

**City of Oak Harbor
City Council Agenda Bill**

Bill No. C/A 6.d
Date: March 3, 2015
Subject: Wastewater Treatment Plant -
Construction Management
Request for Proposals

FROM: Cathy Rosen, Public Works Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Scott Dudley, Mayor
- ⊙ Larry Cort, City Administrator
- ⊙ Doug Merriman, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Authorize staff to solicit proposals from Construction Management companies to support City staff during construction of the new wastewater treatment plant project.

BACKGROUND / SUMMARY INFORMATION

The purpose of this agenda bill is to authorize staff to solicit proposals from Construction Management companies to augment the City's staff during construction of the new wastewater treatment plant.

The City of Oak Harbor is preparing for construction of the new wastewater treatment plant. In order for the City to properly manage the project, additional staff is needed to support our efforts. The attached Request for Proposals (RFP) is intended to solicit proposals from engineering and construction management firms capable of providing the services necessary to properly staff the City's interest in the construction project.

Selection of construction management support services will consist of soliciting proposals from qualified firms registered with the Municipal Research Services and Consulting (MRSC) roster, interviewing the most qualified consultants and negotiating a scope of services.

The expected schedule is as follows:

- March – solicit RFPs
- March 31 through April 3 – review proposals
- April 7 through April 10 – interview applicants
- May 5 – consider award of CM contract

LEGAL AUTHORITY

FISCAL IMPACT

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

This topic was discussed at the January 28, 2015 City Council Workshop.

There have been no previous City Council actions on this item.

ATTACHMENTS

1. [Request for Proposals](#)



Request for Proposals Construction Manager Consultant

Clean Water Facility

**City of Oak Harbor, Public Works Department, Engineering Division
March 3, 2015**

1.0 INTRODUCTION

The City of Oak Harbor, Washington (City) is accepting proposals from qualified Project and Construction Management Consulting firms to:

- To provide highly qualified and experience project and construction management personnel to support and augment City staff in overall management including team leadership, financial tracking, scheduling, quality assurance and other duties.
- Support an integrated delivery model together with the City staff, Carollo Engineers, Hoffman Construction, OAC Services and other vendors to maximize project value to rate payers and others. The project is using the Heavy Civil GC/CM delivery method.
- Assist the City managers in determining the best overall value of self-performed work by the GC/CM (if any) under RCW 39.10 for Heavy Civil projects.

The CITY's overall project team includes Carollo Engineers as the Engineer of Record, Hoffman Construction as the Heavy Civil GC/CM, OAC Services as GC/CM Consultant, as well as specialty consultants for geotechnical engineering, surveying, archeology, materials testing and other disciplines.

Proposal submittal deadline:

March 26, 2015, 4:30 p.m. Pacific Time

Please submit four (4) copies of the RFP to:

**The City of Oak Harbor
865 SE Barrington Drive
Oak Harbor, WA 98277
Attention: Joe Stowell, City Engineer**

Questions may be directed to Joe Stowell, via email to: jstowell@oakharbor.org.

2.0 PROJECT DESCRIPTION

The Oak Harbor Clean Water Facility will replace two aging wastewater treatment facilities with a new plant that meets modern standards for capacity, reliability and performance. The new facility will provide continued reliable wastewater service to the community while protecting and preserving the surrounding environment.

The City's wastewater system currently consists of two facilities: a rotating biological contactor (RBC) facility near Windjammer Park (RBC Plant), and a Lagoon Plant on the U.S. Navy Seaplane Base. Multiple alternatives were evaluated over a 2 year period to identify the best alternative to replace these facilities. The selected alternative consists of a new membrane bioreactor (MBR) treatment facility located in the vicinity of Windjammer Park, near the City's existing RBC plant. The Project will be completed in phases to accommodate existing and future flows and loads. Portions of the existing RBC plant must be kept in service throughout construction. The site is complex for a number of reasons, including: 1) challenging geotechnical conditions; 2) location relative to the 100-year flood plain; 3) adjacency to well-used public spaces; 4) potential for cultural resources to be discovered during construction; and 5) adjacency to existing commercial and other heavy traffic areas.

The treatment capacity of the initial phase of the Project is expected to be 2.7 million gallons per day (mgd). The project will include the following components:

- A new headworks (pumping and primary treatment) facility;
- Secondary treatment using the MBR treatment process;
- Disinfection with ultraviolet (UV) light;
- Solids treatment to Class A quality;
- Electrical service and primary/secondary distribution;
- Outfall structures;
- Odor control;
- Associated non-process facilities (laboratory, administration, maintenance, etc.);
- Additional amenities/features selected by the City to allow the facility to fit within the surrounding environment.

