



**CITY OF IONE
P.O. BOX 398
1 E. MAIN STREET
IONE, CA 95640
(209) 274-2412
FAX (209) 274-2830**



October 21, 2009

SUBJECT: City of Ione City Engineering Services

To Whom It May Concern:

The City of Ione is currently soliciting proposals for City Engineering Services for the City of Ione.

Each proposal shall specify each and every item as set forth in the attached RFP. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception may be grounds for rejection. The City of Ione reserves the right to reject all proposals and to waive any informality.

The City of Ione will receive sealed proposal submittals until 2:00 p.m. on December 22, 2009, at the Ione City Hall, P.O. Box 398, 1 East Main St, Ione, California, where they will be opened immediately thereafter. Each respondent shall submit seven copies of their proposal and qualifications.

City of Ione
City Manager
P.O. Box 398
1 E. Main Street
Ione, CA 95640

The qualifications shall be enclosed in a sealed envelope and be plainly marked on the upper left hand corner with the name and address of the Consultant and bear the following: Request for Proposal City Engineering Services DUE: December 22, 2009 at 2:00 PM

The City will not consider responses received after the specified time and date. An amendment is considered a new statement of qualifications and will not be accepted after the specified time and date.

If you need additional information, then please feel free to contact me.

Sincerely,

Kimberly A. Kerr
City Manager

Enclosure – City of Ione Request for Proposal – City Engineer Services



CITY OF IONE REQUEST FOR PROPOSAL CITY ENGINEER SERVICES



City of Ione
P.O. Box 398
1 East Main Street
Ione, CA 95640
(209) 274-2412

DESCRIPTION

The City of Ione is soliciting proposals from companies having professional experience in providing city engineering services. It is the City's intent to obtain engineering services on a retainer basis to act on behalf of the City of Ione in engineering related activities associated with City planning and infrastructure assessment, construction, and maintenance. The successful firm will provide a single person who will serve as the City's Principal Engineer, Engineer of Record, and primary contact. The breadth of services requested herein need not be provided solely through or by that individual but may be provided by any number of qualified individuals within the firm selected. Sub-contractors to the successful firm may provide services to the City with approval of the City Manager.

The City has utilized the services of Weber, Ghio and Associates as City Engineer for the past 20 years. The City currently uses an additional firm under a professional service agreement to provide engineering services for the wastewater system.

For the purposes of this request for proposals, the term "City Engineer" will be used hereafter to refer to the successful firm.

The City Engineer will be required to provide most of the engineering services requested at or through their own facilities. The City does not provide an office or technical support for the work of the City Engineer. Limited office space is available at the City of Ione City Hall for occasional work as needed.

The SCOPE OF SERVICES section of this Request for Proposal (RFP) describes city planning and public works related tasks for which the City seeks professional engineering assistance to perform. These services will be conducted at the direction of the City Manager. Proposals must include the information requested in the PROPOSAL section of this RFP and submitted as described in the SUBMITTAL section.

GENERAL INFORMATION

The City of Ione is located in the western foothills of the Sierra Nevada Mountains in Amador County, California. The terrain in and around the City of Ione is characterized predominantly by gently rolling hills. Two state highways pass through the City of Ione, intersecting in the downtown commercial district. Highway 124 travels generally southwest to northeast through Ione, while Highway 104 travels generally southeast to northwest. The southern and more developed portion of the City is bisected east to west by Sutter Creek. Nearby communities include Clay to the west, Clements and Wallace to the south, and the Cities of Jackson, Sutter Creek, and Amador City to the east and northeast. The City of Sacramento is located approximately 40 miles to the northwest of the City of Ione.

The City was incorporated in 1953. It has a five-member council and a City Manager form of government. The members of the City Council are elected at-large. They serve staggered four-year terms, with the Mayor being rotated annually among the Council Members. The Council meets on the first and third Tuesday of each month.

The City of Ione provides a range of services including public safety, fire, sewer service, development regulation, public works, community and recreation activities and events, and general administrative functions. The water system for the City is operated by the Amador

Water Agency. There are approximately 19 FTE employees. The City contracts for City Attorney, City Planner, City Engineer, and Wastewater Operations.

The vendor's principal contact with the City will be Kim Kerr, City Manager, or a designated representative, who will coordinate assistance to be provided by the City to the City Engineer. City Hall is located at 1 E. Main Street, Ione, California 95640. The telephone number is (209) 274-2412.

The City has a resident population of approximately 3,300. This number does not include the 3,725 inmates from the Mule Creek State Prison or the 300 wards of the Preston Youth Facility, both of which are located within the city limits of the City of Ione. The City has a central business district comprised of various retail and office uses, while no industrial uses currently exist within the city limits. Two mining companies, Unimin Mine and Ione Minerals, lease property to operate mining operations to the immediate south of the City of Ione.

