



REQUEST FOR PROPOSALS
FOR
WASTEWATER MASTER PLAN

DATE ISSUED:

April 11, 2023

PROPOSALS DUE:

May 12, 2023, 2:00 PM

OLIVENHAIN MUNICIPAL WATER DISTRICT

Lindsey Stephenson, PE
Engineering Manager

TABLE OF CONTENTS

SECTION

| | |
|------|---|
| 1.0 | INTRODUCTION |
| 2.0 | OLIVENHAIN MUNICIPAL WATER DISTRICT |
| 3.0 | BACKGROUND AND CIP BUDGET |
| 4.0 | OMWD PROJECT MANAGEMENT |
| 5.0 | SCOPE OF SERVICES |
| 6.0 | PROPOSED MODIFICATIONS TO THE SCOPE OF SERVICES |
| 7.0 | OMWD FURNISHED SERVICES TO SELECTED CONSULTANT |
| 8.0 | SPECIAL CONSIDERATIONS |
| 9.0 | PROPOSAL REQUIREMENTS |
| 10.0 | SUBMITTAL REQUIREMENTS |
| 11.0 | PRE-SUBMITTAL ACTIVITIES |
| 12.0 | CONSULTANT NOMINATION AND SELECTION PROCESS |
| 13.0 | EVALUATION CRITERIA |
| 14.0 | SCHEDULE FOR NOMINATION, SELECTION, AND AWARD |
| 15.0 | SPECIAL CONDITIONS |

REQUEST FOR PROPOSALS FOR
WATSEWATER MASTER PLAN UPDATE

1.0 INTRODUCTION

The Olivenhain Municipal Water District (OMWD) is seeking proposals from qualified engineering consultants to provide a Wastewater Master Plan Update. OMWD operates:

- The Rancho Cielo Collection System
- Del Dios, Midpoint, and Santa Luz Pump Stations and Force Mains
- The 4S Ranch Collection System
- The 4S Ranch Water Reclamation Facility (4S WRF) and Related Facilities

Note that this system primarily serves the master-planned communities of Rancho Cielo and 4S Ranch and is not expected to grow, except for small areas in the City or County of San Diego that may annex. Therefore, this wastewater master plan is focused on operation, maintenance, rehabilitation, and replacement. In general, an increase in facility capacity is not anticipated. The OMWD Recycled Water Master Plan is a separate project.

The goal of this project is to complete condition assessments of some key sewer pump stations and update the 2015 Capital Improvement Plan for 4S Ranch and Rancho Cielo Wastewater Systems (2015 CIP) and capital projects, estimate their construction costs, prioritize and schedule the projects, and prepare a documentation report. The plan should also include any recommended modified or new maintenance projects, schedules, and costs.

The key objectives of the project include:

1. Understand the facilities, plant processes, collection systems, and previous planning work.
2. Understand the work completed since the 2015 CIP and the work planned for the next 10 years.
3. Complete the condition assessments of the Del Dios, Mid-Point and Neighborhood #3 pump stations.
4. Review the 2015 CIP condition assessments, make field facility reviews, and update the assessments.
5. Prioritize needed improvements and organize them into a series of annual and/or multi-year projects/programs.

6. Review and advise on regular facility maintenance, especially for larger and more unique assets.
7. Evaluate facility, collection system, and plant staffing to properly maintain equipment. Compare staffing with other systems of similar process, size, complexity, and age.
8. Estimate costs for capital and maintenance projects.

This Request for Proposals (RFP) describes the project, the required scope of services, the consultant selection process, and the minimum information that must be included in the proposal. Failure to submit information in accordance with the RFP requirements and procedures may be cause for disqualification. OMWD reserves the right to waive minor proposal deviations or omissions at its sole discretion.

