

REQUEST FOR PROPOSAL



**450 South Parish Avenue
Johnstown CO, 80534
970-587-4664**

REQUEST FOR PROPOSALS
for
PROFESSIONAL ENGINEERING SERVICES
for
NEW CONSTRUCTION DESIGN
Of the
CENTRAL WASTEWATER TREATMENT PLANT
0.999 MGD to 2.5 MGD

Issued on: January 5, 2021

**Pre-Submittal Meeting: January 20, 2021 with Facility Tour
Meet at Johnstown Town Hall at 8:00 a.m.
450 S. Parish Johnstown, CO 80534**

Due Date: February 17, 2021 at 1:00 p.m.

Town Council Approval on March 15, 2021

**COMPLETE PROPOSAL CAN BE FOUND ON
<https://johnstown.colorado.gov>**

GENERAL INFORMATION

The Town of Johnstown is soliciting proposals for Engineering services to prepare design drawings and specification from qualified consultants for a new wastewater treatment facility to replace an old aging Aerated lagoon plant. Current plant is a .999 MGD plant and needs to be replaced with a 2.5 MGD plant. Current plant flow rate is .700 – .800 MGD with a BOD loading of 300 – 450 MG/l. The loading of the CWWTP rated capacity of .999 is 2213lbs/day with required monitoring and 85% removal.

The available information, scope of work, proposal requirements and schedule are presented below:

This project is for a qualified engineering firm(s) to provide design drawings, bid specifications, bidding assistance and construction management for the Town's Wastewater Treatment Plant Project. The plant treatment type has not been decided. The successful consultant will demonstrate in the proposal; experience in providing at least three (3) innovative design options, cost effective solutions and state of the art design features, as well as experience in constructing similar size and type facilities.

- A. The plant is located at 1441 E, S 1st St, Johnstown CO. 80534. The Central Wastewater plant is an aerated Lagoon plant that was constructed and placed on line in 1951. The plant has been operated and maintained by the Town of Johnstown since 1951. The Town expanded this plant in 1981 and again in 2004.
 - B. This Request for Proposals (RFP) describes the project in general, the required scope of services, the selection process, and the minimum information that must be included with the proposal. Failure to submit information in accordance with the requirements and procedures listed herein may be cause for disqualification.
 - C. The information contained in this RFP is the Town's best understanding of the current needs and approach on how to address them, but the Town is open to creative and beneficial modifications to the scope of work described herein based on the consultant's professional expertise in these subject areas. If the consultant believes there is a better way to achieve the Town's goals, then that should be reflected in their proposal.
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D. Questions and Clarifications

1. Any questions concerning this Request for Proposals should be directed to the person listed below. No interpretation or clarification of the meaning of the instructions or scope of services will be made orally except for general information that does not require a clarification. Every request for such interpretation should be in writing, submitted by e-mail and addressed to the individual shown below. To be given consideration, questions must be received by 5:00 pm (February 10) to the date fixed for the submission of proposals. All clarifications and any supplemental instructions will be posted on the Town of Johnstown website at the following address <https://johnstown.colorado.gov>. Firms should periodically check the website for updates to this Request for Proposals.

2. Address requests to:
Marco Carani
Director of Public Works
Town of Johnstown
450 S. Parish
Johnstown, CO 80534
Email: mcarani@townofjohnstown.com

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I. PRE-SUBMITTAL CONFERENCE

A. Due to Covid restrictions All parties who plan to attend an onsite Pre-Submittal meeting must RSVP contact information and number of representatives from the firm planning to attend by 1:00 p.m. January 15, to mcarani@townofjohnstown.com To confirm a onsite meeting. Masks must be worn and temperatures will be taken prior to entry in the facility. Individuals not complying or having temperatures over 100.4 will be asked to leave.

