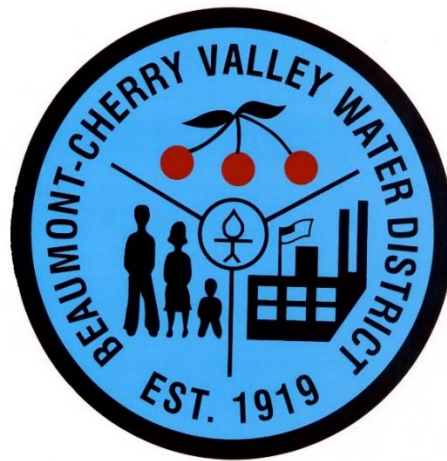


REQUEST FOR PROPOSALS (RFP)  
FOR  
DESIGN AND ENGINEERING SERVICES  
FOR THE 2017 PROPOSED WATER  
PIPELINE REPLACEMENT PROJECTS



Beaumont-Cherry Valley Water District  
Attn: **Daniel Jagers**  
560 Magnolia Avenue  
Beaumont, CA 92223  
[dan.jagers@bcvwd.org](mailto:dan.jagers@bcvwd.org)

Approved for Release:

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Director of Engineering  
Beaumont-Cherry Valley Water District

**KEY RFP DATES (Subject to change at discretion of District):**

Issue Date:	<u>August 10, 2017</u>
District Project Manager:	<u><b>Daniel Jagers</b></u>
Letter of Intent:	<u>August 22, 2017</u>
Pre-Proposal Meeting (optional):	<u>August 24, 2017</u>
Deadline for Requests for Information:	<u>August 25, 2017</u>
Proposal Due Date:	<u>September 06, 2017</u>
Presentation/interviews (optional):	<u>Will be notified if applicable</u>
Anticipated Projected Award Date:	<u>October 11, 2017</u>
Anticipated Design Completion:	<u>June 07, 2018</u>

**ATTENTION: CONTRACTORS AND SUBCONTRACTORS MANDATORY  
REQUIREMENT FOR  
DEPARTMENT OF INDUSTRIAL RELATIONS REGISTRATION**

**Contractors and subcontractors are required to be registered with the Department of Industrial Relations in order to 1) submit a bid or be listed on a bid for a public works project, or 2) work on a public works project awarded on or after April 1, 2015.**

**Application Process**

Registration and renewal costs with DIR are \$400 and covers the fiscal year (July 1st – June 30th). Credit card payments can be processed within 24 hours, while other forms of payment may delay registration for up to eight weeks.

It is the Contractors responsibility to keep registration current with DIR. If the contractor is found to be out of compliance with DIR it is at BCVWD's discretion

- **Activate or renew your contractor registration**
  - [Instructions for completing the contractor registration and renewal application](#)
  - [Contractor registration training video](#)
  
- [Frequently Asked Questions](#)

*Who is required to register?* Any Contractor or Subcontractor who bids on or performs work that requires the payment of prevailing wages under state law must be registered with DIR. This includes not only work performed by the building and construction trades, but also other types of work, including trucking, surveying, and testing, if that work is subject to prevailing wage requirements.

To be eligible Contractors and Subcontractors must:

- Be in good legal standing with no outstanding judgments or liens owed to workers or to the State of California.
- Not be [debarred from doing public works](#) by the United States Department of Labor or any state that has public works debarment laws.
- Have a California Contractors State License if one is required (non-construction contractors must provide their professional license number if one exists for their profession).

To learn more about Public Works Contractor Registration, please read the [Public Works Reforms \(SB 854\) fact sheet](#) and the [frequently asked questions](#). If you have additional questions about contractor registration, please [contact DIR](#) for assistance.



## NOTICE INVITING PROPOSALS

NOTICE IS HEREBY GIVEN that proposals will be received from qualified firms for Design and Engineering Services for the 2017 Water Pipeline Replacement Projects.

Responses to this Request for Proposal (RFP) will be accepted until September 6, 2017 at 3:00 p.m. Proposals received after this date/time will not be considered and will be returned unopened. It is the responsibility of the proposer to ensure that any proposals submitted have sufficient time to be received by the Beaumont-Cherry Valley Water District (BCVWD) prior to this proposal due date and time.

Proposals shall be enclosed in a sealed envelope and marked clearly with following information, formatted as follows:

**"SEALED PROPOSAL FOR  
DESIGN AND ENGINEERING SERVICES FOR THE 2017 WATER PIPELINE  
REPLACEMENT PROJECTS**

DO NOT OPEN WITH REGULAR MAIL."

Beaumont-Cherry Valley Water District

Attn: **Daniel Jagers**

560 Magnolia Avenue

Beaumont, CA 92223

Proposals shall be mailed, hand delivered, or sent by courier service.

**Proposals shall NOT be sent via telegraphic, electronic or facsimile.**

All notifications, updates and addenda will be posted on the District's "Current Solicitations" page at [http://www.bcvwd.org/current\\_solicitations.html](http://www.bcvwd.org/current_solicitations.html). Proposers shall be responsible for monitoring the site to obtain information regarding this solicitation. Failure to respond to required updates may result in a determination of a nonresponsive proposal.

LETTER OF INTENT: Interested firms shall submit a Letter of Intent of their pending proposal to the noted Project Manager by the required date as shown on the cover page of this RFP. Letters shall be forwarded via certified mail or email. The purpose of the Letter of Intent is to provide point of contact information between the District Project Manager and the proposed bidder.

BCVWD's regular office hours are 8 a.m. to 5 p.m., Monday – Thursday.

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**BEAUMONT-CHERRY VALLEY  
WATER DISTRICT**

**REQUEST FOR PROPOSAL  
DESIGN AND HYDROGEOLOGIC/ENGINEERING SERVICES FOR THE 2017  
WATER PIPELINE REPLACEMENT PROJECTS**

**NOTICE TO PROPOSERS / PROPOSAL SUBMITTAL  
INSTRUCTIONS**

1. DUE DATE AND TIME: Proposals for design and engineering services for the replacement of pipeline in Avenida Altejo Bella, Appletree Lane, and Egan Avenue, as described herein, will be received by the District until date and time shown on “Notice of Inviting Proposals”. Any changes to this RFP are invalid unless specifically modified by District and issued as a separate addendum document. Should there be any question as to changes to the content of this document; the District’s copy shall prevail. It is the Proposer’s sole responsibility to ensure that their proposal, inclusive of any or all addenda, is received by the District at the stated time and place. Any proposal received after the scheduled closing time for receipt of proposals will not be considered and will remain unopened.
2. Proposals must be submitted to the District as set forth in this Request for Proposal document. Unless otherwise specified, proposals submitted by any other method than that set forth herein will be disqualified.

## SECTION I – PROJECT INTRODUCTION AND OVERVIEW

### A. General Overview:

The District was formed in 1919 as an Irrigation District under California Water Code §20500 et seq. to provide domestic and irrigation water to the City of Beaumont, the community of Cherry Valley, and surrounding area. The service area of the District covers approximately 28 square miles, and the District’s sphere of influence covers approximately 37.5 square miles, virtually all of which is located within the County of Riverside, and includes the community of Cherry Valley, the City of Beaumont, and small portions of the City of Calimesa.

In January 2016, the District had implemented a Pipeline Replacement Program that has forecasted the replacement of pipeline sections over the next ten (10) years. For the 2017 calendar year, the District has identified three (3) sections of pipeline infrastructure within their service area that require replacement.

### B. Purpose of Request For Proposal:

The District is currently seeking proposals from qualified engineering consulting firms for design and environmental services required for this project. The services would include the work described hereafter and detailed in Section III: Scope of Work and Technical Specifications.

The District has currently budgeted for three (3) identified sections of water pipeline requiring replacement and the intent of this proposal is to provide engineering services related to the three (3) budgeted replacements of water pipeline.

The proposed three (3) water pipeline replacement sections identified within this Request for Proposal (RFP) will be designed in an effort to minimize the current attention demanded of the District’s Staff.

