



BUENA SANITATION DISTRICT

ENGINEERING DESIGN SERVICES

REQUEST FOR PROPOSALS (RFP)

for

SMILAX-MIMOSA SEWER IMPROVEMENTS

(CIP NO. 8301)

Release Date: Wednesday, April 04, 2018

Non-Mandatory pre-proposal Meeting:

Wednesday, April 18, 2018 at 10:00 AM

Meeting: Vista Conference Room, 2nd floor of Vista Civic Center
200 Civic Center Drive, Vista, CA 92084

Submittals Due: Wednesday, May 09, 2018 at 4:00 PM

Project Manager: Jalal Ahmadpour, P.E.

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Attachments

Attachment A – Standard Consulting Agreement

Attachment B – Project locations, map figures

Attachment C – Record Drawings

Attachment D – Previous CIPP

REQUEST FOR PROPOSALS

SMILAX-MIMOSA SEWER IMPROVEMENTS (CIP NO. 8301)

1 INTRODUCTION AND BACKGROUND

The Buena Sanitation District (DISTRICT) is soliciting proposals from qualified professional engineering consulting firms (CONSULTANTS) to provide engineering evaluation and design services for improvements to the existing sewer mains in certain parts of Smilax Road and Mimosa Avenue as shown on PROJECT location maps as provided in Attachment B and as described below in PROJECT description section.

The DISTRICT, which is an entity of the City of Vista, owns and operates 101 miles of sewer collection pipelines and one large capacity pump station. Both collection systems convey sewage to the Encina Water Pollution Control Facility (EWPCF) in the city of Carlsbad for treatment.

An updated five-year capital improvement program completed in 2017 identified some portions of the existing sewer mains to be deficient in capacity. Most of these mains, originally constructed in 1965, are 8-inch Vitrified Clay Pipes (VCP). Additionally, a sewer-monitoring program conducted in 2011 using Closed-Circuit Television (CCTV) showed a number of deficiencies including pipe sags and ascents, inadequate capacity, longitudinal pipe cracks, displaced pipe joints, leaky joints, and Inflow and Infiltration (I&I) among other issues observed. In the past, the DISTRICT rehabilitated some mains with Cured-in-Place (CIP) lining. Currently, the DISTRICT desires to address capacity and structural issues through a preliminary study, a preliminary design phase, a subsequent final design, and construction phase to address all deficiencies and to make necessary improvements to the existing sewer mains.

This RFP includes a description of the proposal requirements, the scope of services, and criteria for CONSULTANT selection. Please note that the CONSULTANT selected will not be eligible to perform follow-on work not included as a part of this scope of work. This includes further work as construction manager, or member of a construction team. This prohibition results from the conflict of interest rules under Government Code Section 1090, et seq., as discussed California Fair Political Practices Commission advice letter File No. A-15-147 dated September 29, 2015, and the San Diego City Attorney's memorandum of law ML-15-21 dated December 21, 2015. Please consult your own attorney for further legal advice concerning Government Code Section 1090. Additionally,

pursuant to Labor Code Section 1782(d)(1), the CONSULTANT and any sub is required to comply with prevailing wage requirements of applicable law.

2 PROJECT DESCRIPTION

The PROJECT comprises preparing a Preliminary Condition Assessment Study (PCAS) followed by a Preliminary Design Report (PDR), and a Final Design (FD) packet, complete and ready for public works PROJECT bidding and construction. The main purpose of a PCAS is to assess the condition of existing sewer mains, establish a need for improvement, evaluate options to address the needs, and to identify cost-effective alternatives. The sewer system included in the preliminary study are between Manholes B03112 (in Casa Linda Way) for the northeast upstream side, B03093 for the southeast upstream side, B04093 for the northwest upstream side and B02080 at the southwest downstream side. As one of the first tasks in the PCAS phase, CONSULTANT will conduct a system modeling, using software compatible with InfoMaster and WinCan VX, or National Association of Sewer service Companies (NASSCO) exchange format compliant, for the sewer system identified above. This task is to verify and determine the capacity related issues for the present time and ultimate flows using the most recent information. Please refer to Figures 1, 2, and 3 in Attachment B for the sewer segments described. Another task included in the PCAS is to conduct a condition assessment of sewer pipes using the latest Closed-Circuit Television (CCTV), and other technologies. The following list shows Linear Feet (LF), pipe material, and identifying features for sewer mains that may have capacity or structural issues per the last inspection conducted in 2011-2012. As a part of the PCAS, the CONSULTANT will perform an updated inspection and assessment of these segments to confirm the current conditions.

