

REQUEST FOR PROPOSALS

ENGINEERING SERVICES

FOR

RECYCLED WATER MASTER PLAN

Issue Date: September 14, 2010

Proposal Due Date: October 12, 2010, no later than 5 pm (PDST)

Issued By:

CITY OF UKIAH
PUBLIC WORKS DEPARTMENT
300 Seminary Avenue
Ukiah, CA 95482



I. PURPOSE

The purpose of this Request for Proposals (RFP) is to secure the services of a qualified Engineering Consultant to provide professional engineering services to develop a Recycled Water Master Plan (RWMP) for the City of Ukiah (City). Water resources are increasingly taxed to meet urban and agricultural demands as well as in-stream flow requirements for endangered species. Recycled water is an untapped valuable, renewable water resource. The study should evaluate the potential for using the tertiary treated effluent to offset existing and planned potable water demands, thereby increasing the overall water supply and its reliability under a range of hydrologic conditions.

The Engineering Consultant will review options and create a master plan for installing recycled water transmission mains from the City's Water Reclamation Facility (WRF) to serve the urban and agricultural needs of the City and Ukiah Valley. The City's goal is to develop a master plan for a recycled water system that could be phased-in over time. The City wishes to understand the full potential for system build-out so that pipelines and pumping facilities can be sized accordingly. The RWMP shall be developed in accordance with all applicable local, state, and federal requirements.

Timeline and Required Response Dates

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| 09/14/10 | Request for proposals and qualifications mailed to prospective consultants and posted for general solicitation. |
| 10/12/10 | Submittal Deadline - Five (5) written, signed copies of the RFP response enclosed in a sealed envelope must be received at the office of Jarod Thiele, Public Works Administration, 300 Seminary Avenue, Ukiah, California 95482, on or before 5 p.m. <i>Postmarks will not be accepted. Incomplete responses, late responses and/or responses not in compliance with the RFP format and requirements will not be considered.</i> |
| 10/20/10 | Finalist presentations with selection committee (if requested) |
| 10/25/10 | Selection committee identifies top consultant. |
| 11/3/10 | Professional Services Agreement with top consultant presented to City Council for approval. |
| 11/12/10 | Top consultant executes Professional Services Agreement with City. |
| 10/12/11 | Final Recycled Water Master Plan completed. |

II. PROJECT BACKGROUND

A. Overview of City and Water Reclamation Facility

The City owns and operates a tertiary treatment WRF that services its collection system and, by agreement, the neighboring Ukiah Valley Sanitation District (unincorporated Mendocino County). The tertiary treatment is provided by four 2 million gallons per day (mgd) U.S. Filter Trident units. The City is also the water supplier within its limits and serves a small number of customers outside of its limits. The City anticipates that its service area will grow over the next twenty years as it annexes land located within its Sphere of Influence.

The WRF has an average dry weather flow (ADWF) capacity of 3.01 (mgd) and a peak wet weather capacity of 24.5 mgd. The City has the capability to produce a maximum of 7.5 mgd of recycled water that meets or exceeds the State of California Title 22 standards for unrestricted use. The City's Water Reclamation Facility is permitted under the NPDES permit No. 38478385, issued by the North Coast Regional Water Quality Control Board (RWQCB) in October 2005.

B. Current Disposal Practices for Water that is Proposed to be Recycled

The City currently discharges its secondary treated effluent to three percolation ponds (year round, primary disposal method) with a combined storage volume of 110 million gallons and percolation rate of 6 mgd. The City is also permitted to discharge from October 1 through May 14 a maximum of 1% of total volumetric flow of the Russian River measured at the Hopland gauging station. The City anticipates that most of the demand for recycled water will be for irrigation uses and frost protection.

C. Conceptual Recycled Water Service Areas

The municipal airport has expressed interest in receiving service and is a potential "first phase" recycled water customer. The future Riverside Park has also been identified as a potential "first phase" recycled water customer.

WRF to Airport

The Ukiah Regional Airport is approximately 2 miles northwest of the WRF. The Airport has been owned and operated by the City since the 1930's. The proposed use for recycled water at this location is to irrigate the field adjacent to the airport so that the land can be leased for agricultural purposes. The airport would also use the recycled water for landscape irrigation.

