



REQUEST FOR PROPOSALS (RFP)
CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES
FOR THE
VICTORIA AVENUE RECHARGE WATER FACILITY

November 30, 2017

Western Municipal Water District (District) invites the submittal of written proposals from qualified engineering consulting firms interested in providing construction management and inspection services for the Victoria Avenue Recharge Water Facility, located in the City of Riverside, California. Interested firms shall submit five (5) hard copies and one CD (in PDF format) copy of the proposal in one package including one separately sealed fee proposal envelope addressed to the attention of Fakhri Manghi and must be received in the office at 14205 Meridian Parkway, Riverside, CA 92518 by January 12, 2018. The proposal submittal shall be clearly marked "PROPOSAL FOR THE VICTORIA AVENUE GROUNDWATER RECHARGE FACILITY PROJECT". Excluding cover letter, table of contents, resumes, cost and financial data, the proposal shall be limited to 20 single sided, single spaced, and 10-point font size minimum.

Submittals shall be addressed as follows:

Fakhri Manghi, PhD, PE
Project Manager
Victoria Avenue water Recharge Facility
Engineering Department
Western Municipal Water District
14205 Meridian Parkway, CA 92518

The District must receive the copies of the proposals, no later than 2:00 PM, January 12, 2018. If the District amends the proposal deadline, the new deadline will be posted on the District's official website (<http://www.wmwd.com/bids.aspx>).

A non-mandatory pre-proposal meeting will be held at the District, 14205 Meridian Parkway, Riverside, CA 92518 on January 4, 2018 at 1:30 PM. An optional site visit may be provided the morning of the pre-proposal meeting, at 10:30 AM. Send an email to: fmanghi@wmwd.com to schedule a pre-proposal site tour.

BACKGROUND

In September 2012, the District completed the Arlington Basin Groundwater Management Plan with the goal of educating the public concerning the availability and use of groundwater in the Arlington Basin. The Arlington Basin covers 14,730 acres (approximately 23 square miles), and is experiencing growth and water demand increases. In response to a growing need for increased local water resource production and local groundwater basin management, the District, in conjunction of other agencies, constructed the Arlington Desalter in 1990. Water is treated at the desalter to a level that allows

distribution through the potable water system. To improve groundwater basin quality and quantity, the District is implementing the installation of new groundwater extraction wells and construction of a local groundwater recharge facility. The Victoria Avenue site was identified as the preferred option for groundwater recharge in the Arlington Basin.

Preliminary design of the pilot test began in February 2016, including review of data from previous site surveys and subsurface investigations. Data from these studies was used to develop a plan for a more extensive investigation (exploratory excavations) of the near-surface (< 10 feet) sediments. Results from the exploratory excavations were used to select the horizontal and vertical locations of two infiltration rate test cells and associated monitoring wells. Source water for the pilot test was supplied from the District's non-potable water system. Construction of the pilot test was completed in May 2016 and infiltration rate testing occurred from May 13 through July 15, 2016. Identified infiltration rates ranged from 3.5 to 19.0 feet per day (ft/day), with sustained infiltration rates of 3.5 ft/day and 11.5 ft/day on the east and west sides of the site respectively.

Using data from the pilot test program, the District initiated final design of the Victoria Avenue Groundwater Recharge Facility. Design efforts at the Victoria site included basin configuration, permitting, stormwater capture facilities, and ancillary equipment. A variety of site configurations were evaluated, involving stormwater capture capacity, long-term sedimentation characteristics, and ongoing operation and maintenance characteristics. The final design documents were developed based on field testing and preliminary design analysis which identified the preferred site configuration. The 10-acre Victoria site is projected to be capable of recharging the Arlington Basin in excess of 3,000 acre-feet per year.

The District retained Dudek to design the Victoria Avenue Water Recharge Facility, and Dudek will provide Engineering Services during Bidding and Construction for the project.

The Invitation to Bid was solicited to potential contractors on November 27, 2017, and Bids are scheduled to be opened on January 12, 2018. The Construction Contract is anticipated to be awarded in February 2018, with a projected 300 calendar day construction period. Construction is scheduled to be complete by January 2019.

Construction plans and specifications are available to potential Bidders on the IB Reprographic website at <https://www.ibplanroom.com>.

DESCRIPTION OF SERVICES REQUIRED

The scope of services listed herein shall serve as a guide only and may be subject to change. It shall be the responsibility of the Proposer to identify all necessary tasks to successfully complete the project. The selected Consultant will act as the Field Engineer representing the District throughout the construction period. At a minimum, the Consultant shall assign one (1) full time California Registered Professional Civil Engineer as the Construction Manager for the Construction Management team.

