

**CITY OF MONROVIA
REQUEST FOR QUALIFICATIONS/PROPOSALS**

NOTICE IS HEREBY GIVEN that separate sealed proposals will be received at the City of Monrovia City Clerk's Office, 415 S. Ivy Avenue, Monrovia, California until 10:00 a.m. on Wednesday August 13, 2014, at which time they will be opened and reviewed for the provision of the following:

"REQUEST FOR QUALIFICATIONS/PROPOSALS – SEWER MASTER PLAN"

Any proposal received after the hour stated above for any reason what so ever, will not be considered for any purpose but will be returned, unopened to the bidder.

The envelope enclosing the proposal shall be sealed and addressed to the City of Monrovia, c/o City Clerk, and delivered or mailed to the City of Monrovia at 415 S. Ivy Avenue, Monrovia, CA 91016. The envelope shall be plainly marked in the upper left-hand corner as follows:

**City of Monrovia, c/o City Clerk
Company's Name and Trade
Company's Address
Request for Qualifications/Proposal – Sewer Master Plan
Open Only at: 10:00 a.m. Wednesday, August 13, 2014
City Hall - City Clerk's Office, 415 S. Ivy Avenue, Monrovia, CA 91016**

The submission shall include the entire Request for Qualifications/Proposals (RFQ/RFP) documentation and any addendum issued by the City, if any.

QUESTIONS: Questions regarding this project must be received by August 7, 2014, to be addressed: Please send all questions by email to Jun Cervantes, P.E., City Engineer, at jcervantes@ci.monrovia.ca.us.

The RFQ/RFP is available on compact disk (CD) and may be picked up at the Public Works Department, 600 S. Mountain Avenue, Monrovia, CA 91016, by paying a non-refundable fee of \$10.00 for each CD. RFQ/RFP will be mailed by U.S. Mail for an additional charge of \$15.00 per CD or sent by an express delivery service using the bidder's account number or the bidder must pay the City in advance for the express service delivery. The City, however, will not guarantee the timely delivery of the requested RFQ/RFP. Please call (626) 932-5575 for ordering the compact disk (CD) or general questions regarding shipment or delivery.

All persons responding to this invitation shall be aware that their proposals are deemed public records and may be subject to disclosure upon request. The City of Monrovia reserves the right to reject any or all proposals, to waive any informality or irregularity in any proposal received, and to be the sole judge of the merits of the proposals received.

DATED: July 15, 2014
PUBLISH: July 16, 2014
CLOSING: August 13, 2016

**REQUEST FOR QUALIFICATIONS/PROPOSAL
FOR A SEWER MASTER PLAN
FOR THE CITY OF MONROVIA**

A. INTRODUCTION

The City of Monrovia is soliciting Request for Qualifications/Proposals (RFQ/RFP) from qualified engineering firms for the development of a Sewer Master Plan.

The City of Monrovia is located approximately 25 miles northeast of Downtown Los Angeles. The City provides wastewater collection service to a population of approximately 37,000 residents. The sanitary sewer system consists of approximately 91 miles of clay pipes and approximately 1,300 manholes. The City's collection system discharges to the Los Angeles County Sanitation District's trunk sewers at various locations along the southerly border of the City limits.

The City's last Sewer Master Plan was prepared in 1985. A copy of this master plan is available upon request. The main objective of this Sewer Master Plan is to update the current and projected wastewater flows, while providing the City with wastewater system design criteria, and recommended capital improvements with facility cost estimates.

The City of Monrovia is seeking a firm to perform the tasks outlined in the Scope of Work, and prepare the City's Sewer Master Plan.

B. GENERAL TERMS AND CONDITIONS

Accompanying this RFQ/RFP is Appendix A, which contains a copy of the standard City contract the selected consultant will be required to sign for this project. Each prospective consultant is expected to review the general terms and conditions and acknowledge their acceptance of Appendix A in the Proposal Cover letter, or list their objections and requested revisions in the contract requirements for City's consideration.

