CMAR REQUEST FOR PROPOSALS

Date: ***June 7, 2019***

Project Identification

Project Name: **DCLTSA Treatment Plant Upgrades Project**
Project No.: PWP No. DO-2019-256

Owner
Douglas County Lake Tahoe Sewer Authority

Project Manager: Rob Hopkins
Authority Manager
P.O. Box 578
Zephyr Cove, Nevada 89448

Owner Representative: Jim Morris CCM - HDR, Inc.
9805 Double R Boulevard, Suite 101
Reno, Nevada 89521

The CMAR shall be qualified to bid on public work in accordance with Nevada Revised Statutes 338.1381(1)(a)

RFP/Interview Submittal Contact: Jim Morris James.Morris1@HDRINC.com
(702) 496-0691

All questions or comments pertaining to the RFP and/or the Interview Submittal shall be directed to the Submittal Contact listed above and shall be in writing.

Design Consultant

Firm Name: HDR, Inc.
Address: Folsom, California
Phone: 916-817-4829 (Rob Natoli, PE)

Delivery Deadline for Proposals

Proposal packages (7 copies required) from all interested parties will be accepted at the Office of the
Douglas County Lake Tahoe Sewer Authority until:

Date: July 03, 2019
Time: 2:00 PM (local time)

Pre-Submittal Conference

Date: June 26, 2019
Time: 10:00 AM (local time)
Location: Douglas County Lake Tahoe Sewer Authority
1 Sewer Plant Road / Highway 50
Zephyr Cove, 89448

ARTICLE 1 PROJECT DESCRIPTION AND BUDGET

Established Construction Budget: $5,500,000

General Project Description

- Replacing existing mechanical aerators with tube-type fine bubble diffusers, as recommended in the Aeration Equipment Technology Evaluation.
- Rehabilitating, repairing, and coating concrete in the aeration basins to extend their service life, as recommended in the Aeration Basin Condition Assessment Report.
- Rehabilitating or replacing walkways, guardrails, handrails, and other miscellaneous ferrous metal items in and above the aeration basins, as recommended in the Aeration Basin Condition Assessment Report.
- Providing a biological nutrient removal (BNR) process, Modified Ludzack-Ettinger (MLE), that will reduce sludge hauling and increase operation flexibility. MLE system to include MLE pumps, piping and mixers in the basins.
- Extending the concrete influent channel to aeration zone 1 to increase operational flexibility.
- Providing blowers sized to meet process demands with fine bubble tube-type diffusers. Demolition of existing equipment in the mechanical building, as required, for the installation of new blowers will also be included.
- Effluent Pumping System Transient (Surge) Analysis and replacement of the surge-arrestor valve on the discharge system of the WRF effluent pumps.
- Screenings Upgrades Project includes the removal of an existing screen and the installation of new screens and appurtenances
- Interim Grit Removal Improvements Project including refurbishing of the existing equipment and installation of new.

ARTICLE 2 PAYMENT TERMS AND DEFINITIONS

See General Conditions of the Contract (Section 7.5).

ARTICLE 3 CMAR PRE-CONSTRUCTION SERVICES

See Owner-CMAR Pre-Construction Agreement for description of required services.

The CMAR's participation will commence at or near the date that the Conceptual Design Phase documents are being developed by the Design Consultant.

ARTICLE 4 PROJECT AND RFP TIME SCHEDULE

See Baseline Project Schedule (Copy available from HDR. Inc.). The Baseline Project Schedule includes a tentative schedule of events and dates. The Baseline Project Schedule is subject to change as deemed appropriate by the Owner. The Baseline Project Schedule will include both Phases of the project. CMAR should plan to be involved for a minimum of three years, maximum of four years.

ARTICLE 5 CMAR REQUEST FOR PROPOSALS SUBMITTAL REQUIREMENTS

The submittal shall be bound and indexed, shall be separated into the following specific categories (tabs shall not contain any written information), and the information within each category shall be ordered to match those listed in this request for proposals.

