



**Request for Statements of Qualifications
Engineering Design Services**

For

Pleasant Street Water Main

Public Works Department

Telephone: (928) 777-1130

Fax: (928) 771-5929

Due Date: 07/24/2014

REQUEST FOR STATEMENTS OF QUALIFICATIONS
PLEASANT STREET WATER MAIN DESIGN

The City of Prescott, Arizona, requests Statements of Qualifications from qualified engineering firms to provide design services for Prescott, Arizona. Statements of qualifications will be received before 2:00 PM on July 24, 2014, City Clerk's Office, 201 South Cortez Street, Prescott Arizona 86303, at which time all statements of qualifications will be publicly opened.

Any statements received at or after 2:00 PM on the above stated date will be returned unopened. Statements must conform to a prepared scope of work available on the City of Prescott website at <http://www.cityofprescott.net/business/bids> or from the office of the Public Works Director at (928) 777-1130 voice; (928) 777-1100 TDD. The City of Prescott reserves the right to reject any and all statements and the City assumes no liability for the cost of preparing a response to this request.

The outside of the statement envelope shall indicate the name and address of the respondent, shall be addressed to the City Clerk, City of Prescott, at the above address and shall be marked: RSOQ Pleasant Street Water Main Design.

A **mandatory** pre-proposal conference will be held at the Public Works conference room, 433 N. Virginia Street, Prescott, AZ 86301 at 2:00 PM on July 10, 2014.



Crista Clevenger, Contract Specialist
Published: 2TC June 29 and July 6, 2014

Description of Work

The City of Prescott will be reviewing the qualifications of engineering firms for the purpose of entering into contracts for the following services:

The existing 2-inch water main in Pleasant Street, between Aubrey Street and East Carleton Street, is aged, prone to failure, and in need of replacement. The engineering consultant will design the removal of approximately 670 LF of 2-inch water main and the installation of 6-inch water main to replace it. All appurtenances will be included in the design for a fully functioning system from the water main connections to new water service lines, yokes, boxes and connections to existing service lines.

Additional information is included in the attached scoping report.

EVALUATION AND RANKING OF STATEMENTS OF QUALIFICATIONS; INTERVIEWS, CONTRACT NEGOTIATION AND AWARD

SUBMISSION

Sealed Statements of Qualifications will be received before 2:00 PM on July 24, 2014, at the City Clerk's Office, 201 S. Cortez Street, Prescott Arizona 86303, at which time all Statements of Qualifications will be publicly opened. Any submittals received at or after 2:00 PM on the above-stated date will be returned unopened.

Statements shall be submitted in seven (7 copies), and must conform to the scope of work available from the office of the Public Works Director at (928) 777-1130 voice; (928) 777-1100 TDD. The City of Prescott reserves the right to reject any and all statements and the City assumes no liability for the cost of preparing a response to this request.

The outside of the statement envelope shall indicate the name and address of the respondent, shall be addressed to the City Clerk, City of Prescott at the above address and shall be marked: Statement of Qualifications: Pleasant Street Water Main Design.

EVALUATION

Statements of Qualifications will be evaluated by a Review Committee appointed by the City for this project according to the following criteria, with weighting as indicated:

- 1) Specific experience of the firm with comparable utility line designs in municipalities within the State of Arizona - 25%
- 2) Experience of the proposed project team and availability, within current and anticipated workload, for this project - 35%
- 3) Proposed project approach, to include a detailed discussion and identification of areas that will require special attention - 10%

- 4) Overall quality of the SOQ, evidencing interest in the project - 10%
- 5) Knowledge and experience with City of Prescott rules, regulations, procedures and local / regional construction conditions including subsurface and geophysical conditions - 20%

The City reserves the right to proceed to Final Ranking based on the Statements of Qualifications without conducting Interviews.

