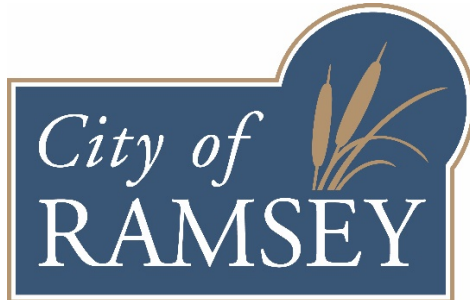


City of Ramsey, Minnesota



REQUEST FOR PROPOSALS

**Professional Engineering Services
Final Design and Construction Administration
Municipal Water Supply Treatment Plant
City Improvement Project #21-09**

May 20, 2021

Deadlines / Schedule

Proposals due: July 7, 2021, by 4:30 PM

Professional Services Contract approval: July 27, 2021

Final Plans and Specifications due: February, 16, 2022

Construction Completion: October 27, 2023

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Introduction

The City of Ramsey proposes to construct a new 10 million gallons per day (MGD) iron and manganese Water Treatment Plant (WTP) near the City's new Public Works Facility following a traditional design-bid-build method.

In 2019 the City selected SEH, Inc. to prepare a Feasibility Study for the purpose of selecting the preferred site, developing the preliminary design for the WTP including the selection of treatment processes, developing floor and site plans, developing building elevations, and preparing preliminary cost estimates. A copy of the final Feasibility Study is enclosed.

The City is now soliciting proposals from qualified consultants to provide professional engineering services to complete the final design, to prepare final plans and specifications, to assist with bidding the plans and specifications, and to administer construction of the proposed WTP, pending future City Council approvals.

Background

The City of Ramsey obtains water for its municipal water supply system from the Tunnel City/Wonewoc (TCW) aquifer, formerly known as the Franconia-Ironton-Galesville (FIG) aquifer. Water is drawn from the TCW aquifer through eight (8) groundwater wells, seven (7) of which are currently utilized to provide potable water. The maximum capacity of the combined municipal wells is 10.9 million gallons per day (MGD). Two additional wells are proposed to be constructed in years 2023 and 2028, which will allow the City to supply water to all municipal water system users to the year 2040 based on projected growth.

The City's groundwater supply wells have historically provided groundwater of good quality and in adequate quantity. However, in 2019 the Minnesota Department of Health informed the City that several of its groundwater wells are producing manganese concentrations exceeding the recommended Secondary Drinking Water Standards. The City does not currently treat its municipal water supply for manganese so as a short-term solution the City immediately started pumping water only from the three wells with the lowest concentrations of manganese to maintain manganese concentrations below the recommended Secondary Drinking Water Standards. Unfortunately, these wells also produce the highest concentrations of iron, which has resulted in increased complaints of rust-colored water and will damage system components over time.

To plan for a long-term solution to reduce manganese and iron concentrations in the municipal water supply system, the City requested proposals from qualified consultants in 2019 to develop a GIS-based water model for the existing water supply system and to prepare a Feasibility Study analyzing the long-term viability of continuing to use the TCW aquifer as the City's sole water supply source, to identify all water treatment goals, to evaluate available treatment options, to select preferred treatment processes, to develop a preliminary layout for a centralized WTP, to select a preferred site for the WTP, to estimate construction and operational costs, to explore external funding sources for construction of the WTP, and to develop a public education and engagement plan. The City selected SEH, Inc. to prepare the final Feasibility Study, which is enclosed.

The City is now soliciting proposals from qualified consultants to provide professional engineering services as outlined within this Request for Proposals (RFP). Questions regarding this RFP shall be directed to Utilities Superintendent John Nelson at 763-433-9861 or jnelson@cityoframsey.com.

Scope of Services

The selected consultant must provide all professional engineering services needed to design and prepare final plans and specifications, administer bids, and administer construction of a new water treatment plant as outlined within the three professional service areas scoped below, and as otherwise noted within the remainder of this RFP.

