



**January 25, 2024**

**REQUEST FOR PROPOSALS  
FOR  
CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES  
FOR THE TRES AMIGOS WATER LINE REPLACEMENT PROJECT  
(PHASE I)  
Work Order #226509**

**Deadline for Submission of Questions: 5:00 PM, Friday, March 01, 2024**

**Proposals Due: 2:00 PM, Monday, March 11, 2024**

**Submit to: Christina Olson, PE, Capital Facilities Engineer**  
**Via: Four (4) Bound Original Hard Copies and One (1) Electronic PDF**  
**Contact: (760) 744-0460 ext. 370 or colson@vwd.org**



201 Vallecitos De Oro • San Marcos, California 92069-1453 • Telephone 760-744-0460

January 25, 2024

W.O. #226509

**RE: Request for Construction Management and Inspection Services for the Tres-Amigos Water Line Replacement Project Phase 1**

Dear Potential Proposer,

In keeping with our goal of providing high quality, reliable service, the Vallecitos Water District (District) is scheduled to complete the Tres-Amigos Water Line Replacement Project Phase 1 (Project) in Vista, California. A total of 9,500 feet of 8-inch diameter PVC will be installed off Gopher Canyon Road, Fairview Drive, private easements (including Ormsby Way, Carrio Drive, and Via del Cerro), and District water line easements through private properties using conventional open-trench installation methods.

The project is required to improve the reliability and accessibility of the existing Tres-Amigos water lines within the project limits. The historic 12-14-gauge steel pipelines frequently rupture; therefore, this replacement project is an operational priority. Another key project objective includes the relocation of the existing pipelines out of easements in difficult to reach private backyards and into more accessible public right-of-way.

The District will have a mandatory pre-proposal meeting on Monday, February 12, 2024 at 9:00 AM at the District headquarters located at 201 Vallecitos de Oro, San Marcos, CA 92069, followed by a site walk/drive along the project alignment. **Proposals are due by 2:00 PM on Monday, March 11, 2024.** The District will award a consultant to perform the work in April/May 2024 with beginning of construction planned for July 2024. The contract duration is 10 calendar months plus one additional month of pre-construction and two additional months of construction close-out services required from the construction manager (CM). Consultants will be selected by a District panel based on scope, fee, approach, services, etc.

The District's RFP for CM services is enclosed, and you are hereby invited to submit a proposal. If you have any questions regarding this project, please contact the undersigned at (760) 744-0460 ext. 370. Your consideration is greatly appreciated.

Sincerely,

Christina Olson, P.E.  
Capital Facilities Engineer  
VALLECITOS WATER DISTRICT

cc: File

FAX numbers by Department: Administration (760) 744-2738; Engineering (760) 744-3507.  
Finance (760) 744-5989; Meadowlark Water Reclamation Facility (760)744-2435;  
Operations/Maintenance (760) 744-5246  
e-mail: [vwd@vwd.org](mailto:vwd@vwd.org) <http://www.vwd.org>

**VALLECITOS WATER DISTRICT  
CONSTRUCTION MANAGEMENT & INSPECTION SERVICES  
TRES AMIGOS WATER LINE REPLACEMENT PROJECT PHASE 1  
REQUEST FOR PROPOSAL**

**Work Order #226509**

**Proposal Due: 2:00 PM, Monday, March 11, 2024**

**INTRODUCTION**

The Vallecitos Water District (VWD or District) is seeking proposals from professional firms for Construction Management and Inspection Services for the Tres Amigos Water Line Replacement Project Phase 1 (Project).

This Request for Proposal (RFP) describes the project, the requested scope of services, the proposal submittal requirements, and the consultant selection process. Failure to submit the information in accordance with the requirements of the Request for Proposal and its associated procedures may be a cause for disqualification.

