

CHELAN COUNTY PUBLIC WORKS
SOLID WASTE DIVISION
REQUEST FOR PROPOSALS

DRYDEN TRANSFER STATION TIPPING FLOOR
ENGINEERED DESIGN CONSTRUCTION
SPECIFICATIONS

SEPTEMBER 2017

PROPOSALS DUE BY 4 P.M. OCTOBER 6, 2017

Request for Proposals Design and Construction

Second Tipping Floor at Dryden Transfer Station

Chelan County Public Works Solid Waste Division

September 2017

NOTICE

Chelan County Department of Public Works seeks an engineering team to design site layout and construction blue prints and bidding documents for the construction of a second tipping floor at its Dryden Transfer Station. The project shall include a 50-foot long tipping area where the public can safely unload garbage into a transfer truck trailer.

The submitted Request for Proposals should demonstrate the team has experience with current and local design/build practices and possess the education, training and credentials associated with the type of work described.

A Scope of Services can be obtained online at:

<http://www.co.chelan.wa.us/public-works/pages/business?parent=Business>

Written Requests for Proposals are due by 4 p.m., Friday, Oct. 6, 2017. Requests for Proposals may be mailed or dropped off in person. Office hours are 8 a.m. to 5 p.m., Monday through Friday. Faxed or electronic qualifications will not be considered. For more information, please call Chelan County Public Works, Solid Waste, at 509-667-6415.

Chelan County is an equal opportunity employer. A selection committee will score all Qualification Proposals, and if necessary, will schedule interviews for Request for Proposals finalists. The County retains the right to reject any or all proposals for good cause or those that are in any way materially incomplete or irregular.

Advertising Dates:

Wenatchee World: Sept. 10, 2017

Daily Journal of Commerce: Once the week of Sept. 10, 2017

Project Summary

Chelan County Department of Public Works seeks an engineering team to design and prepare specifications for the bidding and construction of a second tipping floor at the County's Dryden Transfer Station, west of Wenatchee and near the town of Dryden.

Site improvements include preparing the site for the structure, excavation and demolition; constructing a retaining wall, surfacing, asphalt, a covered roof for protection; and/or other required specific improvements.

The project shall include a 50-foot long tipping area for trailer loading, with secure swing gates for public safety and that's accessible for equipment. Construction materials shall be concrete and steel, with exterior finishes that meet current regulations. Contract shall include necessary demolition of existing structures, excavation, site surveying, leachate collection, stormwater run on and run off, litter control, permits, and safety provisions.

The facility must be designed, permitted, constructed, maintained and operated to minimize the possibility of a fire, pollution and/or accidents. Provisions must be included to protect people, air, soil or surface water that could threaten human health or the environment. It must be in accordance with definitions of Washington Administrative Code (WAC) 173-350-100.

Design standards should follow all state and federal laws, International Building Code requirements and Washington State Department of Transportation standards. Standards for construction design should take into consideration any new updates and upcoming regulations, including permit preparations.

A draft Scope of Services can be obtained online at:

<http://www.co.chelan.wa.us/public-works/pages/business?parent=Business>

Process

The County will contract for engineer service through a two-step competitive solicitation process. The first step will be a public advertisement for Requests for Proposals from interested engineer teams. The County will evaluate the submitted proposals and conduct interviews.

The County will enter into negotiations with the firm submitting the highest scored proposal and interview. If the County is unable to execute a contract with the firm submitting the highest scored proposal, negotiations with that firm may be suspended or terminated and the County may proceed to negotiate with the next highest scored firm.

After successful contract execution and notice to proceed, the engineering team is to complete the design and proceed with construction as per agreed to contract schedule. At the end of the design phase prior to submittal for permits all documents must be stamped by a qualified professional architect or engineer. The team is responsible for acquiring all required permits.

RFP Evaluation Criteria (65 points)

- a) **Cover Letter.** (10 points) Letter identifying the prime, and if appropriate, the joint venture members. Identify the design architect and/or the engineer. Include a brief description of the legal relationship among the principal entities with regard to the project and previous teaming experience between team members on similar design-build projects. Identify a single contact person for this proposal and his/her relevant contact information.
- b) **Organizational Chart.** (10 points) Include an organization chart identifying the design and

construction firms that comprise the proposed design-build team and specialty consultants. Identify the project manager responsible to lead the team. The proposer (prime), project manager, design manager and/or architect-of-record may not be changed without the County's permission.

- c) **Ability of Individual Professional and Construction Personnel.** (15 points) For each individual shown on the organizational chart, provide a maximum two-page resume detailing his/her relevant qualifications and experience. Specifically address: 1) quality of his/her design or construction management skills; 2) quality of his/her project management skills; 3) design and construction experience with engineered buildings that function as refuse tipping floor; 4) design-build project delivery experience.
- d) **Architect's Past Performance on Similar Projects.** (10 points) List and briefly describe three relevant projects designed by the engineer utilizing design-build delivery approach. Provide facility name, location, size, construction cost, year completed and a contact person for the building's owner. Identify proposed team members who worked on projects.
- e) **Location of the Engineers Project Office.** (5 points) Indicate the location of the established office that will be responsible for this project.
- f) **Performance and Payment Bonds.** (5 points) Letter from proposer's surety or its agent indicating that the proposer currently has the capacity to provide performance and payment bonds up to \$2 million each.
- g) **Insurability.** (5 points) Provide a letter from proposer's insurance agent that the proposer maintains, or can acquire, insurance policies for this project.
- h) **Quality Control Program.** (5 points) Provide a summary description of the design and construction quality control program to be implemented on this project.

Schedule

September 10, 2017, RFP Issued

October 6, 2017, RFP delivered to County by 4 p.m.

October 13, 2017, County selects firm(s)

October 20, 2017, County conducts interviews

October 24, 2017, County selects winner

October 31, 2017, Board of Chelan County Commissioners approval

March 30, 2018, Design Blue prints and Construction Bid Specifications package complete

Custody of Originals and Electronic Media

All original sketches, drawings, plans, specifications, photographs, all supporting calculations, etc. generated as work product in association with the design of the project shall be considered property

of Chelan County, unless other arrangements are made of as otherwise defined in the professional services agreement.

All electronic drawings prepared in association with the design phase of the project shall be provided to the County in a format compatible with AutoDesk, Civil 3D 2013 or above. For purposes of this RFP, compatibility shall mean that the original drawing can be reproduced using County equipment with a minimal level of County staff effort.

All engineering reports, technical specifications and bidding documents shall be provided to the County in a format compatible with MSWord 2013.

RFP Submittal

The RFP must be submitted to the County by the date and time shown on the front page of this Request for Proposals. Faxed or electronic qualifications will not be considered. The submittal must be accompanied by the required Prime Submittal Information Form and the Sub Submittal Information Form. These forms, which must be completed in their entirety for the prime and all sub-consultants, are at: <http://www.co.chelan.wa.us/public-works/pages/business>.

Every proposer must reply to each of the evaluation criteria set forth in a clear and concise manner. Brevity is preferred. Pay attention to specific requests for information.

The submittals shall be organized as follows:

- Firm shall create three (3) identical copies.
- The original and each of the copies shall be indexed with tabs in the order outlined in the RFP Evaluation Criteria above.
- Prime and Sub Submittal Information Forms will be included with each copy.

The County will address requests for clarification up to three working days before the RFP is due. All questions are to be addressed to:

Brenda Blanchfield, Solid Waste Coordinator
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Wenatchee, WA 98822
Phone: 509-667-6415
Email: brenda.blanchfield@co.chelan.wa.us