STATEMENTS OF QUALIFICATIONS

FORMAT

The statement shall be limited to no more than 5 pages, and include the following:

- Location of the firm
- Names of the team members proposed for the project
- A list of similar projects in which the team has participated, and contact information
- A brief resume of each of the team members describing their experience and background
- A summary of the current workload of key team members and list of their notable projects
- A list of all sub-consultants proposed to be utilized on the project and a description of their roles
- A tentative schedule for accomplishment of the project
- A statement of the submitting firm's understanding of the project purpose and scope, and a description of how the firm would approach, manage, and complete the project.

Five (5) additional pages of appendices are allowed and may include graphs, charts, photos, or additional resumes. The letter of transmittal shall not exceed two pages and is exclusive of the 5/5 page limitation for the statement.

FINAL RANKING AND CONTRACT NEGOTIATION

The Review Committee members will individually evaluate the SOQ's of each of the candidate firms and rate them according to the aforementioned criteria. The Review Committee will then formulate a consensus ranking, notify each of the candidate firms of the final rankings and meet with the top-ranked firm for the purpose of initiating contract negotiations. If negotiations are unsuccessful, the City will terminate negotiation efforts and open negotiations with the 2nd ranked firm. This process will continue until negotiation efforts are successful. The final list will remain in effect for a period of twelve months from the date of issuance by the City.

Approval of the City Council will be required for award of a contract for performance of the services described herein.

It is highly recommended that candidate firms visit the project site(s).



City of Prescott
Public Works Department

433 N. Virginia St Prescott, AZ 86301
Phone: (928) 777-1130 FAX: (928) 771-5929 TDD: (928) 777-1100

Pleasant Street Water Main Design Scoping Report

Due Date: 07/24/2014

Project Description

Project Name: Pleasant Street Water Main
Project Type: Water
Project Account No.(s) 7007810-8930-09556
Funding Sources: Water Fund

Phase Schedule:

	Begin	End
PS&E	FY15	FY15
ROW	N/A	N/A
Construction	FY15	FY15

Project Team

Project Review Team:

- Project Manager – Ben Burns
- Program Manager- Tim Burkeen
- City Engineer– Scott Tkach
- Transportation Engineering- Ian Mattingly
- Utilities Engineering- Bruce Canavan
- Drainage Engineering- Scott Tkach
- Utilities Operations – Joel Berman, Craig Dotseth

Goal Statement

- The project goal is to deliver a quality project on time that replaces approximately 670 LF of 2-inch water main with 6-inch water main on Pleasant Street from Aubrey Street to East Carleton Street.

Project Description

The existing 2-inch water main in Pleasant Street, between Aubrey Street and East Carleton Street, is aged, prone to failure, and in need of replacement. The engineering consultant will design the removal of approximately 670 LF of 2-inch water main and the installation of 6-inch water main to replace it. All appurtenances will be included in the design for a fully functioning system from the water main connections to new water service lines, yokes, boxes and connections to existing service lines.

Project Limits - Existing Conditions:

- The project limit location is on South Pleasant Street between Aubrey Street and East Carleton Street.

Associated Project Studies:

- None

Adjacent Public CIP Projects:

- Zone 39 – Phase 1 (Available to selected consultant)
- Mt. Vernon Improvement Project (Available to selected consultant)

Adjacent Private Development Projects:

- None.

Public Involvement:

- Neighborhood outreach is anticipated.

Primary Technical / Administrative Issues

Existing Utilities:

- Sewer is present on the western side of the road. All utilities (private and public) will need to be potholed to verify horizontal and vertical location. Locations to be identified on the improvement plans.

Utility Relocation Issues:

- To be determined.

Design:

Roadway Design

- N/A

Drainage Design

- N/A

Sewer Design

- None unless conflicts are encountered at crossings. The City will provide the CCTV to determine tap locations at the main.

Water Design

- The 6-inch tie-in on the south end has been provided with the Zone 39 Improvement Project. The north end is currently connected to the 6” Water Main.
- A design memorandum will need to be completed for regulatory approval. The City will provide the hydraulic analysis.

Geotechnical Design and Recommendations

- Consultant to retain a qualified geotechnical firm to complete a subsurface investigation; and provide recommendations for site work to include foundation and pipeline.

