

CITY OF SHELTON, WASHINGTON

Department of Public Works

Request for Proposals

Wastewater Treatment Plant Outfall—Sediment Sampling

November 2009

The City of Shelton, Washington is accepting proposals from qualified engineering consulting firms to develop a plan and conduct Wastewater Treatment Plant Outfall—Sediment Sampling. These services are intended to complement and augment capabilities that are otherwise unavailable to the City.

The following subjects are discussed in this Request for Proposals to assist proposal preparation.

- I. Background
- II. Scope of Services
- III. Required Insurance
- IV. Proposal Format and Content
- V. Evaluation Criteria and Selection Process
- VI. Submittal

I. Background:

In order to provide timely and efficient construction of City of Shelton projects, city staff needs to be periodically augmented. The City needs specialized expertise in plan development and analysis of sediment sampling, as described below in Section II, Scope of Work, not to exceed **\$20,000**.

II. Scope of Work:

Consultant shall provide a sediment sampling and analysis plan for state agency review and approval, and conduct the approved sediment sampling to meet requirements for Washington Departments of Ecology and Natural Resources. This contract is expected to encompass the period between January 2010 through August 2010, and shall include federal aid projects.

The services required by City may include, but are not limited to:

- Prepare a Sediment Sampling and Analysis Plan to characterize sediment quality in the vicinity of the Shelton Wastewater Treatment Plant outfall with guidance from the Sediment Source Control Standards User Manual, Appendix B: Sediment Sampling and Analysis Plan (Ecology, 2003, Publication Number 03-09-043)
- Consult with both Washington Departments of Ecology and Natural Resources to address expectations that will lead to a successful state agencies review and final approval.
- Provide the City assistance in responding and incorporating comments received from Departments of Ecology and Natural Resources to achieve approval by both agencies.
- Conduct sediment sampling as defined in the Plan and produce a Sediment Data Report including electronic copies of the sediment chemical and biological data formatted according to data submittal requirements.

III. Required Insurance:

1. Worker's Compensation insurance in accordance with the statutory coverages required by the State of Washington and Employers Liability insurance with limits not less than \$1,000,000 and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work, including but not limited to Voluntary Compensation, Federal Longshoremen and Harbor Workers Act, Maritime and the Outer Continental Shelf's Land Act.
2. Commercial General Liability with limits not less than \$1,000,000 per Occurrence and \$2,000,000 Aggregate for Bodily Injury and Property Damage, including coverage for Premises and Operations Liability, Products and Completed Operations Liability, Contractual Liability, Broad Form Property Damage Liability and Personal Injury Liability.
3. Commercial Automobile Liability on all owned, non-owned, hired and rented vehicles with limits of liability of not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per each accident or loss.
4. Umbrella/Excess Liability insurance coverage of not less than \$1,000,000 per occurrence and annual aggregate providing coverage in excess of General Liability, Auto Liability, and Employers Liability.
5. Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate, subject to a maximum deductible \$10,000 per claim. The City of Shelton has the right to negotiate increase of deductibles subject to acceptable financial information of the policyholder.

Each policy of insurance required by this section shall provide for no less than 30-days advance notice to the City of Shelton prior to cancellation.

In addition, the City, its officers, employees, and volunteers shall be named as "Additional Insureds" by all contractors and subcontractors and a "Waiver of Subrogation" shall be included in favor of the City.

The insurance shall be placed with insurers with a Best's rating of at least VII. Certificates of insurance, including all of these requirements, are required prior to signature of the contract.

IV. Proposal Format and Content:

In submitting a proposal, each consultant acknowledges that the City shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any proposer in anticipation of Commission action approving or disapproving any proposed agreement. The City may accept or reject any proposal or proposed agreement without limitation. Nothing in the Request for Proposal or in subsequent negotiations creates any vested rights in any person.

Proposals, which do not address the items listed in this section, will be considered incomplete and will be deemed non-responsive by the City.

