



**REQUEST FOR PROPOSALS
FOR**

**DESIGN-BUILD
WATER TREATMENT PLANT**

**Addendum #1, 9/1/2022 changes depicted in red
Addendum #2, 9/7/2022 changes depicted in red**

Date of Request: August 17th, 2022

**Responses due by:
Friday, September 16th, 2022, at 12 p.m. Noon.**



REQUEST FOR PROPOSALS
City of Valley Center, Kansas
Design-Build Water Treatment Plant

1. INTRODUCTION

This Request for Proposal (this “RFP”) is issued by the City of Valley Center (the “City” or “Owner”) to solicit written proposals (each a “Proposal”) from interested firms, joint-ventures, partnerships, or corporations formed for the purpose of responding to this RFP (each a “Proposer”) to design, construct, and provide short-term operations, maintenance, and training for a new Water Treatment Plant (the “WTP” or the “Project”) located in the Valley Center Industrial Park on a parcel north of 545 W. Clay in Valley Center, Kansas pursuant to a Progressive Design-Build Agreement with a short-term operations and maintenance component (the “Contract”).

The City seeks Proposers who are qualified and prepared in all respects as set forth herein to undertake the complete design, construction, and operations of the Project. Proposals will only be accepted from Proposers intending to provide all required services for the Project. The City will not consider responses from firms not offering to provide all required services.

The RFP is a best value procurement process. The selected Preferred Proposer will be invited to enter into a Contract for a progressive design-build process. It is of utmost importance to the Owner that it selects a competent and compatible “business partner” for this Project. The Owner desires that this long-term business relationship be one of optimum mutual benefit to both parties and that it be conducted in a “team partnership environment.” The Proposer shall describe its plan for providing a team partnership environment on this Project.

2. BACKGROUND

The City currently purchases treated water from the City of Wichita. Treated water is provided to the distribution system through a booster pump station and 16” water main that supplies the 750,000-gallon elevated storage tank (EST) in the industrial park for distribution. A second connection to the Wichita supply main includes a control valve that opens at a set low water level in the EST and operates at the available water pressure from the Wichita system.

In 2016, the City executed a 20-year contract with Wichita to provide potable water for the City's growing population along with a variety of commercial, industrial, and wholesale customers. The contract included the terms under which the City sells raw water from their water supply wells to Wichita. The City also sells potable water to Sedgwick County Rural Water District No. 2 under the terms of a water purchase contract originally established in 1973.

The 2016 contract includes a three-tiered rate system:

Tier 1 – rate charged for water usage up to 110% of the annual winter consumption

Tier 2 - rate charged for water usage during a monthly period that exceeds 110% of the annual winter consumption

Tier 3 – rate charged for water usage during a monthly period that exceeds 310% of the annual winter consumption

The City has expressed concerns regarding the upward trend in both Tier 1 and Tier 2 rates passed through by Wichita. While the present-day Tier 1 rate remains reasonable and economical, the Tier 2 costs are considerably higher. Periods of future drought may result in a sharp increase in Tier 2 purchases. Because of this, the City is interested in constructing a City operated water treatment plant to **be the main supplier of treated water for the city.**

The City recently had a Water Treatment Plant Study and Concept Design completed and that data will be provided as part of the RFP process.

The goal of the new WTP is to provide treated water that is similar to the water provided by Wichita at a flow rate up to the City's allocated water rights of 0.84 MGD. The hardness, alkalinity, iron, and manganese are higher than Wichita water and will be noticeable to the utility's customers, so treatment of the well water to address these concerns is necessary. Treatment for iron, manganese will also be required.

3. PROJECT METHODOLOGY

The City has elected to use a Design-Build-Operate ("DB-O") alternative procurement method. For this project the DB-O is defined as a progressive design build process with short term operations and maintenance followed by a period of training for City staff. This method is expected to result in numerous benefits for the City and its customers. The procurement is expected to result in more efficient and cost-effective scheduling, optimal risk allocation, and overall cost savings. This method includes the full and appropriately balanced integration of design, construction, operations, and maintenance in all aspects of project development.

The City intends to enter into an agreement with the selected Preferred Proposer (Design-Builder) for the services described herein and agreed to by both parties. While in general, the Design-Builder may suggest modification to the Proposed Supplementary Conditions and Agreement, certain provisions will be mandatory. The Design-Builder shall assume when submitting a proposal that no changes proposed shall be adopted and that the City shall require the Design-Builder to execute the Agreement without substantive changes.

