



## **Request for Proposals**

***Construction Management Services for  
The Regional Urban Water Augmentation Project***

Proposals due

**4:00 PM  
July 17, 2017**

Proposals should be sent electronically to:  
Michael Wegley, PE at  
[mwegley@mcwd.org](mailto:mwegley@mcwd.org)

Proposals sent by mail must be directed to:  
Marina Coast Water District  
11 Reservation Road  
Marina, CA 93933  
ATTN: Michael Wegley, PE

## **I. INTRODUCTION**

The Marina Coast Water District (MCWD or District) is requesting proposals from qualified individual(s) or firm to provide skilled technical and professional personnel to provide construction management, administration and inspection either as an entire project team or as augmented staff for the Regional Urban Water Augmentation Project Construction Management Services suitable for:

- Ensuring completion of construction and operation of recycled water storage and transmission meeting requirements of the Central Coast Department of Drinking Water and Regional Water Quality Control Board ,
- Meeting all requirements associated with State Revolving Fund and Proposition 1 Recycled Water Funding, and
- Recycled Water Agreements with the Fort Ord Reuse Authority and the Monterey Regional Water Pollution Control Agency.

The selected consultant shall perform the tasks specified in the "Scope of Work" section of the Request for Proposals (RFP). The consultant is encouraged to suggest additions or modifications to the scope that will enhance or clarify the Plan and the suggestions should be incorporated into the proposal. The District is seeking to enter into a Professional Services Agreement with an individual or organization to provide the services described in section III.

## **II. BACKGROUND**

The MCWD provides water service and wastewater collection service to 36,000 – 40,000 residents through approximately 8,000 connections in and adjacent to the City of Marina and on the former Fort Ord military installation. The District currently pumps all of its water supply, approximately 4,200 acre-feet of water (both Marina and Ord Systems) annually from groundwater wells. The District also conveys in excess of two million gallons per day of sewage to the Monterey Regional Water Pollution Control Agency for treatment. Although, there are water inter-tie connections between the Marina and Ord systems, the Marina and Ord Community service areas are maintained as separate operations, with separate capital improvement programs for both the Marina and Ord Community service areas.

The District has planned to provide recycled water for public landscape irrigation and commercial uses, and has installed several recycled water pipeline segments. Development projects have installed recycled water irrigation systems in anticipation of the availability of recycled water. In addition, the District has agreed to transmit recycled water through the District's pipeline for the Monterey Regional Water Pollution Control Agency's Pure Water Monterey Project thereby improving the level of recycled water treatment for District customers.

The District's Regional Urban Water Augmentation Project Recycled Water Pipeline and Blackhorse Recycled Water Reservoir project includes:

- 40,000 linear feet of 24" diameter pipeline along the RUWAP EIR alignment;
- A connection to the AWTF at the MRWPCA fence line with Armstrong Ranch;
- two bore and jack roadway crossings, one crossing Reservation Road at Crescent Avenue, and the second one crossing Imjin Parkway at California Avenue;
- Connections to an existing dry pipeline on the CSUMB Campus previously constructed for the RUWAP project;
- connection to an existing dry pipeline in General Jim Moore Blvd. previously constructed from Del Rey Oaks to Normandy Blvd for the RUWAP Project;
- One 2 million gallon welded steel storage tank reservoir at an existing MCWD storage tank site referred to as the Blackhorse Reservoir.

The District placed the construction project out to bid with a bid opening date of June 27, 2017. Copies of that Plans, Specifications and Appendices are available for review at the District's office and on the District's website at:

[http://www.mcwd.org/engineering\\_docs.php](http://www.mcwd.org/engineering_docs.php)

### **III. SCOPE OF WORK**

#### **A. General**

1. Under these services, the Construction Management Firm (Consultant) shall provide skilled technical and professional personnel to provide construction management, administration and inspection either as an entire project team or as augmented staff.
2. Review the District Code and Engineering Procedures, Guidelines and Design Requirements, other jurisdictional codes within the District boundaries and other appropriate local, state and federal laws and regulations, as necessary.
3. Review project and coordinate with Project Team including but not limited to District staff, design engineers, and environmental mitigation specialists.
4. Provide Outreach: Notify, coordinate, and meet with appropriate agencies and businesses including but not limited to the District, City of Marina, City of Seaside, County of Monterey, U.S. Army, CSU Monterey Bay, Fort Ord Reuse Authority (FORA), Monterey Regional

Water Pollution Control Agency, Monterey Peninsula Unified School District, Monterey-Salinas Transit and Emergency Services to determine when construction activities can occur to minimize intrusion and ensure affected residents, workers and traveling public are aware of the proposed work and applicable time frames.

