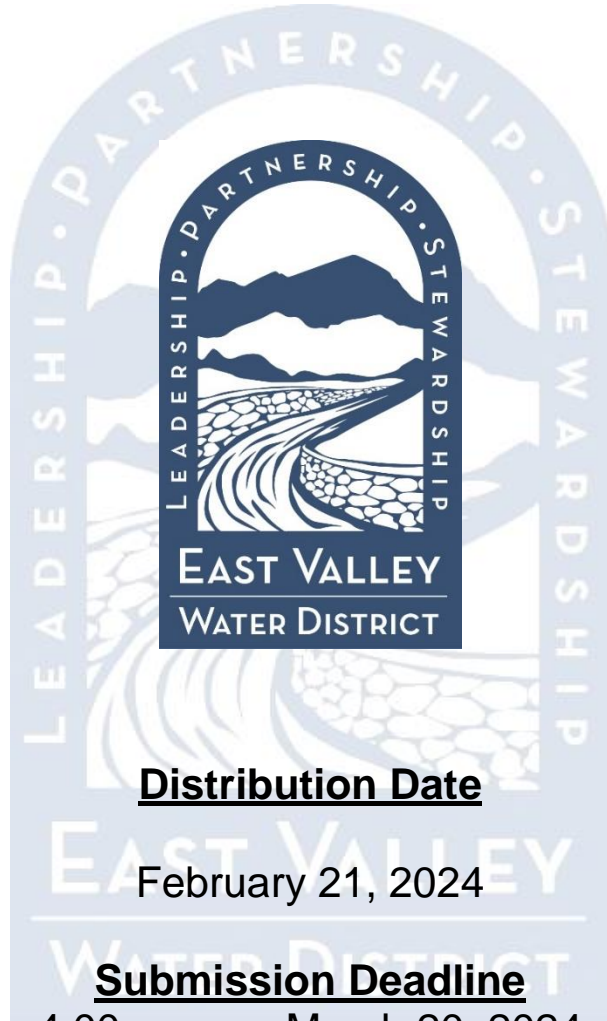


# Request for Proposals

## Engineering Services For Seismic Retrofitting of Water Reservoirs EVWD/FEMA HMGP Grant Project



### Distribution Date

February 21, 2024

### Submission Deadline

4:00 p.m. on March 20, 2024

### **East Valley Water District**

31111 Greenspot Road  
Highland, CA 92346  
(909) 888 - 8986

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*(Attachments listed below will be provided in the form of digital documents from a link provided in RFP announcement)*

- Attachment 1 – Sample Professional Services Agreement
- Attachment 2 – FEMA Contract Provisions Template
- Attachment 3 – Individual Structural Reports for Each Reservoir (Seven Engineer’s Reports)
- Attachment 4 – Technical Memorandum, FEMA Hazard Mitigation Grant Program, Benefit-Cost Analysis Methodology – EVWD Seismic Retrofit for Seven Reservoirs

## NOTICE INVITING PROPOSALS

### DISTRICT BACKGROUND

East Valley Water District (District) is a County Water District that provides essential water and wastewater services to businesses and approximately 104,000 residents throughout a 30.1 square mile area in the County of San Bernardino. The District's service area includes the City of Highland, the eastern portion of the City of San Bernardino, the San Manuel Band of Mission Indians, and unincorporated areas of the County. The District operates in accordance with Division 12 of the California Water Code and is governed by a five-member Board of Directors elected at-large to four-year terms.

There are two major earthquake faults in the San Bernardino Valley, the southern San Andreas Fault and the San Jacinto Fault. The San Jacinto Fault is within 5 miles of the District's southwestern boundary, while the San Andreas Fault runs directly through the service area. This fault cuts the District's service area in half, with potable water reservoirs on the north side of the fault and pipeline structures on the south side of the fault. Because of the proximity to two major fault lines, the District is quite susceptible to seismic events and resulting impacts from earthquakes, as they can significantly damage critical infrastructure and disrupt the ability to provide potable water services.

The District is soliciting proposals from Engineering Services Consultants to prepare comprehensive engineered drawings, cost estimates, specifications, bid packages, front end documents, and construction support for seven existing reservoirs. The selected consultant will be awarded the work through submitting a responsive and responsible proposal, that will be scrutinized and selected by the Proposal Evaluation committee.

To be considered, an electronic proposal in PDF format must be received by **4:00 p.m. on March 20, 2024** emailed to [Jwolf@eastvalley.org](mailto:Jwolf@eastvalley.org). Hard copy proposals may also be submitted to the District's headquarters, by the same deadline, and shall include four (4) copies and one flash drive with a digital pdf proposal.

