

REQUEST FOR PROPOSALS
ENGINEERING SERVICES FOR
CASPER EVENTS CENTER EMERGENCY GENERATOR PROJECT
FOR THE
CITY OF CASPER

Date: September 11, 2015

Fee proposals are being requested from qualified engineering consultants to furnish design and construction administration services for the Casper Events Center Emergency Generator Project.

Such proposals will be received by the City of Casper Public Services Department, City Engineering Division, 200 North David, Casper, Wyoming, until 5:00 p.m., Local time, September 30, 2015.

PROJECT DESCRIPTION.

The City of Casper Events Center (CEC) was built in 1981 with two (2) 1500 KVA 12.47 KV transformers and a 75KW emergency generator, serving egress lighting and the facility's audio system. The electrical service has received several upgrades in 2008, including new metering, utility transformers and switchboards. The facility currently is fed by two (2) 2000 KVA, 12.47 KV, 277/480V/3P utility transformers with two (2) substations with a cross-tie for redundancy.

The CEC is the largest City facility that hosts local and state events year-round. In order to prevent power failures during events, emergency power generation for the facility is necessary for safety. Emergency power will also allow the CEC to serve as a shelter during local and state emergencies such as floods and natural disasters.

As-builts, utility demand history and usage of the CEC electrical system are available upon request. Please contact Alex Sveda (307 235-8341) at the City of Casper Engineering Office, Casper City Hall, 200 North David Street, Casper, WY 82601.

FUNDING

The total estimated budget for the design and construction for the CEC emergency power system is \$640,000.

SCOPE OF SERVICES

The Consultant shall perform the following services in connection with and respecting the Project. Consultant shall understand the purpose of this contract will be to prepare design documents so that the project can be publicly bid in accordance with State Statutes to complete recommendations.

A. Design

1. The Consultant shall perform investigations to identify needs and obtain information necessary to design each aspect of the project. The Consultant shall provide a brief summary report describing viable systems and make recommendations.
2. The Consultant shall provide all services for the project necessary to achieve complete installations, including structural, mechanical, electrical and related work.
3. The Consultant shall prepare bidding and construction documents as necessary, including drawings, technical specifications and related items. Documents shall be provided for all necessary aspects of the work including structural, mechanical, and electrical work including plans, details, equipment schedules and schematics.
4. The Consultant shall provide and submit the documents to the local authorities having jurisdiction and correct or clarify the documents based on comments received. The Consultant shall meet with and communicate with the authorities having jurisdiction to the extent necessary to ensure plans and specifications are in compliance with applicable codes before public advertisement of the project.
5. The Consultant shall prepare a project cost estimate when plans are approximately fifty percent (50%) complete, and again two (2) weeks prior to public advertisement.

B. ComputerAided Drafting Format.

The Consultant shall prepare final drawings on a computer aided drafting format. Digital format shall be in AutoCAD and PDF and be compatible with existing City system.

C. Project Manual.

1. The Consultant shall prepare a Project Manual to include the following:
 - a. Technical Specifications.
 - b. Bid Schedule to accompany City's Bid Form. Bid schedule shall include a line item for abatement of hazardous materials related to the demolition and construction of the project.
 - c. Edited by the Consultant "front end" documents of the Project Manual supplied by the City Engineering Office. Documents supplied will consist

of Advertisement for Bids, Instruction to Bidders, Performance and Payment Bonds, Bid Bond and Form, Agreement between Owner and Contractor, and General Conditions. Consultant shall review these documents and insert modifications where necessary.

d. Drawings.

Consultant shall submit four (4) paper copies of Project Manuals to the City of Casper Engineering Office at ninety-five (95%) completion for review with the project cost estimate, 2 weeks prior to public advertisement. All Technical Specifications, Bid Schedules and “front end” documents shall be 8.5”x11”, and all Drawings shall be 11”x17”.

2. The Consultant shall affix his professional engineer's stamp, date, and signature to the front cover of the project manual and in accordance with Wyoming State Registration Statutes.

D. Subconsultants.

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

E. Advertising and Bidding Phase.

1. The Consultant shall utilize and maintain project information with City of Casper’s QuestCDN website for the following: advertisement, distributing addenda and bidding information to planholders, uploading project documents including all plans and specifications, and distributing bid tabulations to planholders.
2. The Consultant shall arrange for and conduct a prebid conference ten (10) days prior to the bid opening. The Consultant shall take minutes of the meeting and distribute them through QuestCDN.
3. The Consultant shall assist the City in opening, tabulating, and evaluating bids.
4. The Consultant shall provide a written opinion to the City showing their recommendations for awarding the bid.
5. The Consultant shall provide the City Engineering Office a copy of final drawings

in AutoCAD and PDF format. The Consultant shall provide the City Engineering Office a copy of the final contract specifications in Microsoft Word format.