The City of Ione provides wastewater service to its residents and owns and operates a wastewater treatment and collection system. The wastewater service area is divided by Sutter Creek with approximately 450 acres on either side of the Creek. The service area consists of the resident population and a small number of commercial customers, but not the inmates and wards of the Mule Creek State Prison or the Preston Youth Facility. The main section of "Old" Ione is located generally east of the WWTP and south of Sutter Creek. The wastewater collection system serving the older part of the City was initially constructed in 1955 and consists primarily of gravity flow sewers. Newer infrastructure has been installed as residential subdivisions have been approved and constructed within the City.

The existing wastewater treatment plant (WWTP) consists of an aerated pond system, which discharges treated effluent to evaporation-percolation ponds (land discharge). In the past, sludge removed from the secondary biological process was treated in an aerobic digester before being dewatered on two asphalt and two sand-bottom sludge-drying beds. The WWTP is currently storing sludge within the treatment ponds themselves, with plans to periodically, remove and dispose of the accumulated sludge.

The wastewater service area consists primarily of residential uses, as well as the main commercial area of the City, including retail shops, restaurants, and City Hall. The wastewater service also includes the treatment of the backwash water produced by the Amador Water Agency (AWA) at the Ione Water Treatment Plant. No wet industries or commercial enterprises producing industrial-type wastes are currently connected to the system.

During the summer months, the secondary effluent from ARSA and Mule Creek is diverted to the Castle Oaks Water Reclamation Plant (COWRP). The City of Ione owns and operates the COWRP. At this tertiary plant, the water is treated to Title 22 Standards before it is used for irrigation of the Castle Oaks Golf Course. There currently are no facilities that would make it possible for the City to send Ione secondary effluent to the COWRP.

The WWTP is currently permitted to operate under Waste Discharge Requirements Order No. 95-125 (WDRs), adopted by the Central Valley Regional Water Quality Control Board (RWQCB) on May 26, 1995. The order specifies discharge prohibitions, discharge specifications, requirements for sludge disposal, limitations on impacts to groundwater, monitoring and reporting requirements as well as standard order provisions.

The City of Ione, like many valley and foothill communities, is experiencing an increase in development and expects this trend to accelerate over the coming years. The City is currently near or at capacity for the treatment and disposal of wastewater, and an expansion of capacity would be necessary in order to accommodate future planned growth and wastewater flows during extremely wet winters.

The City of Ione Draft Wastewater Master Plan (July 2009) describes the existing wastewater treatment system and proposed project phases for developing treatment, disposal, and storage. The Master Plan has resulted in a range of viable Project technologies, which are the subject of a Design-Build-Finance procurement process.

In compliance with CEQA, an accompanying EIR has been prepared to analyze the environmental impacts associated with the Master Plan and proposes mitigation measures for construction and operation when required.

The City is in the process of submitting a Report of Waste Discharge for the proposed facility to the RWQCB. The City is seeking a single permit for both the proposed new treatment facility and the existing COWRP tertiary treatment plant with the ability to dispose of tertiary effluent into the Percolation Ponds or to use for water reclamation. The City anticipates adoption of the Wastewater Master Plan in November 2009.

The City Council adopted a new General Plan Update in August 2009 and the City is working on the implementation of the new General Plan.

Two state highways pass through the City of Ione, intersecting in the downtown commercial district. Highway 124 travels generally southwest to northeast through Ione, while Highway 104 travels generally southeast to northwest. City personnel clean the Highways under contract with the State, but the State is responsible to maintain the roadways. The City has approximately 32 miles of roadway within the City in various conditions. The City completed street improvements over the past two fiscal years. There will be a need for a new pavement management plan that needs to be updated to reflect the recent overlay and street improvements.

The City's sidewalk system extends throughout most of the newer sections of town and some areas of downtown. The system includes several gaps and is in need of repair. The City has, however, been proactively replacing hazardous routes and closing gaps as roadway reconstruction projects have been performed and through a variety of programs and funding sources. The City recently completed a Safe Routes to School project to construct additional sidewalks to the Ione Junior High School. There are gaps to Ione Elementary School and Ione Junior High School as well as Howard Park.

The City's storm drainage system has significant amount of open ditches and curbs, then drains into Sutter Creek. There is a need to increase the effectiveness of the City's storm drainage system. The downtown area of Ione is in a 100 year floodplain as well as some residential areas. The drainage system in Ione consists of several miles of drain piping ranging in size from 10 inches to 54 inches in diameter, drain channels, culverts, and gutters apparently in various conditions.

