

CITY OF LYNWOOD
PUBLIC WORKS DEPARTMENT
BID AND TECHNICAL SPECIFICATIONS

CITY OF LYNWOOD PROJECT TITLE:

**CONSULTANT ENGINEERING SERVICES
FOR
RESERVOIR AND BOOSTER STATION STUDY**

PROJECT NO: TBD

1. Introduction

The City of Lynwood is requesting proposals from invited firms to provide consultant engineering services for preparation of a report evaluating the need for and analyzing the considerations for the construction of a domestic water storage reservoir and reservoir booster station in the City of Lynwood.

This RFP describes the Project, the minimum information that must be included in the proposal, and the selection process. Failure to submit the proposal in accordance with the procedures outlined may be cause for disqualification.

2. Background

The City of Lynwood, located approximately 10 miles south of the Los Angeles Civic Center, is a residential community of 70,000 people and covers approximately 4.6 square miles. The Century Freeway (Interstate Highway 105) roughly bisects the City on the north and south, and the Long Beach Freeway (Interstate Highway 710) forms the City's eastern border. The City is situated in south-central Los Angeles County between Compton on the south, South Gate on the north, Paramount on the east, and the community of Watts (City of Los Angeles) on the west.

The City operates a single, 3 million gallon capacity, reinforced concrete, ground-level tank measuring 182 feet by 122 feet in plan, with a depth of 21 feet. The reservoir was built in the mid-1960s at a site adjacent to Well No. 8. Three booster pumps, each rated at 1,000 gpm, draw water from the reservoir during periods of high demand and deliver water to the system. During periods of low demand, water is delivered to the ground level tank, in readiness for subsequent usage. Water is delivered to the tank through a 16-inch diameter pipeline, equipped with a 12-inch diameter pressure relief valve at the northeast Corner of McNerney Avenue and Imperial Highway. When pressure in the water system at this location exceeds 56 psi, the pressure relief valve opens fully, allowing water to enter the ground level tank. The pressure relief valve gradually closes to maintain the system pressure below 56 psi. In

addition to the 3 million gallon existing ground tank, there are three 100,000 gallon elevated tanks situated 115 feet above ground level, adjacent to wells. The elevated tanks were removed from service years ago.

Three reservoir booster pumps are located at the 3 million gallon ground tank and deliver water directly into the distribution system during periods of peak demand.

3. Project Description

The City of Lynwood is seeking professional consulting engineering services to provide a report evaluating the need for and analyzing the considerations for the construction of a domestic water storage reservoir and associated reservoir booster station. The Consultant is encouraged to utilize innovation in its evaluation of water storage scenarios with the goal of providing a cost effective solution. The project is further described in the list below:

- u Evaluate the City of Lynwood provided hydraulic model and maps of the water system and records of customer sales, water production, and SCADA history.
- u Determine size and recommended configuration of reservoir to allow for:
 - Increasing the reliability of water supplies
 - Improving water management
 - Reducing the reliance on imported surface water
 - Evaluating capacity to handle fire and emergency demands
 - Evaluating capacity to mitigate for climate change and conservation measures
 - Improving water quality
- u Evaluate and recommend optimal system pressure based on SCADA operational controls.
- u Determine size and recommended configuration of the booster pump station to meet the varying system demands, including maximum day demand and peak hour demands plus appropriate fire flow requirements.
- u Although the focus of this report is the needed storage, evaluate and discuss current and future considerations for additional groundwater pumping capacity.
- u Evaluate available vacant property within or adjacent to the water system's service area. Propose three (3) different locations and potential site plans that include adequate room for a future reservoir and booster station.
- u Provide engineer's estimates for the proposed facilities.
- u The report must be able to justify the installation of these facilities for the purpose of increasing the reliability of water supplies, improving water management, and reducing the reliance on imported surface water. All items of reference used in determining the size of the facilities and the cost estimates must be referenced in the report and copies provided in an Appendix to the report.

The following is a summary of the minimum services anticipated for the project:

- a. Hold a kick-off meeting with the City of Lynwood staff at the beginning of

the project to discuss the scope and parameters of the project. Specific goals and milestones will be reviewed to accomplish the project.

- b. Research, obtain, and review documents and drawings available from the City of Lynwood.
- c. Perform an investigation and provide justification, site suggestions, and engineer's cost estimates for a domestic water storage reservoir and reservoir booster station.
- d. Working closely with the City of Lynwood staff, prepare draft report and present to the City of Lynwood in electronic PDF format.
- e. After changes are made to the draft report and it is approved by the City of Lynwood, provide one (1) original final signed and State of California civil engineer stamped report to the City of Lynwood. A copy of the final report shall also be provided to the City of Lynwood in electronic PDF format.

