

Date: August 12, 2010

Proposal Deadline: Friday, September 2, 2010, 4:00 p.m.  
Denver Water Engineering Division

**REQUEST FOR PROPOSALS**  
**CONSTRUCTION MANAGEMENT SERVICES**

**Master Agreement for Electrical and Instrumentation and Control Construction**  
**Administration and Inspection; and**  
**Task Order for Williams Fork Small Hydro/Outlet Works Project**

Denver Water is seeking firms to submit a proposal for Construction Management "On-Call" Services related to on-going Denver Water Capital Improvement Program (CIP) construction projects. This Request for Proposals (RFP) is structured to obtain a list of Construction Management firms for future Task Order assignments, and to obtain a Task Order Proposal (TOP) for a specific current project assignment. This RFP is for a Master Agreement for performance of work on Denver Water projects on an "as-needed" basis for on-site construction administration and inspection for electrical and instrumentation and control infrastructure; and if Respondent has the appropriate resources available, for TOP for a specific project known as the William Fork Small Hydro/Outlet Works Project (Project).

**SECTION 1: INTRODUCTION AND BACKGROUND**

**1.1 INTRODUCTION**

Master agreement(s) will be awarded for an **initial (base) one-year period**, with an **option to extend for 2 additional one-year periods**. Denver Water has not set a maximum agreement limit, but will self-regulate agreement limits at our discretion by rotating work among firms and using this contracting mechanism for discipline-specific assignments.

This RFP provides prospective Respondents with sufficient information to enable them to prepare and submit proposals for Agreement(s) to provide the specific CONSTRUCTION MANAGEMENT SERVICES requested herein. Denver Water intends to award the number of Agreements that it considers to be appropriate to support its construction management requirements.

Respondents are also invited to submit a Task Order Proposal for electrical and instrumentation and control construction administration and inspection for the Williams Fork Small Hydro/Outlet Works Project (Project).

**1.2 REQUESTS FOR INFORMATION**

This RFP contains the instructions governing the proposals to be submitted and the material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal.

Any requests for clarification or additional information regarding the submission of this RFP shall be submitted in writing via e-mail to ([mike.leister@denverwater.org](mailto:mike.leister@denverwater.org)), regular mail, fax (303-628-6851), or during the Pre-Proposal meeting to:

Mr. Michael J. Leister  
Chief of Construction Management  
Denver Water  
1600 West 12<sup>th</sup> Avenue  
Denver, Colorado 80204-3412  
(303) 628-6661

## **SUBMISSION OF PROPOSALS**

To be considered to provide requested services under Construction Management On-Call Services, Respondents are requested to submit an original and 5 bound copies of their technical proposal (a total of 6 copies), and one copy of their price proposal. The price proposal is to be delivered in a separate sealed envelope.

If the Respondent also chooses to submit a TOP for the "Project" an original and 5 bound copies of their completed TOP shall be submitted in a separated binder.

The Proposal and/or TOP must be received not later than **4:00 p.m.** local time, **September 2, 2010** at Denver Water's Engineering Division's Administration Desk. Responses shall be addressed as follows:

Project Title: CONSTRUCTION MANAGEMENT SERVICES – Electrical and Instrumentation and Control Administration and Inspection  
Attention: Mr. Michael J. Leister, Chief of Construction Management  
Denver Water Engineering Division, Administration Building  
1600 West 12<sup>th</sup> Avenue  
Denver, Colorado 80204-3412

### Submittal instructions:

1. Proposals (including Master Agreement technical, price proposal envelopes, and TOP if submitted) may be either mailed or hand-delivered. If the proposal is sent by mail, the Respondent shall be responsible for actual delivery of the proposal to the proper office before the deadline. Any proposals received after the deadline will be discarded or returned to the Respondent unopened. (Note: No e-mailed or faxed proposals will be accepted.)
2. Both the Master Agreement technical and price proposals and TOPs must contain the signature of a duly authorized officer or agent of the Respondent's company empowered with the right to contractually bind the Respondent.
3. Each Master Agreement technical proposal and TOP must be sealed to ensure confidentiality of the information prior to the submission date and time. The technical proposal shall be securely sealed and addressed as stated above. Denver Water will not be responsible for premature opening of technical proposals or TOPs not properly labeled.
4. Each Master Agreement price proposal must be sealed in a separate envelope to ensure confidentiality of the information prior to the submission date and time. Only one copy of the technical's price proposal is required to be submitted to Denver Water.
5. All proposals become the property of Denver Water upon receipt of same by Denver Water. The content of all proposals will be kept confidential until an award is made, after which the content will no longer be kept confidential, except as provided herein.
6. Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Proposals that are resubmitted or modified shall be sealed and submitted to the Chief of Construction Management prior to the proposal submission deadline.

