



**REQUEST FOR PROPOSAL**

**TO PROVIDE:**

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

**PROJECT TITLE:**

**CA-9 BRIDGE WATER MAIN RELOCATIONS PROJECT  
(DESIGN PHASE)**

**RESPONSE DUE BEFORE 11:00 A.M.**

**ON**

**July 5<sup>th</sup>, 2021**

**San Lorenzo Valley Water District  
13060 Highway 9  
Boulder Creek, CA 95006  
(831) 338-2153**

## **I. INTRODUCTION**

The California Department of Transportation (Caltrans) has informed the District that two bridges along CA-9 are scheduled for replacement in the near future and required that the District provide plans to relocate the existing 8-inch water main which crosses both bridges. This RFP is intended to solicit proposals for design of such replacements.

## **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 two permitted water systems. Each service area provides supplies from separate water sources. The North/South Service Area includes the unincorporated communities of Boulder Creek, Brookdale, Ben Lomond, Manana Woods, Scotts Valley and Lompico. 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, commercial, quarries, agriculture, and other open space. Within these boundaries, the District's two service areas have a combined area of approximately 29 square miles, made up of the North Service Area (26.7 square miles) and the Felton Service Area (2.2 square miles).

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.

## **III. PROJECT SCOPE OF SERVICES**

### **A. Project Description**

Caltrans is in planning stages for replacement of the San Lorenzo River Bridge, located approximately 0.5-miles north of Boulder Creek; and the King's Creek Bridge, located approximately 2.2-miles north of Boulder Creek. The District operates a single 8-inch water

main which crosses both bridges, and therefore proposes to retain a consultant to provide replacement designs relating to the two bridge crossings. In each case, the Consultant will be required to provide a design of a new river crossing; such crossing may or may not be directly connected to the proposed bridges, as the Consultant determine in consultation with Caltrans. The existing main shall be kept operational until the new main is complete, tested and ready to receive and convey potable water. If a temporary main is proposed, the existing main shall remain in service until the temporary main is constructed and in service; the temporary main shall remain in service until the new permanently installed main is in service. The scope of water main construction on and around bridges and within the Caltrans Right-of-Way generally includes: encroachment permitting through Caltrans and Santa Cruz County as required; traffic control; the new ductile iron water mains including hangers, supports, support structures, valves, blow-offs, hydrants, and other fittings; disinfection and testing of the new piping; tying into the existing distribution system; and pavement restoration. Pavement restoration shall be in compliance with Caltrans standards and shall conform to Caltrans project-specific requirements. The Consultant shall be responsible for coordination with Caltrans to determine any project-specific requirements not shown on the preliminary plans provided with this RFP.

All distribution and transmission mains shall be designed in accordance with CA-DDW Waterworks Standards and shall be located within Caltrans Right-of-Way, on District-owned properties, or within existing easements benefiting the District. Designs shall not require any new easements; property acquisitions; or modifications to existing lot lines or easements. All materials, appurtenances, installation and testing procedures shall comply with ASTM and/or AWWA standards, as well as the SLVWD's water system construction standard details.

#### **B. Project management**

1. Consultant shall assume at least one meeting each month during the design portion of the project and additional meetings to review project status at key milestones. Meetings will be held at the District Operations Building, 13057 Highway 9, Boulder Creek.
2. The District desires to bid construction of this project on or before October 15<sup>th</sup>, 2021. Consultant shall propose a project design schedule that meets this timeline.

#### **C. Preliminary Design Phase**

The Consultant shall coordinate closely with Caltrans during the design process. District Staff have initiated preliminary discussion with Caltrans regarding design of the proposed bridges, routing of proposed pipelines, and anchoring of proposed pipelines to the bridge structure. No authorization has been received from Caltrans to anchor the proposed pipeline to the proposed bridge structure. Consultant shall obtain from Caltrans approval for any proposed connections to the proposed bridges, if such connections are part of the Consultant's design. The Consultant shall be responsible for acquisition of all necessary Caltrans plans, documents, permits, standard drawings, and specifications applicable to this project.

1. Prepare preliminary design phase documents consisting of final design criteria, preliminary drawings, outline specifications and a preliminary cost estimate.
2. Provide necessary field surveys, topographic and utility mapping for design purposes. Utility mapping will be based upon information obtained by consultant from utility owners and field locates.
3. Provide any necessary Geotechnical investigation of the two sites
4. Furnish Adobe Portable Document Format (.pdf) files of the preliminary design phase documents and any other deliverables to District and review them with District.

