

REQUEST FOR PROPOSALS

**PROFESSIONAL SERVICES FOR
WRF SITE ACCESS AND SECURITY IMPROVEMENTS**

Activity ID 01-2019-022

- 1. Purpose:** The Des Moines Metropolitan Wastewater Reclamation Authority (WRA) is hereby soliciting consultant proposals for professional services to evaluate and design for the WRF Site Access and Security Improvements project at the Des Moines Metropolitan Wastewater Reclamation Facility (WRF). The existing site entrance to the WRF is located on a curve off Vandalia Road and crosses railroad tracks prior to entering the plant. The WRF receives numerous hauled waste trucks each day and there are several safety, security, and logistical issues associated with the existing site entrance. To resolve the numerous problems with the existing entrance, a new entrance location has been identified between the Administration Building and the Laboratory Building. Additionally, there are site security issues to address within the plant that will be included in the project. This request invites qualified consultants to submit proposals for accomplishments of the items of work described below under Scope of Services. Proposals shall be prepared and submitted in accordance with the requirements described in this Request for Proposals (RFP). Once the firm is selected, a contract will be negotiated based on a mutually agreed upon scope of services.
- 2. Project Description:** The WRF Site Access and Security Improvements project will consist of the relocation of the plant main site entrance, a new truck hauled waste sampling receiving building with restroom, and enhanced security. The new entrance location has been identified east of the existing entrance, between Administration Building (Building 91) and Laboratory Building (Building 96) and will include two inbound lanes and one outbound lane with a guardhouse in between and access and security gates all north of the new proposed railroad crossing. A parking, delivery, and contractor staging area and new guardhouse will be located north of the railroad tracks with a turnaround lane for vehicles denied access to leave at the guardhouse prior to entering the plant and prior to crossing the railroad tracks. The new entrance, guardhouse, and parking area will all be located on property currently owned by the WRA.

Hauled waste truck drivers currently enter the Sludge Processing Building (Building 70) to drop off waste samples, complete paperwork, and to use the restroom. Building 70 (in addition to other nearby buildings) houses critical infrastructure and limited access is desired to improve security. The project will include a new building tentatively located southwest of Building 70 to house sampling related activities and a restroom for the hauled waste truck drivers.

Additionally, security enhancements such as improved security software and keycard access for the plant entrance and buildings containing critical infrastructure will be included in the project.

The “WRF Site Entrance and Security Study” provides background information about the proposed site entrance that may be of interest to proposers and is available at the WRA website; a direct link is provided below:

[WRA Site Entrance and Security Study](#)

The WRF Site Access and Security Improvements Project will include the following major components:

- Design for a new site entrance including inbound and outbound lanes, staging/parking area, and new guardhouse
- Demolition of existing site entrance and guardhouse
- Evaluation and design of new hauled waste receiving sampling building with restroom
- Evaluation of alternatives and make recommendation for security enhancements such as site entrance/building key card/security access software as necessary for controlling access and facility monitoring
- All project permitting including railroad, utilities, and construction permits
- Develop construction phasing in coordination with WRA staff and other ongoing and future projects.

- The project shall be complete and fully functional and integrated with existing and future facilities and coordinated with other construction projects. This project will require coordination with other WRF projects including but not limiting to: WRF Trickling Filter Removal Project, WRA Biogas Conditioning Project, WRF Clarifier Improvements Project, WRF Flood Improvements Project, WRA Eastside Wet Weather Treatment Project and WRA Phosphorus Recovery Project.

This is a multi-discipline evaluation project that will include investigation, analysis, regulatory assistance and design. The consultant must have experience with inter-discipline coordination cross-checking of project documents to minimize discrepancies during design and construction. The successful consultant(s) must have extensive experience in wastewater treatment plant design, operation, and security issues in addition to roadway and traffic experience. The consultant is encouraged to consider alternative approaches to the project and evaluate potential project enhancements that will provide benefit to the WRA. WRA staff will be heavily involved in the project and will work closely with the successful consultant throughout all phases of the project. Copies of available plant drawings are available upon request. A proposed scope of services is included as Attachment 2.

