



Website:
www.beaumontca.gov

Address:
550 E. 6th Street
Beaumont, CA 92223

Phone:
951.769.8520

Request for Proposals Engineering Services Wastewater Treatment Plant Site Improvements

Questions Due By:

2:00 P.M.

Thursday, April 20, 2023

Proposals Due By:

2:00 P.M.

Thursday, May 11, 2023

Contact:

Grace Wichert
Procurement and Contracts Specialist
gwichert@beaumontca.gov

RFP Available:

www.publicpurchase.com or
<https://www.beaumontca.gov/949/Bids-and-RFPs>



INTRODUCTION

The City of Beaumont (City) is requesting responses to this REQUEST FOR PROPOSAL (RFP) for selection of a qualified firm (Consultants) to provide Engineering Services to complete various site improvements at the City's Wastewater Treatment Plant located at 715 E. 4th Street consisting of three separate capital projects (the "Project"). The selected consultant will be one that has demonstrated experience and professionalism in the preparation of final construction documents and specifications required for final city plan approvals.

Responses must conform to the requirements of this Request for Proposal (RFP). The City reserves the right to waive any irregularity in any proposal, withdraw or amend this RFP or reject any proposal that does not comply with this RFP or City policies.

BACKGROUND

The City of Beaumont was incorporated in November 1912. The city is located in the western portion of Riverside County and is bounded on the west by Calimesa and unincorporated areas, on the north by the unincorporated County areas (Cherry Valley), on the south by unincorporated County areas and the City of San Jacinto, and on the east by the City of Banning. The land area within the City's boundaries is approximately 26 square miles.

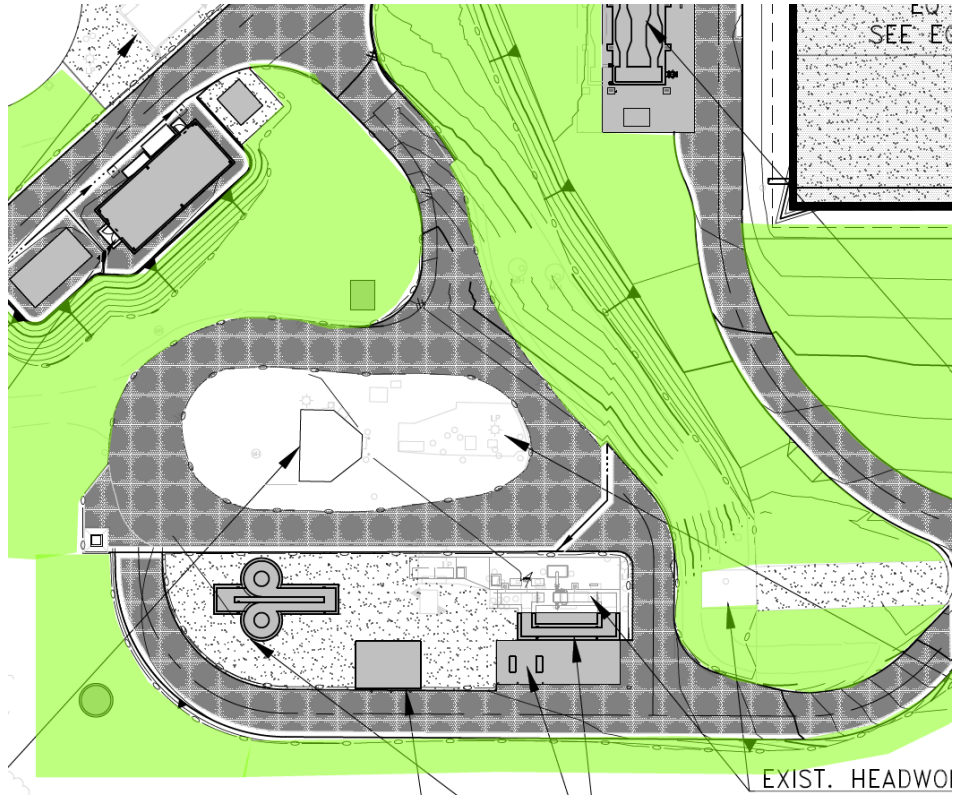
The City desires to prepare preliminary and final construction plans to complete the following generally described site improvements consisting of three separate projects at the City's Wastewater Treatment Plant ("WWTP"):

