

CITY OF THREE RIVERS
THREE RIVERS, MICHIGAN
REQUEST FOR QUALIFICATIONS

For

A PROFESSIONAL MAINTENANCE & ASSET
MANAGEMENT FIRM
FOR
WATER STORAGE VESSELS

June 2015

City of Three Rivers

Three Rivers, Michigan

GENERAL INFORMATION

PURPOSE

City of Three Rivers is soliciting Requests for Qualifications (RFQ) to qualify firms for the contract of long-term professional maintenance and asset management to include, but is not limited to:

Engineering and inspection services, rehabilitation, repair, repainting, washout, and preventative maintenance of the City's water storage vessel. The qualifying firm shall assume full responsibility and accountability for maintenance issues relating to the City's water storage vessel. It is the sole intent of the RFQ to determine the most qualified firm to which City of Three Rivers could contract these services. Proposals shall be accepted until **11:00 am Tuesday June 23, 2015** at the following: **City of Three Rivers, Clerk's Office, 333 W. Michigan Avenue Three Rivers, Michigan.**

It is the intent of City of Three Rivers, to solicit a full-service perpetual maintenance and asset management program from a firm that will provide engineering and inspection services specific to the maintenance of existing water storage tank covered by this Request for Qualifications (RFQ), and all services required for engineering, (specific to water tank listed), inspection, repair, perpetual maintenance, rehabilitation, washout, preventative maintenance, proactive asset management and painting services. **The proposal will also contain a bid.** The proposal shall address all of the information outlined herein. Additionally, each prospective firm may include such other information as deemed pertinent to the proper evaluation of the proposal. Type written Qualifications only shall be submitted in duplicate, each set bound to create a single document containing all required material.

CONSULTANT SELECTION PROCEDURE

It is intended that one consultant shall be selected to perform professional services on behalf of City of Three Rivers for the maintenance and asset management of its water storage vessels. City of Three Rivers representatives will rank each prospective consultant in order of preference, based upon items addressed in the Qualifications that are received. The City will also review the bid portion of the qualification document to make a final determination on the best firm. The consultant retained serves at the discretion, direction and the pleasure of the City of Three Rivers. The City of Three Rivers reserves the privilege of re-advertising the Request for Proposal for the proposed scope of work at its discretion. No third party engineering will be accepted.

EVALUATION CRITERIA

Proposals will be evaluated by the City's evaluation committee using the following criteria:

- A. Experience in performing the requested engineering services for similar projects.
Information and materials submitted for unrelated types of projects will not be considered by the evaluation committee.
- B. In-house capabilities of the project office to provide services requested; extent of project participation by remote locations or sub-contractors.
- C. Project methodology
- D. Expertise of personnel assigned to the projects
- E. In-place quality assurance procedures
- F. References from past and present clients to include the following:
 - a. Ability to meet deadlines
 - b. Turn-over rate of staff assigned to projects
 - c. Typical response time for starting work
 - d. Overall quality of work

CITY OWNED WATER STORAGE VESSEL

Three Rivers Water Tower

500,000 Gallon Leg Tank

ITEMS TO BE ADDRESSED IN PROPOSAL

The details of the proposal shall include information on all of the following items. Additionally, each prospective firm may submit such other information as it deems appropriate for the proper evaluation of the proposal.

A. The proposal shall include an informative narrative report introducing your firm. Additionally, a statement of qualifications and résumé detailing the experience of all individuals responsible for providing service under this contract should be submitted. Principals involved should be listed along with the names and addresses of the individuals placed in charge of the administration of the terms and conditions of the contract. The résumés of all full time employees dedicated to technical services (engineers and employees certified by the National Association of Corrosion Engineers) are mandatory. In addition, all full time employees assigned to maintenance responsibility for the City's water storage vessels shall be listed. Also to be included: (a) Number of years in business (b) Size of the firm – annual sales (c) Total number of employees – direct and indirect (d) Percentage of work to be subcontracted (e) Reference from a financial institution.

B. The proposal shall include the details of general work and renovation capabilities of the consultant. This shall include but not be limited to, available equipment, historical project experience, especially lead abatement experience. To be included are the locations of all operational centers.

C. Included shall be a list of water systems that are currently being managed by the consultant should be submitted. Include the Name of the System, Person of Contact, Telephone Number of Contact, and Number of Tanks in the System under contract.

