



REQUEST FOR PROPOSAL

TO PROVIDE:

**PROFESSIONAL CONSTRUCTION MANAGEMENT SERVICES
TO THE
SAN LORENZO VALLEY WATER DISTRICT**

PROJECT TITLE:

2020 PIPELINE REPLACEMENT PROJECT

RESPONSE DUE BEFORE 3:00 P.M.

ON

April 22, 2020

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

I. INTRODUCTION

The San Lorenzo Valley Water District proposes to install:

- Approximately 1900 feet of 6-inch ductile iron water main on California Drive in Ben Lomond,
- Approximately 1550 feet of 8-inch HDPE water main in Hillside and Reynolds Drive in Boulder Creek,
- New water services, fire hydrants and other miscellaneous improvements.

The District is seeking proposals from consultants for construction management services.

Plans and specifications for the Project have been prepared by the engineering firm Schaaf & Wheeler. These documents are available for review on the District web site. CEQA has been completed for the project. The estimated construction cost is \$1,400,000 and there are 120 calendar days in the construction contract. The District intends to award a single construction management contract to a consultant firm qualified to do complete construction management for this project. This is the first phase of a multi-phase pipeline replacement project which will total approximately 3.3 miles of new pipeline. An RFP for Construction Management for Phase Two is expected to be circulated late in 2020.

II. GENERAL INFORMATION

San Lorenzo Valley Water District is located approximately 10 miles north of the City of Santa Cruz and is a water supplier established in 1941 that 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 two 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

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

The Consultant shall provide internal quality control and quality assurance procedures.

A. Construction Management Services

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, approve and monitor traffic control plans.
3. Coordinate the submittal process by transmitting to the appropriate design professional for compliance with construction documents. Develop and maintain files of approved submittals.
4. Establish and hold weekly progress and coordination meetings with SLVWD and the Contractor at the site during active on-site construction phase. Prepare the agenda and summary notes for weekly meetings and review the Contractor's schedule. Monitor Contractor's compliance with submitted schedule. Request new schedules as they become outdated due to changes. Summarize project progress and include the status of change orders, of contract days remaining, work completed, adherence to schedule, and work in progress.
5. Visit the site each working day during the active on-site construction phase as necessary to observe the work and document compliance with the plans and specifications. Confirm that materials and installation methods used are those specified in approved submittals or the contract documents. Photographically document the progress of the work daily. Review traffic control. Prepare daily site observation logs that document progress of work performed, labor and equipment on site, and communications with the Contractor.
6. Review Contractor's progress payment requests and provide recommendations regarding payment in accordance with the work complete and the contract documents.
7. Assist with Contractor coordination with the utility companies, PG&E, Comcast, AT&T, Verizon, Sprint, etc.
8. If a change order request is presented by the Contractor, Consultant shall review the request, communicate with SLVWD, the Contractor, and any involved inspection/testing sub-consultants, and provide a recommendation to the District.

Consultant shall maintain current records and documentation for all change orders, along with changes in contract days and contract dollar amount.

9. Review test reports and notify the District and the Contractor regarding reports indicating non-conforming items. Coordinate with the Contractor and the special testing and inspection sub-consultants, to resolve variations in the work from that specified in the construction documents.
10. Prepare a final punch list of items not yet satisfactorily completed and visit the project site to verify completion of those items.
11. Obtain letters of final acceptance from the associated design professionals summarizing their observations and conformance with the project plans and specifications.
12. Obtain record drawings from the associated design professionals based on Contractor's as-built drawings, site observation logs, and RFI logs for District records.
13. Review construction for adherence with the project plans and specifications.

B. Construction Management - Subconsultants

1. Assemble, coordinate and manage a team of sub-consultants responsible for the completion of specialized tasks including, but not limited to, the following:
 - a) Asphalt testing/inspection,
 - b) Labor compliance monitoring,

IV. 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 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 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.
- 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:
- 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.

V. 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

VI. 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.

VII. 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 22, 2020
Presentations (TBD-If Necessary)	April 27-30, 2020
Board of Directors Approval	First Meeting Avail.

VIII. SPECIAL CONDITIONS / ATTACHMENTS

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

1. Environmental documents

IX. 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 April 15, 2020**.

X. 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 22, 2020** at the office of:

**San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006
Attn: District Engineer (Construction Management – 2020 Pipeline Replacement Project)**

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