Residential homes are in close proximity to the boundary of the parcels and noise and other considerations will need to be addressed during construction.

The District will select a qualified firm for professional engineering services for preliminary and final design including contract documents for the pipeline replacement sections identified under the Scope of Work. Services shall include:

1. Project Management
2. Data Gathering
3. System Hydraulic Evaluation
4. Facilities Site Analysis
5. Feasibility Refinement

6. Preliminary Design
7. Preparation of Contract Documents
8. Preparation of Construction Cost Estimate
9. Investigations
10. Survey
11. Geotechnical
12. CEQA Compliance and Permit Acquisition
13. Services During Bidding
14. Services During Construction
15. Project Close-out Service

The consultant is encouraged to expand the scope to include optional tasks if deemed necessary for completion of the project. The above are specific tasks to be included in the proposed scope of work as a minimum.

It is the intent of the District to receive responses to the RFP and, if appropriate, conduct individual interviews in order to select a firm which, in the opinion of the District, is best suited to perform the required services. The purpose of this Proposal therefore, is to provide the District with the information necessary to select the most qualified firm while obtaining the best fee for the requested services.

**C. Project Specific Dates:**

Table 1 hereafter identifies the project specific estimated dates/time frame for receipt, evaluation, and award of the work specified in this RFP. Please note the following key dates, which are referenced on the cover page, when preparing your response to this RFP.

**Table 1 – Project Specific Dates**

Description	Date
Release of RFP to Firms	8/10/2017
Deadline for Written Letter of Intent Questions Regarding RFP	8/25/2017
Response to Written Questions Regarding RFP	8/31/2017
<b>Proposal Due Date</b>	<b>9/06/2017</b>
Proposal Review (and Possible Short List)	To Be Determined
Firm Interviews (if Applicable)	To Be Determined
Firm Recommendations	10/11/2017
Contract Approval and Approximate Start Date	10/12/2017

**D. Selection Criteria:**

The Criteria for firm selection will be based on, but not limited to, the following:

1. Firm’s Qualifications and Experience with design of water pipeline replacements of the size and configuration specified herein.
2. Experience and qualifications of personnel assigned to perform the work.
3. Technical approach and understanding, preparation of project specific plans and specifications for water pipeline replacements in accordance to State of California Requirements as well as District Standard Specifications.
4. Fee and Payment Terms.
5. Exceptions Taken to RFP and Sample Agreement (attached).
6. Location of Consultant (i.e. proximity to District Sphere of Influence).

**E. Evaluation And Selection Process:**

1. Submittal Review: A committee will review and evaluate each submittal to determine if it meets the RFP requirements. Failure to meet the requirements set forth in the RFP will be cause for eliminating the proposer from further consideration.
2. The technical proposals will be evaluated and ranked by the selection committee. The selection committee will establish the ranking order. The District will negotiate with the top ranked firm, if deemed necessary by the selection committee. If agreement cannot be reached with the number one ranked firm, then the negotiations will be terminated and the firm will be informed in writing. The number two ranked firm will then be invited to enter into the negotiations process.
3. The committee may interview the top ranking proposers. The District reserves the right to begin negotiations and enter into an agreement without interview or further discussions. The evaluation criteria and weighting are as follows:

Evaluation Criteria	Weight of Score
Past performance and qualifications of the team members on similar projects.	25%
Familiarity with and capacity to handle all aspects of the work.	20%
Ability to complete the project within the proposed time frame.	15%
The proposed project approach, scope, manner, and thoroughness in which it is presented in the proposal.	20%
Firm’s experience, staff availability, stability, financial responsibility, and past performance on similar projects.	20%



4. Short List: At the District's option, the selected candidates may be short listed and interviewed to further refine the selection process.
5. The District reserves the right to, at their sole discretion, qualify and select the most qualified firm during the selection process or alternatively through the short list and interview process.

## SECTION II – PROPOSAL REQUIREMENTS

The proposal should respond to the requirements set forth herein. In addition, proposers need to demonstrate their capabilities, background, expertise, etc. in order for the District to effectively evaluate the proposals, and award to the company that provides the best value to the District based on the selection criteria in Section I. The Proposal should include, at a minimum, the following information:

A. Cover Letter

B. Executive Summary: to include a brief summary of the firm's origin, background, and size of the company, an overall organizational chart, the overall capabilities of the organization, appropriate licenses and certifications, and proximity of company's resources to the District's offices and facilities.

C. General Requirements:

The proposal should include the following:

1. An understanding of the project and approach to accomplish the work in a timely and acceptable manner.
2. A detailed description of the services to be provided based on the consultant's understanding of the project scope; include a list of anticipated drawings.
3. A detailed work schedule for all work and time frame for items of work.
4. A project organization and staffing chart.
5. Identification of the individual who will have overall responsibility for the project and who shall be a Registered Hydrogeologist or Civil Engineer in the State of California.
6. A resume of the key staff who will be working on this project, including specific experience on similar projects.
7. The proposal shall have a page limit of 20 pages including appendices, tabs, and cover.
8. A not-to-exceed fee based on the services outlined in the Scope of Work which MUST be submitted as a hard copy and an electronic copy (smart pdf and excel formats on CD) in a SEPARATE SEALED ENVELOPE.
9. Six (6) hardcopies and one (1) electronic copy (smart pdf on CD) of the proposal shall be submitted to the District.

**D. Statement of Qualifications:**

1. Qualifications and Experience (Firm and Personnel) – a description of the company’s expertise related to services requested and a full discussion of the company’s recent experience directly related to designing water pipeline replacements. Provide resumes of key people that address experience and qualifications, educational background, and skills.
2. Availability – Briefly describe your firm’s and personnel’s ability to meet the District’s needs in a consistent and timely manner.
3. References (Exhibit A) – list three (3) former municipal (preferred) or private clients for whom comparable services have been performed within the last five (5) years. Include the name, mailing address, telephone number, and email address of each client’s principal representative.
4. List of Subcontractors (Exhibit B) – a description of any subcontract arrangements that would be utilized for this project. Include a full description of the subcontractor’s experience and personnel.
5. Firm’s Business Information (Exhibit C)
6. Additions, Deletions and/or Exceptions (Exhibit E): compliance with the District’s contractual terms in the sample agreement and/or RFP requirements. The Proposer shall note any additions, deletions and/or exceptions to the contractual terms and/or RFP requirements. If there are no exceptions taken, please note in the form: “There are none”.
7. **Project Fee Proposal (Included in a separate sealed envelope clearly labeled “Project Fee Proposal”)** – said fee schedule shall include hourly rates; fees for all sub- consultants, and percentage markup of reimbursable expenses, if any shall be included. The rates shall be valid for the term of the contract. In the Project Fee Proposal, include the following information:
  - a. A detailed personnel-hour estimate by personnel classification for the major portions of the work broken down for each task, milestone report and/or plan deliverable.
  - b. Fees for any subcontractors.
  - c. A total not-to-exceed fee estimate based on services outlined in Scope of Work.
  - d. The method of compensation shall be based on a time and expense basis subject to a not-to-exceed amount to complete the project.

- B.** The District reserves the right to withhold award of contract for a period of ninety (90) days following RFP opening. All proposals received are considered firm for that 90-day period.
- C.** A contract incorporating the terms and conditions contained herein will be sent to the successful Proposer. Any additional terms and conditions requested or comments by Proposer must be submitted with the proposal (Section II.A.6.: Additions, Deletions and/or Exceptions) and will be considered as part of the selection/negotiation process.
- D.** Any questions as to the meaning of the scope of work and/or technical specifications or other pre-proposal documents must be submitted in writing and shall be directed to Daniel K. Jagers at (951) 845-9581, Ext. 217, dan.jagers@bcvwd.org, who will provide instructions for submitting requests. Any and all such interpretations and any supplemental instructions will be sent to all prospective Proposers not later than that date set forth on Section I.C. "Project Specific Dates". All addenda so issued shall become part of the contract documents. Under no circumstances may the Proposer contact any other department or individual for clarification or interpretation of any requirements herein.
- E.** The District reserves the right to reject any or all proposals, either separately or as a whole and to waive any informality in a proposal or to accept any proposal presented which it deems best suited to the interest of the District, and is not to be bound to accept the lowest price.
- F.** The cost for developing the proposal is the sole responsibility of the Proposer. All proposals submitted become the property of the District. If any pages are deemed as confidential or proprietary those pages should be individually marked confidential or proprietary.
- G.** At the time of the opening of proposals each Proposer shall be presumed to have read and be thoroughly familiar with the RFP and proposal requirements (including all Addenda).
- H.** Be advised that all information contained in proposals submitted in response to this solicitation may be subject to the California Public Records Act (Government Code Section 6250 et seq.), and information's use and disclosure are governed by this Act.