A cover letter shall be included that addresses pertinent general information as deemed appropriate by the CMAR. The cover letter shall also include the appropriate contact person at the CMAR firm, along with their phone number and e-mail address, and a list of 3 references with their contact information. The cover letter must also state the percentage of construction work that the CMAR will perform with its own forces.

Proposals shall not exceed **30** single sided pages total using a font no less than 10. (Excluding the Safety Program which will be bound separately)

CMAR Firm General Information

Firm Information
Provide firm name, business address, year established, type of firm ownership (i.e., single source, joint venture), name and address of parent company, former parent company names, name and contact information for principal personnel, areas of responsibility, and total number of personnel.

Firm Organizational Chart
Indicate lines of responsibility and/or communication.

Current Workload
Provide a list and a summary paragraph describing the firm's current workload, including a list of project names and the associated contract values.

1. Key Personnel Qualifications

a. Provide a resume for each key person that will be assigned to this project. Include their name and title, project assignment, total years of construction experience, years of experience with CMAR, years of experience with this firm, education including degree(s), year and discipline, active registrations and licenses including the number and State, other qualifications, and experience. Also, provide a summary of any experience with CMAR pre-construction services.
b. Describe the specific role performed on each project listed in the resume, highlighting projects of similar size and scope where the person's role was similar to their role on this project.
c. As a minimum, provide resumes (that include qualifications and experience) for the Project Manager, Superintendent, Estimator, and Schedule Coordinator. Provide this information for both the Pre-Construction and Construction phases, if different personnel will be utilized.
d. Provide a project-specific organizational chart.

2. **Project Experience (Similar Projects)**
   a. Include experience on up to 6 projects of similar size and scope in the public sector. Include project name, project description, client references for each project (including contact name, address, and telephone), completion date, project budget, type of services provided, and other pertinent information.
   b. Include any applicable experience in the State of Nevada.
   c. Include a statement as to whether the proposed key personnel were involved in any of the listed projects.
   d. Specify the delivery method utilized for each of the listed projects. Relevant project experience may include projects using any delivery method, including without limitation, CMAR, Design-Build, Design-Assist, Negotiated, or Value-Engineered work.

3. **Past Performance**
   For each project listed under project experience (above) provide the following information:
   a. List the name, location, and a general description of each project.
   b. List your firm's record of cost performance (list contract award amount versus final construction cost). Explain any cost deviations.
   c. List your firm's record of schedule performance (list original schedule versus final completion date). Explain any schedule deviations.

4. **Project Implementation Plan**
   a. Describe your approach to performing pre-construction services.
   b. Describe your subcontractor qualification process.
   c. Describe how you will involve subcontractors in the Pre-Construction process.
   d. Describe how you will obtain subcontractor bids (in accordance with General Conditions of the Contract) and in accordance with Nevada Revised Statutes Sections 338.16991 and 338.16995).
   e. Describe your approach to performing construction administration and management.
   f. Describe your approach to controlling the project construction budget and schedule.
   g. Describe your approach to performing quality assurance/quality control during construction.
   h. Describe your approach to achieving project close-out (commissioning, punch-list completion, and warranty work).
   i. Describe your approach to achieving compliance with Nevada Revised Statutes Section 338.130.
   j. Describe your approach to achieving compliance with Nevada Revised Statues Section 338.1692.2.(i) **(25% minimum self-performance of construction work)**

5. **Safety Program**
   a. Provide a summary description of your safety program including sample documentation/forms.
   b. Provide a summary description of your safety program implementation plan, including assigned personnel and the percentage of their time that will be allocated to this project.
   c. Provide your safety record for the last 5 years.
   d. Provide Safety Program information in a separate binder. Safety Program information will not count against total page count.