## **SECTION 2: ADMINISTRATIVE REQUIREMENTS**

### **2.1 OBJECTIVE OF REQUEST FOR PROPOSAL**

The objective of this RFP is to provide sufficient information to enable qualified Respondents to submit written proposals. The RFP is not a contractual offer or commitment to purchase products or services.

All information must be legible. Any and all corrections and erasures must be initialized. Each proposal shall be accompanied by a transmittal letter signed in ink by an authorized representative of the Respondent. The contents of the proposal submitted by the successful Respondent of the RFP may become part of any contract awarded as a result of this solicitation.

### **2.2 ADDENDA TO THE REQUEST FOR PROPOSAL**

If it becomes necessary to revise any part of the RFP, an addendum will be placed online at <http://www.denverwater.org/DoingBusinesswithUs/RequestsforProposals/BidProposalsEngineering/> prior to August 27, 2010. Respondents are responsible to check online prior to submission of the RFP and acknowledge receipt of addendum(s) within the RFP.

### **2.3 NON-MANDATORY PRE-PROPOSAL CONFERENCE**

A non-mandatory pre-proposal conference for Construction Management On-Call Services and the "Project" is scheduled for **August 23, 2010, 9:00 a.m., local time**, at the Denver Water Administration Building Board Room.

### **2.4 SCOPE OF TERMS AND CONDITIONS**

The general terms and conditions listed in the enclosed Professional Services Agreement shall govern any Agreements ensuing from this RFP.

### **2.5 AWARD OF AGREEMENTS**

Agreements may be negotiated with Respondents whose proposal is determined to be most responsive to Denver Water's needs and most advantageous to Denver Water, considering cost as well as other factors based on the criteria described herein, all as solely determined by Denver Water. Award of an Agreement may be made without discussion after proposals are received. Proposals should, therefore, be submitted initially on the most favorable terms, from both price and technical standpoints. Denver Water reserves the right to reject any or all proposals and to award an Agreement in whole or in part. It is not Denver Water's intent to base selections on price, but to use the price proposal as the basis for future negotiations.

### **2.6 AGREEMENT**

Denver Water does not guarantee that it will request any or all services covered by the Agreement. Issuance of an Agreement will not give rise to a claim by Respondent for entering into such Agreement including, but not limited to, claims for anticipated profits or compensation for overhead or other related costs.

Specific services under the Agreement will be released by a Task Order as set forth in Exhibit A to the enclosed Professional Services Agreement. Denver Water will request construction management services and Respondent shall review its resources to verify that qualified individuals are available to satisfy Denver Water's request. If qualified individuals are available, Respondent will provide a written response describing the approach to be taken for performing requested services, estimated cost, key team members, and the schedule for completion. If mutual agreement is reached, Denver Water will issue a Task Order (which will include by attachment the Respondent's written response including scope and costs) for execution by both parties and authorizing the Respondent to proceed with the services. All costs associated with developing the written response shall be the financial responsibility of the Respondent.

Award of an Agreement does not establish an exclusive agreement with the Respondent. Denver Water reserves the right to obtain the services from other sources.

## **2.7 RESPONDENT RESPONSIBLE FOR PROPOSAL COSTS**

Denver Water is not liable for any cost incurred by any Respondent associated with the preparation of a proposal or the negotiation of an Agreement for services prior to the issuing of an Agreement, to include costs related to site visit(s) and estimate preparation(s) for work authorized under the Agreement.

Selected Respondents may be asked to present their proposals and/or to demonstrate ability to provide products or services to Denver Water's representatives at Denver Water offices or at another location agreeable to both parties. The Respondents shall bear the costs for such presentations.

