

# Spanish Fork City

- Request for Proposals:** Inspection and Testing Services RFP
- Date:** December 13, 2004
- Reply to:** Richard Heap, P.E.  
Public Works Director/City Engineer  
40 South Main Street  
Spanish Fork, UT 84660
- Information Meeting:** Tuesday, December 21, 2004 at 2:00 PM, MST  
City Office, 40 South Main Street, Spanish Fork
- Proposal Deadline:** Wednesday, January 5, 2005 at 2:00 PM, MST
- Duration of Contract:** Maximum of 3 Years

Only professional civil engineering firms or certified labs may submit proposals for one or both schedules. It is strongly recommended that all interested parties attend the information meeting described above. Please submit questions for discussion at the information meeting to Chris Thompson at [cthompson@spanishfork.org](mailto:cthompson@spanishfork.org) or at (801) 798-5000 extension 41 by Monday, December 20<sup>th</sup>. The most current RFP must be included at the beginning of each proposal.

A few proposals will be selected based on cost, quality and experience. Those who have submitted these proposals will be interviewed for final selection. The engineering firm(s) or lab selected will be expected to begin work by March 1, 2005.

## SCHEDULE 1, INSPECTION

1.01 General. Spanish Fork City will contract with a professional engineering firm to provide inspection and quality assurance services. Generally work will be related to subdivision construction and will occur during the construction season. Typically 2 to 5 subdivisions will be assigned to the firm depending on the work load of the city. Inspectors will be required to enforce the current city standards. A draft version of these standards will be available with this RFP. The subdivision work is coordinated in a weekly meeting with the developer, contractor, engineering firm and the city.

Please provide a written proposal for Schedule 1 of not more than 10 pages in length (excluding covers, introductory letters, and resumes in an attached appendix) on 8-1/2 x 11 sheets with text no smaller than 10 pt. font. Proposals should outline the proposed project team, management structure, equipment to be applied to the project, and the management philosophy for subdivision construction.

1.02 Compensation. Payments for inspection work will be made monthly on the 10<sup>th</sup> of each month. Payments will be for all approved invoices submitted by the 25<sup>th</sup> of the previous month. Invoices shall be submitted within 31 days of the date of service. The following is a history of city expenditures for inspection work by year:

HISTORY OF CITY EXPENDITURES FOR INSPECTION WORK

Calendar Year	Total Expenditure
2003	\$71,000
2002	\$207,000
2001	\$94,000
2000	\$50,000

It is anticipated that about 20% of expenditures will be for project engineer work and 80% for inspector work. Please note that the construction of a citywide pressurized irrigation system in 2002 resulted in an increased need for outside services. There is, however, expected to be a lot of subdivision work in 2005 as several subdivisions have completed the review process in 2004.

1.03 Conflict of Interest. Professional engineering services and inspections may not be performed for the city when there is a conflict of interest. Conflicts of interest include but are not limited to:

1. Inspecting work performed by a contractor or developer which is currently employing the inspection company.
2. Inspecting work performed for a contractor or developer directly related to the inspector or one who supervises the inspector.
3. Any situation that does not comply with the states Anti-Nepotism Clause as stated in Utah Code §52-3-1, as amended.

Proposals should include a list of contractors and developers currently employing your firm that are known to be involved in subdivision work in Spanish Fork City. Include contractors and developers that are employing your firm for projects outside Spanish Fork City. Once an engineering firm is selected that firm shall report any future conflicts of interest it finds to exist or expects will exist. These reports shall be made in writing within 5 business days of their discoveries.

1.04 Inspector Training. Inspectors must have experience and training related the APWA Utah Chapter's Manual of Standard Specifications, 2002 Edition. Inspectors must also have experience and training in Trimble Survey Grade GPS equipment compatible with City surveying processes. The selected firm must provide GPS equipment necessary to survey as-built compatible with the cities' mapping system. Contact Travis Anderson at (801) 921-9886 to verify compatibility of survey equipment.

Proposals should include a resume of each inspector or engineer that will or may be assigned to work in the city. Include the following information in each resume:

1. Training
2. Education
3. Equivalent Experience (See Section 1.05)
4. Previous Employers
5. Certifications and Licenses
6. Specific Experience with GPS
7. Specific Experience with APWA Specifications

Indicate in proposal which inspector and project engineer will primarily be assigned to the city.

1.05 Billing Rate Schedule. Requests for proposals shall include the following:

#### BILLING RATE SCHEDULE

Employee	Trip Charge	Hourly Billing Rate
Inspector: 2 to 4 years experience	\$28 / \$14	
Inspector: 4 to 6 years experience	\$30 / \$15	
Inspector: 6 to 8 years experience	\$32 / \$16	
Inspector: 10 to 15 years experience	\$34 / \$17	
Inspector: 15 to 20 years experience	\$36 / \$18	
Inspector: 20 + years experience	\$38 / \$19	
Project Engineer	\$40 / \$20	

Inspectors may apply half of any construction experience provided construction work includes a wide variety of mainline work on sewer, water and storm drain systems, concrete work and road construction. At least one year of experience must be as a public works inspector working with a professional engineer. Only professional engineers licensed in the state of Utah may be project engineers assigned to a project in the city. Supportive engineering or drafting will be provided by the city.