It is the WRA's intention to continue with the selected consultant team through the construction phase of this project pending successful completion of design. Construction phase services will not be included in the initial design contract. If desired by WRA, once the final design nears completion and the scope of the project is understood, the WRA may negotiate the construction phase services with the consultant

3. Proposal Submission: Responses to the RFP must be received by the WRA as follows:

Due Date: September 6, 2019
Time: Prior to 3:00 p.m.
Deliver To: Scott Hutchens, P.E.
WRA Director
3000 Vandalia Road
Des Moines, IA 50317
Number of copies: 8

During the proposal evaluation, the WRA reserves the right to request additional written information to assist in the evaluation of proposals.

Proposals and written responses to the WRA's request for additional information shall be signed by the proposer (if an individual), by an officer of the proposing firm, or by a designated agent empowered to bind the firm in a contract.

Upon receipt, the proposals shall become the property of the WRA for disposition or usage by the WRA at its discretion.

4. Proposal Content: To standardize responses and simplify the comparison and evaluation of 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. The proposal length shall be limited to a maximum of 20 single-sided pages, not including dividers and covers. Minimum font size shall be ten (10) point.

- 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 WRA. A statement shall be included that the Insurance and Indemnification Requirements included as Attachment 1 have been read and understood; and will be accepted by the Consultant without modification upon entering into an agreement with the WRA.

- 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 two (2) and a maximum of five (5) projects of similar size and nature shall be submitted. Projects of similar nature shall include projects associated with nutrient recovery, by-product storage, handling and disposal. The project description must contain the scope of services performed, location and reference (contact person).
- d. Project Staffing and Organization. Qualifications of the project manager and personnel, including anticipated subconsultants, with specialized skills shall be highlighted. Include a list of subconsultants that will be used and the work they will perform. Resumes for all key personnel listed shall be included and show the following:
 1. Name, specialty, and job title
 2. Years of relevant experience with firm (and previous employers)
 3. Academic degree(s), discipline, and year degree(s) received
 4. Professional registrations
 5. Office location where employed
 6. A synopsis of experience, training or other qualities that reflect the individual's related experience and expected contribution to the project.

The consultant shall staff this project with qualified individuals committed to this project from design through construction completion. It is expected that the staff included in the RFP will be the ones that will actually work on the project. **Substitutions of personnel after the award of the project will require written approval by WRA project manager.**

- e. Timely Completion of the Project. Discuss the consultant's and anticipated subconsultant's current workload and its ability to complete the project in a timely manner.
 - f. Work Elements. Provide a matrix of work elements that would be included, personnel classifications, and hours you feel would be appropriate for the work requested. Provide a range of total estimated fees for the professional services requested, including subconsultants.
 - g. 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.
5. **Pre-submittal Conference:** A conference will not be held, however, firms submitting proposals are strongly encouraged to make a site visit. Coordinate site visits with the contact person listed in section 9.
 6. **Insurance Requirements:** Attachment No. 1, Insurance and Indemnification Requirements, describes the minimum insurance the consultant must have in order to enter into a professional services contract with the WRA. All firms that submit proposals in response to this RFP will be required to accept and comply with Attachment No. 1, Insurance and Indemnification Requirements if selected. These requirements are not subject to negotiation.
 7. **Form of Contract:** The WRA's standard form of contract will be used for this professional services agreement. A copy of the standard form of contract will be provided upon request.

The contents of this RFP, of a proposal submitted in response thereto, and of the WRA's official response to a question, objection, or request for clarification or interpretation regarding the RFP, and of any exception to the RFP submitted by the successful proposer and accepted by the WRA, shall become part of the contractual obligation and shall be deemed incorporated by reference into the ensuing contract.