## SECTION III – SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

### A. Project Coordination:

1. Project kick-off meeting with District.
2. Coordination meetings with District as needed.
3. Weekly project updates via email and/or telephone to discuss budget, schedule and project issues (through bid phase services).
4. Coordination meetings with other project stake holders and agencies as needed.
5. Monthly report summarizing project budget and schedule. Provide one (1) hard copy and one (1) electronic copy (smart pdf), submit with invoice.
6. All correspondence, submittals, and deliverables (preliminary and final) shall be submitted to the District both via hard copy and electronically (CAD, smart pdf, word, excel, and original file formats on CD) at project close-out.

### B. Preliminary Engineering Evaluation and Design:

Prepare an evaluation of the three pipeline replacement projects and alternative alignments.

1. Pipeline 1 - Altura Bella

Replacing an aging 6-in diameter, high pressure steel pipeline in an easement adjacent to Noble Creek Canyon from Avenida Altejo Bella to Whispering Pines Road.

Three (3) alternative alignments shall be evaluated.

- a. **Alignment 1** – shown on Figure 2, construction of a new pipeline paralleling the existing pipeline along the edge of Noble Creek Canyon from Whispering Pines Road to Avenida Altura Bella and continuation in Avenida Altura Bella to the vicinity of the intersection of Avenida Altura Bella and Avenida Miravilla. The pipeline along the edge of Noble Creek Canyon will be abandoned and the service lines reconnected to the new pipeline. Coordination with the property owners in this area will be required.

- b. **Alignment 2a** – shown on Figure 3, construction of a new 8-in pipeline southerly in Whispering Pines Road from an existing 6-in pipeline to Avenida Miravilla, then southerly in Avenida Miravilla to Avenida Altura Bella, then easterly in Avenida Altura Bella to the end. There is an existing 6-in steel pipeline in Whispering Pines Road which would be abandoned and the existing services reconnected to the new pipeline. The pipeline along Noble Creek Canyon will be abandoned; the service lines will need to be relocated and reconnected to the new pipeline. Coordination with the property owners in this area will be required particularly as it relates to routing of new service lines.
- c. **Alignment 2b** – also shown on Figure 3, construction of a new 8-in pipeline southerly in Avenida Miravilla from an existing 6-in pipeline to the intersection of Avenida Miravilla and Avenida Altura Bella, then easterly in Avenida Altura Bella to the end. There is an existing 6-in steel pipeline in portion of Avenida Miravilla which would be abandoned and the existing services relocated and reconnected to the new pipeline. Coordination with the respective property owners will be required since a portion of the Avenida Miravilla pipeline is off the pavement. The pipeline along Noble Creek Canyon will be abandoned; the service lines will need to be relocated and reconnected to the new pipeline. Coordination with the property owners in this area will be required particularly as it relates to routing of new service lines.
- d. **Alignment 3** – shown on Figure 4, construction of a new 8-in pipeline from the easterly end of Avenida Altura Bella, westerly in Avenida Altura Bella to Avenida Miravilla (at the “wagon wheel”), then westerly in Avenida Miravilla to Lilac Lane, then northerly in Lilac Lane to tie into an existing 8-in pipeline in the vicinity of the end of Lilac Lane. The pipeline along Noble Creek Canyon will be abandoned; the service lines will need to be relocated and reconnected to the new pipeline. Coordination with the respective property owners will be required since a portion of the new pipeline at the end of Lilac Lane is off the pavement.

The four (4) alternative alignments are not intended to limit the Consultant. Other alternatives, may be considered; however, before investigating in detail, secure approval from the District. If the Consultant’s alternative is selected, BCVWD may elect to substitute the Consultant’s alternative for one of the four alternatives listed for no change in scope. Evaluate trenching and trenchless technologies, including slip lining, pipe bursting, etc. to identify the most cost effective and least disruptive method of constructing the replacement project. Tie-ins will be required, the number of tie-ins are dependent on the alignment chosen.

2. Pipeline 2 Apple Tree Lane (See Figure 4)

Replace an aging 4-in and 6-in diameter steel pipeline from the northerly end of Apple Tree Lane south to Oak Glen Road, a distance of approximately 1,700 ft. Construct a new pipeline in Oak Glen Road approximately 360 ft northerly to tie into an existing 6-in diameter pipeline in Oak Glen Road. Abandon the existing pipeline in Apple Tree Lane and install new service lines and reconnect services to the new pipeline. Tie-ins at each end of the pipeline will be required.

Coordination with property owners will be required since portions of the existing pipelines and tie-in points may be off the pavement.

Evaluate the use of conventional trenching and trenchless technologies, including slip lining, pipe bursting, etc. to identify the most cost effective and least disruptive method of constructing the replacement project.

3. Egan Avenue (See Figure 5)

Replace a 4-in steel pipeline in the alley east of Egan Avenue, between California Avenue and Fifth Street, a length of approximately 800 ft. Due to the building plumbing configurations, the new pipeline must be constructed in the same alley as the existing pipeline. Tie-ins to an existing 8-in pipeline in California Avenue and to an existing 10-in in West Fifth Street will be required.

Evaluate the use of conventional trenching and trenchless technologies, including slip lining, pipe bursting, bore and jack, etc. to identify the most cost effective and least disruptive method of constructing the replacement project.

Consultant shall perform a complete utility search as part of the preliminary evaluation to ensure the pipeline location is feasible.

All of the new pipeline replacements shall be 8-in diameter; existing fire hydrants shall be reconnected to the new pipeline; some hydrants may need to be replaced. New hydrants may be needed. Consultant shall make recommendations to BCVWD regarding fire hydrants. All water service lines shall be replaced. BCVWD will install meters. All work shall be according to BCVWD Standards.

**Deliverable** – Consultant shall prepare a Preliminary Design Report (PDR) that provides a preliminary plan and profile, the advantages/disadvantages for alternative alignments or construction method, the recommended construction method, construction constraints, environmental constraints, recommended project, estimated project cost, other impacts e.g., traffic, utility interferences, agency encroachment and other permit requirements, easement requirements, service line relocation issues, etc. Provide recommendations on hydrant replacements or additions. Each replacement project shall have its own, separate TM. Submit three (3) copies of the Draft PDR for District review and one electronic copy (searchable pdf). Meet with the District to discuss the PDR. District comments on the Draft PDR shall be incorporated into a Final PDR. Submit three (3) copies of the Final PDR and an electronic copy (searchable pdf) and original files to the District. The final PDR shall be signed by a licensed civil engineer in California.

### C. Environmental:

The preparation of environmental documentation shall follow California Environmental Quality Act (CEQA) Guidelines and shall include the following:

1. File a Notice of Intent (NOI) with Riverside County and the State Clearing House.
2. Complete Initial Study Checklist, review pertinent environmental records and technical reports.