WRF to Riverside Park

Riverside Park is located off of East Gobbi Street approximately 3.5 miles north of the WRF and is adjacent to the Russian River. The City owns the property that is to be developed into Riverside Park. There are plans for Riverside Park to

be revitalized to become a more attractive and usable site for residents to enjoy with a new soccer field, a rehabilitated little league baseball complex, an existing BMX Track, and a picnic area. Included in this planned revitalization of the park is an addition of a pond/reservoir. This reservoir will serve as terminal storage for recycled water pumped through the recycled water line, keeping the line pressurized to serve irrigation users, and to provide process water for the City's WRF. Recycled water would also be used for landscape irrigation as needed throughout the park.

D. Organizational Structure

The City's Public Works Department provides the administrative, engineering, and maintenance support services for the WRF. The reclamation facility personnel are assigned exclusively to the operation of the plant while the administrative and systems field personnel are shared between the sewer and water systems. The Department is managed by the Director of Public Works under the general supervision of the City Manager. Assigned personnel positions for system maintenance are one supervisor, one lead worker, one service attendant and seven attendants. The City owns and maintains its own service fleet including video equipment, supporting hardware and software and the transport van.

E. Stakeholders and Potential Problems and Delays

The City envisions several different types of outreach that will allow it to reach various target audiences. The potential stakeholders are Development Interests, Existing Large Urban Irrigators, and Existing Large Agricultural Irrigators. During the development of its 2005 Urban Water Management Plan (UWMP), the City began dialogue with each class of user.

Additional technical information is necessary to continue these discussions with the stakeholders. In the 2005 UWMP, the City began the process of analyzing its recycled water supply and potential users.

III. DESCRIPTION OF PROFESSIONAL SERVICES

The requested professional services to be provided include the preparation of a Recycled Water Master Plan (RWMP). In general, these services include identifying where and how the City of Ukiah could most feasibly develop recycled water uses in the City, and providing a strategy for implementation of the recycled water projects identified.

A preliminary scope of work is included below to assist the Consultant in gaining an understanding of the City's goals and objectives as they relate to the Recycled Water Master Plan. ***This preliminary scope of work and RFP do not reflect a specific detailed approach for the Consultant to use. Rather, the intent is to allow each consultant to be creative and pragmatic in***

demonstrating its expertise by presenting a recommended approach and schedule, including milestones, that meet the City's goals and objectives; and for each Consultant to compete with, and distinguish itself from other Consultants. The final contract scope of work will be developed after the Consultant is selected, and will be accomplished in cooperation with the City and key stakeholders.

The RWMP tasks include but are not limited to: analysis of water demands and water resources, evaluation of operating costs; conceptual design; determination of regulatory compliance, permitting, and property acquisition impacts; monthly progress reporting; budget tracking; client meetings and communications; public outreach, and schedule coordination. These tasks shall be accomplished through quality control and preparation of a management plan. The consulting team Project Manager shall be responsible for the successful completion of the Project through the coordination and use of their staff and other team members assigned to this project.

The consulting team Project Manager shall coordinate with project team members and participate in project meetings, conference calls and workshops to coordinate work and resolve any project issues as they arise. The consulting team Project Manager shall prepare meeting minutes and action items summaries, and shall distribute them to the City and project team members following conference calls, meetings, and workshops.

The consulting team Project Manager is expected to work closely and cooperatively with the City's customers, associated agencies, local community, private entities, and all potential stakeholders to promote positive communications and develop an accurate understanding of their needs and requirements. Some of the stakeholders may include but are not limited to, the County of Mendocino, Willow County Water District, Millview County Water District, agricultural users, Mendocino Community College, and the residents of the City and surrounding unincorporated areas. The City expects the selected Consultant to develop an approach/strategy to effectively work with these stakeholders, as well as with the general public. The selected Consultant shall be capable of representing the City when addressing these entities. It is anticipated that the consulting team Project Manager shall organize and conduct meetings with City staff, as appropriate, for the purpose of data gathering, general discussions and progress updates.

