



REQUEST FOR PROPOSAL

**Public Works Department
City of Harrisonville, Missouri**

RFP-2020-01

Invitation

The City of Harrisonville, Missouri invites interested firms to submit a signed and sealed proposal for services as described herein.

Three (3) copies of the proposals must be received by the City Engineer, 300 East Pearl, P.O. Box 367, Harrisonville, Missouri, 64701, marked **“Professional Services for the Wastewater Treatment Plant Upgrades with UV Disinfection System RFP-2020-01”**. Proposal must be received no later than: **2:00 P.M., on Thursday, February 6, 2020.**

For information contact: Eric Patterson, Public Works Director at (816) 380-8913 or FAX Number: (816) 380-8910

SUMMARY OF REQUEST

Project Description

The City of Harrisonville is seeking responses from experienced and qualified Consultants to provide engineering services for the installation of an ultraviolet disinfection system to meet permit requirements at the City’s Wastewater Treatment Plant (WWTP).

The Project shall consist of evaluating alternate systems and alignments, design of the selected system, and the preparation of construction documents in accordance with the City of Harrisonville standards.

SCHEDULE

The Consultant shall define in the proposal their schedule to meet the following submittal dates:

- Notice to proceed: April 1, 2020
- Preliminary Engineering Study (25% complete)
- Preliminary Design (75% complete)
- Final Design/Construction Docs. (100% complete).

SCOPE OF SERVICES

Requirements of Preliminary Engineering Study

I. General Investigation:

- A. Existing Conditions – Evaluate the existing plant process and layout. Identify optional UV disinfection systems and alignments including pros and cons for each.
- B. Standards – Identify applicable design and construction standards that will conform with Missouri Department of Natural Resources (MDNR) permit requirements.
- C. Utility – Identify current electrical and communication systems and determine power and SCADA requirements and alternatives that may be included with the various UV disinfection systems.
- D. Permits – Summarize necessary federal, state and local requirements, if any, for the proposed project.
- E. Field Investigations – Perform fieldwork including surveying, geotechnical investigations, etc. as needed to adequately evaluate study level alternatives and determine preliminary construction costs.

I. Summary of Findings

- A. Prepare a report to the City summarizing the findings of the site investigation.
- B. Description of Alternatives – Summarize the following items for each alternative that is evaluated.
 1. Facilities. Describe the existing and proposed facilities included as part of the alternative evaluation.
 2. Technology. Explain the proposed system’s function and process as it fits to the existing WWTP operations and how this will meet the MDNR permit requirements.
 3. Utilities. Define utility requirements and locations based on each alternate considered.
 4. Preliminary Study Drawings. Develop drawings in adequate detail to calculate opinions of probable construction cost which can be used for comparison of costs.
 5. Opinion of Probable Costs. Determine opinion of probable cost for construction for the proposed improvements.
 6. Effects on the Environment. Address the impacts to the environment including, but not limited to, Clean Water Act, Section 401 and 404; NPDES; and FEMA/NFIP. Summarize options to avoid and/or mitigate impacts.
 7. Evaluation of Alternatives – List the advantages and disadvantages of each of the alternatives evaluated. A minimum of two alternatives will be evaluated.
 8. Detail the system’s operations and maintenance requirements.
 9. List each system’s past performance including ratings, reviews, and recommendations.
 10. Describe the system’s ability to meet permit criteria.
 11. Stipulate the system warranties and limitations.
 12. Recommended Alternative – Describe the recommended alternative, including the type of improvements, project limits and project benefits.

Requirements of the Preliminary Design

- I. Preliminary plans and specifications shall be prepared in accordance with the City's design criteria and applicable standards, as adopted.
 - A. Correspondence indicating significant changes in scope or design from information submitted as part of the Preliminary Engineering Study.
 - B. Topographic surveys
 - C. Geotechnical considerations.
 - D. Engineering designs including civil, structural, mechanical, hydraulic, and electrical.
 - E. Construction plans and details.
 - F. Preliminary specifications.
- II. Coordination and reviews.
 - A. Consultant shall submit preliminary plans and specifications as described herein for formal City review and attend review meeting with City staff.
 - B. Assess state and federal environmental regulations and permit conditions.
 - C. Attend and participate in a Board of Alderman presentation to discuss the project.
 - D. Meet with City staff at scheduled project meetings.