3. Assess environmental issues as they relate to the projects including aesthetics, agricultural resources, air quality, biological resources, cultural resources, geology and soils, greenhouse gas emissions, hazards and hazardous materials, hydrology and water quality, land use and planning, mineral resources, noise, population and housing, public services, recreation, transportation/traffic, utilities and service systems, mandatory finding of significance. Determine and recommend mitigation measures if potentially significant adverse impacts are identified.
4. Prepare Mitigation Monitoring or Reporting Program (MMRP).
5. Complete a biological resources assessment (if required for the projects).
6. Complete a cultural resources assessment (if required for the projects).
7. Submit an administrative draft mitigated negative declaration (MND) to the District for review.
8. Submit a draft mitigated negative declaration for circulation.
9. Respond to comments received on the draft MND.
10. Attend the public meeting for adoption of the MND. Meeting shall be scheduled, coordinated, and directed by the District.
11. File Notice of Determination (NOD) with the County of Riverside and the State Clearing House.

**Deliverable:** Consultant shall prepare a Mitigated Negative Declaration for the projects. The Initial Study and Mitigated Negative Declaration shall **cover all three (3) of the pipeline replacement projects in a single document**. Three (3) copies and one (1) electronic copy of the draft MND shall be submitted for review. District comments shall be incorporated and three (3) copies and one (1) electronic (searchable pdf) copy of the final MND shall be submitted. The final submittal shall include the NOI, MMRP, NOD, and public review comments.

#### **D. Permit Compliance:**

Consultant shall identify any permit requirements that will be required for the project and submit permit applications on the District's behalf to each permitting agency. Consultant shall incorporate comments from the Agencies and revise the Contract Documents as necessary. Anticipated permits that the Consultant shall obtain for this project may include, but are not limited to, the following:

1. Air Quality Management District (AQMD) (Tank interior and exterior coatings).
2. County of Riverside – Public property encroachment permit.
3. California State Water Resources Control Board, Division of Drinking Water (SWRCB DDW) – Permit to Operate.
4. California State Water Resources Control Board – Compliance with the waste discharge permit and Storm Water Pollution Prevention Plan in accordance with the NPDES General Permit for Storm Water Discharges (Construction Activities).

#### **E. Surveying:**

**Topographic Survey:** Consultant shall perform a field topographic survey of the final selected pipeline



alignments, abandoned pipeline alignments, new service line locations and adjacent right-of-ways with 1-foot contours for pipelines. The survey shall identify all existing easements, identify all street monuments, surface features of the affected project areas, assessor parcel numbers, and verify locations of all existing underground utilities on or adjacent to the proposed site or sites.

1. Prepare legal descriptions and plats to facilitate the District's acquisition of easements for the proposed pipeline alignment. For purposes of this proposal, assume to provide four (4) legal descriptions and plats.
2. Consultant shall coordinate all potholing with District staff to ensure potholing activities are surveyed. District will provide pothole contractor (15 pothole locations).
3. Establish survey ground control for aerial mapping using NAD83 coordinates and NAVD88 county benchmark elevations.

**Deliverable:** Consultant shall provide the aerial photography, and the topographical mapping to the District electronically on CD. Provide original files, searchable pdf, and AutoCAD formats.

Consultant shall summarize findings, results and recommendations into a report. Three (3) copies and one (1) electronic copy (searchable pdf) of the draft geotechnical report shall be submitted for review. District comments shall be incorporated and three (3) copies and one (1) electronic copy (searchable pdf) of the final geotechnical report shall be submitted.

#### **F. Geotechnical Investigation:**

Provide a geotechnical investigation that addresses the pipelines. The Geotechnical Report shall address all necessary design and construction issues including regional seismicity, seismic parameters, liquefaction, site preparation and earthwork, trenching, trench stability and excavation, shoring, backfill, suitability of onsite materials for backfill, pavement section recommendations, soil bearing strength, groundwater conditions and dewatering, pipeline bedding requirements, R-values, moisture content, density, gradation, consolidation, expansion, shear resistance, sand equivalence, soil corrosivity, corrosion protection and control, and/or other criteria as identified and recommended by the geotechnical engineer associated with the proposed facilities. A single geotechnical report shall be prepared incorporating all three pipelines.

1. Review published geologic maps, aerial photographs, and other information pertaining to the site to assist in the evaluation of geologic hazards that may be present.
2. Conduct a reconnaissance of the site or sites to observe existing conditions and to locate exploratory borings.
3. Analysis and investigation shall also identify the following at a minimum: groundwater presence and level, construction dewatering requirements, pipe bedding requirements, trench shoring requirements, settlement potential, excavability of soils, location of rock, etc.
4. Conform to Division of Industrial Safety tunneling requirements if tunneling or boring and jacking is required for the project.
5. Borings shall be provided at every 1,000 feet along the pipeline alignments, minimum of two (2) per pipeline replacement project. Depth shall be a minimum of 3 ft below proposed bottom of pipeline trench.

## G. Preparation of Final Plans and Specifications

1. Prepare a separate set of plans for each pipeline replacement project. Provide a single set of project specifications that covers all three (3) pipeline replacement projects and a single set of contract documents. The contract documents shall have a separate bid form for each pipeline project. The District reserves the right to bid and award separate contracts or any combination which best meets the needs of the District. Plans shall be prepared in AutoCAD, Consultant may use its own line and layering scheme, but shall obtain BCVWD approval for use of it first. Plan, contract document and specification formats, templates and standards will be provided by BCVWD. Plan template shall conform to BCVWD Plans shall be 22" x 34".
2. Plans shall include profiles with details of all tie-ins. Service lines shall be shown on the plans; details shall be provided if relocation on private property is required. Consultant shall perform complete utility search and all known and abandoned utilities shall be shown on the plans. Consultant shall coordinate any potholing with the utility company and BCVWD. BCVWD will provide the potholing contractor as stated in "Topographic Survey" above. Submit final plans to utility companies and secure a final letter or other method of approval from the utility company.
3. Plan cover sheet shall include a detailed materials list.
4. Provide a plan and narrative construction sequencing that will minimize customer outages. Customers shall not be out of water overnight, on weekends and holidays, or for more than three (3) hours (total) on any day. Plan shall be submitted to BCVWD for review and comment.
5. Three submittals are required: 65%, 95%, and 100% complete. The 65% submittal shall include as a minimum: cover sheet, plan and profile sheets with all utilities and a detailed cost estimate. The 95% submittal shall be a complete submittal including all plans, and the single volume of specifications and contract documents and updated detailed cost estimate. The District will review the submittals and provide comments. The Consultant shall incorporate all comments and provide a final 100% complete set, signed by the licensed civil engineer in charge of the project.

**Deliverable:** For the 65% and 95% submittals provide three (3) copies of reduced (11'x17') plans for each pipeline, and three (3) copies of the common specifications and contract documents (not required for 65%), and cost estimate plus one (1) electronic copy of the plans, specifications, contract documents and cost estimate, (searchable pdf). For the 100% final submittal, provide five (5) copies of reduced (11'x17') plans for each pipeline, and three (3) copies of the common specifications and contract documents and cost estimate plus one (1) electronic copy of the plans, specifications, contract documents and cost estimate, (searchable pdf). Provide the AutoCAD drawing files electronically. Include any special formats, fonts, etc. to ensure the drawing files can be printed.

For the plan and narrative construction sequencing that will minimize customer outages submit three (3) copies and one electronic version (searchable pdf).

## H. Bid Phase Services

Consultant shall perform the following bidding services:

1. Consultant shall attend the construction pre-bid meeting and provide technical support to District staff relative to immediate contractor questions. Provide minutes of the meeting, attendee sign in sheet, list of attendees, and questions and responses.
2. Consultant shall respond to any questions from the contractor during the bidding period. Consultant shall maintain a log and notes on contact and responses.
3. Consultant shall prepare up to two (2) addenda which will be distributed by the District.
4. Consultant shall attend the bid opening and tabulate the bid results for comparison.
5. Consultant shall assist the District in review of the bids and in bid evaluation to recommend the lowest, responsive, responsible bidder as the construction contractor.

**Deliverable:** Provide three (3) copies of construction pre-bid meeting minutes and responses and one electronic version (searchable pdf). Provide three (3) copies of all addenda, logs of contacts during the bid period, bid tabulations and bid evaluation letter, including one electronic copy (searchable pdf).