3.1 PROJECT SCOPE OF SERVICES

3.10 Project Phase One

The scope of services generally includes, but is not limited to, the following:

- 1.** Prepare water treatment plant design plans and specifications to at least the 30% design stage, consistent with the Concept for the Project. Preliminary design shall include field surveys, hydraulic analysis, conceptual design, and including City design council presentation. Plans shall be complete in their identification and sizing of all equipment and the sizing of all structures and piping necessary to meet the requirements of this project.
- 2.** Preliminary facility and site design documents will include preliminary layout drawings of proposed facilities, and major process components. Layout drawings will include major equipment locations and space allocations for major equipment, electrical equipment, and HVAC equipment. Assumptions for structural components, such as wall thicknesses and foundation requirements and HVAC air flow requirements and minimum finished floor elevations will be noted.
- 3.** Complete economic evaluations, including consideration of capital, operation and maintenance and life-cycle costs. Opinions of capital costs will include construction costs; contingencies; and engineering, legal and administrative expenses. Construction costs will include materials, construction labor, equipment, supplies, excavation, contractor's overhead and profit, and contractor's costs for insurance, bonds, and taxes.
- 4.** Complete an analysis and presentation of findings regarding alternatives that may be included or excluded from the Project such as redundancies, technologies, and processes. Presentation of these findings shall include the associated risks and costs.
- 5.** Prepare design of offsite assets **to no less than 30% design or greater level as will allow** for completion of tract maps and legal information requested for the City to acquire required easements and rights-of-way.
- 6.** Complete regulatory review of 30% design.

7. Produce maps, drawings, and graphics necessary for, and attend with Owner, public meetings and other council, board, or committee meetings as requested.
8. Develop a Project Plan and guaranteed Contract Price for Phase Two, separated into distinct portions of work.

3.11 Project Phase Two

If the Project Plan and the Phase Two Contract Price and Schedule are accepted by the Owner, the scope of services for Phase Two will generally include, but not be limited to, the following:

1. Complete design, construction, and post-construction tasks for the 0.84 MGD capacity water treatment plant including performance testing and startup commissioning. The Design-Builder shall submit and provide 60% and 90% design documents suitable for review by the City and Kansas Department of Health & Environment (KDHE). Documents shall include final sizing for all equipment and structures and a list of recommended equipment manufacturers. The design shall include a site layout showing all additional structures and approximate locations.
2. Direct all field activities, safety, and quality control; prepare construction schedules; manage the project safety program; and provide appropriate project permits and reviews.
3. Procure all required equipment, subject to City approval.
4. Coordinate tie-ins and shutdowns that disrupt the regular processing of water; coordinate all these activities and present a schedule detailing these activities. Design- Builder shall be solely responsible for providing adequate and appropriate work- arounds to avoid process disruptions and shall not be entitled to any compensation for delays or interference because of actions taken by the City to maintain safe and adequate water supply during construction.
5. Integration of all processes and associated equipment into the facility SCADA system. The integrator will program the facility using a **compatible software platform** and will be responsible for incorporating the modifications into the division's current load. The integrator will be required to match the City's standard nomenclature and all aspects of the integration will be pre-approved by City staff prior to development.
6. Complete design, construction, and testing of pipeline assets to deliver finished water.

7. Complete regulatory reviews at 60% design; 90% design; and as otherwise identified.
8. Coordinate start-up of all components of the Project. City personnel will be trained by the Design-Builder or designated manufacturer's representative in the operation of all treatment processes and related equipment. Design-Builder will be responsible for working with equipment vendors and chemical suppliers to determine the most appropriate chemical dosages.
9. Provide for the operations and maintenance of the Facilities for not less than one year (including the minimum 6 months of training for Owner staff) following commissioning.
10. Upon completion of this project all processes and related equipment will be required to meet minimum standards for process performance as defined in the final plans. Process testing will begin upon Facility startup. All specifications for process testing shall be developed through a coordinated effort by the Design-Builder and City staff. The City will provide analytical services as available to assist in verifying process performance. All other performance testing will be conducted under the City's contract for laboratory services.
11. During the Operating Period, provide for not less than 6 months of training for Owner staff in the operation and maintenance of the constructed Facility and associated assets, including training regarding the operation of all treatment processes and related equipment. Training will be conducted by the Design-Builder or designee. All training will be conducted on-site. The Design Builder will include an estimate of the number of training hours necessary to meet the City's training needs. All training classes will accommodate up to 10 people and shall be recorded.
12. The Project and its individual components shall carry a warranty for a minimum period of three (3) years from Substantial Completion.

3.2 PROJECT FUNDING

The project is identified in Owner's capital improvements plan and is intended to be funded from a combination of funding sources.

The Design-Builder shall assist with the potential application process for State of Kansas KDHE SRLF funding by developing the required designs and GMP, providing other supporting documentation, participating in meetings and development of the application, and fulfilling all KDHE SRLF requirements related to a DB-O delivery of the Project.

The Owner is also preparing for various portions of the Project to be funded through revenue bonds.

