



Request for Proposal
to Provide
Design and Construction Phase Services
For The
Carpinteria Advanced Purification Project

October 10, 2022

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Secton 1 - Background and Purpose

Carpinteria Valley Water District (District) is requesting proposals from experienced firms to provide design and construction phase services for related to the Carpinteria Advanced Purification Project (CAPP). This Request for Proposal (RFP) provides information to enable firms to submit a proposal to provide professional design and construction phase services for the scope of work as detailed in Appendix B.

The work under this contract is divided into two phases: 1) the Final Design phase; and 2) the Construction phase). Scope for final design is detailed in the scope of work in Appendix B. Construction phase support will be negotiated with the Consultant during the bidding phase of the Project.

1.1 District Overview

Carpinteria Valley Water District is a State of California special district governed by a five-member Board of Directors elected by the constituents within the service area.

The District's primary purpose is to manage and deliver water and water-related services to customers within its service area. The District distributes a combination of State Water Project water, Lake Cachuma water, and local groundwater to approximately 4,500 residential, commercial, and agricultural accounts within the City of Carpinteria and unincorporated areas of Santa Barbara County

1.2 Project Overview

The District has partnered with the Carpinteria Sanitary District (CSD) and the City of Carpinteria to implement the CAPP, in which recycled water will be produced on-site at the CSD Wastewater Treatment Plant (WWTP) with the proposed Advanced Water Purification Facility (AWPF), conveyed through a Purified Water Pipeline, and then injected into the Carpinteria Groundwater Basin using Injection Wells. Injected water will be monitored with Monitoring Wells.

The purpose of the Carpinteria Advanced Purification Project is to create a new drought-resistant and reliable supply of local water, produce water suitable for groundwater recharge and potable reuse, and reduce District's reliance on imported surface water from the Cachuma and State Water Projects. The Project involves construction and operation of a new AWPF, two (2) new injection wells, pipelines to convey advanced treated water to the injection wells, and three (3) monitoring wells to monitor potential changes in groundwater levels and quality.

The CAPP would initially produce approximately 1,100 AFY (1.0 million gallons per day [MGD]) of purified water from the CSD WWTP for injection into the local groundwater basin, where it ultimately would be used for District potable water supply. Existing District production wells would be used to recover treated water from the groundwater basin. The ultimate project assumes an expansion from 1.0 MGD to 1.2 MGD based on projected future increases in WWTP flows. The ultimate Project includes the following facilities:

- AWPF consisting of equalization tank, ultrafiltration, reverse osmosis, and an advanced oxidation process, to be located on the WWTP site
- Purified water pump station, to be located on the WWTP site

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- Approximately 6,500 linear feet (LF) of 12-inch conveyance pipeline from the purified water pump station to a well lateral split point, including Caltrans previously installed pipeline in the Linden Avenue overpass over US Highway 101
- Two 14-inch diameter injection wells with backwash pumps and backwash disposal system.
- Three monitoring wells

1.3 Overall Program Schedule

The overall general program schedule is as follows:

Phase	Start	End
Consultant Procurement (4 months)	October 2022	February 2023
Design (15 months)	March 2023	May 2024
Bid Phase (3 months)	June 2024	August 2024
Construction (18 months)	October 2024	April 2026

1.4 RFP Attachments

RFP Appendix A and B can be downloaded at:

Site: <https://watersystems.egnyte.com/fl/9ryy2P2g9p>

Password: aY8C9g2Au

In addition, the following documents can be downloaded from the same site:

- CAPP Preliminary Design Reports (AWPF and Conveyance)
- CAPP "SRF 50%" Drawings (AWPF, Pipelines, Wells)
- CAPP EIR (Draft and Final)
- CAPP Geochemical Analysis (Draft)

Secton 2 - General Information

This RFP information packet contains instructions governing the proposals to be submitted and the material to be included therein; a description of the project and specific services to be provided; general evaluation criteria; and other pertinent information. The submission of this proposal shall be considered evidence that the proposer has and is in acceptance with this RFP.

Any modifications or changes made in this RFP will be made in writing in the form of an addendum issued by the District. All proposers will receive written notice of any changes or modifications, which may be made by the District. Oral communications from District personnel or others concerning this RFP shall not be binding on the District and shall not in any way be considered as a commitment by the District.

All project documents, including past design documents and topographical survey will be made available to the selected proposer upon execution of the Agreement. The format of the documents will be in a manner useable to the selected proposer. Proposers can assume no further ground survey and topographical mapping services are needed.

2.1 Proposal Submittal

Submit five (5) hardcopies and one electronic copy of the proposal to the address listed below before **3:00 PM, November 18, 2022**. After this date and time proposals will not be accepted and will remain unopened. Faxed proposals will not be accepted. Postmarks will not be accepted in lieu of actual receipt. The proposed Fee Schedule is to be submitted to the same address, separately from the proposals, in a sealed envelope. Only one copy of the proposed cost is required.

