



REQUEST FOR PROPOSALS

FOR

PRELIMINARY AND FINAL DESIGN OF THE GATY II, BERK, GANO, AND SANTA FE
VALLEY RESERVOIR SAFETY IMPROVEMENTS

OMWD CIP D12030

ISSUED JANUARY 11, 2023

PROPOSALS DUE:

FEBRUARY 10, 2023, 2:00 P.M.

OLIVENHAIN MUNICIPAL WATER DISTRICT

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REQUEST FOR PROPOSALS FOR

PRELIMINARY AND FINAL DESIGN FOR THE GATY II, BERK, AND GANO RESERVOIR SAFETY IMPROVEMENTS

1.0 INTRODUCTION

The Olivenhain Municipal Water District (OMWD) is seeking proposals from qualified engineering consultants to provide planning, preliminary design, final design, plans, specifications, contract documents, and construction cost estimates for the Gaty II, Berk, Gano, and Santa Fe Valley Reservoir Safety Improvements. Reservoir details are listed on the following page. Recommended improvements are described in the following reports:

1. Structural Condition Assessment Report, Gaty II Reservoir, January 2021, by Richard Brady & Associates, Inc.
2. 2.5 MG Berk Reservoir Evaluation, Peterson Structural Engineers, October 28, 2022.
3. 6.5 MG Gano Reservoir Evaluation, Peterson Structural Engineers, October 28, 2022.
4. 3.0 MG Santa Fe Valley Recycled Water Reservoir Evaluation, Peterson Structural Engineers, December 23, 2022.

The reports can be found through in the reference documents for this RFP. The recent letter regarding the reservoir from the State of California, Division of Drinking Water (DDW), can be requested by firms at the technical meeting. The scope of this RFP includes:

1. **For Gaty II** - The design of a full circumference handrail, a davit crane system to lower equipment into the reservoir, a handrail to replace a corroded section near an exterior ladder, replacement of the access hatch, safety chains at vaults, and a structural analysis of the reservoir regarding the use of the vent as an overflow, in lieu of an overflow pipe. The davit crane should be removable, that slides into a receiving unit, or similar.
2. **For Berk** – Assess the condition of the roof cable railing system and design improvements, if needed. Design safety chains at vaults.
3. **For Gano** – Assess the condition of the roof cable railing system and design improvements, if needed, and design improvements to the roof cable railing system to meet OSHA requirements. Evaluate the replacement of the floor sealant and make a recommendation. OMWD staff will replace the anodes.

4. **For Santa Fe Valley** – The design of a stairway and landing with a handrail to facilitate the use of the reservoir access hatch. Design of grating over a portion of the access hatch opening. Refer to the report referenced in the report in the previous section of this RFP.

The key objectives of the project include:

1. Review the reports and DDW feedback and meet with OMWD staff to confirm the recommended improvements
2. Prepare a preliminary design of improvements and estimate costs.
3. Upon approval of the preliminary design, prepare final design and contract documents for bidding including plans and specifications for the improvements.
4. Provide support to District staff for the Construction Management efforts.

This Request for Proposals (RFP) describes the project, the required scope of services, the consultant selection process, and the minimum information to 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. It is important to OMWD that the selected consultants have an established local office.

OMWD owns and operates five prestressed concrete water storage tanks as listed in the following table and has recently completed a condition assessment of each to identify any repairs. OMWD is planning and budgeting for improvements at its other concrete tanks in its 10-year capital improvement program. This RFP includes only a portion of the repairs recommended in the referenced assessment reports. OMWD will be prioritizing the repairs, starting with this scope and then progressing to subsequent phases over the next 10 years. With successful performance on identified scope, OMWD may authorize additional design work on the tanks to the selected design consultant.

Name	Capacity (MG)	Date Constructed	Use
Wanket	3.0	1976	Out of Service
Gaty II	12.5	1979	Potable
Santa Fe Valley	3.0	2004	Recycled
Gano	6.5	2006	Potable
Berk	2.5	2008	Potable

2.0 OLIVENHAIN MUNICIPAL WATER DISTRICT

OMWD is a municipal water district organized and operating pursuant to Water Code Sections 71000 et seq. OMWD serves approximately 87,000 people through approximately 22,000 potable water connections, (28,000 meters) in a 48 square-mile area including portions of the unincorporated County of San Diego, and the Cities of Carlsbad, Encinitas, Solana Beach, San Marcos, and San Diego. 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

Planning and design for this project was included in OMWD’s Capital Improvement Program, within its fiscal years 2022 - 2023, and 2023 – 2024 budgets broken down as follows. Additional budget for tank improvements is available in future fiscal years, and the budgets and schedules may be adjusted based on results of preliminary design.

