

MEETING DATE: 12/10/07

AGENDA ITEM: Approval of Solicitation of Proposals for an Engineering Study to Determine the Feasibility of Consolidating the City's Sewer Pump Stations, P-875

ATTACHMENTS

		<u>Pages</u>
1	Copy of the Request for Proposal	1-6
2	Location map of the sewer pump stations	7



REQUEST FOR PROPOSAL

ENGINEERING STUDY TO DETERMINE THE FEASIBILITY OF CONSOLIDATING THE CITY'S SEWER PUMP STATIONS

Charles D. Herbertson, PE, LS
Public Works Director and City Engineer

Mate Gaspar, PE
Engineering Services Manager

DECEMBER 17, 2007

SUBMITTAL DEADLINE: 4:00 PM, THURSDAY, JANUARY 31, 2008



SECTION I

1. PROJECT SUMMARY

The City of Culver City (City) owns and maintains approximately 86 miles of sewer mains, the majority of which are 8 inch in diameter. The sewer system conveys all the sewage (about 4 mgd) to the City of Los Angeles for treatment at its Hyperion Sewage Treatment Plant. There are various connection points throughout the City to several different Los Angeles City sewage transmission lines. The Amalgamated Cities Agreement with the City of Los Angeles provides for this conveyance, treatment and disposal of wastewater through Los Angeles City sewer transmission lines and the Hyperion Treatment Plant.

The City owns and operates seven (7) sewer pump stations. The City wants to determine the feasibility of consolidating the seven (7) pump stations into one or more pump stations while continuing to convey the entire sewage flow to the City of Los Angeles for treatment. (The City anticipates initiating a second study at a later date to evaluate the feasibility of diverting a portion or all of its sewage flow from the City of Los Angeles system to the County Sanitation District sewerage system.) This project consists of providing the City a comprehensive feasibility report to include several options with cost estimates suitable for budgeting purposes to demolish, design and construct all the necessary improvements if the City chooses later to implement the consolidation of the sewer pump stations.

Locations of the seven (7) sewer pump lift stations (map attached):

Braddock Station
11285 Braddock Drive

Fox Hills Station
5900 Sepulveda Boulevard

Bristol Station
6399 Bristol Parkway

Jasmine Station
4496 Jasmine Avenue

Businessman Park Station
8620 Hayden Place

Mesmer Station
5586 Mesmer Avenue

Overland Station
5300 Overland Avenue

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2. PROPOSAL DUE DATE

Proposals must be received by 4:00 PM, January 31, 2008. Please submit one (1) original and two (2) copies of your Proposal in an envelope marked "Sewer Pump Stations Consolidation Feasibility Study" to the address shown below. Postmarks will not be accepted in lieu of delivery.

Mate Gaspar, Engineering Services Manager
CITY OF CULVER CITY
Engineering Division; 2nd Floor
9770 Culver Blvd
Culver City, CA 90232

3. CONTACT INFORMATION

Mate Gaspar, Engineering Services Manager, at 310.253.5602

SECTION II

1. PROJECT DESCRIPTION

This study will consist of the following:

1. The consultant shall review the City's sewer and topographical maps, conduct field investigations, interview City staff, and understand the complete layout and functioning of the existing Culver City sewer system. With this knowledge, the Consultant shall determine several scenarios to consolidate all or most of the sewer pump stations including alignment and size of new pipes and/or locations of new pump stations and their required capacities, possibility of upsizing of existing sewer pipes and existing pump stations, possibility of abandoning of existing sewer pipes, and any other alternative option. The report shall contain at least 3 options for the consolidation of the Culver City sewer pump stations and contain conceptual plan layouts and recommendations of the most economically feasible plan. The report shall include an economic analysis of the life cycle costs of the various options depicted including the operational and capital cost savings resulting from the consolidation of pump stations.
2. The Consultant shall use existing topographical City maps and correlate them to the City sewer maps for the Study. It is understood that the datum may vary on the different maps. The Consultant shall include in the proposal the verification of survey datum in the field with survey equipment, if necessary.

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3. The Consultant shall estimate all the design and construction costs using the most recent available bid information from several public agencies in Los Angeles County.

2. GENERAL SCOPE OF SERVICES:

The general scope of services consists of providing a comprehensive study which consists of analysis, evaluation and a written report detailing the findings of the items listed above. For purposes of this proposal, the study duration is expected to be 3 months and all estimates of billable hours shall be based on hours spent per each task.