The consulting team Project Manager shall provide monthly project invoices that are delineated by task. Provided shall also be a description of the work performed, employees names and classifications, hours and hourly rates, original budget, current invoice, cost to date, remaining budget and percent budget remaining.

The consulting team Project Manager shall report directly to the City's Project Manager. The Consultant shall provide services and materials required to fulfill the intent of the scope of work in a timely manner, to the expectations of executive management and all staff levels of the City. It is expected that the selected Consultant shall research, evaluate and synthesize relevant documentation available from the City and other sources.

IV. PRELIMINARY SCOPE OF WORK

Task 1 – Define Study Area and Existing Conditions

Subtask 1.1 – Define Study Area

Define the study area for the use of recycled water. This should include a phased approach to implementing a recycled water program and define "immediate" and "expanded" service areas. This task includes meeting with City and associated local agencies (Ukiah Valley Sanitation District, Russian River Flood Control and Water Conservation District, Farm Bureau, Hopland PUD, Capella PUD and Redwood Valley Water District and others that may be defined later) to understand priorities and viability of serving recycled water within the City of Ukiah and in unincoorporated areas outside the City limits.

Subtask 1.2 – Document Existing Conditions Related to Water, Wastewater and Recycled Water in the Service Area

The Study Area characteristics with respect to land use and population trends, water supply characteristics and facilities, and recycled water characteristics and facilities will be summarized in a Technical Memorandum TM. This order of description is consistent with the planning guidelines of the State Water Resources Control Board.

Task 2 – Market Assessment

This task includes identifying potential users and performing early outreach and information opportunities. The market assessment, in conjunction with the recycled water system hydraulic model, will be used to determine pipeline alignments and sizing requirements to cost effectively serve the maximum amount of recycled water to customers concentrating on the largest recycled water consumers. Smaller recycled water customers shall be identified in the market assessment; however, it may not be cost effective to serve these smaller consumers if significant pipeline extensions are required. Criteria shall be established to assist the City in determining the most cost effective customers to serve.

Subtask 2.1 – Develop GIS Protocol

This subtask includes systematically codifying available data and “building” the GIS model that will be used for alternative analysis. This task includes developing a standard protocol for data coding and describing the existing water supply.

It is expected the selected Consultant shall research, evaluate and synthesize relevant documentation available from the City and other sources including Brown and Caldwell's, Technical Memoranda for the Wastewater Treatment Plant Improvement Project, Technical Memorandum 20, “Preliminary Evaluation of Effluent Storage Requirements and Recycled Water Use”, Volume 2 of 2, June 2003, City of Ukiah 2005 Urban Water Management Plan, November 26, 2007 and Kennedy Engineers, Wastewater Collection System and Treatment Improvements, August 1977.

The Consultant shall be responsible for all preparation; communication; coordination of resources; delivery of materials; data gathering; reporting; documentation, and costs associated with printing, as necessary to complete the project.

Based on the needs of this project, the Consultant shall develop a Microsoft Access-based personal geodatabase that compiles the information obtained in the market assessment. The database will include at a minimum the following fields:

1. Unique ID Number
2. Assessor's Parcel Number (APN)
3. Owner Name
4. Owner Address
5. Type of Use
6. Potential Customer
7. Average Demand
8. Peak Demand
9. Diurnal Demand Pattern
10. Priority
11. Hydraulic Model Junction node ID
12. Estimated Date of Connection
13. Other data fields that are needed by the team.

Subtask 2.2 – Define the Criteria for Identifying Users

Establish the basic criteria to identify the users. Criteria may include offsets to city water supply, offsets to other public water supplies, offsets to other Russian River diversions, offsets to groundwater use, proximity to existing facilities or planned CIP projects, and “new” demands (development). Work with the City to prioritize the criteria and codify it in a TM.

Subtask 2.3 – Locate Users

Based on the selected criteria, query the developed database to locate the parcels that meet the various criteria. Document queries with tabular and graphic output to provide a "map" of potential target areas in a TM (tables and maps). Meet with the City to review this output and develop a strategy for outreach and information sharing.

