSAL SUBMITTAL

Proposing Engineers shall comply with all conditions, requirements, and specifications contained herein, with any insufficiency constituting sufficient cause for rejection of the Proposal.

The Proposal must be signed by a duly authorized official of the proposing Engineer submitting the Proposal.

No Proposal will be accepted from any Engineer that is in arrears for any obligation to the City, or that otherwise may be deemed irresponsible or unresponsive by the City of Scottsbluff.

All prices quoted must be firm for a period of ninety (90) days following the opening of the Proposal. A form reflecting the proposed price (refer to section 10, item 6) must be put in a separate sealed envelope to be opened once a determination has been made on which Engineer is most qualified for this project.

The City of Scottsbluff reserves the right to reject any and all Proposals or any part thereof. The right is reserved to waive any formalities or informalities contained in any Proposal, and to award the Proposal to the most responsive and responsible proposing Engineer as deemed in the best interest of the City of Scottsbluff.

The City of Scottsbluff will not return Proposals or other information supplied to them by any proposing Engineer.

REQUEST FOR STATEMENT OF QUALIFICATIONS AND BID PROPOSALS

Engineering and Construction Oversight

for the

Sanitary Sewer Main and Siphon Improvement Project

7. EVALUATION OF PROPOSALS

Proposals will be evaluated on the basis of the Evaluation Criteria noted herein. The City of Scottsbluff may make a selection on the basis of the Proposals received, or may choose to “short list” prospective Engineers for further negotiations.

The Engineer selected for the award will be chosen on the basis of the apparent greatest benefit to the City of Scottsbluff, and not necessarily on the basis of lowest price.

Proposals shall be evaluated on the basis of the following criteria:

- A. Responsiveness to the needs of the City of Scottsbluff, both in service cost and in the scope of the services offered.
- B. Responsibility of the proposing Engineer and its experience in dealing with municipal governments, including the City of Scottsbluff, on projects of similar scope and nature.
- C. The degree to which the Proposal meets or exceeds the terms of this Request for Proposal.
- D. The thoroughness with which the engineer has included all anticipated costs in the Proposal for each phase, through completion of the project. This includes hourly rates for service outside the scope of work.

8. SELECTION CRITERIA

Proposals will be reviewed, evaluated, and ranked by the Consultant Selection Committee. Price is not a selection criteria and it is not to be included in the Engineer’s Proposal. The price is to be submitted separately as stated in section 6. The selection criteria including their relative importance are:

1. Professional qualifications necessary for satisfactory performance. (15 points)
 - Project manager and key team members are qualified to perform the work categories on the project.
 - Engineer’s knowledge of standards and procedures.
2. Specialized experience and technical competence in the type of work. (10 points)
 - Engineer has provided comparable projects they have been involved with.
 - Computer capability of the Engineer.
3. Past performance on similar projects. (15 points)
 - Past performance evaluations.
 - References, if no past work has been performed by this Engineer.
4. The capacity to accomplish the work in the required time. (10 points)
 - Engineer has adequate staff for this project.
 - Current workload of the Engineer.
5. Understanding the project. (10 points)
 - Engineer has demonstrated understanding of key elements of the project.

REQUEST FOR STATEMENT OF QUALIFICATIONS AND BID PROPOSALS

Engineering and Construction Oversight
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- Engineer has provided comparable projects they have been involved with.
6. Approach to the project. (10 points)
 - Engineer has recognized and identified special circumstances on the project.
 - Engineer has provided logical approach to tasks and issues on the project.
 7. Quality of the interview. (20 points)
 - Interview was clear and concise.
 - Questions were appropriately answered by Engineer.
 8. Location of the project and knowledge of the area. (10 points)
 - If used, this criterion must be 10% or less of the total scoring.
 - Location criteria cannot be based on a political boundary (e.g. city or county limits).

9. PRE-PROPOSAL CONFERENCE

A pre-Proposal conference is scheduled for December 2, 2014 at 2:00 p.m. to help answer any questions that may arise concerning the proposed project. It will be held in the conference room at City Hall, 2525 Circle Drive, Scottsbluff, Nebraska.

10. PROPOSAL ELEMENTS AND FORMAT

Proposals submitted shall contain all information as requested herein and any additional information necessary to summarize the overall benefit of the Proposal to the City of Scottsbluff. Proposals shall include, but are not limited to, the following:

1. A cover letter shall be provided stating the name, address, and telephone number of the proposing Engineer, and must bear the signature of the person having the authority to make the Proposal for the Engineer and bind the Engineer in a formal contract with the City of Scottsbluff.
2. A response that defines the methods and means by which the proposing Engineer will perform the services outlined in the Request for Proposal.
3. A project timeline outlining the dates and specific tasks necessary to provide the requested services.
4. Provide the name, qualifications, and number of hours per day the Engineer and/or its Inspector expects to be on site.
5. A list of what portion, if any, of services will be subcontracted.
6. A list of all costs for each phase of the project, through it's completion, including the Design Phase, Bidding Phase, Construction Phase and Post Construction Phase. (Refer to section 6 for detail on how the cost is to be submitted).
7. A list of hourly rates that would be charged for additional service outside the scope of work.

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8. A list of at least three (3) references for which similar services have been provided. Include contact names, addresses, and telephone numbers.
9. Any other information deemed necessary by the proposing Engineer.
10. Please provide **four (4)** copies of the Proposal.

