

REQUEST FOR PROPOSAL

ENVIRONMENTAL UTILITIES REHABILITATION MODEL FINANCIAL PROJECTION PEER REVIEW

CITY OF ROSEVILLE ENVIRONMENTAL UTILITIES DEPARTMENT ENGINEERING AUGUST 20, 2013

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I - PROJECT BACKGROUND

Introduction

The City of Roseville's Environmental Utilities Department manages a wastewater and water utility. Each utility is briefly described as follows.

The City's Wastewater Utility operates and maintains two regional wastewater treatment facilities, the Dry Creek Wastewater Treatment Plant (DCWWTP) and the Pleasant Grove Wastewater Treatment Plant (PGWWTP). In addition, the City's Wastewater Collections Division maintains approximately 750 miles of sewer pipe ranging from 4-inch to 72 inch, over 9,900 maintenance manholes, and 14 neighborhood lift stations.

The City's Water Utility maintains approximately 500 miles of water pipe ranging from 4-inches up to 66-inch diameter, 5 ground water wells, 6 water storage tanks ranging from 2 million gallons (MG) up to 10 MG, and 2 pumping stations, and the Barton Road Water Treatment Plant (WTP) with a capacity of 100 MG/day.

In 2003 the City incorporated a computerized financial forecasting tool called the Replacement Planning Model (RPM). This model contains an asset listing for all infrastructures within the Environmental Utilities (EU) Wastewater and Water Divisions. Attributes associated with each asset include asset name, type or asset class, year in service, useful life of the asset, user defined remaining life of asset (used to override listed useful life value based in condition), installation cost, up to three user defined rehabilitation cycles based on asset class, and replacement costs. The assets are force fit into a number of asset classes which dictate the rehabilitation schedule and useful life of each respective asset. These asset classes are based on asset type and in some cases further defined by the type of environment they operate in, examples are noncorrosive and corrosive environments. With these attributes the RPM calculates the financial impacts derived from the rehabilitation and replacement schedules of all the listed assets. The RPM has the capability to look at separate funding models and the City has configured the RPM into three individual funds; Water Rehabilitation Fund, City Wastewater Collection Fund, and Regional Wastewater Fund. The RPM is comprised of three discreet asset listings based on these three funds.

The City's Environmental Utilities Department is seeking proposals from qualified engineering firms for review and recommendation of rehabilitation and/or replacement costs and rehabilitation/replacement frequencies. The currently utilized cost assumptions, rehabilitation frequencies and useful life values may be outdated and obtaining revised up to date estimates would allow for a more accurate forecast of longer-term funding needs to support the City's Environmental Utilities Rehabilitation efforts. The City utilizes a 25-year forecast.

Available Information

The following information will be made available for review at the City's Corporation Yard located at 2005 Hilltop Circle in Roseville or on the City of Roseville's Web Site, http://www.roseville.ca.us/eu/news_n_information/request_for_proposal.asp:

- City of Roseville Environmental Utilities Water, City Wastewater Collection, and the Regional Wastewater Asset Listings currently in the RPM. These listings will include:
 - Asset Name
 - Asset Class
 - Date in Service
 - Installation Cost
 - Useful Life
 - Rehabilitation Schedule
- A copy of the current RPM (to the successful firm in the RFP process only)
- City of Roseville Infrastructure Rehabilitation Plan Final Report, April 4, 2003; prepared by Brown and Caldwell
- City of Roseville Condition Assessment Report July 31, 2009; prepared by Brown and Caldwell

II - SCOPE OF WORK

The engineering firm or team selected for this project will be required to provide equipment, materials, and labor to complete the following services:

- Review and update rehabilitation and replacement costs listed in the RPM with specific focus placed on those assets currently identified in the RPM as scheduled for refurbishment or replacement over the next 25 years;
- Review and/or recommend rehabilitation and replacement frequencies with specific focus placed on those assets currently identified in the RPM as scheduled for refurbishment or replacement over the next 25 years;
- Prepare a draft report with recommendations for any modifications to the current asset listings;
- Facilitate a meeting with City Staff to present recommendations, receive City Staff comments and incorporate into the final report; and
- Submit final report to City Staff.

