ADDENDUM 1

Request for Proposals Addendum items are highlighted in YELLOW.

REQUEST FOR PROPOSALS

FOR DESIGN AND ENGINEERING SERVICES
FOR THE

LA CONTENTA WASTEWATER TREATMENT FACILITY
PHASE 3 IMPROVEMENT PROJECT

CIP 15097

Receipt of Proposals due before: 4:00 p.m. PST on May 30, 2024

CALAVERAS COUNTY WATER DISTRICT
120 Toma Court
San Andreas, California 95249
(209) 754-3543 • ccwd.org

May 10, 2024

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EXHIBITS

The **Exhibits** (proposal reference documents) have been assembled in separate Adobe pdf files. Reference documents listed in table below.

Proposal Reference Exhibits	
1.	Professional Service Agreement (PSA).
2.	La Contenta Wastewater Collection System and Wastewater Treatment Facility Phase 3 Improvement Project Predesign Report, February 11, 2024.
3.	La Contenta Wastewater Master Plan, 2017.
4.	La Contenta Wastewater Pumping, Treatment, & Storage Improvements As-Built Drawings, 1991.
5.	La Contenta Dam (LESP) As-Built Drawings, 2004.
6.	La Contenta Phase 2 Schedule 1 Disinfection, Electrical and Site Piping Improvements Record Drawings, 2007.
7.	WDR Order R5-2013-0133.

I. PROJECT BACKGROUND

Calaveras County Water District provides wastewater collection and treatment service to the community of La Contenta located in Calaveras County. District wastewater treatment service for the community is provided by the La Contenta wastewater treatment facility (facility). Facility improvements are required for continued service reliability and permit to approved planned community development. The District is seeking Consultant design services for the proposed Phase 3 Improvement Project, to be constructed at the La Contena facility.

The La Contenta facility was constructed in 1991 with the initial construction referred to as Phase 1. In 2007, Phase 2, was constructed. The Phase 2 improvement project primarily consisted of adding tertiary filter treatment capacity and the replacement of the chlorine disinfection system with an ultraviolet disinfection system. The facility is located at 1525 Campbell Court, Valley Springs, California and the site location is shown in Figure 1, attached to the end of the RFP.

II. PHASE 3 PROJECT IMPROVEMENTS

Initial details concerning the proposed improvements are described in the attached exhibit: *La Contenta Wastewater Collection and Treatment Facility Phase 3 Improvement Project Predesign Report, February 11, 2024.* Due to financial limitations, the District seeks to limit the Phase 3 improvement scope of work to the four components described below.

Secondary Treatment Improvements. A second, redundant, activated sludge treatment system similar to the existing treatment system with an average daily capacity of 0.225 *MGD*, and peak hourly capacity of 0.900 *MGD*. This system is to be comprised of the following:

1. A Parkson™ Biolac® activated sludge aeration basin, or similar.
2. Secondary effluent clarifier system.
3. RAS/WAS pump station.
4. Aeration system, or modification of existing system, required for the second d aeration basin.
5. Process piping and systems for splitting of influent, flow measurement, and piping for aeration air, influent, secondary effluent, and RAS/WAS flows.

Electrical and Instrumentation Improvements. Facility electrical and instrumentation improvements shall comprise of the following:

1. Electrical building housing the electrical service entrance, ATS, main MCC, etc. sized for facility build-out requirements.
2. Electrical improvements associated with Phase 3 equipment and operational requirements.

3. Replacement and/or relocation of existing electrical equipment located in the existing facility's Operation Room.
4. Replacement of existing SCADA system.
5. Identification and replacement, as required, of electrical equipment and/or equipment installation, not meeting current NFPA 70E, *National Electric Code* and NFPA 820, *Fire Protection in Wastewater Treatment and Collection Systems*.

Recycled Water Pipe System Improvements. A gravity flow effluent pipeline from the facility to the Lower Effluent Storage Pond (LESP). The pipeline alignment shall parallel the existing effluent pipeline alignment. Combined capacity of the two pipelines shall be a minimum of 2.0 *MGD*.

