



City of Morro Bay
Request for Proposals
for
DESIGN-BUILD SERVICES of the
WATER RECLAMATION FACILITY (WRF)
ONSITE IMPROVEMENTS

January 4, 2018

Rob Livick, PE/PLS
Public Works Director/City Engineer
955 Shasta Avenue
Morro Bay, California 93442

Request for Proposals

The Owner has selected XX Offerors from the Offerors who submitted SOQs for the Project described below to submit Proposals pursuant to this **REQUEST FOR PROPOSALS** ("RFP"). By submitting a Proposal, the Offeror represents that it has carefully read the terms and conditions of this RFP, including all attachments and addenda, and agrees to be bound by them. Only those Offerors selected by the Owner (shortlisted) are eligible to submit Proposals for this RFP. Submissions by others or non-shortlisted Offerors will not be considered.

OWNER: City of Morro Bay
MAILING ADDRESS: 595 Harbor Street
PHYSICAL ADDRESS: 955 Shasta Avenue
Morro Bay, CA 93442

PROJECT: Water Reclamation Facility (WRF) Onsite Improvements
Morro Bay, CA

OWNER CONTACT PERSON: Rob Livick, PE/PLS
Public Works Director/City Engineer
955 Shasta Avenue
Morro Bay, CA 93442

PROPOSAL DUE DATE AND TIME:

Proposals shall be submitted no later than: April 24, 2018 at 2:00 PM

All Proposals must be submitted pursuant to the instructions below. It is the Offeror's sole responsibility to ensure that the Proposal is delivered in the manner required in this RFP by the Due Date and Time. Owner has the right to reject any Proposals not properly delivered.

SECTION 1 GENERAL INFORMATION

1.1 General

The City of Morro Bay is soliciting proposals from previously qualified design-build entities for the design-build of the Water Reclamation facility Project Onsite Improvements at the South Bay Boulevard site ("Project").

The Proposal requirements are detailed in this RFP. This RFP process is the second step in the two-step procurement process for the Project. This RFP incorporates the terms, definitions, and schedules set forth in the Request for Qualifications ("RFQ") and any Addenda issued thereto; however, to the extent that the RFP conflicts with the RFQ and any Addenda thereto, the RFP shall prevail and shall be considered an addendum to previously published information. Offerors must submit their Proposals pursuant to the schedule set forth in this RFP. This RFP is not an offer to enter into a contract, but is merely a solicitation of entities interested in submitting a Proposal to the Owner for the Project.

1.2 Pre-Proposal Conference

A pre-proposal conference will be held at 10:00 a.m., on Tuesday February xx, 2018 at Morro Bay Veteran's Memorial Hall, 209 Surf St, Morro Bay, California 93442. Prospective Proposers are required to attend since City Staff will be present to answer any questions regarding the Proposal Specifications; there will also be a project site tour.

1.3 Proposal Submission and Deadline

Proposals shall be submitted with all documents required in this RFP properly signed by the Offeror, delivered under sealed cover, and plainly marked:

**DESIGN-BUILD OF THE WATER RECLAMATION FACILITY ONSITE IMPROVEMENTS
FOR THE CITY OF MORRO BAY**

DESIGN-BUILD ENTITY'S NAME

SUBMITTAL DEADLINE: APRIL 24, 2018, AT 2:00 PM

The Proposals shall be submitted to the Public Works Director/City Engineer at the addresses below prior to the date and time specified in the Procurement Schedule in section 1.4 of this RFP. At that time all proposals will be publicly opened and recorded. Proposals received after the deadline will not be accepted.

CITY OF MORRO BAY

ATTN: ROB LIVICK, PUBLIC WORKS DIRECTOR

Mailing Address: 595 Harbor Street, Morro Bay, California 93442

Physical Address: 955 Shasta Avenue, Morro Bay, California 93442

Each Proposer shall carefully examine each term of this Request for Proposal; and each Offeror shall judge all the circumstances and conditions affecting his/her proposal. Failure on the part of any Offeror to make such examination and to investigate thoroughly shall not be grounds for any declaration that the Offeror did not understand the conditions of this Request for Proposal.

The Proposer shall comply with all federal, state or local laws which apply to the services and products herein specified.

Proposers will submit eight (8) printed copies of their proposal, one USB drive in fully searchable pdf format, and two (2) separate envelopes with copies of the cost proposal, marked clearly with “COST PROPOSAL FOR WRF ONSITE IMPROVEMENTS OFFERED BY” and the Offeror’s name. Each proposal must contain the sections as detailed in this RFP.

This solicitation for proposals does not commit the City of Morro Bay to enter into a Contract. The City of Morro Bay reserves the right to accept or reject any proposals, and to negotiate with any qualified source, or to cancel in part or in its entirety this Request for Proposals. It may accept the proposal that it considers to be in the interest of the City of Morro Bay, with or without negotiation.