D. The proposal shall describe the details of all items covered by the proposed maintenance and asset management program. These items must include but not be limited to all structural or miscellaneous repairs and maintenance necessary for the vessels. This should include the need for steel replacement, steel parts, foundation repair, expansion joints, water level indicators, sway rods, manhole covers, valves, gaskets and any other components of the vessels. All coating systems are to be included as well. The firm shall warranty all work throughout the duration of the agreement.

E. Proposal shall also specify the frequency and degree of inspection and cleanout services the City could expect under the terms of the maintenance and asset management contract. A minimum of three (3) washout inspections with a detailed engineering report shall be conducted in any ten (10)-year period. Additionally, each prospective firm should address the requirements to assume responsibility for all corrections and repairs to the tank necessitated by acts of vandalism and through normal deterioration.

F. All rules and regulations of the **State of Michigan** will be strictly adhered to. Additionally, a method for determining the future repainting schedule should be addressed for the vessels. **All permits, approvals, etc., required by the State of Michigan and the City will be the responsibility of the successful consultant.**

G. The successful consultant must demonstrate the capability to fully manage and maintain the professional services as outlined in the proposal. A detailed outline of the annual process of managing the vessels must be presented. In addition, the successful consultant must demonstrate

that the capability is in place to manage the information flow during the course of maintaining the City's water storage vessels. Appropriate computer systems must be in place and utilized to track and record the activities of the maintenance plan. The successful consultant must have the ability to provide the City with information access via a secure internet portal.

H. Each proposal should include a detailed sample contract document for the tanks included in this RFQ. The specific timeframe for the contract document shall be limited to one (1) year at which time the contract shall be automatically renewed upon payment of the annual fee. Within the contract document shall be a specific cancellation clause, which indicates procedures that City of Three Rivers, may take for cancellation of the contract. Annual fees paid by City of Three Rivers shall accrue for all future tank major maintenance under the terms of the contract.

I. Each consultant shall submit a formal **Safety Program** stating City policy on all safety measures. Documented procedures shall include workers' protection, confined space procedures, fall protection, containment procedures and general safety procedures.

J. Each consultant must include additional information to outline capabilities available for any situation arising regarding the City's water storage vessel. Possible issues which may arise in addition to the scope outlined in this RFQ could include but not be limited to: Water storage vessels design, fabrication, erection, major modification to existing vessels, structural engineering and design, and installation of commercial communication equipment.

K. The City specifically reserves the right to personally visit and inspect the operations and offices of each potential firm.

L. The firm must provide evidence to City of Three Rivers that the firm maintains a Professional Liability policy, in accordance with the Insurance Requirements of this RFQ.

SERVICES TO BE PROVIDED

The services to be provided by the consultant shall include, but not be limited to, the following:

1. Inspect each vessels at least once within any twelve-month period to ensure that the structure is in a sound watertight condition and provide the City with a comprehensive report of inspection and proposed corrective actions (if any) within thirty (30) days from date of inspection. Complete corrective action shall be performed by the firm within a designated period of time dependent upon the action and weather conditions.
2. Completely pressure wash, utilizing a minimum pressure of 3,000 psi (washout) the vessels at least one time within any three-year period and remove all mud, silt, and other accumulations that might be harmful to the vessels or its contents. After washout is completed, thoroughly inspect and disinfect the vessels in accordance with A.W.W.A. standards utilizing disinfection spray method #2 and return the vessels to service.
3. Furnish any and all services, including inspection, engineering, and construction services, needed to ensure the vessels are in sound, watertight, in working order according to design specifications and in compliance with all State of Michigan requirements, including but not limited to steel replacement, steel parts, foundation repair, expansion joints, water level indicators, sway rod adjustments, tank overflows, manhole covers, valves, gaskets, and other component parts of the vessels or vessels tower.
4. Clean and paint the interior and/or the exterior of the vessels at such times painting is needed. The need for interior painting shall be determined by the thickness of the existing liner and its protective condition. The need for exterior painting shall be determined by the appearance and protective condition of the existing paint.
5. Install anti-climb devices on the access ladder to each vessel to prevent unauthorized persons from climbing the vessels.
6. Install locks on the roof hatches and anti-climb devices to prevent unauthorized persons from entering the vessels.
7. Furnish pressure relief valves, if needed, to be installed in the City's water system so the City can pump direct and maintain water pressure while the vessels are being serviced.
8. Provide the City with a minimum advance notice of thirty (30) working days in advance of performing any services that will result in removing a vessel from service.
9. Provide short-term and long-term project management services to maintain the water storage asset. A perpetual warranty for all services shall be included.

