

CITY COMMISSION AGENDA MEMO
April 28, 2008

FROM: Peter Armesto, Assistant Director of Public Works -
Water

MEETING: May 6, 2008

SUBJECT: Request for Proposals - New and Parallel Water
Lines Project (WA805P)

PRESENTER: Peter Armesto, Assistant Director of Public Works -
Water

BACKGROUND

The proposed improvements to construct new and parallel lines to the City's water distribution system consist of several components that have been initiated because of a desire to eliminate pipe capacity limitations, reduce head loss, increase fire flows, and improve water quality. These improvements were recommended in the City's *Water Distribution System and Sanitary Sewer Collection System Master Plan Update*, which was completed in July 2003.

DISCUSSION

The City of Manhattan is requesting proposals for professional services from registered engineering firms with experience in water distribution systems.

In general, the project includes the assembly of plans and specifications for the construction of approximately 3,000 linear feet of water lines to improve flow and fire protection, and decrease head loss in areas on and around Browning Avenue, between Snowbird Drive and Willow Grove Lane, and College Avenue, between Kimball Avenue and Hillview Drive.

The identified water distribution system improvements are listed below:

Northwest Area Improvements

A parallel 10-inch ductile iron pipe water line will be designed and constructed on Browning Avenue from Snowbird Drive to Willow Grove Lane. This new parallel line will improve fire flow and reduce head loss. This new line will have a length of approximately 960 feet of pipe.

A parallel 12-inch ductile iron pipe water line will be designed and constructed on College Avenue from Kimball Avenue to Hillview Drive. This new parallel line will improve fire flow and reduce head loss. The new line will have a length of approximately 2,040 feet of pipe.

For the project to move forward at this time, the Commission needs to select a consultant for design of the project. A Request for Proposals (RFP) is attached. It has been prepared according to the City's Selection of Engineering and Architectural Consultants Policy.

FINANCING

Cost associated with this project will be paid 100% from the Water Enterprise Fund.

ALTERNATIVES

It appears the Commission has the following alternatives concerning the issue at hand. The Commission may:

1. Authorize City Administration to solicit proposals for the design of New and Parallel Water Lines and appoint a City Commissioner to the Selection Committee.
2. Deny the recommendation to solicit proposals.
3. Modify to meet the needs of the Commission.
4. Table the request.

RECOMMENDATION

City Administration recommends the City Commission authorize City Administration to solicit proposals for the design of the New and Parallel Water Lines Project (WA805P) and appoint a City Commissioner to the Selection Committee.

POSSIBLE MOTION

Authorize City Administration to solicit proposals for the design of the New and Parallel Water Lines Project (WA805P) and appoint City Commissioner _____ to serve on the Selection Committee.

Enclosures:

1. Request for Proposals
2. Maps of proposed new water lines

Request for Proposals
2008 New and Parallel Water Lines
City of Manhattan, Riley County, Kansas

I. TITLE:

2008 New and Parallel Water Lines (WA805P)

II. Objective

The City of Manhattan is requesting proposals for professional services from registered engineering firms with experience in water distribution system design and engineering. In general, the project includes the assembly of plans and specifications for the construction of approximately 3,000 linear feet of water lines to improve flow and fire protection, decrease head loss, and improve water quality in areas on College Avenue from Kimball Avenue to Hillview Drive, and on Browning Avenue, from Pecanwood Drive to Snowbird Drive.

III. Background

These proposed improvements are based on recommendations in the City's *Water Distribution System and Sanitary Sewer Collection System Master Plan Update*, dated July 2003. A digital copy of the Master Plan Update is available to interested firms upon request. Additionally, a hydraulic model of the City's water distribution system was completed as part of the Master Plans Update. The model includes details of the proposed water lines. The model can be viewed by interested firms by contacting Peter Armesto, Assistant Director of Public Works-Water, at (785) 587-4530, to setup an appointment.

The City has included this project in the 2008 Capital Improvements Program.

IV. Abbreviated Scope of Services

The Master Plans Update recommendations for new and parallel mains were developed to improve low system pressures, eliminate pipe capacity limitations, and provide increased fire flows. The distribution system hydraulic model was developed to identify the need for new and parallel water line improvements.

The improvements that have been identified are listed below in three groups:

Northwest Area Improvements

A parallel 12-inch ductile iron pipe water line will be designed and constructed on College Avenue from Kimball Avenue to Hillview Drive. This new parallel line

will improve fire flow and reduce head loss in this area. The line will be a total of approximately **2,040** feet in length.

A parallel 10-inch ductile iron pipe water line will be designed and constructed on Browning Avenue from Snowbird Drive to Willow Grove Lane. This new parallel line will improve fire flow and reduce head loss in this area, including Susan B. Anthony Middle School. The line will be a total of approximately **950** feet in length.