**BACKGROUND AND PROJECT DESCRIPTION**

The District's Tres Amigos water line consists of approximately 19,000 feet (in total) of distribution pipelines ranging from 6-inch to 12-inch diameter. The water pipelines located in the northern limits of the VWD boundary were installed in the 1950s and 1960s, extending from the North Twin Oaks Tank No. 2 on Pleasant Heights Drive to north of Carrio Drive. The original Tres Amigos Line Extension Project occurred in 1958 which installed 6-inch and 8-inch diameter tar wrapped 12 to 14-gauge steel pipelines. This material is considered steam pipeline and is not adequate for use in pressurized water distribution systems.

Due to a high frequency of historic pipeline ruptures and the limited ability to make repairs due to the thin steel pipe wall, this replacement project is an operational priority for the District. The Tres Amigos Water Lines considered to be the most at-risk will be replaced as part of this project.

The Project consists of the installation of 9,500 feet of 8-inch diameter C-900 PVC pipeline located in paved and unpaved areas within the County of San Diego. Existing 6-inch and 8-inch diameter steel water mains will be replaced with 8-inch diameter C-900 PVC pipeline with portions realigned in new permanent District easements. The Project begins at the existing tee junction in Tres Amigos Ranch Road, travels northbound in VWD easements, and dead ends at the District's northern boundary north of Carrio Drive. A key project objective includes the relocation of the existing pipelines out of easements in difficult to reach private backyards into more accessible public right-of-way.

The work generally includes, but is not limited to, the construction of the following facilities:

Installation of new 8-inch PVC C900 DR14 potable water pipeline and appurtenances at locations and lengths as shown on the Drawings

- Removal of interfering portions of existing water pipeline
- Installation of new service laterals and restoration of properties as shown on the Drawings
- Provision of highlining as necessary to complete pipeline replacement efforts
- Traffic control in compliance with the County of San Diego
- Valve and blowoff replacements
- Installation of fire hydrant assembly replacements
- Tie-in connections to existing pipelines
- Surface Restoration

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- Backfill operations in the street per County of San Diego Backfill Requirements
- Implementation and maintenance of SWPPP; adherence to environmental restrictions per existing permits
- Construction surveying per specifications
- Environmental compliance per specifications, Mitigated Negative Declaration (MND)
- Tribal Coordination
- Underground Utility Conflict Coordination

The 90% Plans and Specifications and the Draft CEQA IS/MND Environmental Documents are provided as attachments.

An approximate schedule of major project milestones includes the following:

Advertise Bid	March 2024
Open Bids	April 2024
Award Contract	May 2024
Begin Construction	July 2024
End Construction	April 2025
NOC	June 2025

## **PRE-PROPOSAL MEETING**

**A mandatory pre-proposal meeting will be held on Monday, February 12, 2024 at 9:00 AM** at the District headquarters located at 201 Vallecitos de Oro, San Marcos, CA 92069, followed by a site walk/drive along the project alignment in Vista. The purpose of the meeting and site visit is to review the scope of work and answer questions from the firms regarding the project and the District's objectives.

## **QUESTIONS CONCERNING THE REQUEST FOR PROPOSALS**

While District personnel are available to answer questions during the proposal preparation, this will be the only time District staff will be able to commit substantial time to respond to questions. To ensure that all firms receive equal information, answers to firm's questions that are relevant to the project and not to the individual firm's approach to the RFP will be disseminated to all firms invited to propose. All questions related to this RFP should be submitted in writing and emailed to Christina Olson, colson@vwd.org. **Deadline for questions shall be 5:00 P.M. on Friday, March 1, 2024.**

Upon receipt, proposals will be reviewed by VWD staff for responsiveness to this RFP including, but not limited to understanding of the work, proposed project approach, detailed scope of work, project team experience and qualifications, proposed fee, and references. The evaluation of the technical proposal will result in a ranking of the candidate firms. Interviews, if deemed necessary, will be scheduled to allow ample time for presentation preparation. The firm selected as the most qualified will be invited to negotiate a final contract and scope of work. If a successful contract cannot be negotiated, the second ranked firm will be contacted to negotiate a contract.