5. Construction Management Plan: The Consultant shall prepare a construction management plan including, at a minimum, an organization chart of the overall CM project team, a description of the duties and responsibilities of the construction management staff, claims avoidance strategy, and an anticipated level of effort.
6. Mobilize/Field Work: Field office, utilities, and office equipment are not provided through the construction contract. The Consultant shall be responsible for mobilizing all necessary staff to and from the project site. The Consultant shall prepare, equip and maintain staffing and equipment required for completion of the work. The Consultant is also responsible for providing cellular phones, digital cameras (including memory modules), field devices such as notebook computers (which are anticipated to be required for field access to project records), as well as any other tools required for its personnel for the duration of the construction project along with other consumable supplies.
7. Safety Equipment: The Consultant shall be responsible for providing all necessary personal protective equipment (PPE) and safety equipment to its CM team. Necessary PPE and safety equipment may include but not be limited to hard hats, boots, high visibility safety vests, eye protection, Tyvek suits, lights, confined space entry equipment (including air monitors, harnesses, and rescue/retrieval equipment), fall protection equipment (including ladders, portable tripod/ davit arm system with fall arrest and retrieval accessories).
8. Safety Training: Consultant shall provide all safety training required for its employees and visitors necessary to conduct inspections and field work. Potential proposers are referred to District's Injury and Illness Prevention Program (IIPP), District Safety requirements for construction projects (see Contract Section 00700 of Attachment 2), and OSHA requirements for more information. Necessary safety training is expected to include Lock-out/Tag-out (LOTO), Confined Space, Fall Protection, PPE, Chemical Awareness and Handling (with HAZCOM), and awareness of Respiratory Protection requirements. Consultant shall submit training certificates and Site Specific Safety Plan.
9. Pre-Construction Conference and Weekly Progress Meetings: The District will provide a meeting. Appropriate Consultant staff shall attend and lead Pre-construction conference and weekly progress meetings between the Contractor and MCWD. Consultants shall prepare and distribute agendas and minutes/status reports for all weekly and other project related meetings.

## B. Typical Construction Inspection Activities

1. Inspection Plan: The Consultant shall prepare and submit for approval, an inspection plan containing an outline of all of the inspections that need to be made, a checklist of items to include, and the type of tests that are required (including frequency). The inspection plan should also include: detailed inspection procedures; an outline of acceptance and rejection procedures; a list of all of the tests that are needed, and how often they need to be performed; designation of responsibility for calling laboratories or performing tests; designation of who will prepare samples; and timing of inspections with the scheduled work.
2. Inspection: This task will include full time inspection of construction activities and includes monitoring all construction work, preparing daily inspection reports and recording field events to ensure, to the extent possible, projects are constructed in accordance with plans and specifications. This task also includes monitoring the contractor's compliance with all safety and environmental requirements. Finally, change order work performed on a force account basis shall be tracked and recorded on a daily basis.
3. Materials Testing: This task includes quality assurance of permanent materials used for construction to confirm that the materials meet project specifications. Tasks may include, but are not limited to, the inspection and testing of concrete, cellular concrete grout, foundations and soils, backfill materials, compaction, reservoir over-excavation and backfill observation, asphalt, pipe fabrication, pipe joints, reinforcing steel, welding, etc. This task includes collection of documentation such as certificates of compliance, mill certifications, etc. as delineated in the contract documents. All testing shall be performed under the direct supervision and control of a qualified registered professional engineer employed by a qualified testing laboratory and Geotechnical Engineer which shall be retained/subcontracted and coordinated by consultant.
4. Special Inspection and Structural Observation Services: Special inspection and Structural Observation may be required as determined by the scope of the project as described in Attachment 1. These inspections include but are not limited to observation of installation of steel tank, inspection of bolted connections, inspection of epoxy anchors, and all other special inspection and structural observation as required for the project in accordance with the 2013 California Building Code. All special inspection and structural observation shall be

performed by a qualified special inspector which shall be retained/subcontracted and coordinated by consultant.