Prepare Review Documents

The selected firm shall prepare a draft report outlining any suggested modifications to the asset attribute contained in the current RPM asset listing. Upon completion of the draft report, the selected firm shall facilitate a review meeting to highlight the changes which are recommended. With input from City staff, the selected firm shall submit a final report with recommendations to the current asset attributes listed in the RPM.

Ten hard copies and an electronic copy, in Microsoft Word, of both the draft and final report shall be provided to City Staff.

III - PROPOSAL REQUIREMENTS AND CONTENTS

Proposals submitted for this project are to follow the outline described below and must address all requested information. Any additional information that the firm wishes to

include that is not specifically requested should be included in an appendix to the proposal. Firms are encouraged to keep the proposals brief and to the point, but sufficiently detailed to allow evaluation of the project approach. Eight copies of the proposal must be submitted.

TECHNICAL PROPOSAL

Section 1 Project Overview (2 pages maximum)

Provide a narrative description of the project based on the Scope of Work presented in the RFP. Include any issues that you believe will require special consideration for this project. Also identify any unique approaches or strengths that your firm may have related to this project. City staff will assess your understanding of all aspects of the project based on the overview.

Section 2 Project Team (3 pages maximum)

The project team shall be identified. Key tasks and the associated responsible personnel should be identified. A project team organization diagram and a brief resume of each team member shall be included. The geographic location of the firm and key personnel shall also be identified. Any proposed sub-consultants shall be listed. Include sub-consultants assigned task(s) and experience. Full resumes may be included in an appendix.

Provide a description of projects similar in nature and scope your firm or team has completed in the last 5 years. Include client names, addresses and telephone numbers. If a team or joint venture is proposed for this project, indicate which firm was involved with the listed project. Identify project team members that worked on the project and their role and responsibility. Only include those projects where there is significant involvement from individuals who are part of the proposed project team.

Section 3 Detailed Work Plan (2 pages maximum)

Provide a description of the required tasks and duties for preparation of all project submittals and project administration. The description shall include details to implement all tasks described in the Scope of Work and any recommended additions to the list of tasks. List anticipated deliverables and assumptions used in development of the work tasks as well as assistance expected from City staff. Also identify any unique approaches or strengths that your firm may have related to this project.

Section 4 Project Schedule (1 page maximum)

A project schedule for completion of the design and construction shall be included in the Proposal. Show all key project milestones and deliverables. Assumptions used in developing the schedule for construction duration and other potentially driving factors shall be identified.

Section 5 Conflicts of Interest (1 page maximum)

Firms submitting a proposal in response to this RFP must disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the Agreement for engineering services to be awarded pursuant to this RFP. If a firm has no conflicts of interests, a statement to that effect shall be included in the Proposal.

Section 6 Proprietary Information (1 page maximum)

Firms submitting a Proposal in response to this RFP must provide a statement that nothing contained in the submitted proposal will be proprietary. All proposals shall become the property of the City once submitted.

Section 7 Insurance (1 page maximum)

Provide a summary of the firm's (and sub-consultant's) insurance coverage. Minimum limits and types of insurance that are required to be maintained throughout the term of the project are identified in <u>Attachment A</u>.

Section 8 Signature (1 page maximum)

The proposal shall be signed by an official authorized to bind the consulting firm and shall expressly state the proposal is valid for 90 days.

COST PROPOSAL

In a sealed envelope as a separate document to your Technical Proposal, provide 8 hardcopies and one electronic copy (MS Excel format) of a cost proposal individually listing the cost for each task and sub-task identified in the Work Plan. At a minimum, include a line item cost estimate for each task and sub-task outlined in the Scope of Work above. The spreadsheet shall be in a format that will permit City staff to determine the key project team member(s) proposed for each task and sub-task and the number of management, engineering, technical, drafting and support personnel hours, cost per hour for each project team member and total cost envisioned for each task. The hourly rate, name of team member and staff classification shall be included in the column headings of the spreadsheet. When work on a scope item will be performed by sub-consultants, please indicate the firm, total sub-consultant fee for the task, and total sub-consultant hours proposed.

Identify all other costs to be billed to the project including project expenses (no mark-ups on expenses will be allowed). Include any proposed mark-up for sub-consultant fees. Include a copy of the proposed rate schedule(s) to be used throughout the duration of the project including any adjustments that are predicted to occur during the life of the project.