#### **I. Construction Phase Services:**

BCVWD will perform the on-site inspection, submittal and payment request review, perform final inspection and file notice of completion. If there are any questions in the review, BCVWD will discuss with the Consultant. Consultant shall assist the District during the construction of the replacement pipelines as follows:

1. Respond to Requests for Information (RFIs) from contractor(s) or permit agencies.
2. Prepare change order or clarification drawings, prepare an estimate of the cost of the change order, and assist BCVWD in negotiation of the change order. Maintain drawing revisions in AutoCAD.

**Deliverable:** As required provide three (3) copies of reduced (11'x17') plans for each changed drawing plus one electronic copy of the changed drawing.

#### **J. Project Close-out Services:**

BCVWD will submit hard copies of the project record drawings and field notes to the Consultant. Consultant shall incorporate the project record changes and notes into the final AutoCAD drawings, note the "Project Record Drawing" and date in the revision block with the revision number. Each change shall be noted with the revision number.

**Deliverables:** provide three (3) copies of reduced (11'x17') Project Record Drawings. Provide Project Record AutoCAD drawing files electronically. Include any special formats, fonts, etc. to ensure the drawing files can be printed.

## **K. Project Management and Administration**

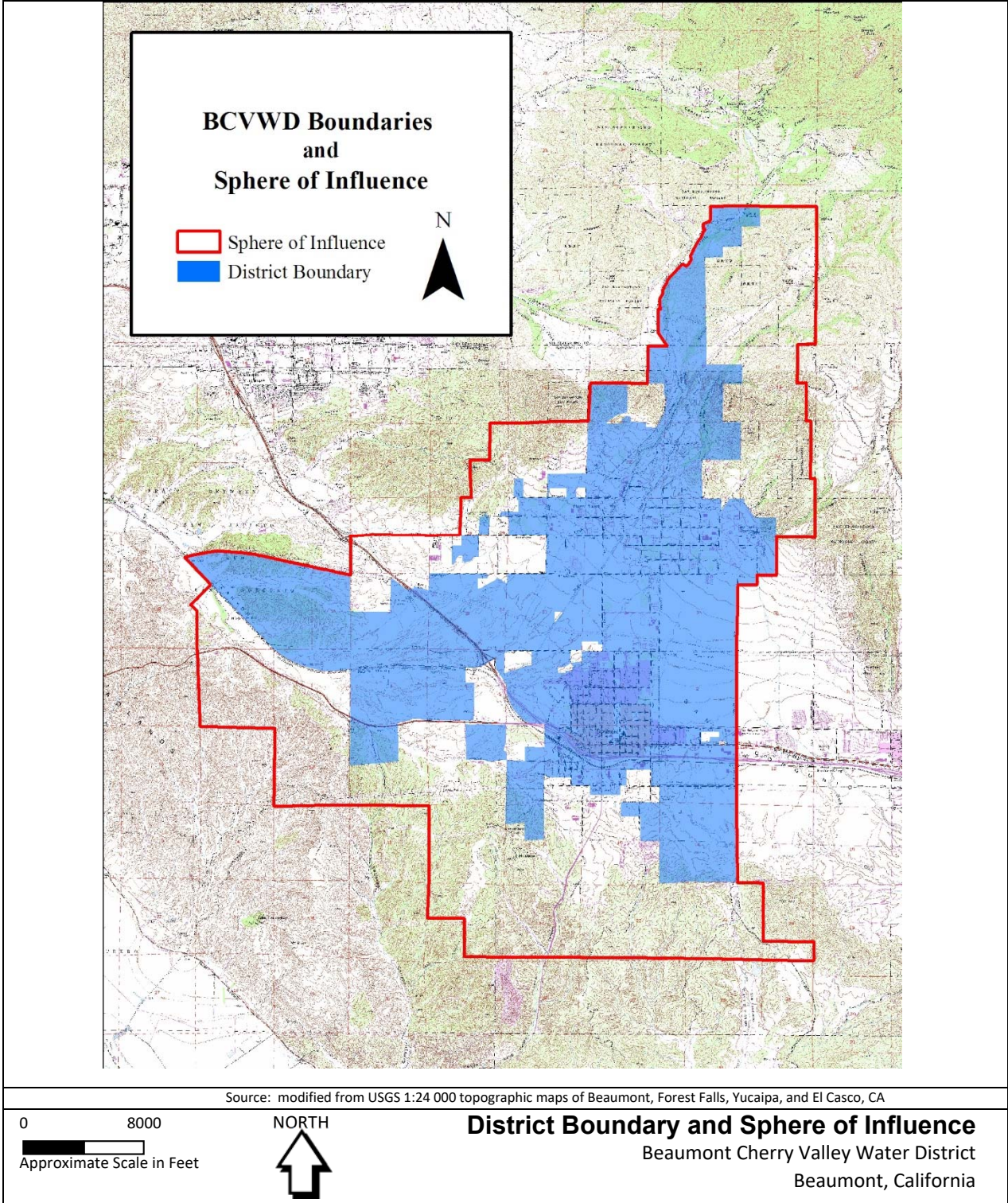
Consultant shall provide the following project management and administration processes for the duration of the project:

1. Project kick-off meeting with District
2. Monthly coordination meetings with District through the bidding phase. Thereafter meetings will as necessary.
3. Weekly project updates via email or telephone to discuss budget, schedule and project issues through completion of the plans and specifications. Thereafter updates will be as necessary.
4. Coordination meetings with other agencies and property owners as required (assume 5 for proposal purposes).

See above Scope of Work elements for other meetings and deliverables.

Attachments

Attachment 1:



**Attachment 2:  
Well Location Map and Site Maps  
Figure 1: Pipeline 1, 2 and 3 Location Map**

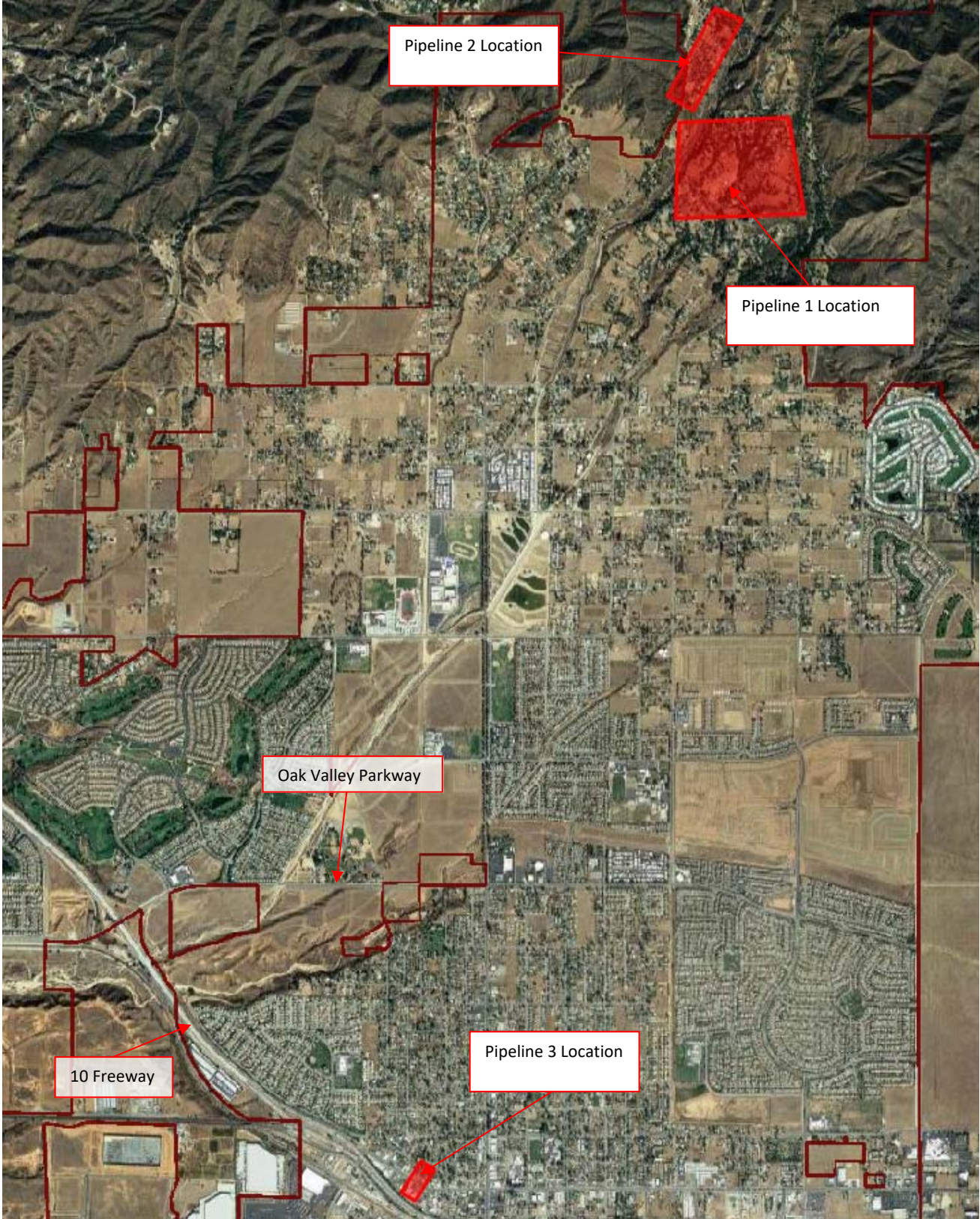


Figure 2: Replacement Pipeline 1 Site Map (Alignment 1)

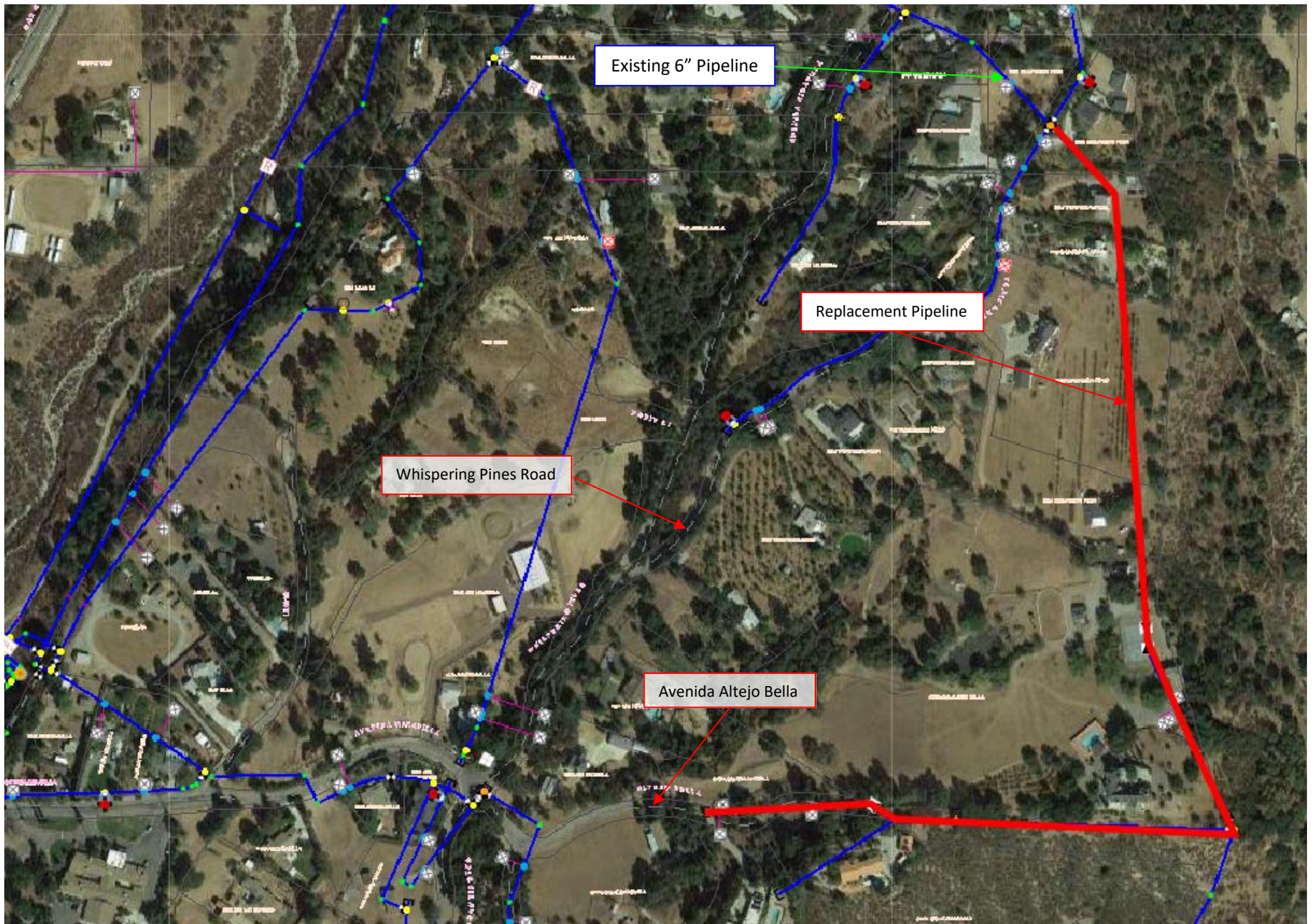


Figure 3: New Pipeline 1 Site Map (Alignment 2a/2b)

