



Request for Proposal
For Design Engineering Services –
Northwest Lansing Relief Sewer Project

City of Lansing, Kansas
Wastewater Utility Department
800 First Terrace
Lansing, Kansas 66043

February 14, 2018

A. INTRODUCTION

The City of Lansing, Kansas is requesting proposals from qualified consulting firms to provide professional engineering services. These services will consist of detailed design and survey services necessary to provide sewer service to 41 acres of new residential development in northwest Lansing.

Pre-proposal meetings to discuss any clarifications of the RFP will be held by appointment only on either February 22 or February 23, 2018. Meetings will be held at the Wastewater Treatment Plant. Attendance at a pre-proposal meeting is not mandatory but is recommended. Consultants shall contact Anthony J. Zell, Jr., Wastewater Utility Director, by phone (913-727-2206), or email zell@lansing.ks.us to schedule a pre-proposal meeting.

Respondents shall provide five (5) bound copies of their completed proposals to 800 First Terrace, Lansing, Kansas 66043, Attention: Anthony J. Zell, Jr. Wastewater Utility Director, on or before **March 9, 2018 12:00 p.m. CST**. A digital copy shall be delivered on a USB drive. **The engineering service fee shall be submitted in a separate, sealed envelope marked “Fee Proposal for Northwest Lansing Relief Sewer Project”**. Fees will be opened after proposal evaluations have been completed.

1. **Background**

The City completed two flow metering projects as part of the Sanitary Sewer Master Plan, completed in 2014. The master plan identified this sewer project to be completed after the 7 Mile Creek and 9 Mile Creek Action Plans to address deficiencies and reduce the risk of overflows in the sewer system, and to provide for future growth within the project watershed. Both the 7 Mile project and the 9 Mile project are complete.

This project is located in Flow Monitoring Basin 6, as identified in the WWMP. The selected consultant will be required to design a replacement sewer from F-04-040 downstream to manhole E-07-165. The project would replace approximately 5,700 feet of eight to twelve inch pipe. Pipe material is a combination of VCP, Truss, and PVC. Modeling results showed at least half of the lines in this project area are overloaded during as little as a one-year storm event. The existing sewer primarily runs under pavement and through residential yards and drainage areas.

2. **Objective and Schedule**

The objective of this document is to facilitate the selection of a qualified engineering firm to complete the design for project. The construction of the project may be completed immediately following the completion of design work, or may be delayed pending council approval and future development needs.

Consultants are urged to submit concise proposals, appropriate to the scale of the project, and include only items that are relevant to the specific project.

The planned schedule for the completion of the selection process is as follows:

<u>Task</u>	<u>Dates</u>
Issuance of Request for Proposals	February 16, 2018
Proposals Due to City	March 9, 2018
City to Review and Rank Proposals	March 12 – 19, 2018
Interview Consulting Firms (if needed)	Week of March 26, 2018
Council Approval of Contract	April 5, 2018

The preliminary schedule for the project is as follows:

<u>Action</u>	<u>Date</u>
Award Consultant Contract	April 2018
Design	April 2018 – October 2018
Easement Acquisition (tentative)	October 2018
Construction (if authorized)	November 2018

B. SCOPE OF SERVICES

The Northwest Lansing Relief Sewer Project will require the selected consultant to conduct preliminary design, evaluate traditional open-trench versus trenchless pipeline construction alternatives, perform detailed design work, prepare easement descriptions and easements, prepare bid documents, and provide bid support services. (**Attachment 2**)

If the consultant believes that the project scope can be enhanced in any way by the addition of other tasks not included in this request, such information should be included in the proposal, and will be considered during the selection process.

C. INSTRUCTIONS TO RESPONDENTS

All interested engineering consultants are required to submit five (5) copies of their proposal. Submittal requirements and selection criteria for the RFP are described herein. The City will evaluate and rank all submittals based on the selection criteria and determine the best overall team for this project.

1. Submittal Requirements:

Submit five (5) copies of the completed proposal. Facsimile transmission of the proposal will not be accepted. Ensure that the project title, the date, and time the proposal is due, and the name and address of the Consultant are included on the front of the submittal. The proposal must be received on or before **12:00 p.m. CST, March 9, 2018**, at 800 First Terrace, Lansing, Kansas 66043, attention: Anthony J. Zell, Jr. Wastewater Utility Director. **The engineering service fee should be submitted in a separate, sealed envelope within the RFP packet.** Fees will be opened after proposal evaluations have been completed.

2. Questions, Clarifications and Addenda:

Consultants requiring clarification shall direct all communication in writing, by email or fax, to Anthony J. Zell, Jr. Wastewater Utility Director, email zell@lansing.ks.us All requests for clarification shall be received no later than 7 (seven) calendar days before the RFP due date. Interpretation and modification of the RFP will be by addenda only. Oral responses, interpretations, or modifications given by other means are not binding. Addenda will be delivered by mail, fax, electronic media, or courier to RFP holders of record at the mailing address, fax number, email, or location given when RFP documents were requested. Please provide company name, contact name, address, phone number, fax number and email address.