Additional information about the project can be found at <http://www.oakharborcleanwater.org/>.

3.0 PROJECT SCHEDULE

Design

- 60% Design Submittal: May, 2015
- 90% Design Submittal: September, 2015
- Final Design: December, 2015

Construction

- May 2015: Early Sitework and Excavation
- June 2015: Outfall Construction
- Dec 2015 – Dec 2017: Treatment Plant Construction
- Jan 2018 – Jan 2019: Site Restoration and Mitigation Projects

4.0 BUDGET

The final scope of work and associated budget line for construction activities is expected to be finalized in the pre-construction phase of the project. The most current projected project budget is as follows:

Treatment Plant Construction (Site Preparation & Facilities)	\$70,032,930
Outfall Construction	3,255,643
Property Acquisition	5,406,588
Professional Services, GC/CM, Legal, and Administration	<u>16,168,573</u>
Total	<u>\$94,863,734</u>

Potential CM consultants should be aware that the final project budget figures are currently under review and are likely subject to significant variations in the total project cost

5.0 SCOPE OF SERVICES:

The successful CM consultant will provide specific project staff with proven qualifications and experience on similar projects to advise and assist the City in overall project management services in close coordination and cooperation with existing City Staff and current project team members. The City intends to interview and select staff members from the CM's proposed staff.

Services will include:

- Assist the City in coordination and administration of project planning, design, and construction.
- Provide oversight of the permitting and entitlements process responsibilities.
- Assist with financial management including control of costs to maximum value received within available project funding.
- Assist the City and Hoffman in overseeing the Master Project Schedule, including a plan for commissioning, start up, training and turnover.
- Prepare and coordinate preparation of periodic progress and financial information reports required by the City.
- Assist in communication with staff, community, and news media to enhance understanding and support for the project as necessary
- Assist the City in occupancy and warranty planning

6.0 PERSONNEL TO BE PROVIDED:

The successful CM consultant will meet with City staff to finalize expected staffing to be provided by the consultant, roles and responsibilities and integration with City staff. The on-site personnel listed below are expected to be fully dedicated to the project—on site personnel shall have no other client obligations during the course of this project. Contingent personnel listed below shall be used on an as needed basis and may be located at the consultant's office or the project site.

On-Site Personnel:

Resident Engineer (RE). This individual shall demonstrate a successful track record leading the delivery of waste water treatment plants, working collaboratively with designer and contractors, and overseeing smooth hand off to plant operations. The RE will support City staff in the overall leadership of the project, This role is expected to be full time beginning at contract signing through the construction completion, start up and successful commissioning. The RE is expected to live within commuting distance of the project site.

Quality Assurance Manager/Inspector (QA). This individual shall demonstrate a successful track record of overseeing the overall quality delivery on federally funded projects of similar size and complexity. The QA will provide overall coordination and oversight of the quality effort including procuring and scheduling specialty inspectors, coordinating with Hoffman's QC Manager and Carollo's staff. This role is expected to be full time beginning prior to ground breaking and continue through the construction completion, start up and successful commissioning. The Project Manager is expected to live within commuting distance of the project site.

Administrative Specialist. This individual shall support the RE and other consultant and City staff with meeting coordination, document control, public relations and other duties as assigned. The Administrative Specialist is expected to live within commuting distance of the project site.

Contingent Staffing:

Project Controls Specialist. This individual or team of specialist shall provide project document control, project work flow coordination, financial tracking, forecasting and reporting and other tasks. Subject to negotiation, this role may be fulfilled at the consultant's office or the project site.

Cost Estimating Specialist. This individual or team of specialist shall provide cost estimating and cost validation as needed throughout the project. The cost estimator must be familiar with treatment plant facilities. This roll may be fulfilled at the consultant's office.

7.0 SUBMITTAL REQUIREMENTS

Proposers are encouraged to provide a proposal that demonstrates its understanding of the Clean Water Project, its staff qualifications and experience on similar work and its availability to serve. Selection of the consultant will rest heavily on the qualifications, skills and availability of key staff members as well as the compatibility with other project members. An understanding of collaborative project delivery and the GCCM delivery method is critical.

Proposers are encouraged to provide concise information organized for easy review by City staff and consultants.

Section 1. Letter of Interest

Provide a letter interest of the firm in this project.

