

Fair Oaks Water District

Request for Proposal

To develop a set of construction drawings, construction specifications and bid documents for a New York Well in Fair Oaks.



FAIR OAKS
WATER DISTRICT
(FOWD Job #C19WTNYWD)

Prepared by:
FOWD Staff
10326 Fair Oaks Boulevard
Fair Oaks, CA 95628

March 7, 2019

TABLE OF CONTENTS

SECTION		PAGE
1.	Release Date	1
2.	Closing Date	1
3.	Contact Person	1
4.	Minimum Consultant Qualifications	1
5.	About the District.	2
6.	Existing Water Supply.....	3
7.	New York Well Site	3
8.	Project Objectives and Expectations.....	3
9.	Scope of Work	4
10.	RFP Response Submittals.....	7
11.	Selection of Consultants	9
12.	Schedule	10
13.	General Terms and Conditions.....	10

Attachments:

- General Terms And Conditions
- Exhibit "A" – New York Well site

1.0 Release Date

1.1 March 7, 2019

2.0 Closing Date

2.1 Proposals must be received by April 18, 2019 at 3:00 PM at the Fair Oaks Water District office located at: 10326 Fair Oaks Boulevard, Fair Oaks, CA 95628

3.0 Contact Person

Inquiries about this request for proposal shall be submitted in writing and directed to:

Michael Nisenboym, P.E.
Operations Manager
Phone: (916) 967-5723 Fax: (916) 967-0153
E-Mail: mnisenboym@fowd.com

Fair Oaks Water District
10326 Fairs Oaks Boulevard
Fair Oaks, CA 95628

4.0 Minimum Consultant Qualifications

The intent of this Request for Proposal is to develop a set of construction drawings, construction specifications, bid documents and a construction management plan to abandon the existing New York Well and construct a new groundwater well located within the District owned property at 4301 New York Avenue. The exhibit "A" of the Request depicts location of the existing groundwater well and proposed location for new well.

Minimum qualifications are listed below:

- 4.1 The Consultant must be experienced in planning, permitting, design, and construction management of potable water underground wells for a period of at least 10 years.
- 4.2 The Consultant must employ only competent workforce for the execution of the work and all work must be performed under the direct supervision of

the Project Manager as defined in the RFP response. Any change in the designated Project Manager must be agreed to in writing by the Fair Oaks Water District's General Manager.

- 4.3 Consultant must maintain in full force and effect all insurance requirements necessary to work with the Fair Oaks Water District. The District's Financial Analyst, Ben Strange, should be contacted at (916) 967-5723 for detailed information on the requirements for working with the Fair Oaks Water District.
- 4.4 Consultant must not have a conflict of interest as defined by State law and/or District policy. Consultant agrees to make a disclosure in compliance with the law and/or District policy if, at any time after the execution of an agreement to perform professional services, a conflict of interest may occur.

5.0 About the District

- 5.1 The District was organized on March 26, 1917 as the Fair Oaks Irrigation District under the provisions of Division 11 of the California Water Code. The District's original water supply was untreated surface water purchased from the North Fork Ditch Company. After completion of Folsom Dam on the American River in 1954, the North Fork Ditch Company's water rights were transferred to the newly created San Juan Suburban Water District. In 1979 the District formally changed its name to Fair Oaks Water District, even though it is legally still an irrigation District.
 - The District currently purchases surface water from the San Juan Water District as treated water and delivers this water to approximately 14,000 residential and non-residential service connections through 180 miles of pipe. The balance of the District's water is supplied by six wells and one three-million gallon storage tank. The District serves a population of approximately 37,000 on 6,000 acres in the northeastern section of Sacramento County. The following figure displays the District service area:
 - A publicly elected five-member Board of Directors serves four-year staggered terms and governs the District. Each Director represents a specific geographic division within the District boundaries but is elected at large. Currently, the District has 30 regular full-time employees.
 - Today, Fair Oaks Water District stands as a committed and involved member of the community. The District is led by five board

members, including Michael McRae, Gary Page, Misha Sarkovich, Randy Marx and Mike Carey.

6.0 Existing Water Supply

- 6.1 The Fair Oaks Water District meets water supply demand with purchased surface water and six groundwater production wells. Under normal operations the wells can provide approximately 30 percent of the required water supply based on current maximum day demands.