All travel time, secretarial, administrative, vehicle, equipment or any other overhead costs shall be included in the hourly billing rate of the inspectors or engineers. For work that requires travel to the city the engineering firm may only bill for actual time spent in the city limits although trip charges may apply.

Trip charges shall be billed on 2 tier levels at the predetermined rates listed in the above table. When a trip involves only one development the higher tier trip charge shall be applied. For trips that involve more than one development the lower tier trip charge shall be charged to each development. A development may not be billed for more than one trip charge in a given day. All morning inspections shall be included in a single trip. All afternoon inspections shall be included in a single trip.

All inspections shall be scheduled one business day in advance. Cancellations shall be allowed up to 2 hours before the scheduled inspection. If a scheduled inspection is not cancelled and the contractor is not ready for the inspection then an additional trip charge may be applied.

## SCHEDULE 2, TESTING

2.01 General. Spanish Fork will contract with an ASTM certified testing lab to perform testing and quality assurance services. Services will be required for construction work related to development and city projects. Testing will primarily be needed during the construction season. Lab will be required to enforce the current city standards. A draft version of these standards will be available with this RFP.

Development work is coordinated in a weekly meeting with the developer, contractor, field technician supervisor and the city. The project engineer, whether it be the City or a private engineering firm is responsible for the overall quality assurance. Any indications that work is not being constructed to city standards shall be made known to the project engineer immediately.

Provide a written proposal for Schedule 2 of not more than 10 pages in length (excluding covers, introductory letters, and resumes in an attached appendix) on 8-1/2 x 11 sheets with text no smaller than 10 pt. font. Proposals should outline the proposed project team, management structure, equipment to be applied to the project, and the management philosophy for subdivision construction.

2.02 Compensation. Payments for inspection work will be made monthly on the 10<sup>th</sup> of each month. Payment will be made for all inspection invoices submitted by the 25<sup>th</sup> of the previous month. Invoices shall be submitted within 31 days of the date of service.

The following is a history of city expenditures for inspection work by year:

### HISTORY OF CITY EXPENDITURES FOR INSPECTION WORK

Calendar Year	Total Expenditure
2003	\$172,000
2002	\$311,000
2001	\$97,000
2000	\$119,000

It is anticipated that about 10% of expenditures will be for geotechnical engineer work, 15% for tests and 75% for technician work. Please note that the construction of a citywide pressurized irrigation system in 2002 resulted in an increased need for outside services. There is, however, expected to be a lot of development in 2005 as several subdivisions have completed the review process in 2004.

2.03 Conflict of Interest. Testing may not be performed when there is a conflict of interest. Conflicts of interest include but are not limited to:

1. Testing work performed by a contractor or developer which is currently employing the testing company.
2. Testing work performed by a person directly related to the field technician.

3. Any situation that does not comply with the states Anti-Nepotism Clause as stated in Utah Code §52-3-1, as amended.

Proposals should include a list of contractors and developers currently employing your firm that are known to be involved in subdivision work in Spanish Fork City. Include contractors and developers that are employing your firm for projects outside Spanish Fork City. Once an engineering firm is selected that firm shall report any future conflicts of interest it finds to exist or expects will exist. These reports shall be made in writing within 5 business days of the discovery of any conflict of interest.

2.04 Billing Rate Schedule. Requests for proposals shall include the following items:

**BILLING RATE SCHEDULE**

Test	Unit	Billing Rate
Proctor Tests (AASHTO T-180)	EACH	
Nuclear Density Tests	N/A	N/A *
Set of Concrete Cylinder Tests (3 Cylinders / Set) also includes Slump & Air Entrainment Tests	EACH	
Sieve Analysis	EACH	
California Bearing Analysis (CBR)	EACH	
Concrete Core and Compressive Strength Tests	EACH	
Asphalt Core and Density Tests	EACH	
Field Marshall Tests	EACH	

Employee	Trip Charge	Hourly Billing Rate
Geotechnical Engineer	\$50 / \$25	
Lab Technician	N/A	
Field Technician Supervisor	\$34 / \$17	
Field Technician	\$24 / \$12	

\*Nuclear Density Tests will be billed as part of the field technician time.

Only professional engineers licensed in the state of Utah may be geotechnical engineers assigned to city work. Any other supportive engineering or drafting will be provided by the city.

All travel time, secretarial, administrative, vehicle, equipment or any other overhead costs shall be included in the hourly billing rate of the technicians or engineers. For work that requires travel to the city the lab may only bill for actual time spent in the city limits although trip charges may apply.

Trip charges shall be billed on 2 tier levels at the predetermined rates listed in the above table. When a trip involves only one development the higher tier trip charge shall be applied. For trips that involve more than one development the lower tier trip charge shall be charged to each

development. A development may not be billed for more than one trip charge in a given day. All morning inspections shall be included in a single trip. All afternoon inspections shall be included in a single trip.

All inspections shall be scheduled one business day in advance. Cancellations shall be allowed up to 2 hours before the scheduled inspection. If a scheduled inspection is not cancelled and the contractor is not ready for the inspection then an additional trip charge may be applied.