

# **CITY OF WESTMORLAND**

## **REQUEST FOR PROPOSALS**

For

Engineering Design and Construction Engineering Services

For

### **Small Communities Drought Relief Program Phase 9-Funded City of Westmorland Water Distribution Piping Replacement Project**

#### **GENERAL INFORMATION**

The City of Westmorland is requesting proposals from qualified and experienced engineering professionals and firms to provide Engineering Design Services for the above named state-funded project in the City of Westmorland. The services are anticipated to be as needed and as directed by the Interim Director of Development Services.

The purpose of the Request for Proposals (RFP) is to provide the City with the assurance that this City-administered project is designed in substantial compliance with all local, state, and federal provisions (where applicable) required due to the specific funding requirements and project needs. It will be important to maintain a level of high quality Design Engineering and Construction Engineering services through appropriate documentation and workflow methods in the most cost-effective manner possible.

Qualified entities are invited to submit written proposals for consideration in accordance with this request. These services will be conducted under a contract with the City of Westmorland, hereinafter referred to as "City" and the consultant entity is hereinafter referred to as "Consultant".

The contract will be regulated according to the provisions of all Federal, State, and local laws and ordinances that are applicable. This includes compliance with prevailing wage rates and their payment in accordance with California Labor Code, Section 1775, where applicable.

#### **Schedule of RFP Process**

Request for Proposals advertised: July 9, 2023

Proposals due: July 31, 2023

Consultant Selection: August 1, 2023

City Awards Contract: August 2, 2023

Notice to Proceed: August 7, 2023

#### **SCOPE OF WORK**

The Scope of work is to provide the necessary Engineering Design Services to the City for the design of the water distribution piping replacement both for the design phase and for Construction Engineering Services during the construction phase in accordance with all provisions within this RFP. Consultant shall provide a person or persons as needed with appropriate certification/license in the State of California for this specific project which is funded with local and State DWR/SCDR funds.

Design engineering services are to include civil engineering as needed for the preparation of Plans, Specifications, and Estimate for the City's water distribution piping replacement project which is being funded by the Small Communities Drought Relief Program through the Department of Water Resources.

Consultant shall collect such data as needed to prepare a set of plans for construction of the water treatment plant filter replacement listed in the City's approved grant documentation. The data may be collected from visual and in-field survey, other digital imagery/mapping, and from available City/governmental mapping and documentation. In addition to plans, a set of Specifications will be required. The Specifications need to include mandatory governmental sections as well as typical criteria and requirements.

Plans are to be prepared in both paper/hard and electronic format (CAD and PDF) and Specifications are to be prepared in both paper/hard and electronic format (Word and PDF).-- two sets of paper/hard copies of Plans and Specifications and one CD for Plans and one CD for Specifications.

Plans and Specifications shall be sufficiently detailed so as to limit the need for additional information to be provided to the Contractor during construction. Plans may be based on aerial data, digital data, and visual or field surveys. No vertical data will be necessary other than trench depth details and such data in encroachment permit(s) as needed. Specifications shall include Notice Inviting Bids, Bid Proposal, and construction Contract Documents.

Due to the time limitations of the SCDR program, time is of the essence. In order to meet the time constraints, the target date for completion of Plans and Specifications and publication of the Notice Inviting Bids is mid-December, 2023.

Construction engineering services will need to be scheduled according to the estimated amount of time that will be needed for construction. Completion of construction is targeted for no later than November 1, 2024.

It is requested that proposers submit a "not to exceed" fee based on hours worked to perform the services set forth in the scope of work. Provide a breakdown of the costs by task, or staff time or by item by hour. Also, the firm's rate and fee schedule shall be provided. No subcontractors shall be utilized without prior authorization by City.

The Construction Budget amount for the Project is \$888,000. Soft costs \$110,000.

## **RESPONSIBILITIES OF THE CITY**

1. The City will direct the development of the project, provide management oversight, and conduct administrative duties.
2. The City will pay an agreed upon amount normally within 50 days after receipt of each invoice.
3. The City will not provide dedicated workplace facilities, but will provide a conference room for meetings with the RE/PRC, the Consultant, the City, and the contractor.
4. The City reserves the right to perform any portion of the scope of work by other consultants should the City determine it would be in the best interest of the City to do so.