B. An optional pre-submittal conference will be held on January 20, 2021 beginning at 8:00 a.m. at Johnstown Town Hall, 450 S. Parish, Johnstown CO 80534, followed by a site visit at the Central Wastewater Treatment Plant. At this meeting, Town staff will discuss the scope of work, general contract issues and respond to questions from the attendees. While not required, firms interested in this Project should plan to attend the Pre-Submittal Conference. Town Staff or Operations Staff will not be available for meetings and will only respond to individual questions/inquiries received in writing regarding the project scope outside of this conference not later than seven (7) days prior (February 10, 2021) the RFP due date. All questions raised and answers given outside of the pre-submittal conference/meeting, if any, will be documented and issued as an addendum to the RFP.

II. SCOPE OF SERVICES

The engineering firm or team selected for this project will be required to provide design for the following components:

- A. Design mechanical bar screen facility.
 - B. Bio-solids handling and dewatering facilities.
 - C. Outfall improvements.
 - D. Standby generator location, transfer switch and controls.
 - E. Design of necessary civil site improvements to accommodate required components. • Produce drawings showing the layout of proposed facilities. • Propose a design and construction staging schedule.
 - F. Prepare a detailed cost estimate of the-proposed upgrades to include the final engineering, construction, and construction management costs. • Design shall include all environmental studies, applications, and documentation for state and federally funded projects. • Coordination with various agencies involved in the approval processes. • Preparation of plans, specifications, and engineering estimates. • Provide assistance with funding agencies and council presentations. • Meet with stakeholders as needed.
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G. Construction Phase Assistance with project management may include, but not necessarily be limited to: • Construction staking and monumentation. • Construction Inspection. • On-going environmental and cultural resource monitoring. • Submittal reviews, preparation of Daily Inspection Reports, pay notes, pay estimate preparation, breakdown of eligible funding cost reimbursements for various funding sources, certified payroll reviews, verification of contractor's eligibility to perform work, DBE verifications and documentation, file preparations and on-going maintenance in accordance with state and federal requirements. • Preparation of Record Drawings. • Other general construction records preparation as required by various funding sources, utility coordination, and assistance and coordination with various agencies, companies, citizens, property owners and contractors. • Preparation of operation and maintenance plans in accordance with CDPHE guidelines.

H. Deliverables shall also include: • Monthly summary reports on activities related to project scope. These reports will be in the form of PDF files that will be emailed to a distribution list. • Copies of all maps, reports, and design drawings in

III. SUBMITTAL REQUIREMENTS/PROPOSAL FORMAT

A. Due to COVID restrictions, one email sent to tomcarani@townofjohnstown.com is due by February 17, 2021 at 1:00 p.m. The email can either be through the Town's WeTransfer document solution found at johnstownco.wetransfer.com OR can be an email that includes a link to a cloud based application (FTP, Dropbox, Google Drive, etc) that has been made available to the Town's representative. The Project name and Consultant's name should be shown on the subject line/message of the email. The Town will respond with an email that the submittal has been received as part of the February 17, 2021 submittal deadline.

B. Three (3) hard copies, appropriately bound of the Proposal and one (1) electronic copy (pdf) on a flash drive must be received by close of business **on February 22, 2021 at the address shown below**. The Town cannot be responsible for the lack of receipt of proposals by the date and time specified. Mailed copies outside of the sealed envelope, addressed to and delivered to:

Town of Johnstown
Marco Carani
Director of Public Works.
450 S. Parish Avenue
P.O. Box 609
Johnstown, CO 80534

C. Submittals will NOT be accepted or considered after the deadline.

D. The Proposal must demonstrate specific expertise in the elements of work described herein. Proposals should be bound with the name of the Firm or firms and name of the Project visible on the outside cover. To allow the selection committee sufficient time to properly review all documents in their entirety, each proposal will be limited to 40 pages. The Title Page, Table of Contents, Letter of Transmittal, Section Dividers, and Resumes will not count against the page limits. The Proposal shall contain the following:

1. SECTION 1 - IDENTIFICATION OF PROPOSER: The Proposal shall include the names, offices, addresses, email addresses and phone numbers for Consultant and subconsultant staff that are proposed to be involved in the design, The Proposal shall identify in which office(s) production will occur.
 2. SECTION 2 - PROJECT OVERVIEW AND APPROACH: The Proposal shall demonstrate the Consultant's understanding of the Project and include a statement acknowledging the Scope of Services. The Proposal shall also include a detailed description of the proposed approach to the Project. The description shall include details to implement the tasks described in the Scope of Services. The Consultant is encouraged to provide comments and enhancements to the scope provided in the RFP. The Proposal shall include a discussion regarding the Project's technical issues and the Consultant's approach to handling these issues. The Consultant shall also explain how technical memos, workshops, and/or design review meetings will be used, working with the framework of the Scope of Services, to achieve consensus in design details. Emphasis should be placed on how the Consultant's technical approach will promote the Project's success.
 3. SECTION 3 - MANAGEMENT APPROACH: The Proposal shall include a discussion regarding the Consultant's management approach, including coordination and monitoring of project schedule, cost, risk, scope, communications, quality, resources, and other management issues that the Consultant feels should be addressed. Emphasis should be placed on how the Consultant's management approach will promote the Project's success. The Consultant approach to quality control in the preparation of construction documents shall be clearly described in this section as well.
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4. SECTION 4 - STAFF QUALIFICATIONS: The Proposal shall include a team member organizational chart and a listing and biography of key individuals proposed to be assigned to the project. Each individual's proposed position/responsibility shall be indicated. Special emphasis shall be provided on the individual's backgrounds, qualifications, certifications, experience on related and/or similar projects, and the location from where their work will be performed. The Proposal shall clearly indicate who will be in responsible charge of the project. At least three client references, including name, description of past working relationship, and current contact information, shall be listed for each key individual who is proposed in the organizational chart. The Proposal shall identify staff who will be assigned to the project for construction support, which will be negotiated later. Consultant/Subconsultant affiliation, and professional engineering licenses, including discipline and state of licensure, shall be designated for each individual. Full resumes, sorted first by firm, then by last name, shall be included as an appendix to the Proposal. Resumes shall be limited to two (2) pages each.
 5. SECTION 5 - RELATED PROJECT EXPERIENCE: The Proposal shall include profiles of five (5) similar projects that the firm(s) and proposed team members have completed design in the last ten (10) years including project name, date, description and capacity of project, location, design and construction cost, and client reference including phone number. The firm's role in the project should also be described (preliminary design, design construction management, etc., and prime Consultant, subconsultant, etc.). For each project, indicate which proposed team members worked on the project and describe the role/work they performed and their levels of involvement.
 6. SECTION 6 - PROJECT SCHEDULE: The Consultant shall prepare a schedule, showing all major project tasks, milestones, and deliverables required to complete all work.
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IV. PROPOSED CONTRACT FEES

A. Submit one copy of your cost proposal with your uploaded proposal. Proposals that do not provide costs may be considered non-responsive and subject to disqualification. Proposed contract fees shall contain a schedule of the estimated man-hours required and broken down by type of personnel to be used for the proposed services. Breakdowns are to be shown separately for each item listed under "Scope of Work". Overhead factors and other multipliers shall be identified.

1. The consultant shall be responsible for all required resources to include but not limited to computers, surveys, outside consultants, etc.
2. The services described in the scope of work shall be compensated on a time and-expense basis.

V. EVALUATION PROCEDURE

A. The Town will have a selection committee that will evaluate the proposal submitted, and reserves the right to select a firm directly from the written proposals, but may short list a small group of firms for an interview process based upon the proposal evaluations. The award will be made to the most qualified firm whose proposal and interview, if held, are deemed most advantageous to the Town. The Town will be looking for.

B. Firms and personnel with experience on similar wastewater facilities projects with wastewater treatment system processes, design, New facility construction, facility upgrades and retrofits to improve performance, permitting, system analysis, public information, construction management services during construction, start-up, and operations and maintenance to be provided.