Subtask 2.4 – User Contact and Documentation

Based on the strategy developed above, contact users through personal outreach and, where appropriate, through questionnaires. Develop a standard form to document the results of each contact that includes user name and contact information, site information, key reasons for interest in recycled water, and key concerns. The form will include an indication of the user's willingness to execute a User Agreement. Include a summary of user contact in a TM.

Task 3 – Life Cycle Costing Methodology

A methodology for Life Cycle Costing (LCC) parameter shall be established for the LCC analysis. Consultant shall, in consultation with City staff, set all the parameters such as discount rates and inflation factors, which will be used to calculate life cycle of each proposed alternative. This task includes but not limited to the following:

- a. Select a methodology for LCC analysis after a consultation with the City staff.
- b. Establish LCC parameters such as discount rate, asset useful lives, and inflation factors for energy, labor, and material costs.

Task 4 – Hydraulic Model Development

This task includes merging the available data into the model using the agreed upon GIS protocol, developed in Subtask 2.1 and performing research necessary to locate any missing data.

This task shall include the development of a recycled water system hydraulic model using MWH Soft H₂OMap. The hydraulic model will be used to determine design phases and design alternatives to cost-effectively serve the maximum amount of recycled water consumers. All hydraulic analysis should be based upon a 24-hour extended period simulation (EPS).

- a. Collect all data required for input into the hydraulic model, including but not limited to, recycled water flows and demands, public streets, parcels, sewer and storm systems, record drawings of existing recycled water

- infrastructure, elevation contours, environmental features, and traffic volumes and level of services.
- b. Georeference/Geocode all users identified in Task 2 and import them as demand nodes.
 - c. Divide the service area into hydraulic zones to meet the design criteria while considering the cost of building the infrastructure to support proposed zone creation.
 - d. Develop basic framework for an all-pipe hydraulic model of the recycled water system using H₂OMap Water to be used in Task 5 for alternative development. The model shall be capable of performing 24-hour extended period simulations (EPS) for Average-Day-Demand (ADD) and Max-Day-Demand (MDD) scenarios.
 - e. A detailed and well-organized model numbering/labeling system will be developed by the Consultant to provide a clear representation of the overall recycled water distribution systems and to create a user-friendly structure that can assist in future model expansions, analyses, etc., by both the City staff and outside consultants. A systematic approach for description/labeling modeling scenarios will also be developed. This comprehensive identification system approach will be formally submitted to and reviewed by the City for acceptance and will ultimately be incorporated into the User's Manual. Node and pipe numbers shall be assigned so that the model reflects good organization and planning; random numbering will not be accepted.

Task 5 – Alternative Development and Analysis

This task includes utilizing the hydraulic model, developed as part of Task 1, to identify three (3) distinctly different alternatives which differ from each other; in pipeline sizes and alignments, reservoir locations and sizes, hydraulic zone boundaries, and/or pump station locations and sizes developing a series of alternative projects that provide recycled water to the identified users and analyzing those alternatives in order to develop a recommended project. Consultant shall calculate life cycle cost and/or most cost-effective alternative for consideration.

Specific subtasks include:

Subtask 5.1 – Develop Design Criteria

The design criteria development will include establishment of recycled water system operational and design, including design criteria for system pressures,

pipelines, pump stations, and storage reservoirs. Design criteria will be used to determine the sizing of future facilities. This task shall include the following items:

1. Review general system design criteria for pressure, pipelines, pump stations and storage reservoirs and develop a set of design criteria to use with the hydraulic analysis. Meet with the City's operational staff to discuss recommended design criteria. Selection of operating pressure should be the lowest practical pressure to reduce energy costs while maintaining a set level of service for operation of the system and customer satisfaction.
2. Develop peaking factors for various user types based upon a literature survey and knowledge from previous experience with similar recycled water systems.

Subtask 5.2 – Develop Project Alternatives

Using the model developed in Subtask 1.2, develop alternative pipeline routes and service strategies for the users. The analysis will include pipe and pump station sizes and storage requirements and a priority list of demands ranked in order of least cost to connect. Storage will include operational storage to manage diurnal flow patterns (probably tanks) and system storage to manage seasonal recycled water production patterns (probably ponds).