## **2.8 ECONOMY OF PROPOSALS**

Respondent must submit a complete and concise response to the RFP, which will be retained by Denver Water. Proposals should be prepared simply and economically, while providing complete details of the Respondent's abilities to meet the requirements of this RFP.

## **2.9 PROPOSALS BINDING**

Respondents are advised that proposals shall be binding upon the Respondent for 60 days from the proposal due date. A Respondent may withdraw or modify their proposal any time prior to the proposal due date by a written request, signed in the same manner and by the same person who signed the proposal.

## **2.10 NOTIFICATION**

Each Respondent submitting a proposal in response to this RFP will be notified in writing as to acceptance or rejection of their proposal. Denver Water plans to release such letters within 45 days of the proposal submittal date. Denver Water may delay this action if it is deemed to be in the best interest of Denver Water.

## **2.11 RIGHT TO REJECT PROPOSALS AND NEGOTIATION**

Denver Water reserves the right to reject any and all proposals and to waive any formality in proposals received, to accept or reject any or all of the items in the proposal, and award an Agreement in whole or in part, if it is deemed in Denver Water's best interest.

Denver Water reserves the right to negotiate any and all elements of the proposal, if such action is deemed to be in the best interest of Denver Water.

## 2.12 CONFIDENTIALITY

Proposals submitted to Denver Water for consideration shall be subject to the Colorado Open Records Act and Colorado Statute C.R.S Sec 24-92-103(4) after award is made. Any confidential information in proposals shall be identified as such. However, should Denver Water receive a request in accordance with this Act, Denver Water shall make a final determination as to whether the information is releasable. Respondents will be notified before information is released. Proposals submitted and terms and conditions specified in each Respondent's response shall remain the property of Denver Water.

## SECTION 3: PROPOSAL CONTENT AND SELECTION PROCESS

### 3.1 GENERAL SUBMITTAL REQUIREMENTS

The following submittal requirements must be satisfied for each section of this RFP. This information will be used as the basis for selection as well as to populate a consultant selection matrix from which Denver Water will award future projects.

Respondents will not be penalized for restricting submittals to true areas of technical strength. Proposals made in a superfluous manner where any or all technical sections submitted do not demonstrate discernable strength or potential value to Denver Water may be disregarded altogether. *Denver Water will not consider teaming arrangements or subcontracting strategies.* As an example: a firm that must routinely subcontract for construction management discipline area services; should not submit on technical discipline areas under the assumption that a subcontractor will provide the service.

### 3.2 PROPOSAL FORMAT

The proposal format shall be as follows:

**All Sections.** The page limit includes tables, figures, photographs and other graphical representations, all of which must be included within the same contiguous section for a given technical discipline area.

**Font Size.** The font size for all text pages in all Sections shall be no smaller than 10 point. The overall proposal presentation must be legible. Illegible proposals will not be considered.

**Proposal Presentation.** All proposals must be tabbed. Tabs must be clearly labeled or numbered/referenced. A tabbed table of contents must be provided to clearly indicate subsequent sections and the associated technical discipline area that have been included by the firm for consideration by Denver Water.

**Cover Letter:** Two pages, maximum. Pages must be 8-1/2" x 11".

**Summary pages:** Three pages maximum. Pages must be 8-1/2" x 11". Include a table of contents or other means to provide a clear indication of the subsequent sections and associated technical discipline area included by the firm for consideration. Individual section tabs must be

clearly labeled corresponding to the summary page or table of contents to facilitate efficient review. The summary pages should provide an at-a-glance indication of the technical discipline area addressed in the RFP.

**Detailed Company Background and Demonstrated Abilities:** Five pages maximum. Pages must be 8-1/2" x 11". At a minimum, provide information relative to your firm including firm name(s); business address; telephone number; state in which the firm was organized or incorporated; type of ownership; name and location of parent company and subsidiaries, if any; and indication of whether the firm is licensed to do business in the State of Colorado. Also, provide information on demonstrated abilities to respond rapidly to project requests and to meet project staffing needs, schedules.

**Technical Discipline Area Section.** Technical discipline area must be 3 pages, maximum. Pages must be 8-1/2" x 11". One of the 3 pages in each individual section can be in an 11" x 17" tri-fold format. Submittal detail for the *Technical Discipline Areas Sections* is provided in Section 3.3.