SCOPE OF WORK BY TANK

Three Rivers Water Tower

Year 1 (2015)

Exterior Overcoat

1. All exterior surfaces must be pressure washed with a minimum of 4,000 P.S.I. washer to remove any surface contamination.
2. All rusted areas must be Hand/Power tool cleaned per SSPC-SP2, SP3 cleaning methods.
3. All rusted or bare areas must be spot primed with a rust inhibitive metal primer.
4. One (1) full intermediate coat of a Tnemec compatible Series coating shall be applied to the complete exterior surfaces (100%) at the manufacturer's recommended thickness.
5. One (1) full finish coat of a Tnemec compatible Series coating shall be applied to the complete exterior surfaces (100%) at the manufacturer's recommended thickness.
6. Apply New Logo's that are approved by the City
7. Paint foundation

Interior – Wet

1. The complete interior (100%) shall be abrasive blast cleaned to SSPC-SP No. 10 "Near White" finish.
2. After abrasive cleaning, all surfaces shall be cleaned of any dust residue or foreign debris.
3. A high build epoxy liner manufactured by the Tnemec Company shall be applied as follows:
 - a. Primer Coat: One [1] complete coat of Tnemec Series N140 Epoxy or equivalent shall be applied to achieve a dry film thickness of 3 to 5 mils.
 - b. Finish Coat: One [1] complete finish coat of Tnemec Series N140 Epoxy or equivalent shall be applied to achieve a dry film thickness of 4 to 6 mils.
 - c. Contrasting Color: Each coat of epoxy paint shall be of contrasting color.
 - d. Stripe Coat: One additional coat of epoxy shall be applied by brush and roller to all weld seams.
4. After the liner has properly cured, the interior surfaces shall be disinfected per A.W.W.A. Spray Method No. 2 (200 PPM).
5. The spent abrasive media shall be tested per TCLP-(8) Heavy Metals as mandated by the State.
6. Once the tests results confirm the non-hazardous status of the wastes, the spent abrasive

shall be disposed of properly.

7. The Tank shall be sealed and made ready for service.

Interior Dry

1. The complete interior (100%) shall be abrasive blast cleaned to SSPC-SP No. 10 "Near White" finish.
2. After abrasive cleaning, all surfaces shall be cleaned of any dust residue or foreign debris.
3. A high build epoxy liner manufactured by the Tnemec Company shall be applied as follows:
 - e. Primer Coat: One [1] complete coat of Tnemec Series N140 Epoxy or equivalent shall be applied to achieve a dry film thickness of 3 to 5 mils.
 - f. Finish Coat: One [1] complete finish coat of Tnemec Series N140 Epoxy or equivalent shall be applied to achieve a dry film thickness of 4 to 6 mils.
 - g. Contrasting Color: Each coat of epoxy paint shall be of contrasting color.
 - h. Stripe Coat: One additional coat of epoxy shall be applied by brush and roller to all weld seams.
4. The spent abrasive media shall be tested per TCLP-(8) Heavy Metals as mandated by the State.
5. Once the tests results confirm the non-hazardous status of the wastes, the spent abrasive shall be disposed of properly.

Repairs

1. Install cable fall prevention device on interior dry access ladders.
2. Caulk/grout damaged foundation.

Year 2 (2016)

Visual Inspection

1. Engineering inspection and preventative maintenance.
2. Any needed repairs/touchup
3. Provide emergency repair service
4. Ensure tank complies with all federal and state regulations
5. Maintain as per the maintenance program

Year 3 (2017)

Washout Inspection

1. Washout, disinfect, and inspect tank.
2. Any needed repairs/touchup
3. Provide emergency repair service
4. Ensure tank complies with all federal and state regulations
5. Maintain as per the maintenance program

Year 4 (2018)

Visual Inspection

1. Engineering inspection and preventative maintenance.
2. Any needed repairs/touchup
3. Provide emergency repair service
4. Ensure tank complies with all federal and state regulations
5. Maintain as per the maintenance program

Year 5 (2019)

Washout Inspection

6. Washout, disinfect, and inspect tank.
7. Any needed repairs/touchup
8. Provide emergency repair service
9. Ensure tank complies with all federal and state regulations
10. Maintain as per the maintenance program

Process continues with a Visual Inspection and a Washout Inspection every other year.