### **C. Document Control**

Consultants will be required to provide and maintain a Contract Management System, accessible by the District and the Contractor for all communication on the project. Consultant will provide any necessary licensing for the same.

### **D. Typical Construction Contract Administration**

1. Process Contractor Submittals: This task includes reviewing and applying the document control established in Part C, above, to Contractor submittals, work plans, schedules, safety plans, environmental mitigation plans, traffic control plans, etc., processing and distributing each submittal and coordinating return responses and providing responses to the Contractor.
  - a. Process Requests for Information (RFIs): This task includes reviewing and applying the document control established in Part C, above, to Contractor generated RFI's, determining the adequacy of each RFI, coordinating distribution of RFI's for responses, and providing responses to the Contractor.
  - b. Field Instruction (FI's): This task includes all work associated with the preparation, issuance, and document control of FI's issued to the Contractor.
  - c. Progress Payments: This task includes the review of monthly progress payment requests, preparation of recommendation for payment, and/or identification of discrepancy for District considerations.
  - d. Conflict Resolution/Contract Change Orders (CCO): It is imperative the Construction Management Team works closely with District staff to determine if a particular occurrence or condition constitutes a Contract Change Order. Appropriate personnel from the Construction Management Team will be expected to participate on a negotiation team to address conflicts as they arise. This task includes all work associated with the preparation of CCOs for the construction of the project. Included in this task are the drafting, review, and assessment of impacts to project schedule and cost of

each CCO. Also included is the preparation of supporting documents necessary for approval of the MCWD Board of Directors.

- e. Schedule Review: This work includes monitoring the progress of the Contractor as it relates to his monthly published schedule and determining if the Contractor is meeting his said schedule.
- f. Project Close-Out: This task includes the preparation and document control of all documents associated with project close-out, including: punch lists, beneficial occupancy, substantial completion, field acceptance, etc.
- g. Labor Compliance Monitoring: This task includes registration of the project with the Dept. of Industrial Relations (DIR), and review of contractor submitted Certified Payroll Reports. The consultant shall also provide and retain hard copy records of contractor certified payrolls for the District. The consultant inspection staff will also be required to provide detailed inspection reports documenting employee names, classifications and labor hours on a periodic basis.

#### **IV. SERVICE REQUIREMENTS**

Services related to this RFP will include construction management and administration; construction inspection; offsite source and material testing, special inspection services, coordination of equipment testing and start-up; progress monitoring; documentation control; administration of environmental mitigation; coordination with District's Design Engineering firm and Environmental consultant, change order analysis and negotiations; contract enforcement, labor compliance and other related activities. (See Attachment 2 – Contract Documents for Construction of the Regional Urban Water Augmentation Project for more information on the project to be managed.) Specific tasks associated with the services above shall include, but not be limited to:

- Review of and response to submittals and RFIs
- Project correspondence and document control
- Communications and correspondence with the contractor and project design team
- Acting as District/Contractor liaison
- Leading coordination meetings (including pre-construction conference) and weekly progress meetings
- Coordinate with and/or accompany outside agencies and staff, and visiting inspectors from the public or other agencies having jurisdiction

- Tracking field quantities, review of progress payment requests, making payment recommendations
- Schedule monitoring
- Cost monitoring
- Change management and change order review / recommendations
- Construction inspection and documentation (daily reports)
- Maintain photographic and video records of construction progress
- Environmental coordination and compliance
- Provide material testing services
- Provide Labor Compliance Monitoring and Record Keeping
- Final inspection and punch list
- Contract closeout

## **V. SERVICES TO BE PROVIDED BY THE DISTRICT**

The services to be provided by the District and their project consultants include, but are not necessarily limited to the following:

1. **Furnish Data.** Furnish all reasonably available records and information, including reports, and ordinances.
2. **Staff Support.** Provide staff support and assistance as required and agreed to in advance of the work.