1. *Prepare Final Plans and Specifications*

- a. Prepare final plans and specifications for the proposed WTP consistent with the findings and recommendations of the approved Feasibility Study, and per additional City Council direction. This task shall include;
 - i. Collecting all required survey data,
 - ii. Obtaining all required geotechnical evaluations,
 - iii. Testing existing utilities to confirm conditions,
 - iv. Estimating final construction and project costs, and
 - v. Estimating operations costs over the anticipated life of the WTP.
- b. Final plans and specifications must provide for connecting the proposed WTP to the existing trunk watermain infrastructure constructed under City Improvement Project #21-08.
- c. Meet with City Staff every two weeks during final design process to address any outstanding issues, to coordinate plan and specification reviews, and to review the project schedule. Virtual meetings will be considered acceptable, except at project kick-off and prior to submittal of 30-percent plans, 60-percent plans, 95-percent plans, and final plans, resulting in a minimum of five (5) in-person meetings, assuming in-person meetings are allowable at the time based on the current health and safety laws.
- d. Apply for and secure all required permits from regulatory agencies.
- e. Present 30-percent plans to City Council to obtain input on accommodations for educational tours, acceptable design aesthetics, and construction materials.
- f. Present final plans and specifications to City Council for approval and authorization to advertise bids.
- g. Final plans and specifications must be ready for bidding by February 16, 2022.

2. *Administer Bid Process*

- a. Prepare and publish advertisements for bids in accordance with applicable State laws pertaining to competitive bids.
- b. Publish and administer advertisements for bids on QuestCDN.
- c. Receive and respond to questions from all plan holders.
- d. Issue required bid addenda.
- e. Open bids.
- f. Check bids for errors and omissions.
- g. Tabulate all bids and provide tabulation to the City.
- h. Provide a letter of recommendation for awarding the bid.

3. *Administer Construction*

- a. Prepare and execute contract documents.
- b. Prepare and issue Notice of Award.
- c. Prepare and issue Notice to Proceed.
- d. Schedule and manage the pre-construction conference, including meeting minutes.
- e. Review shop drawings and other submittals and communicate required revisions in writing in a timely manner.
- f. Provide construction staking.
- g. Revise plans as needed during construction.
- h. Administer and conduct special inspections in accordance with local building codes.
- i. Plan, direct and monitor special inspections to test concrete, steel, welds, etc.
- j. Coordinate and attend weekly construction meetings on-site with appropriate Staff.
- k. Assist with processing partial and final payment applications.
- l. Perform final inspection and develop/manage punch list for required corrective work.
- m. Coordinate plant startup with City staff and document all plant startup operations including chemical feed rates, HVAC operations, dehumidification operations, emergency power operations, SCADA integration and operations, etc.
- n. Schedule training for City Staff for all aspects of the WTP.
- o. Complete as-built survey work.
- p. Prepare and submit record drawings in an approved electronic format within six months of construction completion.

Special Considerations

- I. *Aesthetics/Construction Materials.* The final design shall incorporate aesthetic treatments and construction materials similar to the adjacent Public Works Facility based on input received from the City Council.
- II. *Educational Tour Accommodations.* The final design shall contemplate the construction of additional improvements required to accommodate educational tours of the WTP based on future direction received from the City Council after considering the benefits of providing educational tours versus the associated increase in project costs.
- III. *External Funding Opportunities.* The selected consultant shall provide the City with information and recommendations on applicable external funding opportunities available to help fund construction of the new WTP.

General Requirements

Qualified consultant teams shall submit eight (8) sealed copies of their proposal by **4:30 p.m.** on **Wednesday, July 7, 2021**. Address sealed proposals to Utilities Superintendent John Nelson, 7550 Sunwood Drive NW, Ramsey, MN 55303. Clearly label envelopes “City of Ramsey Water Treatment Plant Proposal”.

Submitted proposals shall conform to the following requirements:

1. Proposals shall not exceed 16 pages in length, excluding exhibits, firm/personnel experience/qualification narratives and personnel resumes, and shall not contain promotional materials not applicable to the project.
2. If proposing to team with other consultants or individuals, the other project team personnel shall be clearly identified, along with their specific role(s) in the project.
3. Proposals shall include the names, titles, experiences and qualifications of all project team personnel assigned to the project.
4. Proposals shall clearly identify proposed hours and hourly billing rates for all project team personnel assigned to the project.
5. Proposals shall include individual lump sum fee proposals for each of the three (3) service areas (prepare final plans and specifications, administer bid process, and administer construction). Compensation shall not exceed proposed fees without prior City Council authorization.
6. If a proposal recommends or requires tasks that fall outside the scope of this RFP, such tasks shall be clearly identified in the proposal with the associated costs.