- 8. Scope of Services:** A proposed Scope of Services is included as Attachment 2. The proposed Scope of Services is not intended to be a detailed scope of work that will be required as a part of the final professional services agreement, but is intended to provide general information to firms wishing to submit proposals. It is the intent of the WRA to draw upon the expertise and experience of firms submitting proposals as to their recommendations as to exact tasks of work to accomplish WRA goals. The WRA will negotiate the detailed Scope of Services with the successful firm should the WRA elect to proceed with the project.
- 9. Contact Person:** Any questions concerning the proposals shall be directed to Patrick Brown, P.E., WRA Facilities Engineer, Des Moines Metropolitan Wastewater Reclamation Authority, 3000 Vandalia Rd., Des Moines, IA 50317, 515-323-8027, fax 515-323-8050, or pabrown@dmgov.org.
- 10. Proposer Questions, and Requests for Clarification or Interpretation:** After issuance of an RFP, persons or entities who intend to respond to such RFP by submission of a competitive proposal, and who have questions regarding the RFP, or who object to any term, provision, or requirement of the RFP, or who desire clarification or interpretation of any term, provision, or requirement of the RFP, may submit such questions, objections, or requests for clarification or interpretation to the Contact Person named above no later than seven calendar days prior to the proposal due date. Such questions, objections, requests for clarification or interpretation shall be submitted in writing and shall clearly identify the individual or entity submitting same, including the name, address, telephone number, FAX number and e-mail address, if any, of such person or entity.
- 11. WRA's Response to Proposer Questions, Objections, and Requests for Clarification or Interpretation Issuance of Addenda to RFP:** Scott Hutchens, P.E., WRA Director, will respond in writing to all questions, objections, requests for clarification or interpretation presented to the WRA as provided above. Only the WRA's written responses shall be considered the WRA's official response binding upon the WRA. In addition to making a written response, the WRA may issue addenda amending the RFP by changing, deleting, or adding terms, provisions, or requirements to the RFP.

Written answers to all written inquiries will be sent to all firms that have been sent this RFP and posted on the Des Moines Metropolitan Wastewater Reclamation Authority's web site at <http://www.dmmwra.org/asp/operatingcontractor.aspx>.

In no case will verbal communications override written responses or requirements of this RFP.

- 12. Proposer's Communications with WRA Officials and Employees Restricted – Proposers Prohibited from Attempting to Improperly Influence WRA Officials or City of Des Moines Employees – Violation May Be A Crime- Violation May Result in Rejection or Return of Proposal:** After issuance of an RFP by the WRA, persons or entities who intend to respond to such RFP by submission of a competitive proposal, and who desire to pose questions, objections, requests for clarification or interpretation regarding any term, provision, or requirement of the RFP, shall not attempt to contact or communicate with, in writing, electronically, or orally, any WRA official, City of Des Moines employee, or any WRA Participating Community official or employee or any Selection Committee member other than the designated contact person. After issuance of an RFP, persons or entities who intend to respond to such RFP by submission of a competitive proposal shall not contact or communicate with, in writing, electronically, or orally, any WRA official, City of Des Moines employee, or any WRA Participating Community official or employee or any Selection Committee member in an attempt to gather information which would be helpful in responding to the RFP, or in an attempt to influence the WRA's consideration of its competing proposal. In addition, the WRA may refuse to accept or may return the proposal of any person or entity determined to be in violation

of this provision. Contacting other selection committee members will be considered inappropriate and may lead to a loss of Selection Criteria points or disqualification, at the discretion of the WRA Director.

13. Cost of Responding to this RFP: The WRA will not pay for any information requested in the RFP or any cost incurred in submitting proposals, responding to additional questions, or participating in the interview process.

14. Evaluation and Selection Process: Proposals will be evaluated by a selection committee established by the WRA using the Selection Criteria included in Attachment 3 to identify the firm or firms best qualified to meet the WRA's needs on this project. The firms deemed best qualified by the selection committee will be invited for additional presentations and interviews. However, the WRA reserves the right to request interviews of any, all, or none of the consultants.

15. Rejection of Proposals: The WRA 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 a written response from the WRA as to which firm the WRA selected to proceed with contract negotiation and award for services related to this RFP.