## **VI. PROPOSAL SUBMITTAL**

The following information is to be submitted as a part of the proposal. The proposal is to be organized as follows:

### Technical Proposal

- a. Approach to the Project: Describe your approach to this project and any special ideas, techniques or suggestions that you think might make the project proceed smoothly.
- b. Experience: Describe the experience of the firm and of the individuals assigned with related projects of a similar nature. Please include a brief single page resume of each individual and sub consultants (if any) proposed for your project team who will participate on this assignment.
- c. Qualifications: Provide a summary of your firm's qualifications and project experience. Describe your staff's unique qualifications and training for this type of recycled water work.
- d. References: Provide recent references for projects of a similar nature for all individuals who will be assigned to the project. Provide at least three references of other water agencies for our size and scope of project
- e. Schedule: Describe your plan/schedule for completing the work.



- f. The Proposal shall describe the tasks to be performed, and by who specifically.
- g. The Proposal shall describe the level of services to be provided by your firm, your firm's familiarity with the locality and regional challenges, and your firm's ability to undertake the project for which you are requesting consideration, keeping in mind the other workload in your office.
- h. Please include specifics regarding qualifications and experience in completing similar projects over the past five years. Please provide at least three (3) representative projects. Please include a list of previous clients and similar projects including contact names and telephone numbers.

### Fee Proposal

- a. A fee proposal separate from the technical proposal shall be provided containing the Cost Proposal for the consultant services.
- b. A separate page shall be provided containing fee schedule for additional services.
- c. The fee proposal for the project shall be proposed as a not-to-exceed fee broken out for each separate section in the scope of services. The fees are to be based upon the hourly wages to be included in Consultant's proposal.
- d. Unanticipated requirements: Provide an hourly rate for each category of employee (i.e., principal, project manager, etc.) and fee for related support costs (mileage, blueprint, reproduction, etc.). Also include a breakdown showing a typical "per meeting cost", assuming a project manager for a half day, with meeting minutes and other associated costs, such as travel expenses.
- e. The fees shall include all expenses other than duplication of documents. The District will not pay an extra amount for out-of-pocket costs for travel, lodging, telephones, etc.

### Agreement

Include two original signed (ink) copies of the proposed agreement and evidence of insurance meeting District's requirements. If unable to sign the proposed agreement as is, please state the reason(s) and proposed change(s) that would make the agreement acceptable for signature.

### **VII. AGREEMENT**

A copy of the proposed agreement is attached for return of two original signed agreements with the proposal. The District will return one countersigned original agreement to the successful firm or individual and keep one for the District. Evidence of Insurance must be received prior to agreement implementation.

### **VIII. TIME LIMITS**

Following issuance of the Notice to Proceed (NTP), the Consultant will be required to complete the project in a timely manner. The Consultant should include a proposed schedule for all phases as part of the proposal submitted to the District. **Time is of the essence for this project.** Proposers must be able and willing to commit the necessary resources to complete the project within the schedule.

**Below is the tentative schedule for the contract award, approval, Notice to Proceed, and anticipated contract completion date:**

Advertise	June 20, 2017
Final Date for Questions on RFP	July 7, 2017 4:00 pm
Proposal Due	July 17, 2017 4:00 pm
MCWD Board Approval	August 21, 2017
Notice to Proceed	August 31, 2017
Substantial Completion of RUWAP	September 30, 2018
Completion of RUWAP	December 30, 2018

### **IX. DEADLINE FOR SUBMISSION OF PROPOSALS**

The District must receive proposals by July 17, 2017, 4:00 PM:

Physical and U.S. Mail Address:

Marina Coast Water District  
Michael Wegley, PE, District Engineer  
11 Reservation Road  
Marina, CA 93933

Proposals must be received by the deadline of July 17, 2017, 4:00 PM. Postmark does not constitute receipt. The District reserves the right not to consider late, misdirected or incomplete proposals.

