

City of Alameda

REQUEST FOR PROPOSAL



The Public Works Department is seeking proposals for Engineering Design Services for Storm Drain Pump Station Electrical Upgrades

Issued:
Thursday, November 15, 2018

Submittal Deadline:
11:00 a.m. on Wednesday, November 28, 2018

City of Alameda
Public Works Department
950 West Mall Square, Room 110
Alameda, CA 94501

I. NOTICE INVITING PROPOSALS

The City of Alameda Public Works Department (“City”) invites qualified firms to submit a proposal for engineering design services for electrical upgrades and control panel replacement at four City storm drain pump stations of various age, condition and make. The intent is to modernize these stations with uniform components and to improve pump station reliability and safety.

It is necessary for Proposers to read the information contained in this Request for Proposal (RFP) to understand how to submit the proposal, what documents must accompany the proposal and what legal obligations the Proposer is agreeing to by submitting a successful proposal. Any Proposer that wishes to be considered for this work must submit the information requested in this RFP. Proposals must be received by the City Public Works Department by **11:00 a.m. on Wednesday, November 28, 2018**.

Selected Proposers may be invited to an oral interview, at the City’s discretion, for no more than 90 minutes the week of December 3, 2018.

IA. SUBMITTAL OF PROPOSAL

Proposers shall submit one (1) complete bound double-sided copy of their proposal, one (1) unbound copy-ready copy, and one (1) electronic copy to anowacki@alamedaca.gov. For the paper copies, please ensure a minimum of 20% post-consumer recycled content. Proposals must be in a sealed envelope bearing the caption “**City of Alameda – Engineering Design Services for Storm Drain Pump Station Electrical Upgrades**”. **Please submit cost proposal in a separate sealed envelope, within the larger proposal envelope.** Proposals shall be submitted to:

**ATTN: Andrew Nowacki, Associate Engineer
City of Alameda, Public Works Department
950 West Mall Square, Room 110
Alameda, CA 94501**

RE: Engineering Design and Construction Services for Storm Drain Pump Station Electrical Upgrades

Paper copies of proposals may be submitted in person at the Public Works Department, or by mail, but must be received by **11:00 a.m. on Wednesday, November 28, 2018**. Late proposals will not be considered. The City assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt. Any proposal received prior to this date may be modified by written addendum, or withdrawn by written request, from the Proposer to the City, up to the official time when all proposals are due.

IB. PRE- PROPOSAL QUESTIONS

Questions received by phone or by mail will not be accepted. Questions received by email to both email addresses below by **noon on Monday, November 26** will be responded to:

Andrew Nowacki, Associate Engineer, anowacki@alamedaca.gov and
Erin Smith, Deputy Public Works Director, esmith@alamedaca.gov

IC. CONDITIONS OF REQUEST FOR PROPOSAL

General Conditions.

The City reserves the right to cancel or reject all or a portion or portions of the request for proposals without notice. Further, the City makes no representations that any agreement will be awarded to any organization submitting a proposal. The City reserves the right to reject any and all proposals submitted in response to this request or any addenda thereto.

The City also reserves the right to reject any sub-consultant or individual working on a consultant team and to replace the sub-consultant or individual with a mutually acceptable replacement.

Liability of Costs and Responsibility.

The City shall not be liable for any costs incurred in response to this request for proposals. All costs shall be borne by the person or organization responding to the request. The person or organization responding to the request shall hold the City harmless from any and all liability, claim or expense whatsoever incurred by or on behalf of that person or organization. All submitted material becomes the property of the City of Alameda.

The selected lead consultant will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. The selected lead consultant will be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

Validity.

The proposer agrees to be bound by its proposal for in all respects until one such proposal has been accepted by the City and an agreement fully executed, or until their proposal has been specifically rejected by the City, whichever occurs first.

Service Provider (Consultant) Agreement.

A sample consultant agreement has been provided in **EXHIBIT A** for the proposer's review and comment. If a proposer wishes to take exception to any of the terms and conditions contained in the consultant agreement, these should be identified specifically; otherwise, it will be assumed that the proposer is willing to enter into the agreement as it is written. Failure to identify contractual issues of dispute can later be the basis for the City disqualifying a proposer. Any exceptions to terms, conditions, or other requirements must be clearly stated. Otherwise, the City will consider that all items offered are in strict compliance with the RFP, and the successful proposer will be responsible for compliance. The City will consider such exceptions as part of the evaluation process which may constitute grounds for rejection of the proposal. The consultant agreement will not be executed by the City without first being signed by the proposer.

Permits and Licenses.

Proposer, and all of proposer's sub-consultants, at its and/or their sole expense, shall obtain and maintain during the term of any agreement, all appropriate permits, certificates and licenses including, but not limited to, a City Business License which will be required in connection with the performance of services hereunder.

