

# **Request for Qualifications**



## **Willow Hill Pipeline Rehabilitation Project**

**Engineering Design Services**

**February 2012**

**City of Folsom  
50 Natoma Street  
Folsom, CA 95630**

# **WILLOW HILL PIPELINE REHABILITATION PROJECT**

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## **I. INTRODUCTION**

The City of Folsom (City) is interested in engaging consultants to provide engineering consulting services for the planning and design of the Willow Hill Pipeline Rehabilitation Project. The project includes; planning; evaluation of alternatives, preparing engineering plans and specifications, constructability review, assisting the City with the pre-qualification of construction contractors, developing construction cost estimates, and engineering services during construction.

## **II. BACKGROUND**

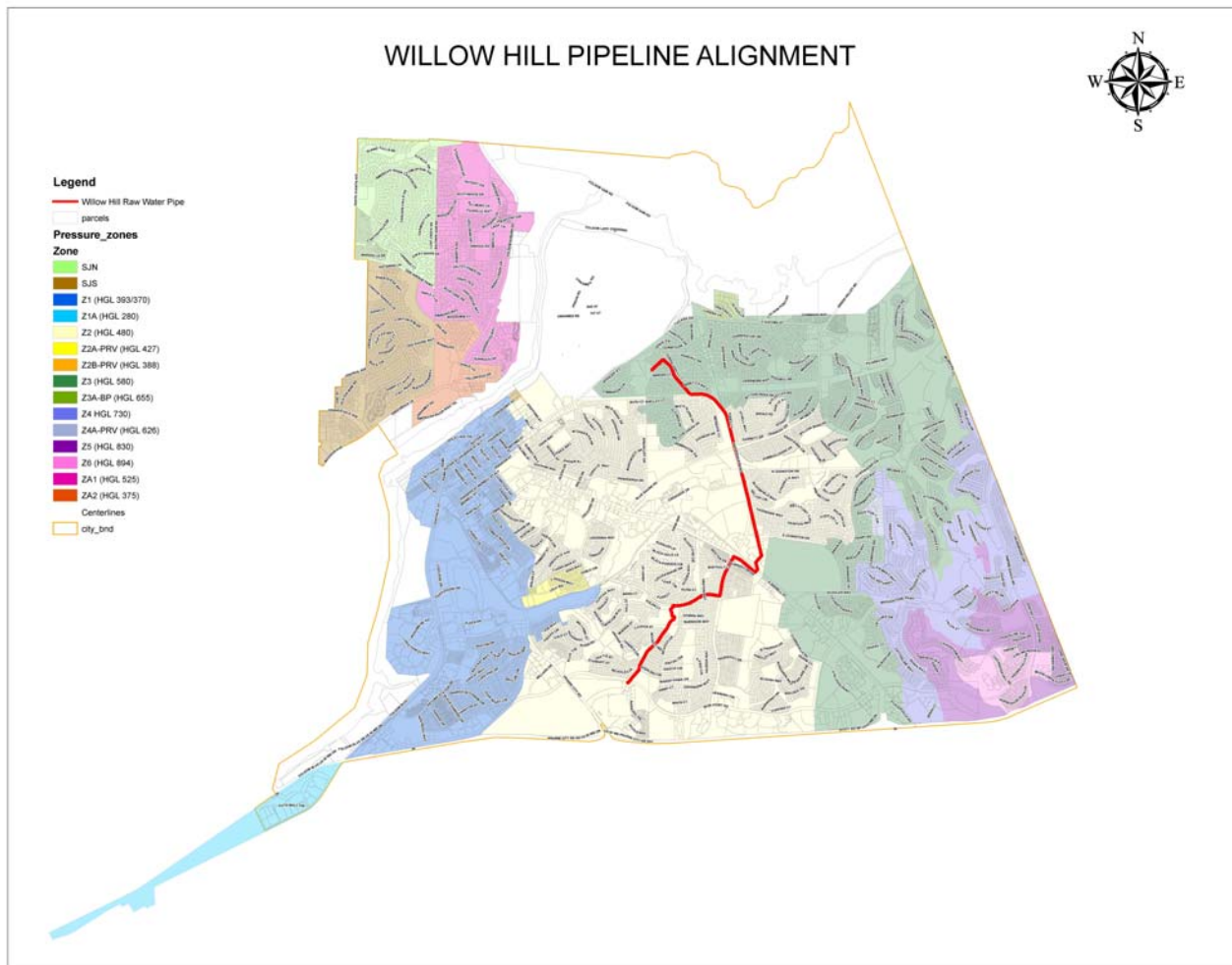
The City of Folsom (City) is located in Sacramento County, approximately 20 miles east of the City of Sacramento. Adjacent to the American River, Folsom Reservoir (Lake), and Lake Natoma, the City has various environmentally sensitive creeks within its boundaries. The City is approximately 20 square miles in area. As of January 2011, the City's population is approximately 64,500 (excluding the Folsom Prison residents). The City expects continued growth, with buildout population expected to reach approximately 111,000 residents.

