



REQUEST FOR PROPOSALS:

**City of Defiance Water Division
North Side Water Transmission Main
Feasibility Study**

Project No. 2008-D001

April 5, 2010

PREPARED BY:

City Engineer, Lee P. Rausch, P.E.
Water Superintendent, Richard Kipp

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REQUEST FOR PROPOSAL

Purpose

The City of Defiance Water Division, Defiance, Ohio, is hereby soliciting proposals for professional services for the evaluation of a proposed water transmission main to service areas north of the Maumee River. This request invites qualified Consultants or Engineers to submit proposals for accomplishment of the work described below. Proposals shall be prepared and submitted in accordance with the requirements described in this Request for Proposal (RFP). Once the firm is selected, a contract will be entered into between the firm and the City of Defiance.

Project Name/References to the Project:

This project will be referred to in all correspondence by either the project name or project number as listed in the heading of this document.

Project Background:

Because of the increased growth being experienced in Defiance north of the Maumee River, especially between Stadium Drive and Elliot Road, the city has determined that the need for increase water service to this area should be evaluated. The purpose of this project will be to evaluate potential improvements to various areas of Defiance with the installation of a new Water Transmission Main as described below. The evaluation will consist of using the City of Defiance water distribution system computer model to evaluate pressure and flow changes and elevated tank functions.

Proposal Submission:

Responses to this RFQ shall be submitted in triplicate, each set bound to create a single document containing all required material. Responses must be received by the City Engineer of the City of Defiance as follows:

Due Date:	Friday, April 30, 2010
Time:	Prior to 4:00 p.m.
Deliver To:	Lee P. Rausch, P.E., City Engineer 631 Perry Street, Ste. 102 Defiance, Ohio 43512

During the proposal evaluation, the City of Defiance reserves the right to request additional written information to assist in the evaluation of these qualifications.

Qualifications and written responses to the City of Defiance's request for additional information shall be signed by the proposer, by an officer of the proposing firm, or by a designated agent empowered to bind the firm in a contract.

Upon receipt, the qualifications shall become the property of the City of Defiance for disposition or usage by the City of Defiance at its discretion.

Proposal Content:

To standardize responses and simplify the comparison and evaluation of the responses, all statements must be organized in the manner set forth below, separated into sections, and appropriately labeled. All information and materials requested shall be provided in the proposal under a single cover.

- a. Business Organization. The full name and address of the firm's organization and the branch office that will perform the services described herein shall be stated. The Principal-in-Charge of the branch office shall be identified. A statement shall be included from the firm that to the best of its knowledge, there are no circumstances that shall cause a conflict of interest in performing services for the City of Defiance.
- b. Technical Approach and Scope of Work. The responding firm shall state its understanding of the project as outlined in the Scope of Services. The approach in rendering the services required, including the use of sub-consultants, shall be detailed in a proposed Scope of Services.
- c. Related Technical Experience. Descriptions of a minimum of three (3) and a maximum of five (5) projects of similar size and nature shall be submitted.
- d. Project Staffing and Organization. Provide a brief description of the staffing and availability to complete this project, emphasizing specialized skills available for this project.
- e. Timely Completion of the Project. Discuss the consultant's current workload and their ability to complete the project in a timely manner.
- f. Additional information. Provide any additional information regarding your firm's experience and capabilities that you feel would be important to the success of the project.

Contact Person:

Interested firms are encouraged to contact Mr. Lee P. Rausch, P.E., City Engineer, 631 Perry Street, Ste. 102, Defiance, OH 43512 (419) 784-2249, in order to obtain more specific project information. Proposal responses should also be transmitted to the aforementioned individual and address.

Rejection/Award of Proposals:

The City of Defiance reserves the right to reject any or all proposals in whole or in part and to waive irregularities in proposals received.

All firms submitting proposals will receive written response from the city as to which firm the City selected to proceed with contract negotiation and award for service related to the RFP.

Award of Contract, if any, will be to the consultant deemed best qualified by the City to perform the services outlined in this RFP.

Schedule:

Upon execution of Authorization and receipt of the City's required information, the selected consultant should complete the work noted above within 45 days.

Contract Prohibited Unless Approved in Writing By the Council:

No contract can be awarded pursuant to this RFQ if the cost associated with the contract exceeds \$7,500.00, without the written consent of City Council.

Scope of Services

Basic Services:

Utilizing data from the existing water distribution system computer model, the engineer shall evaluate three routes for the proposed transmission main and prepare a letter report for the City summarizing the findings. The report should evaluate 16" water main versus 20" water main. The report will include budgetary cost estimates for each route and pipe size. The report will not include modeling for future growth considerations or funding sources.

The three routes will begin at the existing 16" water main at Deatrick Street and Baltimore Street.

Route One will begin at Deatrick and Baltimore and will proceed NW through the Zeller parking lot, travel under the Maumee River, through the property north of the Maumee River and connect to the 12" water main on W. High Street east of the Tiffin River.

Route Two and Route Three will begin at Deatrick and Baltimore and extend north to the new 12" water main on Hilton Avenue. The primary route will be along Harrison Avenue from Deatrick to the Maumee River with each route option varying from south of the Maumee River to Hilton Avenue. Route Two will extend from the Maumee to Nicholas and Route Three will be from the Maumee to Moss along the route of the existing 10" on Ridge Street.

The City will supply to the Engineer:

- Changes to the existing water distribution model which may affect this project
- The top water users average daily demand and the location of these demands
- The average daily demand and the locations of these demands for the three satellite systems
- The City's average daily demand and peak day demand
- Current fire flow rates from various hydrants as requested by the Engineer
- Elevated tank level data
- Updated water distribution map

The Engineer shall:

- Meet with the City to "Kick-off" the project
- Utilize WaterCAD to evaluate the City's current data files
- Utilize current fire flow data to calibrate the water distribution computer model
- Run computer simulations for the three routes using 16" and 20" pipe sizes under peak demand and fire flow conditions
- Prepare a letter report to the City on the following for each route
 - Pressure changes along the Holgate Ave, SR66 north of US 24, Carpenter Road area near Johns Manville Plant, Carpenter Road at Elliot Road and Defiance's east side near General Motors
 - Flow changes along the Holgate Ave, SR66 north of US 24, Carpenter Road area near Johns Manville Plant, Carpenter Road at Elliot Road and Defiance's east side near General Motors
 - The affect on the operation of the 1.0 million gallon elevated tank at Carpenter Road and Stadium Drive and the 300,000 gallon elevated tank at Diehl Park
 - Prepare a budgetary construction cost estimate
- Communicate with the City as needed during the project
- Meet with the City to present the letter report and discuss the findings
- Submit three hard copies and one electronic copy of the final letter reports to the City.