



**REQUEST FOR PROPOSAL**

**TO PROVIDE:**

**ENVIRONMENTAL CONSULTING SERVICES TO THE  
SAN LORENZO VALLEY WATER DISTRICT**

**PROJECT TITLE:**

**Consolidation of the Bracken Brae and Forest Springs Mutual Water Companies**

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

**ON**

**August 17, 2022**

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

## **I. INTRODUCTION**

The Consolidation includes consolidation of two small mutual water companies, Bracken Brae Mutual (Bracken Brae) and Forest Springs Improvement and Maintenance Association, Inc. (Forest Springs). The San Lorenzo Valley Water District (District) system will be extended to meet the existing mutual water company systems and those systems will require both CZU fire repairs and other upgrades to bring them up to current Standards and into compliance with current Codes.

The work required will include the design of approximately 1.7-miles of new or replacement water main, two (2) bridge crossings, booster stations, and potable water storage tanks.

The District's intent is to award a contract to a firm qualified to coordinate with resource agencies, complete environmental review and permitting, and conduct environmental oversight during construction.

Partial funding will be provided by the Department of Water Resources' (DWR) Small Community Drought Relief Program. Selected consultant will be required to agree to grant terms.

## **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.

Bracken Brae serves 24 connections located on Burnside Bend, Wooded Way, Hazel Brake, and Hillside Drive. This area suffered heavily in the CZU fires.

Forest Springs, also known as “The Acorns”, includes 128 connections on Acorn Drive, Knob Hill Drive, Leafwood Drive, Bobcat Lane, Clover Drive, Aspen Lane Roble Road, Ebony Way, Reservoir Road, and Mahogany Way. The proposed tank site is a steeply sloped parcel at the top of Reservoir Road. The existing concrete tanks which are undersized and require replacement are located on this parcel. Elevations on the lot range from ~950 to ~995, per the Santa Cruz County GIS contours. The parcel will require survey to determine optimal tank placement and actual elevation at that site.

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

#### **Project Description**

The District proposes to upgrade/install a total of 8,960 +/- lineal feet of water main and to install a new duplex booster pump station in order to consolidate two small mutual water companies, Forest Springs and Bracken Brae, into the District’s system. The scope of work is as follows:

- Replacement of 3,870 lineal feet of existing undersized water main in the San Lorenzo Valley Water District, increased in size for additional domestic and fire flow to the two mutual; this including two bridge crossings.
- Construction of 2,090 lineal feet of water main to provide an interconnection to Bracken Brae, providing domestic and fire flow water supply.
- Construction of 3,000 lineal feet of water line to provide an interconnection to Forest Springs, providing domestic and fire flow water supply.
- Installation of a new duplex booster pump station will be required to pump water to the two mutuals. Both mutuals’ service elevation is higher than SLVWD supplying pressure zone elevation. The District would prefer to create a single pressure zone encompassing both mutuals, allowing for a pump station to be located at or near the low point of the pressure zone, along CA-236. This booster station could be located at an elevation of ~640’, per the Santa Cruz County GIS contours.

#### **A. Preliminary Feasibility, Coordination with Resource Agencies, & Environmental Review/Permitting**

1. Review final design and determine permitting needs and level of CEQA analysis.
2. The consultant shall review the available documents and studies that cover the project area (including design and/or other documents). The Consultant shall identify additional studies, consultations and field work necessary to prepare the Initial Study.
3. Conduct biological resource surveys as needed
4. Identify jurisdiction of the US Army Corps of Engineers, California Department of Fish and Wildlife, and the Regional Water Quality Control Board, and other relevant agencies.
5. Coordinate and consult with the appropriate regulatory agencies.

6. Conduct cultural resources surveys as needed.

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

1. Consultant shall provide internal project management. Consultant shall assume at least one meeting with District Staff 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's main office, or virtually.
2. The District intends to publish an RFP for construction of the work identified in this RFP not later than November 1, 2022. Consultant shall propose a project schedule that accommodates this schedule.

#### **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 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.

### 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.

### 7. 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.

### 8. 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:
- ii. 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.

- iii. 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.

- iv. 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.
- v. 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.

9. Total Professional Fee and Fee Schedules

- i. Proposed fee shall be organized with appropriate breakdown into subtasks.
- ii. Proposed fee shall include an estimated timeline (Gantt Chart Format) for completion of each task and subtask.
- iii. Proposed fee shall include the hourly rates of all staff that will charge directly to the project for project duration.

**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% Proposed Schedule
- 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 is not able to 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, 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>August 17, 2022</b>
<b>Board of Directors Approval</b>	<b>August 25, 2022</b>

## IX. SPECIAL CONDITIONS / ATTACHMENTS

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

1. Attachment A: Exhibit 1, Consolidation of Forest Springs and Bracken Brae Mutuals into the San Lorenzo Valley Water District

## X. DISTRICT CONTACT

Questions regarding this RFP should be submitted to the District's Environmental Programs Manager, Carly Blanchard, via email at [cblanchard@slvwd.com](mailto:cblanchard@slvwd.com) by **5pm on August 15, 2022**.