Please submit 4 copies of the proposal and 2 signed copies of the agreement for professional services.

### **X. SELECTION OF CONSULTANT**

The District management staff will review the proposals submitted. All proposals will be evaluated uniformly for final selection, which will be based on analysis of the information submitted. Proposals will be evaluated on the basis of experience, qualifications, approach to the project, cost of the project, degree of

District staff time required to complete the project, and any innovative ideas for making the project go quickly and smoothly.

Although interviews will not be required as a condition of submitting a proposal, the District reserves the right to request additional information or interview some or all of the proposing individuals or organizations if necessary to obtain additional information that the District considers necessary to fully evaluate a proposal. Interviews, if necessary, will be held the week of

The District also reserves the right to: 1) request clarification or additional information from any proposing firm at any time; 2) waive immaterial defects or minor irregularities in a proposing firm's responses to this request for proposal; 3) suspend or reopen the request for proposals process; and 4) reject any or all responses and terminate the request for proposals process at any time.

## **XI. GENERAL INFORMATION**

A. FORM OF CONTRACT – The successful proposer will be required to execute a contract (agreement) with the Marina Coast Water District. The standard form of the Professional Services Agreement is enclosed (Attachment 4) complete with insurance and indemnity requirements. The successful consultant must be willing to accept the attached Professional Services Agreement without exception. Submission of a proposal confirms that the consultant, if selected, accepts the attached Professional Services Agreement with all terms and requirements contained therein.

B. Consultant shall maintain in effect throughout the term of the Agreement a policy or policies of insurance with the minimum limits of liability listed in the Professional Services Agreement (Attachment 4).

### C. GENERAL PROVISIONS

1. Proposers are encouraged to review this RFP carefully in its entirety prior to preparation of its proposal. The District reserves the right to verify all information submitted in a proposal.

2. Waiver of Irregularities. The District reserves the right to waive any informalities or irregularities in this RFP process, or in any proposal.

3. Addenda. The District reserves the right to revise the RFP documents. Any changes to the requirements will be made by written addenda to this RFP. Failure to acknowledge all posted addenda may cause a proposal to be deemed non-responsive to this RFP and be rejected without further evaluation.

4. No Commitment to Award. Issuance of this RFP and receipt of proposals does not commit the District to award a contract. The District expressly reserves the right to postpone the RFP process for its own convenience, to accept or reject any or all proposals received in response to this RFP, to award all or a portion of the proposed scope of work, or to cancel all or part of this RFP.

5. Amendments to Proposals. No amendment, addendum or modification will be accepted after the deadline stated herein for receiving proposals. Proposer may modify or amend its proposal only if District receives the amendment prior to the deadline stated herein for receiving proposals.
6. Non-Responsive Proposals. A proposal may be considered non-responsive if conditional, incomplete, or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the proposal.
7. Late Proposals. The District will not be responsible for proposals that are delinquent, lost, or incorrectly submitted.
8. Costs for Preparing. The District will not compensate any proposer for the cost of preparing any proposal, and all materials submitted with a proposal shall become the property of the District. MCWD may retain all proposals submitted and may use any idea in a proposal regardless of whether that proposal is selected.
9. Alternative Proposals. Only one final proposal is to be submitted by each proposer. Multiple proposals will result in rejection of all proposals submitted by the proposer.
10. Public Documents. All proposals shall be available for public inspection at the conclusion of the selection process.
11. No Exceptions. Submission of a proposal constitutes acceptance by proposer of the conditions contained in this RFP and the Professional Services Agreement, should proposer be selected.

Referenced Attachments are posted on the District website under one or more Project RFPS/RFQs at:

[http://www.mcwd.org/engineering\\_rfp.php](http://www.mcwd.org/engineering_rfp.php)

- Attachment 1: Bid Documents and Addenda for the Regional Urban Water Augmentation Project Recycled Water Pipeline and Blackhorse Recycled Water Reservoir
- Attachment 2: Draft 6/7/17 SRF Initial Funding Agreement
- Attachment 3: Pure Water Monterey – RUWAP Agreement
- Attachment 4: Professional Services Agreement