

**Request for Proposal City of Lakeland, TN
Sanitary Sewer Flow Monitoring
September 19, 2022**

I. Scope of Services

The City of Lakeland intends to perform flow monitoring at four (4) sites on 8” diameter lines within its Sanitary Sewer Collection System to quantify the wastewater flow through Lakeland from City of Bartlett and to City of Memphis. The scope of work includes furnishing and installing 4 flow meters and 1 rain gauge for a 3-year period, with the likelihood that the term would extend beyond that for at least some of the meters. The consultant will perform data processing and analysis producing a monthly report provided to the City on a secured web viewer. A preliminary map of the area is attached. Selection of precise locations to install flow monitors and rain gauges will be performed with concurrence from the Consultant and Owner upon commencement of the project.

Flow monitors shall be capable of measuring wastewater flow depth and velocity. Flow monitoring equipment shall be suitable for open channel sewer flow monitoring and utilize remote telemetry. Equipment shall record measured flow depth and velocity at a maximum of 15-minute intervals. Equipment shall be ISCO, American Sigma, ADS, Flow AV or approved equivalent. All equipment shall be owned and maintained by the Consultant.

A monthly project report shall be available to the City within 10 days of month end. The following information shall be reported for each of the flow monitoring locations in the report:

- Table representing average daily flow and total flow volume for the month
- Hydrograph(s) of depth, velocity, flow, and rainfall data using hourly averaging of 15-minute measurements.
- Observations from field or during data review
- Report on any lost data or anomalies.

II. Proposal Requirements

The Proposal should demonstrate that the Consultant understands the intent and scope of the project, the character of the deliverables, the services required for their delivery and the specific tasks that must be performed in the course of supplying these services. In order to assist in the evaluation process, please include the following information in the proposal:

1. Experience

Statement of qualifications of the firm and assigned personnel. Include a listing of all recent work (within the past five years), which would indicate experience.

2. Project Approach

Detail the approach to achieving the City's goal of receiving high quality flow monitoring data for modeling, while being efficient with the most competitive cost. Strategic ideas for alternative locations, cost savings, better data, etc. will be considered.

3. References

At least 3 references should be included for similar type work within the last 2 years. Include the following information at a minimum.

- Name of Project.
- Client.
- Client contact information.
- Scope of work.
- Contract length.
- Contract value.
- Other relevant data that is similar to this proposal

4. Other

Provide sample flow monitoring data or any other relevant information deemed appropriate.

III. Consultant Selection Procedure

An evaluation committee will review and rank each proposal based on the following criteria:

1. Quality of submission
2. Knowledge of technical requirements
3. Responsiveness to project description
5. Specific experience of the proposed staff
6. Overall experience of the firm
7. Performance on similar projects

Selection of the consultants may be based solely on the submittal of the proposal. If the committee wishes to conduct interviews, City staff will contact each firm to set up a date for the interview. The interview process will allow the firms to better educate city staff about their experience and qualifications. Interviews will be limited to 30 minutes. The Consultants deemed most qualified to provide the required services will be selected and the contracts will be presented to the Board of Commissioners for their approval of the contract.

The City of Lakeland reserves the right to seek clarification of any proposal submitted and to select the proposals considered to best promote the public interest of Lakeland.

All proposals become the property of the City of Lakeland upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the Consultant. Lakeland reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the

RFP in part or in its entirety if it is in the best interest of City of Lakeland. This solicitation of proposals in no way obligates Lakeland to award a contract.

The City of Lakeland will not discriminate against any individual for any reason and will provide services to all citizens and contractors, both potential and current, in a nondiscriminatory fashion. It is the intent of the city to fully comply with the provision of Title VI and Title VII of the Civil Rights Act of 1964. The City is committed to a moral, ethical, and legal responsibility to ensure equitable employment practices and the delivery of city services regardless of an individual's race, color, religion, national origin, age, disability, gender or political affiliation. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements.

IV. Insurance Requirements

The Consultant will be required to purchase and maintain during the life of the contract Comprehensive General Liability insurance and Professional Liability insurance to protect the Consultant and Owner against liability from damages because of injuries, including death suffered by persons, including employees of the Owner, and liability from damages to property arising from and growing out of the Consultant's negligent operations in connection with the performance of the contract.

LIMITS

A. Worker's Compensation Statutory

B. Comprehensive General Liability \$500,000 per occurrence

Premises/Operations

Products/Completed Operations

Contractual Liability

C. Professional Liability/Errors and \$500,000(optional Omissions requirement depending on service. Contact City of Lakeland Risk Management Office

Consultant shall provide Owner with certificates evidencing such insurance as outlined above prior to beginning any work under this agreement. Such certificates shall provide the thirty (30) days advance written notice to Owner of cancellation, material change, reduction of coverage, or non-renewal, and shall list the City of Lakeland as an additional insured.

In addition, Consultant shall provide Owner with copies of insurance policies and/or policy endorsements listing the City of Lakeland as an additional insured. City's failure to request or

review such insurance certificates or policies shall not affect City's rights or Consultant's obligations hereunder.

Consultant agrees to forever indemnify the City and hold it harmless from all liability for damage to property, injury to or death to persons, including all costs, expenses, and attorney's fees incurred related thereto, arising from negligence of the Consultant.

VI. Proposal Submittal

All consultants who wish to be considered for on-call professional services shall submit a proposal by Monday, September 19, 2022, at 2:00pm to:

Lakeland City Hall
Engineering Department
10001 U.S. Highway 70
Lakeland, TN 38002

Proposals shall be presented in a sealed envelope and clearly marked "Proposal for Wastewater Flow Meter Services". Include five (5) copies of the proposal.

If any of the above requirements are not met, the proposal may not be considered. Proposals received after the deadline will not be accepted. Faxed or emailed proposals will not be accepted.

Questions regarding the RFP should be directed to:

Kieraa Belcher, Staff Engineer
(901) 867-5401
kbelcher@lakelandtn.org