#### **D. Environmental Phase**

1. Determine required Environmental Permitting/Studies/Agency coordination
2. Prepare the CEQA Initial Study for the project (if required).
  - Project description
  - Environmental settings, impacts and mitigation
  - CEQA checklist
  - Graphics
  - Biological Resources
  - Cultural resources
  - Construction impacts - air quality, noise, traffic
  - Geology
  - Hydrology/Water Quality
  - Other CEQA requirements
3. Revise Initial Study/Prepare Draft Initial Study
4. Respond to comments
5. Prepare Mitigation Monitoring Report
6. Prepare a memo for the SLVWD Board and present the item to the Board at a public hearing. Answer questions as necessary.
7. Complete other environmental documents and/or filings as necessary.

#### **E. Final Design Phase**

1. Prepare final drawings, specifications and estimate indicating the scope, extent, and character of the Work to be performed and furnished by Contractor. Pothole existing utilities to determine crossing alignments and connection points.
2. Prepare structural calculations and designs as needed.
3. Prepare hydraulic calculations and designs as needed.
4. As an agent of the District, obtain permits from or approvals of governmental authorities having jurisdiction to review or approve the final design of the project. This includes, but is not limited to, Caltrans Encroachment Permits, approval by Caltrans of construction drawings and specifications related to the attachment of

- the water main to the San Lorenzo River Bridge and/or King's Creek Bridge, approval of traffic control and proposed pavement restoration by Caltrans. Represent the District in consultations with such authorities, and revise the drawings and specifications in response to directives from such authorities.
5. Prepare and furnish bidding documents (Plans, Specifications and Engineer's Estimate) for review by the District, its legal counsel, and regulatory agencies. Assist District in the preparation of other related documents.
  6. Revise the bidding documents in accordance with comments and instructions from District staff, and electronic copies of all documents in both .pdf and their native format (Word, AutoCAD, etc.). Provide one (1) copy of the final plan set printed on Mylar.

#### **F. Bidding Phase**

1. Assist District in advertising for and obtaining bids for the work and, where applicable, maintain a record of prospective bidders to whom bidding documents have been issued. Attend pre-bid conferences.
2. Prepare addenda as necessary to clarify, correct or change the bidding documents.
3. Provide information or assistance needed by District in the course of any negotiations with prospective contractors.
4. Consult with District as to the acceptability of subcontractors, suppliers, and other individuals and entities proposed by prospective contractors for those portions of the work as to which such acceptability is required by the bidding documents.
5. Determine the acceptability of substitute materials and equipment proposed during the bidding or negotiating phase when substitution prior to the award of contracts is allowed by the bidding documents.
6. Assist District in evaluating bids and in assembling and awarding contracts for the Work.

#### **G. Construction Phase**

1. Issue necessary clarifications and interpretations of the contract documents as appropriate to the orderly completion of contractor's work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the contract documents.
2. Review and approve or take other appropriate action with respect to shop drawings and samples and other data which contractor is required to submit, but only for conformance with the information given in the contract documents and compatibility with the design concept of the completed project as a functioning whole as indicated by the contract documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Engineer shall meet any contractor's submittal schedule that engineer has accepted.

3. Evaluate and determine the acceptability of substitute or “or- equal” materials and equipment proposed by contractor.
4. Coordinate any proposed design changes with District, Construction Manager, Contractor, Caltrans, and any other agency having jurisdiction over the specific design change(s) proposed; provide a recommendation to the District as to disposition of any proposed design change(s). Any such design changes must be agreed to by all parties prior to implementation.

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

Consultant shall provide overall management of design-related activities. The District shall contract separately for Construction and Construction Management services. Consultant shall assume at least one meeting each month during the design portion of the project and additional meetings to review project status at key milestones. Meetings will be held on site or at the District’s main office. Consultant shall allow for one meeting per week during the Construction Phase.

Consultant shall provide internal quality control and quality assurance procedures.

#### **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 Responses to this RFP shall be in the following order and shall include:

1. Cover Letter (2 page maximum):

Include a dated cover letter indicating the firms 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 page maximum)

- i. Explain the objective of the project, as you understand them, and how you propose to accomplish the recognized goals.
- ii. 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 page 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 page 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. Exceptions to this RFP

The Consultant shall certify that it has fully read the RFP and 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.

8. 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.
- ii. Prepare a detailed schedule showing all facets of work that will meet the District's objectives and goals in a timely manner.
- iii. Both the Scope and Schedule are anticipated to become attachments to the Contract between the Consultant and the District.