- Approximately 253 LF of 8-inch VCP/CIP between Manholes B02078 - B03183
- Approximately 198 LF of 10-inch VCP between Manholes B04106 – B02078
- Approximately 324 LF of 10-inch VCP between Manholes B04106 – B04105
- Approximately 254 LF of 8-inch VCP/CIP between Manholes B03183 - B03182
- Approximately 271 LF of 8-inch VCP between Manholes B03182 – B03181
- Approximately 296 LF of 8-inch VCP/CIP between Manholes B03181 – B03178
- Approximately 276 LF of 8-inch VCP/CIP between Manholes B03178 – B03176
- Approximately 66 LF of 8-inch VCP/CIP between Manholes B03176 – B03174
- Approximately 357 LF of 8-inch VCP/CIP between Manholes B03174 – B03173

- Approximately 156 LF of 8-inch VCP between Manholes B03173 – B03094
- Approximately 350 LF of 8-inch VCP between Manholes B03094 – B03093
- Approximately 505 LF of 8-inch VCP between Manholes B03173 – B03172
- Approximately 271 LF of 8-inch VCP between Manholes B03172 – B03114
- Approximately 214 LF of 8-inch VCP between Manholes B03172 – B03171
- Approximately 280 LF of 8-inch VCP between Manholes B03171 – B03170
- Approximately 168 LF of 8-inch VCP between Manholes B03170 – B03169
- Approximately 186 LF of 8-inch VCP between Manholes B03169 – B03168
- Approximately 334 LF of 8-inch VCP/CIP between Manholes B03168 – B03167
- Approximately 411 LF of 8-inch VCP/CIP between Manholes B03166.mo–B03167
- Approximately 262 LF of 8-inch VCP between Manholes B03114 – B03113
- Approximately 257 LF of 8-inch VCP/CIP between Manholes B03113 – B03112

In general, the PCAS shall include assessment and documentation of existing system conditions, system hydraulic analysis and PROJECT alternatives including cost estimates. The PCAS deliverable include a summary of the investigation, the condition of each asset and a prioritization of any recommendation whether to rehabilitate, relocate, modify, and/or replace in-kind. The CONSULTANT will compare the PROJECT costs for different alternatives to extend the useful life of the existing asset to the cost of the design and construction of new in its place.

After identifying feasible alternatives, the CONSULTANT will systematically compare and screen them to identify the principal alternatives to be in the PDR and subjected to a detailed cost analysis. All alternatives must be feasible in terms of being implementable from legal, institutional, financial, operational, and management standpoints.

A completed PDR will include preliminary design for components recommended and selected in the PCAS, along with their corresponding cost estimates and identification of all environmental, permitting, and construction methods requirements. A PDR shall have adequate design information that the DISTRICT can use to advance subsequently to a final design for competitive bidding and construction including engineering plans and technical specifications completed to a 30 percent design level for selected alternatives.

Upon completion of the PDR and approval, and considering the different PROJECT delivery methods to address the deficiencies, the DISTRICT will decide on whether to continue to a final design stage with the same CONSULTANT or to proceed with a different option. If the DISTRICT elects to proceed with final design and construction, then the CONSULTANT may be required to submit an updated proposal, and if necessary, an updated scope of work, accordingly for contract amendment.

2.1 Cost-effective analysis methodology

To provide valid monetary cost comparisons, all opportunity costs associated with an alternative should be over the 20-year planning period and to be identified and presented on a total present worth or equivalent uniform annual cost basis. Sunk costs should not be included in the cost-effectiveness analysis because these costs have already been committed regardless of the alternative selected. Sunk costs include investments in existing wastewater facilities and associated lands, outstanding indebtedness and costs for preparing the facilities plan.

CONSULTANT should base their costs on market prices prevailing at the time of the study. The analysis should account for initial capital costs, future capital costs, and annual operation and maintenance costs. Compare alternatives based on total present worth or equivalent uniform annual costs.

2.2 Project Data and Information

- A. The Record drawings for the existing sewer mains are available for review and is located in Exhibits directory as Attachment C in the DISTRICT's Public FTP site at: <ftp://cityofvista.com/CIP8301>. The DISTRICT did not prepare these records, and the DISTRICT cannot vouch for their initial or current accuracy. CONSULTANT must verify any information on the record drawings that would be essential to its ability to stamp the PCAS, PDR and Final Design as Engineer of Record.
- B. *Previous Rehabilitation Work*: Some segments of the sewer system in this study were previously rehabilitated and/or lined using Cured-in-Place (CIP) method. A copy of records for these segments are presented in Exhibits directory as Attachment D in the DISTRICT's Public FTP site at: <ftp://cityofvista.com/CIP8301>

CONSULTANT shall review existing data during the proposal phase to determine the necessary level of effort required, including studies and field investigations, to

complete, sign and stamp the PCAS, PDR, and Final Design as the Engineer of Record.

3 SCOPE OF SERVICES

The following reflects the general scope of services on which the proposing teams should base their proposals. The final scope will be refined by agreement between the DISTRICT and CONSULTANT during negotiations.

The recommended minimum scope of services are as follows:

TASK A: PROJECT MANAGEMENT PLAN (PMP)

- A1) Within 30 days of the Notice-to-Proceed the CONSULTANT shall provide a detailed PMP that includes critical processes and management activities that ensure compliance with the inspection, evaluation, schedule, and budget requirements, and be revised as necessary throughout the PROJECT. The PMP will include team integration, discuss the PROJECT management team responsibilities, assigning of activities and integration of the team to meet PROJECT objectives and program standards.
- A2) Include a Quality Assurance and Quality Control (QA/QC) system recommended for managing potential quality related problems during the entire PROJECT and include the CONSULTANT's approach for identifying and developing mitigation measures for critical issues.
- A3) A Data Collection and Management Plan shall be included as a section of the PMP considering appropriate QA/QC processes, procedures, and references.
- A4) Develop and submit a Health and Safety Plan for the PROJECT.
- A5) CONSULTANT should include in the initial kick-off meeting or progress meeting a presentation and review of the Critical Issues.