Proposals are to be submitted to:

Carpinteria Valley Water District
Robert McDonald, General Manager
1301 Santa Ynez Ave
Carpinteria, CA 93001
bob@cvwd.net

All materials submitted in accordance with this RFP become the property of the District and will not be returned. The material may become public record subject to the disclosure provisions of the Public Records Act (Government Code Section 6250 et seq.).

2.2 Pre-Proposal Meeting

The pre-proposal meeting will be held on **October 17, 2022 at 11:00 AM** at Carpinteria Sanitary District 5300 Sixth Street, Carpinteria, CA.

2.3 Project Inquiries

Inquiries regarding this RFP must be requested in writing via email at rmorrow@wsc-inc.com. The deadline for inquiries is **November 4, 2022 at 5:00 PM**.

2.4 Contract Times and Terms

Prior to the commencement of services, the selected firm awarded the contract will be required to execute a Professional Services Agreement (Sample Agreement: Appendix A) between itself and the District. The contract shall incorporate the scope of work defined herein and all RFP terms and conditions. Portions of the firm's proposal may be considered for inclusion into the scope of work at the District's discretion.

The selected firm will not be permitted to levy any service or other charges against the District, other than those listed in Appendix B (Scope of Work), without being previously negotiated with the District.

2.5 Sample Agreement

A Sample Agreement has been attached for review in Appendix A. This agreement is representative of the agreement that will be executed upon award to the successful Proposer.

2.6 Use of Subconsultants

The proposer may utilize subconsultants to perform all tasks listed in the Appendix B (Scope of Work). The proposer must indicate which tasks are performed by the subconsultant and submit the resumes of the proposed subconsultant staff assigned to this project as described in Section 3 - Proposal Requirements.

Secton 3 - Proposal Requirements

3.1 General

1. All interested and qualified offerors are invited to submit a proposal for consideration. Submission of a proposal indicates that you have read and understand the entire RFP, to including all appendices, schedules, and addendums (as applicable), and that all concerns regarding the RFP have been satisfied.
2. Proposals must be submitted in the format described below. Proposals are to be prepared in such a way as to provide a straightforward, concise description of the capabilities to satisfy the requirements of this RFP.
3. Expensive bindings, colored displays, promotional materials, etc., are neither necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.
4. Proposals must be completed in all respects as required in this section. A proposal may not be considered if it is conditional or incomplete.
5. All proposals and materials submitted become property of the District.
6. Responses are to be clear and complete. Be as specific as possible and include explanations where necessary.

3.2 Proposal Presentation

1. All proposals must be submitted on 8 ½" x 11" sheets of paper, neatly typed, double-sided. Schedule may be submitted on 11" x 17" sheets. Font must be at least 11 pt. Each page, including attachments, must be clearly and consecutively numbered at the bottom center of each page. Proposals are limited to 40 pages, excluding the cover, cover letter, tabs, and resumes. 11" x 17" sheets are considered 1 page.
2. The technical proposal must be divided into five sections with references to parts of this RFP done on a section number. The sections shall be clearly identified matching the outline in Section 3.3.
3. The complete proposal must be received before the deadline specified in Section 2.1.
4. The original, all copies of the proposal, and the separate and sealed cost fee proposal must be in a sealed envelope, container, or package stating the following on the outside:

Business/Company Name
Address
Telephone Number
Project Title
Proposal Deadline

3.3 Proposal Requirements

Offerors must provide this information in the following format:

1. **Proposal Cover Page** – The outline below is to be used as the cover page for the proposal. The cover page must be signed by an authorized officer of the business entity and be legally binding.

2. **Firm Qualifications and Experience** – This section should establish the firm’s ability to perform the required work to the expectations of the District. Narrative should include the firm’s background, including any subcontractors proposing to be utilized on this project, the office location(s) of the staff that will primarily support the project. This section should include the following:
 - a. Introduction
 - b. Overview of the firm’s capabilities in the project scope.
 - c. Descriptions of projects with similar or relevant scope of work that have been completed for public agencies, water districts, the federal government, non-profit organizations, or private water companies. Include the name of the entity, name, email and telephone number for the main point of contact (the organization your firm had a contract with and who your firm invoiced for compensation) or, if your firm was a subconsultant, indicate who was the prime consultant and their Client. Identify the portion of work your firm was directly responsible for and contract amount.
3. **Staff Experience** – This section should introduce the key staff that the firm shall commit to the project and include:
 - a. An Organizational Chart that shows the Project Manager, Task Leaders, subconsultants, and other key team members. If the Project Manager is not an Officer of the firm, include a Project Director that is authorized to sign contracts for the firm.
 - b. Biographical descriptions of each staff member that firm expects to lead each task, reason(s) why the staff member was selected to lead the task, and a statement that the proposed staff members are available during the proposed schedule for the task. Include resumes in an appendix, which will not be included in the page count. Include the biographical descriptions and resumes of any subcontractors that have key roles on the project.
 - c. Current workload for the proposed team members as it relates to the ability to perform this work to the planned project schedule.
 - d. Work Breakdown Structure (WBS) with summary of hours by task and by labor class for the project team members. This should be provided in a table format. Tasks shall align with those set forth in Appendix B (Scope of Work). Do not include rates or total cost in the technical proposal.
4. **Project Understanding and Approach** – The firm should clearly state its understanding of the project objectives and approach to the scope of work. In general the firm should address:
 - a. Describe the key challenges associated with the project and the firm’s approach to overcoming these challenges.
 - b. Describe your firm’s approach to the work and how it will benefit the District.
 - c. Outline processes or steps that the firm will take to ensure quality deliverables. The process shall include a monthly work status summary report where the project status and schedule adherence shall be reported and challenges identified.
5. **Scope of Work** – There are specific tasks to complete for this project with anticipated deliverables clearly outlined. The selected firm must complete all tasks; proposals to complete only a portion of the tasks will be deemed nonresponsive and will not be evaluated. The firm is encouraged to include options and enhancements to the scope of work for the District’s consideration. Portions of the firm’s proposal may be considered for inclusion into the contract

