

REQUEST FOR QUALIFICATIONS/PROPOSALS HERITAGE RANCH COMMUNITY SERVICES DISTRICT WATER RECLAMATION FACILITY UPGRADE DESIGN

The Heritage Ranch Community Services District (District) has prepared this Request for Qualifications/Proposals (RFQ/P) for the upgrade to the District's Water Reclamation Facility (WRF) for the community of Heritage Ranch, San Luis Obispo County, California.

Proposal Due Date: June 25 (Friday), 2021, 3 p.m. local time. Any proposals received after this date/time will be returned to the proposer un-opened. It shall be the proposers' responsibility to verify and confirm receipt of the proposals by the specified due date and time.

Proposal Delivery Location: 4870 Heritage Road, Paso Robles, CA 93446. To safeguard against pre-mature opening, all proposals shall be in sealed envelopes/containers, with a label containing proposal title, proposer's name, and proposal due date and time.

Number of Copies of Proposal to be Provided: 5 hard copies, one thumb drive. The thumb drive shall include a complete copy of the Proposal, EXCLUDING PROPOSED FEES.

Contact: Steve Tanaka, District Engineer, Heritage Ranch Community Services District, (805) 441-2293, stevent@wallacegroup.us, for details and information regarding this RFQ/P and proposal requirements.

BACKGROUND

Heritage Ranch is an unincorporated community in San Luis Obispo County, with approximately 3,400 residents. Heritage Ranch is a lake-side community located approximately 12 miles west of the City of Paso Robles. The Heritage Ranch Community Service District is responsible for water and wastewater management within the community. The District has an aging secondary wastewater treatment pond system and must upgrade their WRF to ensure compliance with National Pollutant Discharge Elimination System (NPDES) and Waste Discharge Requirements (WDR) imposed by the Regional Water Quality Control Board. In 2018, the District's NPDES Permit was revised, and the Regional Board also issued a Time Schedule Order (TSO) which acknowledges the District is unable to immediately comply with the copper, un-ionized ammonia, and nitrate effluent limits. This TSO provides a compliance schedule to come into compliance with these effluent limits, and this WRF Upgrade Project will be needed in order to meet these treatment objectives and requirements. **The District must achieve full compliance by November 30, 2022.** The District understands that given the current status of this Project, that compliance will not be achieved by this date.

REQUEST FOR QUALIFICATIONS/PROPOSALS HERITAGE RANCH COMMUNITY SERVICES DISTRICT WATER RECLAMATION FACILITY UPGRADE DESIGN

However, the District expects this Project to be completed no later than December 2023. A copy of the TSO is available to proposers by download from the District's web site, along with this RFQ/P.

The District recently completed a preliminary engineering memorandum (PEM), prepared for the District by MKN Associates, Arroyo Grande. This PEM, dated March 5, 2021, is included on the District's website for download (see next section of this RFQ/P). This PEM presented alternatives to WRF Upgrade, and the District intends to proceed with Alternative 3B, PACKAGED WASTEATER TREATMENT PLANT WITH MEMBRANE BIOREACTOR. Consultants proposing the design services requested herein, shall formulate their scope of services around this recommended Alternative. In parallel to the detailed design services, the District will be conducting financial analyses/rate studies in support of this Project, and will be conducting the necessary CEQA (and NEPA, if required) environmental analyses as required by law, and by funding agencies involved in this Project implementation.

INFORMATION AVAILABLE

Consultants are encouraged to review current available project-related information electronically; such documents will be made available by download at the District's website, <https://heritageranchcsd.ca.gov>. A site visit may be conducted only during the day of the pre-proposal meeting, due to COVID restrictions and logistics. This site visit will be conducted with all consultants as a group; no individual site visits will be accommodated. Consultants shall be prepared to caravan in their own vehicles to the various site locations, guided by District staff and the District Engineer. Consultants must contact Steve Tanaka, District Engineer, at (805) 441-2293, to confirm attendance at the pre-proposal meeting.