TASK B: PRELIMINARY CONDITION ASSESSMENT STUDY (PCAS)

- B1) Perform site visits and conduct field investigations to review and evaluate existing conditions.

- B2) Use data provided by the DISTRICT to locate manholes for inspection. All data collected at each manhole must be provided in an approved format defined in the Data Collection and Management Plan and referenced to DISTRICT's unique manhole identification number. Locate missing or buried manholes with a metal detector or other approved equipment as needed.
- B3) Perform a hydraulic study. Identify hydraulic capacity issues and propose potential improvements.
- B4) Prepare and plan the inspection and evaluation based on the available information and follow the NASSCO's Pipeline and Manhole Assessment and Certification Programs (PACP and MACP). The CONSULTANT shall be aware that these sewers contain active flows, and work plans shall allow for downtime due to wet weather periods that will not allow inspections. CONSULTANT to provide DISTRICT results of the CCTV in NASSCO exchange format.
- B5) Provide photo documentation for each manhole and sewer segment. One close-up photograph of the manhole frame and cover to show overall condition. Photograph shall be taken of any indications of previous overflows such as watermarks, paper or other debris typical of sewer overflows. Close-up photographs of the manhole interior to show overall condition. A minimum of two "area" photographs of manhole frame and cover showing location within the roadway, shoulder or easement as appropriate. One photograph shall be oriented in the direction of the downstream pipe as it flows from the manhole. One additional area photograph shall be typically taken in the direction of the largest upstream pipe as it flows into the manhole, generally in the opposite direction of the first photograph. If any unusual issues are noted, additional photos shall be taken as necessary. Photos shall show the pipeline cover (i.e. the general ground cover over the pipe) and easement condition and a significant landmark that would assist DISTRICT staff in locating the manhole in the future. The area photographs should show the manhole visible in the foreground where possible. Minimum of one (1) digital still image for each pipe segment depicting overall visible defects, construction features and service connections, with additional images as necessary to characterize significant observed manhole/pipe defects and other unique features. Provide additional exhibits and diagrams to demonstrate configuration and connectivity of the pipe system as determined during the inspections and note discrepancies between the DISTRICTS provided GIS data and field collected data.

- B6) Provide additional exhibits and diagrams showing the approximate coordinates of all buried manholes and any manholes located during completion of the work that are not included.
- B7) Develop a traffic control plan, utilize traffic control devices and provide traffic control as necessary throughout the PROJECT. The traffic control plan shall be subject to approval by the authority having jurisdiction prior to commencing with work. This maybe the County of San Diego or the City of San Marcos. CONSULTANT shall be responsible for all fees related to traffic control outside of its jurisdiction.
- B8) Identify and obtain all other permits and approvals necessary to perform the work. The DISTRICT will be responsible for any other permit fees.
- B9) Prior to performing the inspection, provide door hangers to properties that will require entry to their property to access the manholes with a reasonable amount of lead-time.
- B10) Use Closed Circuit Television (CCTV) for inspection according to the standards and guidelines of the NASSCO Pipeline and Manhole Assessment and Certification Program (PACP and MACP).
- B11) Perform rapid assessment of each sewer segment using zoom camera technology in both the upstream and downstream direction, or in one direction when the opposing structure is clearly visible. Rapid assessments shall define the physical dimensions and material of each sewer; characterize observed blockages, infiltration and inflow (I/I) and structural integrity of each sewer using PACP codes.
- B12) Analyze all inspection logs and videos for the assignment of defect codes and perform the required condition assessment during the fieldwork, as well as organize the information and results in preparation for the final report and establish priorities for maintenance, repair or future inspections.
- B13) Review the condition assessment information and evaluate the repairs that would be necessary to return the sewer segment to an acceptable condition. The Recommendation shall be organized into a report that includes the following main topics:
 - a. Inspected assets mapping and condition grades.

- b. Criticality ratings and prioritization/suggested packaging of rehabilitation.
 - c. Recommended repair methods or, for pipes not requiring repairs, re-inspection interval.
 - d. Construction cost estimates.
 - e. Special information related to the future repair contract.
- B14) Update the preliminary critical issues list, if necessary.
- B15) Develop a programmatic work plan based on approved alternatives and cost estimates and outline the scope, timeframe, and methodology for budgeting and implementation.
- B16) Develop design recommendations for solutions and improvements.
- B17) Complete a final PCAS report. The final report should include a summary of the inspection procedures used, mapping of the system showing condition/defect locations, recommended repair methods, construction cost estimates, suggested prioritization of repairs, and organization of potential PROJECT packages, as well as other information that would be useful to the future contracts.