Required construction-phase services, at a minimum, will include:

1. ***Project Familiarity:*** The Consultant shall visit, and become familiar with the project site and associated construction areas. Consultant shall review the project documents and become familiar with the following:
 - Construction drawings and specifications,
 - Mitigation, monitoring and reporting requirements,
 - Phasing, scheduling and sequencing of operations,

- Resolving conflicts in the plans and specifications,
 - Establishing & maintaining a working relationship with the Contractor and the public, and
 - Required project signage, public outreach and notifications.
2. **Pre-Construction Meeting:** Consultant shall prepare the agenda and conduct a pre-construction meeting with the Contractor, the City, affected utility companies and other critical project stakeholders. The Consultant shall develop detailed meeting minutes and promptly distribute to attendees.
 3. **Construction Management Services:** The Consultant shall provide contract administration as an agent of the District, and shall establish and implement coordination and communication procedures among the Engineer, District, Contractor, residents, testing companies and other required project specialists. The Consultant shall establish and implement procedures for reviewing and processing requests for information (RFIs) and interpretations of the contract documents, review and approval of shop drawings, samples and submittals, change order proposals, payment applications, and other construction related communications. The Consultant shall track and monitor submittals by the Contractor and the review of product and material submittals by the Engineer of Record to determine compliance with construction plans and specifications including the project schedule.

The Consultant shall record construction progress and maintain current records of all necessary contracts, insurance certificates, bonds, construction documents, permits, specifications and codes, project photographs, as-built drawings, samples and submittals, operation and maintenance manuals, material tickets, test results and other construction related documents. At the completion of the project, the Consultant shall deliver all documents and records to the District.

The Consultant shall include the following tasks, as necessary to manage construction of the Victoria Avenue Water Recharge Basin project:

- Provide full-time onsite Construction Manager at the job site.
- Maintain Daily Logs.
- Maintain Project Schedule, Critical Path Method (CPM).
- Weekly Construction Progress meetings, provide meeting minutes to all parties attending.
- Provide Monthly report to the District Project Manager.
- Enforce safety programs.
- Review and preapprove Submittals prior to the Design Engineer and District's review.
- Maintain Submittal logs.
- Review and provide input on RFI's prior to the Design Engineer and District's review.
- Maintain RFI logs.
- Administrate all correspondence and maintain a log.
- Maintain Project Budgets and/or cost tracking reports.

- Process and verify monthly progress payments.
- Confer with District and Design Engineer to discuss and resolve matters, such as work procedures, complaints, or construction problems.
- Negotiate revisions, changes and additions to contractual agreements with consultants, contractor and subcontractors.
- Prepare and present Change Orders to the District for approval. Maintain a Change Order Log.
- Maintain record drawings and provide a complete set to the District at the end of the project.
- Take actions to deal with the results of delays, bad weather, or emergencies at the construction site.
- Investigate damage, accidents, or delays at construction sites, to ensure that proper procedures are being carried out.
- Supervise and direct inspection team.
- Provide a post construction report highlighting key events, mistakes, and design issues.
- Provide instruction to Contractor consistent with the project construction contract, drawings and specifications
- Use document processing software to route, track, and monitor submittals, RFIs and shop drawings (Design Engineer to review and approve design related submittals)
- Track all Contractor claims and recommend solutions to resolve issues and avoid project delays
- Coordinate system shutdowns with District Operations department
- Provide Qualified SWPPP Practitioner (QSP) to perform necessary inspections, provide recommendations for appropriate BMPs or repair of existing BMPs, and to file required reports with the State Water Quality Control Board. Review and approve the Contractor's submitted SWPPP. File NOI and NOC on behalf of the District.
- Notify the District of actual or proposed deviations from specifications and drawings for evaluation by the Design Engineer
- Develop punch list of required corrective actions at the project's substantial completion
- Coordinate project commissioning and District staff training
- Coordinate with adjacent utilities, including but not limited to Riverside Public Utilities (RPU), gas company, City of Riverside, County of Riverside, Riverside County Flood Control, District Community Affairs Department, and other agencies as appropriate
- Coordinate with adjacent land owners, as appropriate
- Coordinate, track and document all funding required documentation, including but not limited to certified payroll, prevailing wage, California Labor Code requirements, and other requirements as required by law
- Provide start-up and testing assistance to District staff.