Services to be provided by the Consultant must include as a minimum, but are not limited to, the tasks described herein.

- 1) Conduct a Kick-off Meeting with the Public Works staff. An agenda shall be prepared as approved by the City's Project Manager.
- 2) Conduct bi-weekly meetings with the City's Project Manager as to the progress of the project and then follow-up with written minutes.

SECTION III

1. REQUIRED INFORMATION TO BE SUBMITTED BY PROPOSER

- A. Identify the legal name of your firm, address, telephone and tax number.
- B. Project Team. Provide an overview of the firm, including services provided, staffing, and resources. Provide an organizational chart indicating staff proposed for this project and include their resumes, professional registration and related experience. Indicate the project staff's specific knowledge and experience in performing the tasks requested in this RFP. Also indicate past experience this team has working together. If you propose to subcontract any portion of your work, identify which tasks and to whom.
- C. Firm Workload versus Workload Capacity: Explain other current and potential assignments from now through July 2008, and their relative impact on the Project should your firm be selected. Indicate the phases of work for each of these projects from now to July 2008 and what the involvement of key members of your proposed project team will have in these other projects. Explain how you can assure that the members of your project team will remain on the Project through completion of the final report.

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- D. Provide a MINIMUM of three references that City may contact concerning your performance on other similar construction management and/or inspection contracts. Provide a representative listing of projects that are comparable in nature to this Project. Please provide the information on the enclosed form, Attachment "A", for each representative project listed. Of particular interest is information on those projects which involved your proposed project team members and level of their involvement in providing construction management and inspection services.
- E. Claim History: Provide information of any legal judgments or claim settlements involving your firm in the past 5 years, with an explanation of their disposition.
- F. Describe the "Recommended" Scope of Services to be performed that clearly displays an understanding of the project using, as a basis, the Scope of Services outlined in the RFP.
- G. Provide a detailed explanation of your team's approach to the project. Include any other tasks your team will perform that may not be listed in the Scope of Services provided in **SECTION II**. Identify the tasks that will be performed by your firm and by any subconsultant(s).
- H. Provide a fee-based proposal to provide the services you have outlined in response to Item F and G, above. The fee should be broken down by field and office tasks, and shall include, as a minimum:
- 1) The number and classification of personnel required to perform each task.
 - 2) The number of anticipated hours to perform each task by each classification of personnel.
 - 3) The hourly rates for all employee classifications that may be billed to this project.
 - 4) A not-to-exceed contract amount. Only actual hours worked shall be paid under the contract, based on timesheets that shall be included with the invoices.
 - 5) All mileage expenses and incidental expenses shall be documented for reimbursement.
- I. Any changes in the scope of work resulting in a contract increase or decrease in fee shall be approved by the Public Works Director and City Engineer in writing prior to commencement of actual change in work. No fee

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adjustment will be allowed unless said prior approval is authorized exclusively in writing by the City, without exception.

J. Proof of the following minimum insurance coverage:

- 1) General liability including coverage for premises, products and complete operations, independent contractors/vendors, personal injury and contractual obligations with combined single limits of coverage of at least \$1,000,000 per occurrence.
- 2) Errors and Omissions coverage with limits of at least \$1,000,000 per occurrence.
- 3) Automobile Liability, including owned, non-ownership and hired vehicle at least the following limits:
 - a. Primary Bodily Injury with limits of at least \$500,000 per person, \$500,000 per occurrence; and,
 - b. Primary Property Damage of at least \$100,000 per occurrence; or,
 - c. Combined single limits of \$500,000 per occurrence.
- 4) Workers Compensation insurance as required by the Labor Code of the State of California.
- 5) Proof that, if selected, your insurance carrier will execute the attached City of Culver City Special Endorsement. If an additional fee will be charged by your insurance carrier, you must include that in your fee-based proposal.