## **PROPOSAL REQUIREMENTS**

Four (4) bound original hardcopy prints and one electronic PDF version of the proposal shall be

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submitted to Christina Olson, P.E., Capital Facilities Engineer, at the Vallecitos Water District, 201 Vallecitos de Oro, San Marcos, CA 92069 by **no later than 2:00 PM, March 11, 2024**. Please mark the front of the envelope **“PROPOSAL: CM AND INSPECTION FOR TRES-AMIGOS WATER LINE REPLACEMENT PROJECT PHASE 1.”**

Fee and schedule shall be submitted separately in a sealed envelope with a digital file for each document. Please seal and mark the front of the envelope **“FEE AND SCHEDULE: CM AND INSPECTION FOR TRES-AMIGOS WATER LINE REPLACEMENT PROJECT PHASE 1.”** The fee will not be the basis of selection for the successful firm; however, fee proposals will be reviewed after all proposals have been scored.

Upon receipt, the proposals will be reviewed by VWD staff for responsiveness, understanding of the work, proposed project approach, detailed scope of work, project team experience and qualifications, proposed fee, and references. The fee quoted in the proposal shall be considered by VWD staff to be the proposed contract amount and shall be used as the basis for contract negotiation.

The following insurance coverage shall be required, as a minimum, by the District:

- General Liability - \$2,000,000 annual aggregate
- Professional Liability - \$2,000,000 annual aggregate
- Comprehensive Automobile Liability Insurance - \$1,000,000 annual aggregate.
- Workers’ Compensation per applicable state and federal laws.
- Employers’ Liability - \$1,000,000 limit.

The Consultant shall name all District officers and employees as additional insured.

The proposal must be authored by the firm’s proposed team leader or Project Manager. The proposal may be rejected by VWD if authored by staff having less than 20 percent hourly involvement in the project.

Proposals shall be developed with at least the following sections tabbed for easy reference:

- Project Team
- Relevant Experience and Project References
- Project Approach
- Detailed Scope of Work
- Fee and Schedule
- Other

The following format shall be used for an in-depth proposal development. These categories are intended as a minimum only. Additional categories that are deemed necessary for a complete proposal may be added by the firms.

**Project Team:** The project team shall be listed from the Construction Manager through the project inspector and any other individual, organization, or subconsultant having more than five percent hourly involvement, excluding typographical/reproduction activities. A firm overview shall include the Consultant’s name, Corporate and local office address, telephone number, number of employees in local office, and the contact person for the proposal. Provide a detailed discussion of the relevant experience of

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the Construction Manager and other key members of the project team, including the level of responsibility and commitment of key personnel for the duration of the project. Proposal shall list the subconsultants that will be used for the project, their scope of work, and their approximate percentage of overall participation in the work. Furnish resumes of key personnel.

**Relevant Experience and Project References:** The proposal is to include a listing, a scope of work, and reference contacts for at least 3 recent projects with required similar expertise. Provide a list of water pipeline construction experience for which your firm has provided construction management and inspection services in the past five years. Indicate the role(s) of each project team candidate in the projects listed. Include contact names and telephone numbers along with the references. Similar projects and expertise with governmental agencies and related facilities will be weighed heavily, although other projects requiring similar skills and expertise will also be considered.

**Project Approach:** The proposal shall contain a description of the management approach and logistics necessary to accomplish the work described in the detailed scope of work, including place of work, staffing, conceptual organization of major phases, subconsultants, and meetings. Provide a discussion of your understanding of what the project objectives are and how they may be amplified. A discussion of your firm's approach and philosophy to providing construction management and inspection services. A discussion of your firm's quality control approach for this project should be included in the proposal.

**Detailed Scope of Work:** The proposal shall contain a detailed explanation of the project as viewed by the proposal author. The information offered should be a summary of the author's knowledge of the project and shall be responsive to the needs of the technical provisions of the RFP. The structure of the scope of work does not necessarily need to follow the scope of work put forward in this RFP, depending on the specific approach and methodology proposed. The proposal shall contain enough detail to demonstrate that sufficient thought has been given to accomplish the work in an efficient and timely manner, and that the Consultant has a thorough understanding of the requirements of all jurisdictional agencies involved in or affected by the project. Assumptions and optional services shall be fully explained. The detailed scope of work should complement elements of the proposed Fee and Schedule with additional information.