6. **Miscellaneous Submittal Requirements**
   a. CMAR shall include a copy of his current Certificate of Eligibility (when/if applicable).
   b. CMAR shall include a copy of the signed Affidavit of Compliance (when/if applicable).

c. CMAR shall include a copy of his current Nevada Contractor's License.
d. CMAR shall include a copy of his current letter of the State Public Works Board Qualified Bidder list.
e. CMAR shall submit a statement as to whether his firm has been found liable for breach of contract with respect to a previous project, other than breach for legitimate cause, during the 5 years preceding the date of this Request for Proposals.
f. CMAR shall submit a statement as to whether his firm has been disqualified from being awarded a contract pursuant to Nevada Revised Statutes Sections 338.017, 338.13895,338.1475 and 408.333and include the attached Affidavit Regarding Debarment.
g. CMAR shall execute and include the attached Affidavit of Certification for Drug and Alcohol Policy.
h. CMAR shall execute and include the attached Acknowledgment and Stipulation Regarding Penalties for Noncompliance with Nevada Prevailing Wage Requirements.

7. Insurance and Bonding Capacity

a. Submit evidence of ability to obtain all insurance as stipulated in the General Conditions of the Contract (Execute and attach Acknowledgement of Insurance Requirements).
b. Submit evidence of the financial capability of your bonding company.
c. Submit written certification or other appropriate evidence from your bonding company confirming that your firm will have bonding capacity if this project, estimated at the value listed in Article 1 of this Request for Proposals, is added to your current and anticipated workload.
d. Submit evidence that your firm is covered by workers compensation insurance as stipulated in the General Conditions of the Contract.

ARTICLE 6 CMAR SELECTION SCHEDULE

The following dates are tentative and are subject to revision by the Owner:

Notification Letter Issued to Short-Listed CMAR Firms

July 17, 2019

Interview Date:

July 31, 2019

District Approval of Owner-CMAR Pre-Construction Agreement
August 2019

ARTICLE 7 CMAR SELECTION PROCESS

The CMAR selection process will be conducted in accordance with all of the requirements stipulated in Nevada Revised Statutes Chapters 338 and Nevada Administrative Code Chapters 338.

A short-list of between 2 and 5 CMAR firms will be determined based on proposals only. Each of the short-listed firms will be asked to prepare and submit a CMAR Fee Proposal responding to the CMAR Interview Submittal. The final selection will be based on the interview and the CMAR Fee Proposal (see Final Selection Criteria and Weighting listed in Article 8).

ARTICLE 8 CMAR EVALUATION AND SELECTION CRITERIA

Evaluation of the CMAR firms will be based on the information requested and provided in the CMAR's Proposal. The defined categories will be evaluated on a percentage score or on a pass/fail basis, as may be applicable. All proposers understand and accept that the weighted selection criteria are both subjective and objective by nature and that the weight factor of each category is intended to define its relative importance. The final ranking of each firm will be based on a combined evaluation of all applicable criteria. By submitting a Proposal, the proposer acknowledges that the City has sole and absolute discretion in determining the selection criteria and in evaluating the proposer based on the selection criteria in each category.

Short-List Selection Criteria

1. Key Personnel Qualifications	25 Points
2. Project Experience (Similar Projects)	20 Points
3. Past Performance	20 Points
4. Project Implementation Plan	25 Points
5. Safety Program	5 Points
6. Certificate of Eligibility	5 Points
Short-List Selection Point Subtotal	100 Points
Nevada Licensed Contractor	Pass/Fail
Qualified Bidder Status	Pass/Fail
Prior Breach of Contract	Pass/Fail
Prior Disqualification	Pass/Fail

Final Selection Criteria and Weighting

1. Key Personnel Qualifications	20 Points
2. Project Experience (Similar Projects)	15 Points
3. Past Performance	15 Points
4. Project Implementation Plan	20 Points
5. Safety Program	5 Points
6. Certificate of Eligibility	5 Points
7. CMAR Fee Proposal	5 Points
Interview	15 Points
Final Selection Point Total	100 Points

The CMAR Fee Proposal will be evaluated and scored based on the costs and fees listed in Articles No. 2 thru 6 in the CMAR Fee Proposal.

