



REQUEST FOR PROPOSALS (RFP)

CIP PROJECT WS-09

**FOR PROFESSIONAL ENGINEERING SERVICES
TO CONDUCT THE
CITY OF EAST PALO ALTO WATER STORAGE TANK SITING STUDY**

**DATE OF PUBLICATION:
6/7/2024**

**PROPOSALS DUE:
July 18, 2024 by 2:00 PM**

**CITY OF EAST PALO ALTO
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION
1960 Tate Street
East Palo Alto, CA 94303**

**POINT OF CONTACT:
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LIST OF ATTACHMENTS

ATTACHMENT A – Cost Proposal Schedule

ATTACHMENT B – City Standard Contractor and Professional Service Agreement

SECTION 1: GENERAL INFORMATION AND INTRODUCTION

The City of East Palo Alto is requesting proposals from qualified professional engineering consultants for the City of East Palo Alto Water Storage Tank Siting Study (Project).

1.1 BACKGROUND

In March of 2023, EKI Environment & Water, Inc. prepared a Water System Master Plan (WSMP) for the City of East Palo Alto. This study assessed the City's existing and future water supply & storage capacity. A link to the full study can be found at the following link: <https://www.cityofepa.org/publicworks/project/water-system-master-plan-2022>.

Currently, the City does not have any storage facilities, but is required by the State Water Resources Control Board (SWRCB) Department of Drinking Water (DDW) to add emergency and fire storage. Based on the recommendations provided in the WSMP, an additional 3.0 MG of storage is needed in order to support the existing system.

1.2 PROJECT GOAL

The goal of this project is to identify suitable location(s) for the construction and operation of water storage tank(s) within the City of East Palo Alto.

The selected firm will provide professional engineering services to review and identify suitable location(s) above and/or below the surface grade for the construction and operation of a water storage tank. The location(s) of the water storage tank may be within a City-owned parcel, a privately owned parcel, schools, parks, public-private partnerships, etc.

These recommendations for reservoir capacity and optimal site layout shall be captured in the form of a **Supplemental Technical Memorandum**.

SECTION 2: SCOPE OF WORK

2.1 UNDERSTANDING OF WORK

The following project scope of work is included as a guide for the Proposer. It is designed to identify the minimum service level expected from the successful firm and, as such, should be modified and augmented based upon the experience of the firm as necessary to complete the project.

The Scope of Work includes the following tasks to be performed by the Consultant:

❖ Task 1: Project Management

The Consultant shall perform general project management tasks to plan, direct, coordinate, and report the progress of the work.

This task includes, but is not limited to, the following: monitoring the project progress in conformance to the schedule and budget, reporting project progress, coordinating with inter-agencies or stakeholders, monitoring and coordinating the work of any sub-consultants, preparing progress reports and invoices, communicating any project updates to the City, attending an initial kick-off meeting and subsequent monthly project meetings

to review project progress or stakeholders meetings, and preparing meeting notes and action items.

❖ **Task 2: Supplemental Technical Memorandum**

➤ **Task 2.1: Supplemental Technical Memorandum**

The Consultant will be responsible for the preparation of a **Supplemental Technical Memorandum**. This memorandum will identify and recommend location(s) above and/or below the surface grade for storage tank capacity as well as optimal site layout for the proposed location(s).

The Consultant shall prepare a draft Supplemental Technical Memorandum for City Council feedback prior to a final Supplemental Technical Memorandum for City Council approval. The Consultant shall be responsible for coordinating with stakeholders and other property owners as well as City staff prior to the initial Council presentation.

➤ **Task 2.2: CEQA Requirements**

The Consultant shall also identify any potential environmental issues and primary tasks required to comply with California Environmental Quality Act (CEQA) for the proposed location(s) of the water storage tank.

➤ **Task 2.3: 3D Rendering of Proposed Improvements**

The Consultant shall furnish a 3D rendering of the proposed improvements for the location(s) with the 100% draft of the Supplemental Technical Memorandum.

❖ **Task 3: City Council Presentation**

The Consultant will be responsible for preparing two (2) presentations for City Council.

The first presentation to the City Council will correspond with the information captured in the draft of the Supplemental Technical Memorandum. The Consultant shall then capture feedback obtained from City Council and work towards the preparation of a final draft memo.

The final draft of the Supplemental Technical Memorandum shall be vetted by City staff prior to the second presentation to City Council for approval.

Nothing in this RFP shall obligate the City to select a Consultant or enter into any agreement with a Consultant. Projects shall be contingent on a mutually agreed scope of work, fee proposal, and availability of budgeted funds. **Please note that the task list above does not represent the actual scope of the Project. The City will begin negotiations with the top Consultant on actual scope and fee.** Reimbursables shall have a "Not-To-Exceed" allowance of \$1,000 per task.

2.2 QUALITY CONTROL/QUALITY ASSURANCE

All submittals shall adhere to a City-approved quality assurance/quality control (QA/QC) program. **The formal QA/QC program must include a written verification process for each deliverable.**

2.3 PROJECT PROGRESS MEETINGS AND REPORTING

Project progress meetings and reporting shall include virtual meetings via Microsoft Teams or via other mutually agreed upon location between City staff and Consultant.

Meetings shall be held as often as deemed necessary. Minutes for all meetings should be prepared by the Consultant and furnished to all attendees and concerned parties within five (5) working days of the meeting.