TASK C: PRELIMINARY DESIGN REPORT (PDR)

- C1) Provide surveying, base mapping with spot elevations for design, as needed.
- C2) Prepare plans, specifications, and cost estimates for the repair, rehabilitation or replacement for the sanitary sewer main segments and manholes as identified in the PCAS.
- C3) Develop and produce a Final Evaluation and Recommendations Report.
- C4) Prepare and present in a progress meeting, various delivery methods for the potential design and construction of the sewer rehabilitation needs as identified in the PCAS.

- C5) Complete a PDR including preparation of plans and technical specification to a 30% design level including detailed preliminary construction cost estimates for alternatives selected in the final PCAS report.

TASK D: FINAL DESIGN (FD)

- D1) Develop a complete set of drawings, specifications, and cost estimates for all proposed construction work as identified and selected in the PDR.
- D2) Utility Coordination:
 - a. Submit preliminary horizontal layout on topographic base map to utility companies and request confirmation that utility facilities are depicted accurately.
 - b. Submit the preliminary design plans to all utility companies and request a conflict check.
 - c. Coordinate with utility companies who have utilities in conflict with the proposed improvements. Obtain pothole information for utility conflicts, and adjust locations of facilities to avoid or minimize conflicts if possible. Request relocation of utility facilities where conflicts cannot be avoided. Obtain schedule of relocation design and construction from utility companies.
 - d. Submit final construction plans signed by the Engineer of Work and confirm that utility companies are designing their relocations.
 - e. Ensure that the utility companies who have utilities in conflict with the proposed improvements schedule the construction of the relocation of their utilities through their internal procedures.
 - f. Obtain signatures from Vista Irrigation District (VID) on the plans if any water facilities are affected by the proposed improvements.
 - g. Deliverables: Copies of correspondence with utility companies, and copy of pothole report.
- D3) Prepare documents necessary to comply with the California Environmental Quality Act (CEQA) requirements.

- D4) Call out all of the proposed improvements using detailed and distinct construction notes and refer to standard drawings or details shown elsewhere on the plans as appropriate.
- D5) Design typical cross sections to reflect the existing conditions and the proposed improvements.
- D6) Provide details of improvements to enable a contractor to construct the improvements with minimal, if any, requests for information and change orders.
- D7) Draft Title Sheet and detail sheets containing general notes, special notes, special provisions, typical sections, construction details, etc., similar to other DISTRICT projects, using standard templates adjusted for this project.
- D8) Prepare all required traffic control plans and obtain approved traffic control permits from respective authorities.
- D9) Prepare Approved Storm Water Pollution Prevention Plans.
- D10) Submit the plans to the DISTRICT for review at 60%, 90% and FINAL design levels. Depending on the level of completeness of the submitted plans, allow for a minimum of four iterations of comments by the DISTRICT and corrections or revisions to the plans.
- D11) Conduct constructability review of FINAL design. Coordinate with any other ongoing and planned projects to ensure compatibility of the proposed improvements with those other projects.

TASK E: BID/AWARD AND CONSTRUCTION PHASE ENGINEERING SUPPORT

- E1) Provide written and graphical responses to questions from bidders related to the project plans and specifications during the construction bid phase.
- E2) Prepare addenda as required during the construction bid phase. Assume one (1) addendum.
- E3) Provide other support during the construction bid phase as needed.
- E4) Attend the pre-construction meeting.

- E5) Review material submittals.
- E6) Respond to Requests for Information (RFI) from the construction contractor during the construction phase within 7 working days.
- E7) Provide other engineering design support during the construction phase.

Deliverables: Written responses to questions from bidders, written addenda, written responses to submittals and RFI's from the Contractor, and other construction support documentation.

TASK F: ADDITIONAL SERVICES (ALLOWANCES)

The DISTRICT may require additional services from the CONSULTANT for items not specifically included in the aforementioned Tasks. These services may consist of, but are not be limited to, additional investigative and/or other services described below. It is the DISTRICT's intent to determine the appropriate price for Additional Services during negotiations with the selected CONSULTANT. The funds associated with allowances may only be used following written authorization from the DISTRICT.

The following Additional Services may be authorized as part of this PROJECT:

Sewer Cleaning - This work will include pipe cleaning if needed. Based on the condition of the existing sewers, cleaning may be required to properly inspect the segments as outlined in the PROJECT scope. If the CONSULTANT team encounters this issue, an ongoing summary shall be generated of the segments in need of cleaning, along with a quote for performing the cleaning and removal of materials. The DISTRICT will authorize these areas as necessary to allow for the completion of the intended scope.

TASK G: PROJECT MANAGEMENT, COORDINATION AND ADMINISTRATION

The CONSULTANT shall plan and conduct at least Seven (7) meetings for this PROJECT. The CONSULTANT shall prepare the agenda and record the minutes for each meeting.