**Fee and Schedule:** The Fee and Schedule shall be submitted in a separate sealed envelope and contain a spreadsheet showing elements of work corresponding to the Detailed Scope of Work and Schedule. The fee will not be the basis of selection for the successful firm; however, fee proposals will be reviewed after all proposals have been scored.

The names and titles of staff and subconsultants should be included. The fee estimate shall be broken up by hourly involvement and billing rate by each team member listed for each element of work. Expenses and other costs should be shown at the bottom of the table and totaled with hourly costs. A current rate schedule shall also be provided. Labor rates shall be fixed for the first 12 months following NTP. Consultant may request labor rate increases for approval annually and shall not exceed the annual average of consumer price index for labor in San Diego area or three (3) percent, whichever is less. Rates must be approved in writing by the District prior to any rate adjustment. A five (5) percent markup is allowed for total subcontractor charges.

Eligible reimbursement costs/items shall be limited to copies, blueprints, reproduction, etc., of products which are specifically requested by, and submitted to, the District under terms of this proposal and the

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subsequent Professional Services Agreement. Reimbursable costs/items do not include preparation or reproduction of consultant or subconsultants working documents, mileage, mailing costs, telephone or facsimile transmission costs, or other costs not directly associated with project deliverables, unless specifically requested and authorized by VWD's Project Manager. District will reimburse direct costs only; no mark up is allowed.

**Time of Completion:** The Consultant shall complete all Construction Management and Inspection Services within the construction contract time of completion issued for this project. Assume construction schedule of 10 calendar months with one month of pre-construction and two-months of construction close-out. Consultant shall include a proposed time schedule including milestones for each project phase identified by the Consultant in the proposal.

**Professional Services Agreement:** The successful consulting firm shall be required to execute a standard District Professional Services Agreement, which includes a confidentiality clause (copy attached). The proposal shall specifically list any exceptions to the Professional Services Agreement. Any exceptions listed may preclude further contract negotiations with the successful firm.

**Exceptions to RFP:** Provide a statement that the Consultant has read, understands, and takes no exception to the RFP or the terms of VWD's Professional Services Agreement. If the Consultant does take exception(s) to any portion of the RFP, the specific portion to which exception is taken shall be identified and explained.

**Addenda to the RFP:** Provide a statement that the Consultant has received all addenda and include the addendum numbers and dates. If no addenda have been issued for this RFP, please state so in the proposal.

**Proposal Formatting:** Proposals shall be concise, well organized with tabs, and demonstrate the Consultant's qualifications and experience applicable to the Project. Each proposal shall be limited to twenty (20) 8 ½" x 11" pages, inclusive of all text, graphics, tables, charts, and other information submitted by the Consultant for review by the District. Cover, back, tabs, and resumes are not included in the page limit. Two (2) 11" x 17" pages are permitted for figures or other items that cannot be properly presented on smaller sized pages and shall each count as one (1) page. Font size should be a minimum 12 point and minimum 1" margins. Consultants interested in submitting proposals for this Project must respond with all the information requested. The Consultant's proposal will be considered only if all this information is provided. The proposals will be distributed to a selection committee for their evaluation.

**Evaluation Criteria:** At a minimum, proposals and Consultant selection will be evaluated based on the following minimum criteria:

- 15% Completeness and Responsiveness to RFP Requirements
- 20% Project Team
- 20% Relevant Experience and Project References
- 30% Project Approach
- 15% Detailed Scope of Work

**Point of Contact:** All inquires regarding this RFP should be directed to Christina Olson, P.E. at (760) 744-0460 ext. 370, colson@vwd.org.