2.0 OLIVENHAIN MUNICIPAL WATER DISTRICT

OMWD serves approximately 87,000 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. OMWD also provides wastewater services. The collection system assets in both the 4S Ranch and Rancho Cielo service areas include: approximately 347,000 linear feet (66 miles) of gravity mains, 1,215 manholes, 14 sewer pump stations in the collection system, ranging in size from 60 gpm to 1,700 gpm, and approximately 62,600 linear feet (12 miles) of force mains. The 4S Ranch Water Reclamation Facility treats the wastewater and produces up to 2 million gallons per day of recycled water.

OMWD'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.

3.0 BACKGROUND AND CIP BUDGET

Background Documents (all hyperlinked)

1. Final Capital Improvement Plan for 4S Ranch and Rancho Cielo Wastewater Systems, September 2015.
2. Record drawings for Del Dios Sewer Pump Station
3. Record drawings for Mid-Point Sewer Pump Station
4. Record drawings for Neighborhood #3 Sewer Pump Station

Projects Completed Since 2015

1. UV Disinfection System Replacement.
2. 4S WRF Clarifier Drive Replacement.
3. Tertiary Filter Rehabilitation.
4. Biological Process Optimization
5. Solids Process Improvements and Belt Press Rehabilitation

Capital Improvement Program

Planning and design for this wastewater master plan project was included in OMWD's 10-year Capital Improvement Program, within its fiscal year (FY) 20 2023 and 2024. \$110,000 is budgeted for this master plan and \$169,000 is budgeted for assessment of sewer pump stations, for a total of \$279,000, including consultant and staff time. Other Wastewater projects planned for the next five years are listed below, as well as the projects planned for the five years following that:

Wastewater Capital Project Budgeting by Fiscal Year (FY23-FY27, \$millions)

| Project | 2023 | 2024 | 2025 | 2026 | 2027 |
|--|--------------|--------------|--------------|-------|--------------|
| Rehab Neighborhood 1 SPS** | 6.592 | | | | |
| Headworks Screening System Imp* | 0.116 | 0.039 | 2.754 | | |
| Replace Overflow Pond Strainer* | 0.025 | 0.206 | | | |
| PLC Improvements* | 0.038 | 0.091 | 0.386 | 0.386 | |
| 4S WRF SCADA Improvements* | 0.064 | | | | |
| Cielo SPS Flow Meters* | 0.193 | | | | |
| Wastewater Master Plan*** | 0.010 | 0.100 | | | |
| 4S WRF Tertiary Filter Condition | | | 0.061 | | |
| EV Charging Station | | | 0.015 | 0.187 | 0.748 |
| Replace Digester Blowers (Plan) | | | | | 0.075 |
| Recurring Replacement Projects | | | | | |
| Replace Pumps/Motors/Equip. | 0.169 | .0175 | 0.182 | 0.190 | 0.197 |
| 4S Ranch Pipe Replacement | 0.138 | | | 0.153 | |
| 4S Ranch System Manhole Lining | 0.017 | 0.018 | 0.018 | 0.019 | 0.020 |
| Collection System SPS Condition Assessment and Rehab*** | 0.169 | | 0.100 | | 0.198 |
| Rancho Cielo Pipe Replacement | 0.173 | | | 0.194 | |
| Rancho Cielo Sys Manhole Lining | 0.048 | 0.050 | 0.052 | 0.054 | 0.057 |
| 4S WRF Physical Security Upgrade | 0.030 | 0.030 | 0.030 | 0.030 | 0.015 |

*Currently under design; Off-Spec/Stormwater Diversion Pipe (slotted for FY 29/30) is also under design due to change in regulatory timeline

**Currently under construction

***In this current RFP

Wastewater Capital Projects Scheduled for Fiscal Years 2028 Through 2032

- Digester Blowers Replacement (Continued)
- Main Electrical Switchgear Replacement
- Stormwater/Off-Specification Diversion Pipeline*
- Emergency Generator Replacement
- Plant B Oxidation Ditch Upgrade
- Site Paving Improvements
- Neighborhood 3 SPS Pump Replacement
- Non-Potable Water Pump Station Rehabilitation
- Headworks Odor Scrubber Replacement

4.0 OMWD PROJECT MANAGEMENT

The project will be managed by Lindsey Stephenson, the Engineering Manager, or another member of the Engineering Department, with substantial involvement from Operations.