3.3 PROJECT GOALS

The City's goals and objectives for the Project, which are not listed in order of priority or importance, are as follows:

1. Provide safe, adequate, uninterrupted water supply to the residents of the City.
2. Ensure the safety of the public, City employees, the Project, and Facilities.
3. Minimize customer rate increases.
4. Zero exceedances of regulatory limits.
5. In the Project design and construction:
 - Ability to treat 100% groundwater, and the ability to treat any mix of raw water sources. **Surface water treatment will not be required.**
 - Sound design and quality construction for long-term operational reliability.
 - Optimization of water treatment processes, operations, and maintenance.
 - Integrated operations of treatment with the water distribution system.
 - High degree of coordination between design, construction, operation, and maintenance elements.
6. Accommodation for potential future expansion of Facilities
7. Provide for the full operation and maintenance of the Facility for not less than one year (including the minimum 6 months of training for Owner staff), and for such longer period as will be agreed between Owner and Design-Builder.
8. Prepare a training plan for training of Owner staff in the operation and maintenance of the Facility.
9. Prepare and implement a plan for the transition of Facility operations to City staff at the conclusion of the Operating Period.
10. Asset Management Plan and Risk Management Plan for the facility and assets.
11. Implement quality-management procedures and implement project safety and health practices.

4. Contractor Responsibilities

1. **It is the sole responsibility of the contractor to see that the proposal is delivered to the proper place and received at the proper time. Any proposal**

received after the scheduled closing time for receipt of proposals will be returned to the contractor unopened.

2. The contractor to whom award is made shall execute a written contract with the City within forty-five (45) calendar days after notice of the award has been sent by email to the email address provided in the proposal. The contract shall be made in the form adopted by the City and incorporated in these specifications. The contractor warrants that they possess, or have arranged through subcontracts, all capital and other equipment, labor, and materials to carry out and complete the work hereunder in compliance with all applicable Federal, State, City laws, ordinances, and regulations.
3. The Contractor will be responsible for procuring the correct and necessary licenses and permits to perform the necessary work to complete this project. All local permit fees will be waived. It shall be the responsibility of the Contractor to locate all existing utilities and protect them from damage.
4. Contractor shall repair at his own expense, any damage, whether inside or outside of the project limits, to utility systems, surface pavements, fixtures, structures, or vegetation that is not specifically indicated to be modified or removed. All damaged items shall be repaired to their original condition, as acceptable to the City.
5. Contractor shall leave site and surrounding areas clean and free of any debris or other unsuitable materials.
6. All traffic control will be the responsibility of the contractor.
7. Contractor shall be responsible for the security of the site. Contractor shall be responsible for all damages to persons or property that occur because of its fault or negligence in the performance of this contract and shall be responsible for the protection of the project site until final acceptance by the City. Contractor shall take all necessary precautions for the safety of workers on the project and shall comply with all applicable federal, state, local and other safety laws, standards, orders, rules, regulations, and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed and to provide a safe and healthful place of employment.

5. Questions Regarding the RFP

If a prospective contractor is in doubt or has any questions as to the true meaning or intent of any part of the Bid package, or discovers discrepancies, errors, or conflicts, or omissions, he/she may submit, to the City, a written request for an interpretation or a correction thereof. Interpretations or corrections shall be made only by addendum duly issued by the City.

A copy of such addendum will be posted on the City website and such addendum shall be considered a part of, and incorporated in, the proposal documents. Telephonic requests will not be taken. Any interpretation or correction of the proposal documents will be made only by a written Addendum. No oral interpretation of any provision in the proposal documents shall be binding.

All questions regarding this RFP should be presented in writing and no later than September 13, 2022 at 5:00 PM:

Rodney Eggleston
Public Works Director
City of Valley Center, Kansas
reggleston@valleycenterks.org

6. PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held on August 29, 2022, at 11:00 AM at Valley Center City Hall in the Council Chambers, 121 S. Meridian, Valley Center, KS to review requirements and answer questions contained in the proposal package. Attendance is not required but recommended for firms submitting proposals.

No persons other than those noted above, including elected official or professional advisers, should be contacted during the solicitation process unless you are specifically directed to do so. The City reserves the right to reject the proposal of any respondent failing to comply with this provision. The risk of receipt of misinformation that could result from a respondent contacting any unauthorized person will be borne solely by such respondent. All questions received, and their answers, will be provided in writing to each institution known to be in receipt of this request for proposals in accordance with the calendar stated.

7. Proposal Information

7.1 General Requirements

- a.** The content requirements set forth in this RFP represent the minimum content requirements for the Proposal. It is the Proposer's responsibility to include information in its Proposal to present all relevant qualifications and other materials. The Proposal should address all information identified in the RFP, including all sections of the RFP. The Proposal should not contain standard marketing or other general materials. It is the Proposer's responsibility to modify such materials so that only directly relevant information is included in the Proposal.
- b.** For purposes of any page limit that applies to any part of the Proposal, each printed side shall be considered one page.

- c. Proposals will be prepared in English. Any units included in the Proposals will be United States customary units (and not using the International System of Units). All references to currency will use U.S. dollars.

7.2 Proposal Submissions by or in Relation to Joint Ventures

- a. a. If any Proposer expects to be a joint venture, or a newly formed or special purpose entity, then all members or partners of that joint venture or other entity will collectively be considered a participant in the Proposal on a joint and several basis. Therefore, any information that is required to be submitted as part of the Proposal with respect to the Proposer, or with respect to firm and teams within the Proposer's organizational structure, must be submitted for each member or partner of the joint venture or other entity unless otherwise expressly provided. These requirements apply regardless of whether the relevant joint venture or other entity considers itself a partnership.
- b. If a Proposer is compelled to include material in addition to the information specifically requested, the Proposer will append that material to the end of the most appropriate defined section of the outline. Additional material is subject to any applicable page limitation.