PROJECT #1

(1) Address overall dust and erosion control problems throughout the WWTP causing runoff of silt and mud into critical facilities from graded slopes within the WWTP. Generally open and unused areas to be cleared and covered with stabilized and compacted gravel. Graded slopes to be evaluated for stabilization with appropriate measures, including structural block, crib-wall, or concrete retaining walls where necessary.

NOTE: Various utilities (electrical, gas and water) may be located within graded slope areas; reference to existing WWTP utility drawings and positive location control of existing utilities will be required to adequately protect existing utilities where necessary. Focused attention on providing engineered solutions to eliminating all erosion and runoff into the following areas:

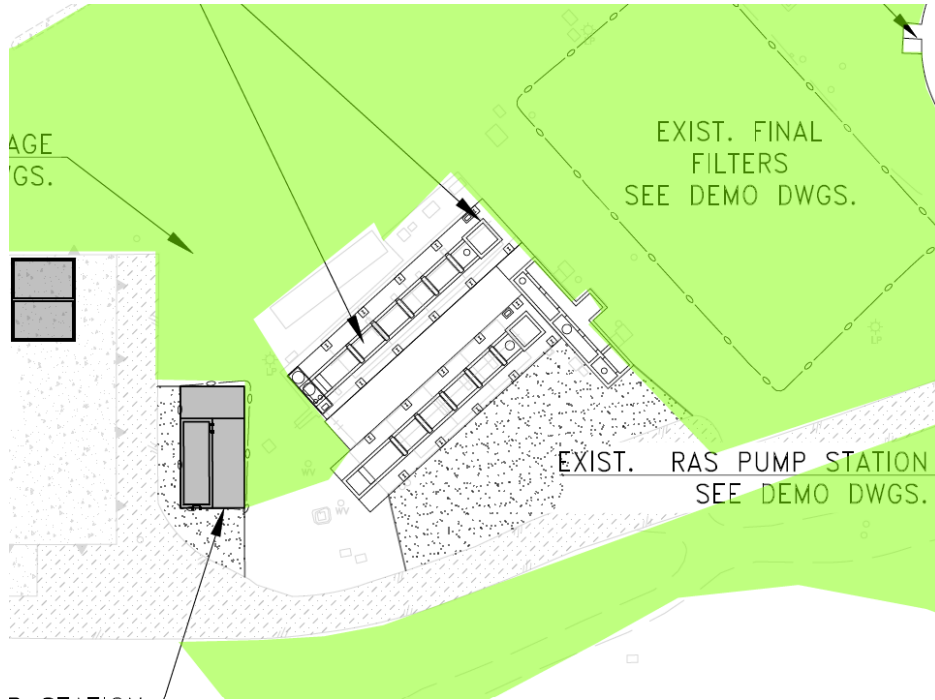
Headworks Facility / Influent Pump Station



Administration / Membrane Treatment Facility



UV Disinfection Facility



(2) Construction of new truck access road along east side of WWTP to provide improved truck circulation to the Solids Loading Facility as generally shown below. Access road to be constructed with engineered design of asphalt concrete pavement or compacted gravel, 20 feet wide, or as otherwise directed by the City. Access road to address onsite stormwater drainage as required.



- (3) Improved parkway landscaping - 4th Street frontage at WWTP Entrance. New landscaping is requested to improve and beautify the entrance to the WWTP in the area generally identified below.



- (4) Construction of a 15-20 space permanent parking lot is required in the area generally identified below. ADA spaces to be designated adjacent to the Administration / Membrane Treatment Facility building. Stairway / access to be provided from parking lot to access roadway. Parking lot design to accommodate on-site storm water drainage.