5.0 SCOPE OF SERVICES

OMWD envisions the following scope of services but is open to suggestions and modifications to improve the project. The following items should be considered a framework for the scope of services to be used in proposal formation for the project. OMWD understands this RFP may not fully describe the services envisioned. Therefore, OMWD will be relying on the consultant to provide modifications or amplifying information to the scope of services described herein based on their professional expertise in this subject area. The consultant is encouraged to incorporate items deemed necessary to meet the needs of OMWD in completion of the project, including attending the necessary meetings with OMWD to gather information, receive input and approvals, and review preliminary results. Engineering disciplines may include, but are not limited to:

- Civil
- Piping
- Structural
- Mechanical
- Process and Operations
- Electrical, Instrumentation, and Control
- Corrosion Assessment and Protection
- Heating, Ventilation, Air Conditioning (HVAC)

Task 1 – PROJECT MANAGEMENT

Task 1.1 – Project Management

Provide project management throughout the master plan. This task addresses the management responsibilities associated with proper scheduling review, budget control, invoice preparation and coordination with OMWD and Consultant’s project team. Provide project management to achieve the project objectives and stay within budget and on schedule. Provide a monthly e-mail project status report. Notify OMWD immediately if any budget or schedule variances are expected. The email should include:

- Work completed over the past reporting period.
- Progress anticipated over the next reporting period.
- Next deliverable due date.
- Information required from OMWD.
- Any issues which would delay delivery of the project on time.
- Invoice should include contract value, billed previously, billed to date, remaining, and percent complete, on a Task and Contract basis.

Task 1.2 – Quality Control/Quality Assurance

Throughout the master plan, prior to submitting any materials to OMWD, provide QA/QC reviews in accordance with the Consultant’s internal processes and procedures. The reviews will provide an independent check of the work. All submittals will indicate the name of the reviewer.

Task 1.3 – Kickoff Meeting

Conduct an in-person kickoff meeting at OMWD HQ or 4S WRF.

Task 2 – PRELIMINARY PHASE

Task 2.1 – Review Previous Planning Work and Meet with OMWD

Review the planning work that has been completed and all other data and information. Carefully review the 2015 CIP.

Meet with OMWD at the 4S WRF to review the facilities and confirm the information and the approach. The Consultant’s recommended approach will consider the previous planning work. Ahead of this meeting, submit the proposed schedule and a draft Table of Contents for the new master plan, including proposed appendices. Recommend the

outline for report and whether appendices should be incorporated as report sections or as standalone documents and summarized in the report.

Task 2.2 – Record Research

Review record drawing and other research and coordinate with OMWD staff for any additional site reviews. Review of asset database and work orders. Make recommendation on any updates to 2015 Appendix A.

Task 2.3 – Onsite Review of System Facilities

Meet with OMWD staff and discuss facilities, including all sewer pump stations, that should be reviewed in the field. Discuss the purpose and scope of the field review for condition assessment. The purpose of this task is to review the facilities in-person, ask questions, discuss operations, become familiar with all processes and equipment, and assess the condition and need/schedule for improvements. Make a field review of all facilities.

Task 2.4 – Complete Condition Assessment of Key Sewer Pump Stations

Complete condition assessments at Del Dios, Mid-Point, and Neighborhood #3 sewer pump stations. Other larger pump stations have been rehabilitated in recent years, so condition assessments will only be completed on these three pump stations. This should include review of the mechanical, HVAC, electrical, operational deficiencies, by-pass capabilities and any other items that OMWD staff may present during the initial discussions before the site visits and condition assessments. Update the assessments in the 2015 CIP Appendix 2B, submit a draft for review, present to OMWD at a meeting, and incorporate feedback into final version

Task 2.5 - Rancho Cielo Sewer Collection System

Meet with OMWD staff and discuss infiltration and inflow (I&I), and hydrogen sulfide issues for this collection system. Use this information to recommend future studies or capital projects. OMWD has recurring efforts to complete manhole and pipeline lining. Develop prioritized list of any known manhole lining or pipe lining for OMWD staff to complete.

