

REQUEST FOR PROPOSALS

FOR

CASPER REGIONAL LANDFILL (CRL) SEWER IMPROVEMENTS ENGINEERING STUDY, PERMITTING AND DESIGN

PROJECT NO. 18-011

AND

FOR CITY OF CASPER PUBLIC SERVICES DEPARTMENT

SOLID WASTE DIVISION

AND

ENGINEERING DIVISION

April 17, 2018

Fee proposals are being requested from qualified consultants to perform an engineering study, develop design documents and obtain a Wyoming Department of Environmental Quality (WDEQ) permitting, all in relation to the sanitary sewer force main serving the CRL's leachate collection system (currently serving existing Landfill Cells 1 through 4), the CRL Equipment Building, and the Biosolids Leachate Collection System. The work shall include sanitary sewer sizing recommendations for future sanitary flows/capacities to service existing facilities and future facilities (CRL cells 5 through 8, including leachate collection piping/sumps/risers/pumps/lift stations/valve vaults/discharge piping/pressure sanitary services/gravity sanitary services/force mains and gravity mains), a CRL Equipment Maintenance and Tire Shop, and a future restroom at the Casper Police Department's (CPD) training facility.

Such proposals will be received by the City of Casper Public Services Department, City Engineering Division, 200 North David, Casper, Wyoming, until 4:00 p.m., Local time, May 18, 2018.

PROJECT BACKGROUND:

Below is a construction timeline of facilities at the CRL:

1. 2008: Construction of CRL cells 1 and 2 with leachate collection pipes/sumps/risers/pumps/4" discharge piping common line, 4" diameter HDPE SDR-26 force main and 10" diameter water main, with sanitary and water connections to existing mains on Bryan Stock Trail.
2. 2010: Construction of CRL Equipment Building with sewer and water service connections to existing 4" diameter HDPE SDR-26 force main and 10" diameter water main, respectively.
3. 2012: Construction of CRL cells 1 and 2 extension with extension of leachate collection piping.
4. 2014: Construction of Biosolids area with pond Biosolids run-off collection pipes/sumps/risers/pumps/wetwell/valve vault/8" inlet piping/4" discharge piping, 6" PVC water service, with sewer and water service connections to existing 4" diameter HDPE SDR-26 force main and 10" diameter water main, respectively.
5. 2015: Construction of CRL cells 3 and 4 with leachate collection pipes/electrical/controls/sumps/risers/pumps/3" HDPE (6" HDPE overall with dual-containment) discharge piping common line, replacement of electrical/controls/pumps/4" discharge piping of

Cells 1 and 2 with 3” HDPE (6” HDPE overall with dual-containment) discharge piping common line with sewer connection to existing 4” diameter HDPE SDR-26 force main.

With recent and future expansion of CRL facilities, a sanitary sewer study is necessary to ensure the proper sizing of the sanitary sewer force main, leachate collection storage tank for Cells 1-4, and proper sizing of all connecting services. The study shall include a written study with sizing recommendations from Consultant.

6. Landfill Equipment Maintenance & Tire Shop planned to be constructed in 2022 or later.
7. CPD Training Facility currently in planning stage and anticipate construction in 10 years.

Appendices Please see the following attached Appendices that provide as-built record drawings of the existing sanitary sewer system and drawings of the current and anticipated future landfill cell areas.

Appendix “A”: 2008 - 06-23 CRL Cells 1 and 2 Asbuilts.

Appendix “B”: 2010 08-61 CRL Equipment Building Asbuilts.

Appendix “C”: 2012 - 10-17 CRL Cells 1 and 2 Expansion Asbuilts.

Appendix “D”: 2014 - 13-39 Biosolids Composting Area and Unlined CD Cell Asbuilts.

Appendix “E”: 2015 - 14-72 CRL Cells 3 and 4 Asbuilts.

Appendix “F”: 2015 - 14-72B Auto Leachate Collection System Asbuilts.

Appendix “G”: 2022+ 14-73 CRL Equipment Maintenance & Tire Shop Design.

Appendix “H”: Current and Future CRLCD.

Additional information and references regarding the CRL can be obtained by contacting City of Casper Engineering.

As stated above, the project described in this request for proposals involves an engineering study, development of design documents and WDEQ permitting, all in relation to the sanitary sewer force main serving the CRL (Cells 1 through 8), CRL Equipment Building and Maintenance & Tire Shop, Biosolids area, and future CPD Training Facility all in accordance with all applicable Federal, State, Local laws and regulations.

Funding

Funding will be from the City’s Balefill Fund reserves.

I. SCOPE OF SERVICES

The Consultant shall perform the following services in connection with and respecting the Project.