*Proposals received after the above date and time may not be considered.*

A non-mandatory pre-proposal meeting will be held on **March 6, 2024 at 9:00 am** at the District's office at 31111 Greenspot Road, Highland. The meeting will include a site visit to the reservoirs.

## SCOPE OF SERVICES

### PROJECT BACKGROUND

There are 18 existing storage reservoirs in EVWD's water system ranging from 0.07 million gallons (MG) to 4 MG in capacity. Per the Districts 2019 Water System Mater Plan, it was recommended that seismic retrofitting be performed on all EVWD tanks. This proposal will cover Phase 1 of two for a FEMA Hazard Mitigation Grant Program (HMGP) awarded to the District.

Phase 1 portion of the work will consist of engineering analysis, planning, and bid package preparation. Phase 2 Construction will be based on approval by FEMA. Table 1-1 depicts some physical details of the seven storage reservoirs selected for this HMGP grant award. All reservoirs listed in the table were evaluated in 2021 by Harper and Associates, Inc. where engineering reports, recommendations, including a structural report, photographs, and physical construction details for each reservoir may be found by downloading Attachment 3 of this RFP package.

Table 1-1: Storage Reservoir Characteristics

| Reservoir ID | Pressure Zone | Volume (MG) | Bottom Elevation (ft) | High Water Elevation (ft) | Height (ft) | Dia. (ft) | Year Built |
|--------------|---------------|-------------|-----------------------|---------------------------|-------------|-----------|------------|
| Plant 33_1   | Intermediate  | 1.0         | 1,330                 | 1,365                     | 34.75       | 70.0      | 1956       |
| Plant 33_2   | Intermediate  | 2.5         | 1,330                 | 1,365                     | 34.75       | 110.0     | 1957       |
| Plant 33_3   | Intermediate  | 1.0         | 1,330                 | 1,365                     | 34.75       | 70.0      | 1957       |
| Plant 39_1   | Intermediate  | 0.9         | 1,343                 | 1,366                     | 23.2        | 80.0      | 1961       |
| Plant 39_2   | Intermediate  | 1.4         | 1,343                 | 1,366                     | 23.2        | 100.0     | 1983       |
| Plant 129_1  | Upper         | 3.0         | 1,530                 | 1,560                     | 30.0        | 130.0     | 1993       |
| Plant 129_2  | Upper         | 3.0         | 1,530                 | 1,560                     | 30.0        | 130.0     | 1993       |

Due to the fixed funding apportioned for EVWD's seven reservoir seismic retrofit HMGP, this engineering and planning effort with updated and more precise budgetary numbers will allow the District to be better positioned in executing all or a portion of the proposed construction of the seismic retrofitting, and for providing recommended upgrades to the existing reservoirs to mitigate damage in the event of a major earthquake.

## TASK 1 – DATA GATHERING AND TECHNICAL MEMORANDUM

1. Gather information from EVWD regarding existing reservoirs, site plans, drawings prepared by others for future facilities and improvements at the sites, and water system in the general vicinity. Perform site visits and verify dimensions and identify constructability issues.
2. Develop a Technical Memorandum that shall evaluate the recommendations in the 2021 Seismic/Structural Engineering Evaluation Reports for each reservoir. Revisions may be necessary based on current AWWA seismic standards and the Uniform Building Codes (UBC) seismic standards or based on professional judgment and experience of the Consultant. The Technical Memorandum shall summarize the recommended seismic upgrades for each reservoir. Include a list of drawings, recommendation on bid packages and a reservoir phasing schedule. The memorandum should include a conceptual layout of the reservoir seismic upgrades, construction cost estimates, and construction schedule. Submit draft Technical Memorandum for EVWD review and comments. Submit final Technical Memorandum incorporating EVWD's comments.
3. Develop, coordinate, and submit package for CEQA Notice of Exemption, for each site selected, due to the fixed apportioned amount for Phase 2, to move forward for construction after review of the draft technical memorandum and costs.

## TASK 2 – DEVELOPMENT OF CONSTRUCTION DOCUMENTS

1. Develop detailed design plans and specifications for seismic upgrades recommended in each Engineering report from the 2021 Seismic/Structural Engineering Evaluation. Plans and specifications shall be developed in accordance with EVWD's standard technical specifications; applicable AWWA standards; general conditions, special provisions, special conditions, and additional technical specifications as appropriate. Specifications shall be provided in hard copy and digital Microsoft Word format. Bid documents shall be in accordance with the grant requirements. Consultant shall submit plans at 50 percent, 90 percent and 100 percent (pre-final) submittals for review. It is anticipated that two (2) separate construction bid packages will be developed for this project.
2. Provide detailed design calculations including structural calculations, based on seismic Zone 4, and all other calculations necessary for a complete design in accordance with the latest version of AWWA D-100, UBC, ACI, etc.
3. Prepare an engineer's estimate of probable costs.