- FY 2023 - \$ 67,000
- FY 2024 - \$523,000
- Total - \$590,000

4.0 OMWD PROJECT MANAGEMENT

The project will be managed by the Engineering Manager, Lindsey Stephenson, or their designated representative.

5.0 SCOPE OF SERVICES

OMWD's stated objective is to receive proposals from qualified consultants who can assist OMWD with the preliminary and final design for the Gaty II, Berk, Gano and Santa Fe Valley Reservoir safety improvements. It is essential the selected consultant have expertise in (1) potable water distribution hydraulics and DDW requirements, (2) prestressed concrete tank design and structural analysis, and (3) state and federal safety regulations. Close coordination with OMWD staff shall be maintained to ensure staff knowledge is captured and integrated, as appropriate.

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 to improve the project. 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.

Task 1 – PRELIMINARY DESIGN

Task 1.1 – Baseline Research

Review the available data and information, perform a site visit, and meet with OMWD to confirm the information and the approach. The information includes but is not limited to record drawings, the reports, and the recent letter from DDW. Review the reports and confirm the recommendations and priorities. Inform OMWD immediately if additional work on the reservoir has a high priority.

Task 1.2 – Prepare Preliminary Design Report

Consultant shall prepare a Preliminary Design Report (PDR) finalizing project design concepts and criteria. The PDR will include recommended improvements and an opinion of probable construction cost. Consultant shall coordinate on any hydraulic analysis to be performed by OMWD. Consultant shall meet with OMWD to present and discuss the draft report, revise the report incorporating OMWD's comments, and prepare the final PDR. The final PDR should include 30 percent complete preliminary drawings and details for the recommended alternative.

The PDR includes but is not limited to:

Task 1.2.a. Gaty II Reservoir Evaluation and Selection of a Full Circumferential Handrail for the Reservoir Roof. Evaluation of a Davit Crane System, Exterior Ladder Handrail Repair, Hatch, and Drainage Improvements.

- Consultant shall evaluate alternative handrails and recommend the preferred system. The handrail must be capable of supporting cellular phone equipment. Note that OMWD does not necessarily want a custom designed handrail but would prefer an industry standard that meet the required regulations.
- Evaluate and recommend a davit crane system capable of lowering equipment into the reservoir.
- Recommend and design the repair of a corroded section of handrail near the exterior ladder.
- Design perimeter fence improvements.
- Design a replacement for the access hatch.
- Design the recommended drainage system and downspout improvements.

Task 1.2.b. Structural Analysis of Using the Gaty II Reservoir Vent as an Overflow

- Prepare a structural analysis of the reservoir and provide a recommendation regarding the concept of using the reservoir vent as an overflow structure, in lieu of a new pipe.

Task 1.2.c Berk Reservoir

- Assess the Condition of the Berk Reservoir Cable Railing System and Design Improvements, if needed.

Task 1.2.d Gano Reservoir

- Design the Replacement of Pipe Anodes
- Assess the Condition of the Reservoir Cable Railing System and Design Improvements, if needed.
- Design Improvements to the Roof Cable Railing System to Meet OSHA Requirements.

Task 1.2.e Santa Fe Valley Reservoir

- Design the stairway and landing area with handrail improvements.
- Design the grating over the access hatch.

Task 1.2.f. Identification of any Special Construction or Permit Areas

Consultant shall identify any areas within the project requiring special construction techniques or permits.

Task 1.2.g. Agency Coordination

OMWD does not expect outside agencies to be involved in this project.

Task 1.2.h. Utility Coordination

Consultant shall research all public and private utilities and incorporate information into the preliminary design. Design conflicts shall be resolved by the Consultant. Consultant shall prepare a brief technical memorandum listing public agency and private utility issues, approvals, and permits related to the project. OMWD will assist the Consultant in obtaining drawings and specifications for cellular phone equipment.

Task 1.2.i. Mapping and Survey

If needed, Consultant shall provide the services to adequately develop the base topographic mapping to support the PDR. Consultant may utilize aerial survey mapping and/or field survey methods to achieve the necessary results.

Task 1.2.j. Construction Cost Estimate and Schedule

Consultant shall prepare an opinion of probable construction cost broken down by the major items of work. The costs should be inflated to the mid-point of expected construction. If the estimate exceeds OMWD's budget, make suggestions on phasing or other changes to stay within budget. Prepare a construction schedule showing, at a minimum, completion of the plans, bidding, award, construction, and start-up. Identify key sequencing and constraints for construction, such as outage durations, number of tanks that can be taken out of service at a time, etc.