D. SELECTION PROCESS OF CONSULTANTS

The RFP process will establish a ranking based on how each proposal meets the qualifications of the Scope of Services and the requirements of the RFP. The proposal shall conform to the Proposal Requirements (**Attachment 3**). It is important that ALL listed items be included in the proposal. Those which do not comply with all the requirements per or the proposal deadline, will not be considered. The City reserves the right to reject any or all proposals without qualifications, and to negotiate specific requirements and costs using the selected proposal as a basis.

The following criteria listed below will be used to evaluate the proposals:

1. Project Design and Understanding
2. Qualifications and Experience of Project Team
3. Record of Firm's Project Experience
4. Completion and Performance of Project Team on Related Projects
5. Quality and Completeness of Response

At the conclusion of the evaluation and interview (or if a best-qualified firm is selected without the need for an oral presentation and interview), the City will negotiate an agreement for the project with the selected firm. If an agreement between the first firm and the selection team cannot be concluded within a timely manner, the second best team will be contacted for contract negotiations. The final decision will be based upon the ranking by the City's selection team and will be final. The agreement will then be submitted to the City Council for approval, which reserves the right to reject any or all proposals. The selection process will be completed when a contract is executed. The remaining firms will be notified by letter after the agreement is approved by the City Council.

E. INDEMNIFICATION AND INSURANCE

The contract between the City and the consulting firm shall contain the City's standard insurance provisions as shown below. In addition, the following indemnification clause shall be part of the contract:

To the fullest extent permitted by law, the consultant shall be required to indemnify, defend, and hold harmless the City of Lansing, Kansas, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including loss of use resulting there-from, but only when caused in whole or in part by negligent acts or omissions of the consultant. The consultant shall not be responsible for indemnifying the City, or its agents and employees for such agent's and employee's sole negligence.

The consultant shall secure and maintain, or have maintained throughout the duration of this contract, insurance of such types and in such amounts as may be necessary to protect itself, and the City of Lansing, Kansas against all hazards or risks of loss, whether such hazards or risks of loss be generated by the consultant or any of its subcontractors, or by anyone directly or indirectly employed by the consultant or its subcontractors. Cost of insurance shall be included in and not separate from this RFP. The consultant shall also provide the City of Lansing, Kansas evidence of such insurance coverage for the consultant, and all renewals thereof, in the form of certificates of insurance accompanied by appropriate additional insured endorsements.

Specific types of insurance to be maintained by the consultant include, but are not limited to, the following:

- Workers' Compensation and Employers' Liability Insurance. The liability limits for workers compensation shall be in accordance with Kansas Law and employers' liability shall be \$1,000,000 for each occurrence. Other states coverage and waiver of subrogation is required.
- Business Automobile Liability Insurance. This insurance shall be maintained with limits not less than \$1,000,000 combined single limit for each occurrence.
- Commercial General Liability Insurance. This insurance shall insure the consultant and shall be endorsed to name the City of Lansing, Kansas as an additional insured. The liability limits shall be not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate. A \$1,000,000 per occurrence coverage policy with a per site endorsement will not require the \$2,000,000 annual aggregate.
- Umbrella Liability Insurance. This insurance shall protect the consultant and shall name the City of Lansing, Kansas as an additional insured. The liability limits shall be not less than \$2,000,000 per occurrence and \$2,000,000 general aggregate.

- Professional Liability Insurance. The consultant has, or is able to obtain, professional liability insurance with a minimum limit of \$1,000,000 annual aggregate.
- Coverage Limits. Coverage limits for General and Auto Liability exposures may be met by a combination of primary and umbrella policy limits.
- Exposure Limits. The above are minimum acceptable coverage limits and do not infer or place a limit on the liability of the consultant. Should a separate firm be used for design, such firm shall provide evidence of worker's compensation and general liability insurance in addition to the professional liability insurance as specified above.

F. PROFESSIONAL RESPONSIBILITY

The City expects the engineer to perform due diligence in the performance of its services and to carry out its responsibilities in accordance with customarily accepted good professional engineering practices.

Terms and Conditions

The respondent shall comply with the documentation required in this Request for Proposal. Failure to comply with the requirements may result in disqualification of the respondent's submittal. The evaluation of the proposal will be in accordance with the methodology outlined herein.