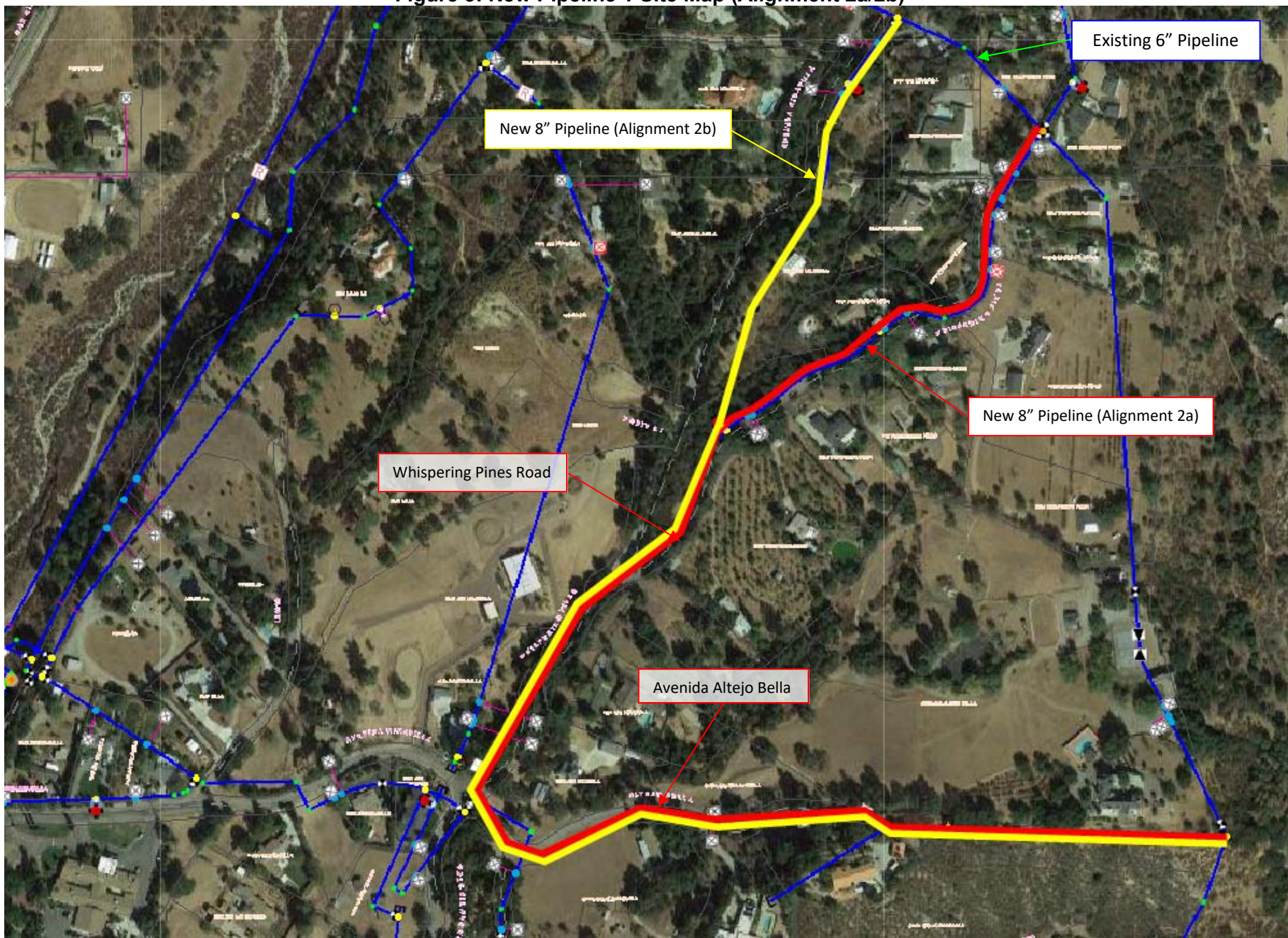
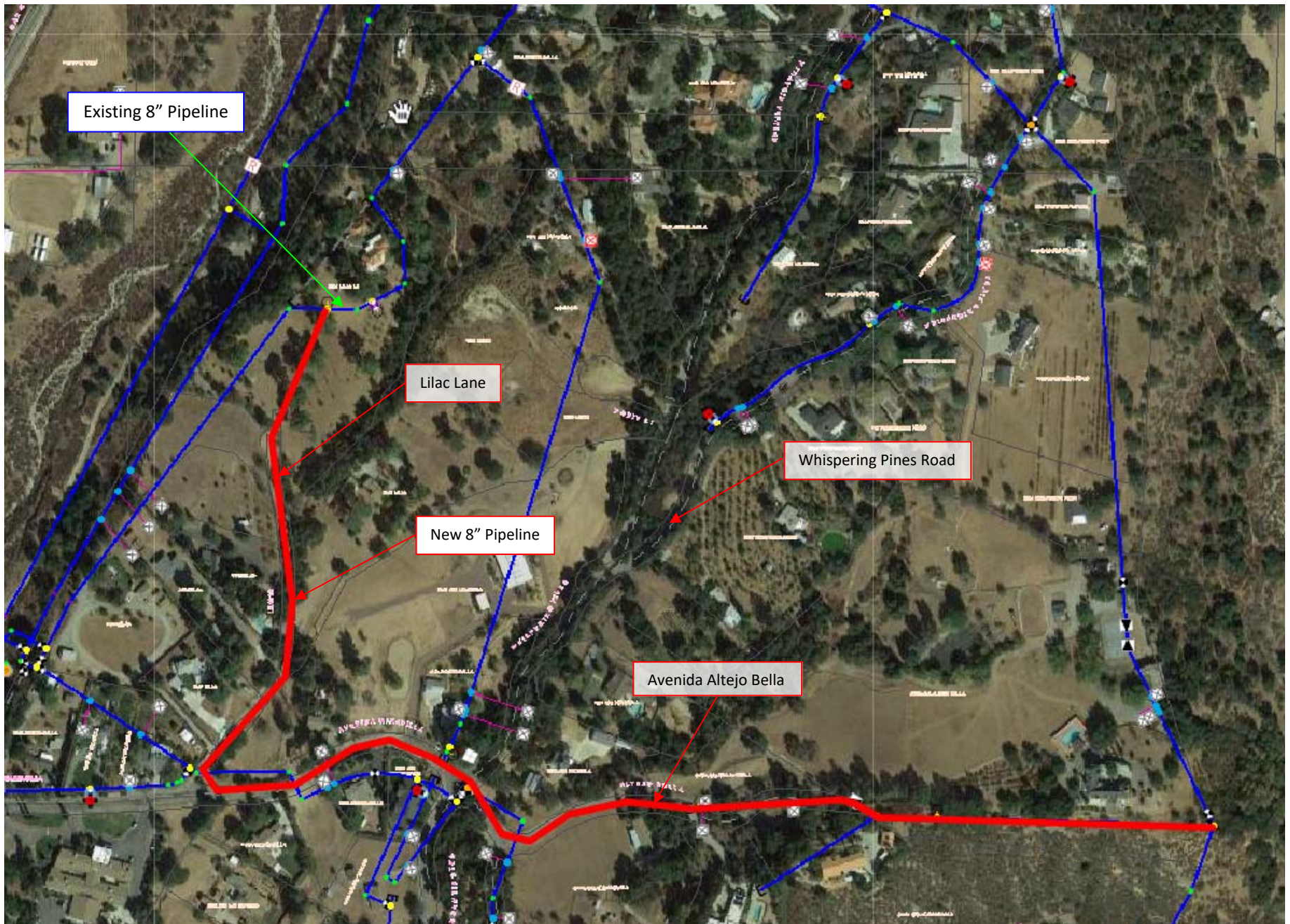




Figure 4: New Pipeline 1 Site Map (Alignment 3)