Task 1.2.k. Submittals

Consultant shall prepare and submit three (3) hard copies and one (1) electronic copy (with electronic bookmarking) of the Draft Preliminary Design Report to OMWD for review. Consultant shall incorporate OMWD comments after the review, allowing up to three (3) weeks for OMWD to review. Upon acceptance by OMWD, Consultant will then submit three (3) copies of the Final Preliminary Design Report along with one (1) electronically submitted copy of the documents (with electronic bookmarking).

Task 1.3 – Project Management

This task addresses the management responsibilities associated with proper scheduling review, budget control, invoice preparation and coordination with OMWD and Consultant's project team through preliminary design. Consultant shall provide project management to achieve the project objectives and stay within budget and on schedule. Notify OMWD immediately if any budget or schedule variances are expected. It is anticipated biweekly progress emails will be sent to OMWD and the team. 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

Task 1.4 – Meetings

Consultant shall schedule as many meetings as necessary to complete their work, but at a minimum, shall participate in four (4) scheduled meetings with OMWD through the course of the preliminary design. These meetings shall include:

- Project kickoff meeting (1)
- Coordination with OMWD staff (2)
- Draft preliminary design report review after delivery of report to OMWD (1)

Consultant shall prepare meeting agendas and minutes for each of these meetings, which will be distributed to all attendees.

Task 1.5 - Quality Assurance and Quality Control

Prior to submitting any materials to OMWD or other agencies, Consultant shall provide quality assurance and quality control (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 2 – ENVIRONMENTAL DOCUMENTATION AND PUBLIC OUTREACH SUPPORT

Task 2.1 – Environmental Documentation Process

OMWD does not expect environmental documentation to be required for this project.

Task 2.2 – Public Outreach Process

OMWD does not expect that public outreach will be required for this project.

Task 3 – FINAL DESIGN

Following approval of the Preliminary Design Report and selection of a preferred approach, and upon authorization from OMWD to proceed with Task 3, Consultant shall prepare drawings, specifications, and cost estimates suitable for the construction of the project.

Task 3.1 – Utility Coordination

Consultant shall complete records research and coordination with utilities and agencies to finalize the locations of existing and proposed facilities in order to minimize disruptions to, or modifications of, all utilities impacted by the final design. Consultant shall plot utilities on the plans and resolve conflicts, send plans to utility owners for review, follow-up to obtain comments, respond to comments, coordinate with OMWD on decisions, and modify contract documents, if needed.

Task 3.2 – Mapping and Survey

If needed, Consultant shall complete field and aerial surveys necessary to support the final design. Include surface features, existing utilities, and parcel, right-of-way, and easement lines. Conduct a field investigation to review and verify survey information and utilities.

Task 3.3 – Geotechnical Investigation

Consultant shall evaluate the need for a geotechnical investigation to support the final design and prepare a summary report.

Task 3.4 – Potholing

OMWD does not expect that potholing will be needed.

Task 3.5 – Right-of-Way and Property Acquisition

Not required for this project.

Task 3.6 – Construction Drawings

Consultant shall prepare drawings suitable for the construction of the reservoir safety improvements. The drawings shall include plans and details required for a complete and operable system. The design drawings shall be prepared in AutoCAD.

Task 3.6.a. Submittals

Progress submittals shall be submitted to OMWD for review at 60%, 90%, 100% and “Final For Construction” stages. Consultant shall prepare and submit one (1) half size hard copy and one (1) electronic copy of the plans together with one (1) hard copy and one (1) electronic copy of the specifications to OMWD for review at each relevant submittal, allowing up to three (3) weeks for each OMWD review. Consultant shall incorporate OMWD comments after the review and provide a matrix response. Provide navigable bookmarks in all electronic submittals. If Consultant fails to properly incorporate OMWD comments or does not meet drafting standards resulting in additional submittals, it shall be at no cost to OMWD. At completion of the project, submit AutoCAD and Adobe PDF files of the documents to OMWD.

Task 3.7 – Construction Specifications

Provide complete construction specifications including project specific front end contract, general, and special conditions and all relevant technical specifications required for construction of the project. OMWD’s Standard Specifications and Drawings shall be incorporated by reference, where applicable. OMWD standard “front end” specifications will be provided to the Engineer in MS Word format for review and editing. Provide an outline of the specification package and key specifications, including specifications covering sequencing, constraints, and maintenance of operations, with the 60% submittal

and complete specifications for review at the 90%, 100%, and “Final for Construction” submittals. Provide navigable bookmarks in all electronic submittals.

