



REQUEST FOR PROPOSAL

MURRAY DRIVE AND WHITTAMORE ROAD WATER MAIN EXTENSION

ADDENDUM NO. 1

ISSUE DATE: August 21, 2008 RFP No. 9023

TITLE: Murray Drive and Whittamore Road Water Main Extension

ISSUED BY: City of Chesapeake
Purchasing Division
306 Cedar Road, 5th Floor
Chesapeake, Virginia 23322

DEPARTMENT: Public Utilities

THE ABOVE REFERENCED RFP IS HEREBY CHANGED TO READ:

1. Delete in its entirety Sections I through V, on pages 3 through 6, and substitute the following:

I. Background:

The purpose of this project is to provide potable water to the existing residences and businesses along Centerville Turnpike from Etheridge Manor Boulevard to the existing City water main on Fentress Road, Whittamore Road from Centerville Turnpike to Murray Drive and Murray Drive from Centerville Turnpike to Whittamore Road.

II Scope of Services:

The City of Chesapeake requires the services of an engineering firm to design water system improvements at these various locations. The successful engineering firm must investigate all feasible alternatives to provide potable water to these areas.

This project must proceed in a timely fashion; therefore, the successful firm must have adequate resources to proceed with the selected alternative as quickly as possible and to not impede the completion of this project. Due to the size of the project, the design must optimize design and construction schedules. If extension of City water mains is the selected alternative, the water main along Centerville Turnpike must commence first. The goal is to have potable water supply provided to all residences and businesses as quickly as practical.

All designs are to be in accordance with all applicable City, State and Federal laws, rules and regulations. For each of these projects, the specific tasks to be performed include:

1. Investigate all feasible alternatives to provide potable water to these areas. Examples include, but are not limited to, extension of City water mains; new individual wells; point-of-use (POU) devices; a centralized community well system; or some combination of the alternatives.
2. Analyze each alternative to identify the pros and cons of each; provide a cost/benefit analysis; and submit appropriate documentation for each analysis.
3. Facilitate two (2) or more public meetings to discuss the alternatives and/or conduct surveys to solicit input.

4. Conduct field surveys of street rights-of-way and adjacent properties. Information gathered shall include horizontal and vertical data showing the location of all existing overhead and underground utilities (including, but not limited to water, sewer, storm drainage, gas, telephone, cable, TV, electric) and appurtenances, pavement, rights-of-way and property lines, easements, fences, structures, trees, and other physical or recorded data necessary for the proper design and construction of the facilities.
5. Conduct soil borings or utility locating services as necessary along the routing of the proposed water lines to provide additional information necessary to design the facilities to address corrosiveness of the soil, bedding requirements, select backfill material, conflicts with existing utilities, etc.
6. System hydraulic calculations for both Murray Drive and Whittamore Road shall be included in the project scope to identify the water main sizing and exact extent of system improvements.
7. Based on the information collected, design the water lines and appurtenances in accordance with the Chesapeake Public Facilities Manual, accepted design practice, and as noted above. Plans shall be prepared at a scale sufficient to depict the work required for construction. In no case shall the scale be smaller than 1 inch = 40 feet (horizontal), and 1 inch = 4 feet (vertical). Plans shall be prepared on 24" x 36" sheets. A cover sheet, traffic control plan, and necessary detail sheets shall be included.
8. Prepare complete contract documents. Material and work specifications shall be developed to complement the final construction plans. The consultant shall provide such changes and supplementary provisions as necessary to adapt the City's contract document format, including General Conditions, Special Conditions, Technical Specifications, etc., to this project.
9. Obtain all necessary approvals and permits from the appropriate Local, State and Federal agencies (i.e. Public Works, Planning, Virginia Department of Health, etc.).
10. Prepare detailed estimates of the quantities and types of materials needed and their estimated costs. Cost estimates shall be submitted with the 35% and 100% review submittals.
11. Perform all coordination for any necessary utility relocations between the affected utility and this project. This shall also include any work required under the Overhead High Voltage Line Safety Act.
12. Prepare easement and/or land acquisition plats, if necessary. All plats shall be field-verified prior to submittal to the City. Plats to be submitted are to be approved within two (2) months of the Notice to Proceed.
13. Submit to the City four (4) copies of the plans and contract documents for review. These reviews shall be at the thirty-five and ninety percent (35% and 90%) stages of the project. Consultant shall incorporate any mutually agreed upon modifications from these reviews. Final construction plans (100%) shall be provided once all comments have been addressed to the City's satisfaction.
14. For each project, thirty-five (35) numbered copies of the complete set of contract documents (plans and specifications) are to be provided to the City for distribution to Bidders. Additional copies as necessary shall be provided for distribution to Plan Rooms and review agencies.
15. Provide all engineering services necessary to place the work under contract through the competitive bidding process. This includes advertising for bids, pre-bid meeting, work interpretation, any addenda, bid opening, bid analysis and recommendations.
16. Plans and specifications for the Centerville Turnpike water main are to be complete in "ready to bid" form no more than four (4) months from Notice to Proceed; for Murray Drive and Whittamore Road water mains, six (6) months from Notice to Proceed.
17. Provide contract administration and inspection during the construction of these projects. The Department of Public Utilities retains the option to provide this service with in-house staff. The scope of this activity shall include:
 - a. Inspection of the work for compliance with the plans and specifications;
 - b. Resolution of questions and problems that occur during construction;
 - c. Review and approval of shop drawings;
 - d. Review of monthly payment requests with recommendations;