Subtask 5.3 – Compare and Rank Alternatives

For each alternative, estimate construction, operational and life-cycle costs and prepare a conceptual layout. Document the analysis in a TM. Review the TM with the City.

The solution set of the problem is expected to have a wide range of solutions. Solutions can be broadly divided into three categories: High Capital – Low Operation & Maintenance (O&M) Costs, Low Capital – High O&M Costs, and Medium Capital Cost – Medium O&M Costs. High Capital – Low O&M Costs alternatives are likely to consist of more storage capacity and lower operational costs than low capital alternatives as more storage capacity will attenuate flows during peak usage and reduce pumping costs and required pipe sizes. However; both High Capital – Low O&M Costs and Low Capital – High O&M Costs are expected to have higher life cycle costs than Medium Capital Cost solutions.

Subtask 5.4 – Develop Recommended Projects and Phasing

The Consultant shall iteratively identify three alternatives after evaluating and eliminating several non-feasible and high life cycle cost alternatives. This option does not require an explicit use of any optimization method, however; some degree of optimization is to be achieved via an iterative process. Collect actual O&M cost data for existing water supply and distribution system such as pumping costs, maintenance costs, etc.

Define and discuss conceptual design and operational details, estimated costs, implementation issues and requirements (CEQA, permitting, site retrofits,

compliance with DPH and Regional Board requirements, etc.). Define opportunities for phasing and recommend phasing strategies.

Subtask 5.5 – Develop Recommended Project

The consultant shall conduct a workshop with the City (and associated regional agencies) to choose a single recommended project. The recommended project will be chosen based on the alternatives analysis performed as Subtask 5.1 through 5.4, including the overall cost, the lifecycle cost, and cost effectiveness for each project alternative, as well as customer interest in recycled water use.

Task 6 – Public Involvement Program

This task includes preparing for and presenting up to three (3) public informational meetings during the development of the Master Plan. The consulting team Project Manager shall organize and conduct meetings to disseminate information about recycled water and facilitate general discussions with the local community and stakeholders to address concerns and to report progress updates.

Probably the most important step in encouraging the public acceptance is to establish and communicate the expected project benefits. The Consultant shall use Chapter 7.4, "Involving the Public in Reuse Planning" of the U.S. Environmental Protection's publication, "Guidelines for Water Reuse" as a guide in meeting the requirements of this Task. For example, section 7.4.1 provides a flow chart of a public participation program for water reuse system planning.

Task 7 – Feasibility Study

This task includes compiling the foregoing technical memoranda into a Master Plan. Upon compiling the draft Master Plan, meet and review the draft with City staff. After review with City staff, create the final draft and meet and review with the City staff once again. This task includes preparation of a final report and preparation of a PowerPoint presentation summarizing the report for presentation to the City Council. For this task, the deliverables are ten (10) copies of the draft, fifteen (15) copies of the final Feasibility Study and Preliminary Design, one (1) electronic file of the Feasibility Study and Preliminary Design, and one (1) electronic file of the PowerPoint Presentation.

Task 8 – Funding

For the recommended project identified in Task 5:

Subtask 8.1 – Identify Customer Base

Identify the customer base that would be expected to fund the long-term operations, maintenance and renewal/replacement costs.

Subtask 8.2 – Economic Analysis

Prepare an economic analysis to evaluate the long-term financial viability of the recommended project based on the projected operating costs and customer revenue. The Consultant shall develop a pricing policy for recycled water and conduct a cash flow analysis.

Subtask 8.3 – Construction Funding Sources

Prepare a construction financing plan and revenue program for implementation of the project in sufficient detail to pursue funding from various sources. Identify sources and timing of funds for design and construction and identify costs which can be allocated to water pollution control. This task also includes assistance to the City in researching the availability of securing State loan and grant funding. This task should examine any other potential funding sources available to the City.