The City reserves the right to waive any informality or minor irregularity when it is in the best interest of the City to do so, to negotiate for the modification of any proposal with mutual consent of the Proposer, to re-advertise for proposals if desired, and to accept the proposal which in the judgment of the City, even though it does not offer the lowest cost, is nevertheless deemed to offer the best value for the public and City. Any proposal which is incomplete, conditional, obscure, or which contains irregularities of any kind, may be cause for rejection.

1.4 Procurement Schedule

The following is the anticipated Procurement Schedule for the City. The Owner reserves the right to modify the schedule via Addenda.

Task	Date
Issue RFP	January 24, 2018
Pre-Proposal Conference and Site Walk	February xx, 2018 at 10:00 AM
Last Day for Formal Questions	March 23, 2018 at 5:00 PM
Proposals Due	April 24, 2018 at 2:00 PM
Proposal Review Process	April 24 – June 18, 2018
Interviews	May xx, 2018
EIR Certification	June 2018
Contract Negotiations	June-July 2018
Contract Award	August 2018
Construction Complete	Fall 2021
Commissioning Complete	Spring 2022

1.5 Owner's Program

- 1.5.1** Attachment A to this RFP is the Performance Criteria Report. The Performance Criteria Report describes the Project scope and contains the City Project goals and objectives as well as the performance criteria for the Project. The Performance Criteria Report will become part of the Performance Requirements, which are defined in Article 1 Paragraph 1.21 of the attached Design Build Contract (Attachment B). All submittals from Offerors must be consistent with and designed to achieve the goals and objects set forth in the Performance Criteria Report.
- 1.5.2** Offerors shall be entitled to reasonably rely on the accuracy of the information represented in the design or prescriptive specifications set forth in the RFP and their compatibility with other information set forth in Performance Criteria Report for the purposes of developing the Offeror's Technical and Price Proposals. However, the selected DBE will be required to perform an independent evaluation of all information provided by the Owner, including but not limited to such design or prescriptive specifications to validate the information provided by the Owner. Further, regardless of the inclusion of design or prescriptive specifications, the selected DBE shall remain responsible for meeting the performance requirements of the Project, including but not limited to the requirements described in the Performance Criteria Report as well as all applicable Legal Requirements. Provided the selected DBE complies with all requirements set forth in the Contract, including but not limited to those regarding notice of claims to the Owner and identification of differing site conditions, and only to the extent that the Contract allows the selected DBE to an adjustment in the Contract Price and Project Schedule, the selected DBE will be entitled to an adjustment in the Contract Price and Project Schedule. Such adjustment shall be limited to the extent DBE's actual documented costs or the critical path of the Project Schedule have been adversely impacted by materially inaccurate design or prescriptive specifications that are inconsistent with meeting the Project's performance requirements.
- 1.5.3** The Owner assumes no responsibility for conclusions or interpretations made by the Offeror based on the information provided by the Owner. Oral statements made by the Owner representatives are not binding on the Owner unless the Owner confirms the statements and changes by written Addendum to the RFP. In the event of a conflict between codes, industry standards and the Performance Criteria Report, the most stringent requirements shall apply and Offerors shall submit their Proposals based on the most stringent requirements.

1.6 Sample Contract Documents

Attachment B to this RFP is the proposed form of Contract between the Owner and DBE. The Contract Documents will also include at a minimum the Attachments to the RFP, all Appendices to the Performance Criteria Report, and the finalized proposals submitted by the DBE.

1.7 Expenses of the Respondents and Payment of an Honorarium

The City will pay an honorarium equal to \$75,000 to each Respondent who provides a responsive, but unsuccessful, Proposal. If the City does not award the Design Build Contract following receipt of Proposals, all responsive Respondents will receive the honorarium amount.

The City will pay the honorarium to each eligible Respondent within 90 days after the award of the Design Build Contract or the decision not to award the Design Build Contract. Acceptance of the honorarium shall constitute a full, final, and complete release of all rights, claims, and demands of the Respondent against the City arising out of or pertaining to the Project. In consideration for paying the honorarium, the City may use any of the ideas or information contained in the Proposals in connection with any contract awarded for the

Project, or in connection with any subsequent procurement, without any obligation to pay any additional compensation to the unsuccessful Respondents.

A Respondent may elect to waive payment of the honorarium within 30 days after the award of the Design Build Contract, in which case the City will be precluded from using any ideas or information contained in its Proposal. The City will not be precluded, however, from using any idea or information that is common to a Proposal received from another Respondent accepting the honorarium, or otherwise is publicly available.

