



REQUEST FOR PROPOSALS
TO PROVIDE
PRE-DESIGN AND ALIGNMENT STUDY SERVICES
FOR THE
EL CAMINO REAL PIPELINE REPLACEMENT PROJECT

PROPOSALS DUE:

June 29, 2016, 2:00 P.M.

OLIVENHAIN MUNICIPAL WATER DISTRICT

A handwritten signature in blue ink, reading "George R. Briest", is written over a horizontal line.

George R. Briest, PE

Engineering Manager

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Olivenhain Municipal Water District
El Camino Real Pipeline Replacement Project

Draft Request for Proposals – Pre-Design and Alignment Study

1. INTRODUCTION

The Olivenhain Municipal Water District (District) has a 12- and 16-inch diameter potable water transmission pipeline in El Camino Real that serves many residential and commercial customers and is critically important. The pipeline is both steel and asbestos cement (AC) and the oldest portions were constructed in the early 1960s. In addition, because of road reconstruction projects, portions of the pipeline profile are deep, in excess of 10 feet, making access for maintenance and repair difficult. The District will retain a consultant to complete a pre-design and alignment study to determine the recommended scope and construction cost of a pipeline replacement project in El Camino Real. The project area is from Encinitas Blvd. to Olivenhain Road/ Leucadia Blvd., a distance of approximately 8,000 feet. The northerly 3,300 feet, from Garden View Road to Olivenhain Road/ Leucadia Blvd., may have been replaced within the past 20 years as a part of development projects, and may not need replacement at this time; however, the selected consultant will evaluate the need for replacement as part of this project. The key objectives of the Study include:

- Summarize the existing pipelines including:
 - Date of installation
 - Material
 - Condition
 - Depth
 - Proximity to other utilities
- Recommend the extent, sizing, and scope of the replacement project.
- Determine the preferred horizontal and vertical alignment.
- Coordinate with the City of Encinitas to gather their input and determine their permits and requirements.
- Identify and plan for difficult construction areas and community impacts.
- Strategies for minimizing impacts to customers

Anticipated schedule for all phases of the project from permitting through construction.

2. OLIVENHAIN MUNICIPAL WATER DISTRICT

The District serves approximately 70,500 people through approximately 22,000 potable water connections, (28,000 meters) in a 48 square-mile area that includes portions of the unincorporated County of San Diego, and the Cities of Carlsbad, Encinitas, Solana Beach, San Marcos, and San Diego. The District's mission statement is to serve present and future customers in a service-oriented manner by:

Water – Providing safe, reliable, high-quality drinking water while exceeding all regulatory requirements in a cost-effective and environmentally responsive manner.

Recycled Water/ Wastewater – Providing recycled water and wastewater treatment in the most cost-effective and environmentally responsive method.

Parks – Safely operating the Elfin Forest Recreational Reserve and providing users with a unique recreational, educational, and environmental experience.

Emergency Management – Complying with policies and procedures that adhere to local, state, and federal guidelines for national security and disaster preparedness.

Sustainable Operations – Pursuing alternatives and/or renewable resources with the most sustainable, efficient, and cost-effective approach.

3. BACKGROUND

The District's 2006 Comprehensive Master Plan identified the El Camino Real Pipeline as one that should be replaced after 2015. Based on this master plan, the District budgeted funds in its capital replacement program (CIP) for the project. The budget was recently updated as a part of the 2015 Master Plan. The District now wants to take the first step in planning the replacement by determining the scope and extent of the project, the alignment, and the estimated construction cost.

4. DISTRICT PROJECT MANAGEMENT

The project will be managed by George Briest, the Engineering Manager.

5. SCOPE OF SERVICES

The District envisions the following scope of services:

Kick-Off Meeting and Data Collection

Meet with the District staff to discuss the scope and approach and collect record drawings and other information. Review the El Camino Real corridor in the field. Collect mapping for use in the preliminary plan and profile drawings. Discuss pipeline hydraulics, pressure problems, and the replacement pipeline diameter. If necessary, the District will provide any hydraulic modeling needed through a separate contract.

