Request for Proposals

Sewer Main Inspection and Assessment Project, CIP #08-21



City of Woodland Community Development Department

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Submittal Process & Requirements

Request for Qualifications

The City of Woodland is requesting a statement of qualifications from firms qualified to provide inspection and assessment services for Sewer Main Inspection and Assessment Project, CIP #08-21. It is the city's intent to utilize the services of the selected consultant from project initiation, through cleaning, inspection and assessment. The prime consultant will provide a full range of professional services, including, but not necessarily limited to; boundary and topographical surveying, sub-surface utility location, geotechnical investigation, architectural, civil/site, electrical, mechanical, structural, and other disciplines essential to performance of the desired services.

The project is to inspect and provide a condition assessment of the wastewater collection system pipelines for approximately 10 miles of the City's trunk sewer mains (designated Beamer and Gibson Trunk Mains).

Compensation and Standard Consultant Agreement

The selected consultant will be compensated in accordance with the terms of the City's standard consultant agreement (attached) on a time and materials basis. Final scope, schedule and fees will be negotiated after the conclusion of the selection process. The selected consultant will be paid on a monthly basis for services rendered.

Please provide comments on the agreement language with your submittal. If no comments are provided, then the presumption will be that the standard agreement is acceptable as presented. Note that the consultant's statement of qualifications will be referenced as the basis for their standard of practice in providing these requested services.

Evaluation of Responses

Candidates will be evaluated based on professional excellence, demonstrated competence in providing professional project management services. Consultants will also be evaluated based on a range of factors, including but not limited to, the ability to use and provide services compatible with the City's existing software and equipment, experience with similar projects, capacity to provide timely and quality responses to work requests, performance record with other agencies, etc. The City reserves the right to use all information at its disposal in determining the degree to which any prospective consultant meets the aforementioned criteria.

The City reserves the right to extend the schedule and/or introduce additional steps in order to fairly and objectively review the consultant responses. In the event we do need to modify the process, notice will be given via email.

The cost proposals will be evaluated separately from the consultant's statement of qualifications. Cost proposals may be a factor in the selection of the consultant.

Confidentiality and Public Records

Until publication of the list, the City will hold all submittals in confidence and they will not be available for public review. Upon award of the contracts to the successful teams, the City will consider all submittals and communications as public records. No submitted documents will be returned to the firms.

Submittal Requirement

If you are interested in responding to this RFP, please send four originals of the following information to Chris Fong, Associate Civil Engineer, City of Woodland Community Development Department (1st floor), 300 First Street, Woodland, CA 95695.

- 1. Cover Letter or Statement of Interest
- 2. Standard Form SF 330 (available at http://www.gsa.gov/portal/forms/type/SF). At least four projects which best illustrate proposed team's qualifications is required in Section F.
- 3. A separate document containing the cost proposal for the services outlined in the Scope of Basic Services (attached). Separating the cost proposal ensures an objective review of the proposals before cost information is considered.

Submittals are expected to be concise, and limited to as few pages as possible. Lengthy submittals containing superfluous information may be penalized.

This information must be received at the Community Development Department Front Counter located on the 1st floor of 300 First Street by 4:00 p.m., Tuesday, February 26, 2013. Late submittals will not be accepted.

Selection Panel

A City selection panel will review the proposals and determine which ones meet the City's requirements. Based on this, consultants may be invited for an interview. Depending on the nature of the services and the submitted proposals, the City reserves the right to make a selection after the evaluating the written proposals. This RFP does not commit the City to pay any costs incurred in the preparation and presentation of submittals nor does it obligate the City to select any interested firm which responds.

After evaluating the consultant's statement of qualifications, the City will open the cost proposals.

Insurance Requirements

The following insurance requirements must be met by the selected consultant:

- A. Worker's Compensation and employer's Liability a prescribed by applicable law.
- B. Comprehensive General Liability Insurance (Bodily Injury and Property Damage) in the amount of \$1,000,000 per occurrence and annual aggregate.

- C. Automobile bodily injury and property damage liability insurance, the limits of which shall not be less than \$1,000,000 per occurrence.
- D. City shall be names as an addition insured on all of the above policies.
- E. Design Professional Liability Insurance covering negligent acts, errors or omissions of Consultants, the limits of which shall be \$1,000,000.

Questions

To ensure that all responders have access to the same information, the following procedure will be followed to respond to all questions:

- Questions must be submitted via email to chris.fong@cityofwoodland.org
- Questions and the answers to the questions will be distributed via email to all consultants.

Electronic Communication

It is the City's intent to take advantage of electronic communications. Please submit contact information (name, phone, firm, email) to chris.fong@cityofwoodland.org upon receipt of this letter. The City will maintain a list of consultants for use in responding to questions and provided clarifications or addenda.

Contact Information

The City's contact for this request is: Christopher Fong Associate Civil Engineer Chris.Fong@cityofwoodland.org (530) 661-5972

Attachments:

- Scope of Basic Services for Sewer Main Inspection and Assessment Project
- Standard Form of Consulting Services Agreement

Schedule

The following is the procurement schedule of the SOQ for the City to select and establish the shortlist of consultants.

SCHEDULE

Milestones	Date*	
Request for qualifications issued	January 29, 2013	
SOQ due	February 26, 2013	
Determination of Short List	March 1, 2013	
City Interview Consultants (if City chooses to do so after reviewing the proposals)	First week of March 2013	
Negotiation of services	Second week of March 2013	
Council Approval of Consultant Selection and Budget Authorization	April 2, 2013	
City finalize agreement and execute Consultant Services Agreement	April 29, 2013	
Consultant start work	April 29, 2013	
*Dates are approximate and may be adjusted depending on work circumstances at the time.		

Evaluation and Selection Criteria

The evaluation and selection process will be based on the criteria and weights as presented in the following Table.

SELECTION CRITERIA AND WEIGHTS

Criteria	Weight	Scores	Weighted Scores
Responsiveness to the RFQ	10%		
Professional Capacity & Location	15%		
Professional Experience	15%		
Public Agency Project Work	10%		
Consultant Team & Organization	15%		
City of Woodland Experience & Knowledge, including the ability to use and provide services compatible with the City's existing software and equipment.	20%		
Cost	10%		
References ¹	5%		
Total	100%		

¹ City may choose to check references on the short listed consultants only.