Scores will be calculated by dividing the lowest Proposed Fee Arrangement by the applicant's Proposed Fee Arrangement multiplied by the total possible 5 points.

ARTICLE 9 SAMPLE PROJECT SCHEDULE

Note: Listed durations are intended only to serve as examples.	Date/Duration
Begin 30% Design Phase (Pre-Design Meeting)	xx-xx-xx
Approximate Duration (between previous item and following item)	*30 days*
30% Design Delivery (Sub-Consultants to Design Consultant)	xx-xx-xx
Approximate Duration (between previous item and following item)	*1 week*
30% Design Delivery (to Authority)	xx-xx-xx
Approximate Duration (between previous item and following item)	*3 days*
30% Design Presentation Meeting V.E. Workshop	TBD
Approximate Duration (between previous item and following item)	*2 weeks*
30% Design Review Comments Issued with update cost estimate	xx-xx-xx
Approximate Duration (between previous item and following item)	*0 days*
Begin 60% Development Phase	xx-xx-xx
Approximate Duration (between previous item and following item)	*30 days*
60% Development Delivery (Sub-Consultants to Design Consultant)	xx-xx-xx
Approximate Duration (between previous item and following item)	*1 week*
60%Development Delivery (to Authority)	xx-xx-xx
Approximate Duration (between previous item and following item)	*3 days*
60%Development Presentation Meeting update cost estimate	TBD
Approximate Duration (between previous item and following item)	*2 weeks*
60% Development Review Comments Issued	xx-xx-xx
Approximate Duration (between previous item and following item)	*0 days*
Begin 90% Construction Documents Phase	xx-xx-xx
Approximate Duration (between previous item and following item)	*30 days*
90% Construction Documents Delivery (Sub-Consultants to Design Consultant)	xx-xx-xx
Approximate Duration (between previous item and following item)	*1 week*
90% Construction Documents Delivery (to City)	xx-xx-xx
Approximate Duration (between previous item and following item)	*3 days*
90% Construction Documents Presentation Meeting, B/C review	TBD
Approximate Duration (between previous item and following item)	*2 weeks*
90% Construction Documents Review Comments Issued	xx-xx-xx
Approximate Duration (between previous item and following item)	*0 days*
Begin 100% Construction Documents Phase	xx-xx-xx
Approximate Duration (between previous item and following item)	*45 days*
100% Construction Documents Delivery (Sub-Consultants to Design Consultant)	xx-xx-xx
Approximate Duration (between previous item and following item)	*1 week*
100% Construction Documents Delivery (to City)	xx-xx-xx
Approximate Duration (between previous item and following item)	*3 days*
100% Construction Documents Presentation Meeting	TBD
Approximate Duration (between previous item and following item)	*0 days*
100% Construction Documents Delivery (to Plan Checking Firms/Agencies)	xx-xx-xx
Approximate Duration (between previous item and following item)	*4 weeks*
CMAR GMP Proposal Due	xx-xx-xx
Approximate Duration (between previous item and following item)	*2 weeks*
Owner-CMAR Construction Agreement Signed/Ready for Board	xx-xx-xx
Approximate Duration (between previous item and following item)	*4 weeks*
Review Comments Received from all Plan Checking Firms/Agencies (and CMAR)	xx-xx-xx
Approximate Duration (between previous item and following item)	*0 weeks*
Responses to Review Comments Incorporated and Documents Re-Issued	xx-xx-xx
Approximate Duration (between previous item and following item)	*2 weeks*
Owner-CMAR Construction Agreement Executed	xx-xx-xx
Approximate Duration (between previous item and following item)	*0 weeks*
Notice to Proceed / Begin Construction	xx-xx-xx
Approximate Duration (between previous item and following item)	*365 days*
Substantial Completion	xx-xx-xx
Approximate Duration (between previous item and following item)	*1 week*