Meeting with Operations Department

Meet with the Operations Department staff to discuss the pipelines, their maintenance history, and features that should be incorporated in the project.

Utility Research

Collect record drawings for the study area to a level appropriate for advancement to final design. Conduct a detailed utility conflict analysis.

Summary of Pipelines, Scope of Replacement

Prepare a chapter for the pre-design report that summarizes the pipeline diameters, material, condition, service history, depth, proximity to other utilities, and other information pertinent to the replacement project. Recommend the scope and extent of the pipeline replacement project. Submit the draft chapter to the District for review.

Geotechnical Investigation

Recommend a geotechnical investigation to support the pre-design objectives. The District will provide a recent study for the Village Park Recycled Water Project that includes one boring at El Camino Real and Mountain View Avenue.

Alignment Study, Preliminary Plan and Profile

Based on the information collected, select a preferred horizontal and vertical alignment for a pipeline replacement project. Prepare preliminary plan and profile drawings at a scale that is appropriate to illustrate the conditions and to draw conclusions regarding the alignment. Recommend pipe material. The District anticipates that the pipeline pressures will allow the use of the District standard Polyvinyl Chloride (PVC) pipe.

Meet with City of Encinitas

Meet with the City of Encinitas Engineering Services and Planning & Building Departments to present and discuss the project, and collect their input. Discuss other planned or active projects in the area, slurry seal projects and trenching moratoriums, construction constraints, night-work, traffic control requirements, and fire access and safety requirements. Discuss City permitting requirements

including the need for a Coastal Development Permit. Discuss community outreach and noticing.

Difficult Construction Areas

Prepare a chapter for the pre-design report that discusses difficult construction areas and proposed solutions. Provide graphics to illustrate the solutions.

Potholing

Evaluate the need for potholing to support alignment and design decisions and recommend a potholing program for the pre-design and design phases. Include a budget for the pre-design potholing (to be executed if potholing is allowed by the City of Encinitas).

Community Impacts and Traffic Control

Prepare a chapter for the pre-design report discussing impacts to the community from the project and typical traffic control approaches.

Construction Cost Estimate

Prepare an opinion of probable construction cost for the project. The District will provide bid breakdown information from the Village Park Recycled Water Project, currently under construction in the study area; however, the consultant should not rely solely on the Village Park data for this effort. Recommend changes to the CIP budget with justification, if appropriate.

Schedule

Prepare a preliminary permitting, design, and construction schedule.

Draft Pre-Design Report

Prepare a draft pre-design report. Present the findings to the District at a meeting and review the preferred alignment. Collect comments from the District and develop an agreed upon list of changes to produce a final pre-design report.

Final Pre-Design Report

Prepare the final pre-design report.

6. PROPOSED MODIFICATIONS TO THE SCOPE OF SERVICES

The District is interested in the consultant's creative ideas to improve the scope of services and they should be clearly identified in the proposal.

7. AVAILABLE BUDGET

The District does not have an established budget for this pre-design effort. The current CIP budget is \$4,300,000 and includes this study, design, construction, District staff and consultant time.

8. DISTRICT FURNISHED SERVICES

As a part of this RFP, the District will provide record drawings for the pipelines through a drop box service.

The following information and services will be made available to the consultant by the District:

Arrange for meetings with its staff to gather information.

Furnish copies of record drawings, project reports and related materials. Any original materials provided by the District or developed by the Consultant during the duration of the project shall be returned to the District upon the completion of services.

Answer questions regarding the Project at any time during all phases of the work.

9. SPECIAL CONSIDERATIONS

None.

10. PROPOSAL REQUIREMENTS

Written proposals are to include at a minimum a detailed a discussion of the consultant's approach to the project, a breakdown and explanation of project tasks, an estimation of hours for individual tasks and sub-tasks by the consultant and any sub-consultant(s), and documentation of the consultant's and sub-consultant(s) qualifications for the Scope of Work. An estimation of hours with cost are to be provided with the proposal. The cost analysis shall include the identity, classification, and estimated hours for personnel and allowable direct costs.