7.0 New York Well Site

- 7.1 The New York Well is located at 4267 New York Avenue on the plot of land owned by the District with dimensions 140 feet long and 100 feet deep. The Well was constructed using cable-tool drilling method in 1952 with a 14-inch segment casing installed to a depth of 234 feet below ground and additional 12-inch segment casing installed to a depth of 368 feet below ground. It is equipped with a 150 Hp deep turbine pump and has design capacity of 1,500 GPM. The well is controlled by programmable logic controller (PLC) and connected to the District -wide SCADA system. The disinfection facilities consist of a 30-Gallon drum of liquid chlorine and injection pump that are located within a portable shed.

According to the well video survey completed in 1992, there are several holes in the casing above water static level and possible collapse of the casing below the pump setting. Due to the oil-lubricated type of construction, during the heavy use of the well, customers around the well site complained about a noticeable oil presence in the drinking water. Therefore, the District limited use of this well under the normal system operations.

8.0 Project Objectives and Expectations

- 8.1 Intended outcomes of this project are:
- To improve FOWD water system reliability and redundancy of water supply.
 - Utilize the existing well site and existing infrastructure to develop new groundwater supply.

- Well water shall meet all applicable US EPA and the State Division of Drinking Water water quality standards for groundwater wells.
- Utilize the latest hydrogeology data to maximize specific yield and reduce operation and maintenance cost.
- Utilize the best available technology in construction of potable groundwater well.
- Utilize available existing infrastructure (drainage discharge, electrical power connection, SCADA) to minimize construction cost.

9.0 Scope of Work

The following scope of work is a minimum that the District is expecting to be completed by the Consultant:

9.1 Preliminary Work-Permitting

- Complete a regulatory compliance and permit assessment. Provide a written report outlining all requirements including a schedule for completing all tasks.
- Prepare a draft Drinking Water Source Assessment and submit to the Division of Drinking Water (DDW). Address their comments if necessary.
- Prepare a Low Threat NPDES application and process it through regulatory agency.

9.2 Specifications and Bidding Documents Package

Phase I-Drilling New Groundwater Well

- Prepare a complete set of construction specifications for abandoning the existing well and for drilling a new groundwater well.
- Prepare a complete bid package for the construction and development of a new groundwater well at the New York well site.
- Prepare a complete bid package for abandoning the existing New York well.

- Provide Fair Oaks Water District with the list of qualified contractors.
- Assist the District with Bid Addendums and Requests for Information from qualified contractors.
- Upon receiving Bids, provide District with the written recommendations for awarding construction contract.

Phase II-Equipping New Groundwater well

- Complete a topographic survey of the site and 25 feet beyond all property boundaries.
- Complete a preliminary site plan for all existing and projected facilities.
- Complete all required construction staking.
- Complete a set of improvement plans for equipping the newly constructed well and a complete set of written construction specifications for equipping well and well design.
- Complete a bid package preparation for equipping well and site.
- Provide Fair Oaks Water District with the list of qualified contractors for the equipping of the newly constructed well.
- Assist the District with Bid Addendums and Requests for Information from qualified contractors.
- Upon receiving Bids, provide District with written recommendations for awarding construction contract.
- Complete a written operation manual for the newly equipped well.

The improvement plans must include at a minimum the following:

- Cover Sheet
- Grading and drainage (including existing and proposed elevations extending 25 feet beyond the property boundaries)
- Site Development Plan
- Architectural and Structural - Plans and Details

- Mechanical - Plans and Details
- SMUD application and submittal package
- Electrical - Plans and Details
- Instrumentation and Controls (SCADA) and integration
- Generator Pad and Connection Details
- Operation Memorandum and schematic diagram

Design Review Meetings

The Consultant will prepare construction documents for review at the 50% and 95% complete stages of the design. At these levels of design, the Consultant will meet the District staff:

- **50% Review Design** – The Consultant will prepare for, conduct and document a 50% design review meeting to include civil, architectural, mechanical, electrical, and instrumentation designs; specifications outline; SMUD application and submittal; permit status report
- **95% Review Meeting** – The Consultant will prepare for, conduct and document a 95% design review meeting to include all drawings, all technical and construction specifications, engineering opinion of the probable construction cost, and preliminary operations plan for groundwater well.

9.4 Construction Management and Inspection

The Consultant is to provide overall construction management services for successful completion of the work on schedule and within budget.

The Consultant will complete the following specific tasks:

- Attend pre-construction meetings, review construction schedule.
- Monitor all construction activities and provide a written report weekly.
- Review Contractor submittals for conformance to the design drawings and specifications.
- Review and respond to Contractor's Requests for Information (RFI).

