

**CITY OF AUBURN**  
**REQUEST FOR PROPOSALS (RFP)**  
**Project CP1916 – Academy Pump Station 1 Replacement**  
**Proposals Due: May 24, 2019**

The City of Auburn is soliciting Proposals from qualified consulting teams to provide professional services for the project management, preparation of contract plans and specifications, engineering estimates, reports, and bidding/construction assistance for the Academy Pump Station 1 Replacement project, CP1916.

**One electronic copy (PDF) of the Proposal Package shall be emailed to [jbender@auburnwa.gov](mailto:jbender@auburnwa.gov) on or before 4:00 pm, Friday, May 24, 2019 with a subject line “Proposal – Academy Pump Station 1 Replacement, CP1916”.** Questions regarding this solicitation should be directed to Jeffrey Bender, Project Engineer, by email only at [jbender@auburnwa.gov](mailto:jbender@auburnwa.gov).

For specific instructions on information to include in the Proposal, refer to the section below entitled *Proposal Elements*. Evaluation of the Proposals and ultimate consultant selection is identified in the section entitled *Selection Process and Evaluation Criteria* below. Although the use of subconsultants is recognized as being necessary for a multidiscipline project, the City’s preference is for the lead consultant to have the majority of the work performed in-house.

The City will conduct an optional pre-proposal meeting on **Monday, May 13, 2019 at 9:00 AM at the Pump Station Site**. The pump station site is accessed from the Muckleshoot Smoke Shop’s parking lot at 2115 Auburn Way S, Auburn, WA 98002.

**PROJECT DESCRIPTION**

The purpose of this project is to replace Pump Station 1, provide improvements to Pump Station 2, and replace the backup power system. The project is located in the Academy Service Area at 2003 Auburn Way South. Pump Station 1 is the northernmost building at the site. It houses Pumps 1 and 2 and was constructed in 1960. The adjacent Pump Station 2 houses Pumps 3 and 4 and was constructed in 1980 to meet growing demands. Both pump stations operate together to provide water to the Academy plateau.

The project’s scope consists of preparing contract documents (plans, special provisions and an Engineer’s estimate) and reports for:

- Demolition and removal of the Pump Station 1 structural building, pumps, and associated mechanical equipment, piping and electrical control components;
- Construction of a new Pump Station 1, including a structural building, variable frequency drives (VFDs) and mechanical seals;
- Pump Station 1 pumps shall be sized appropriately to accommodate current and future demands;
- Installation of variable frequency drives (VFDs) on the pumps in Pump Station 2;
- Replacement of motor controls on the pumps in Pump Station 2;
- Installation of mechanical seals on the pumps in Pump Station 2;
- Removal and replacement of the existing generator. The generator shall be sized appropriately to meet the power demands at both pump stations and telemetry at the reservoir;

- Installation of a new production meter;
- Repair/replacement of the pressure gauge in the vault adjacent to Pump Station 2;
- Removal/replacement of underground water main; and
- Prepare a project report to meet the Department of Health requirements.

The entire project is located on land owned by the City, and construction activities will be near Muckleshoot Indian Tribe (MIT) lands. Funding is provided by the City of Auburn Water Utility. The total estimated cost of the project is \$2,400,000. Project design is anticipated start in August 2019 and be complete by September 2020.

### **SCOPE OF WORK**

The design contract will include project management, preparation of contract plans and specifications, engineering estimates, reports, and bidding/construction assistance. The City anticipates that its own staff will provide survey base map and prepare environmental documents including the SEPA checklist. The project deliverables include:

- A Project Schedule;
- Contract documents, including Special Provisions, an Engineer's Cost Estimate and Contract Plans for 30%, 60%, 90%, and final documents;
- Department of Health Report; and
- Technical information as required to assist the City in preparing the SEPA checklist and permitting.

### **PROPOSAL ELEMENTS**

Each proposal is limited to a maximum of 5 sheets of paper double-sided, excluding the cover page and resumes for the project team. The cover page and each resume shall be limited to one single-sided sheet of paper. The font shall be Arial and a minimum font size of 10 pt. All sheets shall be 8.5x11. Proposals should address the following items relative to the project description:

1. Identify the Project Team and include their experience with similar project designs. Please include the following information: project name, location, a brief description of the project, the firm's role in the project, project team member roles in the project, design costs, construction costs, and a reference with phone number.
2. List and describe briefly what you think are important issues, including any unique design or project constraints, and attributes of your firm that may set it apart, or make it particularly well-suited for the work at hand.
3. Provide a brief discussion on your firm's approach to this project.
4. Describe lessons learned by the firm/team regarding similar projects with other agencies. Provide a specific example citing what issue(s) arose, how the team handled/responded to the issue(s) and what has been done to avoid similar issues in the future.
5. The Project Team's anticipated project schedule and ability to meet the City's desired schedule.
6. Briefly describe your Firm's Quality Assurance/Quality Control Plan.

### **SELECTION PROCESS AND EVALUATION CRITERIA**

A committee of City personnel will evaluate and rate the proposals on the following criteria, weighted as indicated:

1. Project Team Qualifications (20%)
2. Important Issues (20%)

3. Firms Approach (10%)
4. Lessons Learned (25%)
5. Anticipated Project Schedule (15%)
6. Quality Assurance / Quality Control Plan (10%)

Following the evaluation of the Proposals, the City will interview up to 3 of the prospective consultants. Those firms selected for interview will have the opportunity to present their past experience with similar projects and overall project approach.

**SELECTION SCHEDULE**

The City’s proposed schedule for Consultant selection, subject to change, is as follows:

|                                     |                       |
|-------------------------------------|-----------------------|
| Issue Request for Proposals         | May 6, 2019           |
| Optional Site Visit                 | May 13, 2019          |
| Deadline for Submittal of Proposals | May 24, 2019 @ 4:00pm |
| Preliminary Selection of Firms      | June 6, 2019          |
| Notify Firms Chosen for Interviews  | June 7, 2019          |
| Consultant Interviews               | Week of June 17, 2019 |
| Final Selection of Design Firm      | June 21, 2019         |
| Execution of Consultant Agreement   | August 2019           |
| Design Start                        | September 2019        |
| Advertise for Construction Bids     | September 2020        |
| Construction Start                  | December 2020         |

**TERMS AND CONDITIONS**

The City of Auburn reserves the right to reject any and all Proposals and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate the City of Auburn to pay any costs incurred by respondents in the preparation and submission of a Proposal. This solicitation does not obligate the City of Auburn to accept or contract for any expressed or implied services. Furthermore, the City of Auburn reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty 30 days after the award of the proposal.

Persons with disabilities may request this information be prepared and supplied in alternative forms by calling 253-931-3010.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 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, national origin, or sex in consideration for an award. The City of Auburn does not discriminate on the grounds of race, color, religion, national origin, sex, sexual orientation, age or handicap in consideration for a project award.

Dates of publication in the Seattle Daily Journal of Commerce, May 6, 2019.

Dates of publication in the Seattle Times, May 6, 2019 and May 13, 2019.