1. The City reserves the right to:
 - A. reject any and all submittals,
 - B. amend or cancel the RFP at any time,
 - C. waive any minor informalities or irregularities in the submittals,
 - D. revise the schedule as the City sees fit, and
 - E. Enter into any agreement deemed by the City to be in its best interest.
2. The City reserves the right to interview any of the respondents or to request additional information or clarifications from any or all respondents to the RFP.
3. The cost of preparing and submitting the proposal is entirely the responsibility of the Consultant. The information contained in the proposal will become the property of the City.
4. The Consultant's team, including subcontractors and vendors, will be required to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment (K.S.A. 44-1111 et. seq.).
5. The City of Lansing assures that no person shall on the grounds of race, color, national origin, sex, disability, age or low income status as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under

any program or activity. The City of Lansing further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

6. The successful Consultant is required to develop and provide contract documents including detailed specifications and agreement forms. This RFP shall be incorporated into the agreement.

G. LIST OF ATTACHMENTS

Attachment 1 – Map of Project Area

Attachment 2 – Scope of Services

Attachment 3 – Proposal Requirements

ATTACHMENT 1

GENERAL LAYOUT



ATTACHMENT 2

SCOPE OF SERVICES

Northwest Lansing Relief Sewer Project

1. Project Management and Coordination
 - a. Project coordination, monitoring, and administration
 - b. Attend project kickoff meeting, project coordination meetings, design review meetings, pre-bid meeting, and pre-construction meeting.
 - c. Perform quality assurance/quality control (QA/QC) activities.
2. Site Investigation, Data Collection, Records Research
 - a. Review existing records, review existing data including but not limited to geographic information system information, records, drawings, reports, maps, and other documents relevant to the limits and scope of this project.
 - b. Coordinate with various utilities requesting existing utility mapping for the pipeline alternatives and coordinate the relocation of utility lines and appurtenances, if any.
3. Project Development
 - a. Prepare sewer line alignment and a maximum of 2 design alternatives for City review and consideration.
 - b. Perform field investigation of the alignments to determine the constructability issues, alignment location and utilities clearances. Consultant shall note any trenchless construction that may alleviate the construction impact to public.
 - c. Review available sewer CCTV videos to determine the lateral locations.
 - d. Develop plan view of the proposed alignment alternatives for discussion.
 - e. Establish design criteria.
 - f. Prepare probable engineer's cost estimates for each option for review.
 - g. Identify any permitting agencies, if any, and its submittal requirements to successfully procure permits.

Deliverables:

Six (6) sets of the Project Development submittal (Technical Memorandum) shall be presented to the City for review. The submittal shall include alignment alternatives, permit requirements, design criteria, pipeline alignment analysis, summary of utilities investigation, and probable construction cost estimate. One meeting shall be scheduled with City staff to review the comments for the Project Development design submittal.

4. Preliminary Design (30% Design Submittal)
 - a. Based on the selected alternative, the Consultant shall procure services to perform the aerial or ground surveying, and mapping.
 - b. Develop design Base Map which includes utilities, right-of-way, easement, and lot lines.
 - c. Develop plan sheets for the pipelines, showing existing utilities and proposed alignments at 1-inch equals 20 feet scale.

- d. Prepare legal descriptions of easements and easement exhibits. The easement descriptions will be provided to the City in a word processing file format. The easement exhibit will show an easement number, owner's name(s), scale, north arrow, square footage of sanitary sewer easements and the location of all temporary and permanent easements. Provide an overall easement layout map showing ownership names, easement and tract (PID) numbers, street names and property lines
- e. Identify utilities to pothole (Assume 15 potholes).
- f. Prepare list of technical specifications and engineer's cost estimate.

Deliverables:

Six (6) sets of the 30% design submittal shall be presented to the City for review. The submittal shall include conceptual design with plan view showing the pipeline alignment and existing utilities and probable construction cost estimate. One meeting shall be scheduled with City staff to review the comments for the 30% design submittal.

5. Design Submittal (90% Design Submittal)

- a. Coordinate potholing and geotechnical subsurface borings. Subsurface information will be obtained as follows:
 - i. At every manhole location
 - ii. The depth of the soil borings will be to one (1) foot below proposed sewer invert elevation or to auger refusal, whichever comes first.
- b. Prepare pavement restoration plans with striping for streets.
- c. Prepare complete detailed plans, plan and profile drawings, general drawings, standard and project details, pipe connection details, technical specifications and 90% engineer's cost estimate.
- d. Prepare City standard front-end specifications and technical specifications and other related documents for bid to include: the City's standard "front-end" contract documents which include instructions to bidders, bid forms, bond forms, general conditions (a version from the National Society of Professional Engineers, unmodified) and an Exhibit A that lists the duties, responsibilities and limitations of the authority of the resident project representative, supplemental conditions, and special provisions to the technical specifications, (2) technical specifications, (3) subsurface information.
- e. Assist the City in obtaining approvals from government authorities having jurisdiction over the project by attending a maximum of three (3) meetings. Assist the City in obtaining any and all regulatory approvals, including, but not limited to, KDHE applications, DWR applications, and other federal, state, or local agencies applications as needed. Ensure that any applicable local codes or other requirements are satisfied by the design. The Engineer may be required to prepare a Soil and Erosion Control Plan, apply for the US Army Corps of Engineers Section 404 permit which may require a stream wetland inventory report, apply for Kansas Clean Water Act Section 401 permit, submit Kansas Notice of Intent, and apply for applicable City soil and erosion control and land disturbance permits.
- f. The 90% Design Submittal shall be considered a complete design submittal.