SECTION 3: PROPOSAL REQUIREMENTS AND FORMAT

3.1 PROPOSAL REQUIREMENTS

The City will accept Proposals in the following formats:

1. Physical/Hard Copy
 - a) Three (3) copies of the Proposal shall be submitted to:

City of East Palo Alto
Public Works Department
1960 Tate Street
East Palo Alto, CA 94303
Attention: Michael Cortez

2. Electronic/Soft Copy
 - a) A copy of the full Proposal shall be submitted via email to:
mcortez@cityofepa.org

In order to be considered, proposals must be received at the address listed above **no later than Thursday, July 18, 2024 by 2:00 PM**. Any proposals submitted after this time will **not** be considered.

3.2 FORMAT

The proposal should be concise, well-organized, and demonstrate the Proposer's qualifications and experience as applicable to this Project. The proposal shall not include any unnecessary promotional material.

The proposal should include the following items and shall be organized as follows:

1. Letter of Transmittal
Describe your firm or team's interest and commitment in providing consulting services for the City of East Palo Alto. The correspondence shall include the name, title, address, and telephone number of the individual
2. Table of Contents
Each proposal shall include an index to the major topics contained in the proposal and all pages shall be numbered.
3. Work Plan and Approach
Discuss your firm's understanding of the Scope of Services to be performed. Describe the method for management of overall project costs, schedule, quality assurance/quality control, and other issues critical to this project.

4. Key Personnel Background
Name, position, summary of qualifications, resumes, related experience, and proposed responsibilities of project manager and key personnel.
5. Team Experience
Listing of similar projects performed within the past five (5) years. Please include the following information:
 - Client's name, point of contact, addresses, and telephone numbers
 - Description of study and year of completion
 - Key personnel involved
6. References
Provide at least three (3) references, listing the references' name, company title, address, e-mail, and phone number.
7. Manpower Allocation
Consultant shall provide an estimate of the required personnel hours by task and job title in the proposal for the tasks described in the Scope of Services. This information is not meant as a fee proposal, but only an indication of the level of effort envisioned for completion of the project at hand.
8. Schedule
Include a schedule for the scope of work.
9. Cost
In a separate sealed envelope, provide a complete summary of the estimated number of consulting hours, schedule of hourly rates for each classification, and total Not-To-Exceed cost inclusive of ancillary costs, including travel for the Scope of Services to be performed. See **Attachment A** for the Cost Proposal Schedule.

SECTION 4: SELECTION

4.1 SELECTION PROCESS

The City will establish a ranking based on how each proposal meets the qualifications of the Scope of Services and the requirements of the RFP. The proposal shall conform to the Proposal Requirements as listed in Section 3. It is important that all listed items be included in the proposals. **Proposals which do not comply with all the requirements will not be considered.** The City reserves the right to reject any or all proposals.

The selected Consultant shall be required to enter into the City's Standard Contractor and Professional Services Agreement (see **Attachment B**). All Consultants that respond to this RFP shall assume that the execution of this agreement, without changes, will be a required condition.

At the conclusion of the evaluation, the City will enter into contract negotiations with the top-ranking firm. If negotiations with the top-ranking firm are unsuccessful, negotiations will terminate, and the City will undertake negotiations with the second-ranking firm. City staff will make recommendations to the City Council, which reserves the right to reject any or all proposals. The selection process will be completed when a contract is executed.

Furthermore, the City reserves the right to reject any or all proposals, and to waive any and all irregularities to choose the firm which, in the City’s opinion, best serves the City’s interests.

Proposals will be evaluated by a committee of City employees. Points will be assigned based on the Proposer’s effectiveness and efficiency in supporting each item being rated.

4.2 SELECTION CRITERIA

The selection criteria for rating submitted proposals shall be as tabulated in the table below:

CRITERIA	WEIGHT
Proposal Quality	5%
Firm’s Qualification/Delivery of Similar Projects	30%
Proposed Scope of Work	50%
Client References	10%
Schedule/Manpower Allocation	5%

4.3 SELECTION SCHEDULE

The City reserves the right to evaluate proposals for a period of sixty (60) days before deciding which proposal, if any, to accept.

SECTION 5: QUESTIONS

Questions regarding the information in the RFP package must be submitted in writing, by email addressed to:

City of East Palo Alto
Public Works Department
1960 Tate Street
East Palo Alto, CA 94303
Attention: Michael Cortez
Email: mcortez@cityofepa.org
Phone: (650) 732-6536

All questions must be received by 5:00 PM on Friday, July 12, 2024. Questions will be responded to in writing. Written summaries of all questions and answers will be distributed to each Consultant. Anonymity of the source of specific written questions will be maintained in the written responses. If necessary, a clarification addendum will be issued.

Telephone requests for information or inquiries will be allowed only if the nature of the request or inquiry does not lend itself to formulation into a written question. Verbal inquiries, however, are discouraged and calling parties may be requested to submit written questions in lieu of receiving a verbal response.

If any changes or updates to the RFP are made, a copy of the current RFP will be posted on the City’s website at <https://cityofepa.org/rfps>.

SECTION 6: DISCLAIMERS

This Request for Proposal does not commit the City to award a contract or to pay any costs incurred in the preparation of a proposal in response to this Request.

The City reserves the right to accept or reject any or all proposals received, to negotiate with qualified proposers, or to cancel the Request.

The City may require the proposer to submit additional data or information the City deems necessary to substantiate the costs presented by the proposer. The City may also require the proposer to revise one or more elements of its proposal in accordance with contract negotiations.

END OF DOCUMENT