Task 9 – Facilities Plan Report Preparation

The Facilities Plan Report will document the major findings, results, conclusions and recommendation of the master planning process. The Report will contain an Executive Summary. Six (6) copies of the Draft Recycled Water Facilities Plan will be submitted to the City for review and comment. Upon incorporation of all City comments, fifteen (15) copies of the Final Recycled Water Facilities will be delivered to the City. In addition, an electronic copy will be submitted containing the complete report (all figures, tables, attachments, etc.) in a single file in Adobe Acrobat (.pdf) format.

V. TASKS TO BE PERFORMED AND ITEMS TO BE PROVIDED BY THE CITY OF UKIAH

The City shall furnish to the Consultant, without charge, any and all information, data, reports, maps, and records, which are available at the City's offices, as are necessary for the Consultant to provide the services as described herein. At a minimum, the City will provide the following:

1. Provide project management. The City will assign a Project Manager to act as the City's liaison to the Consultant's project team.
2. City will provide the Consultant with access to City Offices and field personnel familiar with City practices, codes, enforcement activities, and operational activities related to the City's Water Reclamation Facility. Access will be provided upon an agreed schedule between the project managers for City and Consultant.

3. Provide the Consultant's project management staff a work area while performing activities within the City. Available work space is limited and it is necessary that the Consultant schedule in advance work area needs with the City's Project Manager.
4. Provide or make available reports, drawing, records, GIS data and files, and other information deemed needed to perform and complete the required scope of work.

VI. GENERAL REQUIREMENTS

The Consultant agrees to deliver quality products and service that meet or exceed generally accepted industry standards and those which have been expressly stated in this Request for Proposals. Product and services which fail to meet the required standards will not be accepted. The Consultant will be wholly responsible for correcting any deficiency at no additional cost to the City. The Consultant's proposal shall include a detailed description of the quality assurance procedures that are to be used for this Project.

VII. MINIMUM QUALIFICATIONS

- A. Consultants must have substantial experience in providing the professional services requested. Consultants must be currently engaged in the business for at least the last 5 years.
- B. Consultant's Project Manager and key individuals who will be assigned to the Project will be an important factor considered by the Selection Committee. There shall be no change of key consultant personnel for the project team without the prior written approval of the City.
- C. Consultant's personnel shall be knowledgeable in their areas of expertise. City reserves the right to perform investigations as may be deemed necessary to insure competent persons will be utilized in the performance of the contemplated services.
- D. Consultant should be aware that in accordance with laws of the State of California, the Consultant will, if awarded the Agreement, be required to secure the payment of compensation to its employees and execute the Workers' Compensation Certification.
- E. Consultant is responsible for determining whether its services under the proposed agreement, or its services rendered for any task assigned to it pursuant to the agreement, requires the payment of prevailing wages to its agents, employees, and contractors for work related to that task.
- F. Consultant agrees to accept award of the agreement based upon the candidate's proposal and price and execute the City's standard

Professional Services Agreement if selected as the top candidate. It is the responsibility of each consultant, before submitting a proposal, to thoroughly examine the City's standard Professional Services Agreement attached to the RFP.

- G. More than one proposal from an individual, firm, partnership, corporation, or association, under the same or different names, will not be considered. If the City believes that collusion exists among the consultants submitting proposals, all proposals will be rejected. Proposals submitted after the due date and time will not be accepted.

VIII. FORMAT AND CONTENTS OF RFP

Interested consultants are invited to respond by providing the information requested in this RFP. Responses shall be in the form of a proposal, which defines any consulting services that the consultant proposes to offer to the City. The proposal should demonstrate an understanding of the professional services requested and describe the services the consultant is able to provide.

At a minimum, the proposals shall comply with the General Requirements in Section VI and provide the following:

1. Description of Consultant's approach to meeting the City's goals and objectives for the Recycled Water Master Plan and a detailed scope of work based on the general scope of work provided in this document, as an explanation of the project as understood by the proposal author.
2. The detailed scope of work should complement the fee proposal and tasks defined in the detailed scope of work should match tasks provided in the fee proposal for cross-referencing purposes.
3. Detailed cost proposal, including total cost, hours, hourly rates (Place single copy in separate envelope) for each task in Section IV.
4. Detailed project schedule;
5. List of key personnel expected to provide the services to City, resumes for each, and description of their roles, responsibilities, percentage of time dedicated to this project, and deliverables that will be produced. An Organization Chart is to be provided listing the key personnel and the Team relationships.
6. The proposal shall list the sub-consultants that will be used for the project, the scope of work, and approximate percentage of overall participation in the work. In addition, the project team must furnish resumes of key personnel.