1. Joint ventures or associations related to the services requested, as applicable.
 2. Organizational chart with qualifications, experience, and responsibilities of the key project personnel (*i.e.*, Project Manager, Project Engineer, Process Engineer, Construction Manager, and QA/QC team) and sub-consultants/contractors.
 3. Experience and successful project delivery history of the Project Manager responsible for delivery of project scope on similar projects.
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C. Project Approach and Understanding

1. Suggested approach and understanding of the project.
2. Innovative suggestions and identifying challenges
3. Approach to communication with Town Staff and the public to facilitate successful delivery of the project within the proposed schedule.
4. Firm's description of their experience with and knowledge of all jurisdictional regulations that will be applicable to this project.
5. Internal QA/QC process on this project.

D. Capacity and Capability of Firm

1. Ability to meet technical design required by the scope. Please note, an emphasis will be placed on the firm's demonstrated ability to meet schedule and budget requirements.
 2. Proposed schedule to perform the work with sufficient detail to understand the timing of the project deliverables.
 3. Present and projected workloads
 4. Potential to effectively replace key personnel, if necessary.
 5. Management Control Program-Approach, cost control system used to track expenses and labor, method for project status reporting, and schedule control methodology
 6. Past record of performance on contracts for delivery of work relevant to the project scope, including such factors as technical design, constructability, control of costs, quality of work, ability to meet schedules.
- D. Overall Quality of Proposal

VI. SELECTION PROCESS

A. It is anticipated that a contract for the prescribed services will be entered into with the consultant that in the opinion of the Town offers the most favorable combination of qualifications, approach, and pricing. Please note that the selection is a quality-based selection and the lowest cost proposal is not guaranteed to be the selected firm.

B. The Town anticipates recommending to Town Council, the award of this contract on Monday, **March 15, 2021**. The Town reserves the right to reject any and all proposals submitted, to waive any informalities in the proposals submitted, and to award a contract only when it appears to be in the best interest of the Town.

VII. SPECIAL CONDITIONS

A. This RFP does not commit the Town to procure or award a contract for work or to compensate Proposers for proposal preparation expense. All costs to prepare a response to this RFP shall be borne by the proposer

B. All information submitted in response to this RFP shall become the property of the Town, and as such, may be subject to public review as public record.

C. The Town reserves the right to cancel, modify, supplement, add to, delete from or change any part or aspect of this project if it is believed to be in the best interest of the Town.

D. The Town reserves the right to request additional data, information or clarification pertinent to this solicitation after the submittal date, provided that such information is germane to evaluation of the firm's qualifications from any or all members of submitting consultants. However, the Town shall not be required to request missing information from the submittal which may cause them to be considered non-responsive.

E. The Town shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval through the Town.

F. Members of the consultant teams, their agents, lobbyists, attorneys and others shall not contact members of the Town Council, any employee of the Town other than the contact person or any member of the Selection Committee regarding this project or process. Any such contact shall be grounds for automatic disqualification of the consultant team submittal.

G. The Town, at its sole discretion, reserves the right to reject any and all submittals, waive any and all irregularities, and disregard any and all nonconforming or counter submittals.

H. The Town may accept or reject any or all information submitted as part of the RFP.

I. All proposals will be held in confidence until the scheduled agenda for the planned award of the project.

EQUAL EMPLOYMENT OPPORTUNITY

THE TOWN OF JOHNSTOWN IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYEE. THE TOWN ENDEAVORS TO DO BUSINESS WITH FIRMS SHARING THE TOWN'S COMMITMENT TO EQUAL OPPORTUNITY AND WILL NOT DO BUSINESS WITH ANY FIRM THAT DISCRIMINATES ON THE BASIS OF RACE, RELIGION, COLOR, ANCESTRY, AGE, GENDER, SEXUAL ORIENTATION, DISABILITY, MEDICAL CONDITION OR PLACE OF BIRTH.

