



**REQUEST FOR PROPOSAL**

**TO PROVIDE:**

**PROFESSIONAL DESIGN SERVICES TO THE  
SAN LORNZO VALLEY WATER DISTRICT**

**PROJECT TITLE:**

**LYON TANK ACCESS ROAD LANDSLIDE REPAIR PROJECT**

**RESPONSE DUE BEFORE 3:00 P.M.**

**ON**

**DECEMBER 14, 2018**

**San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006  
(831) 430-4624**

## **I. INTRODUCTION**

The San Lorenzo Valley Water District (SLVWD or District) is soliciting Proposals from qualified engineering firms for civil and structural design of a secant pile wall, engineered fills, and roadway and drainage improvements. The proposed project will restore access to the Lyons Water Treatment Plant and Tank via reconstruction of the access road that was damaged by landslides in early 2017.

The District's intent is to award a single design contract to an engineering firm qualified to do the work. The selected firm will be expected to complete predesign, assist with environmental permitting, implement geotechnical recommendations, produce the final design, prepare the contract bid package, provide project bid support and construction oversight. The firm will be expected to provide a turn-key solution from predesign to construction oversight, including assistance with the environmental permitting where necessary, and closely coordinating with the District's Operations Department to maintain reasonable access to the Water Treatment Plant and tank during the construction process.

The District has contracted with Water Systems Consulting, Inc., (WSC) to serve as its Engineer. The selected Engineering firm will be expected to coordinate with WSC throughout the project. Pre-design reports shall include assessment of alternatives and justification for final design. The District anticipates submittal of predesign reports by March 1, 2019. The District then intends to bid the project in May of 2019.

If selected, Consultant shall propose a project schedule that meets or exceeds the timeline provided in this RFP.

Selection of the firms will be based on qualifications and experience as ranked by a panel of assigned individuals (staff, Engineering Committee and/or outside experts).

## **II. GENERAL INFORMATION**

San Lorenzo Valley Water District is a water supplier established in 1941 and serves several communities within the 136 square-mile San Lorenzo River watershed. The District owns, operates, and maintains four permitted water systems divided into three service areas. Each service area provides supplies from separate water sources. The North Service Area includes the unincorporated communities of Boulder Creek, Brookdale, Ben Lomond and Lompico (under separate water permit). The South Service Area encompasses portions of the City of Scotts Valley and adjacent unincorporated neighborhoods. The Mañana Woods subdivision became part of the South Service Area as a result of the District's annexation of the Mañana Woods Mutual Water Company in July 2006. The Felton Service Area was acquired by the District from California American Water in September 2008 and includes the town of Felton and adjacent unincorporated areas.

The District's legal boundaries encompass approximately 62 square miles. Land uses include timber, State and regional parks, water supply watersheds, rural residential, low-density urban residential and commercial, quarries, agriculture, and other open space. Within these boundaries, the District's four service areas have a combined area of approximately 26 square miles and individual areas as follows: North Service Area (20.9 square miles) and Lompico (2.5 square miles), South Service Area (0.8 square mile), and Felton Service Area (2.2 square miles). Their individual water supply systems are referred to as the North, South, and Felton Systems.

The District relies on both surface water and groundwater resources, including nine currently active stream diversions, one groundwater spring, and eight active groundwater wells. These sources are derived solely from rainfall within the San Lorenzo River watershed.

The scale and complexity of SLVWD's water distribution system reflect the San Lorenzo Valley's rugged topography, dispersed pattern of development, and widely distributed raw water sources. The District's three systems have limited above-ground storage capacity equal to a few days' average use and rely on groundwater for seasonal and year-to-year storage. The District produces and treats water based on relatively immediate water demand.

Rainfall during winter of 2017 triggered a large landslide below the District's Lyon Tank and Treatment Plant, destroying a portion of the access road leading to the tank. The District constructed a temporary road, however the permanent road needs to be designed appropriately.

### III. AVAILABLE PROJECT INFORMATION

The District has the following information available that is being made available to the Consultant. The geotechnical testing results and survey data are technical information on which the consultant can rely. The following documents are intended as attachments to provide additional background. Please email Kirsten Plonka at [kplonka@wsc-inc.com](mailto:kplonka@wsc-inc.com) for a link to ShareFile to download:

- Geotechnical Investigation for Lyon Tank Access Road Landslide Repair Project prepared by Haro, Kasunich and Associates August 2018.
- February 2018 Map of landslide prepared by Paul Jensen.
- Site photos
- Lyon Tank as-builts
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The Consultant will be expected to review the recommendations contained in the Geotechnical Investigation and, as a component of their response to the RFP, review those recommendations. Consultant should provide their independent recommendations for the project approach in the approach section of the RFP.

### IV. PROJECT SCOPE OF SERVICES

During the proposal effort, the anticipated efforts by the Proposers include:

- Develop an understanding of the project and the required scope of services through the materials provided by the District.
- Attend an initial site meeting on ~~November 26, 2018~~ **November 27 at 10:00 am** beginning at the District office to gather information about the project, the environment in which the project is situated, and to establish the criteria to be used in developing the conceptual design of alternatives.