4. Project Schedule

The following dates reflect the anticipated schedule for soliciting proposals and selecting the Consultant, awarding the contract, and completing the work requested in this RFP:

- u Solicit Proposals for Consulting Services – February 12, 2018
- u Proposal Due – March 12, 2018
- u Issue Notice of Award – March 20, 2018
- u Kick-off Meeting – March 27, 2018
- u Draft Report Due by – June 30, 2018
- u Final Report Due by – September 30, 2018

It is the responsibility of the Consultant to take into account the deadlines and other schedule requirements listed above. The Consultant shall prepare and submit with the Proposal a schedule showing how they intend to meet these dates. It is the City of Lynwood's intent to use the schedule submitted by the Consultant to administer the Consultant's contract. If the Consultant is not able to meet the dates as stated above, exceptions must be clearly noted in the Proposal. If the Consultant is able to prepare the draft and final Report earlier than stated above, the schedule provided by the Consultant should reflect this as well.

5. Submittal Requirements

- a. General Qualifications
The successful consulting firm and all of their sub-consultants must demonstrate experience in the analysis and preparation of reports justifying the construction of water supply facilities, including water storage reservoirs and booster stations and/or equally subjective projects.

b. Acceptance of Submittals

The City of Lynwood will accept the Proposal up until the date and time stipulated in Section 4, Project Schedule. The Proposal shall be submitted to:

City of Lynwood
Reservoir and Booster Station Study
11330 Bullis Rd
Lynwood, CA 90262

Contract Information for the project is available at www.lynwood.ca.us

Please submit two hard copies and one MS electronic format of the proposal. Proposals received after the date and time listed herein will not be accepted or considered for this Project.

c. Information to be Submitted

The Proposal must be concise, well organized and demonstrate the Consultant's and the individual team member's qualifications and experience related to the proposed project.

The Proposal shall include as a minimum, the following information:

1. Executive Summary: A concise executive summary of the Proposal, identifying the entity/team presented for evaluation. The summary should include a brief history of the organization, its organizational structure, and background and relevant experience.
2. Identity of firm: Form of business (corporation, partnership, or other), location and address, telephone/fax number, email address and contact person for response.
3. A statement as to the firm's history as an established entity.
4. A statement demonstrating understanding of the Project. Include identification of key issues and potential obstacles. Describe applied methodology to overcome those obstacles.
5. Previous experience of the firm/team in performing work similar to that proposed. Include your specific roles and the terms of engagement on these projects.
6. Office from which the Project will be administered.
7. An Organizational Chart identifying key project personnel by name and title.
8. Qualifications and concise resumes of all key personnel listed on the Organizational Chart:
 - a) Pertinent experience, including title or duties on similar projects.
 - b) Offices from which key personnel shall work.
 - c) Academic credentials.

- d) Membership in and certification by professional societies or other organizations.
- 9. A list of proposed sub-consultants, if any, and their role in the project effort.
- 10. Provide a project specific schedule and milestones from date of award.
- 11. Comprehensive description of services to be provided.
- 12. List of deliverables and dates when the City of Lynwood will receive them.
- 13. Names and contact information of three references on similar projects.
- 14. Project Cost: Provide a list of complete project costs including working hours for each team member by task, along with the proposed hourly rates and costs extended and summarized.

6. Selection Process

A selection committee composed of the City of Lynwood staff will review the Proposals and consider the following factors to select the most qualified firm:

- a. Completeness of proposal and following the submittal requirements.
- b. Project approach and understanding.
- c. Professional qualifications and experience of key personnel.
- d. Control of cost, schedule and quality of work on previous projects, as directly related to the City of Lynwood by contacted references.
- e. Accelerated time line.

After evaluation of the Proposal, the City of Lynwood will select the most qualified (not necessarily the lowest cost) Consultant to provide consulting services for this Project.

7. Agreement/Insurance Requirements

The Consultant selected for the Project shall be expected to execute an agreement similar to the sample the City of Lynwood Professional Services Agreement (included in the Appendix). If any exceptions are taken to any of the terms in the agreement, the proposing firm should notify the City of Lynwood as soon as possible, or at a minimum in the Proposal.

The Consultant shall not commence or continue to perform any work unless they, at their own expense, have in full force and effect all required insurance. The Consultant shall not permit any sub consultant to perform work on this project unless they have in full force and effect all required insurance and the Worker's Compensation Insurance requirements have been met by each sub consultant.

(See Contract at www.lynwood.ca.us)

8. Special Conditions

The City of Lynwood does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability or sex in consideration of an award of any contract.

The City of Lynwood reserves the right to cancel, in part or in entirety, the Request for Proposals, including but not limited to, selection schedule, submittal date, and submittal requirements. If the City of Lynwood cancels or revises this RFP, all proposing firms will be notified by email.

This RFP does not commit the City of Lynwood to award a contract, to defray any costs incurred in the preparation of the Proposal pursuant to this RFP, or to procure or contract for the work.

All proposals submitted in response to this RFP become the property of the City of Lynwood reserves the right to request additional information or clarification during the evaluation process.

9. Questions

Questions regarding this RFP can be sent to bkadel@lynwood.ca.us. *The deadline for all questions is March 12, 2018.*

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