The City currently supplies treated and untreated water to an array of residential, commercial, institutional, and industrial users for over 20,000 connections. Like many communities in California, the City has been successful to date in meeting the demands of its customers. However, the projected increases in future demands anticipated from build-out conditions, combined uncertain future hydrologic and regulatory conditions, has the City facing potential water supply shortfalls in dry years. In order to improve water use efficiency, the City submitted and was awarded a System Optimization Review Grant. During the first year of the City's System Optimization Review (SOR) Program, the City identified various projects that will minimize losses of water within its transmission and distribution system and reduce water consumption through water efficiency improvements and curtailment of water waste.

Through the analysis portion of the SOR grant, the City has identified that the Willow Hill System needs repairs to this system to allow Folsom to reduce water waste and reduce conveyance costs in the system. The Willow Hill System diverts raw surface water from the Folsom Dam-Water Treatment Plant delivery system and conveys this raw water to the Willow Hill Reservoir to serve the Aerojet industrial needs and maintain water in the Willow Hill Reservoir for community recreation. This pipeline serves 3,000-4,000 acre-feet per year to Aerojet for industrial, non-potable needs. This system has an estimated loss of nearly one-million gallons-per-day during the peak summer period. The existing Willow Hill Pipeline is approximately 21,600 lineal feet and consists mainly of 30-inch reinforced concrete pipe along its alignment.

The City has applied for and received a Proposition 84 Grant through the Department of Water Resources Integrated Regional Water Management (IRWM) Program for IRWM Implementation. The benefits for this program will be to maximize the City's water supplies to improve the water supply reliability, and meet regional water supply needs through potential conjunctive use in the Sacramento Central Groundwater Basin (Central Basin). Folsom seeks to move forward with system efficiency improvement projects within its water

transmission and distribution system. This project focuses on the System Improvements and Water System Upgrades elements of the City's SOR Program. Below is a Figure showing the alignment of the existing Willow Hill Pipeline.



### III. PROJECT DESCRIPTION

The City of Folsom is seeking qualifications for the planning, design, construction contractor pre-qualification, project bidding documents, and construction administration for the Willow Hill Pipeline Rehabilitation Project. In order to eliminate leaks within the existing Willow Hill Pipeline, the City would like to evaluate various pipeline rehabilitation methods that will allow for future potable water use.

The existing pipeline consists of approximately 21,600 lineal feet of 30", 42" and 48" diameter reinforced concrete pipe. There is a potential to relocate approximately 6,000 lineal feet of existing RCP that is currently installed in residential yards and on private property. The consultant shall have qualifications and experience in various pipeline rehabilitation methods, including but not limited to sliplining, cured in place, fold and form, and spiral wound lining. The Consultant shall have completed at least five (5) similar projects totaling more than 20,000 lineal feet within the past ten (10) years.