16. WRA Board Consideration of Evaluation and Selection Committee Recommendation as to Best Proposal – Opportunity for Input by the Public: When the evaluation and selection committee's recommendation comes before the WRA Board for consideration, the WRA Board may request that the proposer whose proposal is recommended for selection appear before the Board to give a presentation or to answer questions regarding its proposal. Competing proposers will not be allowed to speak at that time unless a prior request has been made by such a proposer and permission to speak granted by the WRA Board Chair, or unless a WRA Board member requests that the competing proposer be allowed to speak and the Board consents to such request. Members of the public may likewise be allowed to speak regarding the selected proposal.

The WRA reserves the right to select another consultant to complete the Scope of Services if at any phase of project development the WRA determines that the selected consultant is not performing work in accordance with executed engineering services agreements.

17. Award of Contract: Award of contract, if any, will be to the consultant deemed best qualified by the WRA, in accordance with the selection criteria, to perform the services outlined in this RFP.

18. Assignment of Contract Prohibited Unless Approved in Writing by the WRA: No contract awarded pursuant to RFP shall be assignable by the successful proposer without the written consent of the WRA Board.

19. Statutes and Rules: Chapter 2, Municipal Code of the City of Des Moines, contains policies and procedures for procurement under which this request for proposal is issued. The terms and conditions of this bid or request for proposal, the resulting contract or purchase order or activities based upon this bid or request for proposal shall be construed in accordance with the laws of Iowa. Where statutes and regulations of the United States Government are referenced herein, they shall apply to this bid or request for proposal and resulting purchase order or contract. Wherever differences exist between federal and state statutes or regulations affecting this procurement, interpretation shall be in the direction of that which is most beneficial to the interests of the WRA.

20. Proposals Not Confidential: Proposer Requests for Confidentiality Under Iowa Open Records Law, Chapter 22 of Iowa Code; Disclosure of Proposal Content: Under Chapter 22 of the Iowa Code, "Examination of Public Records", all records of a governmental body are presumed to be public records, open to inspection by members of the public. Section 22.7 of the Iowa Code sets forth a number of exceptions to that general rule, establishing several categories of "confidential records". Under this

provision, confidential records are to be kept confidential, “unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information”. Among the public records which are considered confidential under this Iowa Code provision, are the following:

3. Trade secrets which are recognized and protected as such by law.
6. Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose.

Under Chapter 22 of the Iowa Code, the WRA, as custodian of the proposal submitted in response to a Request for Proposals, may, but is not required, to keep portions of such proposals confidential under exceptions 3. and 6. (noted above). If a responding individual or company in good-faith reasonably determines that a portion or portions of its proposal constitute a trade secret, or should otherwise be kept confidential to avoid giving advantage to competitors, **a confidentiality request may be submitted with the proposal** identifying which portion or portions of the proposal or bid should be kept confidential and why. The burden will be on each individual proposer to make such confidentiality request and to justify application of a confidentiality exception to its proposal. The WRA will not under any circumstance consider the entire proposal to be a confidential record.

If a request is thereafter made by a member of the public to examine a proposal including the portion or portions thereof for which a confidentiality request has been made, the WRA will so notify the proposer and will keep confidential that portion of the proposal covered by the confidentiality request, pending action by the proposer requesting confidentiality to defend its request. In that notification, the proposer requesting confidentiality will be given not more than 5 calendar days within which to file suit in Polk County District Court seeking the entry of a declaratory order and/or injunction to protect and keep confidential such portion of its proposal. Absent such action by a proposer requesting confidentiality, and absent the entry of a court order declaring such portion or portions of the proposal confidential, the entire proposal will be released for public examination. Proposer shall be responsible for all costs relating to a declaratory judgment or injunctive action, including the payment of any damages assessed and attorney fees and litigation expenses awarded.

