



City of Leavenworth

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City Council

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January 16, 2018

CITY OF LEAVENWORTH REQUEST FOR PROPOSALS WATER TREATMENT PLANT ASSESSMENT

Proposal submission deadline is Friday, February 2, 2018 at 5:00 PM

INTRODUCTION

Notice is hereby given that the City of Leavenworth, WA is requesting proposals for professional engineering and planning services to produce an updated Water Treatment Plant Condition Assessment for the City of Leavenworth. Consultants who submit proposals for this project must be licensed as a Professional Civil Engineer in the State of Washington, be experienced in the field of water distribution and treatment, and knowledgeable about operating and maintaining water facilities.

The information contained within the RFP is the City of Leavenworth's best understanding of the current needs and how to address them, but the City of Leavenworth will be relying on the consultant firm to provide modifications to the scope of work described herein based on their professional expertise in this subject area. If the consultant believes that there is a more efficient way to achieve the City's goals, then that should be reflected in the proposal. Questions regarding this solicitation may be addressed to the City Administrator:

Joel Walinski, City Administrator
City of Leavenworth
(509) 548-5275 Ext. 124
E-mail: jwalinski@cityofleavenworth.com

CHARACTERIZATION OF LEAVENWORTH

Leavenworth is located in Chelan County and has a 2017 population estimate of 2,017 with approximately 1,375 water service accounts. The City has prioritized its water plant for redevelopment over the next 30 years to address deferred maintenance and plant operational improvements.

The City of Leavenworth is a resort and tourist destination for approximately 2 million visitors per year. Festival weekends in Leavenworth attract as many as 60,000 tourists. As a result, water demands can vary substantially with tourism peaks.

WATER SYSTEM

The Water Utility Fund, a division of the Public Works Department, ensures the delivery of safe and reliable drinking water to approximately 3,020 citizens as well as a thriving tourist population. The City services 1,183 residential accounts and 205 commercial accounts.

The water system utilizes two pressure zones, surface water intake, and a well field. The Surface Water Treatment Plant (WTP) is located on Icicle Creek, approximately 4 miles south of Highway 2 and constructed in 1969. The Well Field is located near the Wenatchee River and is used as a secondary supply when the water system demands exceed capacity or when the WTP is out of service. The WTP is out of service on occasion due to maintenance or high turbidity in the Icicle Creek.

There are two reservoirs that feed two pressure zones in the water system. The Icicle Road Reservoir supplies water pressure and storage to Zone 1. The Ski Hill Booster Station supplies water pressure to Zone 2 and the Ski Hill Reservoir provides storage to Zone 2. The Ski Hill Booster Pump Station and Reservoir were constructed in 2005 and the Icicle Road Reservoir was constructed in 2008. The City has three (3) wells at the Well Field; Well No.'s. 1 and 2 were constructed in 1989; Well No. 3 went online in 2015 and offers redundancy back-up to the system. Well No. 1 was completely rebuilt in 2013.

PROJECT SCOPE

This Water Treatment Plant Assessment will investigate the Water Treatment Plant (WTP) and assess the state of the WTP building condition, water quality review, and proposed modifications, to include alternative treatment analysis. The improvements to the City of Leavenworth's water treatment should consider current water plant production and ensure the City has adequate water facilities to support future growth.

The City of Leavenworth understands that this RFP may be inadequate to fully describe the work envisioned. Consultants should include additional tasks that they deem appropriate, written reasons why a task should be included or excluded, and an estimate of the fee required to complete the task. Failure to do this shall reflect on the Consultant's qualifications. The minimum for the Water Treatment Plant Condition Assessment shall include but is not limited to the following items:

1. Condition of WTP buildings structural integrity and seismic stability.
2. Existing treatment processes and equipment:
 - a. Coagulation and flocculation.
 - b. Rapid sand filters.
 - c. Chlorine equipment.
 - d. Chemical addition equipment.

- e. Corrosion control.
 - f. Laboratory and facility space.
 - g. Pumping equipment.
 - h. Building heating, ventilation, and air conditioning equipment.
 - i. Electrical loads and capacity.
 - j. Communications/telemetry system.
 - k. Process piping, valves, appurtenances, and operation.
 - l. Redundancy.
 - m. Operation and maintenance.
3. Water Quality Data Review.
4. WTP Assessment Report, which will include the following items:
- a. Executive summary of the findings and specific conclusions.
 - b. Background information of the City’s water treatment facilities.
 - c. Facility assessment of the condition of all existing equipment and processes.
 - d. Proposed modification and cost estimate to run the WTP with current rapid sand filtration.
 - e. Alternative treatment analysis with budget estimate.
 - f. Recommendations.