Proposer's Representative.

The person signing the proposal must be a legal representative of the firm authorized to bind the firm to an agreement in the event of the award.

Insurance.

General Liability, Automobile, Professional Liability, and Worker's compensation insurance are required in the amount set forth in the attached sample Service Provider (Consultant) Agreement.

II. BACKGROUND

Runoff generated within the City of Alameda boundary is conveyed through a storm drain system that outfalls to a lagoon, surrounding waters (i.e. San Francisco Bay, Oakland Canal, etc.) or reaches a pump station. The City system has 10 storm pump station. The four stations included in this project are:

1. Golf Course
2. Main Street
3. Third Street
4. Webster Street

EXHIBIT B contains the locations of these pump stations and **EXHIBIT C** includes photographs. Note: additional older photographs are available in Appendix C of the 2011 Storm Drain Pump Station Assessment by Psomas – see link below.

Pump station details can be found in the Psomas 2011 Final Report - Storm Drain Pump Station Assessment available at <https://alamedaca.gov/public-works/public-works-key-documents> under the headings:

- Storm Drain Pump Station Assessment (2011)
- Storm Drain Pump Station Assessment (2011), Appendix D

Table 3-3 (Page 22) of the Psomas assessment shows the pump stations with their capacities and is included in **EXHIBIT D: Excerpt from 2011 Psomas Assessment.**

Additional background documents related to Alameda's stormwater system can also be found at the above web address and include:

- Storm Drain Master Plan (2008)
- Storm Drain Master Plan (2008), Appendix C
- Storm Drain Master Plan (2008), 18" Sea Level Rise(Part 1)
- Storm Drain Master Plan (2008), 18" Sea Level Rise (Part 2)
- Storm Drain Master Plan Update Memo

III. SCOPE OF SERVICES

The scope of this RFP includes preparation of plans, specifications and engineers' estimate (PSE) for the replacement of four storm pump station control cabinets and related structures. Services shall also consist of engineering support during construction, including responses to Requests for Information, review of project submittals, and on-site visits, as requested.

Components of the design may include, but are not limited to elements such as: new electrical control panels, cabinets, pump controls, pump overload protection, service pedestals and concrete pads, improvements/relocation of SCADA system, cables, pull boxes, exterior site lighting, any other necessary components for full electrical upgrade to each station, and removal of existing obsolete components. **EXHIBIT E** contains the City's standardized list of components used at pump stations. Applicable components should be specified in the design.

Note: the Golf Course, Main Street, and Webster Street stations are located within the Special Flood Hazard Area on the newly revised FEMA Flood Insurance Rate Maps (FIRMs) that become effective December 21, 2018. Therefore, all panels and electrical connections for these three stations must comply with FEMA regulations for construction within the floodplain, including elevation of required electrical components above the Base Flood Elevation.

The City may at its discretion add later Phase II to this project, to potentially include similar improvements as stated in the Scope of Work for additional City storm drain pump stations. If that is the case, the City and the selected Firm may at that time discuss the additional scope of work and budget, and include said work as an addendum to the work specified in this current RFP if mutually agreeable to both parties.

IV. MINIMUM PROPOSER QUALIFICATIONS

Proposers must meet the following minimum qualifications in order to be considered responsive to this RFP:

1. Shall have at least five (5) years of experience in pump station design.
2. Shall have at least five (5) years of experience in providing to, or working with, public agencies.
3. Shall have the appropriate professional and technical background as well as access to adequate resources to fulfill the stated scope of services.
4. Shall be available to commence work immediately following contract execution.

V. PROPOSAL REQUIREMENTS

The Proposer shall include in its proposal, at a minimum, the information outlined below in a manner that demonstrates the Proposer's competence and qualifications for the satisfactory performance of the services identified in this RFP. In order to be considered, proposals shall include all of the following items:

Letter of Transmittal

The transmittal letter should:

Indicate the intention of the Consultant to adhere to provisions described in the RFP;

Identify by name and title, the person authorized to contractually obligate the organization;

Identify the contact person responsible for the Proposal, specifying name, title and contact information;

Provide the original signature of the person authorized to contractually obligate the organization.

Include a short, general description of the intended approach to this proposal that demonstrates the proposer's understanding of the services and their ability to address them.

Organization Qualifications.

Provide an outline of the organization qualifications indicating relevant background experience and capabilities for this work. Give examples of work accomplished that is similar in size and content to the

work anticipated here. If the proposing firm is likely to be using a sub-consultant for the type of work, provide information on the sub-consultant firm and personnel likely to be used.