Storage Pond Drainage Improvements. Replacement of existing drain system for the Upper Effluent Storage Pond (UESP) to the existing Area (Return) pump station. The existing drain system is comprised of PVC pipe temporarily installed aboveground on the UESP west levee.

III. PROPOSED PROJECT SCHEDULE

The District anticipates the following project schedule by milestone. Significant construction at the La Contenta facility should be scheduled for a time starting in late April and ending in early November due to flowrate conditions related to rainfall.

PROJECT SCHEDULE MILESTONES

Milestone	Date
Design and Engineering Services Selection	
Project RFP	March 11, 2024
Job Walk Appointments	March 25 thru May 3, 2024
Proposal Deadline	May 30, 2024
District Review, Selection, and Staff Recommendation	June 13, 2024
Board Approval and Contract Award (FY 2024-25)	July 10, 2024
Design and Construction	
Final Design Report	October-November 2024
Final Design and Construction Documents	May 2025
Construction Bid and Award (FY 2025-26, FY 2026-27)	July 2025
Completion of Construction	September 2026
Start-up and Testing	October 2026
Record Drawings	November 2026

IV. PROJECT APPROACH AND SCOPE OF SERVICES

This Section describes the nature and scope of the engineering services to be provided and tasks to accomplish those services. The District expects the Consultant to work closely with District staff throughout the project by correspondence and regular meetings to accomplish their scope of work.

A. PROJECT MANAGEMENT

Consultant will ensure continuous control of the project in terms of staffing, budget, schedule and scope; promote communication within the project team and document key decisions. Items covered under this task include:

1. Consultant project management of project including communication, scope, schedule, deliverables, and budget.
2. Submittal of progress reports with Consultant invoices.
3. Quality assurance and quality control Implementation
4. Create and maintain Decision Log of key project decisions.

It is the responsibility of the Consultant's project manager to immediately notify the District Engineer of any District directed task/assignment/request the Consultant believes is beyond contract scope of service. Approval of additional work by the District Engineer is required prior to execution of the work. Costs related to the performance of additional work will not be paid unless first approved by the District Engineer.

Deliverables: Project progress reports and Decision Log throughout length of contract.

B. PROJECT DESIGN REPORT

The project design report will describe the project and project improvements elements/components. This report will be a refinement of the *La Contenta Wastewater Collection and Treatment Facility Phase 3 Improvement Project Predesign Report, February 11, 2024,* and shall address the following:

1. Evaluation of improvement elements and recommendations regarding proposed clarifier and RAS/WAS pump station design.
2. Estimated construction probable construction cost.
3. Recommendations concerning methods for reducing costs and/or alternative improvement solutions.
4. Recommend construction phasing to minimize impact to facility operation.
5. Preliminary hydraulic and process calculations.
6. Design criteria and preliminary equipment and material selection.
7. Preliminary scaled design concept drawings.

8. Proposed electrical and instrumentation improvements including electrical improvements associated with the existing facilities to meet NFPA 70E and NFPA 820.
9. Anticipated additional electrical loads.

Deliverables: Draft and final design report and attendance of a draft design report review meeting. The final design report shall address District comments, questions, changes, or decisions regarding draft report. Subsequent direction by District concerning the project design shall be tracked by Decision Log.

C. TOPOGRAPHIC SURVEY

Design services are to include a topographic site survey of the La Contenta facility at the location of proposed improvements. Survey shall conform to the North American Datum (NAD83), California Zone 3 and North American Vertical Datum of 1988 (NAVD88). All survey work shall be conducted under the direction of a California licensed land surveyor, or civil engineer licensed in California before January 1, 1982 (license number C33965 or below).

Survey shall include utility easements, roads, edge of paving, structures, buildings, manholes, vaults, pads, panels, walls, trees, utilities, poles, signs, fences, slopes, curbs, drop inlets, culverts, and other similar structures located at the La Contenta facility.

D. GEOTECHNICAL INVESTIGATION

Proposals shall include design and engineering services by a California licensed geotechnical engineer to prepare a project geotechnical study. Study shall include recommended methods of site excavation, allowable temporary and permanent slope design, foundation design, compaction requirements, and passive soil loads.

