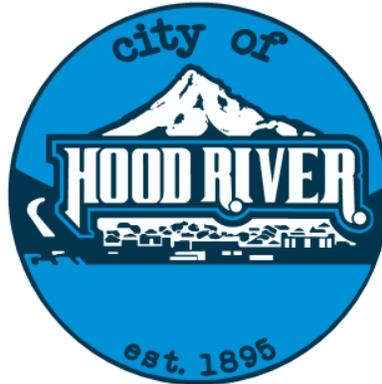


**REQUEST FOR PROPOSALS FOR
WWTP UV DISINFECTION SYSTEM UPGRADE PROJECT**



Proposal Documents Due: 2:00 p.m., August 18, 2016

The City of Hood River invites qualified engineering firms or individuals to submit a proposal and a statement of qualifications to provide professional services for the evaluation and design of upgrades to the UV Disinfection System at the City's wastewater treatment plant. Proposals are due Friday, August 18, 2017 at 2:00 p.m. Late proposals will not be accepted.

A pre-proposal meeting will be held on Tuesday, August 1, 2017 at 2:00 p.m. at the City of Hood River's City Hall located at 211 2nd Street, Hood River, Oregon, 97031. Interested firms or individuals are encouraged to attend the meeting, but attendance is not required for submission of a proposal.

Copies of the Request for Proposals (RFP) can be downloaded from the City of Hood River's Website at <http://ci.hood-river.or.us> if you experience problems downloading the RFP, or have any other questions, please contact Marlo Messmer at (541) 387-5201.

City of Hood River may reject any proposal not in compliance with all prescribed procedures and requirements, and may cancel this solicitation or reject, for good cause, any or all proposals upon a finding that it is in the public interest to do so.

REQUEST FOR PROPOSALS FOR WWTP UV DISINFECTION SYSTEM UPGRADE PROJECT

City of Hood River

Section 1.0 INTRODUCTION

The City of Hood River invites qualified engineering firms or individuals to submit a proposal and a statement of qualifications to provide professional services for the evaluation and design of upgrades to the UV Disinfection System at the City's wastewater treatment plant. Proposals are due Friday, August 18, 2017 at 2:00 p.m. Late proposals will not be accepted and will not be opened publicly.

Section 1.1 Background Information

The City's wastewater treatment plant has an existing UV Disinfection facility that has reached the end of its useful life. A replacement of the existing system must consider not just modern UV Disinfection technology, but the capacity and redundancy provided. In addition, systems that interface with the UV Disinfection facility must be assessed and upgraded as needed in order for the plant to fully benefit from the improvements.

The existing UV Disinfection equipment was installed in 1997 and was retrofit into the plant's old chlorine contact chamber. Disinfection redundancy is provided by the remaining portion of the chlorine contact chamber and hypochlorite injection system. The existing system suffers from frequent downtime that results both from malfunctions and the weekly need to dewater the UV channel in order to remove an accumulation of algae. The algae accumulation originates from the secondary clarifier weirs immediately upstream, which also require weekly cleaning.

Section 2.0 SCOPE OF PROFESSIONAL SERVICES

Section 2.1 Preliminary Design

A Preliminary Design Phase will study and evaluate the following:

- UV Disinfection system types and their suitability for application at the COHR WWTP
- Identification of ancillary improvements, such as gates, flow measurement devices, etc. that will be needed
- Capacity of the existing UV Disinfection channel and its ability to process flows projected for year 2036

- Adequacy of the disinfection redundancy including cost/benefit analysis of eliminating hypochlorite in favor of a second UV Disinfection system
- Cause and solutions for the algae growth on the secondary clarifier weirs
- Possible replacement and relocation of the existing plant water pumps
- Adequacy and salvageability of the UV Disinfection building
- Adequacy of the electrical power feed and electrical components of the existing UV Disinfection facility for continued use
- Possible construction phasing scenarios that would allow improvements to be spread across up to three fiscal years.

Deliverable:

A Preliminary Design Memorandum shall identify the preferred alternative or improvements required for each of the topics described above. The memo will include conceptual level drawings, figures, and equipment selections sufficient to allow for an estimate of probable construction costs reflecting a 10% level of completeness of the design.

