



Request for Proposals  
**Sanitary Sewer System Condition Assessment  
(PILOT PROJECT)**

Utilizing CCTV equipment, equipment use training,  
NASSCO PACP defect coding, and infrastructure program  
management software

January 22, 2014

## **A. INTRODUCTION**

### **1) Purpose**

The City of Concord (City) is requesting proposals from firms to provide sanitary sewer condition assessment utilizing closed circuit television (CCTV) equipment, equipment use training, pipe condition coding using NASSCO's PACP defect coding system, and a system of record, infrastructure program management software to support the City's infrastructure inspection, work management, and asset management objectives. The City is looking for a solution to assist in creating an efficient management of their condition assessment program. The application must interface with the other City software programs including GIS, customer information systems, enterprise databases and related management applications.

This is a pilot condition assessment project of small diameter sewer pipe systems that are owned, operated, and maintained by the City. CCTV equipment shall be capable of operating in pipelines that are at least 8-inches in diameter using one operator for deployment and without operator monitoring. Multiple pipeline segment inspections shall be capable through the use of more than one platform. The effectiveness of the CCTV equipment will be evaluated based on the technology's ability to record video data of the internal structural pipeline conditions, survey length in a given time period with using one operator, and the firm's ability to code pipe defects. The relative condition of each pipeline reach will allow the City to determine the priority of planning studies, rehabilitation and/or replacement projects, and cleaning projects through the supplied system of record.

Interested firms are invited to submit their proposals in accordance with the requirements of this RFP. All proposals shall be submitted in accordance with the format and information listed in Section D. PROPOSAL SUBMITTAL REQUIREMENTS of this RFP.

### **2) Deadline**

Proposals are to be received by **2:00 PM EST on February 5, 2014** as described in Section D of this RFP.

### **3) Background**

In order to continue uninterrupted wastewater conveyance service to the businesses and citizens of Concord, protect the public health and safety, protect the environment and meet all federal, state, and local regulatory requirements and permits, there is an on-going need to inspect, assess the condition, maintain, plan and upgrade the various components of the City's wastewater facilities.

To avoid jeopardizing public health and safety, minimize adverse impacts on the environment and to comply with the regulations affecting the operation of the collection

system, the City must understand the systems current physical condition of the infrastructure prior to making important decisions that make financial sense.

The majority of the above ground infrastructure can be visually observed or tested to ensure its functionality, whereas underground infrastructure poses a significant challenge with access to physically observe the condition. (The City is seeking training and equipment capable of providing a visual of the interior condition of City's small diameter wastewater infrastructure.)

## **B. SELECTION PROCESS**

### **1) Selection Process**

After the submittal deadline has passed, a selection committee comprised of City Water Resources Department staff will review each proposal received and rank the proposals in accordance with specific evaluation criteria, which includes: expertise, knowledge, and experience of firm in subject matter; appropriate resources available to conduct work; ability to provide NASSCO certification for PACP defect coding; proposal quality and completeness; and references. Each evaluation criterion is explained in greater detail in Exhibit A.

A selection of the top-ranked firm may be made based solely on the selection committee's review and ranking of the proposals, without conducting any interviews. The selection committee also may conduct interviews with the three top ranked firms and select the top-ranked firm based on both the proposal rankings and the interview results.

The City will enter into negotiations for a Professional Services Agreement with the top ranked firm. If negotiations are not successful in reaching agreement, the City may enter into negotiations with the next-ranked firm, and so on until an agreement is reached. The City also may separate the services into multiple agreements and enter into agreements with more than one firm if the City determines that it is in the City's best interests to do so.

The City reserves the right to issue additional RFP(s) for the performance of these services during the service period specified below. The City may select qualified firms that submit proposals in response to this RFP, and/or any subsequent RFP, to perform all, some or any of the professional services required by the City. The City also reserves the option to cancel or modify this RFP and the selection process at any time. Additionally, the City reserves the right to select a single, multiple, or no firms based on responses to this RFP.

### **2) Selection Schedule**

The City intends to make a selection within two (2) weeks of submission deadline. If interviews are deemed necessary, selection will be made within two (2) business days

of the final interview. Respondents will be contacted regarding their selection status when a selection has been made by the City.

Scheduled dates are subject to change by City at any time. It is important that the firm selected be able to respond quickly during contract negotiations and initiate work as soon as possible after the agreement(s) has been approved.

## **C. SERVICES REQUESTED**

The services described herein will be performed in the month of March 2014. Services requested are as described below.