Once Selected for the Project the anticipated scope of services will include:

- Develop a list of required information (LORI) to finalize the project's design (as needed).
- Develop an approach to stabilize the landslide using the proposed secant pile walls or an alternate method approved by the District.
- Develop a design for any necessary engineered fills on the site.

- Develop a design for the access roadway in accordance with Santa Cruz County Standards.
- Develop a design for drainage improvements for the existing roadway and new features proposed.
- Develop a design for temporary infrastructure and improvements required to maintain access to the site and the construction (if needed).
- Assist with development of environmental permit applications through appropriate agencies.
- Prepare and deliver a preliminary basis of design report including conceptual site plan exhibit (10% design submittal) to inform the selection of and justification for the preferred alternative. The report will include preliminary opinions of probable construction costs for each alternative.
- 50% Design Development - Meetings with District, 50% design of the selected systems, calculations, 50% Plans, Draft Specifications and Estimate (PS&E) with sufficient detail to fix and describe the character of the systems contemplated for use on this project. The plans would include:
  - a. Cover
  - b. General Notes, Specifications and Purchaser Options (Materials, Coatings, Accessories, Design Criteria, etc)
  - c. Construction Phasing Plan
  - d. Site layout plan showing relationship of major elements, to scale
  - e. Site grading plan with prelim cut and fill volumes (if needed)
  - f. Typical site cross section(s) (if needed)
  - g. Utility layout plan (water, electric, storm drainage) Retaining wall section(s)
  - h. Key details
  - i. Erosion Control Plan
- 90% Construction Documents- Meetings with District, final calculations, 90% PS&E
- 100% Construction Documents - Meetings with District, final calculations, 100% PS&E
- Bid Project – prepare Bid Package, advertise bid, coordinate prebid meeting (if needed), answer bid RFIs (if needed), attend bid opening, conduct bid review and background checks. Recommend lowest responsible and responsive bidder to District.
- Construction Oversight – Coordinate contract execution, receive and review submittal packages, coordinate with contractor to secure full acceptance of submittal packages that meet contract specifications, answer contractor RFIs, conduct field inspections as needed, prepare field reports, ensure project is constructed to contract standards, prepare punch-lists, ensure environmental

BMPs are enforced, close out environmental permits and validate final project as complete per standards and specifications.

#### **IV. PROJECT MANAGEMENT AND INFORMATION COLLECTION**

Consultant shall provide overall project management. Consultant shall assume at least one meeting each month and additional meetings to review project status at key milestones. Meetings will be held on site or at the Districts main Office.

Consultant shall provide internal quality control and quality assurance procedures.

Consultant shall propose a project schedule that meets or exceeds the timeline provided in this Request for Proposals.

#### **V. PROPOSAL REQUIREMENTS**

The Proposal shall not exceed 20, 8.5" x 11" single-sided pages excluding resumes, cover letter, dividers, front and back covers. 11" x 17" pages are allowed and will count as two pages. The Proposal must use a font size of 11 or larger, and be bound into a single document with the exception of the separately bound fee table. The Proposers are encouraged to use graphics and other. The Responses to this RFP shall be in the following order and shall include:

1. Cover Letter (2 pages maximum):

Include a dated cover letter indicating the firm's understanding of and interest in the project and summarizing the key components addressed within the Proposal. This document shall be legally binding by a person authorized to represent the firm. Please include name, address, telephone number, email and title for each of these persons.

2. Project Description and Approach (8 pages maximum)

- i. Explain the objective of the project, as you understand them, and how you propose to accomplish the recognized goals.
- ii. Identify any creative solutions for providing permanent access to the tank.
- iii. Describe, in the important aspects of the approach that your firm will take for the services and deliverables to be provided.

3. Identification of Prime Consultant (1 page maximum)

- i. Legal name and address of the company.
- ii. Legal form of company (partnership, corporation).
- iii. If company is wholly owned subsidiary of a "parent company," identify the "parent company."
- iv. Name, title, address and telephone number of person to contact concerning the Response Submittal.
- v. Project team and the discipline/job title of each team member.
- vi. Provide a general description of your firm's background and project qualifications, including years of business, any past bankruptcy filings, and identify any contract or subcontract by the firm which has been terminated, in default, or had claims made against it that resulted in litigation or arbitration in the last five years.

4. Identification of Sub Consultants, if any (1 page per sub-consultant maximum)

- i. Legal name and address of the company.
- ii. Name, title, address and telephone number of prime contact
- iii. Number of staff and the discipline/job title of each.
- iv. Provide a general description of subcontractor's background and project qualifications, including years of business, any past bankruptcy filings, and identify any contract or subcontract by the firm which has been terminated, in default, or had claims made against it that resulted in litigation or arbitration in the last five years.