With the exception of payment of the honorarium as described in the subsequent paragraph, if applicable, the City accepts no liability for the costs and expenses incurred by the Respondents in responding to this RFP, responding to clarification requests and discussion meetings, preparing resubmittals and any other activities included as part of this procurement process. In addition, if a Respondent performs any additional investigations as part of the Proposal preparation activities, these costs shall be at the sole cost and expense of the Respondent. Each Respondent that enters into the procurement process shall prepare the required materials and submittals at its own expense and with the express understanding that they cannot make any claims whatsoever for reimbursement from the City for the costs and expenses associated with the process.

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SECTION 2 RFP PROCUREMENT PROCESS

To be responsive to the RFP and obtain the stipend/honorarium set forth in the RFP, Offerors must submit responsive Proposals and participate fully in the following RFP Procurement Process.

2.1 Pre-Proposal Conference

A pre-proposal conference will be held at 10:00 a.m., on Tuesday February xx, 2018 at 209 Surf St, Morro Bay, California 93442. Short-listed Proposers are required to attend. City Staff will be present to provide an overview of the Proposal Specifications; there will also be a project site walk. Any questions presented at this mandatory meeting will be recorded and responded to via Addendum. Offerors must follow the City safety procedures while attending the Site Walk. City safety procedures require that PPE including work boots and high visibility vests be worn during this site tour.

2.2 Proposed Changes in the Design-Build Contract Documents

2.2.1 Submission of a Proposal pursuant to this procurement is a representation by the Offeror that it has reviewed the Contract Documents, including but not limited to the Performance Criteria Report (including Appendices) and all attachments to this RFP, and the Offeror is willing to perform any and all work necessary including such technical, construction and any other work necessary to provide a fully operational facility that meets or exceeds those criteria detailed in the Performance Criteria Report for the terms set forth in the Contract Documents.

2.2.2 Prior to the date set forth in the schedule, Offerors may propose changes to the Contract Documents, including but not limited to the insurance requirements, bonding requirements, Performance Criteria Report, and Design-Build Contract. The Owner's goals in requesting such proposed changes are: i) to discover provisions in the Contract Documents that unnecessarily increase the cost of the Project or complicate the performance of the Work, and ii) to identify contract provisions and commercial terms the DBE intends to negotiate if selected. Therefore, with every proposed change, Offerors must include the following information:

- The document and section number
- Proposed alternate language
- An explanation for the requested change
- Any impact the requested change has on any commercial term in the Contract Documents or Performance Criteria Report

2.2.3 The Owner may discuss any proposed changes at any point during the interview or negotiation process. The Owner reserves the right to reject any and all proposed changes and to accept any proposed change to the Contract Documents via Addendum to the RFP. The Owner also reserves the right to negotiate such provisions with the selected Offeror.

2.3 Alternative Technical or Management Concepts

2.3.1 Prior to the date set forth in the schedule, Offerors may submit Alternative Technical or Management Concepts ("Alternative Concepts" or "ATCs") that may offer alternative means in achieving the required performance criteria. The Owner's goal in requesting Alternative Concepts is

to encourage innovation by Offerors to better meet the Owner's Project Objectives set forth in Section 2.2 of the RFQ.

- 2.3.2** ATCs should meet or exceed the performance requirements set forth in the Performance Criteria Report; however, Offerors may submit ATCs that contain solutions that are substantially equal to the performance requirements set forth in the Performance Criteria Report if the solution provides a guaranteed cost savings for the Project. ATCs that merely cut a portion of the scope of Work or provide a lesser standard of performance or materials will not be considered.
- 2.3.3** Offerors must identify the portion of the Performance Criteria Report that is inconsistent with the solution presented in the ATC. By identifying any cost savings because of the Owner's acceptance of the ATC, the Offeror guarantees both performance and cost savings to the Owner if the ATC is accepted.
- 2.3.4** The Owner reserves the right to consider Alternative Concepts and accept or reject such Alternative Concepts in whole or in part. If the Owner accepts an Alternative Concept that is contrary to the Performance Criteria Report, the Owner shall issue an Addendum to this RFP altering that portion of the RFP that is inconsistent with the accepted Alternative Concept. Such Addenda will be issued prior to the date set forth in the schedule.
- 2.3.5** The Owner will make an independent determination with respect to the extent to which the Alternative Concept is consistent with the Performance Criteria Report as well as any changes necessary to the Performance Criteria Report to allow the Owner to accept the Alternative Concept. Notwithstanding any consideration, acceptance, or rejection of an Alternative Concept as part of the procurement, the Owner reserves the right to consider such Alternative Concepts during the performance of the Project and amend the Performance Criteria Report to include the Alternative Concept.
- 2.3.6** If an Offeror claims that any portion of a submitted Alternative Concept is proprietary or confidential information, the Offeror shall identify that portion of the Alternative Concept that it considers to be proprietary. The Owner will consider the request to keep such information proprietary but reserves the right to make its own determination regarding the proprietary nature of the Alternative Concept. If the Owner disagrees with the Offeror's designation of the information as proprietary, the Owner will provide written notice to the Offeror and an opportunity to withdraw or modify the proprietary information prior to disclosure.