## XI. SUBMITTAL REQUIREMENTS

1. One (1) electronic copy (.pdf) of the executed original shall be submitted. Emailed proposals are preferred; CD, DVD, and/or USB Drive ("thumb drive") submittals are also acceptable. 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 August 17, 2022 via email to [cblanchard@SLVWD.com](mailto:cblanchard@SLVWD.com)** or at the office of:

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

**Attn: Environmental; Programs Manager (Bracken Brae and Forest Springs Consolidation)**

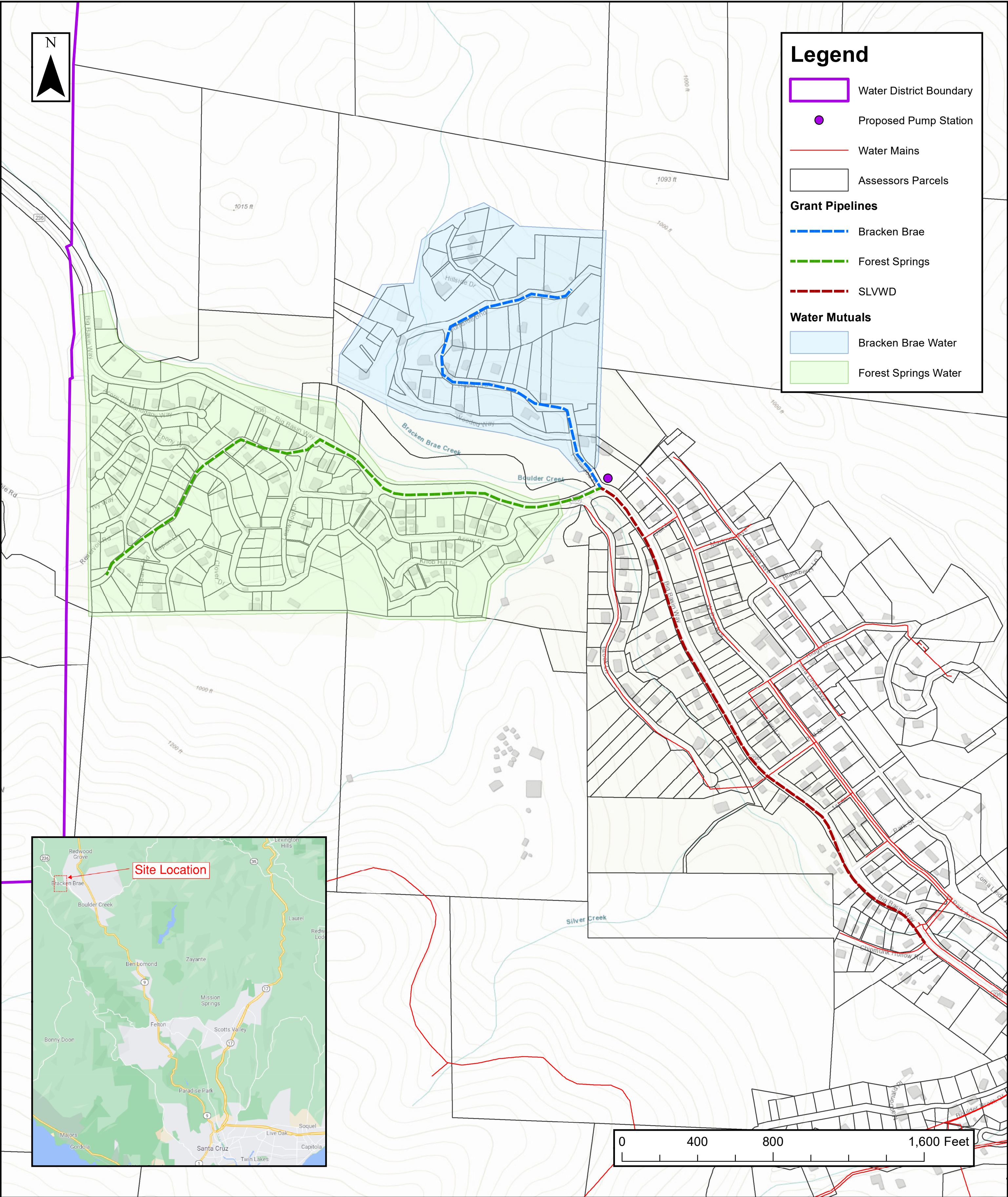
Failure to comply with the requirements of this RFP may result in disqualification.




**Attachment A**

Exhibit 1, Consolidation of Forest Springs and Bracken Brae Mutuals into the San Lorenzo Valley Water District





 San Lorenzo Valley WATER DISTRICT	Date: 9/14/2021	Consolidation of Forest Springs and Bracken Brae Mutuals into the San Lorenzo Valley Water District	13060 Hwy 9 Boulder Creek, CA 95006	1 of 1
	Scale: 1:4,000			
	Drawn By: JWS			
	Approved By: JLW			