**Electronic Spreadsheet.** Detailed electronic spreadsheet depicting technical discipline area for which the Respondent would like to be considered for, each specific Staff personnel proposed for those discipline area, and years of experience for each Staff personnel in the technical discipline area.

**Resumes.** Brief personnel sketches or summaries can be in the Technical Discipline Section at the consultant's discretion, with the page limits in consideration. Resumes should be included in a separate, tabbed section following the Technical Discipline Areas Section. Resumes must be limited to 2 pages, one-sided, or one page front and back.

### **3.3 TECHNICAL SECTION: Electrical and Instrumentation and Control Administration and Inspection**

**Firm and Proposed Personnel Project Experience:** Demonstrates 5 -10 years of relevant project experience in supplying electrical and instrumentation and control project inspectors, and provide a list of at least 5 relevant projects that have been completed during the past 5 years by each staff person proposed. Personnel shall have a minimum of 5 years of demonstrated experience in the technical discipline area being proposed for. Provide project title, date of completion, description of work performed, utility name, address, phone number, and contact person. *These relevant projects are to be tied to the Respondent's proposed personnel rather than projects completed by the firm in general.* Include size and capacity information, as applicable, for each. Denver Water intends to contact some or all client references.

**Staff Location:** Location(s) of the office(s) where the personnel resource services are normally located, including the main project office location where the personnel (potential construction project manager, construction project inspector, as well as technical and support staff) will be based.

**Qualifications:** Qualifications and experience of key staff in construction management or inspection, of relevant projects:

- Proposed electrical and instrumentation and control project inspectors
- Discipline-specific technical staff
- QA/QC structure

- Other technical staff that may be in a support role
- Staff construction management capabilities (construction management in general conformance with Denver Water’s Project Procedures Manual, available on-line at [www.denverwater.org](http://www.denverwater.org).)

**Staff Availability:** DW understands consultant staff resumes will be proposed to Denver Water for specific Task Orders depending on the timing and nature of the Task Order. Also, note that at times, DW will be requesting staffing for shift work when construction is being performed during non-traditional work-hours.

## 1. General Electrical and Instrumentation and Control Inspection

Demonstrated strong knowledge of the project work and be familiar with Federal, State, and local regulations and codes pertaining to heavy industrial projects, power generation facilities and reservoir outlet works projects. Background and knowledge areas provided ideally should include electrical power, instrumentation, control communications, SCADA, fire alarm and security systems construction inspection services, construction submittal documents secondary review, and contractor interface. Construction services shall include inspection and monitoring of the work performed by contractors on the projects. Contractor interface shall include attending construction meetings and other meetings pertaining to electrical, instrumentation and control contractors on DW projects.

It is anticipated that the selected proposer will work closely with DW electrical engineering staff with the intent to provide construction services. Desired personnel requirements are:

- Licensed master electrician
- Licensed journeyman electrician
- Four year college degree, or technical institute degree
- Minimum of 7 years experience in installation, O&M or design of industrial electrical systems.
- BSEE
- Familiarity with NFPA, NEMA, ISA, NETA, NECA, IEC, & IEEE standards
- Equipment submittal and O&M manual review, and verification experience
- Additional years of experience, previous DW facility experience, Licensed PE, are all a plus

Proposals that specify more than one individual for the inspection services over the course of the requested period of coverage, or part-time services, will be considered and evaluated based on Consultants’ plan to sequence coverage and mitigate impacts to the project.

The location for performing the inspection services is at the project construction site. Time charges for the Consultant’s on-site staff shall only be allowed for time spent at the construction site.

## 2. Williams Fork Small Hydro/Outlet Works Project – Information for Task Order Proposal

The project is located at the Williams Fork Dam near the town of Parshall, in Grand County, Colorado. The project consists of upgrades to the outlet works, installation of a new turbine, and construction of a new headquarters maintenance facility. Construction on the project began in November of 2009 and is scheduled to be complete February 2012. The current value of the construction contract is approximately \$17 million. DW currently has a Construction Project Manager, two construction project inspectors, and inspection support equipment (trailer/offices/computers/internet and phone communicates) on-site.

### **Denver Water Project Team/Selection Committee:**

Design Project Manager: Gregg Hempelman, P.E.  
Design Electrical Engineer: Mark Keilwitz, P.E.  
Assistant Chief of Engineering: Tom Roode, P.E.  
Construction Project Manager: Dan Batt  
Chief of Construction Management: Mike Leister, P.E.