2.4 Confidential Individual Meetings with the Owner

2.4.1 Proprietary Meetings

- The Owner will conduct up to two (2) Proprietary Meetings with each Offeror individually. The Proprietary Meetings will provide an opportunity for the Offeror to ask the Owner questions regarding the Proposal, Alternative Technical Concepts, and/or proposed changes in the form of contract. The Proprietary Meeting(s) will last no more than two (2) hour(s) and will occur before the submission of the Technical Proposal.
- The Short Listed Offerors will have an opportunity to describe their Proposal and any Alternative Technical Concepts or proposed changes in the Contract Documents. Offerors are encouraged to focus on how their proposed approach for the Project will distinguish themselves from other Offerors, meet the Owner's needs and objectives as well as achieve Design Excellence. The Owner will have an opportunity to ask questions regarding the submitted Proposals and/or proposed changes in the Contract Documents.

- Offerors may not rely on any oral statement to accept an ATC or Proposal in the Proprietary Meeting unless such oral statement is contained in a written Addendum to the RFP issued by the Owner.
- Any presentations at the Proprietary Meetings should be in Microsoft PowerPoint with paper handouts of the presentation.
- The intent of the Proprietary Meeting is to discuss the Proposal, Alternative Technical Concepts, and proposed changes to the Contract; therefore, the Offerors will not be scored with respect to the Proprietary Meeting itself. However, the Owner reserves the right to evaluate the interaction of the proposed Design-Build Team with the Owner with respect to the Offeror's ability to collaborate with the Owner.

2.4.2 Interview

- The Owner shall conduct an individual Interview with each Short Listed Offeror. The Interview shall be approximately 2 hours and will occur after the submission of the Technical Proposal. The Offeror will be allowed 1 hour and 15 minutes for a project management and technical proposal presentation, followed by 45 minutes for questions from the Owner.
- Offerors should include in the presentation an explanation of the design solution and how the design solution meets or exceeds the Owner's Project Goals and the definition of Design Excellence for this Project. The presentation should include the project management approaches that will ensure the project is completed within the scheduled duration and within the project budget.
- The Owner reserves the right to ask questions of the Offeror, including but not limited to questions regarding the Offeror's SOQ and/or Technical Proposal.
- Any presentations at the Proprietary Meetings should be in in Microsoft PowerPoint with paper handouts of the presentation.
- Offerors will have access to the following equipment for their presentations: A laptop computer and a large monitor connected to the laptop.

2.5 Technical Proposal

Offerors shall submit the Technical Proposal pursuant to the instructions set forth herein (refer to section 3) at or before the time set forth in the schedule. Offerors are encouraged to focus on the concerns of the Owner as set forth below in submitting their Proposal.

2.6 Price Proposal

- 2.6.1** Offerors will submit Price Proposals (per section 1.3 above) with the other proposal documents pursuant to the Schedule and in compliance with the instructions set forth in Attachment C. Price Proposals shall be based on the RFP and Contract Documents as amended by Addenda. The prices submitted in the Price Proposals will be inserted into the appropriate sections of the Design-Build Agreement with the selected Offeror. Offerors shall keep their Price Proposals open for 1 year after submission of their Price Proposal. Offerors shall be entitled to rely on the written information provided by the Owner in the RFP and any Addenda in developing their Price Proposal; however, the selected DBE will be required to validate all Project information as set forth in the Contract Documents. By submitting a Price Proposal, the Offeror represents and warrants that it will enter

into the Agreement set forth in Attachment B for the amount set forth in the Price Proposal, subject only to changes as allowed under the Agreement.

2.6.2 The Offeror has carefully examined the RFP and the Performance Criteria Report and ascertained the nature, scope, and location of the Work. The Offeror has investigated and assured itself as to the general and local conditions that can affect the Work or its cost, all geotechnical and existing site conditions data, and all Plans, Specifications, Addenda, and Contract forms. The submittal of the Technical and Price Proposals shall be conclusive evidence that the Offeror has made such examinations and understands all the requirements for the performance of the completed Work. Failure of the Offeror to take these actions will not relieve it of responsibility for properly estimating the difficulty and cost of successfully completing the Work, or for proceeding to successfully complete the Work without additional cost to the Owner. The Offeror shall determine the methods, materials, labor, and equipment required to perform the completed Work and shall reflect their cost in the Price Proposal.

2.7 Selection of Preferred Offeror

The Owner will evaluate each Offeror pursuant to the selection criteria and weights established herein. The Owner will determine the Preferred Offeror and notify all Offerors in writing of its determination. The “Preferred Offeror” is the Offeror that the Owner determines achieves the apparent best value to the City.