Section 2.2 Final Design

A Final Design Phase will implement the preferred alternatives and required improvements from the Preliminary Design Memorandum. The Final Design Phase shall include a 30 percent, 60 percent, and 90 percent review deliverable.

Deliverable:

The Final Design Phase shall include a 30 percent, 60 percent, and 90 percent review deliverable in addition to the final bid package. Each deliverable shall be accompanied by a corresponding estimate of probable construction costs.

Section 2.3 Services During Bidding and Construction

The City will require the services of the design engineer during the project bidding and construction phases. The final scope of these services and the fees for these services will be detailed in a separate work order prior to the time such services are needed and will be consistent with project phasing requirements.

Services during the bid period will include:

- Prepare final contract documents and assist the City in advertising for bids.
- Answer questions from plan holders during bidding and prepare written addenda as necessary.
- Coordinate and conduct mandatory pre-bid walkthrough to familiarize contractors with the project site and project requirements.
- Assist the City in opening bids.
- Review bids and make a recommendation to City regarding award of a contract.

Services during the construction period will include:

- Conduct a preconstruction meeting and regular construction progress meetings.
- Review contractor submittals and respond to Contractor questions during construction.
- Prepare necessary written clarifications or revisions to amend the Construction Documents
- Perform site visits to observe project progress and provide assurance to the owner that the contractor's work complies with the requirements of the plans and specifications.
- Coordinate with the City's inspector or provide a full-time project inspector to observe the progress of the work, represent the engineer on-site, and provide a level of assurance that the Contractor's work meets the requirements of the plans and specifications.
- Provide substantial completion inspection and punch list and final inspection for project closeout upon completion.

Deliverable:

The bidding and construction phases will require multiple deliverables as described above in addition to a final package of project documentation including records of RFIs, submittals, and record drawings.

Section 3.0 SCHEDULE

Pre-Proposal Meeting:	August 1, 2017
Proposals Due:	August 18, 2017
Hood River City Council to Award RFP:	August 28, 2017
Notice of Award	August 29, 2017

Section 4.0 PRE-PROPOSAL MEETING

A pre-proposal meeting will be held on Tuesday, August 1, 2017 at 2:00 p.m. at the City of Hood River's City Hall located at 211 2nd Street, Hood River, Oregon, 97031. Interested firms or individuals are encouraged to attend the meeting, but attendance is not required for submission of a proposal.

Section 5.0 PROCEDURES FOR PROPOSAL SUBMITTALS

Submit four (4) bound, original "Statement of Qualifications and Proposal" for the work proposed in 8.5" x 11" format. Also submit an electronic copy on a removable storage device (thumbdrive) in .pdf format.

Submittals must be received at not later than the time and date shown in the

advertisement. Submittals will be date and time stamped upon receipt. Submittals received after the time specified will not be considered and will be returned unopened.

Submittals are due by the deadline shown in the advertisement.

Mail submittals to:

Director of Public Works
City of Hood River
211 2nd Street
Hood River, Oregon, 97031

Deliver submittals to:

Public Works Department
City of Hood River
1200 18th Street
Hood River, Oregon, 97031

Seal submittals in an opaque envelope or other appropriate packaging with the name and address of the consultant on the outside of the envelope. E-mailed or Faxed proposals will not be considered.

It is the sole responsibility of the offering consultant to ensure timely receipt at the specified location of their Statement of Qualifications and Proposal.

The City of Hood River is not liable for any costs incurred by the consultant in the preparation or presentation of this proposal or interview, if one is needed.

Section 6.0 CONTENT OF SUBMITTALS

The proposal shall include, in the order shown, the information requested in the items listed below. The total page count of the proposal shall not exceed fifteen (15) (single-sided) and the minimum type font is eleven (11). Proposals not conforming to the specified limits may be considered non-responsive. Submittals will be judged based on completeness and quality of content.

The categories to be included in each submittal are outlined below along with the maximum number of points that will be assigned to each category in the evaluation process.