If the process for selecting the best proposal includes two or more evaluation stages, in which proposals are evaluated at each stage and the field of competing proposals is reduced, all proposals submitted shall be kept confidential, pursuant to Section 22.7 of the Iowa Code, subsection 6 cited above, until completion of the final stage of the evaluation process in order to avoid giving advantage to competing proposers. Upon completion of the final stage in the evaluation process, all competing proposals shall be subject to disclosure; if not otherwise determined confidential as above provided.

ATTACHMENT 1

DES MOINES METROPOLITAN WASTEWATER RECLAMATION AUTHORITY PROFESSIONAL SERVICES – CONSTRUCTION DESIGN

INSURANCE & INDEMNIFICATION REQUIREMENTS

For purposes of this Attachment and all provisions included herein, the term "Consultant" means and includes the Consultant, its officers, agents, employees, subcontractors, subconsultants and others under the control of Consultant. The term "WRA" means the Des Moines Metropolitan Wastewater Reclamation Authority. The term "CITY" means the City of Des Moines, Iowa. The terms WRA and CITY include their elected and appointed officials, and their agents, employees and volunteers.

1. GENERAL

The Consultant shall purchase and maintain insurance to protect (1) the Consultant, (2) the Des Moines Metropolitan Wastewater Reclamation Authority (WRA) and (3) the City of Des Moines, Iowa (CITY) throughout the duration of the Agreement. Said insurance shall be provided by insurance companies "admitted" or "nonadmitted" to do business in the State of Iowa having no less than an A. M. Best Rating of "B+." All policies, except professional liability, shall be written on an occurrence basis and in form and amounts satisfactory to the WRA and CITY. Certificates of Insurance confirming adequate insurance coverage shall be submitted to the WRA and CITY prior to Agreement execution or commencement of work and/or services.

2. INSURANCE REQUIREMENTS

A. WORKER'S COMPENSATION & EMPLOYER'S LIABILITY INSURANCE: The Consultant shall procure and maintain Worker's Compensation Insurance, including Employer's Liability Coverage, both written with State of Iowa statutory limits. ***Waiver of Subrogation in favor of the WRA and CITY is required.***

B. COMMERCIAL GENERAL LIABILITY INSURANCE: The Consultant shall procure and maintain Commercial General Liability insurance on an occurrence basis with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit covering Personal Injury, Bodily Injury and Property Damage. Coverage shall include: (a) Contractual Liability, (b) Premises and Operations, (c) Products and Completed Operations, (d) Independent Contractors Coverage, (e) Personal and Advertising Injury and (f) Explosion, Collapse and Underground- XCU (when applicable). ***Waiver of Subrogation in favor of the WRA and CITY is required.***

Coverage shall be no less comprehensive and no more restrictive than the coverage provided by ISO standard Commercial General Liability Policy form ISO CG 0001 including standard exclusions or a non-ISO equivalent form.

C. PROFESSIONAL LIABILITY INSURANCE: The Consultant shall procure and maintain Professional Errors and Omissions Insurance with limits not less than \$1,000,000 per claim and in the aggregate.

D. CONTRACTUAL LIABILITY: The General Liability Insurance policy shall include Contractual Liability coverage equivalent to that included in ISO standard form CG 0001. To the extent

available, the Professional Liability Insurance policy shall also include Contractual Liability coverage. The WRA shall not be included as an Additional Insured on either policy.