7.3 Originals and Copies

- a. Each Proposer that submits a Proposal shall submit one digital and five hard copies of each Proposal.
- b. If there is any conflict or inconsistency between the content of the original of a Proposal and a copy (whether digital or hardcopy) of such Proposal, the Owner, acting reasonably, shall determine which version prevails.

7.4 SUBSTANTIVE INSTRUCTIONS

The Proposal must include the following information in the order listed:

Transmittal Letter (One page maximum)

Briefly introduce the Proposer team. Provide the legal name and address of the Proposer (or lead firm or partner) and describe the type of organization (e.g., corporation, partnership, joint venture, etc.) responsible for delivering the Project. Include the name, address, telephone number and email address of the contact person (limit one) representing the Proposing team for any questions and receipt of clarifications. The transmittal letter shall be signed by a representative of the Proposer who is empowered to

sign and commit the Proposer to related obligations of performance. With such signature the signatory shall indicate his or her title and full corporate name.

Proposal Part 1: Proposer's Experience and Capabilities (15 pages maximum)

1. Management and Organization.

A description of the Proposer. A project organizational chart is required demonstrating the structure of the Proposer's firm or team structure. If the Proposer is a partnership, joint venture, or consortium, all members of the Proposer shall be listed.

Identification of those portions of the Project that will be undertaken directly by the Proposer and those portions of the Project will be subcontracted and to which firms, including all Significant Subcontractors.

Identification of any other entity, including without limitation, any corporation, partnership, firm, joint venture, consortium or individual, to which the Proposer intends to assign material responsibilities or subcontract for performance of the operations, maintenance, and training portions of the Project.

Identification of the parties that will undertake the following aspects of the work:

- Project Administration
- Project regulatory, permitting, and public relations
- Project safety
- Design management
- Construction management
- Operations and maintenance management
- Training of Owner staff

A description of the history, ownership, organization, and background of the Proposer and each member thereof, including experience working jointly on similar projects. If the Proposer or a joint venture member is a subsidiary of a parent company, the Proposer shall state when the subsidiary was formed and its place in the corporate structure of the parent company. If a subsidiary is newly created for the purposes of responding to the RFP, the reasons for this action shall be fully disclosed.

The proposed contractual relationships between, Proposer, its members, and Significant Subcontractors shall be outlined in the Proposal. Provide a description of the Proposer's approach to the management of subcontractors.

Proposers shall also include an organization chart depicting all Key Personnel, their assignments, percentage of their time dedicated to the Project and/or specific portions of this Project, affiliations, and office locations typically and during the Project. Provide resumes for all Key Personnel who will be directly involved with design, construction, and/or operational and maintenance activities.

A description of measures and guarantees the Proposer will implement for a staff commitment to ensure continuity during the Project.

2. Financial Capacity

Evidence sufficient to demonstrate Proposer has the financial capacity to undertake a project of this size and nature. Describe any parent company guarantees or similar financial guarantees anticipated to support the Proposer's financial capacity to deliver the Project.

Evidence the Proposer has or can obtain (either directly or through the firm or partner responsible for designing the project), a minimum of professional liability insurance coverage for design errors and omissions appropriate for the Project from an insurance company authorized to do business in the State of Kansas and carrying a rating of Best's or Best's International of A- or higher. Supporting information may be added as an additional appendix to Part 1 of the Proposal and not count toward page limits.

Evidence the Proposer can obtain (either directly or through the firm or partner responsible for portion(s) of the Project) a performance bond and statutory payment bond from a surety on the lists of "Current Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" (as published in Circular 580 (amended) by the Audit Staff, Bureau of Government Financial Operations, U.S. Treasury Department). Proposer should include Letters of Intent from the Proposer's preferred surety company(s) indicating they have reviewed and understand the general scope and value of the project (including the Phase 2 Work) and their intent to issue the applicable bond. Such letters of intent may be added as an additional appendix to Part 1 of the Proposal and not count toward page limits.

Evidence the Proposer is able to obtain (either directly or through the firms or partners responsible for portions of the project) Comprehensive General Liability (including Premises-Operations; Independent Contractor's Protection; Products Liability and Completed Operations; Broad Form Property Damage) insurance

coverage per occurrence and in aggregate and umbrella excess liability insurance coverage per occurrence and in aggregate, with such limits as are required by law. Proposer should include Letters of Intent from the Proposer's preferred insurance company(s) indicating they have reviewed and understand the general scope and value of the project and their intent to issue the applicable insurance. Such letters of intent may be added as an additional appendix to Part 1 of the Proposal and not count toward page limits.