C. INSURANCE REQUIREMENTS

The selected Consultant shall maintain in force at all times during the performance of this contract the following insurance policies:

- a. Comprehensive General Liability, including contractual liability, products and completed operations and business automobile liability, all of which will include coverage for both bodily injury and property damage with a combined single limit of \$2,000,000. The City shall be named as "additional insured" on all policies required to be furnished.
- b. Professional liability coverage with limits not less than \$2,000,000 per occurrence and in aggregate.
- c. Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance with a minimum limit of One Million Dollars

(\$1,000,000) per accident for bodily injury or disease. If Consultant has no employees while performing services under this Agreement, workers' compensation policy is not required, but Consultant shall execute a declaration that it has not employees.

- d. The consultant shall assume liability for the wrongful or negligent acts, errors and omissions of its officers, agents, and employees and subcontractors, and have adequate insurance to cover such negligent acts, errors and omissions with limits of \$2,000,000.

D. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM PARTICIPATION REQUIREMENT

The City of Monrovia is committed to fulfilling the spirit and intent of the Disadvantaged Business Enterprise (DBE) Program regulations published under Title 49 CFR Part 26; Participation by Disadvantaged Business Enterprises in Department of Transportation Programs. It is the policy of the City of Monrovia to ensure that disadvantaged business enterprises have equitable access to participate in all federally funded projects. Further, it is the policy of the City of Monrovia to promote equal opportunity and nondiscrimination on the basis of race, color, sex, or national origin in the award and/or performance of any federally funded, or in the administration of its DBE program or the requirements of 49 CFR Part 26. While the City is not requiring a specific DBE participation on this contract, DBE participation may be required in future CIP contracts, which are federally funded.

E. REQUIRED FORMAT FOR PROPOSAL SUBMITTAL

Please submit three (3) originals of your proposal in the format specified below:

Table of Contents

Contents of proposal

Section 1: Cover Letter/Executive Summary

Provide an executive summary emphasizing the strong points of the project team, qualifications and experience. The cover letter/executive shall be signed by a person with the official authority to bind the company. The cover letter/executive shall include the name, address, telephone number, title, and signature of the firm's contact person for this proposal, and state that the submittal is valid for 90 days.

Section 2: Approach and Scope of Work

Provide your approach and detailed Scope of Work/Scope of Services that your firm can provide in developing the Sewer Master Plan, including but not limited to the following:

- Existing System Review, Research, and Data Collection.
- Flow Monitoring (5-8 strategic locations may be required)/inflow and

infiltration analysis/delivery of comprehensive flow monitoring data.

- CCTV/Video to examine entire system to determine physical state of system/delivery of CCTV data base.
- Hydraulic Analysis based on land use/development of Calibrated Hydraulic Model for sewer system capacity/deficiency analysis.
- Development of GIS Data Base and Map – Sewer Data Conversion and Development, Linking of Scanned Sewer Maps with GIS Map, GIS Deliverables, (including recommended modeling software compatible with the City's existing system).
- Review existing SSMP and provide recommendations if any, and prepare appropriate documents with state mandates including a fats, oils, and grease (FOG) program.
- Financial Analysis – Ten years Capital Improvement Program (cost-effective solutions, rehabilitation plan, estimated costs and realistic implementation schedule)
- Sewer Rate Structure Review and Recommendation - Support engineering division on a rate increase study.
- Final Report – Master Plan Report, Final Deliverables.

Section 3: Project Team, Key Personnel and Resumes

Provide an organization chart showing the names and responsibilities of key personnel. Identify and provide resumes for the following key persons:

- Contract Principal-in-Charge (*a principal of the firm who will have the ultimate authority and responsibility to bind the Consultant, sign agreements, assign required personnel and resources to the City, and ensure that the services are provided in a cost and time efficient manner*).
- Senior Staff Member (*primary contact*).
- Any other additional support staff that you wish to list.