- e. Conducting progress meetings;
- f. Negotiate and prepare change orders on the City's behalf;
- g. Conducting warranty inspections; and
- h. Preparation of construction record drawings based on information provided by the Contractor and verified by the Inspector in accordance with the Chesapeake Public Facilities Manual. Record drawings are to be provided to the City in AutoCAD 2004 format on CD-ROM, on two (2) sets of three (3) mil minimum Mylar and three (3) sets of prints.

18. Establish two (2) horizontal and two (2) vertical benchmarks for Contractor's use during construction.

ALL PLANS, SPECIFICATIONS AND SUPPORTING DOCUMENTS SHALL BECOME THE PROPERTY OF THE CITY OF CHESAPEAKE, AND SHALL BE TURNED OVER TO THE CITY AT THE END OF THE PROJECT.

III. Proposal Format:

The following information must be contained in the proposal:

1. Is the firm interested in performing the services; does their workload permit commencement within the required time period?
2. Names, qualifications, and business address of firm members who are proposed to perform services on this project, including manpower utilization information;
3. Names and qualifications of other or secondary consultants, if any, which would be utilized on this project and the scope of their involvement;
4. List of similar projects of this type that the key project personnel have designed and built, with cost, location, contract persons and telephone numbers noted, and whether the project was completed on time and within budget. Emphasis should be placed on those projects, which were worked on by the key personnel as a team. Current GSA Forms 254 and 255 shall also be submitted with proposal.
5. Design schedule with number of days required to accomplish each task identified, including review by City and regulatory agencies; potential strategies to allow the City to expedite this project;
6. The proposed method of determining a fee for the professional services. However, the total amount of fee to be charged for this project is not required at this time;
7. Explain how the firm shall provide the engineering design services addressing the efficient utilization of personnel, time, meetings and reports. Specify how often project update meetings shall be scheduled with the City, and when completed project construction plans, specifications, contract documents and plats (if necessary) shall be submitted to the City;
8. Explain the firm's approach to contract administration and inspection with respect to interaction with the design team, utilization of personnel and time, and anticipated construction problems;
9. Identify the project manager (that person who shall work with the City on a day-to-day basis), and the project staff (including surveyors, designers, contract administrators and inspectors) giving their qualifications, experience and geographic location;
10. Identify the project manager's immediate supervisor, if any; also include respective qualifications, experience and geographic location;
11. Identify the firm's strategy for designing the project, any problems that they expect to encounter and proposed method of resolution. All solutions proposed shall be non-proprietary.
12. Identify the firm's process for review of the design for feasibility of construction.

