



June 2, 2022

TO: LOCSO Board of Directors

FROM: Ron Munds, General Manager

SUBJECT: Agenda Item 6H – 06/02/2022 Board Meeting
Approval of the Release of the Request for Proposal (RFP) for Professional Services to Design the Pipeline Phase of the Program C Well Project and Approval of the Updated Cost Estimate of the Program C Well Project.

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DESCRIPTION

The District's Program C Well Project is moving forward and an important phase of the project is the design and construction of the pipeline to move water from the well site to the District's water distribution system. In order to stay on schedule with the terms of the State grant the District received, the District must initiate and hire a consultant to design the pipeline. This report summarizes the steps needed to move forward. Additionally, the District Engineer has provided an updated cost estimate for the overall cost of the project based on current market conditions for materials and labor. Staff is requesting the Board approve the updated cost estimate.

SUMMARY OF STAFF RECOMMENDATION

This item will be approved along with the Consent Calendar unless it is pulled by a Director for separate consideration. If so, Staff recommends that the Board adopt the following motion:

Motion: I move that the Board:

- 1. Approve the Request for Proposal as presented; and***
- 2. Authorize the General Manager to solicit proposal submittals according to the terms and review timeline in the RFP; and***
- 3. Authorize the General Manager to execute a contract with the most responsive and responsible proposer with a cost which is proximate to the Engineer's Estimate; and***
- 4. Approve a revised project estimated cost of \$2.5 million.***

DISCUSSION

The Program C Well Project is underway and needs to move forward in a timely manner to meet the schedule established by the State's Small Community Drought Assistance Grant which the District received \$1.5 million in funding for the project. The more complicated and time-consuming phase of the project is the design and construction of the pipeline needed to connect the well to the District's water distribution system.

To that end, staff and the District Engineer have drafted a Request for RFP requesting professional services for design of the pipeline. The RFP is attached minus the Attachments. The complete RFP is available on the District's website at www.losososcscsd.org.

Update Project Cost Estimate

As part of the grant application previously mentioned, staff worked with the District Engineer to develop a cost estimate for the Program C Well Project. The estimate was generated in July/August of 2021. The projected project cost at that time was approximately \$2.1 million. Since that time, supply chain and the inflation of material cost and labor have escalated significantly. As of May 2022, the revised estimate is about \$2.5 million. Staff is requesting that the Board approve the revised estimate of \$2.5 million. The following is the cost breakdown of the project components:

Item	CHG	WG	Design Consultant	Constr. Mgt/Admin	Testing Firm	ENVR Monitor	Construction	TOTAL
Wellhead Drilling Design	\$ 6,500	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 8,500
Well Drilling Front End Docs		\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000
Well Drilling Bid Phase (and Rebid)	\$ 1,000	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000
Well Drilling Construction	\$ 40,000	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ 734,540	\$ 782,540
Wellhead Design RFP/Procurement	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000
Pipeline Design RFP/Procurement	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000
Wellhead Electrical Design	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Well Equipment Mech/Civil Design	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Pipeline Design	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Well Equip/Pipeline Front End Docs	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000
Well Equip/Pipeline Bid Phase	\$ -	\$ 4,000	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ 6,000
Well Equip Construction	\$ -	\$ 7,500	\$ 15,000	\$ 40,000	\$ 5,000	\$ 2,000	\$ 400,000	\$ 469,500
Well Pipeline Construction	\$ -	\$ 10,000	\$ 30,000	\$ 60,000	\$ 5,000	\$ 3,000	\$ 750,000	\$ 858,000
Encroachment Permit/MUP	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Program C Well Overall Mgt	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
BUDGET CONTINGENCY	\$ -	\$ 7,000	\$ 6,000	\$ 5,000	\$ -	\$ -	\$ 75,000	\$ 93,000
TOTALS	\$ 47,500	\$ 86,500	\$ 252,000	\$ 106,000	\$ 10,000	\$ 7,000	\$ 1,959,540	\$ 2,468,540

Green - Increase Budget
Orange - Decrease Budget
Red - Actual Expenditure/Bid

FINANCIAL IMPACT

The estimated cost for the professional services for the design is \$75,000. This cost is included in the overall cost of the project and will be partially reimbursed by the State grant. There are sufficient funds in the Fund 500 Capital Outlay budget to cover this expenditure.

The new estimated cost for the project increases the budget by approximately \$400,000. With the grant funding and the two-year schedule for completion of the project, there are sufficient funds in Fund 500's capital budget and reserves to cover the increased budget.

Attachment

Request for Proposal minus Attachments (complete RFP available at www.lososocsd.org)

**REQUEST FOR PROPOSAL (RFP)
LOS OSOS COMMUNITY SERVICES DISTRICT
PROGRAM C WELL WATER TRANSMISSION MAIN**

The Los Osos Community Services District (District) has prepared this Request for Proposal (RFP) for the implementation of a Project to convey potable water from the District's new Program C Water Supply Well to the main pressure zone of LOCSD. Qualified engineering consultants are being requested to provide a proposal addressing the scope and needs of this Project described herein.

Proposal Due Date: June 29, 2022 (3 pm PST). 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.

Pre-Proposal Meeting: A non-mandatory pre-proposal meeting is scheduled for Wednesday, June 15, 2022, at 10 am, at the District's office in Los Osos, CA. Consultants may, on their own, tour the project alignment as part of this proposal effort. Proposers may contact Steve Tanaka, Wallace Group at 805-441-2293 for additional information.

