



Community Development Department

203 S. Pacific Avenue, PO Box 819 Kelso, WA 98626



The City of Kelso is seeking a consultant or consultant team to provide professional engineering and supporting services to replace a pair of aging concrete water reservoirs. Responses to this request will be evaluated and up to five (5) firms will be short listed for interviews.

Background

The Minor Road site has two (2) existing reinforced concrete reservoirs that were constructed in 1924. Each tank has a volume of 1 million gallons (MG). Both tanks and the underlying piping are leaking significantly. Several internal inspections and crack sealing interventions have occurred within the last ten (10) years. The facility has reached its useful life and is at risk of damage or failure from potential seismic events. It has been determined that the reservoirs will be demolished and be replaced by a single 2 MG AWWA Type I structure. Construction will require the City to operate for up to one year without the storage currently located at the Minor Road site. When the Minor Road facility goes offline much of the City's main pressure zone will be fed from a single reservoir. The project scope also includes installation of a 4,800 16-inch water main to improve distribution in the system.

Significant detailed information about the site and the tanks is contained in the "Minor Road Reservoirs Seismic and Structural Evaluation" August 2012, prepared by Kennedy-Jenks Consultants. This report is available on www.kelso.gov at the following link: <http://www.kelso.gov/document/minor-road-reservoirs-seismic-and-structural-evaluation-report-august-2012>.

Need

A design firm or team of firms with the necessary disciplines and record of success with similar projects. The project team must demonstrate technical capability as well as the ability to coordinate with the public and regulatory agencies; specifically the Washington State Department of Health Office of Drinking Water.

Disciplines Requested

The consultant or consultant team shall be prepared to provide at a minimum the following capabilities and expertise to the project effort:

- Water System Evaluation and Design
- Drainage, Grading, and Erosion Control Design
- Structural Engineering
- Geotechnical Engineering
- Electrical/SCADA Engineering
- Construction Management
- Topographic Surveying
- Land use Planning/Permitting
- Landscape Architecture



Community Development Department

203 S. Pacific Avenue, PO Box 819 Kelso, WA 98626



Potential Consultant Contract Deliverables

Public Outreach/Land Use Planning

The City may be required to seek a Conditional Use Permit for this facility. The site is located in a residential area. Consultant is expected to assist City staff in contacting the neighborhood and explaining the project as well as support the preparation and securing of a Conditional Use Permit if necessary. The consultant will also prepare the SEPA checklist. No other entitlement work is anticipated.

Design/Contract Document Preparation

Preliminary Design Report-30% Design

Consultant will gather existing condition information and then prepare a preliminary design report that includes: proposed site layout, geotechnical evaluation and recommendations, preliminary drawings, proposed scope of construction contract and revised cost opinions. This document will be considered the 30% design.

60% Design Submittal

Consultant will compile, evaluate, and incorporate comments from the preliminary design report review and prepare draft construction drawings, outline of specifications, and revised cost opinions.

90% Design Submittal

Consultant will compile, evaluate, and incorporate comments from the 60% design review and prepare draft construction drawings, specifications, and revised cost opinions.

Final Contract Documents

Consultant will compile, evaluate, and incorporate comments from the 90% design review and prepare final construction drawings, specifications, and cost opinions.

Bidding Support Services

Consultant will provide technical support for the bidding process and contractor vetting prior to award of City construction contract.



Community Development Department

203 S. Pacific Avenue, PO Box 819 Kelso, WA 98626



Construction Management and Engineering Support

- Provide oversight, monitor contractor progress, prepare pay requests, evaluate contractor change requests, and ensure compliance with contract documents.
- Provide engineering support for possible changed conditions or value proposals from the contractor.
- Ensure contractor provides all necessary documentation.
- Assist with project close-out, including preparation of record drawings.

Project Management

- Ensure compliance with all federal, state, and local requirements for documentation and process throughout the duration of the contract. The City will rely on the design firm to successfully defend any or all internal and external audits of project files.
- Prepare, monitor, and regularly update overall project schedule and budget.
- Monitor contract status and performance and prepare monthly written reports to City with project billing.

Selection Process

Consultants will be evaluated on the basis of their responses to the following items.

Effective Communication of Project Understanding

This discussion should communicate the firm's understanding of the existing conditions and project elements.

Project Approach

This is firm's plan to meet the requirements of the proposed project and the outline of the needed work elements.

Project Team

Identify in-house and sub-consultant resources for the project team. Provide information on each member's professional qualifications and relevant project experience.



Community Development Department

203 S. Pacific Avenue, PO Box 819 Kelso, WA 98626



Experience with Similar Projects

Share how the experience of the firm and the proposed team are well suited to complete the project study. Consultants or Consultant teams must demonstrate experience completing a minimum of three projects with this type of construction.

Answer the question: Why the City should select this firm?

This is the opportunity to explain why the firm's unique approach and superior capabilities would lead to selection by the City. Prior work experience with the City and history of project excellence in other areas can be presented in this section.

Selection Schedule

- There will be an optional preproposal meeting at the reservoir site on July 22, 2015 from 10:00 a.m. to 12:00 p.m.
- Responses are due on August 7, 2015 at 5:00 p.m.
- Interviews will be scheduled during the week of August 17th.
- Selection Complete by August 21st.
- Final scope and budget to City by September 10th.
- City Council approval of contract September 15th.
- Notice to proceed September 16th.

There are no limits to the submittal size; however, the ideal submittal is envisioned to consist of between 15 to 20 pages. Clear, concise, and creative responses are highly valued. **The top respondents may be asked to participate in an informal interview at the firm's office.**

Please respond by email to Michael Kardas at mkardas@kelso.gov by **5:00 PM on Friday, August 7, 2015**. If hard copy submittal is preferred then submit **three (3)** copies of the RFP to:

City of Kelso
Attention: Michael Kardas, PE
203 S. Pacific Ste. 205
PO Box 819
Kelso, WA 98626

Postmarks will not be accepted. Submittals received after the deadline will not be considered.

Questions regarding the project or this request for proposals may be directed to Michael Kardas, PE at 360.577.3376, or mkardas@kelso.gov.