Private Development Partners:

- N/A

Right-of-Way (R.O.W.) and Easements:

- None anticipated.

Environmental Constraints – Required Permits:

100-Year Floodplain –

- N/A

AZDEQ – Yavapai County Environmental Services

- Consultant will acquire all ADEQ permits from Yavapai County Environmental Services (YCES), including the Approval to Construct, Approval To Operate, and the Engineer’s Certificate of Completion.
- The project will need to obtain an AzPDES permit with proper erosion control.

Required Environmental Permits/Approvals -

- NPDES Permit – SWPPP and NOI

Construction Issues:

- Minimizing service disruptions during construction.
- Maintaining traffic control and access for adjacent residents.

City Liability and Risk Assessment

- Failures in the distribution main have caused avoidable maintenance expense.
- Regulatory mandated water loss requirements through the Arizona Department of Water Resources.
- Water loss and disruption of service to city customers in the event of a failure.

Design Deliverables

1. ***Project Kick-Off Meeting.*** The Engineer will be required to attend a kick-off meeting with City staff at a time and on a date amenable to both parties. At that meeting, the Engineer will be required to provide a detailed design schedule, a list of the team members who will be involved in the project, along with their phone

numbers and e-mail addresses, an org. chart showing the relationship of all of the team members and any submittals required contractually.

2. **Design Schedule.** The Engineer will be required to submit a detailed schedule depicting all major tasks and primary submittal dates for approval by the City. Thereafter, the Engineer shall submit monthly project schedule updates in the same format and shall highlight and provide justification for any changes to the approved schedule. The Engineer shall include 3 weeks for each of the City review periods.
3. **Preliminary Design Report and Preliminary Construction Cost Estimate.** Within 60 days of entering into a contract with the City of Prescott, the Engineer will be required to provide a set of preliminary alignment plans, a preliminary design report with major infrastructure components sized and a preliminary cost estimate. An analysis of alternate design considerations shall be included in this submittal.
4. **Utility Review.** Concurrent with submittal to the City of the 30% design, the Engineer shall submit copies to the private utility companies (electric, cable, telephone, gas) for their comments and/or clearance letters. The Engineer will provide to the City copies of each of the transmittal letters to each of the utilities. If necessary, a meeting will be held between the Engineer and reviewing agencies to discuss the conceptual plan and construction scheduling. Based upon input from the 30% plans, the Engineer shall submit a revised design completion schedule.
5. **Utility Potholing.** The City will provide utility potholing as identified through design.
6. **Geotechnical Investigation and Recommendations.** A geotechnical report will be prepared to identify subsurface conditions and need for any special equipment for excavation. Three (3) soil borings up to eight (8) feet in depth will be performed and a geotechnical report will be prepared. Findings in the geotechnical report will be incorporated into the design and specifications.
7. **Preparation of Preliminary (30%) Design.** None anticipated.
8. **Preparation of Preliminary (60%) Design.** The design shall identify existing conditions including: right-of-way and easements; topography; benchmarks; adjacent property lines; existing pavement limits; proposed plan and profile pipe alignments; and all utilities (electric, gas, fiber, water, sewer, and storm drain) located within the project limits. The design shall further identify any required additional easements/right-of-way; all existing water meters, water valves, sewer manholes and cleanouts and any other utility fixture or potential utility conflict, and any other efforts required to design and construct a quality product. The design submittal shall include a detailed construction cost estimate.

In generating the specifications, the Engineer shall adhere to the City's boilerplate for Technical Specifications unless conditions require Special Provisions. ALL bid items SHALL be addressed in the Technical Specifications or Special

Provisions. Items NOT required for the project SHALL be deleted from the text. Any deviation(s) from the boilerplate shall be brought to the City's attention.

Review comments shall be solicited, received and addressed by the Engineer. Utility conflicts that were identified from the Utility Review shall be addressed with a detailed approach for mitigation of these conflicts and coordination with respective utility companies.