# **CONSTRUCTION MANAGEMENT & INSPECTION SERVICES TRES AMIGOS WATER LINE REPLACEMENT PROJECT PHASE 1 REQUEST FOR PROPOSAL**

## **SCOPE OF SERVICES**

The Consultant shall provide Construction Management and Inspection Services for the Project. The chosen firm will ensure that the projects are constructed per the plans and specifications, constructed on time and budget, facilitate communication between the Contractor and third parties, prepare and maintain construction documentation. The duties of the chosen firm shall include all efforts described in Division 1 of the Contract Documents and as are otherwise required for internal or document controls. In general, these services are anticipated to include but are not limited to the following:

### **Task 1: Coordination and Meeting Facilitation**

The chosen firm shall provide coordination and meeting facilitation including but not limited to the following:

#### *Task 1.1 - Coordination:*

The chosen firm shall act as the primary contact for the District and shall provide coordination between the District, Engineer/ Project Manager, Contractor, Specialty Inspectors, Utilities (e.g. SDG&E), and other jurisdictional agencies as appropriate. The Consultant shall meet with the District prior to the preconstruction meeting to thoroughly review the project plans and specifications, coordination with District of San Marcos, and environmental constraints and conditions. Coordination shall include all efforts identified in Specification Section 01040 and 01170.

#### *Task 1.2 - Meeting Facilitation:*

The chosen firm shall work with the District staff to organize and conduct a preconstruction meeting, bi-weekly progress meetings during construction, and as-needed meetings for the project. For each meeting, the CM shall prepare an agenda for the meeting, document the meeting with minutes of the meeting, and distribute the meeting minutes to the project team within 5 working days. Meeting facilitation shall include all elements listed in in Specification Section 01040.

### **Task 2: Contract Administration and Document Controls**

The chosen firm shall provide contract administration and document controls including but not limited to the following:

#### *Task 2.1 - Contract Administration:*

Create a physical filing system in compliance with the approved project procedures manual and implement the procedures needed to fully document the project. All the key project documents, including but not limited to submittals, RFIs, Change Orders, Potential Change Orders, Clarifications, Field Memos, Daily Inspection Reports, correspondence, and other documentation generated during the project shall be available physically in the field. Original documents shall be filed with the District Project Manager as back-up. Contract administration shall be conducted in compliance with the approved project procedures manual prepared during the pre-construction phase.

#### *Task 2.2 - Monthly Progress Reports:*

Each month, the chosen firm shall issue a project progress report. It shall summarize progress, schedule, issues and challenges, budget, any quality control issues and other relevant information as identified below:

- A summary of the weekly reports for the month



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- A summary of the main accomplishments over the previous month
- Highlight any unresolved issues discussed during the biweekly meetings
- A summary of current construction activities
- Photographs of representative project activities
- A summary of progress payments, change orders, disputes, submittals, RFIs and Notices of Noncompliance
- Identification of key problems, action items and issues and include recommendation for solutions
- Overall Contractor's conformance to the contract schedule and quality requirements
- Schedule updates

Monthly progress reports shall be illustrated with photos and begin with an executive summary. Copies of all monthly reports shall be distributed to team members.

### Task 2.3 - Document and Deliverable Tracking:

The Chosen firm shall prepare a list of anticipated submittals, warranties, spare parts, and training for the Project to assist with tracking project requirements. The chosen firm shall maintain logs to document the status of anticipated submittals, warranties, spare parts, trainings, and RFIs. The CM/Inspector is responsible for verifying the Contractor is updating the Project Redlines at the weekly progress meeting. Additionally, the redlines are to be current prior to release of monthly progress payments. The District will hold the CM/Inspector responsible for ensuring that the Project Redlines are up to date and accurate with the work that is installed. The District will withhold monthly progress payments to the CM/Inspector until the Contractor's Redlines are current.

### Task 2.4 - Procedures Manual:

The chosen firm shall prepare a project procedures manual outlining the standards and flow of project documents. Include forms, filing system indexes and flowcharts to fully explain the project administration procedures including which items of work require specialty inspection. The procedure manual shall be prepared to District standards and will be subject to District approval. Following approval, the CM shall distribute the manual to all project participants.