Task 3.8 – Schedule and Cost Estimate

Provide an anticipated construction schedule and detailed cost estimate based on the estimated construction time frame. Cost estimate shall be broken down by the major items of work. The costs should be inflated to the expected midpoint of construction. If the estimate exceeds OMWD’s budget, make suggestions on phasing or other changes to stay within budget.

The construction schedule shall be submitted with the 90% and 100% submittals and the detailed cost estimate shall be submitted with both the 60% and 100% submittals. Construction schedule shall show, at a minimum, completion of the plans, bidding, award, construction, shutdowns, and start-up.

Task 3.9 – Project Management

This task addresses the management responsibilities associated with proper scheduling review, budget control, invoice preparation and coordination with OMWD and Consultant’s project team. Consultant shall provide project management to achieve the project objectives and stay within budget and on schedule. Notify OMWD immediately if any budget or schedule variances are expected. It is anticipated biweekly progress emails will be sent to OMWD and the team. 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

Task 3.10 – Final Design Meetings

Consultant shall participate in three (3) scheduled meetings with OMWD through the course of the final design. These meetings shall include:

- Review of 60% final design plans and specifications after receipt of OMWD comments
- Review of 90% final design plans and specifications after receipt of OMWD comments
- Review of 100% final design plans, specifications, and cost estimate after receipt of OMWD comments

Consultant shall prepare meeting agendas and minutes for each of these meetings, which will be distributed to all attendees. Assume three (3) weeks for receipt of OMWD comments after delivery of submittal(s). If Consultant requires additional meetings to complete their work, it shall be at no cost to OMWD.

Task 3.11 - Final Design Quality Assurance and Quality Control

Consultant shall provide quality assurance and quality control (QA/QC) reviews through the course of project.

Task 3.12 - Pre-Bid Assistance

Consultant shall provide the following services as part of the project:

- Prepare agenda and slides and attend a pre-bid meeting hosted by OMWD for prospective bidders and be available to answer questions at the meeting.
- Review and prepare written responses addressing technical questions submitted by the prospective bidders during the bid phase for inclusion in bid addenda. OMWD staff will prepare and transmit any necessary addenda to prospective bidders. Assume responding to up to three (3) technical questions.

Task 3.13 - Construction Support Services

Consultant shall provide the following services as part of the scope. Additional construction support services may be negotiated with construction award.:

- Provide conformed drawings (pdf and CADD).
- Attend four (4) field meetings to coordinate construction issues with OMWD's Representative, assumed to be one at each tank.
- Review contractor submittals. Assume 10 submittals.
- Review and prepare written responses addressing Requests For Information (RFI) submitted by the contractor. Assume responding to up to five (5) RFI's.
- Review and prepare written responses addressing construction Potential Change Orders (PCO) submitted by the contractor. Assume responding to up to three (3) PCO's.
- Provide record drawings (pdf and CADD).

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.

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 designs.
- 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.
- Answer questions regarding the Project at any time during all phases of the work.
- Make initial contact with customers and the cellular phone companies, and assist Consultant with coordination.

8.0 SPECIAL CONSIDERATIONS

The Consultant shall schedule their on-site inspections with minimal interruption to OMWD operations.

9.0. PROPOSAL REQUIREMENTS

Written 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 subconsultant(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 Proposal should be concise, well organized, and should demonstrate the responder's qualifications and experience 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 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 Consultant'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, date initiated, date completed (if applicable), and value of consulting contract. OMWD will consider consulting projects currently being performed. Identify the role of the key personnel proposed for OMWD's project. Present the experience of any specialty consultants.

Proposed Approach to Accomplish the Work

The project approach section shall set forth the Consultant's plan and ideas for organizing the work and achieving the objectives identified in this RFP. It should identify specific stages of the work, project constraints, tasks, task order and work products. The Proposal should: 1) discuss the Consultant's plan for coordinating efficiently and effectively with OMWD staff, 2) provide an overview project schedule for completing the planning and design work considering your staff and current workload, 3) include a list of anticipated deliverables, and 4) offer creative ideas or enhancements to improve project approach and scope and meet OMWD's objectives.

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. For each of the key personnel identify their main work location.

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 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 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 subconsultants.

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.