Northwest Area Location Description	Pipe Diameter (in)	Length of Main (ft)	Issue Resolved by Improvement:
College Avenue parallel from Kimball Avenue to Hillview Drive	12	2,040	Increase fire flow Reduce head loss
Browning Avenue parallel from Snowbird Drive to Willow Grove Lane	10	950	Increase fire flow Reduce head loss

The exact length, location, and tie-in points for the water lines will need to be determined by the engineer as part of the project design. The Engineer will have access to the City’s hydraulic model to help in that task. Additionally, the Engineer will need to determine the number and location of all valves, hydrants, and services connections, where applicable. Also, as part of the project, the Engineer should use the hydraulic model and any existing engineering drawings related to new or proposed distribution system water line additions or modifications to verify that the proposed line sizing and locations are optimal. The Engineer should recommend changes to the proposed water lines design as needed.

A detailed scope of services will be developed as part of contract negotiations. In addition to normal survey and design responsibilities, the consultant will be responsible for attending and supporting various meetings with City Administration, the City Commission, and possibly the public. Also, the consultant will be responsible for obtaining approval from the Kansas Department of Health and Environment-Bureau of Water for the project design and KDOT permits, if applicable.

The Engineer will be responsible for providing the design analysis, construction contract documents, construction cost estimate, bidding services, and engineering services during construction.

The Engineer will be responsible for providing technical and professional services required for performing the project work including, but not necessarily limited to, the services listed below. The tasks listed below may be included in the project Scope of Services. Based upon contract discussions and negotiations between the City and the Engineer, tasks may be added, deleted, or modified, as necessary and applicable.

Tentative engineering tasks that may be included in the project Scope of Services:

1. General Services for Project:

- Develop Project Work Plan
- Develop Monthly Project Progress Reports
- Develop Monthly Project Scope Reports
- Develop Monthly Expenditures Reports
- Develop Monthly Schedule Reports

2. Design Services

- Project Management
- Prepare Design Work Plan
- Prepare Quality Management Plan
- Conduct Project Meetings with City
- Conduct Neighborhood meeting, if necessary
- Prepare Construction Drawings
- Prepare Project Specifications
- Field/Site Surveying
- Prepare Construction Cost Estimate
- Agency Permitting (KDHE and KDOT)
- Project Advertisement and Bidding (Assistance in Pre-Bid Meeting, including tour of project site with prospective bidders, respond to written questions from plan holders, prepare addenda to contract drawings an/or specifications, review apparent lowest responsible bidder, verify conformance with construction documents, check references, and prepare letter summarizing results of bid evaluation)
- Printing and sale of contract documents.

3. Services During Construction

- Project Management
- Project Meetings (construction progress meetings)
- Prepare responses to RFI's
- Review shop drawings and other submittals
- Perform on-site observation of work completed by contractor, likely to be part-time observation
- Evaluate contractor change order requests and claims
- Prepare change order requests and change orders
- Review monthly payment requests
- Recommend final acceptance
- Prepare As-built Drawings

The Engineering Agreement will require that all technical memoranda, drawings, and specifications be provided to the City in an electronic format distributed via a CD-ROM, in addition to hard copies.

The Engineering Agreement and final Scope of Services will be developed after the engineer has been selected and approved by the City Commission.

V. PROBABLE TIMETABLE

The City Commission has authorized City Administration to solicit proposals for the engineering services for this project. The estimated project schedule is as follows:

- May 9, 2008 Solicit proposals
- June 6, 2008 Receive proposals
- June 11– 13, 2008 Review of proposals by Selection Committee
- July 1, 2008 City Commission authorize contract negotiation
- August 5, 2008 City Commission approval of contract
- November 12, 2008 Review plans to City
- December 3, 2008 Final plans to City
- December 15, 2008 Advertise bid
- January 21, 2009 Bid letting
- February 3, 2009 City Commission approval of contract
- March 2, 2009 Begin construction
- October 31, 2009 End construction

VI. PROPOSAL SUBMISSION REQUIREMENTS

The Engineer's proposal shall include, as a minimum, the following:

- A. Cover Letter
- B. Table of Contents (all pages shall be numbered)
- C. Narrative to include the following:

1. Professional Qualifications. The education, training, registration, and amount of relevant experience of the proposed key project personnel. The Engineer shall submit a list of resumes of personnel expected to be assigned to this project.

2. Specialized Experience and Technical Competence. The firm's specialized experience and technical competence on similar projects. The effectiveness of the proposed project team (management structure and coordination of disciplines, offices and/or subcontractors) will also be considered. The Engineer should describe successful experience of the firm and project team on similar projects, focusing on completed projects.

3. Capacity of the Firm to Accomplish the Required Services on Schedule and within Budget. The Engineer must demonstrate an ability to complete projects within specified completion dates and budget. Also, the Engineer must show an ability to complete this project on schedule. The Engineer should identify the staff that will be associated with the project and their responsibilities.