Section 2. Firm Profile

Provide an overall firm profile outlining the history, primary markets, services, clients, staff size and expertise. Profile your firm's leadership and how they will support the City.

Section 3. Relevant Experience

Provide project or service profiles highlighting similar work. Include the scope of services provided, years construction, staff personnel assigned to the project, and how this is relevant to the Clean Water Project. Highlight experience with GCCM delivery and your role in procurement, negotiations and delivery.

Section 4. Proposed Staff

Provide detailed resumes for all proposed staff including employment history, project experience, and roles on each project, years in the industry and years with your firm. Provide an explanation of your proposed role for each individual. For the On-Site Staff listed above confirm their availability and their ability to be within daily commuting distance to Oak Harbor.

Section 5. Proposed Approach

Describe how you propose to assist the City in organizing the overall management effort, organizing an integrated City/Consultant team for the project. How will you and your staff integrate with the ongoing design and planning efforts to ensure successful delivery? Provide a recommended organizational chart to describe your recommendations.

Section 6. References

Provide at least three client references for each proposed staff member.

7.1 Submittal Delivery

Submittals shall be delivered to:

The City of Oak Harbor
865 SE Barrington Drive

Oak Harbor, WA 98277
Attention: Joe Stowell, City Engineer

In a sealed envelope or box clearly marked as “Request for Proposals, CM Services, Clean Water Facility” by the date and time listed above.

7.2 Late Submittals

Submittals, modifications of submittals, received at the office designated in the solicitation after the exact hour and date specified for receipt will not be accepted.

7.3 Cancellation of Request for Proposals or Postponement of Submittal Due Date and Time

The City reserves the right to cancel this RFP at any time. The City may change the date and time for receiving submittals prior to the date and time established for submittal.

Questions will be encouraged during the pre-submittal conference also.

7.4 Cost of Submittals

Respondents are responsible for all costs of competition.

7.5 Collusion or Improper Contact

Contact with the City staff, Selection Committee members, Carollo Engineers, Hoffman Construction or OAC Services regarding this RFP is or collusion of any kind strictly prohibited. Respondents violating this prohibition will be disqualified from competition.

9.7 Public Disclosure of Submittals

Submittals received by the City in response to this RFP become public records and are subject to Chapter 42.56 RCW, the Public Records Act. The Respondent should clearly identify in its submittal any specific information that it claims to be confidential or proprietary. After a decision to award the contract has been made, the submittals shall be available for inspection and copying by the public. If the City receives a Public Records Act request to view the information so marked in the Respondent's submittal following an award, its sole obligations shall be to notify the Respondent (1) of the request and (2) of the date that such information will be released to the requester unless the Respondent obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the Respondent fails to timely obtain a court order enjoining disclosure, the City will release the requested information on the date specified.

7.6 Non-Closure Obligation

Any data provided by the City either before or after Contract award shall only be used for its intended purpose. Contractors and Subcontractors shall not utilize

nor distribute the City data in any form without the express written approval of the the City.

7.7 Submittal Signature

Each submittal shall include a completed submittal response form, the first page of this document, signed by an authorized representative of the Respondent.

7.8 Addenda

If at any time, the City changes, revises, deletes, clarifies, increases, or otherwise modifies the RFP, the City will issue a written Addendum to the RFP. Proposers must register on the County's website for this RFP to be notified of addendum and new documents on this RFP. It is the Proposer's responsibility to check for addenda and other new documents on-line.

7.9 Questions and Interpretation of the RFP

No oral interpretations of the RFP will be made to any Responder. All questions and any explanations must be requested in writing and directed to the City no later than date specific in Section or as extended per addendum. Oral explanations or instructions are not binding. Any information modifying a solicitation will be furnished to all Responders by addendum. Communications concerning this RFP with other than the listed Buyer or Purchasing staff may cause the Responder to be disqualified.

All questions regarding this procurement must be submitted via email to:

Joe Stowell, P.E.
City Engineer
City of Oak Harbor
jistowell@oakharbor.org

8.0 CONSULTANT SELECTION PROCESS

The City shall review all valid submittals against the submittal requirements listed above and may hold interviews with proposes at the City's sole discretion. The most highly qualified firm(s) will be engaged in negotiations to refine service and fees.

9.0 COMPENSATION AND CONTRACTING

Compensation for services provided is expected to be based on negotiated hourly rates and a not-to-exceed contract. A professional services agreement in a form provided by the City shall be negotiated with the successful proposer. The City reserves the right to negotiate with more than one proposer and select personnel from more than one firm if deemed to be in the City's best interest.