

CITY OF SPRING HILL, TENNESSEE

REQUEST FOR PROPOSALS

FOR

PROFESSIONAL ENGINEERING SERVICES

SANITARY SEWER FLOW MONITORING AND ANALYSIS



May 24, 2010

REQUEST FOR PROPOSAL (RFP) FOR PROFESSIONAL ENGINEERING SERVICES FOR SANITARY SEWER FLOW MONITORING AND ANALYSIS

I. INTRODUCTION

Through this RFP, the City of Spring Hill, Tennessee, Department of Public Works, is soliciting proposals from qualified firms licensed in the State of Tennessee to provide professional engineering services to perform sanitary sewer flow monitoring on the existing sanitary sewer network within the City limits and analyze the data to determine target areas and methods of future study. The City anticipates that at the conclusion of the RFP process, the City will enter into contract negotiations with the selected Proposer under which the Proposer shall provide the services described below on a firm fixed price basis.

A. Definitions

1. "City" means the City of Spring Hill, Tennessee
2. "Proposal" is the response of a person, firm, or corporation proposing to provide the services sought by this RFP.
3. "Proposer" is the person, firm, or corporation that submits a proposal.
4. "Contractor" is the Proposer with which the City enters a contract to provide the services sought by this RFP.

B. Project Background and Description

The City of Spring Hill currently has approximately 125 miles of sanitary sewer lines and approximately 70 miles of the system have been mapped to date. The Waste Water Treatment Plant processes about 2 to 2.5 million gallons per day with a peak capacity of 4 million gallons. During significant rain events the peak flow in the treatment plant reaches capacity. The City recognizes that updates are needed to minimize the amount of infiltration and inflow (I/I) the sanitary system receives during significant rain events to decrease the burden on the overall system and treatment plant. Monitoring and analysis of the system is necessary to identify target areas and methods for improvement to the system.

II. SCOPE OF WORK

The scope of work is to isolate flows from sub-basin areas via flow monitors, collect data from meters, analyze flow metering data and produce a report that includes a prioritization of areas and methods for the City to concentrate future efforts for improvement of the sanitary sewer system. The anticipated scope of work includes the following tasks:

Task 1: Installation of Meters and Rain Gauge

Contractor will be responsible for the installation of ten (10) sanitary sewer flow monitors at various points within the system to assess I/I flows and reaction times in key areas of the system in relation to significant rain events over a specified period of time. The City will provide guidance for the placement of meters; however, the Contractor is ultimately responsible for determining meter locations.

A standard rain gauge with the capability to measure rainfall in 15 minute increments and transmit this data automatically into an existing City computer system, will be installed by the Contractor and utilized for the purposes of this study and will remain with the City after the analysis is complete. The rain gauge proposed by Contractor, must be approved by the City prior to its installation. The City will provide rain gauge data to the Contractor during the course of this work.

Task 2: Maintenance and Monitoring of System

Contractor will be responsible for servicing the meters and rain gauge on a bi-weekly basis, maintaining meter accuracy, and downloading data. The monitoring will take place over a 4 month period. The City will not purchase or maintain meters on behalf of the Contractor.

Task 3: Analyze Data

Contractor's qualified staff personnel will review and analyze all data collected from the monitoring system and rain gauge to better understand how the wet weather flows recorded during rain events impact the City's sanitary sewer system and ultimately the waste water treatment plant. Contractor will identify major areas of concern and estimate wet weather flow contributions from inflow and infiltration for each sub-basin.

Task 4: Report

The Contractor will provide a report to the City summarizing the data and analyses, and provide conclusions and recommendations. The report shall include a prioritization and ranking of areas to further explore the need for improvements along with recommended methods and cost estimates for future SSES (i.e., smoke testing, dye testing, CCTV, etc), and rehabilitation (i.e., cementitious versus epoxy manhole rehabilitation, cured in place pipe (CIPP), etc.).

III. PROPOSAL PROCEDURES

A. Contact Person for Questions

The contact person for questions is: James Vrdoljak
Superintendent of Wastewater Collections
Department of Public Works
199 Town Center Parkway
Spring Hill, Tennessee 37174
Phone: 931.486.1265
Fax: 931-486-1268
jvrdoljak@springhilltn.org

B. Pre-Proposal Conference

Firms that are interested in submitting a proposal are required to attend a pre-proposal conference on June 15, 2010 at 10:00 AM in the Department of Public Works office located at 3893 Mahlon Moore Road, Spring Hill, Tennessee. Attendees should be familiar with this RFP and the City's sanitary sewer map (attached). Questions will be addressed regarding the RFP.

C. Number of Proposals

Firms should submit five (5) copies of their proposal. The proposal should contain a cover letter, signed by a principal in the firm, indicating his or her title, stating that he or she has authority to submit the proposal on behalf of the firm. The cover letter should contain the following two statements:

- (1) The undersigned has the authority to submit this proposal on behalf of _____ in response to the Request for Proposals, dated _____ of the City of Spring Hill.
- (2) This proposal is not an offer, and the Proposer retains the right to refuse to enter into a contract with the City for this project.