Scope of Work at the District's discretion. The firm shall not be permitted to levy any service or other charges against the District, other than those listed in Scope of Work, without being previously negotiated and documented with the District.

6. **Schedule** – As part of the firm's demonstration of Scope Understanding, prepare a proposed Critical Path schedule for the completion of each task and subtask. The schedule may be submitted on 11x17 paper and will count as one page per sheet. The schedule shall include the following elements:
 - a. Activities
 - b. Milestones
 - c. Activity duration
 - d. Logic link relationships between tasks
7. **Preliminary Sheet and Specification list** – Provide a list of anticipated technical specifications in CSI Division 50 format and drawing sheet list, separated by discipline that includes the level completion anticipated by submittal.

3.4 Fee Proposal – Separate Sealed Envelope

Cost proposal for all items listed in this RFP shall include all labor, transportation, administrative, overhead, incidentals, etc. and all other items as listed in the scope of work. Please submit cost by task, broken down as the same WBS as the scope of work and schedule, including the number of hours, name and level of team member performing task and subtask, and direct costs. Show a total time and materials, not-to-exceed fee to deliver the scope of work. If your proposal includes enhancements to the scope of work, please show the cost of these enhancements below the fees.

Please Note: The Fee Proposal is to be kept separate from the technical proposal and submitted separately in a sealed envelope. The costs will be reviewed after the contents of the proposals are reviewed and rankings are determined. The fee proposal shall not be included in the electronic copy of the proposal.

Secton 4 - Evaluation Criteria and Selection Process

A selection team established by the District will review, evaluate, and score the proposals. The scoring system will be based on a scale of 1 to 10 with 10 being the most favorable score. The Evaluation Team shall evaluate the proposals based upon the following weighted criteria:

- Firm and Staff Qualifications and Experience – 35%
- Key Staff Availability – 10%
- Project Understanding and Approach – 50%
- Proposal Quality – 5%

The following procedures outline the remaining steps that will be followed for selection:

1. The District will review all proposals received at the date and time described in this RFP.
2. The selection team will review all proposals and individually rank in accordance with criteria established herein.

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3. The selection team will convene and review scores. The District may then conduct interviews with a few selected Consultants. The interviews will begin with a presentation to the District and follow with Q&A. The consulting firms asked to participate in the interview process may be required to submit other information or clarification on submitted proposals.
4. The District will select a firm and then open the fee proposal. The selection team may ask for further clarification of the submitted cost.
5. The District will negotiate and finalize the scope and fee proposal for the Project with the selected firm. If the District is unable to come to an agreement with the Consultant on the terms and conditions or the fee proposal, the District reserves the right to negotiate with the next most qualified firm.
6. The Agreement for Consultant Services will be forwarded to the District Board for approval.
7. Upon District approval and receipt of all required documentation, a Notice to Proceed shall be issued to the consultant.

The District anticipates the following schedule of activities in relation to the selection of a Consultant:

<u>Action</u>	<u>Responsibility</u>	<u>Finish Date</u>
Release of RFP	District	October 10, 2022
Proposals Due	Potential Proposers	November 18, 2022
Interviews (if needed)	District/Potential Proposers	December 6-15, 2022 (tbd)
Selection	District	December 16, 2022
Negotiations	District/Selected Proposer	January 18, 2023
Award Contract to Firm	District Board	February 8, 2023

The District reserves the right to reject any and all proposals for any reason. The District may not proceed, for any reason, with the selection process of a proposer if the District deems it is in the best interest of the organization. The District shall not be responsible to any of the submitters for the cost to prepare their proposal in response to this RFP.

Proposals must include the entire scope of work as outlined in this RFP.