The following documents are available for review electronically:

- Regional Water Quality Control Board, Central Coast Region, Time Schedule Order No. R3-2018-0011.
- MKN Associates. Prepared for Heritage Ranch CSD, "Wastewater Treatment Plant Improvements, Preliminary Engineering Memorandum", Rev. 1 dated April 16, 2021.
- WDR Permit R3-2017-0026, NPDES Permit No. CA0048941 (also included in above MKN Report as Appendix B).
- Confirmation of Design Criteria for the WWTP Alternatives Analysis & Preliminary Engineering (MKN, Rev. 1, 12/21/2020) (also included in above MKN Report as Appendix A).
- MKN Associates. Prepared for Heritage Ranch CSD, "Recycled Water Study", dated January 2017.
- Heritage Ranch Sewage Treatment Plant Drawings, May 1978.

REQUEST FOR QUALIFICATIONS/PROPOSALS HERITAGE RANCH COMMUNITY SERVICES DISTRICT WATER RECLAMATION FACILITY UPGRADE DESIGN

INQUIRIES DURING PROPOSAL PERIOD

Consultants must direct all inquiries to the District in writing, via email to the District Engineer, Steve Tanaka, stevent@wallacegroup.us. All inquiries will be responded to in writing, and questions and responses will be disseminated to all consultant teams for their consideration. The origination of the questions will not be disclosed. **All inquiries must be received no later than Friday, June 18, 2021 (close of business) in order to receive responses from the District.** Inquiries received after this deadline will not be considered or responded to.

Each proposal team will be allowed one 1-hour web-based teleconference meeting with the District, separate from the pre-proposal meeting to get further acquainted with the Project and District staff. Arrange for such meeting through the District Engineer via email, at the email address indicated earlier in this RFQ/P. Individual meetings with subconsultants will not be accommodated; however, subconsultants may participate in this single web-based teleconference meeting.

MANDATORY PRE-PROPOSAL MEETING

A mandatory pre-proposal meeting will be held on **Thursday, June 3, 2021** from 10:00 a.m. to 11:00 a.m., in the District's Board meeting room, located at 4870 Heritage Road, Heritage Ranch, CA 934446. Attendance is **mandatory (in-person or by Zoom/web-based meeting platform is acceptable)** for all prime consultants, but is not mandatory for subconsultant team members. The District will present an overview of the project and will review the proposal requirements. The District will answer any questions from attendees during the meeting. Consultants are encouraged to visit the project site immediately following this pre-proposal meeting to acquaint themselves with the project. The District will take Consultants to the existing wastewater plant site, as well as the existing effluent disposal fields.

ADDENDA TO RFP

Through the course of the proposal development, consultants may raise questions concerning the RFQ/P, which may impact proposals. The District will issue addenda as necessary to further clarify the requirements and expectations of the RFQ/P. The District reserves the right to issue addenda up to 5 business days prior to the due date of the proposal, without time extension of the proposal due date. At the time each addendum is issued, consultants shall acknowledge receipt by immediately faxing the acknowledgment form (included with the addendum) to the District.

**REQUEST FOR QUALIFICATIONS/PROPOSALS
HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WATER RECLAMATION FACILITY UPGRADE DESIGN**

PROPOSAL REQUIREMENTS

Submit One Proposal. Prime consultants shall be limited to only one proposal/project team for the Project. Subconsultants, however, may be included in multiple proposals with various prime consultants.

Proposal Rejection or Withdrawal. Late proposals (submitted after the specified due date/time) shall be rejected by the District, and returned un-opened to the Proposer. The District reserves the right to accept or reject any or all proposals. Proposals may be withdrawn by a signed written request submitted to the District at any time prior to 5 p.m. of the due date of the proposal.