PROJECT #2

Develop preliminary and final plans for new security access gates and main entrance. The intent is to relocate the existing manual chain link entrance gates and replace with two separate sets of formalized security gates controlled by an appropriate security system with computerized access pad. One entrance for vehicles and one entrance for commercial trucks. Included is an opportunity between the two entrances for an entry monument and formalized landscape entrance as generally shown below. Landscaping options for the open area (existing gravel) and within the area along the east side of the entrance should be provided. Extension of security fencing consisting of decorative wrought iron or other selected fencing will be required. New entrance lighting will be required.



Included as part of Project #2 is the design development (conceptual plan), and final design including required construction details, for construction of a new monument sign to be installed at the entrance to the WWTP and related landscaping plans. The selected Consultant will be responsible for developing conceptual plans for a monument sign and landscaping for City Council approval, and subsequent construction documents for its installation.

PROJECT #3

Develop preliminary and final plans for construction of a new dump station for the City's vector trucks that service the sewer collection system and lift stations. The dump station will include a new inlet connection to the existing 30" sewer main extending along the southerly side of the WWTP in the area generally shown below. City has given preliminary consideration to a dump station design constructed at the Willow Creek Wastewater Treatment Plant (Lake Arrowhead) consisting of a recessed design and use of prefabricated 35-cubic yard dewatering bins to collect solids for disposal to landfill by the solid waste hauler. Photos showing the existing Willow Creek dump station are included as reference.







SCOPE OF SERVICES

The Scope of Services for Engineering Services is attached as Exhibit A.

ADDITIONAL RESPONSIBILITIES

The Consultant shall be responsible for completing the specified services in accordance with the City's Professional Services Agreement by Independent Contractor, a sample of which is attached (Exhibit B).

TERM

The initial term of the agreement shall be determined upon need of services and consistent with City policy. The Consultant Team shall be responsible for completing the specified services in accordance with the City's Professional Services Agreement (Exhibit B).

PROPOSAL REQUIREMENTS

The proposal shall clearly address all the information requested herein. To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals be organized and contain all information as specified below:

- A. Cover Letter: Maximum of two (2) pages serving as an Executive Summary, which shall include an understanding of the Scope of Services. The RFP shall be transmitted with a cover letter that must be signed by an official authorized to bind the Consultant contractually. The letter accompanying the RFP shall also provide the name, title, address, and telephone number of individuals with the authority to negotiate and contractually bind the Consultant. The cover letter constitutes certification by the Consultant, under penalty of perjury, that the Consultant complies with nondiscrimination requirements of the State and Federal Government. An unsigned proposal or one signed by an individual unauthorized to bind the Consultant may be rejected.
- B. Introduction/Information: Introduction of the service proposal, including a statement of understanding for the types of services proposed. Provide a discussion on how the objectives of the Scope of Services will be accomplished. Provide the name of the firm submitting the proposal, its mailing address, telephone number, and the name of the individual to contact if further information is required. Any participating firms and proposed sub-Consultants shall be identified and included in the proposal (all sub-Consultants must be approved by City prior to signing the agreement with City).
- C. Approach: Provide the firm's approach to delivering the scope of services. Include a description of the firm's approach to communicating effectively with City staff and officials, other jurisdictional stakeholders, and the public, to facilitate successful delivery of assigned tasks.
- D. Firm Profile: Provide a description of the firm, including number of professional personnel, years in business, office location(s), organizational structure (e.g., corporation, partnership, sole practitioner, etc.), areas of expertise, and relevant experience. Include any other information which should be considered, such as any



special services or customer service philosophy which define your firm's practice.