### TASK 3 – BIDDING ASSISTANCE

1. For each construction contract, Consultant shall assist EVWD with issuing of two (2) addendum and responding to five (5) Requests For Information (RFIs) during the bidding phase of the project.
2. For each construction contract, the Consultant shall prepare conformed construction plans and specifications incorporating all changes made during the bidding process as a result of Requests for Information/Clarification and subsequent addendums. Plans and technical specifications shall be stamped "Conformed".

### TASK 4 – ENGINEERING SUPPORT DURING CONSTRUCTION

1. Attend Pre-Construction and Construction Progress Meeting(s) and prepare agenda(s).
2. Review of submittals (not to exceed 15 submittals).
3. Assist District in responding to RFIs (not to exceed 10 RFIs)
4. Assist District in the evaluation and recommendation to change order requests (not to exceed 5 change orders).
5. As needed inspection of construction activities.
6. Attend final project walk through.

### TASK 5 – AS-BUILT DRAWING PREPARATION

1. For each construction contract, Consultant shall prepare As-Built drawings utilizing Contractor's redlined field plans and inspector tie sheets to EVWD standards after construction is completed. As-Built drawings will be submitted in hard copy and electronic format as specified in EVWD's standards and be stamped "As-Built".

### TASK 6 – PROJECT MEETINGS

1. Consultant shall attend one (1) project kickoff meeting with EVWD.
2. Consultant shall attend five (5) progress meetings with EVWD.

### SCHEDULE REQUIREMENTS

The draft Technical Memorandum shall be submitted to the District within 45 days of the Notice to Proceed. The FEMA grant has schedule requirements for funding. The bid packages shall be completed by December 31, 2024.

## AWARD OF CONTRACT DECISION

The award of the contract will be made to a responsive and responsible proposer whose proposal best meets the needs of the District, based on factors other than price, such as strongest qualifications, availability, expertise, and schedule proposed for project completion. The successful proposer will enter into a contract with the District incorporating all prescribed requirements and conditions of this request for proposal. If the successful proposer refuses or fails to execute the contract, the District may consider the next most qualified proposer. The District shall be the sole judge as to the successful proposer.

The District reserves the right to reject any or all responses to this RFP and to waive any informality or irregularity in this RFP or in responses, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this RFP, in the best interest of the District. This RFP does not commit the District to award a contract or to procure or contract for services or goods.

Before award, proposers may be required to furnish evidence of capability, equipment, and financial resources to adequately perform the job.

The District does not allow a debriefing meeting for consultants who are not selected for the work.

## GRANT AND/OR LOAN DETAILS & REQUIREMENTS

The study is a part of a sub awarded grant by CalOES. through FEMA.

This joint funded project will be funded through the FY25 Hazard Mitigation Grant Program (HMGP). There are two phases to the project, Phase 1 including engineering design, investigations, CEQA activities, permitting, and bid package preparation. The non-federal share of funding of Phase 1 is \$65,537.80, with a total phase 1 cost of \$655,378. Phase 2, construction of proposed seismic retrofitting, will be awarded upon successful completion, programmatic review, and Environmental and Historical Preservation (EHP) approval.

### Pertinent Grant Award Numbers:

Cal OES Number: 071-91153-00

Grant Application Approval Number: HMGP DR-4482-712-16R, Phase 1  
Prepare CA Match – East Valley Water District Seismic Retrofit for Seven Reservoirs, Phase 1

Cal OES FIPS Number: 071-91153

FIPS Number: 071-0014E, Supplement 27

Subaward Number: DR4482-AP00712

## PROPOSAL INSTRUCTIONS AND FORMAT

Letter Proposals should be concise and devoid of extraneous material and promotional information. They should be of sufficient detail to allow a thorough evaluation of the firms work plan, qualifications, and comparative analysis.

A non-mandatory pre-proposal meeting will be held on **March 6, 2024 at 9:00 am** at the District's office. Direct to Jason Wolf at [Jwolf@eastvalley.org](mailto:Jwolf@eastvalley.org) inquiries concerning the RFP or to RSVP for the pre-proposal meeting; RSVP by 4pm March 5<sup>th</sup>. Copies of the questions received, along with the corresponding responses will be made available to the solicited proposal firms via email. It is the Consultant's responsibility to ensure that they access and review any questions and answers posted.

### SUBMISSION OF PROPOSALS

An electronic PDF copy shall be emailed to [Jwolf@eastvalley.org](mailto:Jwolf@eastvalley.org) and must be received by East Valley Water District no later than **4:00 p.m. on March 20, 2024**. Hard copy proposals may also be submitted to the District's headquarters, by the same deadline, and shall include four (4) copies and one flash drive with a digital pdf proposal.