Project Manager. The Project Manager shall be the same person named as Project Manager in the Proposal, and shall be dedicated to this Project as appropriate to execute the project in a timely and effective manner. Should the designated Project Manager not be able to fulfill this commitment during the course of the Project, the Consultant shall notify the District within 10 working days of proposed personnel change, and shall submit the qualifications of the new proposed Project Manager, subject to approval by the District.

Agreement. Upon being selected for this Project, Consultants will be provided with the District's standard Agreement, liability and insurance requirements, for review and consideration. The District will negotiate such requirements with the selected Consultant; however, the Proposer shall bear in mind that should a funding agency used by the District require specific terms and conditions not included in District's Agreement, Consultant shall abide by all funding agency requirements without exception. This Agreement and RFQ/P is for the design services and optional services for assistance during bidding and engineering support during construction.

REQUEST FOR QUALIFICATIONS/PROPOSALS HERITAGE RANCH COMMUNITY SERVICES DISTRICT WATER RECLAMATION FACILITY UPGRADE DESIGN

Agreement Execution. The selected consultant shall execute the written contract with the District within 10 working days after notice of award has been granted by the District. Failure to accept and execute the Agreement will cancel the notice of award, and the District will continue negotiations with the next highest ranked firm.

Proof of Insurance. Consultant shall provide proof of insurance in the form, coverages, and amounts specified in the Agreement within 7 working days following notice of contract award. Such insurance proof shall be a pre-condition of contract execution.

PROPOSAL FORMAT

General. Proposals shall be prepared in accordance with the format specified in this section. Proposals that do not follow this format will be subject to rejection by the District. Provide proposals in the following format:

- **Provide your proposed fees in a separate sealed envelope, clearly marked with the proposer's company name and address, and labeled "Proposed Fees for Heritage Ranch Community Services District Water Reclamation Facility Project. Prime consultant fees shall be broken down by manhours per task, in accordance with the labor classifications and rates specified, and per Section 5 of the Proposal.**
- **Letter of Transmittal.** Provide a brief transmittal letter (2 pages maximum) transmitting the proposal to the District.
- **Table of Contents.**
- **Section 1. Project Understanding and Approach.** Provide your team's understanding and approach to the overall project. Discuss issues and concerns, and express your ideas and methodology on how best to approach and execute the project. Include your approach to project management, teamwork, communications, quality assurance/control, and cost and schedule controls. Describe your team's experience with various funding agencies for similar type projects. Also discuss various procurement approaches to this Project, advantages and disadvantages.
- **Section 2. Project Team/Qualifications.** Provide an organization chart showing design team, organization/lines of communication, and team member qualifications germane to this project. Clearly state your proposed project manager and corresponding qualifications. The proposed Project manager must be a California licensed Professional Engineer. Include all subconsultants as part of the proposed team, and describe your past working relationships with each subconsultant. Full resumes shall be placed in Appendix A. Team member references shall be included in Appendix B.

REQUEST FOR QUALIFICATIONS/PROPOSALS HERITAGE RANCH COMMUNITY SERVICES DISTRICT WATER RECLAMATION FACILITY UPGRADE DESIGN

Provide a minimum of three references, two of which must be for the proposed Project Manager/ State the contact/agency name, brief title/description of project, contact telephone number.

- **Section 3. Relevant Project Experience.** Provide your team's relevant project experience as it relates to the nature of this project, including the experience of proposed subconsultants. Include design projects of similar nature, magnitude and complexity to this project. Where appropriate, include engineer's estimate of construction cost, construction bid, final construction cost and percentage of change represented by change orders. Provide the year(s) the Work was performed, and identify key team members and their roles on the project. Projects listed should be specifically relevant to key aspects of the Heritage Ranch water reclamation facility Project.
- **Section 4. Scope of Services.** Provide a detailed scope of services for the project. Embellish on the scope outline in this RFQ/P.
- **Section 5. Project Schedule.** Provide a detailed project schedule, in graphic format, along with written explanation of assumptions, or specific details, issues or concerns regarding the proposed schedule. Show graphically and clearly indicate all schedule components, including mandatory compliance schedules, those schedule items for District and agency review, defined deliverables and other items as deemed necessary. Include in the schedule all anticipated time allotments for agency reviews, public participation, and other schedule provisions. Clearly state all assumptions and basis for the proposed schedule. The proposal and project award schedule is as follows:

**REQUEST FOR QUALIFICATIONS/PROPOSALS
HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WATER RECLAMATION FACILITY UPGRADE DESIGN**

Item	Date
Proposal Due	6/25/21, 3 p.m. local time
District Review of Proposals	6/28/21 through 7/1/21
District Issue of Short-List (3 firms)	7/2/21
Interviews (if needed)	TBD, anticipated 7/6/21 to 7/7/21
District Recommendation of Selected Firm/Staff Report	7/8/21
Consultant Notice of Contract Award/Begin Contract Negotiations	7/15/21

- Appendix A. Team Member Resumes
- Appendix B. References
- Appendix C. Billing Rates
- **Manpower Estimate/Fees. IN A SEPARATE SEALED ENVELOPE**, provide a manpower estimate, broken down by hours and task, that demonstrates your understanding of the scope of work and level of effort required to accomplish all tasks. Provide proposed consultant fees, using the same hourly rates proposed in Consultant’s billing rate schedule. Provide the standard billing rate sheets for the prime consultant and each subconsultant, and include such billing rate sheets in Appendix C (above). **DO NOT PROVIDE THIS MANPOWER ESTIMATE/FEES AS PART OF THE PROPOSAL, AND DO NOT PROVIDE PROPOSED FEES ON THE THUMB DRIVE. THE PROPOSED FEES SHALL BE SEALED IN A SEPARATE ENVELOPE, CLEARLY MARKED SUCH, AND ENCLOSED WITHIN THE ENVELOPE FOR THE TWO HARD COPIES OF THE PROPOSALS.**

Proposal Length. The District has no required proposal length; however, the District requests Proposers to only include information germane to the Proposal.

Other Requirements. The four hard copies of proposals shall be comb-bound or spiral bound. **Minimum font size for text shall be 11 point, except for headers, footers, footnotes, etc.**

PROPOSAL RANKING CRITERIA

Proposals will be ranked by the District based on established ranking criteria. The value of each criterion is stated immediately following each criterion. Criteria and relative “point” values are as follows:

REQUEST FOR QUALIFICATIONS/PROPOSALS HERITAGE RANCH COMMUNITY SERVICES DISTRICT WATER RECLAMATION FACILITY UPGRADE DESIGN

- Project Understanding and Approach, 30 points
- Team qualifications, 25 points
- Project Schedule, 25 points
- Responsiveness to RFP, 15 points
- Local Presence, 5 points

All proposals will be ranked on these criteria, and a short-list of three firms will be chosen. If interviews are warranted, the District will select the interview times at random, and will notify each team as to their respective time slots for interviews. The interviews will consist of a one-hour presentation (likely by Zoom Meeting, but to be determined by District after short-list is selected) by the project team, followed by a half-hour question and answer period. The top three candidates will be interviewed, and the top firm selected based on the outcome of the respective proposals and interviews. The top-ranked firm will then enter contractual and fee negotiations with the District, and should the District and top-ranked firm not satisfactorily negotiate the agreement, the second-ranked firm will enter negotiations, and so forth.