In order to select the appropriate rehabilitation method for this project, the Consultant shall be able to demonstrate the advantages, disadvantages, constructability, and costs for each rehabilitation method. This should include, but not be limited to the length of continuous rehabilitation for each method, the ability to work around horizontal and vertical curves or bends, any required access pits to complete the pipeline rehabilitation, future connections to host pipe, and meet the hydraulic requirements determined by the City. Therefore, the recommendations will need to accommodate both goals; the elimination of leaks and the future use of this pipeline for potable water use, including but not limited to pressure rating requirements, future connections, hydraulic design criteria, and associated standards.

Currently, the City of Folsom is working to determine the required hydraulic capacity for the proposed rehabilitation project. The analysis should be complete and available to the selected Consultant prior to selecting the preferred pipeline rehabilitation method. The existing alignment, as-built information, and sample consultant contract is included on the City of Folsom's webpage at [http://www.folsom.ca.us/depts/utilities/for\\_consultants.asp](http://www.folsom.ca.us/depts/utilities/for_consultants.asp)

#### **IV. CONTACT**

The primary contact person for this selection process is Marcus Yasutake. His contact information is as follows:

Marcus Yasutake, P.E.  
Associate Engineer  
City of Folsom  
Department of Utilities  
50 Natoma Street  
Folsom, CA 95630  
(916) 351-3528  
E-mail: [myasutake@folsom.ca.us](mailto:myasutake@folsom.ca.us)

#### **V. SCOPE OF WORK**

The intent of the project scope is to provide consulting services for the preparation of Plans Specifications and Estimates (PS&E), construction contractor pre-qualifications, and construction administration for the Willow Hill Pipeline Rehabilitation Project. It is not intended to be a complete or exclusive list of the items needed for the Consultant to successfully complete the Project, but is intended as a guide to the Consultant. Please feel free to add or modify this list as you like to best reflect how you will complete all tasks required to complete this Project.

##### **Task 1. – Pre-Design Technical Memorandum**

1. Evaluate various pipeline rehabilitation alternatives and associated costs
2. Identify alternatives (materials/methods of construction/alignments)
3. Identify preferred alternative
4. Identify advantages and disadvantages of various rehabilitation alternatives

5. Prepare a technical memorandum detailing all alternatives evaluated and the selected alternative
6. Provide a constructability review of the proposed alternatives, including lay down areas, accessibility, equipment, traffic impacts, and impacts to residents
7. Pull and review existing title reports for the existing and proposed alignment

#### Task 2. – Design

1. Prepare the Plans, Specifications and Estimates (PS&E) for the Willow Hill Pipeline Rehabilitation Project
2. Throughout the project the consultant will assist with the Department of Water Resources submittal requirements and project tracking. It is anticipated that six (6) semi-annual progress reports and a project final report will be required to be submitted.
3. Perform surveys necessary for design
4. Prepare all documents for acquisition (if necessary), including easement descriptions and plat map(s)
5. Coordinate plans with all affected existing and proposed utilities
6. Prepare relocation plans as necessary
7. The City will complete the environmental review and provide the documentation to the selected Consultant to include with the project plans and specifications

#### Task 3. – Contractor Pre-Qualification

1. Provide assistance to the City for the pre-qualification of pipeline rehabilitation contractors
2. Provide assistance to the City for pre-qualification questionnaire and review

#### Task 4 – Bid Phase Assistance

1. Upon dissemination of plans for bidding, the consultant will be responsible for coordination of the mandatory pre-construction meeting, answering questions by the contractors, and issuing any addendums to the contract documents.
2. The consultant will be responsible for evaluation of the bids for conformance with bid documents and applicable requirements of the Department of Water Resources. The consultant will prepare the recommendation for contractor selection.