INSURANCE REQUIREMENTS

Insurance coverage specified herein constitutes the minimum requirements and said requirements shall in no way lessen or limit the liability of the Firm under the terms of the Contract. The Firm shall procure and maintain at their own expense any additional kinds and amounts of insurance that, in their own judgment, may be necessary for their proper protection in the prosecution of the work. The Firm shall carry insurance as prescribed herein and all policies shall be with companies satisfactory to City of Three Rivers.

If a part of this Contract is sublet, the Firm shall require each sub-firm to carry insurance of the same kinds and in like amounts as carried by the prime Firm.

Certificates of insurance shall state that thirty (30) days written notice will be give to City Officials before the policy is canceled or non-renewed. No Firm or sub-firm will be allowed to start any work on this contract until certificates of all insurance required herein are filed and approved by City Officials. The certificates shall show the type, amount, class of operations covered, effective dates, and the dates of expiration of policies. In addition, the certificates shall name City of Three Rivers as additional insured. The Firm shall secure and maintain in effect for the period of the Contract and pay all premiums for the following kinds of insurance.

A. Workman's Compensation and Employer's Liability Insurance

This insurance shall protect the Firm against all claims under applicable State Workmen's Compensation Laws. The liability limits shall not be less than the required Statutory Limits for Workmen's Compensation and Employer's Liability in the amount of \$1,000,000 Each Accident, \$1,000,000 Disease-Each Employee, \$1,000,000 Disease-Policy Limit.

B. Firm's Comprehensive General Liability Insurance

This insurance shall cover all operations in connection with the performance of this Contract in amounts not less than the following: Coverage in the amount of \$1,000,000 for each occurrence and \$2,000,000 general aggregate and \$2,000,000 products/completed operations aggregate for claims by third parties for bodily injury, property damage or personal injury. Coverage shall be provided on an occurrence form, not claims made. No exclusions or limitations related to height of work will be allowed.

The Comprehensive General Liability policy carried by both the prime and the sub-firms shall be maintained by the contractor for at least two years after completion of services.

C. Automotive Liability

The Firm shall maintain automobile liability insurance in the amount of not less than \$1,000,000 combined single limit for bodily injury or property damage liability to protect him from any and all claims arising from the use of the following:

- (1) Firm's own automobile and trucks.
- (2) Hired/leased or rented automobiles and trucks.

The aforementioned is to cover use of automobiles and trucks on and off the site of the project.

D. Owner's Protective Liability Policy

The Firm shall maintain Owner's Protective Liability Insurance with City of Three Rivers, and their servants, agents, and employees as insured in amounts not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate.

E. Builder's Risk Insurance

Until the project is completed and is accepted by the Owner, the Firm is required to maintain Builder's Risk Insurance adequate to fully cover the insurable portion of the project for the benefit of the Owner, the prime Firm, and sub-firms as their interest may appear.

F. Pollution Liability

This insurance shall cover Pollution Liability in amounts of at least \$10,000,000.

G. Contractor's Professional Liability

This insurance shall cover Contractors Professional Liability in amounts of at least \$2,000,000.

H. Umbrella Liability

Umbrella or Excess Liability police in amounts of at least \$10,000,000 shall be provided.

2.2 – Indemnification: To the fullest extent permitted by law, Consultant agrees to hold harmless, indemnify and defend the City and its elected and appointed officials, officers, directors, employees, agents and consultants from and against any and all claims, damages, liability and defense costs resulting from or arising out of the Consultant's work or services or its obligations under this Contract, unless such claims, damages, liability and defense costs result directly from the sole negligence of the City.

AFFIDAVIT and BID FORM

I, _____, being an authorized representative of the firm of _____, located in (County) _____, (State) _____, (Zip Code) _____, Phone _____, have read and understood the contents of the formal proposal and hereby submit our proposal accordingly as of this date _____.

Signature of Authorized Representative

Attest

City of Three Rivers		
Annual Maintenance Program		
Year	Calendar Year	Annual Fee
1	2015	
2	2016	
3	2017	
4	2018	
5	2019	
6	2020	
7	2021	
8	2022	
9	2023	
10	2024	
10-year total		