### **Project Schedule:**

The project is currently under construction. Services for this scope are intended to start upon notice to proceed on the Master Construction Management Services Agreement and this Task Order, and extend until March 30, 2012, one month after Final Completion.

### **Scope of Services**

The inspector will observe the project for Denver Water and be in close coordination with the Denver Water Construction Project Manager, Electrical Engineer and Contractor. The inspector will also be responsible for documenting all observations of construction and shall assist the Construction Project Manager and Electrical Engineer in reviewing submittals, O&M Manuals, request for information and contract changes. It is anticipated that the inspector will be on-site, up to 50 hours per week, for the duration of the project schedule. TOP costs are to in accordance with Master Agreements, proposed costs for electrical and instrumentation and control services, and lodging, Per Diem and other expenses. Scoring consideration will also include the lodging, Per Diem and other expense costs and the firms are advised to work towards cost effective means in these areas. TOP inspection labor hours are to begin when the inspection resources are working at DW's project site.

## **3.4 PRICE PROPOSAL**

In a separate sealed envelope, provide your firm's billing structure, including labor rate structures by labor categories and other non-labor rates and accounting practices such as associated project costs or similar rates for the base contract year

Denver Water intends to open only the price proposal envelopes of the top ranked firms. Denver Water shall return the remaining envelopes upon completion of successful negotiations with the top ranked firms. Information provided in the price proposal will serve as the basis for negotiations, but not for selection.

The price proposal for the "Project" TOP shall be included within the TOP, and be in accordance with pricing proposed under the price proposal for the Construction Management On-Call Services.

## **3.5 SELECTION PROCESS**

For Construction Management On-Call Services, professional firms will be evaluated on the criteria listed below in the first Selection Criteria. The selection team will review the firm's approach to ascertain Respondent's relative experience, current staffing at the firm, past performance on Denver Water assignments and/or reference client assignments, and client references. The Board recognizes the desirability, need and importance to the City and County of Denver of encouraging

the development of Small Business Enterprise (SBE), Minority Business Enterprise (MBE) and Woman Business Enterprise (WBE). A short list of the most qualified firms will be entered into the final selection matrix from which Denver Water will award future projects.

The second Selection Criteria will evaluate professional firm’s Task Order Proposal for the Williams Fork Small Hydro/Outlet Works Electrical and Instrumentation and Control project.

| <b>Selection Criteria<br/>(Master Agreement)</b>   | <b>Max. Points (100 pts)</b> |
|--|------------------------------|
| Experience, qualifications and locations of current proposed staff   | 25                           |
| Relevant projects completed by current proposed staff  | 25                           |
| Firm’s demonstrated experience record providing staffing resources to clients in similar discipline areas, including past performance with Denver Water and reference responses for current proposed staff | 35                           |
| Proposal organization, clarity, conciseness and thoroughness   | 15                           |

| <b>Selection Criteria<br/>(Williams Fork Small Hydro/Outlet Works)</b> | <b>Max. Points (100 pts)</b> |
|--|------------------------------|
| Personnel  | 25                           |
| Task Understanding   | 25                           |
| Cost and Work Hours  | 35                           |

|                         |    |
|-------------------------|----|
| Motivation/Availability | 15 |
|-------------------------|----|

### 3.6 SELECTION AND PROJECT SCHEDULE

The selection and project schedule is tentatively set as follows:

|                                    |  |
|------------------------------------|--|
| First Advertisement                | August 12, 2010                        |
| Second Advertisement               | August 19, 2010                        |
| Non-mandatory Pre-Proposal Meeting | August 23, 2010, 9:00 a.m. Local Time  |
| Completed Proposals and TOP's Due  | September 2, 2010 4:00 p.m. Local Time |
| Interviews, if deemed necessary    | September 9, 2010                      |
| Notice of Intent to Select         | September 10, 2010                     |
| Board Award of Agreement/TOP       | September 22, 2010                     |
| Award Agreements                   | Within 45 days of submittal            |

### 3.8 Attachments

#### Draft Consulting Agreement and Attachment A

Sincerely,

Michael J. Leister, P.E.  
Chief of Construction Management