3. Legal Matters

Provide a written certification statement signed by an officer or duly authorized official of the Proposer (including evidence of authorization if not provided elsewhere in the Proposal), that Proposer and any partner(s):

- a. Have not within the past 5 years placed a surety or bonding company in a position to perform due to default on any public project.
- b. Have ever declared bankruptcy.
- c. Have not, within the past 5 years, been debarred for bidding on contracts in the state of Kansas or any other state under federal law.
- d. Such certification(s) may be added as an additional appendix to Part 1 of the proposal and not count toward page limits.

List and briefly describe any threatened, pending or past litigation, lien, claim, legal proceeding and judgement, or contingent liabilities (i.e., financial or performance commitments, open letter of credit, and guarantees), in which the Proposer, any member of the Proposer's Project team, or any parents, affiliates and subsidiaries of such Team Member was or is a party to that could potentially adversely affect such Team Member's financial position or ability to honor its contractual commitments in relation to the Project.

Evidence the Proposer and each firm is licensed in the State of Kansas for the type of work to be performed, to the extent not provided elsewhere in the Proposal. The Designer must include an engineer in responsible charge registered in the State of Kansas.

4. Safety

Provide information describing the Proposer's safety record of performance including the current workers compensation insurance Experience Modifier Ratio (EMR) for the last 5 years and OSHA reportable accident rate as well as their ability to produce and implement an effective Safety Plan for projects of this size and

nature.

Description of the planning and safety measures to be used on the Project and to be communicated to all individuals near or on the site during the construction and operating periods. The Proposer shall also describe its approach to minimizing the likelihood of Project work-related accidents and compliance with safety measures required by applicable law. This section shall, at a minimum, address the following items:

- Proposer's safety goals, standards, and guidelines.
- Designation by name of a Project safety coordinator who will be responsible for all safety related activities and a description of other staff positions involved in safety planning and review.
- A framework for a safety review process and appropriate regular meetings to address safety issues.
- Documentation of safety procedures.
- Construction traffic management and equipment and substance (chemicals) safety training.
- Method for tracking who is on the site.

Proposer shall demonstrate experience developing, implementing, and/or working under safety plans on similar significant sites with a large workforce from varying companies and organizations. Examples of safety plans used are encouraged. Demonstrate successful safety plans implemented for installation of significant pipeline or similar work in road rights-of-way.

Proposal Part 2: Project Approach (15 pages maximum)

Proposal Part 2 should be focused on addressing how the Proposer will achieve the proposed scope of work while meeting the Owner's stated Project goals, and include the following:

Executive Summary

The Proposer shall submit a Project Executive Summary (two pages maximum, in addition to the 15 page maximum for the remainder of Proposal Part 2) detailing the key aspects of the project approach described in Proposal Part 2. The Project Executive Summary should include a clear statement of the Proposer's understanding of the RFP, briefly describe the Proposal, and summarize the proposed design, construction, operation, maintenance, and training services and how the Proposer intends to meet the requirements of the RFP.

Project Understanding

- Design
- Construction Administration and Oversight
- Startup, acceptance testing and commissioning
- Operations and maintenance (including repair and replacement
- Information flow, document management and records control

External Communications

- Governmental agencies and boards
- Service providers
- Other stakeholders

Resource Management

- Budget management
- Labor management
- Schedule management

Quality Management

Proposer's plan for quality management, including demonstration of recent development and use of a project specific quality management plan.

- Identification of key points Proposer will incorporate into a quality management plan for the Project.
- A description of the process for developing the GMP proposal, including the Proposer's approach to determining the amount of cost contingency.

Project Management

- Proposer's plan for coordination and management of various Project activities.
- Proposer's team reporting lines and reporting mechanisms.
- The Owner will require the Design-Builder to have a full-time project administrator located on site throughout the development period, construction period, and the operations and training periods. Describe the project administrator role and responsibilities.
- A description of the Proposer's methods for communications with the Owner and facilitation of Owner review during all phases of the Project to ensure that the completed Facilities and the operations thereof meet the Owner's performance and quality requirements. Communication tools described in the Proposal may include, but not be limited to, meetings, progress reports, and facilitated Owner reviews at key points in the Project.

Design Process and Communications

- A description of Proposer's design process, including procedures for equipment selection, constructability reviews, obtaining operations team input, and identifying, tracking, and implementing design, and construction operations strategies, including designer involvement in oversight of construction.

Proposer's plan for avoiding:

- Duplication and discontinuity in leadership between Project phases.
- Compartmentalization between design, construction, operations, and maintenance.
- Contractor or equipment supplier interests overriding engineering-based decisions.
- A description of Proposer's approach to achieving all key success criteria to meeting goals of water quality and quantity, and measures to be implemented for ensuring success in the various portions of the Project.
- A description of Proposer's plan for handling communications with the public during (a) the Design Period, (b) Construction Period, and (c) Operating Period, as appropriate.
- A description of Proposer's plan for responding to public inquiries and complaints, including during the construction and operations and maintenance periods.
- Identify the personnel responsible for implementing any proposed public information plan.
- A description of the Proposer's approach and experience in creating educational materials or graphics for presentation to the public, governmental agencies, and/or councils, boards, and committees.
- A description of the Proposer's understanding of and approach to obtaining governmental approvals needed to construct and operate the Facilities. The Proposal should address the relevance of previous permitting experience.