9. **Preparation of Pre-Final (90%) Plans, Specifications, and Estimate for Submittal to City and Utility Companies.** Final review comments shall be solicited, received, and addressed by the Engineer.
10. **Regulatory Agency Review.** It shall be the responsibility of the Engineer to prepare the application, plans, specifications, and design report for submittal by the City to YCES for review, respond to comments and obtain the "Approval to Construct". Any review fees assessed by the regulatory agency will be paid by the City. It will be the responsibility of the Engineer to include estimated time frames for the reviewing agency in the schedule.
11. **Preparation of Easement Legal Descriptions and Map/Drawings.** None anticipated.
12. **Pre-Final (90%) Design Meeting.** A meeting will be held between the Engineer and the City to discuss any revisions or additional work required for generation of final (100%) plans and specifications.
13. **Final Concept Stakeholder/Public Meeting.** None anticipated.
14. **Preparation of Final (100%) Plans, Specifications, Design Report, Bid Schedule and Engineers Estimate.** The final plans shall be prepared incorporating any adjustments or corrections made during the review of the pre-final plans. A set of final reproducible plans shall be provided on 3 mil Mylar and on disk (compatible with either MicroStation *.DGN or AUTOCAD *.DXF). A hard copy and disk of specifications, bid schedule, and engineers estimate, shall be submitted (compatible with Microsoft Word). Plans shall not be considered final until ADEQ (YCES) "Approval to Construct" is acquired. The Engineer will only be responsible for the technical provisions portion of the specifications, bidding schedule, and engineer's estimate. The City will prepare the formal contract documents.
15. **Construction Pre-Bid Meeting.** The Engineer shall attend the construction pre-bid meeting held by the City of Prescott to answer questions from prospective bidders. In the event an addendum is required, the Engineer shall prepare the necessary changes to the plans and specifications.
16. **Pre-Construction Meeting.** The Engineer shall attend the pre-construction meeting held by the City of Prescott to answer questions from the construction contractor. The Engineer shall be prepared to address any design questions presented by the contractor.
17. **Progress Meetings.** In addition to those meetings indicated above, the Engineer shall attend the weekly construction meeting with City staff (as needed) to discuss the project status and any pertinent issues.

18. **Benchmarks.** The Engineer will be responsible for finding or setting sufficient temporary benchmarks in the field to allow the project to be constructed in accordance with the design. Permanent benchmarks may be included in some projects.
19. **Provision of Post-Design Consultation Services.** The Engineer will be retained to provide consultation assistance during construction, relative to questions pertaining to their design. Construction meeting attendance, technical submittals, RFI's, as-built coordination and preparation, quality assurance/control, project closeout, certification, and other construction phase engineering services shall be anticipated functions of the engineer of record.
20. **Meeting Minutes.** The Engineer shall be responsible for recording and preparing accurate minutes from all meetings involved with the project. A hard copy and disk of the minutes shall be submitted to the Public Works Department. The disk must be compatible with Microsoft Word.

Miscellaneous Other Deliverables

- Design memorandum to include hydraulic analysis (hydraulic analysis to be provided by the City)
- Other as may be required

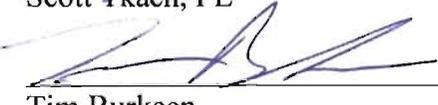
Post-Design Construction Services

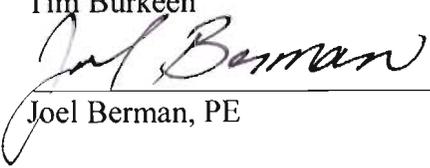
- Submittal / RFI reviews
- As-Built surveying and final mylar preparation; As-built certification
- Attending construction meetings
- Completion of Engineers Certificate of Completion including test packet
- Construction to be managed and inspected by City personnel. Consultant to be retained as Engineer of Record during construction phase.

