REQUEST FOR PROPOSALS

ENGINEERING AND INSPECTION SERVICES FOR WATER TOWER CONSTRUCTION PLANS, SPECIFICATIONS AND INSPECTION

Introduction:

The _____, Mn is soliciting proposals for engineering and inspection services for the design plans and specification s for the construction management, and field inspections associated with the Construction of one (1)50,000 Gallon elevated water tower.

The _____ by publication of this Request For Proposals (RFP), is undertaking a competitive bidding process and does not promise to accept the lowest, or any other, proposal.

The _____, specifically reserves the right to reject any or all proposals, to waive any proposal requirements, to investigate the qualification s of any proposal, to obtain new proposals, or to proceed to have the service provided in any way the _____ deems appropriate.

Deadline for the proposals is _____. Please submit copies of your proposal to:

_____

_____

Owner Consultant Evaluation and Selection Process:

The _____ shall review the qualifications of the respondent s and shall uniformly evaluate them based on their qualifications using an objective review process. Under the terms of this RFP, engineering and inspection services shall be provided only by organizations or individuals who are properly qualified to perform the work. Those so qualified are:

1. An engineering organization whose principals are registered professional engineers in the State of Minnesota with experience in: engineering; preparation of plans, specifications, and inspection services.

2. The inspectors assigned to the work in the field are required to be experienced NACE Certified or NACE Level II coatings inspectors working under the direct supervision of a NACE Certified Coating Inspector or NACE Corrosion Engineer and a Registered Professional Engineer. Experienced welding inspectors are required to be AWS Certified Welding Inspectors working under the direction of a Registered Structural Engineer.

3. All engineering and inspection shall ensure the construction conforms to the requirements of AWWA Dl00-05; NACE International; American National Standards Institute (ANSI); American Society for Testing and Materials (ASTM); State Health Codes; American Welding Society (AWS); Ten State Standards; and the Occupational Safety and Health Administration (OSHA) Standards.

4. Past record of performance on similar contracts, including such factors as control of costs, quality of work, and ability to meet schedules.

5. Capacity of the respondent to perform the work (including any specialized services) within the time limitations, taking into consideration the current and planned workload of the respondent.

Scope of Works:

The work required of the engineer will include the following:

1. Design Services

The work under this section shall include the following:

a. The consultant shall prepare and provide all necessary bid documents and drawings for the tower, foundations, and accessories as follows:

* All civil, structural, mechanical, electrical and instrumentation drawings.

* Specifications including both General Conditions and Technical Sections.

* Other_____

b. Provide bidding support services including responding to bidders' questions, preparation of addendum, assist in receipt of bids, analysis of bids received, and assist in award of the construction contract.

2. Plans and Specifications

The specifications will include:

Section 1 **Advertisement for Bids**

This section provides a concise project description and meets the requirements for legal advertisement.

Section 2 **Instructions to Bidders**

This section provides precise instructions to bidders regarding requirements to bidding the project such as insurance, payments, time of completion, bidder qualifications, taxes and permits, legal requirements, performance bond and other important project information.

Section 3 **Proposal**

This section contains the bid proposal, legal requirements, and the bidder and subcontractor qualification forms.

Section 4 **Project Requirements**

This section contains a general description of the project, intent, project schedule, execution of contract documents, notice to proceed, project meetings, work hours, quality assurance, liquidated damages, application for payment, retainage, substantial completion, project close-out and final submittal, final payment application, work to be done by Owner, contractor's use of premises, rejected work and materials and guarantee.

Section 5 **Technical Specifications**

This section provides all of the particulars concerning the project: workmanship, structural modifications, surface repairs, surface preparation, material section and coating application, health and safety requirements, unfavorable weather conditions, clean up and sterilization, repair work, containment plan and environmental regulations, superintendent inspection of work, and disposal and required TCLP testing, and other procedures that must be adhered to in order to maximize project quality.

Section 6 **Supplemental Conditions**

These supplemental conditions amend or supplement the general conditions, and other provisions of the contract documents as required by the Owner or project conditions, including regulatory requirements.

Section 7 **General Conditions**

This section is commonly referred to as boilerplate. There are several valuable provisions that can be added here such as authority of the engineer/inspector and final inspection procedures.