Other Requirements

1. ***Project Schedule.*** A detailed schedule of required project tasks shall be provided and shall clearly identify all necessary tasks with their respective duration and completion dates.
2. ***Project Personnel.*** The proposal shall clearly identify all project team personnel and shall define their respective backgrounds along with their key responsibilities and descriptions of their roles and duties on the project. It is expected that key personnel assigned to the project will remain available for the duration of the project.
3. ***Relative Experience and Qualifications.*** The proposal shall demonstrate the experience and qualifications of the firm and all assigned project team personnel relative to their past experience with projects of similar scope and magnitude, and any related qualifications.
4. ***Performance.*** The proposal shall clearly demonstrate the ability of the firm and all assigned project team personnel to perform the requested professional services in a timely and cost effective manner.
5. ***Proposed Fees.*** The proposal shall contain three (3) separate lump sum fee proposals for each of the three (3) professional service areas.
6. ***References.*** The proposal shall contain a minimum of three (3) references that may be contacted relative to the projects identified in the experience and performance areas of the proposal.
7. ***Addenda.*** The proposal shall include a statement that all addenda were received and understood, and that all requirements are addressed within the proposal. No addenda will be issued after 12:00 PM on July 2, 2021. Questions received after July 1, 2021, will not be answered, regardless of format.

Proposal Selection Process

The selection committee will consist of four City staff members including the City Administrator, Public Works Superintendent, Utilities Superintendent, and City Engineer. This committee will evaluate all proposals received. Members of the selection committee will independently review, score and rank each proposal using the attached Proposal Ranking Form, which considers the following criteria:

1. Understanding of project and services required.
2. Experience and qualifications of key personnel assigned to project.
3. Experience and qualifications of the firm applicable to project.
4. Performance and references regarding similar work performed.
5. Overall responsiveness to the RFP.

The selection committee will develop a composite ranking, which indicates the committee's collective ranking of proposals. Interviews will be conducted with up to three of the top-ranked consultants on July 20, 2021 between 6:00 and 8:00 PM. Interviews with short-listed consultant teams will be limited to 30 minutes. The selection committee will independently score and rank each consultant team based on interviews, then a composite ranking will be developed indicating the collective ranking of the interviewed consultant teams using the following criteria:

1. Ability to communicate a clear understanding of each service area.
2. Related experience and qualifications of key project personnel.
3. Related experience and qualifications of the firm.
4. Overall interview performance.

The selection committee will provide a recommendation to the City Council to hire one firm to provide the professional services defined in the RFP based on the short-listed consultants responsiveness to the RFP, their composite interview rankings, and their proposed fees.

The City will endeavor to execute a contract with the selected firm. In the event that a mutually agreeable contract cannot be executed with said firm, the City will enter into contract negotiations with the next highest ranked firm, and so on until a mutually agreeable contract can be executed.

Project Schedule

City Council approves advertising Request for Proposals	May 25, 2021
Request for Proposals advertised	May 28 & June 4, 2021
Proposals available/posted on QuestCDN	May 28, 2021
Proposals due to City	July 7, 2021 by 4:30 PM
Interview up to three short-listed firms	July 20, 2021
City Council approves selected firm	July 27, 2021
Issue Notice to Proceed	August 10, 2021
Complete final Plans and Specifications	February 16, 2022
City Council approves Plans/Specifications & authorizes Bids	February 22, 2022
Ads for Bids advertised	February 25 & March 4, 2022
Bids Opened Publicly	March 18, 2022
City Council accepts Bids & awards Contract	March 22, 2022
Issue Notice to Proceed	April 4, 2022
Construction Completion	October 27, 2023

Enclosures

Approved Feasibility Study

Proposal Evaluation Form