- i. Meeting #1 – Plan and conduct a kickoff meeting outlining PROJECT goals, deliverables and schedule, introduce PROJECT team members, determine needs and receive input and direction, develop a communication plan, present PMP as outlined under TASK A and strategize a successful approach to the PROJECT.
- ii. Meeting #2 – Conduct a mid-point PCAS progress workshop meeting to review with the DISTRICT staff the PROJECT progress, review key issues, and to receive feedback and review comments.
- iii. Meeting #3 – The CONSULTANT to present a final draft PCAS report at least five (5) working days in advance of this meeting and conduct a review workshop with the DISTRICT staff to receive final comments.
- iv. Meeting #4 – Review final PCAS report and draft PDR. The CONSULTANT shall submit the draft PDR at least five (5) working days in advance of this meeting. During this meeting, the CONSULTANT reviews the draft PDR and receives input from the DISTRICT staff.
- v. Meeting #5 - The final preliminary design meeting is to present and review the final PDR.
- vi. Meetings # 6 and # 7 for Final Design Workshops: Plan to conduct two Final Design review workshops at 60% and 90% completion level.
- vii. Perform quality assurance/quality control (QA/QC) activities.
- viii. Prepare monthly progress and budget report, and invoices.

Deliverables: All deliverables shall be submitted in both PDF and native file format. Submitted PDFs shall be created from the native file using the appropriate software. Scanned copies to create PDFs are not acceptable. In general, each deliverable shall be provided as one optimized PDF document less than 10 MB. The PDF document shall be indexed to match the table of contents or main sections of the document and provided as an unprotected or unsecured document. If the PDF document cannot be reduced to less than 10 MB, CONSULTANT shall develop an alternative submittal plan. The CONSULTANT must provide four (4) double sided hard copies, one (1) PDF and one (1) Microsoft Word format soft copy of all submittals. Reports must be in a three ring binder with tabs and label on the spine. Submit four (4) half-sized copy and two (2) full-sized

copy of design drawings. Submit AutoCAD files separately on memory disks or flash drives.

4 CONSULTANT REQUIREMENTS

The DISTRICT expects and requires that the selected CONSULTANT will comply with all applicable federal, state and local regulations, contract provisions and design standards.

The CONSULTANT shall carry out the instructions received from the DISTRICT and shall cooperate with the DISTRICT and other involved agencies.

As required by Article 2 of Chapter I of Part 7 of Division 2 of the California Labor Code, the CONTRACTOR and all subcontractors shall pay not less than the prevailing rate of wages to all workmen employed in the execution of this Contract as ascertained and adopted by the State of California, Director of Industrial Relations pursuant to the Labor Code.

The CONSULTANT is responsible for researching available records and paying for copies of records. The CONSULTANT has a total responsibility for the accuracy and completeness of the information used for PROJECT alternatives and estimates and shall verify all such information accordingly. The DISTRICT staff will review all submittals for conformity with the requirements of the Agreement. However, reviews by the DISTRICT staff do NOT include detailed review or checking the accuracy of information. The responsibility for accuracy and completeness of information remains solely with the CONSULTANT.

The CONSULTANT or its sub-CONSULTANTS shall not incorporate in the facility plan any materials or equipment of single or sole source origin without written approval of the DISTRICT.

The plans, estimates, calculations, and other documents furnished under the Agreement must be of a quality acceptable to the DISTRICT. The criteria for acceptance must be a product of neat appearance, well organized, technically and grammatically correct, checked and dated, with the maker and checker identified.

The CONSULTANT shall have a Quality Control Plan in effect during the entire time that for the work under agreement. The Quality Control Plan must establish a process whereby all submittals are independently checked, corrected and back checked. The Quality Control Plan must require all job related correspondence and memoranda to be

dated, annotated by affected persons and bound in appropriate job files. Each transmittal must clearly state the purpose and required action.

Where applicable, engineering design of all PROJECT improvements must be compatible and in accordance with the following:

1. Standard Specifications for Public Works Construction (“GREENBOOK”), the Cumulative Supplement to “GREENBOOK” and the San Diego Regional Supplement to “GREENBOOK”, 2012.
2. San Diego Regional Standard Drawings and City of Vista Standard Drawings, latest editions.

It will be the responsibility of the CONSULTANT to verify that it has used the latest version or update of these documents.

All design drawings and plans must be computer drafted in AutoCAD (2012 or higher), in conformance to DISTRICT standards and must be delivered to the DISTRICT on paper and electronically (both AutoCAD and PDF).

5 DISTRICT RESPONSIBILITIES

The DISTRICT will be responsible for the following:

1. Coordinate access to property and PROJECT site.
2. Provide available existing plans, studies, data and records.
3. Prepare and process requests to the DISTRICT.
4. Pay utility permit fees, except traffic control permits fees outside its jurisdiction.
5. Distribute public information.
6. Prepare and execute agreements with other agencies or entities.
7. Provide and coordinate location and time for meetings.
8. Obtain right-of-way and easements.

6 PROJECT PROGRESS

The Contract must begin upon approval by the DISTRICT, and the CONSULTANT shall commence work after notification to proceed by the DISTRICT. Unless extended by contract amendment, the contract shall terminate upon acceptance by the DISTRICT of the final PACP, PDR, and Final Design.