IV - PROPOSAL SCHEDULE

The following schedule is anticipated for awarding this project. If a change in this schedule becomes necessary, all recipients of the RFP will be notified.

RFP Approved for Release:
Proposal Due (2:00 PM):
Screening and Ranking:
Interviews (if necessary):
Week of September 16 - 20, 2013
Week of September 23 - 27, 2013
Contract Approval by City Council:
November 6, 2013 (Tuesday)
September 6, 2013 (Friday)
Week of September 2 - 2013
November 6, 2013 (Wednesday)

Questions regarding this project must be received in writing on or before Friday August 30, 2013. This is to allow sufficient time to distribute questions and answers to all prospective firms. Questions may be submitted by letter, fax, or email. No questions will be answered by telephone.

Address written questions to:

City of Roseville Environmental Utilities Department 2005 Hilltop Circle Roseville, CA 95747

Attn.: Dale L. Olson Fax: (916) 746-1750

Email: dolson@roseville.ca.us

V - SELECTION OF CONSULTANT

The proposals will be screened by a selection committee and rated on:

- Work Plan.
- Understanding of the Project.
- Responsiveness to the RFP.
- Experience and qualifications of the firm, project manager, key personnel, and sub-consultants on similar projects.
- Innovative approaches.
- Cost relative to services provided.

The three firms submitting the most highly rated technical proposals may be invited for interviews. The proposed project manager must be present at the interview; other team members may attend at the discretion of the firm. After this process, the firms will be ranked and the firms notified. City staff will then enter into cost negotiations with the highest rated firm. Following successful negotiations, a recommendation will be made to Roseville City Council to award the work. In the event that cost negotiations are not successful, staff reserves the right to enter into negotiations with the next highest ranked firm. This process will repeated as necessary until cost negotiations are successful.

VI - SUBMITTAL OF PROPOSAL

Eight copies of proposals should be sent to:

City of Roseville City Clerk's Office 311 Vernon Street Roseville, CA 95678

Attn: Dale L. Olson

The deadline for submittal is September 6, 2013 at 2:00 PM.

VII - PROPOSAL TERMS AND CONDITIONS

The City will not pay any costs incurred by the firm in preparing or submitting the proposal. The City reserves the right to modify or cancel, in part or in its entirety, this RFP. The City reserves the right to reject any or all proposals, to waive defects or informalities, and to offer to contract with any firm in response to any RFP. This RFP does not constitute any form of offer to contract.

ATTACHMENT A



RISK MANAGEMENT DIVISION GENERAL INSURANCE REQUIREMENTS

Proof of insurance must be provided on a *CERTIFICATE OF INSURANCE*. This document must be signed. A stamped signature will suffice.

Types of Insurance Required:	General Liability – 1M per occurrence/2M aggregate (coverage must be as broad as the standard ISO form) Automobile – 300/500/100 Workers' Compensation - Statutory Professional Liability – 1M per occurrence
Coverage Limits:	Vary (based on type of work to be preformed) See above
**Additional Insured: ** The insurance policy may not contain language which prohibits additional insured or other insurers from satisfying the self-insured retention or deductible.	Required on General Liability Insurance. A separate endorsement form or section of the policy indicating "The City of Roseville, its officers, agents, volunteers and employees" are named as an additional insured for on-going and completed operations must accompany the certificate. A STATEMENT ON THE CERTIFICATE WILL NOT SUFFICE.
Certificate Holder:	The Certificate Holder on the <i>Certificate of Insurance</i> is "The City of Roseville, attn Risk Management, 311 Vernon St., Roseville CA 95678".
Primary Insurance:	The General Liability policy must be primary insurance as to the City of Roseville. Companies issuing such policies shall be liable up to the total amount of liability without right of contribution from the City of Roseville or its insurers.
Description of Operations:	This box should contain information on the project being insured. For companies doing various projects with the City an "All California Operations" description is adequate.
Cancellation Notice:	The City requires a 30-day cancellation notice. Ten (10) day for non-payment is acceptable.
Approval Process:	Proof of insurance for all insurance coverage required by the Agreement must be approved and on file with the City before the Agreement can be executed.
Questions:	If you have questions regarding insurance requirements you may contact the Risk Management Division: Phone:(916) 774-5202. FAX: (916) 774-5461 Email:riskmanagement@roseville.ca.us