E. PERMIT AND ENVIRONMENTAL ASSISTANCE

The District plans to address environmental related project impacts with a California Environmental Quality Act (CEQA) mitigated negative declaration (MND). Preparation of the MND will be done by the District, or under a separate consultant contract. Project MND environmental requirements will be incorporated by the Consultant in the final bid ready construction and bid documents. The District does not anticipate the project will require an Environmental Impact Report.

F. PROJECT DESIGN

Drawings. The Consultant shall provide all necessary civil, mechanical, process, electrical, and instrumentation drawings for execution of project construction. This includes standard drawings such as: cover sheet, index of drawings, vicinity and location map, general notes, project notes, standard details, description of symbols, and abbreviations.

Deliverables: Fifty (50) percent, 90 percent 100 percent, and Bid-Ready drawings for incorporation with Project Manual. Drawing submittals shall be furnished to the District in Adobe® Acrobat™ Public Document Format (Adobe pdf) file format for reproduction as both 11"x17" (ANSI C) and 22"x34" (ANSI D) paper size. Bid-Ready drawings shall be furnished in Autodesk® AutoCAD™ format.

The 90 percent and 100 percent deliverables shall identify and detail all infrastructure to be constructed. The 100 percent drawings shall represent the final project design. The Consultant shall anticipate revisions to the 100 percent drawing based upon final District comments prior to production of final Bid-Ready set.

Project Manual. The Consultant shall prepare a project manual including front end document, technical specifications, and appendices. The manual's front-end documents shall be based on the 2018 edition of the *Engineers Joint Contract Documents Committee Standards* (EJCDC®). A copy of the standards will be furnished to the Consultant by the District. The Consultant shall edit the EJCDC® documents adding any project specific and State of California contract requirements. Consultant shall provide a bid schedule, detailed descriptions for each bid item, alternative bid items, if any, and description of sequence of work.

The technical specifications shall be based upon the Consultant's standards, or if applicable, adapted from District standards. Project Manual appendices shall include CEQA documents, geotechnical study, and other such reports.

Deliverables: Ninety (90) percent 100 percent, and Bid-Ready Project Manual.

G. CONSTRUCTION ASSISTANCE

Construction Bid Services, Addendum, and Conformed Documents. The District shall advertise and conduct the public bid. Distribution of project manual and drawings to bidders and plan holder rooms will be electronic. All correspondence with potential project bidders will be solely conducted by the District including issuing all project addendum and responds to bidder Requests for Information (RFI).

The Consultant shall attend pre-bid job walk and as requested the Consultant shall assist the District prepare addendum and answer RFIs. Addendum may be the result of errors in preparing bid ready drawings and project manual or result of bidders' questions and comments.

Upon award of construction contract and but prior to subsequent notice to proceed, the Consultant shall furnish the confirmed contract documents.

Construction Engineering. Consultant scope of services during construction shall include review of project shop drawings and submittals, answer of construction RFIs,

assistance with engineering aspects of potential construction contract change orders, site and construction meeting upon request.

Record Drawings. The Consultant shall furnish record drawings and deliver them in AutoCAD® 2018 format. Record drawings shall be based upon the contractor and District inspector marked-up drawings.

H. BASIS OF COMPENSATION

The Consultant shall be required to enter into the Professional Services Agreement (PSA) provided as **Exhibit 1**. Agreement to the PSA contract terms and conditions, including adjustment in hourly rates, per diem or incidental costs, is required for the term of the contract. Acknowledgement to the PSA contract terms shall be included in a cover letter.

V. ORGANIZATION AND CONTENT OF PROPOSAL

A. SUBMITTAL INSTRUCTIONS

Proposals shall be submitted electronically to Calaveras County Water District no later than 4:00 p.m., May 30, 2024. The Proposal shall assemble as a single Adobe® pdf file. Paginate proposal for two-sided printing at the District office. Paper size limited to 8-°1/2”x11” (ANSI B) with figures, drawing, etc. no greater than 11”x17” (ANSI C).