SECTION IV

METHOD OF SELECTION

The City will evaluate the Proposals, taking the following into consideration:

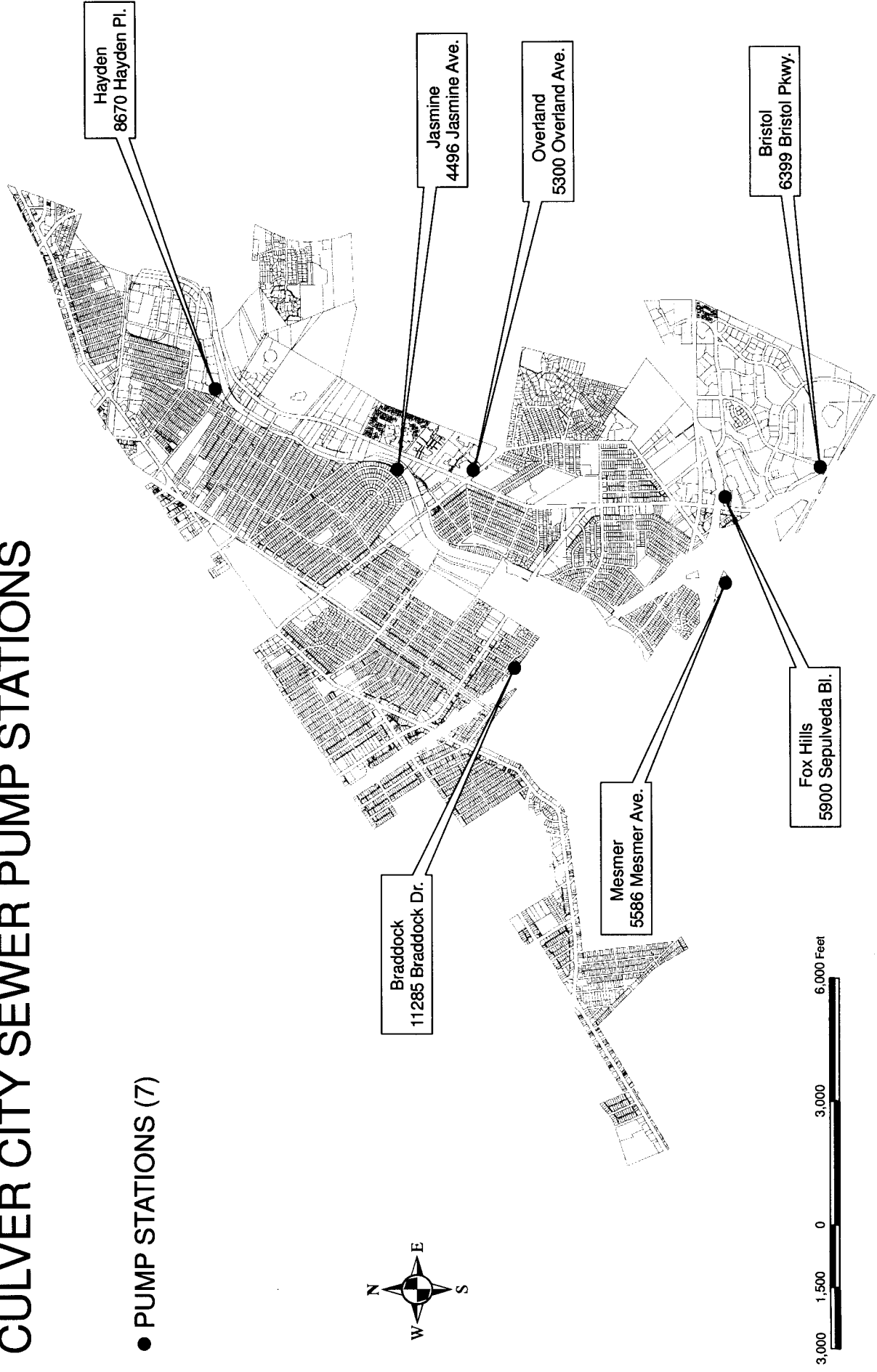
- A. Competence of the firm to perform the required sewer study as indicated by the technical training, education and experience of the personnel who are to be assigned to perform the services.
- B. Ability in terms of workload and the availability of qualified personnel to perform the required services competently and expeditiously.
- C. Experience and record of success of the study team with comparable projects for governmental agencies with respect to factors such as control of costs, quality of performance, and meeting project time deadlines.
- D. References that justify items A, B, and C.
- E. Responsiveness to this RFP and the completeness of the information provided.

The proposed fee is not intended to be the governing factor in the selection process but will be considered.

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CULVER CITY SEWER PUMP STATIONS

● PUMP STATIONS (7)



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