

Re: Request for Proposal (RFP), Professional Engineering Services –
Water System Upgrades 2012

Ladies and Gentlemen:

The Department of Utilities has been authorized to seek qualified consultants to provide certain professional services for the above referenced project. The Department of Utilities will select one consultant for individual assignments relative to this RFP. A project description is attached.

Proposals shall include statements of interest, ability to complete the work within the required time, experience, and qualifications. All qualified firms are invited to submit proposals; seven (7) copies are required. The completed proposal shall not contain more than twenty-five (25) pages. Each proposal must be bound; printing on both sides of a sheet counts as two pages, but is acceptable, and if tabs or dividers have text (other than the label), they count as a page.

Specific items to be addressed are listed below:

Section I: Firm Experience Record.

- A. The number of years in private practice and descriptions of areas of general and specific expertise.
- B. A list of similar completed projects, maximum of five (5), providing for each:
 - 1. Location and description.
 - 2. References.
 - 3. Project team involved with specific responsibilities.
- C. A listing of project workload and duration for each of the proposed project team members.

Section II: Proposed Project Team.

- A. A project organization chart, indicating employee assignments and responsibilities.
- B. Resumes for each professional level of employee, including:
 - 1. Project responsibilities.
 - 2. Education.
 - 3. Similar background experience.

- C. A list of secondary consultants, if any, with similar detailed information listed above.
- D. A description of the plan to involve MBE/WBE firms, including previous teaming experience.
- E. Computer Aided Design (CAD) capabilities:
 - 1. Topographic data in Virginia State plane coordinates, NAD 83, units-feet,
 - 2. All drawings must be in the Department of Utilities current version of AutoCAD; currently AutoCAD Release 2009 (.dwg Format).
 - 3. Consultant to provide drawings to the Department of Utilities in both .dwg format and .pdf format at project completion.
 - 4. Consultant to provide a version of drawings in the Department of Utilities current version of ESRI's Arc Map Geodatabase (currently 9.2). The Geodatabase format will be provided to the consultant by the Department of Utilities.

Section III: Project Management Approach.

- A. A detailed narrative statement on your perception of the project requirements and any unique features, which you believe makes you the most qualified firm.
- B. State when your firm can begin services.
- C. A work plan that addresses the ability to furnish design and construction administration services for multiple phases simultaneously.

There will be a non mandatory pre-proposal meeting at Moores Bridges Water Treatment Plant at 10:00am, Thursday February 16, 2012. The address for Moores Bridges is 6040 Waterworks Road, Norfolk VA, 23502. Contact Keri Cahoon at 441-5774 ext. 222 to attend the pre-proposal meeting. In addition, proposers may visit the Department of Utilities, 400 Granby St., Norfolk, VA, 23501, where the existing "Moores Bridges Maintenance Evaluation by WRA" is available for reference.

You are required to respond to this inquiry by 3:00 PM, March 1st, 2012. Individual interviews will be scheduled with those selected qualified firms responding to this Request for Proposal. A panel of departmental personnel will conduct interviews.

Only questions having a significant impact on your proposal should be directed to Mr. Ben Tokarz at 757-664-6735.

You participation in this selection process is appreciated.

Sincerely,

Kenneth R. Turner, P.E.
Engineering Manager, Department of Utilities

Attachments

PROJECT DESCRIPTION

Re: Request for Proposal (RFP), Professional Engineering Services –
Water System Upgrades 2012

ESTIMATED

CONSTRUCTION COST: In excess of \$500,000

SCOPE OF PROJECT: Design and construction management of various projects at water treatment plants, raw water pump stations, and raw water pipelines.

SCOPE OF SERVICES:

1. Analysis Phase: Provide all engineering services necessary to prepare and submit a Preliminary Engineering Report (PER), which shall provide the basis for design for the renovation/replacement of water system related projects. Work includes the assessment of existing facility conditions, investigation and preparation of required permits, flow evaluation of present and future demands, evaluation of site alternatives and acquisition plats required, preliminary design and estimations of construction costs. Selected consultant will be required to interact with the State Water Control Board, Virginia Department of Environmental Quality, Virginia Department of Health, Hampton Roads Sanitation District, VMRC, USACE, and other interested agencies. Part of the Analysis Phase will be the recommendation of the first phase of improvements, as related to overall project construction cost estimates and the City's CIP program.
2. Design Phase: Based on Analysis Phase, provide all engineering services required to perform underground utility location, preliminary design, interaction with outside agencies, property acquisition, final design, preparation of contract documents, assistance in pre-bid and pre-construction meetings, bid review and award recommendations. This phase includes, but is not limited to review and approval from the Virginia Department of Health and the Virginia Department of Environmental Quality and the City's Site Plan Review Committee.
3. Construction Phase: Provide all assistance and technical capacity for shop drawing review and approval, construction inspection on an "as needed" basis, and preparation of "AS-BUILT" drawings from City supplied data. Resident construction inspection services may be requested.

OWNER'S

RESPONSIBILITIES: The City shall provide or perform the following:

1. Access to and reproduction of all pertinent records maintained by the City;
2. General direction with regard to fundamental project objectives;
3. General review of all materials submitted;
4. Submit all completed permit applications and regulatory review packages;
5. Provide detailed construction inspection as appropriate.

PROJECT TIME:

1. Analysis Phase: Complete and submit Preliminary Engineering Report and recommendations approved by the Department of Utilities. Permit applications complete and ready for submission within the same time period. Time to be determined based on the size of the project areas.
2. Design Time: The design times of the first phase of improvements, will be determined as identified at the start of the Analysis Phase. Additional phases may be added, and may be designed at the same time within the design time agreed to.
3. Construction Time: To be determined based upon construction time for projects as determined during the design phase.