SCOPE OF SERVICES

The engineering services to be provided to the City include but are not limited to the following:

- ❖ Assignment of one Professional Engineer, certified in the State of California as a Civil Engineer, to:
 - serve as City Engineer and Engineer of Record on an on-call basis during City business hours
 - respond to requests of the City Manager
 - represent the City of Ione whenever City Engineer action is required
 - present and/or submit various reports, plans, permits, and technical information to the City Council, State, Federal, and local agencies, and the general public
 - Promptly respond to inquiries of Ione businesses and residents

- ❖ On-call engineering, review, and professional services for a variety of planning issues including:
 - parcel, tentative, and final maps
 - right-of-way requirements
 - acquisitions, dedications, and easements
 - site development and subdivision plans
 - review for compliance with City development standards
 - recommend conditions for development
 - review environmental documents
 - urban drainage and flood control
 - subdivision agreements

- ❖ Develop a Capital Improvement Program

- ❖ Review and refine existing pavement management system

- ❖ Research, recommend, and manage funding programs for municipal engineering and construction

- ❖ Prepare and submit annual recommendations for capital improvement and maintenance projects with accurate estimates and recommended funding sources for:
 - streets
 - sewer collection system
 - storm drainage system
 - sidewalks, curbs, and gutters

- ❖ Prepare plans, specifications, estimates, and CEQA/NEPA documents for various capital projects including:
 - street construction, reconstruction, and maintenance
 - sidewalk, curb, and gutter construction and replacement
 - sewer collection system construction and replacement
 - storm water system improvement and maintenance

- ❖ Manage capital projects including:
 - engineering
 - budget and cost management

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- compliance with Caltrans Local Assistance Procedures Manual and Disadvantaged Business Enterprise Program requirements for State and federally funded projects
 - contract administration
 - construction management
 - construction engineering
 - construction inspection
 - quality assurance and material testing
- ❖ Provide development oversight including:
 - plan review and approval
 - estimate engineering oversight fees charged to developer
 - construction inspection and quality assurance
 - determine bonding requirements and require posting of such in the proper sequence
 - ❖ Recommend regulations and ordinances pertaining to engineering matters
 - ❖ Review and revise City of Ione standard plans
 - ❖ Provide certified survey services as needed
 - ❖ Flood zone evaluation, recommendations, and reporting to FEMA and DWR
 - ❖ GIS mapping and system implementation
 - ❖ Prepare documents for various professional services (environmental, maintenance, etc.)
 - ❖ Assist in developing an infrastructure management system compliant with GASB34 requirements

The services listed above must be performed by the City Engineer when directed to do so by the City Manager. Though the services requested will be expected to be performed by the City Engineer, this RFP does not obligate the City of Ione to necessarily request the services indicated.

PROPOSAL REQUIREMENTS

The proposal must present a clear understanding of the services requested. The proposal should include a narrative describing the firm's experience, expertise, and anticipated action for each of the elements described in the SCOPE OF SERVICES section of this request. Proposals that do not include attention to each of the engineering services described may be rejected.

Because there is not a dedicated office space at the City's facilities for the City Engineer, most of the work performed by the City Engineer will be performed at the City Engineer's offices. As the location of the City Engineer's office may be some distance from Ione, certain difficulties may be experienced responding to requests, attending meetings, and transporting documents. Therefore, the proposal must include a discussion describing how correspondence, time-sensitive responses and meeting attendance may be handled from the City Engineer's office in an efficient and cost-effective manner. As well, the proposal must include a description of how personnel and documents will be delivered from one office to another. It would be beneficial to

address problems and propose remedies concerning interactions between the City and the City Engineer's office.

It is possible that subconsultants will be employed by the City Engineer to perform certain tasks associated with those listed in the SCOPE OF SERVICE. The proposal should include a listing of special services or specific disciplines that may be performed by subconsultants. The names of possible subconsultants and their qualifications should be included in the proposal.

The proposal must include a discussion of fees associated with providing the services requested. A fee schedule and/or rate sheet for all professional, technical, and clerical personnel must be included along with expenses such as mileage, per diem, document duplication, etc. It may be important to explain fee inclusions and exclusions as needed.

The engineering services provided in response to this RFP shall be performed by experienced professional and technical personnel knowledgeable in the areas listed in the SCOPE OF SERVICES who possess the necessary licenses and/or certificates required by the appropriate licensing authorities of the State of California. Resumes, licenses, and certificates of individuals who will be involved with City Engineering services must be presented in the proposal. The proposal should also include a general description of the firm, number of employees, office locations, services provided, etc. A list of references and other municipalities under contract must also be included in the proposal.

The proposals must acknowledge that the City of Ione maintains the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, time, or work records, employment record, or other records relating to the work and association conducted under this contract. Such material, including all pertinent cost accounting, financial records, and proprietary data, will be kept and maintained by the City Engineer for a period of at least four years after completion of contract.

Plans, specifications, calculations, reports, recommendations, presentations, etc., associated with City of Ione public works and planning activities completed by the City Engineer will become the property of the City of Ione upon final payment for said work. All work shall be furnished to the City in hard copy and electronically upon final payment for the work.