4. **Inspection Services:** The Consultant shall provide construction inspection services to include but not be limited to the following:
- Provide full-time onsite Lead Inspector
 - Provide and maintain daily inspection logs
 - Provide and maintain concrete placement reports, pipe test reports, and material & equipment received reports
 - Attend Monthly Progress Meetings
 - Provide photographic records and properly label each photo with a date stamp
 - Maintain up to date contract drawings and record drawings
 - Provide Specialty inspection, including but not limited to:
 - Concrete inspection, including concrete cylinders and labs
 - Electrical inspection
 - Rebar inspection
 - Welding inspection
 - Paving Inspection
 - Protective coating inspection
 - Masonry Inspection
 - Other, as required

ADDITIONAL SERVICES

Consultant is encouraged in its proposal to identify any additional work that is not specified in this Scope of Work that would be, in its opinion, necessary to complete the Project as defined on the plans and in the specifications. Consultant may propose additional services that in its opinion will improve the efficiency and quality of the project. If identified, the Additional Work or Services must be included in the proposal but separated as Optional Services in the Consultant's Fee Schedule.

PROPOSAL FORMAT

Proposing firms shall structure their proposals to respond to the following selection criteria and other information:

1. **Overview of the Company:**
 - Provide an overview of the prime consultant, including major services provided, size of the firm, location and size of the branch office if any at which work may be performed.
 - List recently completed projects, involving consulting services similar to those being requested in the Scope of Work, by the prime or sub consultants. Detail specific experience and explain how it is applicable to the type of work as outlined in the Scope of Work. For each project listed, include the client's name, dates the work was performed, client references and specific details of the firms' participation and individual responsibilities on the Project.

2. ***Project Team and Organization and Team Experience:***

- Provide an organization chart detailing the proposed Project team and its structure. Provide a list of proposed sub-consultants, their office locations and work proposed to be performed at those offices.
- Provide brief summary of key personnel, citing their qualifications and professional experiences relevant to the proposed services. Emphasize education, licenses, certifications, and technical experience. Work experiences shall identify the year, job title, and the firm of employment at the time the work was done. Detailed resumes, if submitted, should be included in the appendices to the proposal but not counted in the 20 page limit.

3. ***Understanding of the Project:***

- Discuss firms' understanding of the technical issues and types of services needed to complete the work as outlined in the Scope of Work.
- Identify any challenges that could be faced during the execution of the work, and discuss approaches in dealing with them. Include discussion of any challenges or other project delivery issues that may affect the successful completion of the Project.

4. ***Project Management and QA/QC Approach:***

- Describe your approach to manage proposed Project Team. Provide a preliminary project schedule with your proposal identifying all tasks specified in the RFP, and break tasks into subtasks if relevant. Include a brief discussion of your standard project delivery and/or project management methods and how you will ensure completion of the project within the agreed upon time frames and budget limit.
- Describe the firm's quality control and quality assurance program and discuss how you will apply it to the Project.

5. ***Fee Proposal and Fee Schedule:***

- Include a Time and Material fee proposal with a Not-to-Exceed maximum amount to cover the entire Scope of Work requested. Break tasks into sub-tasks to better manage schedule and cost. Prepare fee proposal using a spreadsheet similar to schedule of value with resources assigned to each task or subtask. Refer to Exhibit B for a sample schedule of value.
- Submit hourly rates of project team members and specified the applicable periods. Describe how the rates will be escalated during the execution of the Project, including rates to cover an extended construction period should it occur.
- Submit the Fee Proposal separately from your project proposal.

PROPOSAL EVALUATION

The proposals will be evaluated based upon the following criteria:

1. ***Company Qualification (10%):*** This factor includes Overview of the Company and relevant experiences of the consultant and subconsultants assigned to the project.
2. ***Proposed Team Qualifications (10%):*** This factor includes team organization and experiences of key project team members.

3. ***Understanding of the Project and Level of Efforts (50%):*** This factor includes the consultant's level of understanding the project issues and challenges and how the consultant will manage and resolve the issues and challenges. This also includes the consultant's description of their staff's time, level of effort and dedication to the Project to successfully manage the implementation of the plans and specifications.
4. ***Project Management and QA/QC (30%):*** This factor demonstrates how the consultant's project management approaches are applied to the project to complete it within schedule and budget. The consultant's QA/QC plan will guarantee that the District receives a timely and quality Project for fees proposed by the consultant.