Environmental and Site Investigation

- A description of Proposer's understanding of the potential environmental impacts of the Project and the Proposer's environmental protection, mitigation, and monitoring systems.

- Proposer’s plan for mitigating measures to control environmental impacts to:
 - (1) Air (e.g., odor and dust impacts)
 - (2) Groundwater
 - (3) Surface water
 - (4) Ambient noise levels
 - (5) Light emissions
 - (6) Traffic (during construction and operation)
 - (7) Other environmental considerations (e.g., chemical storage and handling, waste disposal, fuel handling)

- A description of the proposed site exploratory work to identify existing soil conditions and suitability of soils and subgrades. Describe how the Proposer will ensure site investigation needed will be sufficient for design.

- A plan identifying how the Proposer will conduct sufficient site geotechnical investigations and other means of site condition due diligence. The Proposal should define the Proposer's approach for development of the site, the layout of the site, construction laydown areas, earth movement (cut and fill), excavation, clearing and grading, undisturbed areas, drainage, stormwater management, roadways and traffic management, parking, site security, utilities, etc.

Operating Period

- A description of Proposer’s approach to the operations and maintenance term.
- A description of how staffing levels will be determined and how staff will be selected and assigned to the Project.
- Proposer’s plan to maintain continuity of staff during the operation and maintenance term. Proposer’s approach to transitioning the Facilities to Owner operations at the conclusion of the training period.
- Proposer’s approach to transitioning the Facilities to Owner operations at the conclusion of the training period.
- Proposer’s approach to training of Owner staff. Proposal should indicate the level of staffing the Proposer anticipates during the training term. The Proposal should

address how training will be more focused, i.e. hands-on versus classroom; and what methods of reinforcement are planned to ensure retention of training concepts and knowledge. Describe the planned use, or lack thereof, of process simulators and Proposer's experience in the development and use of such.

- An outline of Proposer's preliminary operating protocols.
- Identification of Proposer's approach to developing a Maintenance, Warehouse, Repair and Replacement Plan, which will directly affect how the Proposer will achieve the Owner's objective of quality performance, including but not limited to the following components of quality performance.
 1. availability of consumables and spare parts.
 2. ongoing maintenance and repair.
 3. uninterrupted finished water at flows demanded by the customers of the Owner.
 4. appropriate and timely renewal and replacement of major equipment.

Proposal Part 3: Project Concepts (15 pages maximum)

Proposer's Concept of the Project

- A description of the proposed Facilities, including the technical information necessary to convey a clear understanding of the proposed water treatment and conveyance systems. The Proposal will be in sufficient detail so that the Selection Committee can ascertain the Proposer's ability to comply with the performance and design requirements. The Proposal should address any problems or limitations Proposer foresees with the Project Concept.
- A description of any guarantees the Proposer would make to ensure its lump sum stipulated price will include all costs for the Phase One services.
- A detailed description of all major components of the Facility, as appropriate, should be described, including stormwater drainage and pumping, laboratory operations, raw water transmission, water treatment processes, finished water reservoirs and conveyance, Facility operations building, finished water pumping station(s), maintenance, and other non-process support buildings and areas.
- Site Development and Support Infrastructure Concepts. A description of how electricity usage will be managed and on-site generation facilities capable of maintaining full functionality of the site. The Proposer should also address how their design work will reduce the overall and process specific power consumption.

- A discussion of Proposer’s approach to the design of chemical systems and storage, particularly with respect to safety elements to be considered during design and methods to be used in design, equipment selection, and operating protocols to control and/or minimize or reduce the volume of chemicals used.
- A description of Proposer’s plan for permitting future Facility expansions.
- Project Performance and Design Requirements including water quality and equipment lifecycles
- An explanation of the Proposer’s equipment selection process and include in its Proposal sufficient information for the Selection Committee to review and understand the process.
- Proposer’s history and demonstrated experience with the Concept water treatment process. Discuss the anticipated useful life of the proposed systems and equipment.
- Proposer’s approach to further ensuring no negative impact on the corrosive control index in the water distribution system.
- A description of planned capital cost saving analysis proposed for the Project.
- A description of Proposer’s approach to instrumentation and controls, including a description of approach to process automation and remote operation.
- A description of Proposer’s approach to redundancy and firm capacity in processes and the interconnections between processes allowing flexibility in process configuration to be maximized.

Off-site Assets Concept and Understanding

- Identification and description of Proposer’s concept for the off-site assets to be constructed and for coordination of connection to existing Owner infrastructure.
- A plan for successful interaction with Westar Energy and other utilities to serve the site.

Non-Process Designs and Concepts

- An indication of where measures provided to comply with the Americans with Disabilities Act may be applicable.