Task 2.6 – Rancho Cielo and 4S Ranch Sewer Collection Systems Hydraulics

Review information that OMWD has available from collection system modeling. Discuss with staff any known problems. Use this information to recommend future studies or capital projects. OMWD has recurring efforts to complete manhole and pipeline lining.

Develop prioritized list of any known manhole lining or pipe lining that OMWD staff should complete.

Task 2.7 – 4S Ranch Water Reclamation Facility (WRF)

The 4S WRF is made up of Plant A and Plant B, as well as storage pond. Plant A was the original WRF and Plant B was added during an expansion. Plant B has adequate capacity to treat the influent. A project is underway to use Plant A for off-specification tertiary effluent diversion, as well as high storm water diversion.

- Review the facilities and recommend the best use of Plant A and the operational plan.
- Review and update the 4S WRF Process Evaluation in the 2015 CIP Appendix E. Submit draft and final versions.
- Review and update the 2015 CIP Appendix H, Failure Modes and Consequence Analysis. Submit draft and final versions.
- Review the electrical system capacity and distribution and make recommendations for upgrades, if needed.
- Currently, biosolids from the 4S WRF are trucked to Yuma, Arizona for disposal. Review biosolids disposal alternatives and recommend an approach.

Present the recommendations from this subtask at a meeting with OMWD and incorporate feedback.

Task 3 – ENVIRONMENTAL DOCUMENTATION AND PUBLIC OUTREACH SUPPORT

OMWD does not anticipate City of San Diego, County of San Diego, or State of California permits or approvals for this master plan. If required, OMWD will prepare a California Environmental Quality Act (CEQA) Categorical Exemption and file a Notice of Exemption. There will be no public outreach program.

Task 4 – CAPITAL AND MAINTENANCE PROJECTS, COSTS, SCHEDULE, AND REPORT

Task 4.1 – Capital and Maintenance Projects

Based on the 2015 CIP, meetings with OMWD staff, and the field reviews, compile and comprehensive list of possible projects. Meet with OMWD to present and review the list. The focus of the consultant’s work should be on capital projects. However, OMWD would appreciate any ideas the consultant has relative to modified, or new recurring maintenance projects, especially on larger and more unique assets.

Task 4.2 – Prioritize the CIP Projects

Prioritize the CIP projects based on facility condition, risks, regulatory requirements, input from OMWD staff, and other factors. Prepare a 10-year schedule for the priorities. Meet with OMWD to present and review..

Task 4.3 – Cost Estimate and Schedule

Prepare an opinion of probable construction cost for the CIP projects broken down by the major items of work. The costs should be inflated to the expected midpoint of the work. Include allowances for engineering, construction management, engineering during construction, and OMWD administration. Recommend and include a contingency. Provide a recommendation regarding pandemic and supply chain issues and their effect on future construction costs. Prepare a schedule for the recommended work to complement OMWD’s 10-year CIP. Recommend schedule adjustments so that total annual CIP costs are similar, if possible. OMWD recognizes that certain large projects may cause spikes in CIP costs. Conduct workshop to present and review the proposed draft CIP with OMWD staff. OMWD desires to have this in early Calendar Year 2024 to aid in budgeting for the next fiscal year.

Task 4.4 – Update 2015 CIP Descriptions and Prepare New CIP Descriptions

Update the 2015 CIP descriptions and prepare descriptions for any new projects.