Proposal Delivery Location: Los Osos Community Services District, 2122 9th Street, Los Osos, CA 93402. All proposals shall be in sealed envelopes, with a label containing proposal title, name of firm proposing, and proposal due date and time. **SUBMIT PROPOSED FEES IN A SEPARATE SEALED ENVELOPE WITHIN THE MAIN SEALED PROPOSAL ENVELOPE.**

Number of Copies of proposal to be Provided: 2 hard copies, one PDF (on thumb drive or CD, exclude fees from the electronic copy please).

Contact: Steve Tanaka, Wallace Group, 805-441-2293 for details and information regarding this proposal and associated requirements.

BACKGROUND

See Attachment A, Project Description and Scope of Services, Attachment B, Program C Well Transmission Main Alignment.

INFORMATION AVAILABLE

Consultants will be provided existing available project-related information, which at this time is identified as the geotechnical reports and sewer as-builts for the wastewater collection system project. Available record drawings related to the Project will be made available via drop box or hightail. Consultants will need to conduct utility research for Golden State Water Company water record drawings, and research other utility information on their own, whether as part of the proposal process or after getting under contract with the District. The District also has available record drawings for the recently constructed Nipomo Avenue Water Transmission Main, which allowed the South Bay Well (at South Bay Boulevard and Nipomo Avenue) to convey well water to the main pressure zone and the boosted zone (also to be included via drop box/hightail).

**REQUEST FOR PROPOSALS
LOS OSOS COMMUNITY SERVICES DISTRICT
PROGRAM C WELL WATER TRANSMISSION MAIN**

INQUIRIES DURING PROPOSAL PERIOD

Consultants must direct all inquiries to the District in writing, via email, Attention: Steve Tanaka, Wallace Group, at 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 Thursday, June 23, 2022 (close of business) in order to receive responses from the District.** Inquiries received after this deadline will not be considered or responded to.

ADDENDA TO RFP

Through the course of the proposal development, consultants may raise questions concerning the RFP, which may impact proposals. The District will issue addenda as necessary to further clarify the requirements and expectations of the RFP. The District reserves the right to issue addenda up to 5 business days prior to the due date of the RFP, without time extension of the RFP 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.

PROPOSAL REQUIREMENTS

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.

Agreement. Consultant shall review the Agreement for Services included as Attachment C, and list any exceptions desired for consideration during negotiation of services and fees for the Project. The District will consider all requests; however, reserves the right to reject any or all of Consultant's contract exceptions.

PROPOSAL FORMAT

General. Proposals shall be prepared in accordance with the following general format specified in this section. Proposals shall be brief, and shall not exceed 12 printed pages (excluding letter of transmittal, TOC, resumes).

- **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. ***Crossing the intersection of Los Osos Valley Road and South Bay Boulevard is expected to be challenging. Please highlight your approach to this intersection.***

**REQUEST FOR PROPOSALS
LOS OSOS COMMUNITY SERVICES DISTRICT
PROGRAM C WELL WATER TRANSMISSION MAIN**

- **Section 2. Project Team/Qualifications.** Provide organization chart showing the proposed team, team organization/lines of communication, and team member qualifications germane to this project. Clearly state your proposed project manager and corresponding qualifications. Include all subconsultants as part of the proposed team, describe their corresponding qualifications germane to the Project, and your past working relationships with each subconsultant. Full resumes shall be placed in Appendix A.
- **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 projects of similar nature, magnitude and complexity to this project. 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 District's Project. Provide three references for projects/project experience described in this Section. At least one of these references must be for a project managed by the proposed Project Manager.
- **Section 4. Scope of Services/Contract Exceptions.** Provide a detailed scope of services for the project, embellishing upon the Project Scope outlined in Attachment A. Provide a subsection for any proposed exceptions to the District's Agreement for Services included in Attachment B.
- **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, those schedule items for District and agency review, 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 District desires to begin the construction/bidding process for this Project at the beginning of calendar year 2023. It is anticipated that this Schedule will be incorporated into Consultant's Agreement.**
- **SEALED ENVELOPE - FEES.** Provide one sealed envelope containing Consultant's proposed fees, and proposed rate schedule.

**REQUEST FOR PROPOSALS
LOS OSOS COMMUNITY SERVICES DISTRICT
PROGRAM C WELL WATER TRANSMISSION MAIN**

The project award schedule is as follows:

Item	Date
Proposal Due	6/29/22
District Review of Proposals	6/29/22 to 6/30/22
District Recommendation of Selected Firm/Staff Report	7/1/22
Board Meeting to Award Contract	7/7/22 (if needed)
Consultant Notice of Contract Award	7/8/22
Contract Negotiation/Notice to Proceed	7/26/22

PROPOSAL RANKING CRITERIA AND AWARD

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:

- Project Understanding and Approach, 30 points
- Team qualifications, 25 points
- Project Schedule, 20 points
- Responsiveness to RFQ, 15 points
- Local Presence, 10 points

All proposals will be ranked on these criteria, and the most qualified firm will be chosen. The District does not anticipate conducting interviews for this process. Upon selection of recommended Consultant, the District will open sealed envelopes with fees and begin the negotiation process with selected Consultant. Upon successful negotiation of fees with Staff, the Agreement and fees will require Board approval prior to issuance of notice of contract award. Should the District and Consultant not successfully negotiate contract fees, the District reserves the right to continue negotiations with the next most qualified consultant team.