Criterion	Possible Score
Management Approach	5
Quality Control and Quality Assurance	10
Schedule and Cost Controls	15
Team/City Collaboration and Integration	10
Design Development and Management	15
Project Sequencing and Scheduling	5
Technical Proposal	20
Price Proposal and Life-Cycle Cost	20
Total	100

2.7.1 At the Owner’s discretion, the Owner will initiate negotiations with the highest ranked Offeror. If the Owner cannot reach agreement with the highest ranked Offeror, the Owner may cease negotiations with the highest ranked Offeror and provided that such negotiations are terminated in writing, shall initiate negotiations with the next highest ranked Offeror. The Owner shall continue with this process with each such Offeror until it reaches agreement or cancels the procurement. Negotiations are at the Owner’s sole discretion. Offerors should not anticipate that any portion of the proposed Contract will be changed or modified. By submitting a Proposal pursuant to the RFP, the Offeror

represents and warrants that it will enter into the contract provided by the Owner subject to the terms set forth in its Proposal.

2.8 Selection DeBriefing

All Offerors may request a debriefing from the Owner with respect to the Procurement; however, Owner shall conduct no such debriefings until it has either reached an agreement on the Project or canceled the Procurement.

2.9 Public Records

All records, documents, drawings, plans, specifications and other material relating to the Project including materials submitted by the Offeror in its Proposal and if selected during the course of performing under the Contract shall become the exclusive property of City and shall be deemed public records. Said materials are subject to the provisions of the California Public Records Act (Government Code sections 6250 et. Seq.). City's use and disclosure of its records are governed by this Act.

City will not advise as to the nature or content of documents entitled to protection from disclosure under the California Public Records Act, including interpretations of the Act or the definitions of "TRADE SECRET" or "CONFIDENTIAL" or "PROPRIETARY" as determined by the Offeror. City will endeavor to notify Offeror of any request of the disclosure of such materials.

Under no circumstances, however, will City be liable or responsible for the disclosure of any such labeled materials whether the disclosure is required by law or a court order or occurs through inadvertence, mistakes or negligence on the part of City, its officials, officers, employees, agents, contractors or volunteers.

In the event of litigation concerning the disclosure of any material submitted by Offeror, City's sole involvement will be as a stake holder, retaining the material until otherwise ordered by a court.

Offeror, at its sole expense and risk, shall be responsible for prosecuting or defending any action concerning the materials, and shall indemnify and hold City harmless from all costs and expenses including attorneys' fees, in connection with such action.

2.10 Questions, Clarifications, and Concerns

The Proposal Performance Criteria Report describing this project has been carefully prepared. Any questions or concerns relating to these requirements shall be directed in writing to the Public Works Director (see cover page) and shall be sent by email. A Proposal Question form for this purpose has been included as Attachment D.

Questions will be accepted only up to March 23, 2018 by 5:00 PM, to allow the City, if necessary, to issue an addendum to all proposers stating revisions, deletions, or additions to be made to the Proposal requirements as a result of any questions. If questions arise after the deadline, please contact the Public Works Director, Rob Livick, at rlivick@morrobayca.gov, but the City will not guarantee a response.

Any communications initiated by a Design-Build Team with the City, City's representatives, and/or project stakeholders other than via email with Mr. Livick about the Water Reclamation Facility may result in disqualification. All communications shall be directed to Rob Livick.

The City will not be responsible for verbal responses made by City staff.

2.11 Notification of Staff Determination

Once the City has reviewed and evaluated the proposals received and has determined for award the responsible proposal that provides the best value to the City, that determination will be posted on the City's website, **morrobaywrf.com**. It is the sole responsibility of interested Proposers to seek this information from either of these sources.

Any protests shall be received by the City Clerk at 595 Harbor Street, Morro Bay, California 93442, by 5:00 PM PT on the 10th day following the City's written notice of the selected Design-Build Teams. The protest shall be a letter correspondence submitted via US Mail or hand-delivery (not email or fax) and state the specific grounds for the protest, including facts supporting those specific grounds. Protests received after the stated deadline will not be considered.

Protests will be reviewed by the Public Works Director/City Engineer, and the City's response to protests will be issued within 20 business days from receipt of the protest. The Public Works Director/City Engineer will make the final determination, and no further appeals will be allowed.

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SECTION 3 DOCUMENTATION REQUIREMENTS

3.1 Submittal Process

3.1.1 Offerors must submit eight hard copies of the Proposal documents and two copies of the Price Proposal. In addition to the hard copies of the Proposal documents and Price Proposal the Offeror must submit one copy electronically on a USB memory device.

- The submittal shall be sealed and include on the outside of the package the Request for Proposal number, title, Offeror's Name and due date and time. The Price Proposals must be included in the package an enclosed separate envelope in compliance with sections 1.3 and 2.6 above.
- The Owner will stamp the submittals with a date and time stamp to record timeliness.
- Offerors are responsible for ensuring timely delivery of submittals. The Owner is not responsible for late submittals.
- The electronic version must be submitted in a searchable .pdf format.