Project Team and Qualifications

Include a proposed team organizational structure, which clearly identifies the project manager and all other personnel who will be assigned to work on this project. There can be no change of key personnel once the proposal is submitted without the prior approval of the City. Identify the education, professional credentials, licensing, and experience of each member of the Team. Describe each team member's responsibilities for the proposal and their experience working on similar proposals.

Project Plan and Schedule

The proposal should contain a detailed project plan to accomplish the electrical upgrades and control panel replacement. The scope must include, at minimum, pre-investigation with staff input, the preparation of plans, project specifications and an engineer's estimate of construction costs, and engineering support during bidding and construction. The scope of work must also contain a project schedule through construction. Time is of this essence for this agreement. The project is tentatively scheduled to begin in January 2019.

Fee Estimate

A fee estimate for the Project shall be provided in a separate sealed envelope. The envelope for the selected firm will be opened for the purpose of negotiating a contract. Compensation will be on a time-and-materials basis with a not to exceed amount. The fee estimate shall include the estimated labor hours and fee by task and the hourly rates for those staff to be billed to the Project.

Prices quoted must be binding for a minimum of one year.

References, Related Experience and Examples of Work.

Provide at least three (3) client references for the firm and the individual consultants to be assigned to the project. Include name, title, organization, address, and telephone number.

VI. EVALUATION CRITERIA

Proposals will first be screened to ensure responsiveness to the RFP. The City may reject as nonresponsive any proposal that does not include the documents required to be submitted by this RFP. At any time during the evaluation process, the City reserves the right to request clarifications or additional information from any or all Proposers regarding their proposals.

The City will select the most qualified proposal based on the following factors. Selected proposers may be invited to an oral interview, at the City's discretion, for no more than 90 minutes during the week of December 3, 2018.

1. Ability of the Proposer to Carry Out and Manage the Proposed Project.

An assessment of the past experience of the organization in general. Qualities and indicators that will receive consideration include the number and types of similar and relevant projects the organization or its employees have completed; the variety of comparable projects completed and a demonstration of the organization's ability to undertake this project, general level of experience in the areas of supervision, observing and monitoring projects; the organization's ability to realize

timetables and quality control objectives; and the demonstrated general ability to bring about a successful completion of the project under the proposer's direction.

2. Capabilities of the Consultant Organization and/or Team.

Assessment of the capabilities of the organization and individuals that will be engaged in the project. Qualities and indicators that will receive consideration include what professionals will be doing/working on each task; the various professional, technical, and educational achievements and registrations of each organization and individuals involved; the applicable experience of the proposed assigned staff, and the specific experience gained on similar projects.

3. Timeliness of the Consultant Organization and/or Team.

Qualities and indicators that will receive consideration include the number and size of the projects presently being performed by each organization and the assigned staff; the status of existing projects; the past ability of the organization to deliver projects on a timely basis; and the nature of existing projects that are behind schedule or past the completion date.

4. Proximity to the Project Involved for the Proposer and/or Team.

The application of this criteria shall include an assessment of the geographic proximity to the project; the location of the office from which the proposed project will be administered; the perceived response time and general availability of the proposer's management to be on site; the perceived effect that project management location will have on price and the ability of the project to be expedited on a timely basis; and the availability of special travel or communication plans which would effectively mitigate difficulties associated with location.

5. Willingness to Comply with the Proposed Agreement Terms.

A sample agreement is attached (**see EXHIBIT A: SAMPLE SERVICE PROVIDER AGREEMENT**). Proposals will be rated based on the exceptions taken to the proposed contract.

The City may reserves the right to negotiate the terms and conditions of the agreement with the highest ranked firm. Recommendation for award is contingent upon the successful negotiation of final contract terms. If contract negotiations cannot be concluded successfully within a time period determined by the City, the City may terminate negotiations and commence negotiations with the next highest scoring Proposer or withdraw the RFP.

Once the City enters into contract with a preferred Proposer, all other Proposers will be notified by the City in writing within fourteen working days of the decision.

VII. SUMMARY OF IMPORTANT DATES

Request for Proposals issued:	Thursday, November 15, 2018
Questions must be received by:	Monday, November 26, 2018 at 12 p.m.
Proposals are due:	Wednesday, November 28, 2018 at 11 a.m.
Interviews:	At the City's Discretion, the Week of December 3, 2018
Winning Proposal is selected:	Monday, December 10, 2018
Others notified:	within 14 days after winning proposal selected
Projected start date:	Tentative, January 2019

VIII. LIST OF EXHIBITS FOR THIS REQUEST FOR PROPOSAL

EXHIBIT A: Sample Service Provider (consultant) Agreement

EXHIBIT B: Location Map of Storm Drain Pump Stations

EXHIBIT C: Photos of Storm Drain Pump Stations

EXHIBIT D: Excerpt from 2011 Psomas Assessment

EXHIBIT E: Standardization of Major Equipment Components for Pump Stations