

REQUEST FOR PROPOSALS

FOR DESIGN AND ENGINEERING SERVICES
FOR THE
ARNOLD WASTEWATER TREATMENT FACILITY
IMPROVEMENT PROJECT, CIP 15095



CALAVERAS COUNTY WATER DISTRICT

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January 4, 2021

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EXHIBITS

The Exhibits (proposal reference documents) have been assembled in a separate Adobe pdf file. Documents listed in the below table are divided by **green colored flysheets**.

Proposal Reference Documents	
1	Professional Service Agreement (PSA).
2	Arnold Wastewater Treatment Facility Phase 1 Improvement Project Design Report Update, December 2020.
3	Arnold Sewer Master Plan, 2005.
4	Arnold Wastewater Sewer Project As-Built Drawings, 1986.
5	Arnold Wastewater Treatment Facility Photographs.

I. PROJECT BACKGROUND

Calaveras County Water District provides wastewater collection and treatment service to community of Arnold located in Calaveras County. The Arnold wastewater treatment facility (facility) was constructed in 1985 and is located at 3294 Highway 4, Arnold, California 95249.

Due to current COVID-19 restrictions, the distribution of the project RFP and submittal of proposals shall be done electronically. Job site walks by Consultants may be conducted by appointment.

The District has identified the need for improvements at the facility for the purposes of service reliability, water quality, and asset management. These improvements are described in the attached exhibit: *Arnold Wastewater Treatment Facility Phase I Improvement Project Design Report Update* (Design Report). Costs for these improvements described in the report exceeds District funding. Therefore, the District would like to design and implement the report’s recommended improvements in phases based upon priority. Project improvements are listed in the following table with improvements divided in “new” and “replacement” infrastructure. Improvements ranked “1” are highest priority and those ranked “10” lowest priority.

PROJECT PRIORITY RANKING

Improvements/Infrastructure	Priority (1 - 10)
<u>“New”</u>	
Clarifier No. 2 and RAS/WAS Pump Station	1
Mixed Liquor Splitter Box	1
Aerobic Digester No. 3	1
Mixed Liquor Metering Structure	2
Filter Effluent Pump Station	5
Aerobic Digester No. 4 and No. 5	9
<u>“Replacement”</u>	
Filter Feed/ Filter Effluent Pump Station	1
PG&E Service for Facility	1
Oxidation Ditch Mixed Liquor Outlet Structure	3
Aeration Blowers No. 1, 2, and 3	4
Pressure Filters	5
Electrical and Instrumentation Systems	6
RAS/WAS Pump Station (Clarifier No. 1)	7
Area Drain (supernatant) Pump Station	8
UV Disinfection System	10

II. PROPOSED PROJECT SCHEDULE

The District anticipates the following project schedule by milestone. Construction, and similar activities in the community of Arnold are typically limited to early May through late October due to weather constraints.

PROJECT SCHEDULE MILESTONES

Milestone	Date
<u>Design and Engineering Services Selection</u>	
Project RFP	January 4, 2021
Job Walk Appointments	February 1 through 26, 2021
Proposal Deadline	March 2, 2021
District Review, Selection, and Recommendation	March 16, 2021
Board Approval and Contract Award	March 24, 2021
<u>Design and Construction</u>	
Final Predesign Report	July 2021
Design and Construction Documents	November 2021
Construction Bid and Award	February 2022
Completion of Construction	November 2022
Start-up and Testing	January 2023
Record Drawings	February 2023

III. 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 will work closely with District staff throughout the project by correspondence and regular meetings to accomplish their scope of work.

For the purpose of preparing a responsive proposal, the Consultant scope of services and associated labor for tasks, after completion of preliminary design report, shall be either “base scope of services” or “optional additive scope of services” as listed in the following table.

SCOPE OF SERVICES

Scope of Services Grouping	Associated Project Improvements
Base Scope of Services	Improvements ranked 1-3 in priority
Optional Additive Scope of Services – No. 1	Improvements ranked 4-6 in priority
Optional Additive Scope of Services – No. 2	Improvements ranked 7-8 in priority

Upon completion of predesign and determination of probable project element construction and life cycle costs, the District will determine which elements are to be implemented before the

Consultant proceeding with project design. If the District selects improvements identified as additive scope services, the contract agreement will be amended based on Consultant's proposal.

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. PRELIMINARY DESIGN

The predesign report will describe the project and project improvements elements/components. The District will use the report to finalize the project scope. This report will be a refinement of the December 2020 Design Report and shall address the following:

- Evaluation of which improvements elements are needed immediately and which can be deferred.
- Estimated of construction cost of individual improvement components.
- Recommendations concerning methods for reducing costs and/or alternative improvement solutions.
- Evaluation of a project design which can be constructed in phases, as project funding is available.
- Preliminary hydraulic and process calculations.
- Anticipate of additional electrical loads.
- Design criteria and preliminary equipment and material selection.

- Preliminary scaled design concept drawings.

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

C. TOPOGRAPHIC SURVEY

Design services are to include topographic site survey of the Arnold 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, driveways, structures, buildings, manholes, vaults, pads, panels, walls, trees, utilities, poles, signs, fences, slopes, curbs, drop inlets, culverts, and other similar structures located at the Arnold WWTF.

D. GEOTECHNICAL INVESTIGATION

The site of the Arnold WWTF is underlain by weathered bedrock which is difficult to excavate. Construction of Clarifier No. 2 and similar potential improvements may require controlled blasting. Therefore, 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 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 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: 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 also 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 will 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: 90 percent 100 percent, and Bid-Ready Project Manual.

F. 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 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 conformed 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 in AutoCAD 2013 format based upon the contractor and District inspector marked-up drawings.

G. 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 cover letter.

IV. 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., March 2, 2021. The Proposal shall be assembled as a single Adobe pdf file. Paginate proposal for two sided printing at the District office. Paper size is 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 proposal is required.

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

Kate Jesus
Engineering Department Coordinator
katej@ccwd.org
office: (209) 754-3181
cell: (209) 419-7046

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	Statements of interest and qualifications.	1 to 2
Letter	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 also 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 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 completion of the project shall be submitted with the proposal. All major outputs and meetings shall be included on 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 (pre-design, 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 description of projects in related areas. At minimum resumes of the Consultant's project manager and those of the engineering staff shall be included.

V. EVALUATION AND SELECTION CRITERIA

Consultant proposals will be evaluated by District staff members including the District Engineer, Director of Operations, Operations Manager, and General Manager. Proposals will be evaluated by each reviewer with the 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 ***