The Proposal should be concise, well organized, and should demonstrate the responder's qualifications and experience that is related to the project. Responders will be evaluated based on the information submitted according to the following.

Executive Summary

Include a short summary of the entire Proposal describing the highlights of the Proposal.

Identification of Responder

- Legal name and address of company.
- Legal form of company (partnership, corporation, joint venture, etc.). If the company is a joint venture, identify the members of the joint venture and

provide all information required under this section for each member. If company is a wholly owned subsidiary of a "parent company," identify the "parent company."

- Number of years that the company has maintained a local office.
- Number of employees in the office.
- Name, title, address, and telephone number of person to contact concerning the Proposal.
- Name, title, address, and telephone number of person who will sign the agreement if selected for the project.

Experience

Describe the firm's experience in completing similar consulting efforts. List at least three (3) successfully completed similar projects, and include the following information about the client for each project: the client's name, Project Manager/contact person, and phone numbers. Also describe the type of work performed and value of consulting contract. The District will consider consulting projects currently being performed.

Proposed Approach to Accomplish the Work

Describe your approach to the scope of work. Describe any suggested enhancements to the scope and creative ideas for accomplishing the project objectives.

Project Team, Project Organization, and Key Personnel

An organization chart and proposed staffing plan, based upon the scope of work, and estimated project schedule, showing personnel by title, position, and name. Staff shown in the proposal will be assumed to be available for the duration of the contract.

Describe the specific qualifications and capabilities of the designated project manager and support staff. The proposal should identify all individuals who will perform and oversee work on this project. Indicate the role and responsibilities of the prime consultant and all subconsultants. Key personnel assigned to the project shall not be reassigned without prior approval and the consultant shall request approval of the District before any new personnel are assigned to the project. The District reserves the right to reject or remove personnel performing services in this contract in its sole discretion.

Statement on Conflicts of Interest

The consultant shall submit a statement verifying that personal and organizational conflicts of interest prohibited by law do not exist, in conformance with the District's Standard Agreement for Professional Services (Exhibit "A").

Any documentation required by the District shall be submitted by the consultant and all sub-consultants.

Hours and Cost Proposal

A cost proposal shall be submitted with the Proposal which states a total fee, not-to-exceed upper limit for the work. Payment for services will be time and material based on: (1) actual base hourly labor rates, and (2) direct costs. The only direct costs allowed to the consultant and subconsultants are: mileage at the IRS rate, report printing, blueprinting, and postage. The District will not pay any markup for reproduction costs, subconsultant costs, or other direct costs. Costs for IT, MIS, computer usage, overhead resource charges, and similar related costs should be included in each individual labor rate. Separate charges or multipliers will not be considered by the District.

Provide an estimated cost analysis for the following items:

- Total fee for each task listed in the Scope of Work
- Labor (personnel classifications, estimated hours and hourly rates)
- Direct costs
- Subcontracts

Monthly invoices shall identify each person's actual hours on the project and must include a narrative of the work performed during the previous month. Supporting invoices for direct and subcontracted costs must be included with invoice. Provide an hourly rate schedule for each labor classification for the consultant and each subconsultant. Rate schedules shall specify an effective term and a maximum annual increase for time extending beyond the effective term. The rates may be used as the basis of payment for extra work that is outside the contract scope of services, but which is performed by the consultant after specifically requested in writing by the consultant and authorized in writing by the District.

11. SUBMITTAL REQUIREMENTS

One (1) executed original, clearly marked on the cover, and five (5) additional copies of the Proposal shall be submitted together with the proposal in electronic format (PDF) on disk or flash drive. The proposal shall not exceed twenty five (25) pages in length, excluding front and back cover, dividers, resumes and organizational chart. The proposal shall be signed by an individual or individuals authorized to execute legal documents on behalf of the consultant. Proposals and/or modifications thereto received subsequent to the hour and date specified herein will not be considered. **The Proposal must be received no later than 2:00 p.m. PST, on June 29, 2016** the office of:

OLIVENHAIN MUNICIPAL WATER DISTRICT

ATTN: George Briest, PE
Engineering Manager
1966 Olivenhain Road
Encinitas, CA 92024

12. PRE-SUBMITTAL ACTIVITIES

Questions concerning this Request for Proposals should be directed in writing by email to:

OLIVENHAIN MUNICIPAL WATER DISTRICT
ATTN: George Briest, PE
Engineering Manager
1966 Olivenhain Road
Encinitas, CA 92024
gbriest@olivenhain.com

No pre-proposal meeting is planned to be held on this RFP however individual meetings with consultant teams may be scheduled if time permits with District staff and at the sole discretion of the District.