Task 4.5 – Staffing Analysis

After becoming familiar with the wastewater systems, compare staffing with other wastewater treatment plants and collection systems of similar process, size, complexity, and age. Prepare a summary and provide recommendations for changes to staffing, if any, to operate and maintain the facilities and complete CIP for the systems including number of staff, or range in the number of staff, by certification/classification and recommendations for additional. Meet with OMWD to present recommendations and incorporate feedback.

Task 4.6 – Prepare Draft Wastewater Master Plan Report

Prepare a draft master plan report summarizing all aspects of the work and incorporating the final versions appendices Submit five (5) hard copies with tabs and one (1) electronic copy, smart pdf. Hold workshop to present the results to OMWD staff in PowerPoint format at a workshop and develop consensus on changes to the draft report, to prepare the final report.

Task 4.7 – Prepare Final Wastewater Master Plan Report

Prepare the final master plan report. Submit five (5) hard copies with tabs and one (1) electronic copy, smart pdf, as well as native files.

Task 4.8 – Presentation to Board

Prepare and present or assist in the presentation of the results of the updated plan to the OMWD Board. Assume two presentations, one to the Facilities Committee and a second to the full Board meeting.

Task 4.8 – Final Deliverables Review Meeting and Updates

Attend a meeting with staff to debrief from the Board meeting and address any final comments that OMWD staff or Board may have. Make final changes to deliverables. Submit five (5) hard copies with tabs and one (1) electronic copy, smart pdf, and native files.

6.0 PROPOSED MODIFICATIONS TO THE SCOPE OF SERVICES

OMWD is interested in the consultant’s creative ideas to improve the scope of services and they should be clearly identified in the proposal. Provide fees for the tasks and identify as optional tasks.

7.0 OMWD FURNISHED SERVICES TO SELECTED CONSULTANT

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

Arrange for meetings with its engineering and operations staff to gather information and review approaches, planning, and costs.

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

Provide staff where possible to support the facility visits.

8.0 SPECIAL CONSIDERATIONS

None.

9.0 PROPOSAL REQUIREMENTS

Written letter proposals are to include at a minimum a detailed a discussion of the consultant's approach to the project including 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 costs 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 letter 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.

Experience

Describe the firm's experience in completing similar consulting efforts. List at least two (2) 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. OMWD will consider consulting projects currently being performed.

Proposed Approach to Accomplish the Work

Describe your approach to the scope of work. Identify project constraints. Describe any suggested enhancements to the scope and creative ideas for accomplishing the project objectives. Provide a schedule for completing the inspection and assessment work, considering your staff and current workload.

Project Team, Project Organization, and Key Personnel

Provide 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.

Summarize 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 sub-consultants. Key personnel assigned to the project shall not be reassigned without prior approval and the consultant shall request approval of OMWD before any new personnel are assigned to the project. OMWD reserves the right to reject or remove personnel performing services in this contract in its sole discretion.

Statement on Conflicts of Interest and Comments on OMWD Standard PSA

The consultant shall submit a statement verifying that personal and organizational conflicts of interest prohibited by law do not exist, in conformance with OMWD's Standard Agreement for Professional Services (Exhibit "A"). Any documentation required by OMWD shall be submitted by the consultant and all sub-consultants.

The Consultant shall provide as a separate appendix to their Proposal (not part of the maximum 10-page count), any substantive comments related to their ability and willingness to sign OMWD's Standard Agreement for Professional Services. Any significant or substantive comments brought forth by the selected Consultant after the selection process is completed may be cause for rejection.

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 professional services will be time and material based on: (1) actual base hourly labor rates, and (2) direct costs. The only direct costs allowed to be billed by the consultant and sub-consultants are: mileage at the IRS rate, report printing, blueprinting, and postage. OMWD will not pay any markup for reproduction costs, sub-consultant 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 OMWD.

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 sub-consultant. 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 OMWD.

10.0 SUBMITTAL REQUIREMENTS

Submit to OMWD, one (1) executed document, in an electronic format (smart PDF) with navigable bookmarks via email to prebid@olivenhain.com.