The proposal shall be no longer than twenty (20) pages (one-sided), including any graphics, dividers, tables, but excluding the GSA Forms 254 and 255. The minimum font size shall be 10 point. Six (6) copies shall be provided to the City of Chesapeake.

IV. Selection Process:

The selection of an engineering firm shall be conducted in accordance with the City of Chesapeake's Policy pertaining to Procurement of Professional Services, and in accordance with Chesapeake City Code Section 54-67, entitled "Competitive Negotiation" and any other applicable sections of Chesapeake City Code Chapter 54 entitled "Public Procurement."

V. Evaluation of Proposals

The Selection Committee will review the proposals and develop a shortlist of firms to interview. During the review of the proposals, the City will focus on the following factors to develop the shortlist:

1. Completeness of the proposal; All questions are answered and issues addressed properly and accurately; (10%)
2. Qualifications, competence and depth of personnel, including work as a team; (35%)
3. Engineer's design strategy to minimize the period from start of design to completion of construction; anticipated problems and proposed solutions; (35%)
4. Any other pertinent criteria as determined by the City; (20%)

Evaluation of Short-listed Firms

In evaluating and ranking the short-listed firms for award of this project contract, the City shall focus on the following factors:

1. Specialized experience of the assigned personnel in the work required; (15%)
2. Record of the firm and assigned personnel in accomplishing work on other projects within the required time and estimate; (10%)
3. Is presentation appropriate for project; all questions answered and issues addressed properly and accurately? (10%)
4. Quality of work previously performed by the firm for the City. (Work reviewed by the City for others may also be used); (10%)
5. Evidence of any attempt to evade responsibility for evident design failures; (5%)
6. Qualifications, competence, and depth of personnel; (15%)
7. Availability of personnel to perform the work within a limited period of time following request for such work; (5%)
8. Engineer's design strategy to minimize the period from start of design to completion of construction; anticipated problems and proposed solutions; (15%)
9. Any other pertinent criteria as determined by the City; (15%)

After ranking the firms, the recommendation of award shall be finalized through competitive negotiation, starting with firm ranked as number one and move to the next ranked firm, if successful negotiations cannot be completed.

The City reserves the right to cancel this request for proposal or reject, in whole or in part, any or all proposals if it is determined to be in the best interest of the City to do so."

2. The following list of questions were received, and the responses are provided:
 - a. Question: Is Keith Slicer the City's Project Manager for this project?
Response: The project manager has not been determined at present.

- b. Question: Will the City furnish the approximate lengths of the new mains?
Response: Approximately 22,000 linear feet of total pipe. The intent of the project is to provide a pipeline generally along Centerville Trunk from Etheridge Manor Blvd. to Fentress road, looping from Centerville Turnpike along Whittamore road to Murray Drive, and looping from Centerville Turnpike along Murray Drive to Whittamore.
- c. Question: Will the City furnish associated GIS drawings to the prospective offerors? If so, how and when?
Response: Offerors may purchase copies of GIS maps through the Utility Engineer; Final Selectee consultant will be given copies free.
- d. Question: Relative to Section II, Item 13 on page 4 of the RFP, does the City require two separate sets of construction contract documents?
Response: The City will be looking to the selected consultant for the most effective manner to construct the project in the shortest period possible.
- e. Question: Relative to Section II, Item 13 on page 4 of the RFP, will the City commit to a maximum amount of time for its' reviews?
Response: Prospective offerors should identify any qualifying assumptions made in their proposals regarding the schedule.

ALL OTHER TERMS, CONDITIONS AND SPECIFICATIONS REMAIN UNCHANGED.

ALL INQUIRIES FOR INFORMATION SHOULD BE DIRECTED TO MICHAEL THOMAS, PROCUREMENT SPECIALIST II, PHONE: (757) 382-6359, FAX: (757) 382-6900.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal must be signed.

NAME AND ADDRESS OF FIRM:

_____	Date: _____
_____	By: _____
_____	(Signature In Ink)
_____	Name: _____
_____	(Please Print)
_____ Zip Code: _____	Title: _____