D. Addenda and Explanations

Explanations desired by a Proposer shall be requested of the City in writing, and if explanations are necessary, a reply shall be made in the form of an Addendum, a copy of which will be forwarded to each Proposer. Every request for such explanation shall be in writing (email) addressed to April Goad, Recorder at agoad@springhilltn.org. Any verbal statements regarding same by any person prior to the award shall be considered not authoritative and not binding.

Addenda issued to Proposers prior to date of receipt of Proposals shall become a part of the Contract Documents, and all Proposals shall include the work described in the Addenda.

No inquiry received within seven (7) days of the date fixed for the submission of Proposals will be given consideration.

Any and all such interpretations and any supplemental instructions will be in the form of written Addenda, which, if issued, shall be emailed to all prospective Proposers, not later than five (5) days prior to the date fixed for the submission of Proposals.

E. Deadline for Proposals

Sealed Proposals will be received by the City of Spring Hill, Tennessee, for Sanitary Sewer Flow Monitoring and Analysis at City Hall, 199 Town Center Parkway, Spring Hill, Tennessee 37174, on or before June 29, 2010 at 2:00pm. The envelope containing the proposal must be sealed and plainly marked "Proposal for Sanitary Sewer Flow Monitoring and Analysis. Attention: Ms. April Goad, City Recorder".

The City reserves the right to reject consideration of proposals received after the above specified time and date.

F. Proposal Evaluation and Selection

Proposals will be evaluated and selected according to Section V: "Selection Process." The selected firm and the City will negotiate a contract and submit the agreement for Board of Mayor and Aldermen approval within thirty (30) days after notification of the committee's recommendation. If a contract is not negotiated within this thirty (30) day period, the City reserves the right to terminate all negotiations and select one of the other finalists or issue a new RFP.

G. Discretion of the City

The City of Spring Hill reserves the right to reject any or all proposals. NOTWITHSTANDING anything to the contrary in this document or in any addendums to this document, unless the provision refers specifically to this provision, the City reserves the right

- (i) to negotiate changes of any nature with any firm proposing to do the work with respect to any term, condition, or provision in this document and/or in any proposals, whether or not something is stated to be mandatory and whether or not it is said that a proposal will be rejected if certain information or documentation is not submitted with it, and
- (ii) to enter into an agreement for the work with one or more firms that do not submit proposals. For example, all deadlines are for the administrative convenience or needs of the City and may be waived by the City in its discretion.

IV. PROPOSAL FORMAT

The proposal should provide the following information and be in the format listed below.

A. Project Approach/Project Plan

Utilizing information gathered from the RFP and Pre-proposal conference, the project plan should include a statement of understanding regarding the scope of work (Item II, above) and any assumptions made. The proposed plan should effectively describe the approach to this project including specific tasks along with the descriptions of the activities required and a list of deliverables for each task, if any. The overall price should be included and any breakdowns for individual tasks, if appropriate.

B. Firm Qualifications and References

This should include the firm's experience in similar projects and should include references and contact information. This section should also include any sub-contractors that will be utilized along with their qualifications.

C. Project Team

List and state the qualifications of the individuals who will have responsibility for this project, including subcontractors.

D. Project Schedule, Completion Date and Cost

The proposal should include an anticipated schedule for the work, proposed completion date and total cost.

V. EVALUATION CRITERIA

A. Point System

Proposals submitted in response to this request will be evaluated by a review committee. Each respondent will be judged on the following:

- General Proposal and Project Plan (25 points)
- Firm Qualifications and Project Team (25 points)
- Past record of performance on similar projects, including control of costs, quality of work and ability to meet schedules (25 points)
- Pricing (25 points)

The Evaluation Criteria are intended to be used to make a recommendation to the entity or person who will award the contract, but who is not bound to use these criteria or to award to a firm on the basis of the recommendation. Further,