The primary evaluation criteria used by the District are outlined above. This is not a competitive bid process and the consultant will not be selected based on price alone. The review panel may choose to review the fee proposals prior to their final ranking of the proposal submittals. The District may initiate scope and fee negotiations with consultant deemed most qualified. If an acceptable contract cannot be reached with the prospective consultant deemed most qualified, then the District may negotiate with the next most qualified prospective consultant.

The District reserves the right, after opening the proposals, to reject any or all proposals, or to accept proposal(s) that in its sole judgment are in the best interest of the District.

In the instance that more than one consultant is considered extremely well qualified and responsive, the District may elect to generate a short list and have oral presentations with the short-listed consultants.

DEPARTMENT OF INDUSTRIAL RELATIONS REGISTRATION REQUIREMENTS

The Director of Industrial Relations has determined the general prevailing rate of per diem wages in the locality in which the Work is to be performed for each craft or type of worker needed to execute the Contract which will be awarded to the successful consultant, copies of which are on file and will be made available to any interested party upon request at Employment Development Department – 700 Franklin Blvd. #1100 Sacramento CA 92582 or online at <http://www.dir.ca.gov/dlsr>. A copy of these rates shall be posted by the successful consultant at the job site. The successful consultant and all subconsultant(s) or subcontractor(s) under him, shall comply with all applicable Labor Code provisions, which include, but are not limited to the payment of not less than the required prevailing rates to all workers employed by them in the execution of the Contract, the employment of apprentices, the hours of labor and the debarment of contractors and subcontractors.

Pursuant to Labor Code sections 1725.5 and 1771.1, all consultant, subconsultant(s), and subcontractor(s) that wish to propose on, be listed in a proposal, or enter into a contract to perform public work must be registered with the Department of Industrial Relations. No proposal will be accepted nor any contract will be entered into without proof of the consultant's, subconsultants' or subcontractors' current registration with the Department of Industrial Relations to perform public work. If awarded a Contract, the consultant and its subconsultants or subcontractors, of any tier, shall maintain active registration with the Department of Industrial Relations for the duration of the Project.

This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. In proposing on this project, it shall be the consultant's sole responsibility to evaluate and include the cost of complying with all labor compliance requirements under this contract and applicable law in its proposal.

INSURANCE AND CONTRACTUAL REQUIREMENTS

The District requires insurance policy endorsement form (or a certified copy of an insurance policy providing the same provisions as the endorsement forms) be submitted and approved before the contract can be executed. If a selected consultant is not able to provide the insurance requirements, the District reserves the right to immediately cancel consultant's selection, and select another consultant to perform this work.

Consultant shall purchase and maintain during the execution of the Project coverages of:

- Commercial General Liability Insurance, of at least \$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury and property damage, at least as broad Insurance Services Office (ISO) Commercial General Liability coverage (Occurrence Form CG 0001); and
- Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, of at least \$1,000,000 per occurrence for bodily injury and property damage, at least as broad as ISO Form Number CA 0001 (ed. 6/92) covering automobile liability, Code 1 (any auto);
- Workers' Compensation Insurance of at least \$1,000,000 per occurrence, in compliance with applicable statutory requirements and Employer's Liability Coverage. Insurance carriers shall be authorized by the Department of Insurance, State of California, to do business in California and maintain an agent for process within the state. Such insurance carrier shall have not less than an "A-"; "Class VII" according to the latest Best Key Rating unless otherwise approved by the District; and
- Professional Liability (Errors and Omissions) coverage of \$1,000,000 per claim.

Subconsultants and subcontractors of Consultant are required to have the same coverage as the Consultant. It is Consultant's responsibility to ensure that any subconsultant or subcontractor have obtained the proper insurance coverages.

A copy of the typical contract language that WMWD requires is included in Exhibit A. You proposal should indicate any concerns that your firm will have with this language or if the terms are acceptable.

CONFIDENTIALITY OF PROPOSALS

California Government Code Sections 6250 et seq. (the "California Public Records Act" or the "Act") defines a public record as any writing containing information relating to the conduct of the public business. The Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure. Western Municipal Water District, is subject to the California Public Records Act. Be advised that any contract that eventually arises from this Request for Proposals is a public record in its entirety. Also, all information submitted in response to this Request for Proposals is itself a public record without exception. Submission of any materials in response to this Request for Proposals constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the District if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold harmless the District for release of such information.

ATTACHMENTS

- Exhibit A – Western Municipal Water District Sample Contract
- Exhibit B – Sample Schedule of Value

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