CITY OF ALAMOSA REQUEST FOR PROPOSAL FOR
MASTER UTILITY PLAN
FOR THE
WATER DISTRIBUTION SYSTEM

I. Purpose

The City of Alamosa is seeking proposals from qualified engineering firms to prepare a Master Utility Plan (MUP) of its water distribution system. The MUP will act as the City’s 20-year planning document that is to be based on a prioritization implementation schedule of capital improvement projects (CIP) that address the following: current and future regulatory requirements through the Colorado Department of Public Health and Environment (CDPHE); system deficiencies, needs and problem area(s); position the City for future growth both from infilling and growth beyond its current boundary. The plan should incorporate planning criteria, future conditions, and regulatory requirements for the water distribution system.

II. Introduction/Background

The City of Alamosa desires to be proactive in planning for current system deficiencies, infrastructure needs and addressing problematic areas while developing infrastructure plans that will evaluate infilling and future growth. The City is expecting to have a single document that covers the water distribution system that reviews the existing condition, incorporates future requirements, defines recommendations, provides a detailed CIP phased implementation schedule, reviews the City’s water enterprise fund, and provides a financial road map to undertake the defined projects. Current and proposed future regulations need to be considered while developing the MUP. The City maintains a GIS system that may be used for the evaluation of the water distribution system. GIS Datasets include water line features with relative position, size, and material. Other attributes are available, but less reliable. The City can provide a dataset with all hydrant locations with attributes, all wells, water towers, and plants. We also have a dataset with plugs, tees, etc., but this is the least reliable dataset. The selected firm may need to provide quality control level checks of this data and perform site visits as appropriate.

III. Proposed Scope of Work

The selected firm will be expected to undertake the following work items including the following:

- Complete a water model of the entire City of Alamosa Water Distribution System
  - Define problem areas within the distribution system constrained by size (capacity).
  - Review specific areas under pressure from development.
  - Determine water demands, peak hour, peak day, peak month.
  - Review transmission lines, pipe type and sizes along with distribution system capacity.
  - Review raw water demands and distribution system, and impacts on the treatment facility.
  - Review treatment capacity, specifically when train 6 will need to be brought
on-line and what those associated costs are. Look at alternative chemical treatment options for removing arsenic at the water treatment plant.

- Review treated water storage capacity along with fire flow capacities.

- Final plan document minimum requirements:
  - Executive summary (background information and recommended project costs).
  - Purpose and scope including the planning criteria.
  - Define the existing setting including: location; water resources; physiography, topography and soils; precipitation, temperature and prevailing winds; floodplain; vegetation; wildlife; population including historic population and projected population. The City of Alamosa can assist with providing this information.
  - Existing conditions and numerical ratings of the various components of the water distribution system.
  - Evaluation of the water distribution system and results of the water model.
  - Prioritization of recommended improvements for the water distribution system, incorporating pipe type and LCRR (lead and copper rule revisions) regulations and guidelines.
  - Identification of location and size of new water lines, wells, and/or towers to service new development and projected growth areas.
  - Existing financial status and review of the water enterprise fund.
  - Financial impacts of the proposed Capital Improvement Plan.
  - Define the plan of action.

- While the final plan is a technical document, it will be utilized by non-experts (such as junior staff and elected officials) and should be written to be as approachable as possible.

- Note: this plan should not incorporate a survey of water rights, actual water quantity or metering.

IV. Proposal Requirements

In addition to any other required submittals in this RFP, each proposal shall include the following:

1. Letter

   Provide a transmittal letter signed by an authorized representative of the engineering firm confirming the engineer’s ability to accomplish the MUP and a commitment to complete the project by May 31st, 2023. This study is primarily financed by a grant which requires the funds to be expended by this time.

   Provide confirmation that the engineer has read, understood and accepted the RFP in its entirety and any addenda hereto.

2. Summary statement

   Provide a brief statement that summarizes the unique qualifications of the engineering firm in relation to the unique and general requirements of this
3. Project team organization and qualifications

Provide a chart that identifies the roles of each of the key individuals involved in each phase of the project. Provide resumes for all key individuals on the proposed project team. The City requires that the personnel identified in the proposal perform the work.

4. Experience

4.1. Professional resume stating qualifications to provide the service described herein. Include the number of years in business, number of licensed engineers and number of support employees, location of office providing services for this project, and names of principals or employees who will complete the services. Please note that any engineering firm submitting for this RFP must have been in business a minimum of ten (10) years and undertaken projects in similar scope and nature.

4.2. Provide information for at least two similar projects completed in the last ten (10) years that demonstrate the engineer’s ability to accomplish this project. For each project, provide the following:

4.2.1. Project name, owner, location, budgeted cost and completion cost, description of the scope, change order history, special features, and project team members’ involvement.