The Proposal shall not exceed ten (10) one-sided pages (8-1/2" x 11") in length, excluding front and back cover, dividers, resumes and organizational chart, and appendices. Resumes should be no longer than two pages.

The Proposals must be received no later than 2:00 PM PST, on May 12, 2023 to:

prebid@olivenhain.com
OLIVENHAIN MUNICIPAL WATER DISTRICT
ATTN: Diana Spencer
Engineering Department Assistant

Failure to comply with the requirements of this RFP may result in disqualification. Proposals and/or modifications thereto received subsequent to the hour and date specified herein will not be considered.

11.0 PRE-SUBMITTAL ACTIVITIES

Questions concerning this RFP should be directed in writing by email to prebid@olivenhain.com. The header of the email should clearly state the reference project. The last day for questions is 5:00 PM, May 4, 2023.

There is no pre-proposal meeting for this project.

Consultants may request a 30-minute "technical meeting" via Zoom or Teams. Meetings may be scheduled with Diana Spencer, dspencer@olivenhain.com, by April 21 2023. The meetings are intended to answer technical questions and discuss ideas, which will be kept confidential. Do not discuss team qualifications at the meetings. Prior to the meetings, the interested consultant teams should have thoroughly reviewed the background documents. The proposed consultant project manager and project engineer should attend the meeting at a minimum.

OMWD reserves the right to revise the RFP before the date that Proposals are due. Revisions to the RFP will be posted to the OMWD website. OMWD reserves the right to extend the date by which the Proposals are due.

12.0 CONSULTANT NOMINATION AND SELECTION PROCESS

A Consultant Selection Panel (Panel) will be established for this project and will include representatives from OMWD, and if deemed in OMWD's best interests, other persons from outside OMWD, qualified to evaluate the proposals. The Panel will evaluate the Proposals based on the information submitted. OMWD anticipates selecting a consultant based on the proposals received but reserves the right to interview selected firms if needed. OMWD will rank the finalists as to qualifications and select the successful consultant.

If necessary, OMWD 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 OMWD is unable to reach an acceptable agreement with the selected firm, OMWD 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 OMWD enter into the proposed agreement. The General Manager will make the final recommendation to the OMWD Board of Directors, if necessary, concerning the proposed agreement at their next regularly scheduled Board meeting.

13.0 EVALUATION CRITERIA

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

13.1 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

13.2 Project Manager and Team Qualifications (40%)

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

13.3 Project Experience (25%)

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

14.0 SCHEDULE FOR NOMINATION, SELECTION, AWARD, AND SUBMITTALS

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

- RFP Issued April 11, 2023
- Deadline to Request Technical Meetings April 21, 2023
- Deadline for Questions May 4, 2023 at 5:00 pm
- Proposals Due May 12, 2023 at 2:00 pm
- Interviews, if needed Week of June 5, 2023
- Anticipated Notification of Selection Mid-June, 2023
- Anticipated Negotiations June/July 2023
- Anticipated Board Meeting, if necessary July/August 2023
- Anticipated Notice to Proceed August/September, 2023
- Anticipated Submittal of Project Schedule 1 Month after NTP
- Anticipated Workshop for Task 4.3 to review draft prioritization, cost estimate, and 10-year January/February 2024
- Anticipated Submittal of Draft MP Report 6 weeks following 4.3 workshop

15.0 SPECIAL CONDITIONS

This RFP does not commit OMWD 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 OMWD and are public records, and as such may be subject to public review.

OMWD 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. OMWD reserves the right to reject all proposals and terminate the project. If OMWD cancels or revises the RFP, rejects all Proposals or terminates the project, all proposers will be notified in writing by OMWD.

OMWD 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.

April 2023

Proposals are due May 12, 2023 at 2:00 PM.

Attachments:

Exhibit A – PSA template;

Background Documents are hyperlinked separately