- E. Location: Location of principal office that will be responsible for the implementation of this contract.
- F. Organization, Key Personnel, and Resumes: Provide an organization chart and a summary description of the key personnel who will be involved in this project, their roles and responsibilities, and their experience in similar past projects. The proposal must name a project manager. In addition to this summary, full resumes should be provided.
- G. Project Experiences: Provide a list of at least three projects related to the scope of the work within the last five years.
- H. References: Three to five references to include: name, address, contact person and phone number of the company, length of time services were provided, and a description of the services provided.
- I. Scope of Services: Provide a description of the tasks, sub-tasks, and deliverables that will be provided. The Scope of Services should include a detailed description of all work described in Exhibit A, as well as any additional work items identified by the Consultant as necessary to the completion of the project design. The Scope of Services should be presented in a logical format that can be easily attached to the Professional Services Agreement (Exhibit B).
- J. Cost Proposal: The cost proposal should detail and itemize all costs related to the services requested as outlined in the Scope of Services. An estimate of any additional fees that may accrue over the course of the contract should also be itemized. All hourly fee schedules should be based on the consultant's current fee schedule rates. Rates shall be fixed for the duration of the contract. The costs proposal shall clearly identify the estimated man-hours by classification and expenses required for each task, separated by team members, including all sub-consultants and contractors required to complete the Scope of Services.
- K. Additional Information: Any other information which should be considered, such as any special services or customer service philosophy which define your firm's practice.
- L. Insurances: The selected Consultant will be required to provide insurance certificates as listed in draft copy of "Professional Services Agreement" (Exhibit B). Consultant should refer specifically to the draft agreement, Section 6 and 7, for specific language, amounts, and information.

SUBMITTAL

Three (3) bound copies, one (1) unbound copy and one (1) color digital PDF copy of the proposal must be submitted no later than 2:00 P.M., Thursday, May 11, 2023. The cost proposal shall be submitted in a separate sealed envelope. Electronic or faxed copies of proposals will not be accepted.

Proposal must be titled "RFP for Engineering Services- WWTP Site Improvements".



Proposals for this RFP shall be directed in writing to:

City of Beaumont
c/o Grace Wichert
550 E. 6th Street
Beaumont, CA 92223

Once submitted, proposals, including the composition of the consulting staff, cannot be altered without prior written consent of the City.

All costs associated with preparation of any proposal shall be the sole responsibility of the proposer. Each proposal shall be limited to a maximum of 30 pages (not including resumes), using minimum 12-point font size.

***DUE DATE FOR REQUESTS FOR CLARIFICATIONS (RFC) IS April 20, 2023, AT 2:00 PM.**

All RFC's and responses will be posted on Public Purchase.

SCHEDULE

The City's tentative schedule for the proposal and selection are as follows:

Event	Date
RFP Issued	April 6, 2023
RFC/ Questions submitted on RFP deadline	April 20, 2023 @ 2:00 P.M.
Proposals Due	May 11, 2023 @ 2:00P.M.
Interviews (if required)	TBD
Award Date	June 2023

CONFIDENTIALITY

Prior to the proposal submittal deadline, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After the proposal submittal deadline, all responses will be regarded as public record and will be subject to review by the public. Any language purported to render confidential all or portions of the proposals will be regarded as non-effective and will be disregarded.



AMENDMENTS TO REQUEST FOR PROPOSALS

The City reserves the right to amend the RFP by addendum prior to the final proposal submittal date. Addenda will be posted on PublicPurchase.com.

NON-COMMITMENT TO CITY

The City reserves the right to reject any and all proposals and to waive informalities and minor irregularities in any proposal reviewed. The City may reject any proposal that does not conform to the instructions provided in this RFP. Additionally, the City reserves the right to negotiate all final terms and conditions of any proposal received before entering final contract.

CONFLICT OF INTEREST

The Consultant shall disclose any personal or professional financial, business, or other relationships with the City that may have an impact on the outcome of this contract or any resulting project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract.