PROPOSAL REQUIREMENTS

Submittal: 3 copies of the Technical Proposal must be received by the City of Leavenworth by **Friday, February 2, 2018 by 5:00 PM.** The proposal must be submitted in an envelope clearly marked with the Consultant’s name and “City of Leavenworth – Water Treatment Plant Condition Assessment RFP.” All proposals and documents submitted become the property of the City of Leavenworth. Information considered proprietary shall be identified as such when the proposal is submitted. Proposals may be submitted by mail or in person to the address below:

Joel Walinski
City Administrator
City of Leavenworth
P.O. Box 287 / 700 US Hwy 2
Leavenworth, WA 98826

Any proposal received after the specified date and time will automatically be rejected and will not receive any further consideration by the City. Postmarks will not be accepted.

The following requirements must be met in all proposals submitted to the City of Leavenworth:

1. A cover letter signed by an individual authorized to bind the Consultant to the proposal for a period of 90 days must be included. The letter should include a description of the consultant's firm, a statement of qualifications, and contact information.
2. A detailed Scope of Services providing information on all of the services proposed to be provided as part of this contract and which are identified in the RFP is required. The Scope of Services should express specific ideas for the work that will be proposed and why those ideas are the best solution. Any additional or optional recommended tasks should also be included.
3. A definitive work program and schedule for completion of the Plan are required. Identification of all tasks not under Consultant's control with estimated timelines based upon prior experience should also be included. Any other constraints to the schedule should also be discussed.
4. List any information and tasks expected from the City of Leavenworth. Any information or tasks needed but not listed will be the responsibility of the selected consultant.
5. List Consultant's qualifications including but not limited to the following:
 - a. Type of organization, size (i.e. local office and total firm size), professional registrations and affiliations, number of years as a firm.
 - b. Names and qualifications of personnel assigned to the Project.
 - c. Outline of recent projects completed that are similar to this Project.
 - d. Client references from recent similar projects, including name, address and telephone of individuals to contact.
6. Proposals shall include costs to complete the project as described under Project Scope as follows:
 - a. A detailed budget showing itemized costs per each discrete task plus the cost of any reimbursable items. The costs should be represented in a "menu" format that permits identification of the total cost of the proposed work, as well as its subcomponents.
 - b. Estimated costs must include all labor, materials, equipment, professional services, insurance, travel, profit, and all other costs and expenses for the proposed project with a total "not to exceed" amount.
 - c. Submit an itemized fee schedule as a basis for all proposed services and any extra services not included in the Scope of Services, if applicable.

7. Proposals should be limited to (10) 8 ½ x 11 pages, single sided, 11 pt. font (including the cover letter and resumes). Lengthy proposals may not be well received.

Anticipate Project Timeline

Please provide a proposed draft project timeline including the key highlights:

	Contract Execution
	Complete WTP Condition Assessment
	Complete Water Quality Data Review
	Complete Draft WTP Assessment Report
	Complete Final WTP Assessment Report
	City Council Review

INSURANCE

Insurance coverage for proposed services shall include general liability and property damages insurance in a combined single limit of not less than \$1 million dollars. Professional Liability Insurance (E&O) coverage of \$1 million is also required.

The selected firm shall provide within ten (10) days after the notice of award is issued a copy of their existing liability insurance certificate naming the City of Leavenworth and an additionally insured on said policies, confirmation of worker’s compensation coverage, and a copy of their Professional Liability Insurance certificate. Such insurance coverage shall be maintained in full force and effect for the duration of the Contract and must be in a form satisfactory to the City.

SELECTION PROCEDURE

Subsequent to the deadline for acceptance of proposals, the City will evaluate the Technical Proposal and will determine rankings based upon materials submitted and oral interviews (if deemed necessary by the City) using the selection criteria and weights indicated below. The City will contact the selected firm. If an agreement cannot be reached with the top ranked firm, the City will contact the firm with the next ranked Technical Proposal and attempt to negotiate with that firm. The process will be repeated until an agreement is reached.

SELECTION CRITERIA

Selection shall be based on the following:

- a. Firm’s approach to quality control, project management, and product delivery. (30 points)

- b. Consultant's previous experience with projects of similar complexity and function with other small cities. (up to 30 Points)
- c. Previous municipal work experience & knowledge and expertise of individuals that will work on the project. (up to 20 Points)
- d. Readiness, availability, and familiarity with the Leavenworth area. (up to 20 Points)

City Staff will evaluate the consultants' submittals and may select a short list of up to three consultants to make an oral presentation, or make a selection based only on the submittals. All consultants submitting a proposal will be notified of our selection.

The City of Leavenworth exercises its discretion in selecting a firm or individual that presents the proposal that, in sole judgement of the City, best serves the interest of the City. The City reserves the right to waive minor irregularities in any proposal, reject any proposal that fails to meet the proposal requirements in any respect, to reject all proposals for any reason, or to cancel in part or in its entirety the Request for Proposals.