- A description of the operations building, laboratory, offices, employee locker rooms and rest rooms, a multipurpose room. The description should adequately describe the overall building concepts. Similar feature descriptions will also be provided for other critical buildings (e.g., maintenance center, process building), as applicable.

Proposal Part 4: Proposed Implementation and Project Schedule (5 pages maximum)

The Proposer shall include a project schedule that presents the major activities necessary to implement the Project. The schedule should commence with the contract execution and extend to final completion of training. The Proposer should indicate proposed task start and finish dates based on the financial goals of the Owner, key interim milestones, and other time critical points in the schedule. The proposed schedule shall include all proposed major activities for completing the Project, including ordering and delivery of equipment requiring long lead times, and shall identify the interrelationship between tasks, including the critical path. Major activities identified shall also include but not be limited to design phases, construction, operation and maintenance, and training periods.

The schedule shall clearly distinguish between Phase One and Phase Two activities. In addition, within this section, Proposers shall identify the date(s) where receipt of governmental approval(s) are anticipated. The Project schedule shall clearly identify any float built into the schedule for time to acquire permits and approvals. Proposers shall also identify specific Owner responsibilities, anticipated Owner actions, and suggested Owner review periods during Phase One.

The Proposal shall identify all schedule-constraining resources and indicate how the Proposer will manage these resources to prevent them from impacting construction progress (e.g., availability of skilled workers, materials, machinery, equipment, facilities, and working capital).

Proposers shall also describe their approach to procurement and delivery of materials and equipment for the Project. Innovative and cost-effective procurement and delivery techniques should be described.

Proposal shall include the completed State of Kansas Act Against Discrimination Certification of the Proposer and all Significant Subcontractors. Proposal shall include the completed EPA Certification Regarding Lobbying of the Proposer and all Significant Subcontractors.

Architectural design approach and how it relates directly to the surroundings at the site. The design approach shall describe the useful life of the proposed architectural concepts.

Communications Concepts, Regulatory, Public, Council, Boards, and other interactions.

A description of how the proposed automation of the Facilities is anticipated to impact staffing levels at the Facility, including a description of planning for system upgrades as technology advances.

Proposer's experience should be described in working with Kansas Department of Health and Environment or similar state regulatory agencies.

Appendix B – Resumes (20 page limit)

Resumes should provide evidence that those responsible for practicing architecture, professional engineering, land surveying, geotechnical engineering, landscape architecture, and interior design are licensed or certified to provide such services in the State of Kansas.

Appendix C - Fee and Rate Proposal

The Proposer must submit, in a separate, sealed envelope, on one page, a fixed lump sum stipulated price for the services associated with Phase One, along with applicable hourly billing rates. Any Proposer that includes discussion of fee or rates in their full proposal, and not in a sealed envelope only, may be disqualified as non-responsive.

7.5 PROPOSAL EVALUATION AND SELECTION

Overview

The Owner shall select a Proposer based on best qualified and the other criteria listed below using the Proposer’s response to information requested in this RFP. The Owner’s Staff Screening and Selection Committee (the “Selection Committee”) will evaluate the Proposals and select the Proposers that will be scheduled for interviews. Final selection of a Proposer will be based on an evaluation of the proposals and the results of possible interviews following only the criteria as identified in the RFP.

Responsiveness

Each Proposal will be reviewed to determine whether it is responsive to the RFP. Failure to comply with the requirements of this RFP may result in a Proposal being rejected as non-responsive. At its sole discretion, however, the Selection Committee may waive any such failure to meet a requirement of this RFP and may request clarification or additional information to remedy a failure.

Comparative Evaluation Criteria

The Selection Committee will evaluate and rank the responsive Proposals by applying the weighted comparative evaluation criteria set forth below:

Experience and Capabilities [20%]

Project Approach [30%]

Project Concepts [25%]

Implementation and Schedule [15%]

Fee and Rate Proposal for Phase One Services [10%] (to be provided in sealed envelope)

In ranking the Proposals, the Selection Committee will utilize a 100-point scale whereby the maximum points awarded for each of the evaluation criteria will be based on the percentage weight set forth above. The Selection Committee will apply the non-price evaluation and complete its evaluation of the non-price criteria points before opening any sealed envelopes containing the fee and rate proposals. The fee and rate proposal points will be evaluated as a final and separate action based on the method described below.

Evaluation Criteria Descriptions

Experience and Capabilities

The proposed members of the project team including but not limited to Project Administrator, project managers, regulatory and public relations staff, construction superintendents, design management, lead operator, maintenance supervision, and primary subcontractors will be evaluated by the Committee for experience, expertise, and reputation on similar work. Financial capacity for the Project and legal matters will be evaluated. Demonstrated safety record on construction and safety plan will also be considered. The best qualified and committed teams will receive the higher scores. (20 points)

Project Approach

The proposals will be evaluated by the Committee for their planning, constructability, operability, maintainability, logistics, safety, and sensitivity to the project technical requirements. The Committee will evaluate the degree to which risks to the success of the project have been identified and addressed with reasonable solutions. Proposers should describe their approach to project management along with design, construction, operation, maintenance, and training of the proposed improvements.