## **Task 3: Construction Management**

The Consultant shall provide construction management to ensure fulfillment of this Scope within budget and schedule. The Consultant is expected to provide continuous Quality Assurance and Quality Control of inspection activities. Assume construction schedule of 10 months. The chosen firm shall provide construction management services including but not limited to the following:

### Task 3.1 - Requests for Information (RFIs), Shop Drawings, and Submittal Review:

The chosen firm shall log and review all incoming RFIs and submittals. Technical submittals shall be routed to the Engineer. Administrative submittals, including but not limited to the construction schedule, schedule of values, permits, SWPPP, easement documents, shall be reviewed by the chosen firm. The Consultant will coordinate with District staff on the review of critical construction related submittals as required, including construction schedule, sewer bypass plan, construction staging, shoring plan, pipeline testing, earthwork, materials, and tunnel related work. As required, coordinate evaluation of "or-equal" or product substitution requests with the Design Engineer, the District,

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vendors, manufacturers, and others. Prepare evaluation and recommendation for "or-equal" or product substitution request as necessary. Hard copies are not necessary unless requested by the District or to facilitate discussion with the Contractor. Submittals shall be on District forms and all submittal responses shall be reviewed by the District prior to returning to the Contractor. The CM shall compare the submittals against the submittal review log to ensure that all required submittals have been accounted for and logged. Initial RFI review shall be for completeness and compliance to contract administration procedures. The chosen firm shall discuss both RFI and shop drawing submittals with the design engineer of record and District, providing relevant information as to field conditions and schedule priorities to assist in facilitating the technical review. The CM shall maintain a standing item on the biweekly progress meeting agenda to review and discuss all outstanding RFIs and submittals. Data shall be maintained of the speed in which RFIs and submittals are responded to so outstanding items are not permitted to impact the progress of the project. All RFIs and shop drawing review responses shall be reviewed by the CM prior to returning them to the Contractor to ensure responses and comments comply with the construction contract.

### *Task 3.2 - Baseline and Monthly Schedule Review:*

The CM shall meet with the Contractor prior to the initial baseline schedule submittal to discuss the contract requirements and review in general the Contractor's intended work plan. Once the baseline schedule submittal has been received, the CM shall review and analyze it for contract compliance, viability, and to confirm the project float has not been inappropriately impacted. Once the baseline schedule is approved, the CM shall review the monthly updates for changes to the accepted baseline schedule. Requests for time submitted by the Contractor shall also be reviewed for merit, and appropriate recommendations shall be made to the District. The monthly schedule update analysis shall be to determine effect and appropriateness of schedule revisions to the Critical Path in relation to base contract Work, delays caused by the General Contractor and Work added by change orders. The CM's findings shall be returned to the Contractor.

### *Task 3.3 - Change Order Review and Documentation:*

The CM shall review all change order requests and associated documents for the validity, cost, and schedule impacts. Validity will be established on a case-by-case basis by comparison of the scope change request with the construction contract requirements and consultation with the District's Project Manager and the design engineer. The Consultant shall manage change orders to obtain a fair and reasonable price for legitimate extra work items including keeping a log, bi-weekly updates, and providing timely responses. The Consultant shall request and log change order (extra work) quotations as requested by the District or Contractor and shall coordinate the preparation of any revised specifications and/or sketches needed to define the scope of the extra work. The Consultant shall verify change order work performed on a time-and-materials basis daily. The Consultant shall track change order work activities using a CPM schedule to verify time extension impacts accompanying the change order. The Consultant shall prepare necessary cost estimates to compare and negotiate the Contractor's costs as required. The Consultant shall prepare a recommendation for acceptance or rejection of the terms of the change order to the District. If the change order is accepted, the Consultant shall prepare the document for signature. If there is disputed extra work, the Consultant shall work with the District and Contractor until the item has been satisfactorily resolved. If it is not resolved, the Consultant shall track the item as a potential claim. Each change order may

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contain several items. Hard copies are not necessary unless requested by the District or to facilitate discussion with the Contractor. Change orders shall be on District forms.