Requirements of the Final Design, Construction and Bid Documents

- I. Final Plans and Specifications shall be clearly stamped "final" or otherwise indicated. A transmittal letter shall accompany this submittal including all required narrative information.
 - A. Correspondence indicating significant changes in scope or design from information submitted as part of the Preliminary Plans. If such changes occur, all information required as part of the Preliminary Plans shall be resubmitted for items which have changed and all portions of the project, which have been affected by the change(s).
 - B. Final plans shall incorporate all comments from preliminary plan submittal stage. If comments have not been incorporated, a written narrative shall be provided which outlines which comments were not included and why.
 - C. Final specifications shall be submitted with final plans.
 - D. Current construction cost estimate.
 - E. Consultant shall submit construction documents- plans and specifications as described herein for formal City review, attend review meeting with City staff, and revise per City criteria.
 - F. Consultant shall prepare, submit, and address all applicable state and federal environmental regulations and permits.
- II. Coordination and reviews
 - A. If necessary, Consultant shall contact utilities and facilitate a coordination meeting.
 - B. Meet with City staff at scheduled project meetings

SUBMITTAL REQUIREMENTS

The City of Harrisonville is soliciting professional services in accordance with this Request for Proposal (RFP). The following general guidelines are provided for your use and information.

Proposal Submission

Three copies of the Proposal shall be submitted to the Engineering Department of Public Works.

Request for Proposals - Amendments

The City reserves the right to officially modify or cancel an RFP after issuance. Such modifications will be made only by written addendum, a copy(s) of which must be submitted with the offeror's Proposal.

Questions by Offeror

Any questions about the contents of an RFP shall be addressed to the City's representative identified herein. If time permits, such questions shall be submitted in writing. The City reserves the right to require that all questions be submitted in writing. If the City determines that questions by a prospective offeror and the answers thereto are of a general nature, the City reserves the right to provide such questions and answers to all prospective offerors.

Proposal Evaluation

All responsive Proposals will be evaluated. The City reserves the sole right to determine whether a Proposal is responsive and to waive any minor technicalities contained therein, and to reject any and all Proposals. To fully evaluate the abilities of each offeror and the offeror's Proposal, the following information must be a part of the offeror's submission:

Firm Experience - The offeror is required to submit a brief description of the firm including a list of projects similar to this request. Contact information of a representative for each of the identified clients must be included.

Personnel - The offeror is required to submit the names and qualifications for those members of the firm and all team/sub-consultant who will be directly involved with or responsible for the proposed services.

Ability to perform - The offeror shall provide an approach to the work with a description of how the offeror proposes to provide the services identified within the "Scope of Services." The offeror shall provide a schedule for completion of the work.

Additional Services- The offeror shall provide a description of any services the offeror proposes to provide that are in addition to those services specifically requested by the RFP.

Contract

The selected consultant shall enter into an agreement using the City's standard professional service agreement. Copies are available at the Engineering Department. In the event that conflicts in language exist between the RFP and the Proposal, the provisions of the RFP govern.

Insurance

The offerors shall indicate in the Proposal its ability to provide the following insurance coverage and its limits. City shall be named as additional insured.

General Liability Coverage – \$300,000 for any one person in a single accident or \$1,000,000 per occurrence.

Automobile Liability Coverage – \$1,000,000 combined single limit.

Professional Liability Insurance – \$2,000,000 per occurrence.

Workers Compensation and Employees Liability insurance coverage for entire liability under state law.

Conflict of Interest

No offeror shall give, loan, sell or trade anything of any value to any employee or officer of the City in an attempt to gain favorable acceptance of its Proposal.

Late Proposals

No Proposals will be accepted after the deadline for submission of proposals, regardless of the reason for such lateness. Any Proposals that are delivered after the submission deadline will not be considered.

Exceptions to the RFP

Any exception which the offeror may take to the RFP shall be clearly set forth in the proposal.

Indemnification and Hold Harmless

The Offeror agrees to indemnify, and hold harmless the City and its officers, agents, and employees from and against all suits, actions, attorney fees, costs, expenses or claims of any character brought because of any injury or damage received or sustained by any person, persons, or property arising out of or resulting from any negligent act, error, or omission of their Offeror or their agents or employees. The Offeror is not required hereunder to defend the City, its officers, agents or employees, or any of them from assertions that they were negligent or indemnify and save them harmless from liability based on the City, its officers, agents or employees' negligence.