

**REQUEST FOR PROPOSALS**

**ENGINEERING AND INSPECTION SERVICES  
FOR WATER TOWER RECONDITIONING  
PLANS, SPECIFICATIONS AND INSPECTION**

**Introduction:**

The City of \_\_\_\_\_, (\_\_\_\_\_) \_\_\_\_\_, \_\_\_\_\_ (state) is soliciting proposals for engineering and inspection services for the design and preparation of plans and specifications for the rehabilitation, construction management, and field inspection associated with cleaning, repairing and painting one (1) \_\_\_\_\_ gallon ground storage reservoir/elevated water tower.

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

Deadline for the proposals is \_\_\_\_\_ p.m., \_\_\_\_\_, 2011. Please submit \_\_\_\_\_ copies of your proposal to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Owner Consultant Evaluation and Selection Process:**

The City of \_\_\_\_\_ shall review the qualifications of the respondents 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; in the performance of rehabilitation work on ground storage/elevated storage reservoirs.
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 D100-05; 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 consultant will include the following:

### 1. Pre-design Services

The work under this section shall include the following:

A review and verification of the recommendations included in the inspection and evaluation report from \_\_\_\_\_ Engineering, Inc., Project No. \_\_\_\_\_, dated \_\_\_\_\_. This includes a revision of the Engineer's Cost Estimate.

### 2. 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.
  - \* Alternates will be included within the bid concerning reconditioning/painting of the decorative flutes or pilasters.
  - \* \_\_\_\_\_ has a water supply problem that exists during warm weather. Downtime of the tank and the project schedule need to address that situation.
  - \* Other \_\_\_\_\_
- b. Provide a final engineering estimate of the painting and reconditioning cost of the tower.
- c. 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.
- d. Manage a pre bid meeting at the Owner's facility.

### 3. **Antenna Management Services**

The work under this section shall include the following:

- a. Review of lease agreements
- b. Preliminary installation review from existing drawings
- c. Site assessment and survey
- d. Necessary project meetings
- e. Engineering review of proposed modifications
- f. Field and shop inspection services
- g. Project management
- h. Project closeout

Antenna management services can be performed on a time and materials basis.

### 4. **Reconditioning 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 the contractor.

**Section 9****Payment and Performance Bond**

This section includes the forms for payment and performance bond.

**Section 10****Inspection Report**

This enclosure gives prospective bidders a clear idea of the condition of the tank and the scope of work involved.

- Section 11**                      **Specification Drawings**  
The drawings include information on existing conditions as well as any required repairs or modifications.
- Section 12**                      **Surface preparation**  
This section references industry accepted standards such as NACE, SSPC or American Concrete Institute (ACI) for surface preparation requirements.
- Section 13**                      **Existing Paint Total Lead Test Results**  
This section contains the laboratory test results from paint chip testing for lead, chromium or other heavy metals in conformance with State regulations.
- Section 14**                      **Logo and Lettering**  
This section includes drawings and color requirements for signs, logos and lettering as required by the Owner.

**5.      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
  
- i.      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

**6. Warranty Inspection**

The City of \_\_\_\_\_ requests the consulting 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 City of \_\_\_\_\_.

**7. Engineering Requirements**

The work included under this section shall include the following:

- \* Registered Professional Engineer in the State of \_\_\_\_\_ with a minimum of five (5) years 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 experience of structural design on Steel Potable Water Tanks per AWWA D100.

**8. 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 I and II NDE 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.

**9. Project Reference**

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

**10. Resumes:**

The City of \_\_\_\_\_ shall review resumes of all personnel that will work on the project.

**11. Project Team:**

The City of \_\_\_\_\_ shall review the consultant's project team.

**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 schedule 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 City of \_\_\_\_\_ 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 consulting 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.