7. Assessment of the adequacy of the overall project schedule proposed by the City to complete the work identified herein and identification of the key coordination needed to maintain and or expedite this schedule;
8. List of similar projects completed within the last (5) years; whether they were completed on time and within budget; the percentage of any contract budget/schedule adjustment; a description of the services performed, and the names, telephone numbers, addresses, and email addresses of the owner contacts;
9. The Consultant shall demonstrate expertise in hydraulic modeling using various industry prevalent software, relational geodatabase design, Geographic Information Systems, master planning of pressurized distribution systems, recycled water distribution system rules and regulations, and life cycle costing.
10. The table of contents from your last Recycled Water Master Plan prepared, if applicable;
11. Description of experience in procuring funding through the U.S. Department of the Interior Bureau of Reclamation Title XVI Water Recycling and Reuse Program;
12. Description of approach proposed to inform and gain consent from the various stakeholders and the general public to successfully accomplish the goals of this project;
13. Verification by the consultant before submission to ensure the proposal is accurate and satisfies the RFP's requirements for submittal;
14. Signature by a responsible officer for the consultant;
15. Acknowledgement that the consultant has reviewed the General Conditions in Section VI and agrees the proposal shall remain open for a minimum of 60 calendar days from the Submittal Deadline;
16. Acknowledgement that the consultant has reviewed the City's standard Professional Services Agreement attached to the RFP and a statement that consultant agrees to sign the Agreement if awarded;
17. A comprehensive list of services offered and if necessary, an explanation of how those services satisfy the professional services requested in this RFP;
18. A price list for services offered by consultant, including the hourly rates for each of the key personnel, and the date when the price list is expected to change;

19. Disclosure of any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the Agreement for services to be awarded pursuant to this RFP. If a consultant has no conflicts of interests, a statement to that effect shall be included in the Proposal;
20. Evidence that the consultant has sufficient financial resources to provide all work necessary to complete the services offered;
21. Consultant's bond capacity and;
22. Consultant's contact information, including telephone, fax, and e-mail address.

IX. SELECTION PROCESS/CRITERIA

In soliciting qualifications and proposals, it is the intent of the City to have the best possible service. The City reserves the right to act as the sole judge of the content of all responses. In addition, the City reserves the right to reject any or all proposals, and to waive irregularities in the selection procedures.

The City will establish a Selection Committee at its sole discretion. The Selection Committee will take the following actions:

- A. Initial Review. After the submission deadline, the Selection Committee will perform an initial review of the proposals to ensure they comply with the requirements of the RFP for submittal and consideration.
- B. Qualifications Review. The Selection Committee will then consider the qualifications of the properly submitted proposals. Consideration will be given on, but not limited to, the Consultant's qualifications and past work performance, references from other entities similar to the City of Ukiah, ability to meet the service criteria specified, ability to obtain insurance and bonding coverage, possession of and ability to retain qualified personnel, possession of licenses and certifications, possession of equipment and tools necessary to complete the work specified, and compliance with equal opportunity employment standards.
- C. Proposal Evaluation. The Selection Committee will then evaluate the strength of the proposals. At a minimum, the Selection Committee will evaluate the proposals on the basis of the following criteria:
 1. Familiarity with all aspects of professional services requested;
 2. Professional services offered;

3. Consultant's experience, staff availability, stability, financial responsibility, past performance on similar projects, as well as qualifications and past performance of consultant's key personnel;
 4. Lack of personal or organizational conflicts of interest;
 5. Overall quality of proposal;
 6. Timeline for completion of typical assignments; and,
 7. Reference checks.
- D. Interviews/Discussions. The Selection Committee may then request the finalists to make an oral presentation as part of the selection process. If required, finalists must present their proposal to the Selection Committee in person. Regardless of whether a presentation is requested, the Selection Committee may conduct discussions with a finalist for the purpose of clarification to assure full understanding of, and conformance to, the RFP.
- E. Recommendation. The Selection Committee will then recommend the top consultant to the City Council. The City will then issue a *Notice of Intent to Award* to the top consultant and transmit two original Professional Services Agreements for the consultant's signature.