#### Task 5 – Engineering Services during Construction

1. Attend pre-construction meeting
2. Submittal and shop drawing review
3. Review and respond to Contractor's Requests for Information (RFI) and Requests for Clarification (RFC)
4. At the completion of construction, prepare record drawings in AutoCAD and electronic file formats

## **VI. SUBMISSION OF STATEMENT OF QUALIFICATIONS (SOQ)**

**Firms must submit five (5) copies of the SOQs no later than 4:00 p.m. on Friday, March 16, 2012.** If mail delivery is used, the Consultant should mail the proposal early enough to provide for arrival by this deadline. Consultants that choose to use mail or courier service do so at their own risk. The City will not accept any SOQs after the deadline date and time, regardless of the circumstances.

Firm shall submit SOQs to the City Clerk's Office, 2<sup>nd</sup> Floor:

Attention: Marcus Yasutake  
City of Folsom  
Department of Utilities  
50 Natoma Street  
Folsom, CA 95630

Submittals shall be delivered marked:

### **STATEMENT OF QUALIFICATIONS FOR: WILLOW HILL PIPELINE REHABILITATION PROJECT**

Until award of the contract, the City will hold SOQs in confidence and unavailable for public review. Upon award of a contract to the successful team, the City will consider all SOQs as public records. No SOQ will be returned after the date and time set for opening thereof.

## **VII. GENERAL CONDITIONS**

### **A. Limitations**

This request for qualifications (RFQ) does not commit City to award a contract, to pay any costs incurred in the preparation of the contract in response to this request, or to procure or contract for services or supplies. City expressly reserves the right to reject any and all SOQs or to waive any irregularity or information in any SOQ or in the RFQ procedure and to be the sole judge of the responsibility of any proposer and of the suitability of the materials and/or services to be rendered. City reserves the right to withdraw this RFQ at any time without prior notice. Further, City reserves the right to modify the RFQ schedule described above.

### **B. Award**

City may ask RFQ finalists to present oral briefings of their SOQs. All finalists may be required to participate in negotiations and submit such price, technical, or other revisions of their SOQs as may result from negotiations. City also reserves the right to award the contract without discussion, based upon the initial SOQs.

### **C. RFQ Addendum**

Any changes to the RFQ requirements will be made by written addenda by City and shall be considered part of the RFQ. Upon issuance, such addenda shall be incorporated in the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation.

D. Verbal Agreement or Conversation

No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of City shall affect or modify any terms or obligations of the RFQ, or any contract resulting from this RFQ.

E. Pre-contractual Expense

Pre-contractual expenses are expenses incurred by proposers and selected contractor in:

1. Preparing SOQs in response to this RFQ
2. Submitting SOQs to City
3. Negotiations with City on any matter related to SOQs
4. Other expenses incurred by a contractor or proposer prior to the date of award of any agreement

In any event, City shall not be liable for any pre-contractual expenses incurred by any proposer or selected consultant. Consultants shall not include any such expenses as part of the price proposed in response to this RFQ. City shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFQ.

F. Signature

The SOQ will also provide the following information: name, title, address and telephone number of the individual with authority to bind the company and also who may be contacted during the period of SOQ evaluation and be signed by this person.

## **VIII. SOQ CONTENT AND ORGANIZATION**

SOQs should be limited to specific discussion of the elements outlined in this RFQ. The intent of this RFQ is to encourage responses, which allow the City to understand your firm's experience and qualifications for the Willow Hill Pipeline Rehabilitation Project. The intent of the SOQ is for the Consultant to provide enough detail to establish a project understanding and qualifying experience. It is the intent of the City to interview a short list of Consultants from the SOQs; which will allow the Consultants to further expand their field of knowledge and project understanding.

Mandatory Submittal Layout

The organization of the proposal shall follow the general outline below:

- A. Transmittal Letter
- B. Introduction
- C. Project Understanding
- D. Consultant and Subconsultant Staff

E. Consultant Qualifications and References

F. Team Resumes

A. Transmittal Letter

The transmittal letter should include the name, title, address, phone number, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the consulting firm, and who may be contacted during the period of SOQ evaluation.