Deliverables:

Six (6) sets of the 90% design submittal shall be presented to the City for review. The submittal shall include half-size drawings, contract documents and probable construction cost estimate. One meeting shall be scheduled with City staff to review the comments for the 90% design submittal.

6. Final Design Submittal (100% Design Submittal)

- a. Incorporate the 90% design submittal comments
- b. Submit one set of full size stamped and signed final drawings along with specifications and contract documents.
- c. Submit one copy of a final quantity calculations and engineer's construction cost estimate.
- d. Submit all digital files (AutoCAD, MS Word, MS Excel, etc) for the project.

Deliverables:

One (1) of the 100% final design submittal shall be presented to the City for bid. The submittal shall include full-size stamped and signed final drawings, contract documents and probable construction cost estimate.

7. Bid and Construction Support

- a. Provide bidding assistance, clarifications which may include responding to questions from potential bidders, attending the pre-bid conference and job walk, assisting with preparation of addenda, and reviewing the submitted bids.
- b. Conduct a pre-bid conference for prospective bidders
- c. Attend bid opening and provide an engineer opinion of construction costs.
- d. Conduct site visits (4) during construction at appropriate stages.
- e. Provide submittal list, review shop drawings, change order requests and provide written recommendations to the City.
- f. Review and respond to contractor's request for information (RFI) and clarifications during construction and provide written recommendations to the City.
- g. Participate in the final inspection and assist with punch list of deficiencies.
- h. Preparation and submittal of digital record drawings to the City.

Deliverables:

One (1) full-size as-built plans. Provide digital copies of as-built plans in pdf and digital (AutoCAD) format.

End of Section

ATTACHMENT 3

REQUEST FOR PROPOSAL FORMAT AND REQUIREMENTS

Five copies of the Proposal shall be submitted by Friday, March 9th at 12 PM to:

City of Lansing KS
Wastewater Utility Department
800 First Terrace
Lansing, Kansas 66043
Attention: Anthony J. Zell, Jr., Wastewater Utility Director

RFP PROPOSAL CONTENT

The proposal shall be submitted in the format of a report. It should be clear, concise, and succinct. The report shall be prepared on 8-1/2" x 11" sheets printed on one side only, with no smaller than a font size of 12 with single-spaced lines and no reduction in size. The report shall be bound and organized in the order identified below with each section tabbed for easy reference. There is not a page limit for the submittal.

The RFP shall include the following:

1. Letter of Transmittal – Describe your firm or team’s interest and commitment in providing engineering services for the City of Lansing, KS. Respondent shall submit on firm’s letterhead. Include additional relevant information not requested elsewhere in this RFP. The signature of the letter shall be that of a person authorized to represent and bind the firm.
2. Table of Contents – Submit this page and include the appropriate page numbers.
3. Work Plan and Approach – Discuss your firm’s understanding of the Scope of Services (Attachment 2) to be performed. Describe the method for management of overall project costs, schedule, quality assurance/quality control, and other issues critical to this project.
4. Key Personnel Background – Name, position, summary of qualifications, resumes, related experience and proposed responsibilities of project manager and key personnel.
5. Team Experience – Listing of projects performed within the last 5-years involving the design of sewer mains (rehabilitation/replacement), particularly any work performed for government agencies of similar nature. Include the following information:
 - A. Clients name, point of contact, addresses, and telephone numbers.
 - B. Description and location of related projects and years of completion.
 - C. Key personnel involved in all disciplines.
 - D. Project engineer’s estimate compared to the received construction bids.

6. References – Provide at least three references (name, company title, address, email, and telephone number) for design of recent sewer rehabilitations or, lacking this, recent similar work.
7. Project Schedule – Include a schedule to complete the project, and provide an outline of the schedule in a bar or Gantt chart to reflect weekly activities beginning with an assumed Notice to Proceed date of April 2018.
8. Engineering Fee – Provide a total fee to complete all tasks identified in this RFP. Include a total cost of all engineering services inclusive of technology and travel costs. Provide detailed costs and associated hours for each major section identified in the scope of services section of each task. Any exceptions to the requirements identified in this RFP shall be clearly documented. **The engineering service fee should be submitted in a separate, sealed envelope within the RFP packet.** Fees will be opened after proposal evaluations have been completed. Please provide company name, contact name, address, and phone number on the envelope.