



REQUEST FOR PROPOSALS

TO PROVIDE:

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

PROJECT TITLE:

Lyon Tank Access Road Rehabilitation Project

RESPONSE DUE BEFORE 3:00 P.M.

ON

April 1, 2020

**San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006
(831) 430-4625**

I. INTRODUCTION

The San Lorenzo Valley Water District owns and manages a Surface Water Treatment Plant, on the west side of Highway 9 along Ben Lomond Mountain, referred to as the Lyon Treatment Plant (APN: 081-011-07). Surface water from Clear Creek, Foreman Creek, Peavine Creek, Silver Creek and Sweetwater Creek are gravity fed to the filtration plant. Water treated at the plant primarily serves the north system of SLVWD's service area, occasionally serving the entire District.

During the 2017 winter storms a slide occurred below the Lyon Treatment plant which severely impacted the entrance road. A large slope failure occurred completely destroying two road segments located within the facility. The Lyon Access Road landslide is approximately 190 feet wide and 225 feet long and up to 45 feet deep. In addition, it extends up to 15 feet in elevation below the channel of a creek that is adjacent to the toe of the slope. The presence of a fault zone through the landslide area weakened the earth materials and disrupted groundwater flow. The landslide slip surface has extraordinarily weak earth materials along it with very low residual strengths. Historical shearing during previous instability, as well as the 2017 storm, caused re-activation. These factors complicate landslide repair. The landslide mass is expected to continue to be unstable and may expand if nothing is done.

The District has been working with a professional consulting firm, Haro, Kasunich and Associates (HK&A), to determine engineering options to repair the landslide. Two reports have been completed. The first is the Geotechnical Investigation for the Lyon Tank Access dated August 2018 (attached). This report included a thorough evaluation of the landslide, but did not include specific structural recommendations for stabilizing the area. A second, Geotechnical Investigation for the Lyon Tank Access dated August 2019, (attached) has detailed two options for stabilizing the landslide as follows:

1. **Install Three Rows of Secant Piles:** This option involves the construction of three separate secant piles rows: one along the outboard side of the reconstructed lower road (middle), one on the hillside mid-way to the upper road (upper), and the third one offset approximately 20 feet from Hessey11 Creek (lower). Also included is the construction of an engineered fill slope from the upper row of secant piles to the inboard side of reconstructed upper road restoring access and road shoulder. The estimated cost for this work is 15 million dollars.
2. **Install Two Rows of Secant Piles and Culvert:** This option involves installing a culvert in approximately 250 feet of Hessey Creek, excavating the slide mass and placing and compact excavated spoils over the culvert and constructing upper and middle secant walls to stabilize the upper and lower roadway. The estimated cost for this work is 12 million dollars.

The District invites interested parties to submit a proposal for professional services for environmental review, assessment, permitting and compliance with environmental regulations and requirements including development of related technical studies, field surveys, and monitoring.

II. PROJECT SCOPE OF SERVICES

The Consultant shall provide overall project management. The Consultant shall assume at least one meeting each month with District management staff during the feasibility analysis and construction portions of the project and additional meetings to review project status at key milestones. Meetings will be held at the District's main office or via conference call.

A. Preliminary Feasibility Analysis & Coordination with Resource Agencies

- Evaluate the two detailed options to stabilize the slide provided through HK&A's August 2019 report.
- Coordinate with environmental resource agencies to determine the most viable option.
- Organize meetings, calls, tours as needed between resource agencies, SLVWD, construction teams, and other associated consultants.

B. Environmental Review & Permitting

- Determine the appropriate level of CEQA review;
- Conduct biological resource surveys;
- Identify areas potentially under the jurisdiction of the US Army Corps of Engineers, California Department of Fish and Wildlife, and the Regional Water Quality Control Board;
- Conduct a cultural resources survey;
- Coordinate and consult with the appropriate regulatory agencies;
- Prepare required permit applications, including, potentially, a Section 404 Nationwide Permit, Section 401 Water Quality Certification, and a Section 1600 Streambed Alteration Agreement;
- Prepare an Initial Study and Mitigated Negative Declaration; and
- Conduct preconstruction surveys for nesting birds.

C. Review of Construction Documents

- Review construction documents prepared by others to ensure that resource agency requirements and mitigation and monitoring requirements identified in the environmental review process have been incorporated specifically into the project plans and specifications.

D. Environmental Oversight During Construction

- Conduct inspections and complete observation reports as necessary to ensure that the resource agency requirements, mitigation requirements and monitoring requirements set forth in the project plans and specifications are complied with.

III. PROPOSAL REQUIREMENTS

The Proposal shall not exceed 25, 8.5" x 11" single-sided pages excluding resumes, cover letter, contractual scope of services, fee schedules, 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 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 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 based on the allowable construction contract working days showing all facets of work that will meet the District's objectives and goals in a timely manner.

Both the Scope and Schedule are anticipated to become attachments to the Contract between the Consultant and the District.

9. Insurance

- i. Without limiting Consultant'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.

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.

IV. 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:

1. 30% Understanding and approach to the work to be done
2. 20% Experience of firm with similar types of work
3. 30% Experience of staff with similar kinds of work
4. 10% Overall clarity and presentation of Proposal
5. 10% Firm's Local Experience

V. 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, office arrangements, attendance requirements and the proposed fee schedule.

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:

Proposal Due Date	April 1, 2020
Presentations (TBD-If Necessary)	April 4-6, 2020
Board of Directors Approval	April 16, 2020

VII. SPECIAL CONDITIONS / ATTACHMENTS

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

- a. HKA Report – August 2018
- b. HKA Report – August 2019
- c. Lyon Slide Conceptual Repair Exhibits

VIII. DISTRICT CONTACT

Questions regarding this RFP should be submitted to the District's Engineer, Darren Langfield, via email at dlangfield@slvwd.com by **5pm on March 23, 2020**.

IX. 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 1, 2020** at the office of:

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

**Attn: District Engineer (Environmental Review – Lyon Tank Access Road
Rehabilitation)**

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