A. Letter of Transmittal

B. Narrative

1. Brief resumes of the "Principal-in Charge" and the key technical personnel to be assigned to this project. Discuss the experience of these persons and relate that experience to this project. Include what portion of this contract would be assigned to each person (maximum 3 pages total).

2. A description of the services, including unit prices that your firm can provide. Discuss your resources and ability to meet the time constraints of the proposed work (maximum 3 pages).

C. References

Provide names and telephone numbers of at least three references willing to attest to your firm's ability to complete this project on time and within budget.

D. Confirmation of Business Organization

On the last page of the proposal, the proposer shall identify the business organization under which it operates (form provided in RFP). Partnerships and joint ventures will list each member's name, address, business license, tax ID, telephone and fax numbers on a separate sheet of paper attached to the proposal.

V. Evaluation Criteria and Selection Process

The basis of award will be to the respondent receiving the most points based on the following criteria:

- 1) Qualifications of the consultant and firm. (MAXIMUM 25 POINTS AVAILABLE)
- 2) Capability of performing required plan development, sampling/testing and meeting required timelines. (MAXIMUM 40 POINTS AVAILABLE)
- 3) Demonstrated understanding of the project and all major issues. (MAXIMUM 20 POINTS AVAILABLE)
- 4) References. (MAXIMUM 15 POINTS AVAILABLE)

The City of Shelton hereby notifies that it will affirmatively insure that in any agreement entered into pursuant to this invitation, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, religion, or national origin in consideration for an award.

The City of Shelton is an Equal Opportunity Employer and does not discriminate against any person, firm partnership, or organization as it pertains to race, color, religion, sex, age, national origin, marital status, sexual orientation, medical condition, physical handicap or disability. Any person, firm, partnership, or organization contracting with or doing business with the City shall be in conformity with the City's policy on non-discrimination.

VI. Submittal

Three (3) copies of the proposals are due to the City of Shelton, Washington, Department of Public Works Office prior to 4:00 p.m. on Tuesday, December 1, 2009. Proposals may be hand-delivered, mailed, delivered by courier or facsimile. Confidentiality of proposals received in an unsealed manner, such as facsimile cannot be assured.

Submittal Address: City of Shelton
525 West Cota Street
Attention: Doni Kotas-Turner
(360) 432-5104
(360) 426-7746 fax

All proposals should be clearly marked on the outside of the envelope: **“Wastewater Treatment Plant Outfall—Sediment Sampling.”** It is highly preferred that proposals are submitted on 100% post consumer content recycled paper.

All copies should be duplex printed, and not use plastic or non-recyclable covers or bindings. The City may consider proposals that do not address the items listed in this section as non-responsive.

Inquiries regarding the RFP can be directed to Dennis McDonald, Regional Project Manager, at the address and phone number noted above, or by email at dennis@ci.shelton.wa.us.

Before receiving an award, the successful proposer will be required to provide the City of Shelton copies of their current State of Washington and City of Shelton business licenses and Certificates of Insurance.

A committee of individuals to be selected by the City of Shelton, Public Works Department, will perform evaluation of the proposals. The proposals will be scored and ranked based on the selection committee's evaluation. In the event of close scoring, a shortlist interview may be performed. The firm with the highest cumulative score will be invited to enter into contract negotiations. If an agreement cannot be reached, the second highest proposer may be contacted for negotiations. The City reserves the right to award the contract to the highest ranked firm without further discussions. The City reserves the right to reject all proposals received.

PROPOSAL

CITY OF SHELTON, WASHINGTON
Wastewater Treatment Plant—Sediment Sampling

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Identification of Business Organization:

The proposer, by checking the applicable box, represents that it operates as:

- a corporation incorporated under the laws of the State of Washington
- an individual doing business as _____
- a partnership (identify all partners on a separate page, attached)
- a joint venture (identify all joint ventures on a separate page, attached)
- other (please specify)_____

Proposer or Company Name

City of Shelton Business License #

Address of Proposer

Tax ID #

Telephone Number

Signature

Facsimile Number

Signature Name and Title (print)