- E. CANCELLATION & NONRENEWAL NOTIFICATION ENDORSEMENT: The General Liability Insurance and Professional Liability Insurance policies shall be endorsed to provide the WRA and CITY with no less than thirty (30) days Advance Written Notice of Cancellation, forty-five (45) days Advance Written Notification for Nonrenewal and ten (10) days Written Notification of Cancellation due to non-payment of premium. ***Written notifications shall be sent to: Engineering Department, City Hall, 400 Robert D. Ray Drive, Des Moines, Iowa 50309.***
- F. WAIVER OF SUBROGATION: To the fullest extent permitted by law, Consultant hereby releases the WRA and CITY, including its appointed officials, agents, employees and volunteers and others working on its behalf, from and against any and all liability or responsibility to the Consultant or anyone claiming through or under the Consultant by way of subrogation or otherwise, for any loss without regard to the fault of the WRA or CITY or the type of loss involved including loss due to occupational injury. This provision shall be applicable and in full force and effect only with respect to loss or damage occurring during the time of this Agreement. The Consultant's policies of insurance shall contain either a policy provision or endorsement affirming the above stated release in favor of the WRA and CITY.
- G. PROOF OF INSURANCE: The Consultant shall provide to the WRA and CITY Certificates of Insurance evidencing all insurance coverage as required in paragraphs A through F above utilizing the latest version of the ACORD form. The Certificate(s) of Insurance shall specify the Title of the Agreement under "Description of Operations/Locations/Vehicle/Special Items". A Copy of the Cancellation and Nonrenewal Notification Endorsement shall be submitted with the Certificates of Insurance. ***Mail Certificates of Insurance to: Engineering Department, City Hall, 400 Robert D. Ray Drive, Des Moines, Iowa 50309.***
- H. AGENTS, SUBCONSULTANTS AND SUBCONTRACTORS: The Consultant shall require that any of its agents, subconsultants and subcontractors who perform work and/or services on behalf of the Consultant purchase and maintain the types of insurance customary for the services being provided.

3. **INDEMNIFICATION REQUIREMENTS**

For other than professional services rendered, to the fullest extent permitted by law, Consultant agrees to defend, pay on behalf of, indemnify, and hold harmless the WRA and CITY against any and all claims, demands, suits, damages or losses, together with any and all outlay and expense connected therewith including, but not limited to, attorneys' fees and court costs that may be asserted or claimed against, recovered from or suffered by the WRA or CITY by reason of any injury or loss including, but not limited to, personal injury; including bodily injury or death, property damage; including loss of use thereof, and economic damages that arise out of or are in any way connected or associated with Consultant's work, except to the extent caused by or resulting from the negligent act or omission of the WRA or CITY or the WRA'S or CITY'S employees, consultants, agents or others for whom the WRA or CITY is responsible.

For professional services rendered, to the fullest extent permitted by law, Consultant agrees to pay on behalf of, indemnify, and hold harmless the WRA and CITY against any and all claims, demands, suits, damages or losses, together with any and all outlay and expense connected therewith including, but not limited to, attorneys' fees and court costs and economic damages that may be recovered from

or suffered by the WRA or CITY that arise out of any negligent act, error or omission of the Consultant, except to the extent caused by or resulting from the negligent act or omission of the WRA or CITY or the WRA'S or CITY'S employees, consultants, agents or others for whom the WRA or CITY is responsible.

Consultant's obligation to indemnify the WRA and CITY contained in this Agreement is not limited by the amount or type of damages, compensation or benefits payable under any workers' compensation acts, disability benefit acts, or other employee benefits acts.

The WRA and CITY shall not be liable or in any way responsible for any injury, damage, liability, claim, loss or expense incurred by Consultant arising out of or in any way connected or associated with Consultant's work, except to the extent caused by or resulting from the negligent act or omission of the WRA or CITY or the WRA'S or CITY'S employees, consultants, agents or others for whom the WRA or CITY is responsible.

Consultant expressly assumes responsibility for any and all damage caused to WRA property arising out of or in any way connected or associated with Consultant's work

Consultant shall ensure that its activities on WRA property will be performed and supervised by adequately trained and qualified personnel and Consultant will observe all applicable safety rules.

For professional service agreements with a total estimated cost to the WRA of \$500,000 or more, delete the second paragraph of Section 3 above and replace it with the following:

For professional services rendered, to the fullest extent permitted by law, Consultant agrees to defend, pay on behalf of, indemnify, and hold harmless the WRA and CITY against any and all claims, demands, suits, damages or losses, together with any and all outlay and expense connected therewith including, but not limited to, attorneys' fees and court costs and economic damages that may be asserted or claimed against, recovered from or suffered by the WRA or CITY that arise out of any negligent act, error or omission of the Consultant, except to the extent caused by or resulting from the negligent act or omission of the WRA or CITY or the WRA'S or CITY'S employees, consultants, agents or others for whom the WRA or CITY is responsible.