The District reserves the right to revise the RFP before the date that Proposals are due. Revisions to the RFP will be mailed or emailed to all potential proposers. The District reserves the right to extend the date by which the Proposals are due or to cancel the RFP, in its sole discretion.

13. CONSULTANT NOMINATION AND SELECTION PROCESS

A Consultant Selection Panel (Panel) will be established for this project and will include representatives from the District, and if deemed in the District's best interests, other persons from outside the District qualified to evaluate the proposals. The Panel will evaluate the Proposals based on the information submitted.

The District anticipates selecting a consultant based on the proposals received but reserves the right to interview selected firms. The District will rank the finalists as to qualifications and select the successful consultant.

If necessary, the District will enter into negotiations with the selected firm. The scope of work provided in the proposal will be used as a basis for contract negotiations. Negotiations will cover: scope of work, contract terms and conditions, and price. If the District is unable to reach an acceptable agreement with the selected firm, the District will terminate negotiations with the selected firm and negotiations with the second ranked firm will be initiated.

After negotiating a proposed agreement that is fair and reasonable, the negotiating team will recommend to the General Manager that the District enter into the proposed agreement. The General Manager will make the final recommendation to District's Board of Directors, concerning the proposed agreement. Final authority to approve the agreement rests with the District's Board of Directors. A contract is expected to be presented to the Board of Directors for consideration at their July 20, 2016 meeting.

14. EVALUATION CRITERIA

The Proposals will be evaluated based on the minimum following criteria. Other factors may be taken into account by the District during Proposal review.

14.1 Approach to Work (35%)

- Understanding of project and objectives
- Responsiveness to issues identified in RFP
- Level of detail discussed
- Other issues not addressed in RFP but deemed essential to the effective conduct of the project
- Tasks clearly defined
- Activities well-coordinated
- Flexibility to changes in scope and schedule
- Provisions for technical and quality control

14.2 Project Manager and Team Qualifications (40%)

- Specialized Qualifications of the Project Manager
- Specialized Qualifications of the Team
- Involvement and commitment of key personnel
- Feasibility of proposed schedule and ability to perform within schedule with assigned staff
- Current depth of technical expertise in firm

14.3 Project Experience (25%)

- Experience and Performance on similar projects
- Proven specialization of the firm on similar projects
- Experience with the City of Encinitas

15. SCHEDULE FOR NOMINATION, SELECTION, AND AWARD

The District anticipates that the process for nominating and selecting a consultant, and awarding the contract, will be according to the following tentative schedule:

• Issue RFP	May 23, 2016
• Proposals Due	June 29, 2016
• Notification of Selection	July 5, 2016
• Completion of Contract Negotiations	July 12, 2016
• Board Award	July 20, 2016
• Notice to Proceed	July 21, 2016

16. SPECIAL CONDITIONS

This RFP does not commit the District to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to this RFP, or to procure or contract for work.

All proposals submitted in response to this RFP become the property of the District and are public records, and as such may be subject to public review.

The District reserves the right to cancel, in part or in its entirety, this RFP including, but not limited to selection schedule, submittal date, and submittal requirements. The District reserves the right to reject all proposals and terminate the project. If the District cancels or revises the RFP, rejects all Proposals or terminates the project, all proposers will be notified in writing by the District.

The District reserves the right to request additional information and/or clarifications from any or all proposers to this RFP.

The selected consultant will be required to sign an Agreement for Professional Services (Exhibit A) and to provide the Insurance Certificates and all other required documentation within 10 calendar days of notification of selection.

Proposals are due June 29, 2016 at 2:00 pm.