Monthly PROJECT Progress Summary: Invoices for the period covered in the report shall follow a corresponding monthly progress update delivered to and approved by the DISTRICT.

PROJECT Meetings: These meetings should include identification of work performed last period, work to be completed next period, critical action item status, and responsible parties to complete actions. Budget or schedule problems shall be identified and corrective actions noted. The CONSULTANT shall prepare and deliver an agenda, updated schedule, revised action items log, and revised Critical Issues five (5) working days in advance of the meeting and shall prepare and deliver meeting minutes for review within five (5) working days of the meeting.

All draft submittals for monthly progress meetings shall be in Word or Excel format, and all final submittals shall be in PDF and delivered to the DISTRICT PM. It is also expected that the CONSULTANT's and the DISTRICT's PM will hold telephone discussions as frequently as needed. The CONSULTANT shall also make personnel available for meetings with other agencies and utilities to answer questions pertaining to design elements of the PROJECT.

Upon issuance of Notice to Proceed, the CONSULTANT shall submit a detailed schedule for the PROJECT including milestones and progress reports.

For scheduling purposes, the proposer shall assume a three-week review period for the DISTRICT at the PCAS, PDR, 60%, 90%, and Final Design submittals. The CONSULTANT will receive the DISTRICT's comments at the review meeting following each submittal.

Progress Review Meetings shall be held as outlined above and Progress Reports shall be submitted at monthly intervals and coordinated with requests for payments. The report shall indicate progress achieved during the reporting period in relation to the progress schedule and payments.

The CONSULTANT is advised that any recommendation for contract award is not binding on the DISTRICT until the Agreement is fully executed and approved by the DISTRICT.

7 PROPOSAL SCHEDULE

The DISTRICT's schedule for the selection process is as follows:

RFP release by DISTRICT	Wednesday, April 04, 2018
Pre-proposal meeting (not mandatory)	Wednesday, April 18, 2018 at 10:00 AM
Meeting Location: Vista Conference Room, 2nd floor of Vista Civic Center, 200 Civic Center Drive, Vista, CA 92084	
Deadline for questions	Wednesday, April 25, 2018 at 4:00 PM
Answers to questions and issue Addenda if necessary by DISTRICT	Wednesday, May 02, 2018
Proposals due	Wednesday, May 09, 2018 at 4:00 PM
Notice of CONSULTANTs shortlist	Wednesday, May 16, 2018
CONSULTANTs interview, if necessary	Wednesday, May 23, 2018
Notice of CONSULTANT selection	Wednesday, May 30, 2018
Complete negotiation of agreement	Tuesday, June 12, 2018
Council award	Tuesday, August 07, 2018

All dates are subject to change. The DISTRICT reserves the right to extend the date by which proposals are due.

All questions must be submitted via email to jahmadpour@cityofvista.com or posted on the Project's EBIDBOARD site before the deadline for questions. **Phone call questions will not be answered. An addendum will provide answers to all submitted questions by the date listed above.**

Four (4) hard copies (one original and three copies) and one electronic PDF copy of the CONSULTANT's qualifications must be submitted, with all copies having been signed by an official with the power to bind the company in its proposal and must acknowledge the RFP has been read and understood. To be considered, all proposals must be completely responsive to the RFP.

Proposals must be delivered no later than Wednesday, May 09, 2018 at 4:00 PM to:

Buena Sanitation District
City Clerk's Office
Attn: Jalal Ahmadpour, P.E.

200 Civic Center Drive
Vista, CA 92084

Mailing Address:

Buena Sanitation District
Sewer Utilities Division, Engineering Department
Attn: Jalal Ahmadpour, P.E.
200 Civic Center Drive
Vista, CA 92084

Faxed and email copies will not be accepted.

8 PROPOSAL REQUIREMENTS

In order to maintain uniformity with all proposals furnished by the CONSULTANTS, the DISTRICT requests that the proposals be limited to a maximum of twenty (20) 8.5" x 11" pages, double-sided to reduce paper waste (10 sheets of paper). The page count excludes cover letter, front and back covers, section dividers, scope of work and resumes. 11" x 17" single-sided foldouts may be used for graphics only and will count as one page. Proposals must include the following elements:

1. COVER LETTER – A cover letter must summarize key elements and guarantee that key personnel will be committed to perform the required tasks throughout the duration of the contract. The cover letter must be limited to two (2) pages and must include a contact name, email, phone number and full address for the CONSULTANT. The cover letter must include a statement that the CONSULTANT can meet the DISTRICT's insurance requirements and is prepared to execute the Professional Services Master Agreement as written, and will not make any changes to the PROJECT team without authorization of the DISTRICT. In cases, where a team member voluntary leaves a firm, the CONSULTANT shall provide the DISTRICT a proposal for a substitute team member subject to the approval of the DISTRICT.
2. COMPANY INFORMATION
 - a. Identification of responder;
 - b. Legal name and address of the company (partnership, corporation, joint venture, etc.);