- A. Consultant shall field-verify the pipe and structure sizes of all water and sewer utilities.
- B. Consultant shall provide City of Casper Engineering and Solid Waste Staff a written study (technical memoranda) including:
 1. The existing facilities’ sanitary sewer capacities and flows;
 2. Recommended sizing and recommended infrastructure improvements for a new sanitary system to serve all existing and future facilities/expansions, including, but not limited to leachate collection piping/sumps/risers/pumps/tank/lift stations/valve vaults/discharge piping/pressure sanitary services/gravity sanitary services/force mains and gravity mains;

3. A cost estimate of the recommended improvements.

The technical memoranda shall be delivered to both City of Casper Engineering and Solid Waste Staff in hard copy and in electronic “.pdf” format.

- C. Consultant shall develop and provide construction drawings and specifications shall be of such quality and contain sufficient details so that no misunderstanding may reasonably arise as to the extent of the work to be performed, the materials to be used, the equipment to be installed or the quality of the workmanship. Consultant shall prepare final drawings in AUTOCAD Version 2015 release or earlier AND in electronic “.pdf” format.
- D. Consultant shall design in accordance with WDEQ Rules and Regulations and shall obtain a WDEQ permit to construct the designed improvements.

E. Location, Survey, and Construction Drawings.

1. Plan and profile sheets shall consist of a horizontal scale of not less than 1"=50', and an appropriate vertical scale, indicating all features necessary to construct the improvements.
2. Conduct field surveys to collect topographic data, surface elevations, and utilities information as needed.
3. Contact other utilities (i.e. - telephone, power, cable TV, gas, etc.) to obtain location of their utilities within project locations and to coordinate any required adjustments.
4. Plan and plan profile sheets shall contain the following information:
 - a. Plan and profile sheets shall contain sufficient detail and information in order to determine construction cost of the improvement and to construct the improvements.
 - b. Consultant's professional engineering stamp in accordance with Wyoming State Statutes.
 - c. Consultant shall provide the City of Casper Engineering and Solid Waste Staff, each, a hardcopy of final design drawings of the Project in AutoCAD and electronic “.pdf” format, labeled as "Final Design Drawings – CRL Sanitary Sewer Improvements, Project No. 18-11." Final drawings shall be placed on 11” x 17” inch paper sheets.
 - d. All AutoCAD drawing materials generated by the chosen Consultant shall utilize the Natrona a Regional Geospatial Cooperative (NRGC) standard template. The template may be obtained through either of the following links:

<http://www.casperwy.gov/cms/one.aspx?pageId=87224>
[ftp://Csprftp_CoCST:C0C\\$T1f!9@ftp1.casperwy.gov/CoCST/CoCST.zip](ftp://Csprftp_CoCST:C0C$T1f!9@ftp1.casperwy.gov/CoCST/CoCST.zip)

5. Consultant shall meet with representatives from the City during the course of preparing drawings and specifications to discuss the status of the project. Meeting dates and times shall be coordinated by Consultant and shall be set with input from the City of Casper Engineering and Solid Waste Staff.
6. Consultant shall hold a kickoff meeting and progress review meetings at the fifty percent (50%), and ninety percent (90%) progress levels of completion of the project plans at a location decided by the City and provide project cost estimates updates with each progress level. Consultant shall prepare and distribute minutes of kickoff meeting and all progress review meetings to City of Casper Engineering and Solid Waste Staff.

F. Sub-consultants

1. The Consultant shall be responsible to procure any necessary sub-consultant to complete the work.
2. The Owner and Consultant shall mutually approve, in writing, the use of any sub-consultants that the Consultant desires to use.
3. The Consultant shall be responsible for the administration, management, procurement, and payment of services provided by sub-consultant(s).

II. SPECIFIC RFP REQUIREMENTS:

In submitting a proposal for this project, the consultant shall prepare and enclose **In a Separate Sealed Envelope** one detailed fee schedule with an upset amount for each.

The fee schedule shall be based on estimated project costs, time and materials, including hourly rates for technical personnel, and reimbursable items, with an upset amount. The fee schedule shall include all of the requirements stated above in this RFP. If at any time during the term of this contract it appears that the upset amount will be exceeded, the Consultant shall immediately notify the City and provide a complete statement justifying the anticipated change in the contract fee. An amendment authorizing any increased fee can only be approved by the Casper City Council. The amendment must be approved by the Casper City Council before the commencement of any additional work. Consultant shall be responsible and responsive to the City in its requests and requirements within the scope of this proposal, and shall confer with and be guided by the directives of the City.

TIMETABLE

Following is the tentative timetable for this RFP:

1. Proposal Due Date (4 p.m. MST) May 18, 2018
2. Consultant's Presentation and Interview
(9-10 am, 10-11 am, and 11:00-12:00 pm)
Interview slots available at the following location:

Casper Special Waste Facility
North Station Road
Casper, WY 82609 OR
Call (307) 235-8341 and ask to be
transferred to extension 771.