### Task 3.4 - Progress Payment Review:

CM shall review Contractor's monthly progress payment requests for agreement with physical progress in the field and adjust the requests as necessary to include any special withholdings associated with non-compliant work. CM shall review the draft progress payments with the Contractor so any corrections can be made before formal submission. As part of the progress payment review process, the CM shall review the Contractor's as-builts, any required traffic control plans, and required storm water pollution prevention plan records to ensure they are up to date and fully compliant with the contract and permit requirements. The CM shall confirm with the District as part of the review process that the Contractor's required payroll records are correct and up to date. The Project Redlines (as-builts) are to be current prior to approval of the monthly progress payment.

### Task 3.5 - Claims Avoidance and Analysis:

Throughout the project the CM shall actively work to identify and to resolve disputes fairly, to keep work moving on schedule, and ultimately to achieve superior quality in the final product. Should a dispute occur the CM shall prepare a claim analysis report and work to resolve the dispute at the lowest level and at the earliest opportunity. The CM shall hold regular meetings to discuss outstanding dispute issues and to actively work toward the resolution.

### Task 3.6 - Public Outreach:

The CM shall coordinate with the District and be available to answer questions or concerns from the public.

### Task 3.7 - Project Closeout:

The CM shall plan, coordinate, and assist with the closeout process for each project phase beginning with start-up, testing, and commissioning as required by the construction documents, and continue through the creation of a contract punch list, the final job walk, and the filing of the notice of completion (NOC). The Construction Manager will perform all needed inspections associated with the punch listed work, coordinating site visits by permit agencies to obtain permit sign off, estimating the retainage for punch listed items, reviewing and organizing guarantees, certificates and warranties, ensuring that all permits have been signed off, delivery of O&M manuals and comments resolution, and working with the District to ensure that all required contract items have been provided, all punch list items have been resolved, as-builts have been accepted and a NOC has been filed. The CM shall ensure that all responsible parties have signed warranties, guarantees, and equipment systems certifications so that they are properly in-force. Should there be any open disputes, the CM shall work with the Contractor and the District staff to resolve them fairly and in a reasonable manner.

## **Task 4: Construction Observation and Documentation**

The chosen firm shall provide construction observation and documentation including but not limited to the following:

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## Task 4.1 - Daily Field Inspections:

The chosen firm shall perform daily field inspections of the construction Work for compliance with the contract and applicable permit and code requirements. Inspections shall be documented on District-approved inspection forms with daily inspection reports itemizing the on-site manpower, the on-site sub-contractors, and the activities undertaken by the Contractor that day. Copies of the daily Field Inspection Reports shall be distributed to team members and the original signed copy shall be filed in the project file. The Construction Inspector shall be completely familiar with project plans and specifications for the project as well as with all current applicable codes all permit requirements, all storm water pollution prevention requirements and regulations, traffic control requirements, public and job safety, and the project schedule. Each day the inspector shall walk the jobsite, meet with the Contractor's superintendent and review RFIs, change order requests, and submittals. The inspector will check that all project materials on the project site have an associated approved submittal and that any needed special inspections or tests required are scheduled. Working with the District, the inspector shall coordinate with all parties on the project and be available to answer local resident and business owner questions about project issues or concerns. When noncompliant work is identified, the inspector shall issue a finding on the noncompliance and if the noncompliance is not resolved by the end of the payment cycle, the CM will recommend an appropriate withhold amount until the issue has been corrected. It is noted that noncompliant work includes but is not be limited to issues with permits, contract specifications, building codes, storm water pollution prevention requirements, traffic control, noise, work hour violations, or other project related issues. The CM shall provide and maintain equipment necessary to monitor noncompliant work. A running log of field issues with photographs of the specific concerns shall be maintained. The Inspector shall review the log at the bi-weekly progress meetings to ensure the Contractor understands the issue and addresses it in a timely manner. A special withholding from the Contractor's progress payment may be recommended for significant issues for which the progress toward issue resolution of the issue does not occur in a timely manner.