- c. Identification of the parent company (if applicable);
 - d. Addresses of offices located in San Diego County if any;
 - e. Number of employees in San Diego County if any;
 - f. Name, title, address and telephone number of person to contact concerning the proposal.
3. PROJECT UNDERSTANDING AND APPROACH – Discuss the CONSULTANT’s understanding of the PROJECT, and any suggestions or special concerns that the DISTRICT and the CONSULTANT should address for a successful PROJECT. Provide a narrative rendition of the technical and management approach proposed for this PROJECT. Show how all required tasks are to be completed.
4. PROJECT TEAM AND ORGANIZATION CHART
 - a. Describe PROJECT organization, including identification and responsibilities of key personnel.
 - b. Indicate roles of prime and all sub-CONSULTANTS.
 - c. Provide a discussion of the experience of the *project manager* and other key staff members that would be involved with this PROJECT.
 - d. Provide resumes of the *project manager*, *project engineer*, and other key staff members who will work on this PROJECT. The resume must include relevant experience, education, licenses, and certifications. The resume for each individual must not exceed one (1) page in length. Resumes must be included as an appendix to the main document.
 - e. Describe proposed line-of-communication between the DISTRICT, prime team members, and sub-CONSULTANTS.
5. EXPERIENCE
 - a. Provide a brief description of CONSULTANT's experience in completing similar PROJECTs within the last 5 years.
 - b. Provide a detailed discussion of specialized experience in completing scope of required services listed above.

- c. Provide three (3) similar PROJECTs in which your firm has completed within the last 5 years. PROJECTs currently being performed may be submitted for consideration. PROJECT information should include a brief PROJECT description, agency or client name, their telephone number(s), the year of PROJECT completion, and the PROJECT construction cost.
 - d. Identify team members proposed for this PROJECT and their roles on the representative similar PROJECTs.
6. REFERENCES – The CONSULTANT shall provide a minimum of three (3) references for similar PROJECTs for the prime firm. At least one reference must be from the PROJECTs listed in Item 5.c of EXPERIENCE. At a minimum, each reference must include the client’s name and location, number of PROJECTs completed for the client, client contact name and phone number.
7. EXCEPTIONS TO RFP – Provide a statement that the CONSULTANT has read, understands, and takes no exception to the RFP or the terms of the DISTRICT’s Standard Consulting Agreement, in Attachment A. If the CONSULTANT does take exception(s) to any portion of the RFP, the specific portion to which exception is taken must be identified and explained.
8. ADDENDA TO THE RFP – Provide a statement that the CONSULTANT has received all addenda, and include the addendum numbers and dates.
9. DETAILED SCOPE OF SERVICES (IN APPENDIX, NOT COUNTED IN PAGE COUNT)
 - a. Provide a detailed scope of work containing any additional services or tasks the CONSULTANT sees as necessary for the successful completion of the PROJECT. The scope of work must include any information required to clarify the scope of work included in the RFP. The scope of work must reflect the schedule and hours of effort estimate included in this section.
 - b. Provide a detailed PROJECT schedule, including stages of work, periods, and ability to perform the required services in a timely manner.
 - c. Provide a detailed breakdown of the number of hours for each staff classification (including both professional and administrative classifications) as they relate to each task identified in the Scope of Work.

10. All copies must be signed by an individual or, if a corporation, a corporation officer with the power to bind the company or corporation to its proposal. To be considered, all proposals must be completely responsive to this RFP.

9 SELECTION CRITERIA

The DISTRICT's CONSULTANT evaluation and selection process is based on qualifications-based selection (QBS) for professional services. An evaluation committee appointed by the City Engineer will review the proposals. The criteria and weight for evaluating the proposals submitted will be as follows:

1. 10% - Relevant local experience and reputation of the consulting firm, including a verification of data and references.
2. 10% - Local experience and credentials of key personnel assigned to the PROJECT.
3. 20% - Understanding of PROJECT objectives and scope of work as evidenced in the written narratives and oral interview.
4. 25% - Experience with PROJECTs of similar nature.
5. 15% - Staffing capabilities demonstrating that the present workload of the firm and the availability of staff for the PROJECT will remain sufficient throughout the duration of the contract.
6. 15% - CONSULTANT's past record of performance in similar PROJECTs related to control of costs, quality of work, and adherence to schedule.
7. 5% - The DISTRICT's prior experience with the CONSULTANT.

All responding CONSULTANTs are required to be registered on eBidboard.

10 ESTABLISHMENT OF FEES

The CONSULTANT shall provide a detailed cost loaded work plan in a separate sealed envelope, detailing the number of hours and associated cost for each staff classification (including both professional and administrative classifications) as they relate to each task identified in the Scope of Work. In addition, an estimate of all direct costs such as materials and reproduction costs must be provided. Sub-CONSULTANT costs must be

allocated on a per task basis but does not need to be broken out by each staff classifications. The DISTRICT limits mark up for sub-CONSULTANTs and direct costs to 10%. This information will be used by DISTRICT staff to evaluate the reasonableness of the estimated cost of services and will be used in negotiating the final fee amounts for the contract agreement. Hourly rates must be based on the work occurring in the 2018 calendar year. Proposed rates must clearly correlate with names and classifications of staff likely to be involved with the PROJECTs.