It is imperative that the key personnel preparing the Sewer Master Plan have the background, experience, and qualifications to complete the project. After the contract is signed, the consultant may not replace key staff unless their employment is terminated or agreed upon by the City. The City must approve replacement staff before a substitute person is assigned to the Project. The City reserves the rights to request that the consultant replace a staff person assigned to the contract should the City consider such a replacement to be in the best interest of the City.

Section 4: References

Provide three public agency references for similar assignments.

Section 5: Insurance

Provide a copy of firm's current insurance certificate.

Section 6: Compensation/Fee Schedule

Provide a proposed fee schedule based on the Scope of Services/Scope of Work including a detailed breakdown of each task to be performed by consultant, or any sub-consultant if applicable and an estimate of the number of hours required completing the proposed services. The fees should also detail all individual team members, their hourly billable rate, and the hours allocated for the project per the Scope of Services provided by the consultant. The fee proposal shall include the maximum total lump sum fee for consulting services to complete the Scope of Services as outlined with a not to exceed amount. The proposal should include a fee schedule with hourly rates for professional services that will be used to compensate additional services if necessary. Compensation for consulting services shall be based on the Consultant's submitted current fee schedule of professional services (including expenses/reimbursable if applicable). Compensation will be in the form of progress payments based on completion of tasks/or services.

Section 7: Work Schedule

Provide a project work schedule with benchmark dates.

Section 8: Firm Qualifications

Provide your firm's service capabilities, qualifications and experience.

F. CONSULTANT SELECTION METHODOLOGY

The City will select the most qualified consultant for contract negotiation. Negotiations regarding a fair and reasonable price will occur subsequent to consultant selection. Should the City be unable to obtain a fair and reasonable price through negotiations with the selected consultant, the City will enter into negotiations with the next highest qualified bidder and may award that contract if the parties are able to arrive at a fair and reasonable price. If that is unattainable, the City shall enter into negotiations with the next highest qualified bidder in sequence until an agreement is reached.

The submittals will be evaluated based upon several factors. These factors include the format, organization, and presentation, the qualification and experience of the project staff, and the experience in the processes and procedures of the involved regulations.

G. PRE-BID MEETING - None

H. QUESTIONS REGARDING THIS REQUEST

All inquiries and responses to this proposal shall be submitted in writing via mail or e-mail to:

Jun Cervantes, P.E.
City Engineer
City of Monrovia, Engineering Division
600 S. Mountain Avenue, Monrovia, CA 91016
jcervantes@ci.monrovia.ca.us

Questions regarding this project must be received by August 7, 2014, to be addressed.

I. PROPOSAL SUBMITTAL PROTOCOL

In order to be considered in the selection process, sealed proposals must be received in the City Clerk's Office by 10:00 a.m. on **Wednesday August 13, 2014**; at which time they will be opened and reviewed.

Late proposals will not be accepted.

J. PRE-CONTRACTUAL EXPENSES IN RESPONDING TO THE RFQ/RFP PREPARATION

The City shall not be liable for any pre-contractual expenses incurred by any bidder or by any selected consultant. Each bidder shall protect, defend, indemnify, and hold harmless the City from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, the entity participating in the preparation of its response to this Request for Qualifications/Proposals. Pre-contractual expenses are defined as expenses incurred by bidders and the selected consultant, if any, in:

- Preparing and submitting information in response to this Request for Qualifications/Proposals.
- Negotiations with the City on any matter related to this procurement.
- Costs associated with interviews, meetings, travel or presentations.
- All other expenses incurred by a bidder/consultant prior to the date of award and a formal notice to proceed.

The City reserves the right to amend, withdraw and cancel this request. The City reserves the right to reject all responses to this request at any time prior to contract execution. The City reserves the right to request or obtain additional information about any and all proposals.