Firms providing services to the City of Ione are required to furnish evidence of insurance coverage as follows:

- Professional Liability (E&O) \$1,000,000 each occurrence
- Comprehensive General Liability \$1,000,000 each occurrence/\$2,000,000 aggregate
- Automobile Liability \$1,000,000 each occurrence/aggregate
- Workers Compensation Statutory minimums

The City of Ione must be named as additionally insured.

The proposals must disclose any litigation involving the firm or any member of the firm which is adverse to the City of Ione or any work that has been performed for clients within the City during the past four years. It may be required for the City Engineer to complete conflict of interest documents as may be required by government code.

PROPOSED SCHEDULE OF EVENTS

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| ▪ <i>Issue Request for Qualifications</i> | <i>October 21, 2009</i> |
| ▪ <i>Statement of Qualifications Due</i> | <i>December 22, 2009</i> |
| ▪ <i>Consultant Selection/Interviews</i> | <i>January 12, 2010</i> |
| ▪ <i>City Council Approve Consultant Selection</i> | <i>February 2, 2010</i> |

COMPENSATION

Service fees will be based on mutually accepted rate and fee structure acceptable to the City and City Engineer. Fees will be negotiated prior to signing a contract. Most on-call services will be paid on a "Time and Expense" basis. Capital project engineering and management and other tasks with a well-defined scope will be paid on a negotiated "Lump Sum" or "Not to Exceed" basis.

SUBMITTAL

The City of Ione will receive sealed proposal submittals until 2:00 p.m. on December 22, 2009, at the Ione City Hall, P.O. Box 398, 1 East Main St, Ione, California, where they will be opened immediately thereafter. Each respondent shall submit seven copies of their proposal and qualifications.

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EVALUATION AND SELECTION

It is the City's intent to enter into an agreement with a single firm to perform all the work described in this RFP. Proposals will be evaluated by a panel of professionals, managers, and technicians appointed by the City Manager. Evaluators will review each submittal independently and rank them in consideration of the following criteria:

- Demonstrated understanding of the requested services
- Ability to perform the services requested
- Experience providing similar services
- Qualifications of the individual appointed as City Engineer and Engineer of Record
- Ability to respond to service requests in a timely manner
- Completeness and responsiveness of the submittal package

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- References
 - Cost

It is the intent of the City to hire the firm that best meets the needs of the community. Though cost to perform will be considered, it is not required for the City to contract with the firm having the lowest rates or fee schedule. The work described in this RFP requires certain expertise and qualification.

Once submittal evaluation has been completed, the highest ranking firms will be invited to interview with the panel where their proposal and qualifications can be discussed further. Final ranking by the evaluation panel will be made upon completion of the interview process. A list of the most qualified firms will be presented to the City Council where staff will recommend entering into negotiation with the highest ranked firm. If negotiations fail to produce an agreement with the highest ranked firm, staff will proceed to negotiate with the next ranked firms in sequence until an agreement can be formed. The successful firm must then present their proposal and qualifications to the City Council when the final recommendation is made. The final decision will be made by the Council.

This RFP does not commit the City to award a contract, to enter into an agreement, or to pay any cost incurred in the preparation of a proposal from any respondent. The City reserves the right, at its sole discretion, to reject any and all responses to this RFP for any reason and to waive irregularities.

If written notification of proposal acceptance is mailed or delivered to a firm within sixty (60) days of December 22, 2009, the firm agrees to execute and deliver a professional service agreement within ten (10) days after the date of notification. The City maintains the right to amend the agreement in concurrence with said firm. The agreement must also include a Hold Harmless clause as follows:

“Engineer shall save, defend, hold harmless, and indemnify the City, its officers, employees, and agents against any and all liabilities, claims, damages, losses, and costs of whatsoever kind arising in whole or in part from the negligent acts, errors, or omissions of the Engineer and its employees, subcontractors, or agents in the performance of services under this Agreement.”

ADDITIONAL INFORMATION

The successful firm will not be allowed to provide services to any private client within the City limits if the private party may have a project or issue subject to review by the City during the period of the contract.

Questions and information requests about this RFP, the services, proposal format, submittal requirements, etc., should be directed to the City Manager, Kim Kerr. Ms. Kerr can be contacted by calling (209) 274-2412 ext. 111. Correspondence should be sent to her at City of Ione, P.O. Box 398, Ione, California 95640 or via electronic mail to ctyadm@ione-ca.com.

Any information submitted in response to the RFP is subject to disclosure under the Public Records Act (Government Code §6250 et seq.).

Respondents are encouraged to visit the City to assess infrastructure conditions and community developments. Ms. Kerr may be contacted to arrange visitations and meet with a firm's representatives as requested.