4.3. Experience working with cities, towns and/or rural communities within the past ten (10) years including any past project completed for the City of Alamosa (if any).

4.4. Experience with pursuing, obtaining and administering funding for projects of this nature, in addition to funding for the capital projects presented within the completed MUP within the past ten (10) years.

5. References

Provide a minimum of three references, two of which for each project listed in Paragraph 4 above, who may be contacted. Information that must be provided includes identifying each client, a contact person, the client’s mailing address, e-mail address, and telephone number for similar projects completed by the personnel proposed for this project.

6. Project approach

6.1. Provide a narrative detailing the engineer’s philosophy and approach to complete the scope of work as presented in this RFP.

6.2. Define the roles and responsibilities of the engineer’s project team members and how the team will work together to achieve the objectives of
the project.

6.3. Define the decision-making authority and points of contact.

6.4. Present the proposed project schedule. The proposed project schedule shall list important dates, times and locations of meetings and submittals. The City will consider timely completion in the selection of the consultant.

7. Cost

Provide a cost proposal to perform the work described herein in a not-to-exceed format. Said cost proposal shall be a consideration in the evaluation of proposals but shall not be the sole determining factor. The cost proposal should include a breakdown of costs for the completion of the site survey and the MUP.

V. Timeline for Proposal

1. THE DEADLINE FOR PROPOSALS IS 4:00 PM, September 23, 2022. Any proposal not received prior to the time and date specified will not be reviewed. Proposals shall be submitted to:

   Mr. Harry Reynolds  
   Public Works Director  
   300 Hunt Avenue  
   Alamosa, CO  81101

Proposal shall be clearly marked "MASTER UTILITY INFRASTRUCTURE PLAN FOR WATER DISTRIBUTION SYSTEM". The City will not be responsible for opening any proposal not clearly marked prior to the date and time of the public bid opening.

2. The following schedule outlines the overall timeframe for the RFP process:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>RFP Released</td>
<td>September 9, 2022</td>
</tr>
<tr>
<td>Last Day to Submit Questions in writing</td>
<td>September 20, 2022</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>September 23, 2022</td>
</tr>
<tr>
<td>Review of Submittals</td>
<td>Week of September 26, 2022</td>
</tr>
<tr>
<td>Notice to Proceed</td>
<td>October 5, 2022</td>
</tr>
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3. Proposers must submit three (3) copies of their proposals. Fax and email proposals will not be accepted.
4. The cover letter shall be signed by someone legally able to bind the proposer.

5. Proof of all applicable professional licenses is required.

6. The selected firm will be required to enter into a written contract with the City in order to provide the services required in the RFP.

7. All questions and requests for explanations must be submitted in writing via email a minimum of three (3) days in advance of the due date to:

   City of Alamosa  
   Mr. Harry Reynolds  
   Director of Public Works  
   300 Hunt Avenue  
   Alamosa, CO  81101  
   Fax: (719) 589-3640  
   Email: hreynolds@ci.alamosa.co.us

Responses to requests for explanations shall be made in the form of an Addendum, a copy of which shall be available on the City's website. Addendum(s) must be acknowledged within the submittal of the engineering firm. Proposers shall be responsible to check the website on a weekly basis to obtain addenda. Other information and/or supplemental instructions shall be in the form of a written addendum, posted on the City's website. Proposers shall include the attached addendum acknowledgement with their proposal.

8. The minimum font size for all submittals is 10 point and the maximum number of pages is 20. The maximum number of pages does not include resumes and divider sheets.

VI. Evaluation Criteria

The City will generally evaluate the proposals on the following items:

1. Proposed project team organization and qualifications - 15%

2. Project approach - 30%

3. Performance on past City and/or State of Colorado projects - 10%

4. References - 10%

5. Completion schedule - 35% (full score for schedules completing at or earlier than May 31, 2023)

The City reserves the right to reject any and all proposals at its sole discretion. In addition, the City reserves the right to select the consultant that represents the best value to the City at the City's sole discretion to define best value.
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The Proposer hereby acknowledges that he has received Addenda Nos. ________ and
__________ to this RFP. (Bidder insert No. of each Addendum.) Failure to acknowledge
receipt of addenda, if any were issued, may cause proposal to be considered non-responsive.
Proposer should check the City website for addenda issued.

Respectfully submitted,

________________________________________________________________________
(Corporate Name of Consultant)

________________________________________________________________________
(Mailing Address)

________________________________________________________________________
(City, State & Zip Code)

By: ___________________________________________________________________
(Signature)

________________________________________________________________________
(Print Name and Title)

________________________________________________________________________
(Telephone)

________________________________________________________________________
(E-mail Address)