3.2 Submittal Format Requirements

All submittals shall comply with the following format requirements:

3.2.1 Organized in accordance with the RFP.

3.2.2 When printed, shall be limited to the page limitation set forth in the instructions for each section.

- The **only** documentation that is **not** included in the page count is the following:
 - Cover Letter
 - Appendices (provided that each Appendix meets the page count set forth in the requirement for the Appendix)
 - Table of contents or tabs will not be counted against the page count as long as these items are used exclusively for organization and contain no substantive written or graphic content
 - Attachment E Proposal Forms
 - Design proposal plans or drawings
- In the event that the page limit is exceeded, the Owner, at its sole discretion, reserves the right to remove pages from the sections of any non-conforming submittals to bring each non-conforming submittal within the page count requirement.
- A "page" shall be defined as one single-sided piece of paper that has words, charts, tables, pictures, or graphics. Pages shall be 8.5 x 11 inches, with the exception of 15 total pages, which may be presented in 11 x 17-inch format; however, larger pages may only contain graphics and/or designs and may not be used for an Offeror's narrative.
- The font on any portion of the submittal, including graphics, should be no smaller than 11 point.

3.3 Cover Letter

Offerors must include a cover letter that includes the following: (1) name, address, telephone number, and e-mail address for each Proposed Design-Build Team Member that has been added to the Proposed Design-

Build Team since submission of the SOQ and (2) any requested changes to the Proposed Design-Build Team since submission of the SOQ. Note that changes to the Proposed Design-Build Team continue to be subject to the RFQ, and Offerors should include an explanation justifying the changes to the Proposed Design-Build Team. The cover letter shall be a maximum of two (2) pages.

3.4 Technical Proposal

The Technical Proposal may not be longer than 60 pages. Offerors should focus their discussions in the Technical Proposal on their approach to the Project.

3.4.1 Overall Management Approach

- Describe the Offeror’s overall management approach to the Project. In responding to this evaluation factor, Offerors should address the following:
 - Based on the information provided in the RFQ, RFP, and Proprietary Meetings, what is the Offeror Design-Build Team’s current understanding of the goals and objectives of this Project?
 - What strategies will the Proposed Design-Build Team employ to achieve a thorough and clear understanding of the Owner’s goals and objectives?
 - Identify three (3) key challenges to the Project, and for each challenge identified, propose a strategy to mitigate the potential negative impacts of the challenge.
- Provide a Risk Register including mitigation strategies for the Top 5 Risks to the Owner’s Goals and Objectives identified by the Offeror.
- Identify any unique approaches, strengths, and/or differentiating resources (including specific Key Team Members) that will assist the Proposed Design-Build Team to implement the strategy and assist the Owner in achieving its goals.
- The Owner recognizes the importance of the entire design-build team, including specialty design-build subcontractors. For those subcontractors and subconsultants not proposed as part of the Design-Build Team,
 - Describe the Design-Build Team’s overall approach to subcontractor and subconsultant procurement for the Project.
 - Identify the challenges in the selection of subcontractors and subconsultants for the Project and how the Design-Build Team will address those challenges.
 - Identify how the Offeror will ensure compliance with DBE, MBE, WBE, and SBE requirements as well as any other procurement requirements.
 - If applicable, describe in detail the Design-Build Team’s approach to early subcontractor involvement, including proposed design-build and design-assist subcontractors, and identify which scopes of Work are candidates for design-build or design-assist subcontracts.

3.4.2 Quality Assurance/Quality Control (“QA/QC”)

- Provide the following information regarding the Proposed Design-Build Team’s approach on QA/QC. Offeror will present QA/QC approach for both design and construction, since the approaches for each stage of project development may differ significantly. Include the following information:
 - The overall approach to both design and construction QA/QC

- The Proposed Design-Build Team’s processes and tools to facilitate QA/QC
- The reporting and functional relationship(s) between the Quality Management personnel and the Proposed Design-Build Team as a whole
- Description of the Design-Build Team’s commitment to safety and what innovations the Team will bring to the Project to enhance safety.
- Description of the different safety plans for the proposed project for the Design-Build staff, City Staff, and public

The information provided in response to this Section of the RFP will be scored based on the following:

- The Proposed Design-Build Team’s understanding of the delivery method
- The Offeror’s technical approach to providing a project which meets all the project objectives
- The degree to which the Proposed Design-Build Team understands the Owner’s goals and objectives with respect to the Project
- The strength of the Proposed Design-Build Team’s management plan for the Project, including not only the specific topics and specialized components outlined in the RFP or discussed in the Confidential Individual Meetings, but also any other component or element that the Proposed Design-Build Team deems essential to the success of the Project
- The approach to overall project safety
- The approach to project staffing and potential benefits to co-location of Proposed Design-Build Team with Owner’s management team

