

CITY OF AZUSA

“REQUEST FOR PROPOSAL – SEWER MASTER PLAN”

NOTICE IS HEREBY GIVEN that separate sealed proposals will be received at the City of Azusa City Clerk’s Office, 213 E. Foothill Blvd., Azusa, CA 91702; phone (626) 812-5229, until 10:00 a.m. on November 18, 2021. The proposal package shall include a flash drive or a CD with a digital copy of the proposal.

To be considered, consultants must submit a proposal indicating their knowledge and experience related to the services being sought in the RFP package.

Submit three (3) originals of the proposal in a sealed envelope and marked clearly with the following information, formatted as follows:

**“SEALED PROPOSAL FOR RFP
City of Azusa Sewer Master Plan 2021**

**IN THE CITY OF AZUSA
DO NOT OPEN WITH REGULAR MAIL”**

The Fee Schedule shall be submitted in a separate, sealed, envelope labeled **“City of Azusa Sewer Master Plan 2021 – [PROPOSER’S NAME]”**

All proposals for consideration must be in possession of the City by the submission deadline. Postmark date from the U.S. Postal Service will not be considered. The proposal shall be signed by a duly authorized official of the consultant. The City reserves the right to reject all proposals submitted and no representation is hereby made that any contract will be awarded pursuant to this RFP.

Consultants interested in participating in this RFP should immediately provide the City Contact with a phone number and a valid e-mail address for dissemination of addenda and/or supplemental information, as applicable. Failure to provide said contact information may result in late notifications and/or incomplete proposals.

Questions regarding this Request for Proposals or requests for additional background information may be emailed to Mr. Cabanas at mcabanas@azusaca.gov no later than 5:00 p.m. on Thursday, November 11, 2021.

CITY OF AZUSA

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| DATED: | October 14, 2021 |
| PUBLISH: | October 18, 2021 |
| MANDATORY PRE-PROPOSAL MEETING: | November 4, 2021 |
| CLOSING: | November 18, 2021 |

REQUEST FOR PROPOSALS FOR A SEWER MASTER PLAN FOR THE CITY OF AZUSA

A. INTRODUCTION

The City of Azusa is soliciting Request for Proposals (RFP) from qualified firms for the development of a Sewer Master Plan.

Azusa, California is a 9.1 square mile older suburban community undergoing exciting renewal. Azusa is a city of nearly 50,000 residents and home to Azusa Pacific University and nearby Citrus College. Azusa has both historic and new neighborhoods, with over 1,200 new homes under construction or soon to break ground. The City has a capital improvements program (CIP) budget of approximately \$5.2 million, including 23 projects that are currently under design and/or construction.

The City's last Sewer Master Plan was prepared in 2010. Since then, the City has grown through a number of revitalization projects and a new 1,250 home master-planned Rosedale community that is nearly complete with construction. 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 is seeking a firm to incorporate the completed work, perform the tasks outlined in the Scope of Work, and finalize the City's Sewer Master Plan. The following items include the work performed by the prior consultant:

- Project Initiation and Management
 - Collected all information required to begin the project.
- Existing System Overview
 - Determined the condition of the existing sewer system.
- Spatial Data Capture and System Modeling
 - Created a database and computer model of the sewer system.

B. GENERAL TERMS AND CONDITIONS

Accompanying this 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 \$1,000,000 per occurrence and \$2,000,000 aggregate.
- c. Workers' Compensation coverage at statutory limits.
- 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 Azusa 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 Azusa 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 Azusa 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 that your firm can provide in developing the Sewer Master Plan, including:

- Review the completed Sewer Master Plan tasks by prior consultant as indicated in the introduction.
- Verify the methodology and results of the Infiltration and Inflow (I&I) Study performed by the prior consultant. Perform additional analyses if necessary.
- Examine the existing sewer system by means of cleaning and videoing the pipe lines to determine the extent of damage.
- The proposal shall include cleaning 25% of their sewer system. This percentage may be reduced by the City.
- The proposal shall include video and inspection reports of the entire sewer system (approximately 80 miles). The scope may be reduced by the City.
- Perform flow monitoring at 5 locations. The locations shall be determined by the City.
- Develop a GIS model and hyperlink the video and inspection report of each sewer main.
- Modify the hydraulic model and analysis based on the results of the I&I Study, flow monitoring, and videoing.
- Prepare map of all City Sewers in PDF format.
- Develop a prioritized 5-year capital improvement program for sewer improvements.
 - The program shall include an estimate of cost and construction time for each project.

- Prepare a Final Sewer Master Plan which also includes the completed work by the prior consultant. Please do not contact the previous consultant with questions. All inquiries shall be made with the City of Azusa.
- **A 90% Draft of the Sewer Master Plan shall be completed 8 months from the contract award date for the City’s review.**

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 right 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 3 public agency references for similar assignments.

Section 5: Insurance

Provide a copy of firm’s current insurance certificate.

Section 6: Fee Schedule

Please submit fee schedule in a separate, sealed, envelope labeled **“City of Azusa Sewer Master Plan 2021 – [PROPOSER’S NAME]”**

Provide a proposed fee schedule including a detailed breakdown of each element or phase of the project and an estimate of the number of hours required for completion of each phase of the project and an hourly rate for each type of service provided in each phase. A total estimated project fee is to be included. All of this information

shall be provided for the lead consultant and any sub-consultants. The fees should also detail all individual team members, their hourly billable rate, and the hours allocated for the project - by phase.

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 proposer 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 proposer in sequence until an agreement is reached.

The submittals will be evaluated based upon several factors. These factors include the format, organization and presentation (15%), project and implementation plan (35%), ability to complete the work in the proposed timeline (10%), the qualification and experience of the project staff (25%), and the experience in the processes and procedures of the involved regulations (15%).

G. MANDATORY PRE-PROPOSAL MEETING

A Mandatory Pre-Proposal Meeting will be held via Zoom, on November 4, 2021 at 10:00 a.m. Digital copies of the 2010 Sewer Master Plan shall be provided after the mandatory pre-proposal meeting. Please RSVP with Miguel Cabanas, Principal Civil Engineer, at mcabanas@azusaca.gov to obtain a link to the pre-proposal meeting. The information for the meeting will be sent out via email on Wednesday, November 3, 2021 by close of business.

H. QUESTIONS REGARDING THIS REQUEST

All inquiries and responses to this proposal shall be submitted in writing via e-mail no later than 5:00 p.m. on Thursday, November 11, 2021 to Miguel Cabanas at mcabanas@azusaca.gov

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 November 18, 2021.

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 proposer or by any selected consultant. Each proposer 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 Proposals. Pre-contractual expenses are defined as expenses incurred by proposer's and the selected consultant, if any, in:

- Preparing and submitting information in response to this Request for 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 proposer/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.

APPENDIX A
SAMPLE CONTRACT