CONTENT AND EVALUATION CRITERIA	MAXIMUM RATING SCORE
1. Introductory letter	0
2. Insurance coverage	(see note below)
3. Computer equipment	(see note below)
4. Consultant firm qualifications	25
5. Key personnel qualifications	30
6. Project Approach & Schedule	45
8. Project Cost	(see note below)
TOTALS	100

NOTE: Insurance coverage and computer equipment must meet City's requirements in order for the proposal to be considered. See item 6.7 below for a discussion of project cost.

6.1 Introductory Letter

A statement in the introductory letter shall name the person or persons authorized to represent the consultant in any negotiations and to sign any contract that may result. The letter should state whether the proposer has the manpower and resources to complete the work within the schedule established by the Cities in the proposal. The cover letter may summarize the key provisions of the proposal. The cover letter must include the name, address, email address and telephone number of the proposer and the name, title, address, email address and telephone number, of the person authorized to represent the consultant and to whom the Cities should direct correspondence.

6.2 Insurance Coverage

The following minimum insurance is required:

- A) Workers compensation in the amount required by Oregon law, and employers liability insurance in the amount of \$500,000.
- B) Business automobile liability insurance in the amount of \$1,000,000 per occurrence.
- C) Commercial general liability insurance in the amount of \$1,000,000 combined single limit per occurrence and a \$2,000,000 annual aggregate limit. If Contractor's primary commercial general liability

and automobile coverage do not meet the minimum limits required above, Contractor shall maintain during the life of this contract, excess or umbrella liability over the primary policies sufficient to meet the total aggregate limits.

Provide a statement indicating that the firm has in effect or can obtain insurance coverage required by the Cities. If the consultant is unable to provide this coverage, the consultant must describe the insurance coverage that can be provided, and explain why the City's preferred coverage cannot be provided.

The selected consultant shall provide certifications for all coverages and shall include the City of Hood River, its officials, employees, and agents as an "Additional Insured" on all except workers compensation insurance policies.

6.3 Computer Equipment

The selected consultant's electronic deliverables must be compatible with the City's current equipment and software. The City works in the Microsoft Windows 10 environment and uses the following software:

- Microsoft Office Suite 2013 (minimum)
- AutoCAD 2016 (minimum)

6.4 Consultant Firm Qualifications

Provide a statement of the firm's qualifications and experience relevant to the described work. The response should address the following:

- A) General qualifications and experience of the firm.
- B) Specific areas of the firm's expertise applicable to the described work.
- C) A list of recent similar projects by type, size, and location and including contact information for the project client/owner.

6.5 Key Personnel Qualifications

Provide qualifications and experience, including professional registrations, for the key personnel who will work on this project. The response should address the following:

- A) Qualifications and experience of principals with respect to the described work.
- B) Qualifications and experience of the project manager and any other key personnel who will be assigned to this project. Identify any previous work experience by key personnel in or for the City of Hood River. (Note -- substitution of the project manager may be done only with the written consent of the City)

6.6 Project Approach and Schedule

The proposer shall include a detailed statement of its approach to the project and schedule. Include the following information.

- A) A detailed explanation of proposer's approach to the work, the techniques the proposer expects to use, and the use of key personnel. This should include an explanation of any modifications of the work items and scope of work presented in this RFP.
- B) Describe how proposer would use City personnel, if at all, to assist during the project and indicate the approximate time requirement.
- C) Describe the projected workload of the project manager, key personnel and subcontractors and demonstrate their availability to timely provide the services requested in this RFP.
- D) Describe your approach to the overall management and integration of all activities required by the scope of work, including quality assurance, responsibility, and cost control.
- E) Provide any additional information about proposer's project approach that would be beneficial to the selection committee.
- F) Prepare a project schedule in Gantt chart format (or similar) showing the time line for completion of the work. Begin schedule with notice of award from the City of Hood River.

6.7 Project Cost

In a separate sealed envelope, provide a fee schedule showing position titles and hourly billing rates for each key position. Provide the firm's range of hourly rates for non-key positions. Show rates for non-personnel costs such as mileage and printing and other fees for which the firm typically invoices. Indicate whether salary costs for travel time will be charged.