Also, the Engineer should include a statement that they will provide all the services necessary to complete the assigned project as outlined in this Request for Proposals.

4. Past Performance. Past performance on projects with the City of Manhattan and/or utilities of similar or larger size in terms of cost control, quality of work and compliance with performance schedules should be demonstrated. References and letters of commendation with a focus on work with utilities of similar and larger size to Manhattan's water and wastewater systems will also be evaluated.

5. Understanding of Project. A clear understanding of the type of project work to be performed and a plan to complete the work should be clearly demonstrated.

6. Design Quality Assurance - Please include a description of the firm's quality control processes and management approach that will be used on the project

Qualification based proposals are requested. After the Selection Committee chooses a top ranked firm, a recommendation will then be made to the City Commission regarding the firm. Once authorization is received from the City Commission, an agreement will be prepared and an appropriate fee negotiated. The agreement will include a detailed scope of services.

VII. PRE-PROPOSAL MEETING

A single meeting will be held for all prospective firms to ask project related questions of City staff. Attendance of the Pre-Proposal meeting is optional, but prospective firms are highly encouraged to attend. The meeting is scheduled for 11 am on Thursday, May 22, 2008. The meeting will be held at the City Hall.

The purpose of the meeting is to provide information about the project and help ensure fairness for all prospective firms. Additionally, the single Pre-Proposal meeting will improve efficiency for City staff by avoiding the need for multiple, separate meetings between representatives of the individual firms and City staff.

VIII. PROPOSAL REVIEW PROCESS:

A Selection Committee will be composed of City staff members and a City Commissioner. Each member of the Selection Committee will independently rank the proposals. Upon completion of individual rankings, the Selection Committee as a whole will meet to discuss the proposals. At that time the committee will choose a top ranked firm by consensus.

The selection of the successful firm will be based upon the written proposals. The evaluation criteria listed below will be used as a guide for selection committee members in choosing a top ranked firm. Individual Selection Committee members may use the criteria anyway they choose in the evaluation process. However, the Selection Committee members will not be required to use the criteria in selecting a firm.

EVALUATION/SELECTION GUIDANCE CRITERIA

CRITERIA	WEIGHT
Professional competence and qualifications of the engineering firm.	20%
Specialized experience and technical competence.	20%
Capacity of engineer to accomplish the required services on schedule and within budget.	20%
Past performance and references.	10%
Understanding of the project.	25%
Design quality assurance.	5%
TOTALS:	100%

IX. TYPE OF CONTRACT:

The City prefers a lump sum agreement for the project.

Each firm submitting a proposal must include a “certification by prospective participants as to current history regarding debarment, eligibility, indictments, convictions, or civil judgments.” That form is attached.

X. METHOD OF SOLICITATION:

A notice will be published in the Manhattan Mercury. The RFP will also be mailed to fourteen (14) engineering firms. Those firms are:

- CH2M Hill, of Denver, Colorado
- HWS Consulting Group, of Manhattan, Kansas
- Kaw Valley Engineering, of Junction City, Kansas
- BG Consultants, of Manhattan, Kansas
- Schwab Eaton, of Manhattan, Kansas
- Wilson and Company, of Salina, Kansas
- Black and Veatch, of Kansas City, Missouri
- Burns and McDonnell, of Kansas City, Missouri
- Camp Dresser and McKee, of Kansas City, Missouri
- Sloan, Meier and Hancock, of Manhattan, Kansas
- Bartlett and West Engineers, of Manhattan, Kansas
- Carollo Engineers of Kansas, City, Kansas
- Orazam and Scalora Engineering, of Manhattan, Kansas
- Ruggles and Bohm, of Wichita, Kansas
- MKEC Engineering Consultants, Inc., of Wichita, Kansas

XI. DIRECTIONS FOR SUBMISSION:

Six (6) copies of the project proposals must be submitted before the deadline of **3:00 p.m. Friday on June 6, 2008**. Proposals should be mailed or delivered to the following address: Public Works Department, Attn: Peter Armesto, 1101 Poyntz Avenue, Manhattan, Kansas 66502.

Only written proposals will be accepted. The City will not accept oral proposals, proposals received by telephone, facsimile machine, or email.

Each proposal shall be enclosed in a sealed envelope. The envelope containing the proposal shall be marked with the title, hour and due date of the proposals.