Consultant Proposed Scope of Work, Hours, and Cost Proposal

A proposed Scope of Work shall be submitted as an Appendix to the Proposal. The Consultant shall use the draft scope as the minimum work expected for completion of the project. If the Consultant determines additional scope items are required for the project, they shall include them in the scope of work and identify them as such. Provide a brief description of each item in the proposed scope of work which clearly describes the level of effort for that item. Consultant shall provide standalone Scopes of Work for the Preliminary Design and for the Final Design efforts as if each were an independent level of effort.

A cost proposal shall also 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 subconsultants are: mileage at the IRS rate, report printing, blueprinting, and postage. OMWD 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 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

The Consultants fee estimate shall fully detail estimated costs. Columns shall be used to present labor hours and billing rate for each labor category or individual and each subcontractor. Columns shall be included for total estimated labor hours, total labor cost, total direct cost, and overall total cost. Cost lines shall be presented for each major task.

Consultant shall provide Fee Estimates for the Preliminary Design and for the Final Design efforts as if each were an independent level of effort. OMWD reserves the right to award a contract only for the Preliminary Design effort as an initial task and determine whether to award a contract for the Final Design on the basis of the results of the Preliminary Design effort. The Fee Estimates shall be provided in a single table with a total sum at the bottom for both efforts.

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 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

One (1) executed original, clearly marked on the cover, and three (3) additional copies of the Proposal shall be submitted to OMWD offices along with the Proposal in electronic format (PDF) on a thumb drive. 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. Limit resumes to a maximum of two (2) pages each. 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. Limit the use of standardized marketing literature. Excessive marketing literature may not be reviewed.

The Proposal must be received no later than 2:00 p.m. PST, on Friday, February 10, 2023 at the office of:

OLIVENHAIN MUNICIPAL WATER DISTRICT
ATTN: Diana Spencer
Engineering Administrative Assistant
1966 Olivenhain Road
Encinitas, CA 92024

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 deadline to submit questions is 2 pm, Friday, February 3, 2023.**

No pre-proposal meeting is planned to be held regarding this RFP. Individual 30-minute technical meetings with consultant teams who are seriously competing for the project will be scheduled. The meetings are intended to answer 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 background materials. The proposed consultant project manager and project engineer should attend the meeting at a minimum. **To schedule a meeting, please submit a request to Diana Spencer, Engineering Admin Assistant at dspencer@olivenhain.com by Wednesday, January 25, 2023.**

OMWD reserves the right to revise the RFP before the date Proposals are due. Revisions to the RFP will be posted to website for all potential proposers. 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. 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 consultants. OMWD will rank the finalists as to qualifications and select the successful consultant.

If necessary, OMWD will enter into negotiations with the selected consultant. 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 consultant, OMWD will terminate negotiations with the selected consultant and negotiations with the second ranked consultant will be initiated.

After negotiating a proposed agreement that is fair and reasonable, the negotiating team will recommend to the General Manager to enter into the proposed agreement. Depending on the negotiated scope and fee, the agreement may be presented to the Board of Directors for consideration at the next regularly scheduled 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
- Creative, efficient, and cost effective ideas and methods for the design and construction of the project
- 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
- Completeness of the fee estimate considering the proposed scope of work

13.2 Project Manager and Team Qualifications (40%)

- Specialized Qualifications and geographic location 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 the Consultant and its subconsultants

13.3 Project Experience (25%)

- Experience and Performance on similar projects
- Proven specialization of the Consultant on similar projects
- Complexity and geographic location of the project experience

14.0 SCHEDULE FOR NOMINATION, SELECTION, AND AWARD

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

- RFP Issued January 11, 2023
- Deadline to Request a Technical Meeting January 25, 2023
- Deadline for Questions February 3, 2023; 2 pm PST
- Proposals Due February 10, 2023; 2 pm PST
- Notification of Selection* Early March, 2023
- Completion of Contract Negotiations* Late March, 2023
- Board Award (if Needed)* April, 2023
- Notice to Proceed* April/May, 2023

*Anticipated date; scheduled date impacted if consultant interviews are added to selection process.

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 ten (10) calendar days of notification of selection.

Proposals are due Friday, February 10, 2023 at 2:00 p.m.

Attachments:

Exhibit A – Draft Professional Services Agreement

Reference Documents:

1. Structural Condition Assessment Report, Gaty II Reservoir, January 2021, by Richard Brady & Associates, Inc.
2. 2.5 MG Berk Reservoir Evaluation, Peterson Structural Engineers, October, 2022.
3. 6.5 MG Gano Reservoir Evaluation, Peterson Structural Engineers, October, 2022.
4. 3.0 MG Santa Fe Valley Recycled Water Reservoir Evaluation, December 23, 2022.
5. Record drawings