## **PROPOSAL CONTENT AND INFORMATION**

Proposal should be typed, organized and concise.

### **A. General Requirements**

1. Provide a cover letter.
2. State the consultant understands of the work to be performed. Make a commitment to perform the work in the required manner and time frame. Provide a statement that the offer is valid for at least a sixty (60) day period.
3. Provide the name(s) of the primary and/or alternate individuals authorized to respond to this RFP. Include titles, addresses, e-mail if available, and phone number.
4. The Consultant is representing itself as a qualified professional in Design Engineering

and Construction Engineering Services.

The focus of the Proposal should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

#### B. Table of Contents

Include a table of contents with identification of each section and page number.

#### C. Summary of Qualifications and Experience

1. State whether the firm is local, regional, national or international.
2. Identify the owner(s) of the firm, legal status (incorporation, DBE cert., etc.) if applicable.
3. Give the location of the office from which work is anticipated to be done and the number of employees of the company.
4. Identify the qualifications and resumés of all individuals who will be associated with this service. Include professional registrations and affiliations.
5. Summarize specific experience and qualifications for similar and related projects. Provide documentation demonstrating knowledge and experience in working on projects that require adherence to the regulations of Division of Water Resources (DWR) funded projects.
6. Describe services previously performed. List 3 references with contact information.

#### D. Analysis of Effort/Methodology

1. Describe the approach for performing the work and any specific techniques or methodology to be utilized.
2. Indicate what participation, data and products will be requested from the City.
3. Indicate deliverables to be provided and timing of the deliveries.

#### E. Cost and Fees

1. Develop costs and fees for the services requested. A “not to exceed” fee based on anticipated fully burdened hourly rates for the actual Engineering Services for both design and construction engineering, depending on Consultant’s anticipated schedule.
2. Additionally, prepare a lump sum fixed fee breakdown based on anticipated staff and hours.
3. Assume construction services will coincide with the actual construction activity. This is due to an estimated one-year lead time for delivery of an aluminum filter body. Consultant time will depend on anticipated consultant schedule, to be submitted with Consultant’s proposal.
4. Submit itemized hourly fee schedule for additional services beyond the scope of work.
5. The cost and fee information shall be submitted with the RFP in a separate envelope.

### **EVALUATION OF PROPOSALS**

The City will utilize a one-step selection process.

The Evaluation Committee will determine if qualifications are met in the proposals. Once the proposals are reviewed and the qualifications considered, recommendations will then be submitted to the City Council for final selection.

The City reserves the right to select any consultant who is found to be qualified. The City possibly may not correlate Proposals to the ranking of consultant. The City reserves the right to

reject any and all proposals submitted and/or request additional information for clarification.

Submit one (1) original, two (2) copies, and one (1) electronic copy in Portable Document Format (PDF) on CD-ROM of the proposal clearly titled:

**CITY OF WESTMORLAND**  
**REQUEST FOR PROPOSALS AND SEALED BIDS**  
**For**  
**Engineering Design and Construction Engineering Services**  
**For**

**Small Communities Drought Relief/Dept. of Water Resources-Funded  
City of Westmorland WTP Water Filter Replacement Project**

The Proposal should be hand-delivered or received in a sealed envelope no later than 2:00 P.M. on Monday, July 31, 2023, addressed as follows:

Christine Pisch  
City Clerk  
City of Westmorland  
355 S. Center Street  
Westmorland, CA 92281

Clarification desired by a proposer shall be requested in writing with sufficient time to allow for a response prior to the date RFPs are due. Oral explanation or instructions shall not be considered binding on behalf of the City.

Any modifications to this solicitation will be issued by the City as a written addendum.

The City will not consider proposals received after the specified time and date.

Any contract resulting from this RFP will be financed with funds available to the City from local and State DWR/SCDR funds.

This RFP does not commit the City of Westmorland to award a contract or pay any costs associated with the preparation of a Proposal. The City reserves the right to cancel, in part or in its entirety, this solicitation should this be in the best interest of the City to do so.

Questions concerning the proposal should be directed to Joel Hamby, Interim Director of Development Services, with the City of Westmorland at (760) 344-3411 or via email: [joelhamby@roadrunner.com](mailto:joelhamby@roadrunner.com).