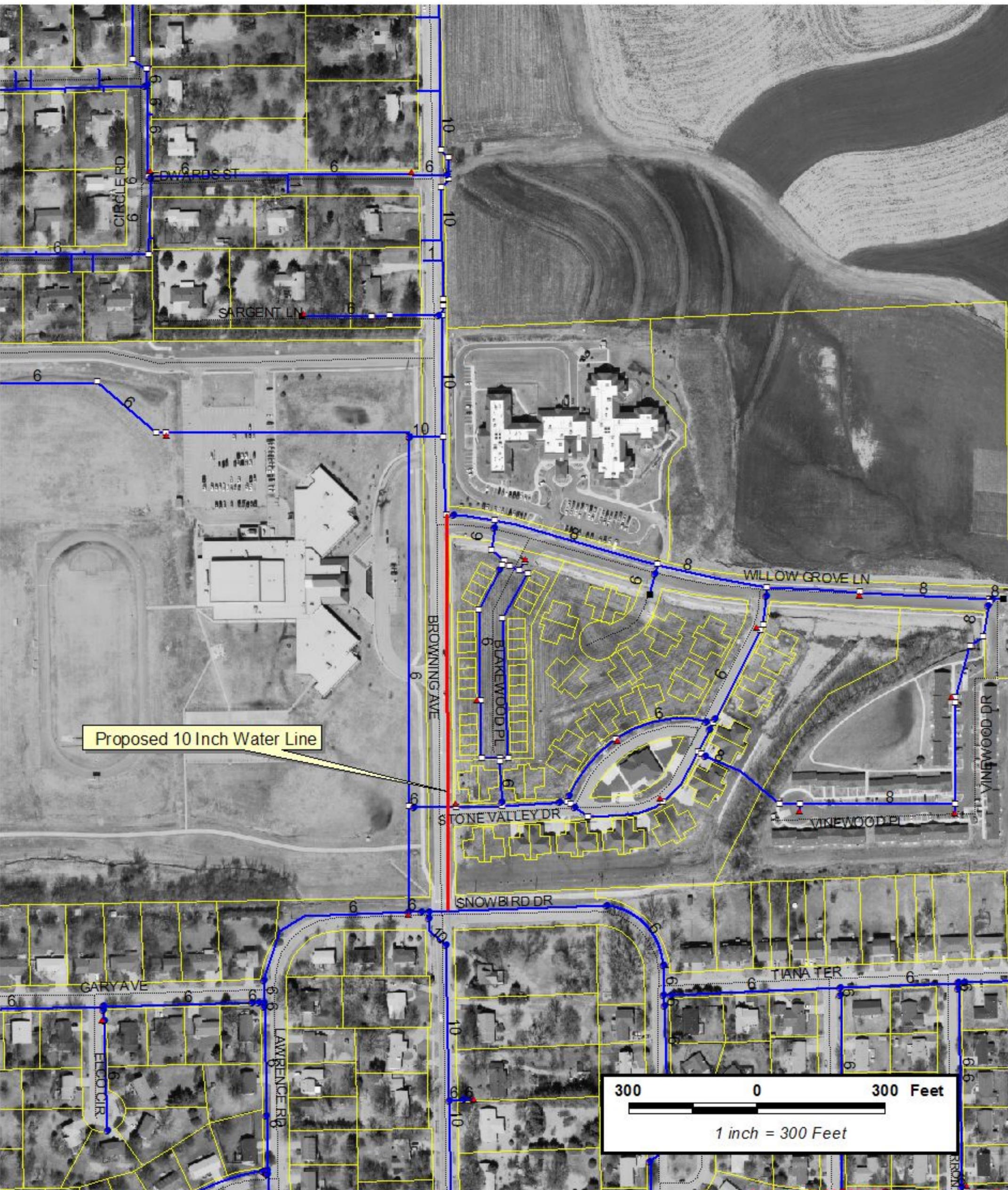
All proposals received after the deadline shall be returned unopened.

Questions concerning the project should be directed to Peter Armesto, Assistant Director of Public Works - Water, at the above address and at (785) 587-4530.

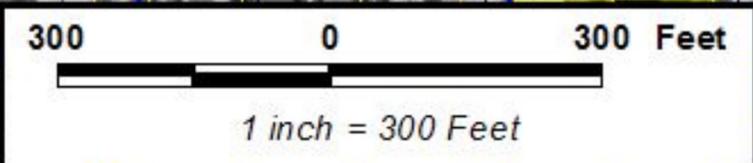
Firms requesting clarification, interpretation or improvements to the proposed general terms, conditions, or scope of services of the Request for Proposals shall make such requests in writing. Such requests shall reach the Public Works Department at least eight working days prior to the date set for the receipt of proposals. Any changes to the proposal shall be in the form of a written addendum from the Public Works Department.

All persons entering into a contract with the City of Manhattan shall be subject to and required to comply with all applicable City, State, and Federal provisions pertaining to nondiscrimination, equal employment opportunity, and affirmative action.

2008 New and Parallel Water Lines Manhattan, KS



Proposed 10 Inch Water Line



2008 New and Parallel Water Lines Manhattan, KS



Proposed 12 Inch Water Line