The Proposal shall include, as a minimum, the following information (This information will be used as rating criteria in the rating process for selection of a Consultant to provide the required services):

#### 1. Executive Summary

Provide a project understanding of the project and highlight the main features and benefits of the project approach. Provide a statement if there are any exceptions to the standard contract or RFP requirements.

#### 2. Key Personnel

Provide an organizational chart of your proposed team for the Phase 1 HMGP work. Indicate key personnel and staff anticipated to be assigned to the work and provide biographies and resumes for those members.

#### 3. Experience

Provide a list of relevant project experience for key project team members. Identify the staff that directly worked on the relevant projects. Provide a reference contact for the relevant projects.

#### 4. Scope of Work

Provide a detailed scope of work to be performed by the consultant. The scope of work should be detailed enough for the District to understand the consultants understanding



of the project and the anticipated work to be performed by the consultant. This scope of work may form the basis of the scope of work to be included in the task order.

5. **Schedule**

Provide a schedule showing the submittals and review periods. Allow two week review periods for District.

6. **Level of Effort Summary & Fee (separate envelope)**

Provide a Level of Effort summary and fee for all activities described in the scope of work for the District to evaluate. Include a table listing assumed hours, rates and cost.

**PROPOSAL TIMELINE**

Milestone dates are shown in the schedule below. Submittal of a proposal indicates a firm’s agreement and confirmation that it can and will meet the timeline requirements if information requested from EVWD staff is delivered on a timely basis.

|   |                     |
|---|---------------------|
| Issuance of Request for Letter Proposals    | February 21, 2024   |
| Pre-proposal meeting                        | March 6, 2024       |
| Post Final Answers to Questions/Inquiries * | March 13, 2024      |
| Proposals Due *                             | March 20, 2024      |
| Anticipated Award of Contract*              | Wed, April 10, 2024 |

\* These dates are approximate and may change as needs arise by the District.

**EVALUATION PROCEDURES**

**REVIEW OF PROPOSALS**

Proposals submitted will be evaluated by members of a Committee comprised of key District personnel.

**EVALUATION CRITERIA**

The District will evaluate proposals and may request an interview of top ranked firms. The District anticipates awarding a Contract to the best suited Consultant that scores highest based on the following criteria, which will be considered during the evaluation process:

1. **Related Experience & Demonstrated Understanding of the Project (30 Points):**
  - The firm's experience and performance on comparable engagements.
  - Demonstrated results of projects performing similar services.

2. Proposed Approach (30 Points):

- The approach proposed to undertake the Phase 1 of HMGP project, including proposed best practice methodologies, areas of focus, proposed tools, proposed level of effort, etc.

3. Quality of Letter Proposal (20 Points):

- Proposal is complete, detailed, organized, and services are clearly presented.
- Proposal complies with RFP instructions, conditions, format requirements, and completed proposal forms.

4. Level of Effort Summary & Fee (20 Points)

- Reasonableness of total fee
- Reasonableness of level of effort assumed hours and rates

**FINAL SELECTION**

The Proposal Evaluation Committee will recommend the award of the Contract of the highest ranked Consultant to the General Manager / CEO based upon the proposal evaluations and interviews (if necessary).

**CONDITIONS GOVERNING THE REQUEST FOR LETTER PROPOSALS**

**RIGHT TO REJECT PROPOSALS**

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Letter Proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

The District reserves the right without prejudice to reject any or all proposals, or to request and obtain from one or more firms proposing, supplementary information as may be necessary for District staff to analyze the proposals pursuant to the consultant selection criteria.

**COST TO PROPOSE**

Any cost incurred by the Consultant in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Consultant. Any cost incurred by the Consultant for set up and demonstration or for interviews shall be borne solely by the Consultant.

**DISCLOSURE OF PROPOSAL CONTENTS**

All proposals are subject to the provisions of the California Public Records Act, California Government Code section 6250 et seq., and any information submitted with a response is a public record subject to disclosure, unless a specific exemption applies.

FEDERAL PROCUREMENT STANDARDS & CONTRACT PROVISIONS APPLY

All proposals are subject to the provisions of District and Federal procurement standards (Title 2 CFR 200.318-200.326) for this project to remain qualified for the awarded grant funding. Proposers should seek DBE/WBE/MBE subconsultants where available, use of services through the Small Business Administration and the Minority Business Development Agency are encouraged. The selected firm shall enter into an agreement with District which will include the standard Professional Services Agreement found in Attachment 1, as well as those additional required Federal Contract Provisions found in Attachment 2.