3.4.3 Project Controls, Cost Tracking

Describe the DBE’s processes and tools for monitoring, reporting, and managing cost, including but not limited to:

- Design to budget control and reporting processes
- Scope, cost, and schedule baseline development
- Management/change control processes and the participation and interaction among the scheduling and estimating teams, project, design, construction, and operations management teams to execute these processes
- Risk management processes and how quantified risk cost and schedule values are factored into the cost and schedule baseline, projected cost and schedule performance, and cash flow reporting
- Cash flow reporting processes and basis for monthly cash flow estimated values
- Process to plan, track, and manage Disadvantaged, Minority, Small, and Woman owned businesses
- Process to plan, track, cash flow, and correctly bill Federal and State Grant and Loan eligible and ineligible work in place
- Document control system integration with work breakdown structure and responsibility assignment matrix or organizational structure
- Ensuring compatibility with City’s Procore Project Management System

- Providing payroll and other cost information necessary for State and Federal regulatory compliance and funding agency requirements

The information provided in response to this Section of the RFP will be evaluated based on the following considerations:

- The robust nature of the Proposed Design-Build Team’s plan for tracking and measuring the metrics for the Project, including but not limited to costs and schedule
- The Proposed Design-Build Team’s plan to collaborate in the development and communication of budget, costs, and schedule to the Owner
- The differentiating resources that the Proposed Design-Build Team provides for the Project

3.4.4 Collaboration and Integration

One of the primary goals for the Project is to create a highly functioning, collaborative, and integrated team as early as possible and to incorporate the Owner’s staff and consultants as part of that team.

- Explain the Design-Build Team’s approach to creating a collaborative environment for the Project
- Describe how the Design-Build Team will engage City Staff and program management support team and incorporate their input into the Project
- Provide the DBE’s approach to conflict resolution between the Owner and the DBE and among members of the Design-Build Team

The information provided in response to this Section of the RFP to will be evaluated based on the following considerations:

- The strength and viability of the Design-Build Team’s plan to communicate and collaborate with the Owner, including not only the specific topics on which the Owner has requested discussion but any other topics that the Proposed Design-Build Team deems essential to the success of the Project
- The ideas and innovations submitted by the Design-Build Team that will enhance and foster collaboration and integration
- The differentiating resources that the Design-Build Team will bring to the Project and how those differentiating resources will enhance the Project

3.4.5 Design Development and Management

In developing the design for the Project, the DBE will be required to seamlessly incorporate the new buildings and facilities; coordinate and integrate Owner information systems; obtain and incorporate design input from multiple external stakeholders as well as multiple stakeholders within the Owner; and satisfy the safety, regulatory, and security requirements of multiple governmental entities, all while satisfying the Performance Criteria Report requirements.

- Describe the Design-Build Team’s overall approach to Design Excellence, design commitment, design development, and management for the Project. Include a description of the design management process and the communications between the Owner and the DBE during this process
- Identify the challenges in developing the design for the Project and how the Design-Build Team will address those challenges

- Provide details regarding the tools used in the design process, including any modeling, and how those tools will assist the DBE in achieving those goals
- Describe the Proposed Design-Build Team’s approach to value engineering for the Project
- Describe the Proposed Design-Build Team’s process for managing quality assurance and quality control during the design process and identify the Key Team Members who will be tasked with the review and coordination of all phases of design documents
- Describe the Proposed Design-Build Team’s approach for managing the permitting process. (for those permits under responsibility of Design-Build Team)

The information provided in response to this Section of the RFP will be evaluated based on the following considerations:

- The strength and viability of the Proposed Design-Build Team’s design management plan, including not only the specific topics on which the Owner has requested discussion but any other topics that the Proposed Design-Build Team deems essential to the success of the Project
- The quality of the Proposed Design-Build Team’s approach to design excellence for the Project and the ideas and innovations proposed to achieve design excellence
- The differentiating resources that the Proposed Design-Build Team will bring to the Project and how those differentiating resources will enhance the Project

3.4.6 Project Sequencing and Scheduling

Provide a project schedule showing all key project milestones and include a list of all assumptions used in developing the schedule for the services presented in Section 3 and other potentially driving factors including but not limited to the following:

- | | |
|---------------------------|---------------------------------------|
| • Project Meetings | • Controls Installation |
| • Design Phase | • Controls System Integration |
| • Submittal Review | • Training |
| • Equipment Procurement | • Submission of O&M Manuals |
| • Civil Construction | • Point of Substantial Completion |
| • Equipment Erection | • As Built Drawings |
| • Mechanical Construction | • Point of Final Completion |
| • Electrical Construction | • Performance and Operational Testing |

The construction schedule should meet the Owner’s estimated completion date, promote efficiency, and have the least amount of impact on Owner operations and the Project stakeholders as possible. Primavera P6 shall be used for scheduling.