Submittal of the Proposal shall constitute as certification that the Engineer has full knowledge of the scope, nature, quality, and quantity of the work to be performed, and the detailed requirements and conditions under which the work is to be performed.

11. GENERAL REQUIREMENTS OF THE SUCCESSFUL PROPOSING ENGINEER

Professional service or creative work including consultation, investigation, evaluation, planning, design, surveying, etc., must be performed by a Registered Professional Engineer licensed to practice in the State of Nebraska.

Services performed by the Engineer shall be to the same standard achieved by other engineers performing similar work in similar locations. Determinations of acceptable quality shall be made by the Water System Supervisor and Director of Public Works.

The successful proposing Engineer shall be prohibited from assigning or subcontracting the whole or any part of the contract without the prior written consent of the City of Scottsbluff.

The successful proposing Engineer shall not hire, discharge, promote, demote, or otherwise discriminate in matters of compensation, terms, conditions, or privileges of employment against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, physical or mental disability, color, or age.

The successful proposing Engineer and its employees will operate as an independent contractor and will not be considered employees of the City of Scottsbluff or any member agency.

12. SCOPE OF SERVICES

Topics to be addressed in the Proposal include the following. This list is not intended to exclude any potential options or topics of concern that may arise during the preparation of the Proposal. At a minimum, the Proposal shall indicate the options, concerns and recommendations for engineering and construction oversight. Proposal information and responsibilities should include but are not limited to:

1. Perform the engineering services and prepare construction drawings and specifications detailing the work to be performed by the contractor. The project, plans and specifications shall follow the:
 - a. City of Scottsbluff Manual for Standards, Specifications for the Design and Construction of Public Improvements, 1996 Edition and,
 - b. State of Nebraska Department of Environmental Quality rules and regulations.
2. Conduct field surveys to identify potential conflicts with other utilities in the area and prepare detailed construction drawings.

REQUEST FOR STATEMENT OF QUALIFICATIONS AND BID PROPOSALS

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3. Determine any requirements for right-of-way or permissions needed for work in the project area. Engineer will assist City in obtaining what is needed.
4. Design of the improvements and the construction sequencing shall be such that service interruptions to surrounding customers are minimized.
5. Prepare bidding summary with recommendations on the contractor for the project.
6. Coordinate the construction activities with the Water Reclamation Supervisor, contractor and area sanitary sewer users as appropriate.
7. The Engineer shall be responsible for handling all aspects of material or other type of testing relevant to this project. Those may include, but are not limited to compaction testing, concrete cylinder testing, etc.
8. Have a representative on-site at all critical times during the construction process to observe and be certain that the plans and specifications are being followed. This includes but is not limited to the laying or realigning of pipe, installation and connection of manholes, service laterals and other components of the sanitary sewer system and all required testing. We are looking to have frequent inspections while the project is underway.
9. The Engineer shall make periodic inspection to ensure that the contractor complies with all reasonable safety measures as prescribed in the Manual of Uniform Traffic Control Devices (MUTCD).
10. All plans/drawings shall be provided as hard copy on a CD ROM and shall be in AutoCAD R14 or later format (.DWG), for use in the City GIS system and must be in State Plane Coordinates, NAD 83 as per the Scottsbluff City Ordinance #3595.
11. Ownership of Documents – Upon completion or termination of the project, all documents prepared by the Engineer, including plans, tracings, drawings, estimates, specifications, field notes, investigations, studies and reports shall become the property of, and be delivered to, the City. The City acknowledges that the documents are prepared only for the project.

13. INDEMNIFICATION

The Engineer agrees to indemnify and hold harmless the City of Scottsbluff, and its officers and its employees, from and against all liability, claims, demands, and expenses, including court costs and attorney fees, on account of any injury, loss, or damage, which may arise out of or are in any manner connected with the work to be performed, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the negligent act or omission, error, professional error, mistake, accident, or other fault of the Engineer, subcontractor of the Engineer, or any officer, employee, or agent of the Engineer.

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14. INSURANCE REQUIREMENTS

The Engineer will secure and maintain during the term of the contract a policy of professional liability insurance protecting the Engineer and its employees in an amount not less than \$1,000,000. The Engineer shall also maintain in effect a policy for worker's compensation insurance in the amount required by Nebraska Law. All policies will need to be secured from an insurance company authorized to do business in the State of Nebraska. The Certificate of Insurance shall specifically name the City as an additional insured party.

The Engineer may not start work until evidence of all required insurance has been submitted and approved by the City. The Engineer must cease work if any of the required insurance is cancelled or expires.

Three (3) copies of certificates of insurance shall be submitted to and approved by the City prior to the execution of the contract. The certificates must contain the agreement of the insurance company notifying the City in writing ten (10) days prior to any cancellation or material alternation of the policy. The Engineer shall not allow any work under the contract to be performed by a subcontractor unless evidence of similar insurance covering the activities of the subcontractor is submitted to and approved by the City.

15. CONTRACT NEGOTIATION

The City of Scottsbluff reserves the right to negotiate any and all items in the formal contract as they may relate to the Scope of Services, etc., found in this document.

ATTACHMENT "A"

Engineering and Construction Oversight
for the
Sanitary Sewer Main and Siphon Improvement Project



**SANITARY SEWER MAIN AND SIPHON IMPROVEMENT PROJECT
MAILING LIST**

Jennifer Hoevet, P.E.
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Scottsbluff, NE 69361

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Scottsbluff, NE 69361

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