Miscellaneous Products

Approvals

City Engineer  Date 6-24-14
 Scott Tkach, PE

Program Manager  Date 6/24/14
 Tim Burkeen

Utilities Manager  Date 6/24/14
 Joel Berman, PE

Public Works Dir. _____ Date _____
 Henry Hash, PE

City of Prescott
CIP Design Submittal Requirements

In order to maintain a consistent and effective review of the plans, it is important for the necessary information to be provided as follows:

30% Submittal (Anticipated to be included with 60% submittal)

1. Preliminary water design report
2. Preliminary drainage design report
3. Preliminary geotechnical report
4. Preliminary pavement recommendations
5. Aerial photograph with catch points & preliminary right-of-way superimposed (1:50) scale
6. Preliminary plan & profile for all required facilities – road, water, storm sewer
7. Preliminary catch points
8. Alternative drainage analysis, conceptual drainage layout
9. Conceptual wall locations
10. Conceptual storm water control facility location
11. Preliminary land acquisition estimate
12. Preliminary utility conflicts and relocations (dry & wet utilities)
13. Preliminary typical sections
14. Preliminary erosion control sheets
15. Total Estimated Quantities and Engineer's Estimate
16. Value Engineering Study (projects > 1 million or State or Federal funding)

60% Submittal

1. Draft final water design report
2. Draft final drainage design report
3. Draft final geotechnical report
4. Preliminary structural design report
5. Final pavement recommendations
6. Preliminary pavement mix design
7. Final plan & profile for all required facilities – road, water, storm sewer
8. Final Intersection horizontal layout (including curb return and curb ramp info.)
9. Draft final wall locations – Plan & Profile
10. Catch points
11. Draft final drainage layout including pipe profiles
12. Updated utility locations/relocations
13. R/W purchase plans, contact summary – including property owners for water, sanitary,
14. Roadway typical sections
15. Preliminary detail sheets
16. Draft construction notes
17. Erosion control plan sheets
18. Cross Section sheets
19. Draft Specifications, Special Provisions, including landscape requirements and slope stabilization
20. Total Estimated Quantities and Engineer's Estimate
21. Variance modification requests (as required)

90% Submittal

1. Final water design report
2. Final drainage design report
3. Final geotechnical report
4. Final structural design report
5. Final pavement recommendations
6. Final pavement mix design
7. Final plan & profile for all required facilities – road, water, storm sewer
8. Final Intersection horizontal layout (including curb return and curb ramp info.)
9. Final wall locations – Plan & Profile
10. Catch points
11. Final drainage layout including pipe profiles
12. Final utility locations/relocations
13. Roadway typical sections
14. Final detail sheets
15. Final construction notes
16. Final Erosion control plan sheets
17. Final Cross Section sheets
18. Final Specifications and Special Provisions
19. Total Estimated Quantities and Engineer's Estimate
20. Submit plans to all agencies required for permitting

Final P.S. & E

1. Final Civil plans (Mylar & Digital)
2. Submittal of all final Technical reports
3. Final Technical Specifications and Special Provisions
4. Final Total Estimates Quantities and Engineer's Estimate
5. Approved permits (DEQ, COE, etc.)

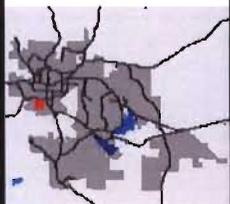
Definitions

Conceptual: General design idea or plan based upon experience and judgment from other comparable work. cursory plan view illustrations; calculations not required.

Preliminary: Introductory, but reasonably accurate, design element or feature. General consistency with design standards. Plan view illustration. Rough calculations and notes. First run models.

Final: Complete and ultimate design element or feature. Full consistency with design standards (or road modifications). Complete plan, profile and section views, as applicable. Thorough and complete engineering calculations and notes. Finished run models.

Alternative analysis: Study of all (at least two) viable options which satisfies a given transportation plan or design need. Analysis to include, but not limited to, comparisons of: safety, scope, cost, functionality, efficiency, compliance to standards and environmental effects.



Pleasant Street Water Main Replacement

This map is a product of The City of Prescott



Remove and Replace the existing 2" water main. Install 670 LF of new 6" water main with new service lines.