The CONSULTANT shall be paid based upon hourly rates for services rendered as negotiated.

There will be no compensation to the CONSULTANT for hours expended due to the CONSULTANT's errors and omissions. There will be no adjustments including an increase in the hourly rate.

11 METHOD OF PAYMENT

The CONSULTANT shall submit monthly invoices to the DISTRICT. Each invoice must include a detailed breakdown of the services, the tasks, the hours, the personnel and staff type who worked on the PROJECT, and hourly rates. A maximum of 10% markup will be allowed for sub-CONSULTANTs and reimbursable items.

12 STANDARD AGREEMENT

A sample Standard Consulting Agreement is enclosed for review, as Attachment A. The RFP and the CONSULTANT's Proposals will be attached and become part of the Agreement as exhibits.

Any subsequent changes in the RFP from the date of issuance to the date of submittal will result in an addendum by the issuing office to those parties who have provided the proper notice of interest in responding to the RFP.

The signer of the proposal must declare in writing that the only person, persons, company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person, persons, company, or parties submitting a proposal; that it is in all respects fair and in good faith without collusion or fraud; and, that the signer of the proposal has full authority to bind the principal proposer.

Please refer to the sample agreement for the necessary amounts of general liability, automotive, worker's compensation and professional liability insurance. The appropriate endorsements are also shown within the sample contract agreement. The insurance certificate must include the City of Vista and the Buena Sanitation DISTRICT, its officers and employees as insured or additional insured.

13 ASSIGNED REPRESENTATIVES

The DISTRICT will assign a responsible representative to administer the contract, and to assist the CONSULTANT in obtaining information. The CONSULTANT also shall assign a responsible representative (Project Manager), who must be identified in the proposal. The CONSULTANT's representative will remain in responsible charge of the CONSULTANT's duties from the Notice-to-Proceed through PROJECT completion. If the CONSULTANT's Project Manager should be unable to continue with the PROJECT, then the CONSULTANT shall notify the DISTRICT's representative in writing. The DISTRICT's representative shall first approve any substitution of representatives or sub-CONSULTANTS identified in the proposal in writing. The DISTRICT reserves the right to review and approve/disapprove all key staff and sub-CONSULTANT substitution or removal, and may consider such changes not approved to be a breach of contract. This breach of contract will not apply if the Project Manager leaves the Consulting firm.

14 RIGHT TO REJECT PROPOSALS

The DISTRICT reserves the right to delay the PROJECT or reject any or all proposals submitted and no representation is made hereby that any contract will be awarded pursuant to this RFP or otherwise.

The DISTRICT reserves the right to extend the due date for the proposal, accept or reject any or all proposals received as a result of this request, negotiate with any qualified CONSULTANT or cancel this RFP in part or in its entirety. The DISTRICT may require the selected CONSULTANT to participate in negotiations and to submit such technical, fee, or other revisions of their proposals as may result from negotiations.

All costs incurred in the preparation of the proposal, the submission of additional information and/or any aspect of a proposal prior to award of a written contract will be borne by the Respondent. The DISTRICT will provide only the staff assistance and documentation specifically referred to herein and will not be responsible for any other cost

or obligation of any kind, which may be incurred by the Respondent. All proposals submitted to the Buena Sanitation District become the property of the DISTRICT.

15 DISCLOSURE

All proposals become the property of the DISTRICT unless a return is specifically requested as specified in the following section. The DISTRICT is a public agency subject to the disclosure requirements of the Public Records Act, California Government Code Section 6250 and following. These requirements include an exemption for “trade secrets”. If any proprietary information is contained in or attached to the written proposal, it must be clearly identified. In order to protect trade secrets from disclosure, pursuant to a public Records Acts request, you must agree in writing to defend and indemnify the City of Vista and Buena Sanitation District if litigation results.

16 LATE, MODIFIED, OR WITHDRAWN PROPOSAL

Any Proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made; and it was sent by mail, and it is determined by the DISTRICT that the late receipt was due solely to mishandling by the DISTRICT after receipt at the DISTRICT; or it is the only Proposal received.

Any modification of a proposal, except a modification resulting from the DISTRICT's request for "best and final" offer, is subject to the same conditions as the initial submission.

Proposals may be withdrawn by written notice received at any time prior to Notice of Intent to Award. Thereafter, all proposals constitute firm offers, subject to negotiation and execution of definitive documents that will remain open and cannot be revoked, withdrawn, or modified for a period of six (6) months thereafter. Proposals may be withdrawn in person by the CONSULTANT or an authorized representative, provided the authorized representative's identity is made known and the representative signs a receipt for the proposal prior the posting of Notice of Intent to Award of contract award.



RFP: SMILAX-MIMOSA SEWER IMPROVEMENTS

Attachment A – Standard Consulting Agreement

Attachment B – Project Vicinity Maps

Figures 1, 2, 3



RFP: SMILAX-MIMOSA SEWER IMPROVEMENTS

Attachment C – Record Drawings



RFP: SMILAX-MIMOSA SEWER IMPROVEMENTS

Attachment D – Previous CIPP Rehabilitation Work