### **1) Equipment & Operation Requirements**

- a. Firm shall provide CCTV equipment capable of operating in pipes that are at least 8-inches in diameter.
- b. CCTV equipment, data collection device, and power for operation must be self-contained.
- c. Equipment shall be capable of moving through the pipeline in either direction at a uniform rate to ensure proper documentation of the sewer pipeline's condition but in no case shall the television camera traverse at a speed greater than thirty feet per minute (30 fpm).
- d. Equipment shall be capable of viewing laterals/main pipe and connection or defect to thoroughly evaluate its condition.
- e. Equipment shall be capable of operating in fully submerged conditions.
- f. Equipment shall be capable of measuring survey distances.
- g. Equipment shall be capable of producing a continuously monitored picture with the resolution capability to discern small cracks and other minor/major defects in the sewer pipeline.
- h. Equipment shall be capable of operating in a closed manhole.
- i. Equipment shall be equipped with a non-powered high strength tether for equipment retrieval.
- j. CCTV inspection operation shall not require operator monitoring.
- k. Operation of CCTV equipment shall be capable of being operated by no more than one (1) operator.
- l. Firm shall be capable of providing a minimum of four (4) CCTV units.

### **2) Training & Support Requirements**

- a. Firm shall provide proper training for operation of CCTV equipment provided.
- b. Firm shall replace or repair failed equipment with a 48-hour period from the moment firm is notified of failure.
- c. Firm shall provide software, training, and support for viewing digital inspection video content.

- d. Video viewing software shall be equipped with the ability to virtually pan, zoom, and tilt for closer evaluation of pipe defects.

### **3) Documentation & Reporting Requirements**

- a. Data review with certified coding must be conducted by authorized party utilizing a NASSCO PACP certified individual using NASSCO certified software.
- b. The picture of the television inspection should be clear for the City to assess the condition. The record and the documentation of the CCTV inspection submitted to the City should be correct (e.g., manhole1-to-manhole2 = manhole2-to-manhole3) and complete (visual video documentation shall begin at the upstream (US) manhole and end at the downstream (DS) manhole or vice versa).
- c. All CCTV PACP coded data shall be delivered in;
  - i. Two (2) hard copies with details of defects associated with each pipeline segment. A spreadsheet summary shall be included with details of each pipe segment ID from US to DS manholes, survey length, survey date, pipe material, pipe size, highest structural and O&M condition score captured, and its frequency of occurrence.
  - ii. Digital format on one (1) appropriately sized hard drive with digital content to include but not limited to CCTV videos, pictures, PACP coded defect database and condition rating, and an electronic copy of printed reports. Electronic database shall be compatible with the City's existing computer software (Azteca Cityworks, ArcGIS 10.1, Windows Microsoft Office Suite (Access, Excel, etc.)) and computer hardware.

## **D. PROPOSAL SUBMITTAL REQUIREMENTS**

Firms interested in submitting proposals for this project should respond to this RFP by submitting a written proposal providing all the information requested below. The proposal will be considered complete only if all of the items listed in this section are included in the submittal.

Four (4) copies of the proposal and one (1) thumb drive with electronic copy of entire submittal shall be submitted no later than 2:00 PM EST on February 5, 2014 to:

City of Concord  
Attn: Sid Talbert, Purchasing Department  
850 Warren C. Coleman Blvd  
Concord, NC 28025

RE: Proposal for Sanitary Sewer System Condition Assessment (PILOT PROJECT)

Please provide and present the following information in the order listed, in a clear and concise format:

1. Firm Name.
2. Corporate office and local office address, city, state, zip code, telephone number, fax number and web site address.
3. Firm brief history, background, specialties, ownership.
4. Proposal contact person, address, phone number, and e-mail address.
5. Office location or locations where the work will be accomplished by the proposing firm and subcontractors.
6. Introductory letter describing firm's basic understanding of the services identified. This letter should also contain an expression of the firm's interest in the work, a statement regarding the qualifications of the firm to do the work, and any summary information that may be useful or informative to the City.
7. List of past and ongoing related projects the firm has completed, or begun in the last five years. Include a brief description of deliverables for similar projects.
8. Organizational chart for proposed team, identifying the project manager and task leads. The project manager should be the day-to-day contact for the project and will be expected to communicate with City staff.
9. Describe project team and include specific subject areas that the Project Manager and individual team members would support. Summarize expertise and qualifications of key project team members to provide services described in Section C, above.
10. List the Project Manager and individual project team members' past and ongoing experience with sanitary sewer pipeline inspection using CCTV. Include three (3) client references, addresses and telephone numbers for key team members. Indicate the roles of project team candidates in the projects listed. Briefly discuss how this past experience relates to the tasks included in the proposal and affects your project approach. Discuss applicable experience in the following area:
  - a. NASSCO certification for PACP defect coding. Provide copy of certification for individual(s) performing inspection.
11. Provide work samples demonstrating the experience described in Section C above as an attachment or appendix. Samples may be originals or photocopies.
12. Provide proposed approach to conduct project, scope of work, and key staff assigned.

The Scope of Work should be a specific scope of services for the project. This will serve as the basis for negotiations with the selected firm. The proposed scope of services must maintain consistency with the proposed project approach. The scope presented will be the firm's specific and detailed proposition to achieve all requirements described in Section C of this RFP. Also, please provide a list of deliverables consistent with the proposed project approach and scope of services. Deliverables include work products submitted to the City.

Any recommended work and associated costs out of the project scope described in this RFP should be described in a separate section of the proposal.