B. Introduction (up to 2 pages)

The proposer should demonstrate an overview of their firm's adequate experience of the variety of potential types of work that may be performed and an understanding of the role and relationships of your staff in the development of these potential projects.

C. Project Understanding (up to 3 pages)

This section should include a brief statement to show your experience and understanding of the potential projects and potential deliverables, including key issues and experience that your firm has encountered on previous projects that may set your firm apart.

D. Consultant and Sub-consultant Staff (up to 3 pages)

This section should describe the qualifications and experience of each professional who will participate in the project. An overall project manager must be designated, but the City understands that key staff will vary depending upon the services provided. Separate project managers for the various types of work are acceptable. Additionally, provide an organizational chart(s) showing the project manager and project staff. If separate teams/staff are utilized for the different work categories, please include an organizational chart for each Category. If a sub-consultant will be used, the organizational chart should indicate their role.

E. Consultant Qualifications and References (Up to 5 pages)

This section should describe the nature and outcome of projects previously conducted by the consultant related to the work described within the RFQ. Descriptions should include client contact names, address, phone numbers, descriptions of the type of work performed, approximate dates on which the work was completed, and proposed team members who performed the work.

F. Team Resumes

Include a 1 page (maximum) resume for each of the key project team members.

## **IX. SOQ EVALUATION AND SELECTION**

A technical review committee made up of City Staff will evaluate the SOQs. Proposers may be telephoned and asked for further information, if necessary, and may be expected to appear for oral interviews. Previous clients may also be called. The panel will make recommendations to the City Project Manager based on the SOQ, optional oral interview, and reference check. City reserves the right to select a consultant based solely on written SOQs and not convene oral interviews.

Upon receipt of the SOQs, the City will perform the technical evaluation and scoring of each proposal. The criteria to help evaluate the SOQs will include the following considerations:

- A. Recent relevant experience. (30 points)
- B. Understanding of the background and requirements of the potential project and overall implementation. (20 points)
- C. Qualifications and experience of the project management team that will be assigned to the Willow Hill Pipeline Rehabilitation Project. (35 points)
- D. References. (15 points)

The City reserves the right to rank proposals based on other criteria and factors. In the event the City judges multiple SOQ's to be of equal value, interviews may be performed to further assess the proposals.

## **X. PROJECT SCHEDULE**

The City anticipates that the preparation of the PS&E for this Project will take no longer than four (4) months to complete, subject to final negotiation between participating City staff and the Consultant. The following is the current schedule for the Project:

<b>Project Schedule</b>	
Release RFQ	Friday, February 17, 2012
Proposal Submission Date	March 16, 2012 @ 4:00 pm
Select Consultant	April 13, 2012
City Council Award of Contract	May 8, 2012
Notice to Proceed	June 5, 2012
Alternatives Analysis and Technical Memo	July 6, 2012
60% Design Submittal	August 6, 2012
90% Design Submittal / Cost Estimate	August 24, 2012
Final Plans, Specifications, and Estimate	September 14, 2012
Bidding /Engineering Services during Construction	October 2012 – May 2013

The Consultant will develop an overall project schedule, which indicates schedule detail for each task and subtask.

## **XI. CITY OF FOLSOM WEBSITE DOCUMENTS**

- A. Request for Qualification for the Willow Hill Pipeline Rehabilitation Project PDF
- B. Existing Willow Hill pipeline alignment
- C. Existing Willow Hill pipeline as-built/record drawings
- D. Existing Willow Hill pipeline details derived from as-built drawings
- E. Sample consultant agreement

This information is available at [http://www.folsom.ca.us/depts/utilities/for\\_consultants.asp](http://www.folsom.ca.us/depts/utilities/for_consultants.asp)