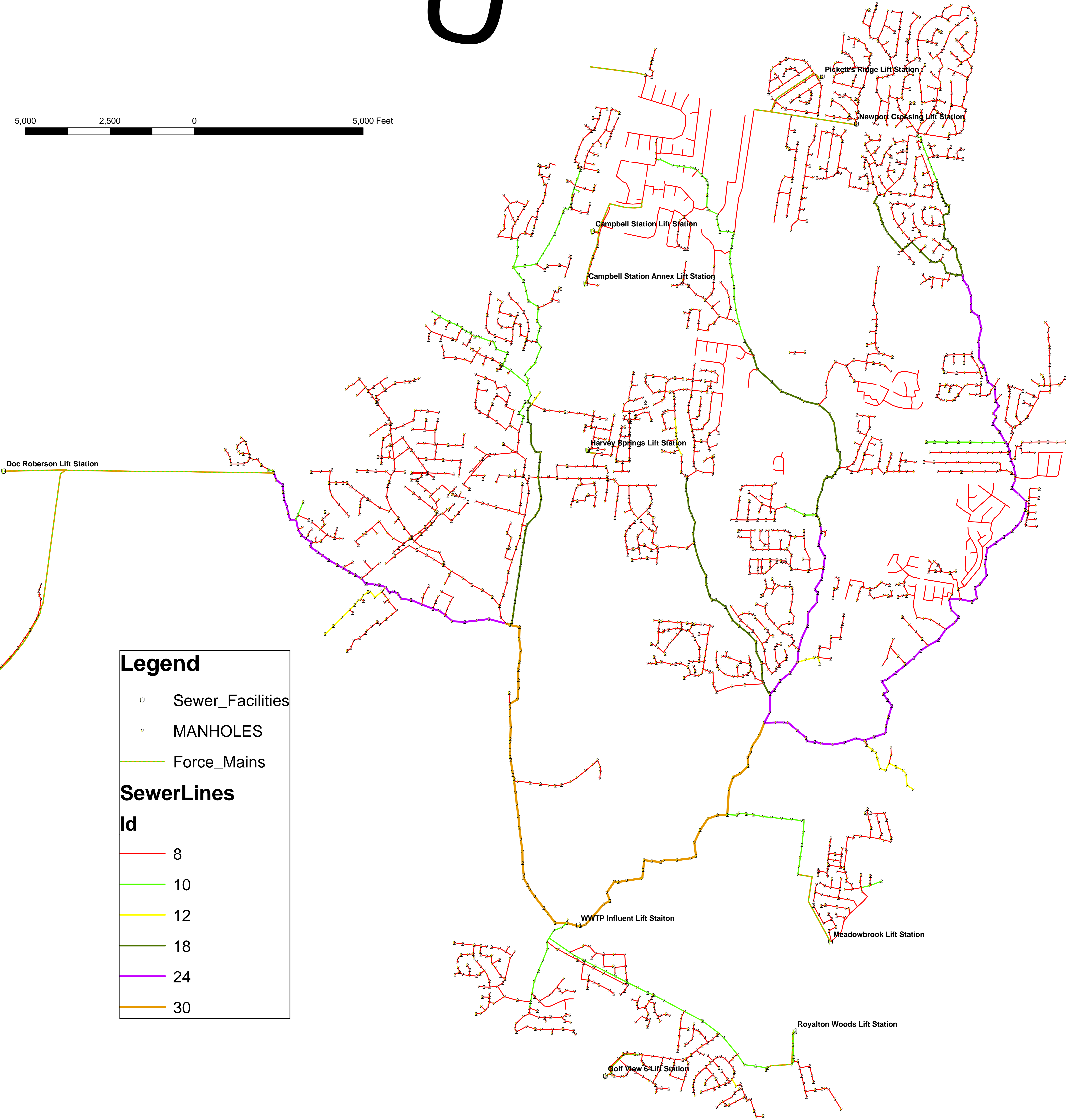
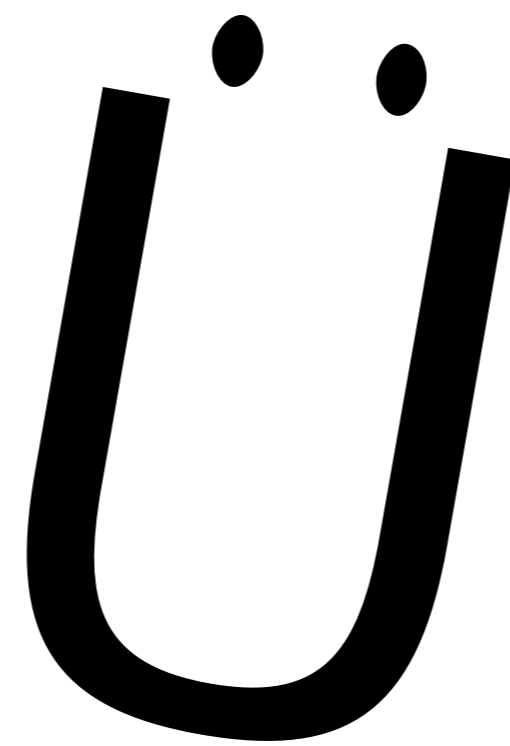
the City reserves the right to vary from this procedure as it determines to be in the City's interest.

B. Disqualification of Bidders

Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a Proposer and the rejection of the Proposal:

- (i.) Evidence of collusion among Proposers.
- (ii.) Lack of competency as revealed by experience or reference contacts, as submitted, or other factors.
- (iii.) Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted.
- (iv.) Default on a previous municipal contract for failure to perform

Spring Hill Waste Water Collection System



Legend

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- MANHOLES
- Force_Mains

SewerLines

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- 8
- 10
- 12
- 18
- 24
- 30