X. AWARD OF AGREEMENT

The top consultant shall, within 10 calendar days from the date of the *Notice of Intent to Award*, provide the City with the following documents:

- a. Two executed originals of the Professional Services Agreement provided by the City's Project Manager;
- b. Insurance and endorsements acceptable to the City of Ukiah;
- c. Proof of purchase of a City business license; and,
- d. Any other certificates required by the RFP.

In the event the top consultant fails to return the documents to the City in a timely manner, the City may negotiate with another finalist or reject all proposals. The City also reserves the right to award more than one agreement depending upon the qualifications and strength of the proposals, for all or a portion of the services offered.

XI. CONFIDENTIALITY AND NON-DISCLOSURE

The City of Ukiah recognizes that the proposals may include proprietary or confidential information. The City will take every reasonable precaution in protecting such information provided that it is clearly identified as proprietary or

confidential on the page on which it appears. However, the City is subject to the California Public Records Act and must disclose records as required by the Act.

Proposals and pricing information submitted as a part of this RFP will not be returned. The City reserves the right to reject any and all proposals.

XII. EXHIBITS

The following exhibits are included with this RFP:

1. Standard Professional Services Agreement, including insurance coverage requirements;

XIII. GENERAL CONDITIONS

1. This RFP does not commit the City of Ukiah to execute an agreement. The City reserves the right to accept or reject any or all proposals if the City determines it is in the best interest of the City to do so.
2. Proposals shall remain open, valid and subject to acceptance anytime within one hundred fifty (150) calendar days after the proposal due date and up to the end of the agreement period.
3. Proposals shall not be withdrawn or corrected after being opened. The City will not be responsible for errors or omissions on the part of consultants in preparing their proposals.
4. The City reserves the right to issue addenda or amendments to this RFP.
5. In order to be considered, all proposals must be submitted in the manner set forth in this RFP. It is the consultant's responsibility to ensure that its proposal arrives before the specified Submittal Deadline.
6. This RFP does not commit the City to pay any costs incurred in the preparation of a proposal in response to this request, and consultant agrees that all costs incurred in developing this proposal are the consultant's responsibility.
7. The City reserves the right to award an agreement at this time for all or only some of the services requested.

IX. TOTAL PROJECT COST AND FEE & RATE SCHEDULE

The Consultant shall provide in a separate sealed envelope, a general rate schedule, proposed project fee by task, and spreadsheet of estimated hours and costs by all personnel or classification and by task as defined in the Scope of

Services herein. All personnel and/or classifications identified in the Organization Chart shall be included on the cost spreadsheet. Billing rates shall include all direct costs. Indirect costs shall be itemized separately and accounted for as part of Consultant's fee rate structure. Markup on sub-consultants or other direct expenses shall be limited to a maximum of 10%.

X. PROJECT ADMINISTRATION

All communications relative to this RFP shall be directed to Jarod Thiele, Public Works Administration for the City of Ukiah, prior to submission of a proposal. All questions relating to interpretation of the RFP must be submitted in writing at least seven calendar days prior to the proposal submission date and responses, if deemed necessary, will be in the form of written addenda to the RFP. Questions submitted after this time period will not be answered.

Jarod Thiele
(707) 463-6755
City of Ukiah
300 Seminary Ave
Ukiah, CA 94582
jthiele@cityofukiah.com

XI. WAIVER

By submitting a response to this RFP, each consultant expressly waives any and all rights that it may have to object to, protest or seek legal remedies whatsoever regarding any aspect of this request, the City's selection of the top consultant, the City's rejection of any or all responses, and any subsequent agreement that might be entered into as a result of this request.

ATTACHMENTS:

Exhibit "A" Sample Agreement for Professional Consultant Services