PROPOSAL EVALUATION/SELECTION

The City intends to engage the most qualified Consultants available that demonstrate a thorough understanding of the City's needs. City staff will use the following criteria to evaluate the proposals:

Criteria & Scoring	Points
Completeness and Understanding of the Scope of Services	25
Demonstrated Quality Team, Qualifications, Availability, and Approach	25
Demonstrated Experience with Local, State, and Federal Requirements	20
References	20
Proposed Fee Schedule	10
Total	100

The City may request a qualification interview with the highest ranked Consultant(s) prior to determining the final ranking. The City reserves the right to reject any and all proposals.

EXHIBITS

- A. Scope of Services
- B. Professional Services Agreement

-----END OF REQUEST FOR PROPOSAL-----
EXHIBITS TO FOLLOW



Exhibit "A"

Scope of Service

The intent of this Request for Proposal (RFP) is to secure the services of a qualified professional firm (Consultants) to provide Engineering Services (inclusive of Landscape Architectural Services) to complete various site improvements at the City's Wastewater Treatment Plant located at 715 E. 4th Street (the "Project"). The selected consultant will be one that has demonstrated experience and professionalism in the preparation of final construction documents and specifications required for final city plan approvals.

Consultant must be proactive and knowledgeable of all regulations required for project acceptance. Consultant shall be an advisor, advocate, and produce a product with the best interest intended for the City within the required schedule and budget.

The following Scope of Service is provided as a guideline and is intended to identify the City's initial expectations and requirements. Consultants may suggest modifications to the proposed Scope of Services and shall expand the scope to include additional and/or optional tasks if deemed necessary to execute and facilitate the proposed services to complete the Project. At a minimum, the following specific tasks are to be included in the proposed Scope of Services:

Design Development (WWTP Entrance Monument Sign & Landscaping):

- Participate in an initial meeting with the Management Team and Project Manager to review the proposed project.
- Prepare alternative conceptual plans for an entrance Monument Sign and landscaping in areas designated for landscaping by the City. The conceptual plans should consider lighting elements for night-time illumination of the monument sign and overall entrance to the WWTP.
- Prepare cost estimates for the alternative conceptual plans.
- Provide schematic design set of drawings for the Monument Sign and landscaping for review by City staff, revise in accordance with City comments, and present Conceptual Plans for City Council review and approval.

Construction Document Phase:

- Title Sheet Preparation
- Unless otherwise provided by the City, provide a geotechnical engineering report to address site conditions for construction of structural elements (e.g. retaining walls, paved surfaces)
- Unless otherwise provided by the City, provide topographic survey of areas within the WWTP to be improved.
- Prepare topographic survey plat in AutoCAD format to illustrate found improvements, control points (if any), and other information necessary to adequately convey survey control for construction of the improvements within the existing medians.
- Develop a CAD Base Sheet @ 16-scale.
- Provide a demolition plan showing all items proposed to be removed and items

to remain.

- Prepare construction plans that include layout and detail of hardscape and softscape improvements, and monument sign (and lighting / electrical improvements for the monument sign if included as part of the approved conceptual plan) and landscaping improvements.
- Preparation of hardscape and softscape construction details.
- Preparation of bid documents and technical specifications.
- Preparation of quantities and estimates, and an itemized bid schedule for bidding.

Electrical Engineering:

- Evaluate existing lighting and electrical system for interconnection and extension of electrical for new lighting system for monument sign and entrance lighting.
- Design power system from existing electrical system to new lighting fixture(s) including electrical controls and all fixture and equipment specifications.

Structural Engineering:

- Evaluate existing graded slopes and provide design plans for block wall, crib wall or concrete retaining wall elements to address soil erosion and stormwater runoff; evaluate protection of existing utilities where necessary.

Construction Administration

- Pre-Construction Meeting
- Submittal Review
- Assistance with Request for Information (RFI) or Question responses
- Construction observation site visits
- Project Administration and Telephone Consultation as needed throughout the project.

Other Key Requirements:

Consultant shall be available for meetings and site visits including but not limited to: design development, progress meetings, irrigation review, pre-construction, hardscape element layout, etc.

-----END OF SCOPE OF SERVICES-----