**ATTACHMENT 2
SCOPE OF SERVICES**

**WRF SITE ACCESS AND SECURITY IMPROVEMENTS
Activity ID 01-2019-022**

General: This proposed Scope of Services is not intended to be a detailed scope of work that will be required as a part of the final professional services agreement, but is intended to provide general information to firms wishing to submit proposals. The WRA reserves the right to modify the scope of services to be included in the Consultant Services Agreement.

I. Design Items

A. New WRF Entrance

1. With input from WRA, consultant shall finalize the design for the new WRF entrance road, site lighting, railroad crossing, sidewalks from WRF, parking/staging area, vehicle turn-a-round, guardhouse, entrance gates, signage, and associated utilities. The final design will be based on Alternative 1 from the “WRF Site Entrance and Security Study” Technical Memorandum. The road alignment between the Maintenance Building (Building 92) and Laboratory Building (Building 96) and connection to the new entrance road will need to be coordinated with other projects.
2. The construction of the new guardhouse is tentatively assumed to be pre-cast concrete with brick façade to match typical WRA building style with steel joist roof or as proposed by consultant. The new guardhouse will include a restroom and the consultant will be required to assist with all City of Des Moines Permit and Development requirements.

B. Existing WRF Entrance

1. Consultant shall design removal of existing guardhouse, in-bound and out-bound traffic lanes, parking area and associated utilities.

C. Modify Alignment of Existing WRF Road and Parking Areas

1. With input from WRA, consultant shall evaluate and finalize alignment and design of new relocated road from Building 92 to the area near the existing plant entrance. This road will convey all plant traffic including hauled waste trucks to the west side of the plant. This new road alignment will generally follow the concept shown as Alternative 1 from the “WRF Site Entrance and Security Study” Technical Memorandum.
2. The consultant shall also evaluate the need for additional parking and if needed, make recommendations to WRA on options to provide parking beyond what is identified on the attached draft site plan for new Building 73 as part of the future Flood Improvements Project.

D. Hauled Waste Sample Building

1. Consultant shall meet with WRA to determine requirements for the new hauled waste sample building. It is anticipated that the new building will be pre-fabricated or pre-cast concrete construction with an architectural façade to match typical WRA building style. The building will be climate controlled and is anticipated to house two rooms (sample room and gender-neutral restroom). At minimum the sample room will require a work desk, security camera in the sample room, a computer and printer, a plant radio, a telephone, a countertop with sink, a refrigerator to store samples, and shelf/cabinets to store empty sample bottles.
2. With input from WRA, consultant shall evaluate building construction materials, floor plan, new/existing site utilities, potential existing utility relocations and other pertinent issues for the new building.

E. Security System

1. Consultant shall meet with WRA to determine desired security software requirements for the new entrance system, to integrate existing building access and camera system and to provide improved functionality. The new system will be used to track all persons entering

the new WRF entrance gates and preferably needs to be compatible with existing Building keycard access systems, and existing hauled waste truck scales. Consultant shall evaluate available software packages (particularly non-proprietary, open software/hardware) and make recommendation to WRA.

2. Consultant shall design improvements to add new keycard access readers on exterior doors of approximately 15 existing WRF site buildings.
- F. With input from WRA, develop a construction sequencing plan for the above items to maintain vehicle access and parking with adjacent projects.
- G. Design new signage for the plant main entrance and directional information for visitors and waste haulers.
- H. Prior to starting detailed design, consultant shall prepare technical memorandum(s) summarizing advantages and disadvantages, sequencing, schedule, and opinion of cost of the above items with recommendation for project alternatives.
- I. WRA will provide topographic/utility survey to consultant during the early portion of the design phase. The consultant shall provide all other field investigations, geotechnical explorations and other data collection as needed to complete design services.
- J. Prepare preliminary design Plans, Specifications, and Engineer's opinion of cost with minimum milestone submittals to WRA at 50% and 90% complete design points.
- K. Prepare Final Plans, Specifications, and Engineer's opinion of cost, and all other documents required for the solicitation of bidding the project in accordance with the WRA's bidding schedule. Final plan sheets shall include but are not limited to detailed plan and profile sheets for any site and facility modifications, building layouts including architectural, structural, mechanical, plumbing, electrical, instrumentation, and detailed site plans which include, plan and profile sheets, cross sections and standard detail sheets.