- Issue field memo's and respond to request for clarification as required.
- Review Contractor change orders and provide written recommendations to District staff.
- Review Contractor progress payment requests and provide recommendations to District staff for payment.
- Assist in resolving conflicts caused by discrepancies in contract documents.
- Assist in start-up and commissioning operations, attend contractor walkthroughs, final inspections and testing.
- Prepare record drawings depicting as-built conditions in AutoCAD (latest version).
- Complete an Operation and Maintenance Manual.

10.0 RFP Response Submittals

Respondents must submit one (1) unbound and three (3) bound copies of the response with all of the information requested in the document. In order to simplify the evaluation process, the District is requiring responses in the format outlined below.

A. Cover Letter

1. Firm name and contact information.
2. Brief description of the firm and qualifications for this Project.

B. Proposed Project Team with whom the District will be interacting with during the contract term; information about the Team:

1. Organizational structure(s).
2. Location of principal offices.
3. Number of professional personnel.
4. Identification of subconsultants, if applicable.

5. Other pertinent information.

C. Key Personnel and Roles

1. Name of the point-of-contact or Project leader in the firm that will be responsible for ALL Project issues. This person will have direct and continued responsibility for the services provided to the District. This person will be the District's first point-of-contact and will handle day-to-day activities through to the Project's completion.
2. List key Project personnel and project role.
3. Experience and resumes of key Project personnel.

D. Qualifications of the Firm:

1. Relevant experience of firm.
2. Relevant experience of subconsultants.
3. Description of **no more than three (3)** public agency and/or similar projects with project references including client contact information.
4. Improvement plans (half-size) for **one (1)** of the similar projects referenced in "D3" above.

E. General Approach

1. Based on the scope of services outlined, each proposal must include an outline and description of the approach the firm proposes to take to complete the Project if selected.

F. Project Design Rate Schedule

1. Provide in a separate sealed envelope marked "Project Design Rate Schedule" a rate schedule for all cost related to your firm's response. This information will be opened and utilized for reference during negotiations after a firm has been selected to determine the final scope of work and fee proposal for the Professional Services Agreement.
2. Provide hourly rates for each level of staff person that will be

assigned to the Project, including all sub-consultants.

3. Provide mark-up by percentage for reimbursable expenses and sub-consultants.
4. Provide list of typical reimbursable expenses.

11.0 Selection of Consultant

11.1 The District is seeking an engineering firm that offers qualifications and competence that best meets the needs of the District. The District, to the best of its ability, will utilize the Qualifications-Based Selection guidelines as revised in October 1993 by the Architects and Engineers Conference Committee of California in evaluating the proposals. Specific evaluation criteria and ranking weight include, but are not limited to:

- Firm's history and resource capability to perform required services including those of sub-consultants.
- Experience and qualifications of staff, including those of sub-consultants if any, assigned to the Project.
- Relevant experience in providing the design and engineering services required.
- References and relevant work performed for those references.

11.2 A District review panel will rank the proposals based upon the stated criteria and will make a selection based on the proposed ranking or may select proposers to interview.

11.3 After a firm is selected, the District will negotiate with the firm to determine a final scope of work and fee proposal for the Professional Services Agreement including but not limited to the following elements:

- a. Project costs by task and/or phase, with the following minimum components: initial scoping and research, planning, design and construction management of proposed improvements.
- b. Overall Project design and construction management costs in accordance with the final scope of work.

12.0 Schedule

12.1 The Request for Proposal schedule is as follow:

- Issuance of RFP – March 7, 2019;
- Written Response is due back to FOWD by 3:00 PM at:
10326 Fair Oaks Blvd.
Fair Oaks CA 95628
by mail or in person on April 18, 2019;
- Consultant interview and reference checks: by May 3, 2019;
- Issuance of professional agreement: May 16, 2019.

12.2 The District anticipates completion of a design portion of the project by September 2019.

*Dates subject to change and negotiation

13.0 General Terms and Conditions

This Request for Proposal (RFP) does not commit the District to award a contract or to pay any cost incurred in the preparation of a Consultant response.

The FOWD reserves the right to reject any or all proposals if in opinion of the District, none of the consultants are qualified to complete design in accordance with the needs of the District.

The District's General Terms and Conditions are attached for your information and must be signed prior to commencement of any work for the District.