9. Insurance

- i. Without limiting Contractor's indemnification of District, and prior to commencing any Services required under this Agreement, Consultant shall purchase and maintain in full force and effect, at its sole cost and expense, the following insurance policies with at least the indicated coverages, provisions and endorsements:  
Commercial General Liability Policy (bodily injury and property damage): Policy limits are subject to review, but shall in no event be less than, the following:
  1. \$1,000,000 Each Occurrence
  2. \$1,000,000 General Aggregate
  3. \$1,000,000 Products/Completed Operations Aggregate
  4. \$1,000,000 Personal Injury
  5. Workers' Compensation Insurance Policy as required by statute and employer's liability with limits of at least one million dollars (\$1,000,000) policy limit Bodily Injury by disease, one million dollars (\$1,000,000) each accident/Bodily Injury and one million dollars (\$1,000,000) each employee Bodily Injury by disease.
  6. Comprehensive Business Automobile Liability Insurance Policy with policy limits at minimum limit of not less than one million dollars (\$1,000,000) each accident using. Liability coverage shall apply to all owned, non-owned and hired autos.
  7. Professional Liability or Errors and Omissions Insurance as appropriate shall be written on a policy form coverage specifically designed to protect against acts,



errors or omissions of Consultant. Coverage shall be in an amount of not less than one million dollars (\$1,000,000) per claim/aggregate.

- ii. Prior to commencement of any services under this Agreement, Consultant, shall, at its sole cost and expense, purchase and maintain not less than the minimum insurance coverage with endorsements and deductibles indicated in this Agreement.
- iii. The Consultant and its subconsultants are required to name the State, its officers, agents and employees as additional insured on their liability insurance for activities undertaken pursuant to this Agreement.
- iv. Consultant shall file with District all certificates for required insurance policies for District's approval as to adequacy of insurance protection. The District will require a professional liability insurance verification for coverage of not less than \$1,000,000.00.

#### **10. Total Professional Fee and Fee Schedules**

- i. Proposed fee shall be organized with appropriate breakdown into subtasks.
- ii. Proposed fee shall include the hourly rates of all staff (including subconsultants) that will charge directly to the project for project duration.
- iii. Both the Fee and Hourly Rates are anticipated to become attachments to the Contract between the Consultant and the District.

### **VI. CONSULTANT SELECTION**

The District will review and evaluate each submittal to determine if it meets the requirements for the service described herein. Failure to meet the requirements of this RFP will be cause for eliminating the applicant from further consideration. Based on the District's evaluation, the firms that meet the requirements of this RFP will be ranked. 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. 20% Experience of firm with similar types of work
- c. 30% Experience of staff with similar kinds of work
- d. 10% Overall clarity and presentation of Proposal
- e. 10% Firm's Local Experience

### **VII. SELECTION PROCESS**

It is anticipated that a contract/contracts will be awarded with the highest-ranking firm being selected. However, the District reserves the right to consider other factors such as overall cost and may award contracts to any qualified applicant, regardless of the assigned rank. The District will enter into negotiations with the selected firm. If the District can't negotiate an agreement that is fair and reasonable in the District's sole discretion, it reserves the right to select an alternate 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, schedule, office arrangements, attendance requirements and the proposed fee schedule.

## VIII. 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>Proposal Due Date</b>	<b>July 5<sup>th</sup>, 2021</b>
<b>Board of Directors Approval</b>	<b>July 15<sup>th</sup>, 2021</b>

## IX. SPECIAL CONDITIONS / ATTACHMENTS

The following documents are intended to provide additional background and are available on the District website:

1. Preliminary Bridge Replacement Plans (Caltrans)

## X. DISTRICT CONTACT

Questions regarding this RFP should be submitted to the District's Engineer, Josh Wolff, via email at [JWolff@SLVWD.com](mailto:JWolff@SLVWD.com) by **5pm on June 21<sup>st</sup>, 2021**. Responses to all bidder questions will be posted to the District's website <https://www.slvwd.com/doing-business/pages/bid-opportunities> not later than **5pm on June 23<sup>rd</sup>, 2021**.

## XI. SUBMITTAL REQUIREMENTS

1. Submit one electronic copy of the Proposal in PDF format by email (preferred) or 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 Consultant.
2. Proposals must be received no later **than 11:00 a.m. local time, on or before July 5<sup>th</sup>, 2021**, via email to [JWolff@SLVWD.com](mailto:JWolff@SLVWD.com) or in hardcopy at the office of:

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

**Attn: District Engineer (CA-9 Bridge Designs RFP)**

Failure to comply with the requirements of this RFP may result in disqualification.