



REQUEST FOR PROPOSAL

TO PROVIDE:

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

PROJECT TITLE:

2021 Lyon Complex Access Road

RESPONSE DUE BEFORE 3:00 P.M.

ON

April 6th, 2021

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

I. INTRODUCTION

The 2021 Lyon Complex Access Road Project (Project) includes a geotechnical investigation of the hillside area between Big Steel tank and the Lyon tank complex, situated on Madrone Drive in Boulder Creek, California; design of a new road intended to provide access from Madrone Drive to the Lyon tank complex; and construction of said road.

The District's intent is to award a contract to an engineering firm qualified to perform roadway design and layout, with necessary geotechnical investigation; then contract separately for roadway construction.

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

The District proposes to construct a new access road running from Madrone Drive to Big Steel tank and continuing to the Lyon tank complex. The District has therefor prepared this Request For Proposals (RFP) to provide roadway design and layout, including geotechnical investigation of the project site. Portions of the site have previously been evaluated, areas needing additional borings and evaluation are shown in Attachment A. Locations of previously completed borings are shown in Attachment B.

Deliverables for this project include the following:

1. Identification of route for new access road, optimized for constructability, usability, and cost;
2. Design of new access road, to include design of: layout, grading, paving sections, runoff mitigation, tie-in to existing roads, identification of required tree work. New access road shall be suitable for traffic up to and including H20 load rating per AASHTO and shall be designed to provide access for non-articulated vehicles up to 40-feet in length;
3. Geotechnical investigation and report for the immediate area of the proposed access road;
4. Required calculations, to include earthwork cut/fill, on- or off-haul of soil, stormwater volumes/flowrates requiring mitigation, analysis of any required retaining structures;
5. Identification of agencies with jurisdiction which will require permitting/coordination.

IV. PROJECT MANAGEMENT AND INFORMATION COLLECTION

Consultant shall provide overall project management. 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 Responses to this RFP shall include:

1. 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.

2. Contractor's Expectations of Owner

- i. Provide a summary of items expected to be provided by the Owner.

3. Identification of Possible Extra Services

- i. Consultant should provide descriptions and costs for any additional services not identified in this RFP that may be necessary to properly characterize the site and design the proposed access road.

4. Exceptions to this RFP

- i. 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.

5. 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.

6. 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 as appropriate.
- 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.

VII. **SELECTION PROCESS**

It is anticipated that a contract/contracts will be awarded with the superior 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. 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, work schedule, 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:

Proposal Due Date	April 6th, 2021
Board of Directors Approval	April 15th, 2021

IX. SPECIAL CONDITIONS / ATTACHMENTS

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

1. Attachment A: Previous Boring Locations
2. Attachment B: Project Area of Interest Exhibit

X. DISTRICT CONTACT

Questions regarding this RFP should be submitted to the District's Engineer, Josh Wolff, via email at JWolff@SLVWD.com by **5pm on March 24th, 2021**. A summary of all submitted questions and District responses will be posted to the Department's website, at <https://www.slvwd.com/doing-business/pages/bid-opportunities> not later than **5pm on March 26th, 2021**.

XI. 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 April 6th, 2021** at the office of:

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

Attn: District Engineer (Lyon Complex Access Road)