Proposals attached to email are limited to 50 megabytes in size. Proposal delivery using a file “cloud” sharing site, or similar, is acceptable provided the District receives a HTTP or FTP link and download instructions. The District will notify the Consultant upon receipt and successful download. No hard “printed” copy of the proposal is required.

Email proposal, or link for file download to the attention of:

Kevin Williams, P.E.
Senior Civil Engineer
kevinw@ccwd.org
office: (209) 754-3184
cell: (209) 419-3979

B. ORGANIZATION AND CONTENT

Contents of proposal shall be organized in the sections listed in the table below.

PROPOSAL ORGANIZATION

Section	Content	Page Length
Cover Letter	Statement of interest and qualifications including agreement to PSA requirements.	1 to 2
A	Project Overview	1 to 3
B	Understanding and Approach	1 to 4
C	Team Organization	1 to 2
D	Project Schedule	1 to 2
E	Representative Project Experience	1 to 5
F	Labor Estimate	1 to 2
G	Project Team Resumes	as required

Cover Letter. Cover letter shall include both a state of interest and statement of qualification. Acknowledgement and acceptance of the terms and requirements of the District Professional Service Agreement shall be included.

Project Overview. Provide a narrative description of the project based on the scope of services and proposed schedule presented in this Request for Proposal (RFP). The District will assess your understanding of all aspects of the project based on the overview.

Understanding and Approach. Provide a detailed description of the proposed approach to the project as described in the RFP. The description shall include details to implement the tasks described in the scope of service and any recommended revisions to the list of tasks. The approach should recognize, address, and provide for resolution of all aspects of the project.

Team Organization. The proposed consultant team shall be identified including project manager, and project engineer. Key tasks and the associated personnel shall be identified. The percentage of time devoted to this project for these key personnel shall be stated and guaranteed. A consultant team organization diagram shall be included.

The geographic location of the firm and key personnel shall be identified. Any proposed subcontractors shall be identified; tasks assigned, and experience included similarly to the firm's own project personnel. The successful Consultant should be comfortable working in a structured team setting with District Staff.

Project Schedule. A project schedule for the project shall be submitted with the proposal. All major outputs and meetings shall be included in the schedule. Time shall be allocated for District review, typically three weeks for each deliverable.

Representative Project Experience. Provide a summary of experience of similar projects that the firm and the proposed team have completed. The description of each project should include the year(s) during which the work was performed and a description of process design components. The firm's role in the project should also be described (predesign, design construction management, etc.). Include the name, title, and phone number of the primary contact person at each facility or project location listed.

Staff Labor Estimate. Provide a staff estimate of time for each task to permit the District to determine the level of detail and the number of management, engineering, technical, drafting and support personnel hours envisioned for each task. Estimates of hours for each staff classification shall be provided for each task.

Project Team Resumes. A resume of key team members shall be included. Each resume should include a description of projects in related areas. At minimum, resumes of the Consultant's project manager and those of the engineering staff shall be included.

VI. EVALUATION AND SELECTION CRITERIA

Consultant proposals will be evaluated by District staff members including the District Engineer, Director of Operations, Operations Manager, General Manager, and Senior Engineer. Proposals will be evaluated by each reviewer with each proposal receiving a weighted score. Each evaluator's weighted score will be tabulated and the firm with the highest combined score will be selected and recommended to the District Board. If two or more proposals are similarly ranked, and no clear decision can be made, the District will request interviews before final selection.

PROPOSAL EVALUATION WEIGHTED CRITERIA TABLE.

Criteria	Evaluator's Score (0 to 5)	Score Weight (Multiplier)	Evaluator's Weighted Score
Project Understanding and Approach		5 *(25%)*	
Project Management		3 *(15%)*	
Project Team and Staff Qualifications		4 *(20%)*	
Related Project Experience		3 *(15%)*	
Schedule and Production Capability		5 *(25%)*	

Maximum weighted score = 100.

*** END OF RFP ***

FIGURE 1