**Figure 5: Replacement Pipeline 2 Site Map**  
**2017 Replacement Pipeline Project**  
**Pipeline 3 - Egan Avenue**

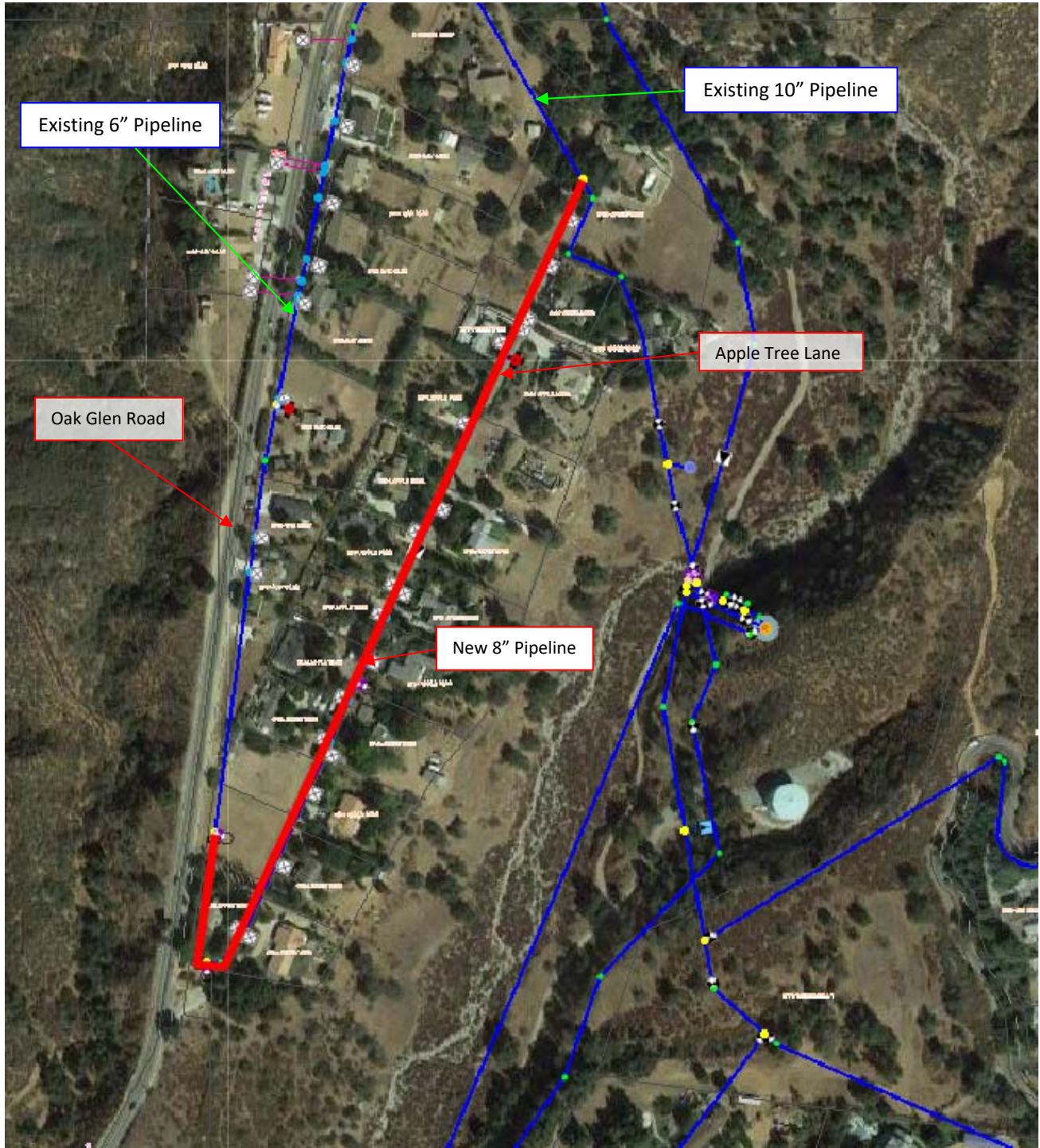


Figure 6: Replacement Pipeline 3 Site Map



EXHIBITS

**EXHIBIT A: REFERENCES**

**Proposer shall provide a minimum of six (6) Customer References with two (2) or more years' experience with the Proposer. Local and similar size contract references are preferred.**

<b>REFERENCE #1</b>	
NAME OF FIRM	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	(    )
CONTACT	
PROJECT NAME	
COMPLETION DATE	
APPROX. COST	
<b>REFERENCE #2</b>	
NAME OF FIRM	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	(    )
CONTACT	
PROJECT NAME	
COMPLETION DATE	
APPROX. COST	
<b>REFERENCE #3</b>	
NAME OF FIRM	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	(    )
CONTACT	
PROJECT NAME	
COMPLETION DATE	
APPROX. COST	

<b>REFERENCE #4</b>	
NAME OF FIRM	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	(    )
CONTACT	
PROJECT NAME	
COMPLETION DATE	
APPROX. COST	
<b>REFERENCE #5</b>	
NAME OF FIRM	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	(    )
CONTACT	
PROJECT NAME	
COMPLETION DATE	
APPROX. COST	
<b>REFERENCE #6</b>	
NAME OF FIRM	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	(    )
CONTACT	
PROJECT NAME	
COMPLETION DATE	
APPROX. COST	

**EXHIBIT B: LIST OF SUBCONTRACTORS**

(ATTACH ADDITIONAL SHEETS IF REQUIRED)

NAME UNDER WHICH SUBCONTRACT IS LICENSED	LICENSE NUMBER	ADDRESS AND PHONE NUMBER OF OFFICE, MILL OR SHOP	SPECIFIC DESCRIPTION SUBCONTRACT

**EXHIBIT C: PROPOSER'S BUSINESS INFORMATION**

All proposers shall submit the information as requested below.

1. Length of time your firm has been in business: \_\_\_\_\_

2. Length of time at current location: \_\_\_\_\_

3. List types and business license number(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. California State Contractor's License number: \_\_\_\_\_

5. Names and titles of all officers of the firm: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Is your firm a sole proprietorship doing business under a different name?  
YES  or NO

7. If yes, please indicate sole proprietorship name and the name you are doing  
business under: \_\_\_\_\_

\_\_\_\_\_

8. Please indicate your Federal Tax Number: \_\_\_\_\_

9. Is your firm incorporated? YES  or NO

10. Name and remittance address that will appear on invoices: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

11. Physical Address \_\_\_\_\_

\_\_\_\_\_

**BEAUMONT-CHERRY VALLEY WATER DISTRICT**

**EXHIBIT D: RFP 2017 PRICE FORM**

<b>GENERAL WELL MAINTENANCE AND REHABILITATION MATERIAL, LABOR, AND EQUIPMENT RATES</b>		
<b>Item</b>	<b>Description</b>	<b>Rate Per/</b>
1	2 Men, Rig and Service Truck	/hr.
2	3 Men, Rig and Service Truck	/hr
3	4 Men, Rig, and Service Truck	/hr
4	Wire Brush Rental	/ea
5	Air Compressor Rental (450 CFM and Smaller)	/hr
6	Air Compressor Rental (451 CFM and Larger)	/hr
7	2 Men, & 24L Cable Tool and Combo Rig	/hr
8	2 Men, & 36L Cable Tool Rig	/hr
9	1 Man & Rotary Crane - 12 Ton & Below	/hr
10	2 Men & 12 Ton & Below Crane	/hr
11	1 Man & Rotary Crane – 40 ton and below	/hr
12	1 Man & Delivery Truck	/hr
13	1 Man & Service Truck	/hr
14	1 Man, Tractor Trailer	/hr
15	2 Men & Service Truck	/hr
16	1 Man & Welding Truck	/hr
17	Drilling Rig & All Supporting Equipment	/hr
18	Electrician & Service Truck	/hr
19	General Shop Labor	/hr
20	Machine Shop Labor	/hr
21	1 Man and 75 ton crane and below	/hr
22	Welding Shop Labor	/hr
23	Overtime – Including Saturday	/hr
24	Overtime - Sunday or Holiday	/man/hr
25	Additional Rig Helper	/hr
26	1 Man & Boom Truck	/hr
27	Test Pump Operator & Fuel 350HP & Below	/hr



28	Test Pump Operator & Fuel 351HP and Above	/hr
29	Environmental Surcharges	/hr
30	Aqua Feed Unit, Pump Rig, Service Truck & 2 Men	/hr
31	Chemical Trailer, Tractor & 2 Men	/hr
32	Chemical Trailer, Tractor, 2 Men, Rig & Service Truck	/hr
33	1 Man & Neutralization Trailer	/hr
34	1 Man & Backhoe with Trailer & Truck	/hr
35	2 Men, Bucket Rig & Service Truck	/hr
36	Video Log Well Casing	/well
37	Camera Operator (in excess of 5 hours portal to portal - add)	/well
38	Re-video Well Casing	/ea
39	Photo - Still Shots	/ea
40	Duplicate DVD	/ea
41	Lab Analysis of Water Quality and of Material Scrapings - Reports of Evaluation	/ea
42	Preparation of Repair Specification; List of Repairs and Material Required to Bring Well to Standard	/ea
43	Boreblast/Airburst Estimating 1,500 foot well	/ Well
44	Parts/Material Cost	% Mark up

Price(s) shall include **all** labor, equipment, materials, transportation, overhead, travel, profit, insurance, sales and other taxes, licenses, incidentals, and all other related costs necessary to meet the work requirements.

**PROPOSERS:** Please show **RFP number, date, and time** on RFP opening on the envelope containing your proposal.

The undersigned as Proposer, declares that the only persons or parties interested in this proposal is made without collusion with any person, firm or corporation. Your signature on this document, should you be awarded the contract as defined in this RFP, signifies that you have fully read and understood this proposal and will comply with all specifications, conditions, unit prices, terms, and delivery of the proposal unless otherwise noted in the "exceptions" portion of the proposal.

Name of Proposer (Firm): \_\_\_\_\_

Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed/Typed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Fax: (     ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**EXHIBIT E: ADDITIONS, DELETIONS AND/OR EXCEPTIONS**

Please state any and all Additions, Deletions and Exceptions that you are taking to any portion of this proposal. If not addressed below, then Beaumont-Cherry Valley Water District assumes that the vendor will adhere to all terms and conditions listed.

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**EXHIBIT "F": STANDARD AGREEMENT**

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