

REQUEST FOR PROPOSAL



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

REQUEST FOR PROPOSALS
for
PROFESSIONAL ENGINEERING SERVICES
for
EXPANSION DESIGN
Of the
TOWN OF JOHNSTOWN WATER TREATMENT PLANT
EXPANSION FROM 5 MGD to 10

Issued on: December 30, 2020

Pre-Submittal Meeting: January 14, 2021 8 a.m. with Facility Tour

RFP Submittal/Due Date: February 5, 2021 at 1:00 p.m.

Tentative Town Council Approval: March 15, 2021

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

GENERAL INFORMATION

The Town of Johnstown (herein referred to as the Town) is requesting proposals from qualified consultants for design services for the expansion of the Johnstown Water Treatment Plant from 5-MGD to 10 MGD (the Project) as described herein.

- A. The plant is located at 23205 WCR 13, Johnstown CO. 80534. The water plant was constructed and placed on-line in 1966. The facility which has been operated and maintained by the Town since its inception, was constructed as a mixed media plant with two clarifiers. In 2005, the two clarifiers were taken off line and a Dissolved Air Flotation (DAF) was installed. This pretreatment process will support a 10 MGD plant.
 - 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 at the discretion of the Town.
 - 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. The Town is open to a different delivery method I.e., CMAR/CMGC or Design/Build.
 - 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 at least seven (7) days prior (January 29) 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 and addenda to this Request for Proposal.
 2. Address requests to:
Marco Carani
Director of Public Works
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Town of Johnstown
450 S. Parish Avenue
P.O. Box 609
Johnstown, CO 80534
Email: mcarani@townofjohnstown.com

I. PRE-SUBMITTAL CONFERENCE/MEETING

Due to COVID restrictions, all parties who plan to attend an onsite Pre-Submittal meeting must RSVP contact information and the number of representatives from the firm planning to attend by 1:00 pm January 7,2021 to mcarani@townofjohnstown.com to confirm an onsite meeting. Masks must be worn and temperatures will be taken prior to entry into the facility. Individuals not complying or having a temperature over 100.4 degrees will be asked to leave.

A. An optional pre-submittal conference will be held on January 14, 2021 beginning at 8:00 a.m. at Johnstown Town Hall, 450 S. Parish, Johnstown CO 80534, followed by a site visit at the Water Treatment Plant. At this meeting, Town staff will discuss the scope of work, general contract issues and respond to questions from the attendees. While note 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 (January 29, 2021) before 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

A. Current plant is a Mixed Media Plant constructed in 1966. A plant improvement was constructed in 2005 to install a Dissolved Air Flotation unit for pretreatment. Current plant has 2 mixed media filters rated at 3.1 MGD for a total of 6.2 MGD. The pretreatment process has the capacity of 10 MGD.

Option 1.

The expansion of the existing filter building to house an additional set of filters to achieve a 10 to 12.4 MGD filtration Construction of an adjacent building to house new filters. Filter media must match existing.

Option 2.

Construction of 3 to 4 racks of 3 MGD or greater for 10 to 12.4 MGD treatment of pressurized membranes housed in a separate building constructed similar to a pole barn.

Option 3.

Other viable alternatives that the consultant may want to propose that helps to meet the Town's water demands that can be modular in nature to allow for future expansion of the Water Treatment Plant.

To upgrade the plant from its existing condition to a 10 to 12.4 MGD, the items listed below would also need to be addressed along with other recommendations by the selected design engineer.

- Expand the existing Clearwell to meet needs.
- Construction of building to house Filter media cells or membranes racks.
- Access doors to allow media replacement or for future membrane installation.
- All internal and external plumbing, pumps and electrical which is required to operate the system.
- An HVAC unit for heating and cooling.
- Coordination with the Towns current SCADA contractor for monitoring of the new system.
- Design of additional raw water line from Towns raw water pump station to plant to be able to deliver an additional 5MGD
- Any and all safety devices needed to ensure safety to staff and the public for both operations, maintenance, access, and consumption of the treated water.

III. SUBMITTAL REQUIREMENTS/PROPOSAL FORMAT

- A. Due to COVID restrictions one email sent to mcarani@townofjohnstown.com is due by February 5, 2021 at 1:00 p.m. The email can either be through the Town's WeTransfer document transfer 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 5, 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 12, 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.

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

V. EVALUATION PROCEDURE

- A. The Town of Johnstown will review and evaluate proposals based on the following factors:

- 1. Qualifications of Firm and Personnel
 - a. Firm's and personnel's experience on similar water treatment facilities projects with water treatment system processes, design, 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.
 - b. Joint ventures or associations related to the services requested, as applicable.
 - c. 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.
 - d. Experience and successful project delivery history of the Project Manager responsible for delivery of project scope on similar projects.
 - 2. Project Approach and Understanding
 - a. Suggested approach and understanding of the project.
 - b. Innovative suggestions and identifying challenges
 - c. Approach to communication with Town Staff and the public to facilitate successful delivery of the project within the proposed schedule.
 - d. Firm's description of their experience with and knowledge of all jurisdictional regulations that will be applicable to this project.
 - e. Internal QA/QC process on this project.
 - 3. Capacity and Capability of Firm
 - a. Ability to meet technical design required by the scope. Please note, an emphasis will be placed on the firm's
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demonstrated ability to meet schedule and budget requirements.

- b. Proposed schedule to perform the work with sufficient detail to understand the timing of the project deliverables.
 - c. Present and projected workloads
 - d. Potential to effectively replace key personnel, if necessary.
 - e. Management Control Program-Approach, cost control system used to track expenses and labor, method for project status reporting, and schedule control methodology
 - f. 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.
4. The cost for the work to be performed
- a. Points will be awarded based on the cost for Basic Design Engineering and Bidding Services described in Section I of Attachment A.
5. Overall Quality of Proposal
- a. The organization, structure and quality of the proposal will be factored into the award process
- D. Selection Process:
- 1. Proposals will be evaluated based on the written response to selection criteria listed and the cost proposals provided. After receipt and review of proposals, the Town may elect to conduct interviews for some or all firms.
 - 2. 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.
- E. Award of Contract
- 1. The Town will recommend an award of this project to Town Council to consider and approve. Tentatively, we anticipate this to be awarded 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.
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VI. 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 expenses. 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.

VII. EQUAL EMPLOYMENT OPPORTUNITY

- A. The Town of Johnstown is an equal employment opportunity employer. The City 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.
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