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

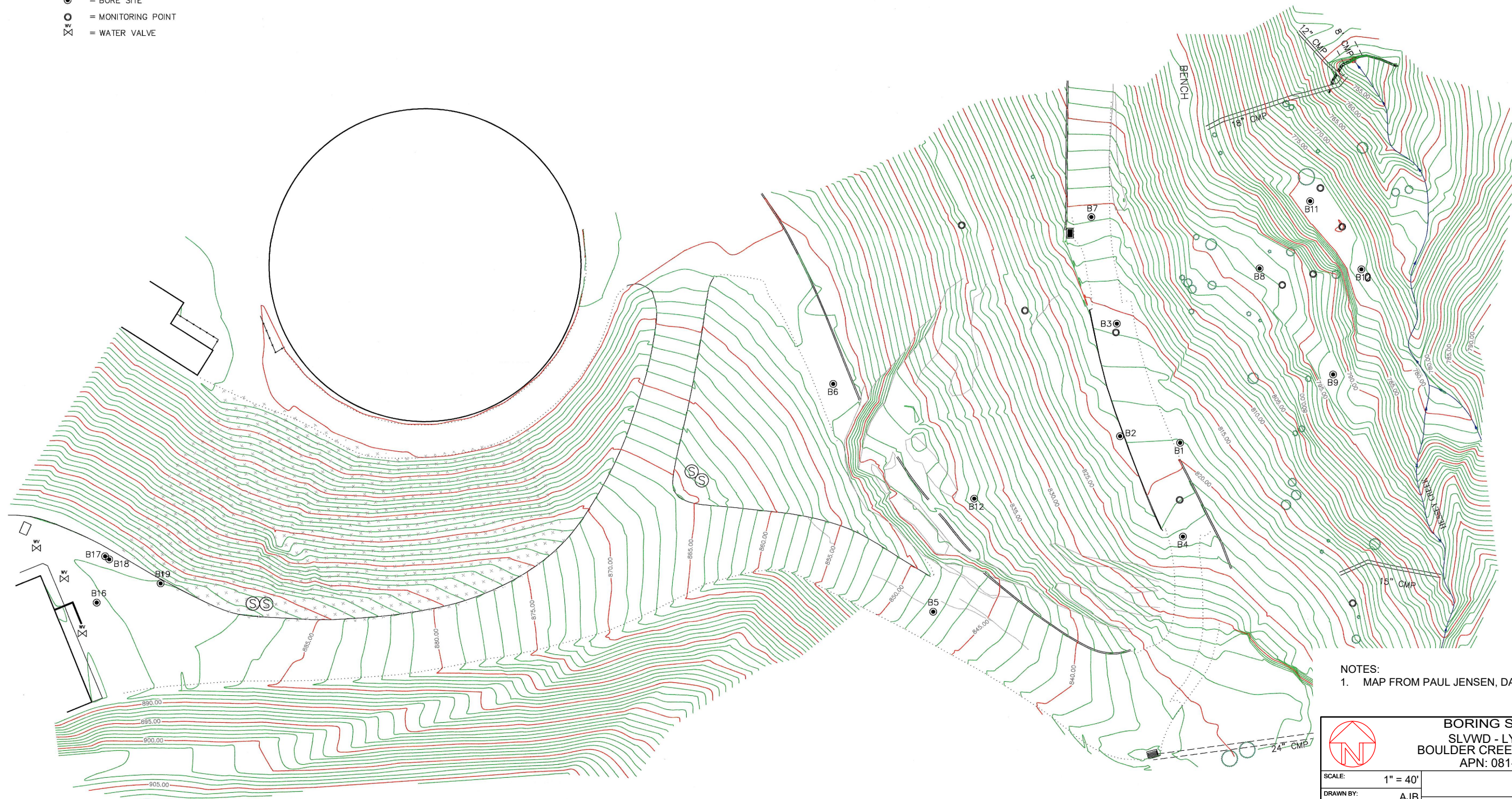
ATTACHMENT A

- August 2018 Boring Locations
- August 2019 Boring Locations


LEGEND:

- = EXPOSED FISSURE
OCTOBER 17, 2017
..... = EDGE OF PAVEMENT
++++ = TARPED AREA
⊙ = SEPTIC MANHOLE
● = BORE SITE
○ = MONITORING POINT
X = WATER VALVE