May 31, 2018

3. Selection of Consultant by Council.

July 3, 2018

4. Completion of GCCS Monitoring, Operation,
and Maintenance Services.

December 14, 2018

The submittal of a proposal will be indication Consultant can meet this schedule.

MEETINGS

The Consultant shall attend any special meeting with the City Manager or City staff, relating to the performance of this contract, and shall provide the City with monthly written progress reports, accompanying partial payment requests. Progress reports shall include personnel utilization and associated time applied to the project, in addition to an itemization of expenses.

CONTRACT

The Consultant will be required to sign a contract with the City relating to the work to be performed. Such contract shall include, but not necessarily be limited to, the following articles: method of compensation, time of performance, subcontracts, duties of the consultant, termination of the contract, ownership of material, changes, EEO, ADA, submission of material, and obligations of the City.

SELECTION

A maximum of three (3) consulting firms will be selected to be interviewed by City staff on the basis of the proposal submittals and qualifications. Upon completion of these interviews, one consulting firm will be selected based on qualifications and fee.

The procedure for considering the priced proposal will be based on selection of three (3) proposals that best meet the above qualifications-based criteria, excluding consideration of the fee proposal. Upon selection of the top three (3) qualified teams, the fee proposals for these three consulting firms shall be opened and analyzed by the City-assigned engineer. The City-assigned engineer will prepare a written summary of the price proposals to be distributed to the selection committee prior to the consultant interviews. Price proposals for Consultants not selected shall be returned unopened to the Consultant. No prospective proposer shall withdraw his proposal for a period of sixty (60) days after the deadline for proposal submittals.

In making a proposal, the Consultant hereby certifies that he has reviewed this RFP and is familiar with all conditions contained therein.

City staff will review all proposals and make a recommendation for final selection to the Casper City Council. Final selection of the consultant shall be made by the Casper City Council.

GENERAL

A. Additional Information.

In addition to the items addressed in the Scope of Services, the following information relating to the consultant's qualifications is required. The Consultant shall submit five (5) copies of the non-priced technical proposal.

1. The consulting firm's name, address, and telephone number.
2. Types of services which your firm is qualified to provide.
3. Names of key personnel, the experience of each available for this project, each key personnel's proposed work load and availability towards this project.
4. Names and addresses of outside consultants or associates which will be retained for assistance.
5. Number and type of current projects for which the firm is principal engineer.
6. Recent list of completed projects most similar to this project, including key contacts and references, approximate budget, and other pertinent information.
7. One (1) Engineering Fee proposal with upset amount in a separate sealed envelope shall be submitted with the set of three (3) non-priced technical proposals. The envelope containing the price proposal shall be labeled "PRICE PROPOSALS FOR CRL SANITARY SEWER IMPROVEMENTS."

B. Addendum or Supplement to Request for Proposal

In the event it becomes necessary to revise any of this Request for Proposal (RFP), an Addendum to this RFP will be provided to each Consultant. The City reserves the right to change submission date(s) for any reason, including an Addendum or Supplement to the RFP.

C. Late Proposals.

Late proposals will not be accepted. It is the responsibility of the Consultant to insure that the proposal arrives prior to 4:00 p.m., Local Time, May 18, 2018.

D. Rejection of Proposals.

The City of Casper reserves the right to reject any or all submissions, and to waive informalities and minor irregularities in submissions received, and to accept any portion of a proposal or all items if deemed in the best interest of the City of Casper.

E. Response Material Ownership.

All material submitted regarding this RFP becomes the property of the City of Casper and WDEQ and will only be returned to the Consultant at the City's and WDEQ's option. Responses may be reviewed by any person after the final selection has been made. The City of Casper has the right to use any or all ideas presented in reply to this request. Disqualification of a Consultant does not eliminate this right.

F. Incurring Costs.

The City of Casper is not liable for any costs incurred by the Consultant prior to issuance of an agreement, contract, or purchase order.

G. Acceptance of Proposal Content.

The contents of the proposal of the successful Consultant may become contractual obligations if the City of Casper wishes to execute a contract based on the submitted proposal. Failure of the successful Consultant to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award, and such Consultant may be removed from future solicitations.

H. Reference Checks.

The City of Casper reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City and WDEQ in evaluating the Consultant's performance on previous assignments.

I. City Contact

The contact person at the City of Casper concerning this RFP is Alex Sveda, P.E., Associate Engineer, 200 North David Street, Casper, Wyoming 82601. Phone (307) 235-8341, or email: asveda@casperwy.gov.