5. Project Organization and Experience of the Project Team (3 pages maximum, not including resumes)

- i. Describe proposed project organization, including identification and responsibilities of key personnel, including sub-consultants. Include only one-page resumes.
- ii. Describe the experience of the Project Manager and the experience that the proposed personnel have working on past projects as a team.
- iii. Describe project management approach to the work effort, locations where work will be done, responsibilities for coordination with the District, lines of communication necessary to maintain design on schedule.
- iv. Describe the Firm's capacity to perform the work within the time limitations, considering the firm's current and planned workload and the firm's current and planned work force
- v. Include a statement on what makes your firm uniquely qualified.

6. Experience and Past Performance, Including Cost and Schedule Control (4 pages max / 3 projects max)

- i. Include a summary of the past experience and performance of the Engineer of Record on similar projects. Include the following information:
  1. Owner, contact name and phone number
  2. Project size and description
  3. Project budget and total dollar value of completed project
  4. Budgeted project schedule and total time to completion
  5. Estimated construction costs and actual construction costs
- ii. Describe the firm's past experience and performance on similar projects. Include the information listed above.

7. Firm's Local Experience (1 page maximum)

Describe the firm's experience and knowledge with the unique geology of the Santa Cruz mountains.

8. Exceptions to this RFP

The Consultant shall certify that it has fully read the RFP and takes no exceptions to this RFP including, but not limited, to the Consultant Services Agreement (attached). If the Consultant does take exception(s) to any portion of the RFP, the specific portion of the RFP to which exception is taken shall be identified and explained.

9. Contractual Scope of Services

- i. The Consultant shall provide a detailed scope of services to be provided. This should be responsive to the requested scope of services with additional detail as necessary.
- i. Prepare a detailed schedule showing all facets of work that will meet the District's objectives and goals in a timely manner.
- ii. Both the Scope and Schedule are anticipated to become attachments to the Contract between the Consultant and the District.

2. Proposed Total Professional Fee and Fee Schedules Submitted Under Separate Sealed Cover

- i. Proposed fee shall be organized with appropriate breakdown into subtasks.
- ii. Proposed Fee Schedule shall include an estimated timeline (Gantt Chart Format) for completion of each task and subtask.
- iii. Proposed fee shall not be the sole basis of award but will be used to evaluate the Consultant's understanding of the Scope of Work.
- iv. Include the hourly rates of all staff that will charge directly to the project in FY18/19.
- v. Commit to a maximum 3% inflationary adjustment per year for FY19/20 and FY 20/21.

The District will require a professional liability insurance verification for coverage of not less than \$1,000,000.00.

**VI. CONSULTANT SELECTION**

The following weighted criteria will be used to evaluate the Proposals provided in response to this request:

- a. 30% Understanding and approach to the work to be done
- b. 10% Experience of firm with similar kinds of work
- c. 40% Experience of staff for work to be done
- d. 10% Overall clarity and presentation of Proposal
- e. 10% Firm's Local Experience

**V. SELECTION PROCESS**

The District intends to select the most qualified proposer and will open the sealed Fee Schedules after making their selection of the most qualified firm. The District will then enter into negotiations with the top ranked firm. If the district can't conclude negotiations it reserves the right to move to the next most qualified firm. At this time, the District contemplates the use of a Time and Materials with a Not-to-exceed Total type contract for the services requested. Negotiations will cover: scope of work, contract terms and conditions, office arrangements, attendance requirements and appropriateness of the proposed fee schedule.

After negotiating a proposed agreement that is fair and reasonable the District Manager will present the contract to the District's Board for authorization to execute a contract with the selected firm.

**VI. SELECTION SCHEDULE**

The District anticipates that the process for selection of firms and awarding of contracts will be according to the following tentative schedule:

<b>Mandatory Site Visit</b>	<b>November 27, 2018</b>
<b>Proposal Due Date</b>	<b>December 14, 2018</b>
Interview (TBD-If Necessary)	TBD
Board of Directors Approval	<b>January 17, 2018</b>

**VII. SPECIAL CONDITIONS / ATTACHMENTS**

The following documents are intended as attachments to provide additional background. Please email Kirsten Plonka at [kplonka@wsc-inc.com](mailto:kplonka@wsc-inc.com) for a link to ShareFile to download:

- Geotechnical Investigation for Lyon Tank Access Road Landslide Repair Project prepared by Haro, Kasunich and Associates August 2018.
- February 2018 Map of landslide prepared by Paul Jensen.
- Site photos
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**VIII. SUBMITTAL REQUIREMENTS**

1. One (1) executed original marked "ORIGINAL" in red ink and three (3) copies of the proposal shall be submitted. Emailed proposals will not be accepted. Submit one electronic copy of the proposal in PDF format (on CD, DVD or Thumb Drive). The proposal shall be signed by an individual, partner, officer or officers authorized to execute legal documents on behalf of the Firm.
2. Proposals must be received no later than **3:00 p.m.** local time, on or before **December 14, 2018** at the office of:

**San Lorenzo Valley Water District  
 13060 Highway 9  
 Boulder Creek, CA 95006**

**Attn: District Secretary (Holly Morrison)**

Failure to comply with the requirements of this RFP may result in disqualification. Questions regarding this RFP shall be submitted via email to Kirsten Plonka at [kplonka@wsc-inc.com](mailto:kplonka@wsc-inc.com) by December 1, 2018.