OVERVIEW OF SCOPE OF SERVICES

Consultants shall prepare a scope of services to provide design services for the water reclamation facility upgrade. Consultants' scope of services shall anticipate ancillary technical services required for funding agencies, such as State Revolving Fund Program, USDA/RUS Program. The scope of services shall include services for the following:

- Project Management, QA/QC reviews, Information Collection, Meetings, Site Reviews. Provide proposed scope of services to adequately address these items.
- Survey and Geotechnical Services. Provide necessary services appropriate for the design of this WRF Upgrade Project.
- Engineering Support for Financing and Environmental Review. Consultant shall provide scope of services for preparation of documents such as Project Description to be used to define environmental impacts, prepare exhibits in support of environmental and financial/funding efforts.
- Tertiary membrane bioreactor package plant to be located at the District's existing wastewater facility site. Provide scope of services for such anticipated activities, and include scope of services to address pre-qualification of Vendors, pre-selection of Vendors, and pre-purchase of the treatment equipment. Include civil, grading and drainage, yard piping, landscaping, for a complete and functional water reclamation facility.
- Headworks. Provide design services for a complete headworks facility, as outlined in the PEM.
- Existing Facility. Provide scope of services for abandonment and retrofit to existing plant facilities.

REQUEST FOR QUALIFICATIONS/PROPOSALS HERITAGE RANCH COMMUNITY SERVICES DISTRICT WATER RECLAMATION FACILITY UPGRADE DESIGN

- Provide design tie-in to the existing effluent disposal line. Assess whether the existing effluent pump station can be utilized with the new WRF, or if a new effluent pumping station and clearwell to deliver treated plant effluent to the existing effluent disposal area is needed.

The design tasks shall include all general civil works (paving, grading, fencing, etc.), surveying and geotechnical, structural, mechanical/HVAC, electrical and instrumentation disciplines required for the District WRF upgrade facilities described herein.

Project technical specifications shall be in CSI MasterFormat 2018. Consultants shall anticipate that front-end documents will be prepared by the District; however, funding agency requirements that impact technical specifications will be addressed by the Consultant. Consultant shall provide a complete set of stamped/signed technical specifications; the District will assemble the Project Manual including the “front end” specifications, general conditions (EJCDC General Conditions, 2018), and will append the provided technical specifications to the Project Manual to make a complete set of contract documents.

Optional Services: Provide optional tasks for bid phase support services, and engineering support during construction.

Deliverables

This section describes a preliminary list of deliverables and the requirements thereof. This list is not a complete list, and does not relieve the consultant from the required deliverables throughout the course of the project for funding, agency requirements such as SRF, USDA/RUS, and others. Consultants shall enhance and refine this list of deliverables as part of their respective proposals.

All plans submitted shall be “D” size, 22” x 34” drawings. Final bid set drawings submitted to the District shall be on bond paper (no Mylar required) and electronically on PDF. The District shall also require final AutoCAD drawings for the Project. All plans and specifications shall be in conformance with the SRF guidelines, and meet final approval of the SWRCB. Consultant shall provide, at a minimum, the following deliverables:

Preliminary Design (30 Percent):

- Drawings, 1 full-size set, 2 half-size (11”x17”) sets, 1 PDF
- Updated Preliminary Design Report, 1 hard copy, 1 PDF

**REQUEST FOR QUALIFICATIONS/PROPOSALS
HERITAGE RANCH COMMUNITY SERVICES DISTRICT
WATER RECLAMATION FACILITY UPGRADE DESIGN**

50 Percent Design:

- Drawings, 1 full-size set, 2 half-size (11"x17") sets, one PDF
- List of Specifications, 1 PDF
- 50% Engineer's Estimate of Probable Construction Cost, 1 PDF
- Preliminary Construction Schedule, 1 PDF

90 Percent Design:

- Drawings, 1 full-size set, 2 half-size (11"x17") sets, 1 PDF
- Project Manual/Specifications, 1 hard copy set (spiral or comb-bound), 1 PDF
- 90% Engineer's Estimate of Probable Construction Cost, 1 PDF
- 90% Construction Schedule, 1 PDF

100 Percent Design (Bid Documents):

- Drawings, 1 full-size set on bond, 1 PDF
- Project Manual/Specifications, 1 PDF
- 100% Engineer's Estimate of Probable Construction Cost, 1 PDF
- Final Construction Schedule, 1 PDF