II. Permitting and Approvals

- A. Consultant will act as the primary contact for communications with project related requirements of the new railroad crossing and elimination of the existing railroad crossing(s). Consultant will assist WRA in obtaining railroad crossing permits for all utilities to the new guardhouse and will assist WRA in negotiating the requirements of the new railroad crossing.
- B. Consultant will act as the primary contact for communications with project related regulatory agencies and will support WRA in obtaining IDNR construction permit (if required), City of Des Moines Permit and Development requirements, and any other permitting required by State or Federal law as they pertain to this project.
- C. Consultant will prepare drawings and documents for contractor's use in preparing the SWPP.

III. Workshops and Coordination with WRA

- A. WRA engineering staff will be significantly involved in all phases of the work; consultant shall plan for weekly meetings with engineering staff to review the following: conflicts between design disciplines, geotechnical or other site considerations, construction sequencing, plant shutdowns, security and safety, operational requirements, access for maintenance, permitting, design input, constructability, other local conditions and constraints.
- B. The consultant shall also conduct periodic milestone review workshops, in person, at 0%, 50% and 90% complete design points with a larger group of WRA staff for design input, collaboration, review and coordination.

IV. Bidding Services

- A. Consultant shall produce contract documents to WRA for prospective bidders including electronic copies (AutoCAD and PDF) and approximately six hard copies for WRA use. Consultant will not be required for print hard copies for prospective bidders. Consultant shall maintain a written record of questions from potential bidders and assist in answering written questions. Consultant will assist in preparing addenda to interpret, clarify or modify the contract documents as needed. The consultant shall attend a pre-bid conference to be held at the WRF.

The consultant shall review bid submissions and make written recommendation of project award to WRA.

V. Construction Administration

- B. Construction phase services will not be included in the initial contract and at WRA's discretion may be negotiated once design nears completion.

VI. Schedule

- A. As part of the proposal provide the WRA with a complete proposed design schedule with major milestones. It is currently anticipated that construction of the new entrance will not begin until Phase 2 of the Trickling Filter Removal project is complete, tentatively scheduled for fall of 2020. However, the phasing and schedule for construction could change and will be evaluated during the design phase.

ATTACHMENT 3

SELECTION CRITERIA

The consultant Selection Committee established by the WRA for this project will evaluate each firm in accordance with the following criteria to identify the firm or firms best qualified to meet the WRA's needs on this project. The firms deemed best qualified by the Selection Committee will be invited for additional presentations and interviews. However, the WRA reserves the right to request interviews of any, all, or none of the consultants

<u>Item</u>	<u>Description</u>	<u>Rating Ranges</u>
1.	Experience, Qualifications and Expertise Firm's experience with similar projects, qualifications and expertise of key personnel and subconsultants.	(0 – 20)
2.	Capabilities and Resources Projects currently under contract involving equipment and key personnel that would also handle this project along with estimated time of completion. Availability and responsiveness of staff in local area.	(0 – 20)
3.	Project Overview Convey your understanding of the project objectives. Identify major problems that you perceive at this time. Describe the overall approach you will use to overcome these problems and efficiently complete this project.	(0 - 30)
4.	References Information on other organizations for which your firm has provided comparable consulting services.	(0 – 5)
5.	Quality and Thoroughness of Proposal	(0 – 10)
6.	Geographic Location of your Firm	(0 – 5)
7.	Additional Factors a. WRA Experience b. Other related information	(0 – 5)
8.	Work Elements Appropriateness of estimated staff hours and cost in relation to objectives and methodology for project.	(0 – 5)