Project Understanding (5 points)

Quality Management (5 points)

Project Management (5 points)

Design Process and Communications (5 points)

Environmental and Site Investigation (5 points)

Operating Period (5 points)

Project Concepts

Proposers should describe their methods for a successful design of the proposed improvements. They should describe their interpretation of what a successful design and project would look like. Proposer should include concepts for each portion of the Project including, design, construction, operations and maintenance, and training.

Proposer's Concept of the Project. (5 points)

Site development and support infrastructure concepts. (4 points)

Project performance and design requirements including water quality and equipment lifecycles. (4 points)

Off-site assets concept and understanding. (4 points)

Non-process designs and concepts. (4 points)

Communications concepts, regulatory, public, Council, board, committee interactions. (4 points)

Implementation and Schedule

The proposals must include a preliminary project schedule indicating all major activities and project milestones for Phase One and Phase Two. Indicate the critical path to project completion. The Proposer must demonstrate an understanding of the time constraints and milestones. The Proposal should address how resource levels will be addressed to meet the critical path. The Proposal should provide evidence of the Proposer's ability to secure the labor, materials, and equipment within the proposed schedule.

Phase One Critical Path Schedule. (6 points)

Phase Two Critical Path Schedule. (6 points)

Project Resource Management. (3 points)

Fee and Rate Proposal Cost

The Proposer's lump sum stipulated price for the Phase One services will be scored separately from the Selection Committee. If not all Proposers are selected to interview, such as by a shortlisting process, those not selected to interview will receive their fee and rate proposal envelopes returned to them unopened. The sealed proposal fee envelopes will be opened and scored only following completion of all other evaluation and scoring by the Selection Committee. The City Administrator and one more specific manager will open and calculate the points to be awarded for the Proposer's fee and rate proposal cost. Up to the (10) points allowed will be awarded based on the following formula:

$$V=10*(Ph-Pi)/Ph$$

Where:

Ph = the largest proposed fee

Pi = the Proposer's fee

V = the points to be awarded rounded to the whole number, no fractions will be used.

The Proposal sealed fee and rate envelope shall also include the applicable rates used in deriving the fee for reference during Phase One services with the Design-Builder.

Selection

Subject to the City's Reserved Rights, following the substantive evaluation process, the Selection Committee will make a recommendation to the City Council regarding the selection of the Proposer providing the best value to the Owner. This recommendation will also include a request for authorization to negotiate a contract for a Phase One services in not-to-exceed amounts. The Owner reserves the right to accept or reject any or all Proposals. Submission of a Proposal indicates acceptance of the conditions contained in the RFP and an agreement to negotiate a contract for services. The Owner reserves the right to make an award based on greatest benefit to the Owner.

The Owner and Proposer receiving the highest score following completion of evaluations will enter negotiations to reach an acceptable fee and final scope of the Phase One services as determined by the Owner. If either party determines and notifies the other party of such determination in writing, that such negotiations are unlikely to reach a successful conclusion, negotiations shall cease, and the Owner will enter into negotiations with the next highest scored Proposer. This process may

continue in Owner's discretion until such time as the Owner successfully enters into an agreement with a Proposer.

The City reserves the right to select or reject any or all proposals submitted, to waive any formal proposal requirements, to investigate the qualifications and experience of any Respondent, to reject any provisions in any proposal, to obtain new proposals, to negotiate the requested services and contract terms with any Respondent, or to proceed to do the work otherwise.

The City reserves the right to retain all proposals and information submitted and to use in the project any idea or concept contained in any submitted information, regardless of whether that firm is selected. Submittal of a proposal indicates acceptance by the Respondent of all these terms and conditions.

8. PROCUREMENT PROCESS

The City expects to carry out the Project procurement process in accordance with the following Procurement Schedule. This schedule remains subject to adjustment by the City through the issuance of Addenda or through a separate written notice to Proposers.

EVENT	PROJECTED DATE
RFP reviewed by City Council	August 16 th , 2022
RFP released to Firms	August 17 th , 2022
RFP Pre-Proposal Conference	August 29 th , 2022
Proposals Due (By 12:00 PM CDT)	September 30 th , 2022
RFP Review Committee	Week of October 3 rd , 2022
Top Firms Interview w/City Council	October 18 th , 2022
Firm Selection	November 1 st , 2022
Draft Contracts Submitted to City	Week of November 21 st , 2022
Firm Contract to City Council	December 6 th , 2022
Notice to Proceed Issued to Firm	To Be Scheduled

Send Proposals to:

Proposals must be submitted marked “**CITY OF VALLEY CENTER WATER TREATMENT PLANT RFP**” with five (5) hard copies and 1 digital copy of your proposal package to:

Kristi Carrithers
City Clerk
City of Valley Center, Kansas
P.O. Box 188 – 121 S. Meridian
Valley Center, Kansas 67147

Proposals must be received by September 16th, 2022, AT 12:00PM CDT. There will not be a public opening of proposals.