Section 8 **Contract Agreement**

This section includes the form of agreement between the Owner and contractors

Section 9 **Payment and Performance Bond**

This section includes the forms for payment and performance bond.

Section 10 **Surface preparation**

This section references industry accepted standards such as NACE, SSPC or American Concrete Institute (ACI) for surface preparation requirements.

Section 11 **Logo and Lettering**

This section includes drawings and color requirements for signs, logos and lettering as required by the Owner.

3. Construction Management

The work included under this section shall include the following:

a. Conduct a preconstruction meeting and distribute meeting minutes

b. Review of shop drawings

c. Issue contract document clarifications as required

d. Process contract change order requests

e. Review, correct and approve contractor submitted construction progress schedule

f. Process progress pay requests

g. Prepare/record drawings

h. Monitor contractor progress for conformance with construction schedule

1. Prepare daily inspection records and submit weekly, including the monitoring of environmental weather conditions, conformance to environmental regulations, surface preparation inspection, mixing, thinning and applications of coatings for conformance to specifications and coating manufacture requirements and all other requirements.

J · Hold and report on weekly job site progress meetings

k. Monitor waste generation at job site. Take TCLP samples; submit for testing and report on results

l. Review contractor submitted waste disposal plan, TCLP test results and report findings

m. Conduct final inspection

n. Prepare and execute punch list and project acceptance certificate

o. Notification to contractor and Owner of liquidated damages, if required

p. Resolution/negotiation of liquidated damages

q. Request final submittal from contractor in conformance with contract documents

r. Process final pay request/project close-out

s. Process warranty start date to Owner, contractor and surety

4. Warranty Inspection

The _____ requests the engineer selected to provide a warranty inspection prior to the warranty expiration date. The engineer will submit two (2) copies of the warranty report to the _____.

5. Engineering Requirements

The work included under this section shall include the following:

* Registered Professional Engineer in the State of Mn with a minimum of five (5) years of experience in writing plans, specifications and inspection on elevated water storage reservoirs.

* Registered Structural Engineers in the State of Minnesota with a minimum of five (5) years of experience of structural design on Steel Potable Water Tanks per AWWA 0100.

6. Inspection Services

The work included under this section shall include the following:

Field Inspection Services shall be performed by:

* Inspectors who are NACE National Association of Corrosion Engineers Certified or Level II NACE Inspectors who work directly under a NACE Certified Inspector or NACE Corrosion Engineer.

* Coatings Inspector working under the direct supervision of a Registered Professional Structural Engineer.

* Coating Inspectors who are additionally trained and qualified inspectors who have a minimum of five (5) years experience in climbing, rigging and performing coating inspections on this type of structure.

* Welding inspectors who are AWS American Welding Society Certified Welding Inspectors or are AWS Associate Welding Inspectors.

* Experienced welding inspectors, additionally trained as Level l and II NOE Technicians, who have a minimum of (5) five years experience in climbing, rigging and performing inspections in accordance to the AWWA D100 Standard.

* AWS Certified Welding inspectors working under the direction of a Registered Structural Engineer.

7. Project Reference

The _____ shall review a list of projects and references over the last five (5) years on projects this size or greater.

Cost Proposal:

The cost of the proposed services shall be submitted as a lump sum for each of the items in Section 1, 2, 3 and 5 and an estimate of costs or lump sum for Sections 3 and 5. A fee schedulee detailing all anticipated categories of charges shall be provided for Section 3 and 5 services if an estimated cost of providing the services under Sections 3 and 5 is used.

Factors for Evaluation and Award of Contract:

Proposals shall be reviewed by the _____ for the following items:

1. Approach in addressing the issues described in the Scope of Work section.
2. Experience of the proposed personnel relative to the Scope of Work of this RFP, as well as experience of the company as a whole.
3. The length of time the firm shall require to complete the work.
4. Results of reference checks.
5. Completeness of the proposal.
6. Cost of the project.

_____ reserves the right, without qualifications, to select any proposal, to reject any or all proposals, and to apply its judgment with respect to any proposal submitted. Although costs will not be the overriding criterion in the selection, the cost may be the determining factor if proposals are deemed to be equal content.

_____ reserves the right, to interview any of the responsive engineering firms.

Once an engineering firm has been selected, _____ will issue an order to proceed. The firm shall not proceed with any work until the order to proceed has been issued.