F. Construction Phase:

1. The Consultant shall conduct a pre-construction meeting with the Contractor at the jobsite to review each work item, construction quality control, and phasing of the work.
2. The Consultant shall review shop drawings and material sample submittals for conformance with the intent of the design documents.
3. The Consultant shall make visits to the job-site at intervals appropriate to the various stages of construction to observe the progress and quality of the contractor's work.
4. Consultant shall provide for, and retain, a sub-consultant for material testing as specified in the Contract Documents.
5. The Consultant shall attend weekly progress meetings.
6. The Consultant shall issue necessary interpretations and clarifications of the contract documents and assist in the resolution of problems or conflicts due to unforeseen latent conditions.
7. The Consultant shall review contractor pay requests and advise City accordingly.
8. Contractor(s)' Completion Documents. Consultant shall receive and review tests and approvals which are to be assembled by Contractor(s) in accordance with the Contract Documents (but such review will only be to determine that their content complies with the requirements of, and in the case of tests and approvals the results certified indicate compliance with, the Contract Documents), and shall transmit them to Owner with written comments.
9. Walk-Through. Consultant shall conduct a walk-through with the City to determine if the Work is Substantially Complete and a final walk-through to determine if the completed work is acceptable so that Consultant may recommend, in writing, final payment to Contractor(s) and may give written notice to Owner and the Contractor(s) that the Work is acceptable.
10. The Consultant shall prepare a punchlist near project completion and conduct a final project review of punchlist items addressed by the contractor in conjunction with Walk-Through.
11. Record Drawings. Consultant shall provide the Owner one (1) set of electronic

drawings showing those changes made during the construction process, based on the marked-up prints, drawings, and other data furnished by Contractors to Consultant and which Consultant considers significant. Consultant shall also maintain a regularly updated set of "as-constructed" blueprints indicating Consultant(s)' observations of "as-constructed" Work performed by the Contractor(s). Within thirty (30) days of Substantial Completion, Consultant shall submit one (1) reproducible set of 11"x 17" record drawings to Owner. Consultant shall also provide to Owner a copy of record drawings in PDF and Autocad (in conformance with City of Casper and United States National CAD Standards) format compatible with the Owners system, labeled as "Record Drawings – Casper Events Center Emergency Generator Project, Project No. 15-49".

12. Warranty Period Inspections. Consultant shall perform warranty period inspections for completed construction, during a one (1) year period after Final Completion of the construction phase. Warranty inspections shall include, but not be limited to, assisting Owner in addressing complaints concerning construction deficiencies during the warranty period, attending an on-site project inspection walk-through of the project and preparing a listing of noted construction deficiencies at approximately eleven (11) months after the Final Completion date for construction, and follow-up.
13. Change Orders. Consultant shall evaluate and make recommendations for all requests for change orders during the construction of the Work. Consultant shall prepare and submit construction change orders along with all necessary documentation to the Owner for approval.

FEE

In submitting a proposal for this project, the consultant shall prepare and enclose **In A Separate Sealed Envelope** a detailed fee schedule with an upset (not to exceed) amount for the services as covered by the Scope of Services in this RFP. The fee schedule shall be broken out with a separate fee for services through Advertising and Bidding Phase and a separate fee for Construction services. Selection of a Consultant to provide services for this RFP shall be based on professional qualifications based criteria; however, the Consultant's fee schedule will also be considered as an additional qualification in the selection process.

The fee shall be based on estimated time and material, including hourly rates for technical personnel, with an upset (not to exceed) amount. If at any time during the term of this contract 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 City Council. The amendment must be approved before the commencement of any additional work. A change in the scope of work will be the only justification for a change in the contract fee.

The Consultant shall be responsible and responsive to the City in its requests and requirements

within the scope of this proposal.

TIMETABLE

Following is the tentative timetable for this RFP:

1.	Proposal Due	September 30, 2015
2.	Consultant Interview	October 7, 2015
3.	Selection of Consultant by City Council	November 3, 2015
4.	Completion of Design Services through Final Bidding Documents	February 15, 2016
5.	End of Construction Services	August 11, 2016

The submittal of a proposal will be an indication that the Consultant has no problem in keeping this schedule.

MEETINGS

The Consultant shall attend any special meeting with 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

The selection of the consulting firm will be based upon project team qualifications, team management/organization, ability of firm to recognize design opportunities in the project, demonstrated design experience, willingness to meet time requirements, and community involvement of the firm. A minimum of three (3) firms will be interviewed by the City staff on the basis of the proposal submittals. Upon completion of these interviews, one firm will be selected on the basis of their qualifications and fee.

The procedure for considering the priced proposal will be that a minimum of the top three (3) firms will be chosen based on the above qualifications-based criteria, excluding consideration of the fee proposal. Upon selection of the top three (3) firms, the fee proposals for these three firms shall be

opened and analyzed by the City Engineer. The City 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. Final selection of the consultant will be made by the 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.
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.

One (1) Fee proposal with upset (not to exceed) amount in a separate sealed envelope shall be submitted with the set of five (5) non-priced technical proposals. The envelope containing the price proposal shall be labeled "CASPER EVENTS CENTER EMERGENCY GENERATOR- PRICE PROPOSAL." The price proposal shall be signed by an authorized representative of the Consultant offering the proposal.

B. Addendum or Supplement to Request for Proposal.

In the event that 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 5:00 p.m., Local Time, September 30, 2015.

D. Rejection of Proposals.

The City 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.

E. Response Material Ownership.

All material submitted regarding this RFP becomes the property of the City and will only be returned to the Consultant at the City's option. Responses may be reviewed by any person after the final selection has been made. The City 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 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 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 reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City in evaluating the Consultant's performance on previous assignments.