- Describe the Proposed Design-Build Team’s overall approach to scheduling and construction sequencing for the Project, in addition to the overall approach, include a description as to how the Design-Build Team will address regulatory and stakeholder approvals for the permitting process

- Identify the challenges in scheduling the construction for the Project and how the Design-Build Team will address those challenges
- Provide details regarding the tools used in developing optimal sequencing and coordination of the Work and how those tools will assist the DBE in achieving those goals including but not limited to administration of the consultants, subconsultants, suppliers, UV validation testing, and subcontractors
- Describe the assumptions and constraints under which the proposed schedule was based, including proposed durations, sequencing and logic, and skilled labor availability for determining manpower projections

The information provided in response to this Section of the RFP will be evaluated based on the following considerations:

- The strength and viability of the Design-Build Team's project sequencing and scheduling plan, including not only the specific topics on which the Owner has requested discussion but any other topics that the Design-Build Team deems essential to the success of the Project
- The differentiating resources that the Design-Build Team will bring to the Project and how those differentiating resources will enhance the Project

3.4.7 Proposed Design

Offerors shall submit a Design Proposal that meets or exceeds the criteria set forth in the Performance Criteria Report. The Design Proposal shall be submitted as follows:

- The Design Proposal shall include a written description of the facility design, a description of the operation strategies, and drawings
- The Design Proposal must be included in the format detailed in 3.2.2 above

The Proposed Design should be developed to the schematic phase and specifically include the following elements:

- Process flow diagram
- Hydraulic profile for the facility from influent through pump stations
- Facility, process, and equipment unit capacities including:
 - Influent characteristics with flow rates and constituent loading limits
 - Effluent characteristics with flow rates and constituent loading limits
- Major equipment to be purchased (over \$75K)
- Preliminary facility site plan
- Preliminary equipment layouts
- Complete a proposal form for each system (refer to Attachment E – Sample Proposal Forms). The proposal form should at minimum include the following: system description, types and number of major equipment items; size including volume, height, and footprint; manufacturer and model number; and other information necessary to provide the City with sufficient information to understand the proposed systems

- Projected power consumption requirements
- Single line electrical drawings
- Projected Operational and Maintenance costs
- Projected Lifecycle costs

The Owner, in its sole discretion, will determine whether the Proposed Design:

- Meets the Owner’s goals and objectives and is consistent with the Performance Criteria Report
- Describes an achievable strategy to meet the Owner’s Budget and Schedule

3.4.8 Performance Guarantee

The Offeror shall include with the proposal a performance guarantee for the WRF systems which provides a detailed description of their performance. The performance guarantee is to be provided for City review and will be included in the final contract documents. These guarantees must be applicable for all flow rates and loadings included in the performance requirements. All assumptions and constraints must be included with each guarantee. The guarantees must include a stated quantifiable performance level and tolerances for the following:

- WRF Wastewater Influent Maximum/minimum process inputs – This guarantee is intended to provide the City and DBE the ability to ensure the processes are compatible with the upstream processes enabling the WRF to effectively treat wastewater. The guarantee shall include all applicable inputs to the WRF and each treatment unit process.
- WRF Wastewater Effluent Maximum/minimum process outputs - This guarantee is intended to provide the City and DBE the ability to ensure the processes will complement downstream processes enabling the WRF to effectively treat wastewater. This guarantee shall include all applicable process (max/min) outputs for the WRF and each treatment unit process
- Power consumption and efficiencies (for all equipment over 10 hp) – This guarantee is intended to provide the City a guaranteed contractual benchmark to gage the efficient operation of the WRF. The power consumption (kWh) shall be stated per each piece of equipment with the WRF at steady state operation at both anticipated initial flows and future flows of 0.97 mgd.
- Consumables use rates – This guarantee is intended to provide the City with a guaranteed benchmark to ensure efficient use of consumables and operation of the WRF treatment systems. All consumable guarantees should be standardized to a base of per hour/mgd/etc. with the WRF at steady state operation at both anticipated initial flows and future flows of 0.97 MGD
- Major Equipment availability (including at minimum rough and fine screening with conveyance and dewatering, membranes, blowers, UV system trains, advanced oxidation system, biosolids dewatering, and chemical systems). The purpose of this guarantee it to provide the City a guarantee of equipment availability to continuously treat wastewater. Equipment availability is the amount of time equipment is guaranteed to be in “Auto” operational mode. The amount of time necessary for maintenance, component rebuild, breakdowns and similar are not included in the time available.

SECTION 4 ATTACHMENTS TO THIS RFP

Attachment A: Performance Criteria Report

Attachment B: Proposed Contract Documents (Design-Build Agreement)

Attachment C: Price Proposal and Life-Cycle Instructions

Attachment D: Proposal Question Form

Attachment E: Sample Proposal Forms

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