- 13.** A project schedule for completion of the project must be submitted with the proposal. All major outputs/deliverables and meetings should be included on the schedule including time for the City's review. The schedule should reflect the scope of services proposed by the firm.
- 14.** Provide an attachment or appendix with resumes including applicable experience for Project Manager and key individuals.
- 15.** Provide information identifying key members of firm/project team who will be assigned to project through completion of the project and their availability. The identification and utilization of specific key personnel through the life of the project are important factors in the City's consideration and selection of firm/project team. Any changes in identified key personnel after the award of the agreement must be approved by the City in writing before the change is made. Include availability of team to begin work as soon as possible after the selected firm receives the notice to proceed.

## **ATTACHMENT 1 – EVALUATION CRITERIA**

### **A. Evaluation Criteria**

The City, in combination with its evaluation team, shall review all of the responsive proposals applying the evaluation criteria as outlined in this paragraph, including but not limited to economic and non-economic criteria.

The following criteria shall be used to evaluate the responsive proposals:

1. Technical Criteria
2. Price Proposal
3. Experience and Qualifications Criteria
4. Management Criteria
5. Respondents Interview – If deemed necessary

### **B. Technical Criteria/Proposal explained**

The Technical Proposal shall include a 2-page or less cover letter, which shall summarize the Respondents project understanding as it relates to the General Scope of Work and Requirements. The Technical Proposal shall provide the name of the contact person, phone number, facsimile number and email address; identify whether the Respondent is a single entity, partnership, corporation or joint venture.

The City seeks to complete this work as quickly as possible with minimal disruption to the community and traffic control through the use of technology. Specific devices that will be used to facilitate these needs should be outlined in the Technical Proposal.

The Technical Proposal shall also include a detailed summary of the technologies that will be used to assess the collection system and the integrated asset management software. Included in the overview of the software will be a functional overview and technical requirements. A detailed summary of all proposal related professional services should also be included in the Technical Proposal

At a minimum the City will consider the following in the evaluation of this determining factor:

- Does the Respondent have a clear understanding of the conditions under which the data will be collected, scope of work and related objectives?
- Is the proposal complete and responsive to the technical requirements of the RFP?
- Are the required data collection features to be provided for all pipe diameters listed?
- Has past performance of the Respondent's proposed methodology been documented?
- What is the Respondent's detailed approach to meet the requirements of the RFP, including the Respondent's ability to collect, process and analyze the sewer

collection system data, as well as provide the required reports and incorporate the data into a hosted asset management software system?

- The Respondent shall identify what data is important and provide an explanation of how the City's GIS database will interface or be used as a platform with the proposed software.
- Is the Respondent using the latest in technology and innovative in its use and deployment?

### **C. Experience and Qualifications Criteria explained**

Proposals shall include a brief description of past turnkey Collection System Condition Assessment and Asset Management Programs completed by the Respondent that are similar in nature as those expected to result from this RFP.

Respondents shall include client reference information including name of contact, company name, title, address, phone number, and email address. At a minimum, at least four (4) of the projects must have been awarded to the Respondent within the past twenty-four (24) months.

The references shall be for projects of comparable size to the proposed Program expected to result from this RFP. Respondents shall include the firm's qualifications, experience and financial capabilities as it relates to the City. Proposals shall also include the names and relevant qualifications of the members of proposed project team.

At a minimum the City will consider the following in the evaluation of this determining factor:

- Is the Respondent experienced in performing similar work and has information been provided that documents the experience and qualifications presented?

### **D. Management Criteria explained**

The Respondent shall clearly demonstrate its plan to manage the project from start to finish. The project management "team" shall be experienced in the scope and nature of similar work. The Respondent shall demonstrate that they have the management capabilities to deliver the City's Program.

At a minimum the City will consider the following in the evaluation of this determining factor:

- Does the Respondent have an experienced project manager and support personnel relative to the scope of work?
- Is the proposed schedule reasonable and meet the requirements of the RFP?
- Does the Respondent have a track record in delivering projects on-schedule, on-budget and complete in accordance with the client's written requirements and has this been documented?

- Does the Respondent have the overall capability to mobilize, undertake and successfully complete the project in a timely manner?
- Is there a project management plan?

#### **E. Price and Financial Criteria explained**

Price Proposals shall be responsive to this RFP and specifically address pricing for all work included in the Respondent's Technical Proposal including but not limited to all labor, materials, trained operating "crew", PACP analyst, administration and management required throughout the project. The price proposal must be submitted as a lump sum amount.

At a minimum the City will consider the following in the evaluation of this determining factor:

- How does the price compare to the other proposals?
- Is the price and its component charges, fees, etc. adequately explained?
- Does the price include quality control and assurance programs?
- Does the price proposal include labor, materials, trained operating "personnel", PACP analyst, licenses, traffic control, training, mobilization, demobilization, administration and management without any work hour restrictions?

#### **F. Respondent's Interview explained**

The City reserves the option/right to conduct an in-person oral interview with one or more of the Respondents prior to award. The interviews will be held to assist in the evaluation of proposals by the City. No points are assigned to the interview. It is available as an option to the City for clarification.