

Date: January 28, 2010

**Proposal Deadline: Friday, February 19, 2010, 3:00 p.m.
Denver Water Engineering Division**

**CONSTRUCTION MANAGEMENT SERVICES
REQUEST FOR PROPOSALS**

Denver Water is seeking firms to submit a proposal for Construction Management Services related to on-going Denver Water Capital Improvement Program construction projects. This Request for Proposal (RFP) outlines the requirements to be considered for selection to perform work on Denver Water projects on an as-needed basis.

SECTION 1: INTRODUCTION AND BACKGROUND

1.1 INTRODUCTION

Denver Water is in need of long-term agreements for CONSTRUCTION MANAGEMENT SERVICES to provide construction contract administration or inspection services on an as-needed basis to support a variety of discipline areas. 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 an Agreement(s) to provide CONSTRUCTION MANAGEMENT SERVICES. Denver Water intends to award the number of Agreements that it considers to be appropriate to support its construction management requirements.

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), 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 12th Avenue
Denver, Colorado 80204-3412
(303) 628-6661

Written requests for interpretation, clarification, and/or additional information must be received in writing no later than **February 11, 2010**.

SUBMISSION OF PROPOSAL

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. The proposals must be received not later than **3:00 p.m.** local time, **February 19, 2010** at Denver Water's Engineering Division's Administration Desk. Responses shall be addressed as follows:

Project Title: CONSTRUCTION MANAGEMENT SERVICES
Attention: Mr. Michael J. Leister, Chief of Construction Management
Denver Water Engineering Division, Administration Building
1600 West 12th Avenue
Denver, Colorado 80204-3412

Submittal instructions:

1. Proposals (including both technical and price proposal envelopes) 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 technical and price proposals 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 technical proposal 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 not properly labeled. One original and 5 bound (a total of 6) copies of the technical proposal are required to be submitted to Denver Water.
4. Each 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 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 February 16, 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 is scheduled for **February 9, 2010, 9:00 a.m., local time**, at the Denver Water Administration Building Board Room. Due to the anticipated number of Respondents, please limit your firm's attendance to **one representative**.

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. Denver Water prefers to use the terms and conditions in the Agreement. Any requested changes to the Terms and Conditions must be noted in the proposal as specified in *SECTION 3. PROPOSAL CONTENT AND SELECTION PROCESS*.

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 can limit the number of technical disciplines for which they would like to be considered based on company and/or local office strength. 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; and 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 areas 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 areas 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 areas 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 Areas Sections. Subsequent sections for each technical discipline areas for which the Respondent would like to be considered 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 areas for which the Respondent would like to be considered for, each specific Staff personnel proposed for those discipline areas, and years of experience for each Staff personnel in the technical discipline area(s).

Resumes. Brief personnel sketches or summaries can be in the Technical Discipline Sections 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 Sections. Resumes must be limited to 2 pages, one-sided, or one page front and back.

Terms and Conditions. There is no page limit for comments on terms and conditions, and this page(s) will not count toward page the proposal's page limit, but pages should be 8-1/2" x 11". Respondent shall identify questions or suggested changes to the Terms and Conditions (Professional Services Agreement) they request should they be chosen to enter into a General Engineering Services Agreement with Denver Water.

3.3 TECHNICAL DISCIPLINE SECTION DETAIL

Each consultant's technical discipline section shall include the following information:

Firm and Proposed Personnel Project Experience: Demonstrates 5 -10 years of relevant project experience in supplying construction project managers, construction project inspectors, and administration staff for the technical discipline areas, 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 Construction Project Manager(s) and construction project inspectors for a particular discipline (Denver Water understands availability and assignments may change due to project assignment timing and consultant workload)
- 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.)

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.

3.4 TECHNICAL DISCIPLINE AREAS

The final number of contracts awarded under each technical discipline area which will involve construction management or inspection services will be at Denver Water's discretion:

1. **Water Treatment**

Existing or new potable and recycled water treatment facility improvements and upgrades. Specific expertise and experience with treatment plant processes including but not limited to: rapid mix and flow controls, multimedia filters, biological aerated filters, flocculation & sedimentation, chlorine disinfection systems, chemical storage and feed systems, safety systems, backwash wastes, waste impoundments, washwater recovery systems, water treatment plant residuals including thickening, dewatering, and disposal, pumping and pump systems, and yard piping and valving; and the structural components and associated buildings. Demonstrated experience with contract document interpretation (EJCDC and CSI Standards), AWWA ASTM, and other industry Standards, installation practices, and codes related to systems noted.

2. **Water Transmission and Distribution**

Raw, potable and recycled water transmission (24-inch and larger diameters) and distribution pipeline systems (20-inch and smaller diameters), pumping stations, and storage reservoirs; including flow metering systems and control valve vaults, pressure regulating stations and structures. Demonstrated experience with contract document interpretation (EJCDC and CSI Standards); AWWA, ASTM, and other industry Standards; installation practices regarding thin wall, large diameter steel pipe, ductile iron and PVC pipe.

3. **Heating, Ventilating and Air Conditioning (HVAC) and Plumbing Systems**

HVAC and plumbing systems related to water treatment, pumping and storage facilities, office buildings, shop buildings, and utility vaults. Demonstrated experience with SMACNA and ASHRAE standards for HVAC ductwork and systems design. Must have experience with installation debugging, and start-up of HVAC systems and electronic systems (Andover and Siemens Controls). Must have experience with construction of industrial/commercial plumbing systems and knowledge of the International Plumbing Code (IPC).

4. **General Building**

Construction related to other facilities, as directly applicable to municipal and water works structures; including vertical above grade structures, tenant finish, and roofing installations. Demonstrated experience with contract document interpretation (AIA, EJCDC and CSI Standards), building codes and architectural building systems related to all types of new and remodeling construction projects.

5. Hydroelectric Power

Demonstrated experience with construction and refurbishment activities related to hydro electric generating equipment. Must have knowledge of millwright procedures used in alignment and machining of rotating equipment, and experience with start-up, performance testing and commissioning of hydroelectric power equipment.

6. Dam Construction

Raw water infrastructure projects related to construction projects implementing new or rehabilitation work on medium to large dams. Must demonstrate experience related to construction of spillways, outlets and concrete and embankment structures.

7. Specialty Inspection

Building Code required inspections and certifications including, but not limited to, welding, high-strength bolting, and masonry. Demonstrated experience, certifications and registrations, as needed, to provide the inspections and written certifications as required by local code authorities.

8. Construction Administration Functions

Creation, distribution, and maintenance of construction administration paperwork and tracking. Demonstrated experience with management of utility construction projects paperwork management including, but not limited to filing systems, submittal management and tracking, tracking spreadsheets creation and management, meeting agenda and minutes creation and publishing, and knowledge of fundamental contract paperwork terms.

3.5 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. Include any proposed rates of escalation per year and any proposed markup on other direct costs.

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.

3.6 SELECTION PROCESS

Professional firms will be evaluated on the criteria listed below. 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.

Selection Criteria	Max. Points (100 pts)
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

3.7 SELECTION AND PROJECT SCHEDULE

The selection and project schedule is tentatively set as follows:

First Advertisement	January 28, 2010
Second Advertisement	February 4, 2010
Non-mandatory Pre-Proposal Meeting	February 9, 2010
RFP Questions Due	February 11, 2010
Response to Questions Available	February 16, 2010 (anticipated)
Proposals Due	February 19, 2010 (3:00 p.m.)
Award Contract	Within 45 days of submittal

3.8 Attachments

Draft Consulting Agreement and Attachment A

Sincerely,

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