## Task 4.2 - Materials Testing and Special Inspection:

The chosen firm shall provide all materials testing and special inspection for the Project. The CM shall review all Contractor requests for materials testing or special inspection and if upon such review finds the work is ready for special inspection and/or materials testing shall schedule the needed special inspections and testing. The chosen firm shall provide all equipment and services for the specialty inspections and materials testing including but not limited to the following:

- NACE level 3 certified inspector to inspect all painted and coated surfaces requiring cathodic protection, or as specified
- Compaction/geotechnical
- Welding
- Reinforcing steel placement
- Anchors and dowels
- Welding for rebar and other structural steel
- Concrete

A log shall be maintained of site visits by the special inspector and testing staff. A file of all testing and special inspection results shall be maintained on site in the project file.

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## Task 4.3 - Photo Documentation:

The inspector shall take photos daily and will regularly submit them to the District's Project Manager to document the work being done. The CM shall also use them to assist the design engineer in understanding the field situations which may be associated with an RFI or change order. Selected photos will be used in the monthly report and all photos shall be labeled, dated and made available to the project team.

## Task 4.4 - As-Built Contract Drawings:

The Project Field Inspector shall incorporate all RFIs, field memos, and change orders on the CM's record set of construction drawings. The Inspector shall also note daily on the record set as-built dimensional or other changes which occur in the field. The Inspector shall use the drawing to document the project during the progress payment review process. The CM/Inspector is responsible for verifying the Contractor is updating the Project Redlines at the weekly progress meeting. The District will hold the CM/Inspector responsible for ensuring that the Project Redlines are up to date and accurate with the work that is installed. The District will withhold monthly progress payments to the CM/Inspector until the Contractor's Redlines are current.

Upon completion of the project, the Inspector will sign and date the as-built set to certify that they are complete and correct. Once the activity is complete, the drawings will be turned over to the District.

## Task 4.5 - Storm Water Pollution Prevention Compliance:

The chosen firm shall provide a qualified SWPPP Practitioner (QSP) to inspect the Contractor's storm water pollution prevention efforts and provide notification and documentation required by the latest version of the Construction General Permit without annulling the Contractor's responsibility to maintain a storm water pollution prevention compliant site and conform to all requirements and regulations. The chosen firm shall assist the District as requested with utilization of the SMARTs system and with the filing of the project notice of intent (NOI).

## Task 4.6 - Permit Compliance/Site Safety:

The chosen firm shall review all the project permits prior to the start of construction and be familiar with all of the requirements. Permit issues can range from safety, sound levels, working hours, or working restrictions due to animal habitat or nesting. The CM shall be familiar with each permit and meet regularly with the Contractor to ensure compliance. The Contractor is responsible for overall site safety; however, the CM will oversee the Contractor's safety plan and its implementation. Should apparent unsafe conditions be observed they will be immediately brought to the Contractor's attention. Should the Contractor fail to expeditiously remedy the situation, the CM shall notify the District immediately so a stop work order can be issued.

## **DISTRICT PROVIDED MATERIALS**

The following documents can be downloaded using is link: [Tres Amigos WO 226509 CM&I RFP Reference Documents](#) These files are for use by the firms in the preparation of the proposals:

- 90% Draft Plans and Specifications for the Tres-Amigos Water Line Replacement Project Phase 1. Final plans and specifications are currently in final production.

**CONSTRUCTION MANAGEMENT & INSPECTION SERVICES  
TRES AMIGOS WATER LINE REPLACEMENT PROJECT PHASE 1  
REQUEST FOR PROPOSAL**

- As-built drawings of the existing Tres-Amigos water line infrastructure within the Project.
- Environmental Documents – CEQA Final Draft IS/MND document(s)
- Sample of the District’s Professional Services Agreement

**PAYMENT**

Payment for this work shall be on a time-and-materials basis with a prior-approved, not-to-exceed limit. Additional funds will only be authorized for work outside of the approved scope and specifically requested by the District. Progress payments will be made monthly, based on the Consultant’s invoice and VWD’s concurrence with the project progress. Invoices must be submitted ten (10) working days prior to any scheduled Board meeting and will be paid within 30 days after the Board meeting. Board meetings are held on the first and third Wednesdays of each month.