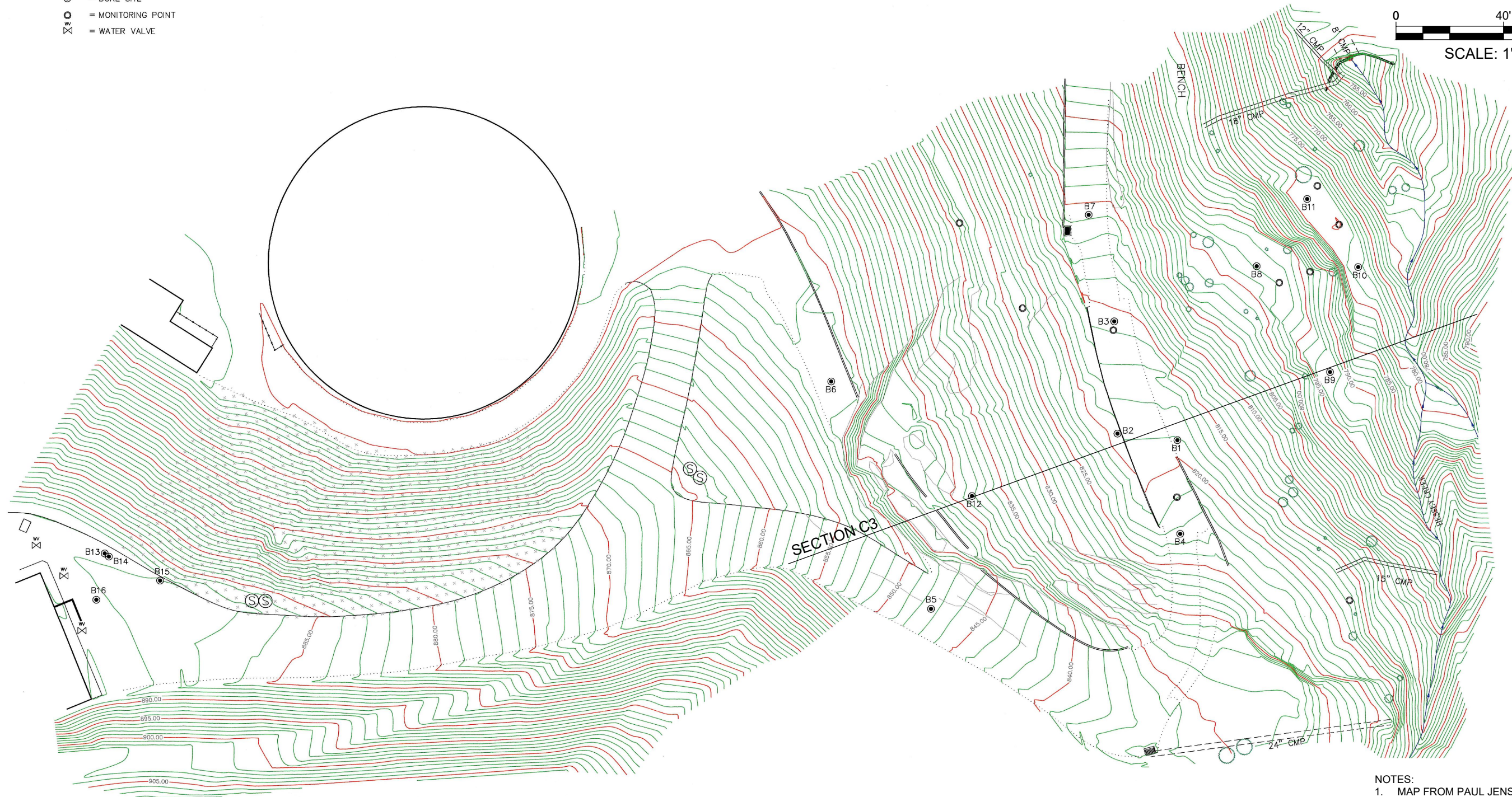
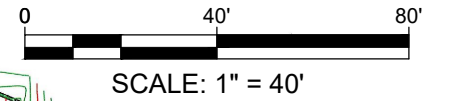
0 40' 80'
SCALE: 1" = 40'



NOTES:
1. MAP FROM PAUL JENSEN, DATED FEBRUARY 2018.

		BORING SITE PLAN SLVWD - LYON TANK BOULDER CREEK, CALIFORNIA APN: 081-011-07	
SCALE:	1" = 40'		
DRAWN BY:	AJB		
DATE:	APR 2018		
REVISED:			
JOB NO.	SC4090.1		
		HARO, KASUNICH & ASSOCIATES, INC. GEOTECHNICAL AND COASTAL ENGINEERS 116 E. LAKE AVENUE, WATSONVILLE, CA 95076 (831) 722-4175	
FIGURE NO. 3		SHEET NO.	

- = SEPTIC MANHOLE
- = BORE SITE
- = MONITORING POINT
- ⊗ = WATER VALVE



- NOTES:
1. MAP FROM PAUL JENSEN, DATED FEBRUARY 2018.

PREPARED BY
PAUL JENSEN
PROFESSIONAL LAND SURVEYOR # 4627
SANTA CRUZ, CALIFORNIA

		BORING SITE PLAN SLVWD - LYON TANK BOULDER CREEK, CALIFORNIA APN: 081-011-07	
SCALE:	1" = 40'	HARO, KASUNICH & ASSOCIATES, INC. GEOTECHNICAL AND COASTAL ENGINEERS 116 E. LAKE AVENUE, WATSONVILLE, CA 95076 (831) 722-4175	
DRAWN BY:	AJB		
DATE:	APR 2018		
REVISED:			
JOB NO.	SC4090.1	FIGURE NO. 3	
		SHEET NO.	

ATTACHMENT B

- Area of Interest Exhibit

