

# REQUEST FOR PROPOSALS (RFP)

## FOR DESIGN AND ENGINEERING SERVICES FOR THE WATER AND WASTEWATER PIPELINE REPLACEMENT PROJECT



Cambria Community Services District (CCSD)

Project Manager: Ray Dienzo, PE

5500 Heath Lane

Cambria, CA 93428

[rdienzo@cambricasd.org](mailto:rdienzo@cambricasd.org) | [engineering@cambricasd.org](mailto:engineering@cambricasd.org)

**APPROVED FOR RELEASE:** 2/16/2023

**KEY RFP DATES** (Subject to change at discretion of District): **Updated 3/16/2023**

Release of RFP to Firms	2/16/2023
Deadline for Written Letter of Intent and Questions Regarding RFP (email acceptable)	4/4/2023
Response to Written Questions	4/7/2023
Proposal Due Date	4/14/2023
Proposal Review (and Possible Short List)	4/28/2023
Firm Interviews (if Applicable)	Week of 5/1/2023
Firm Recommendations	5/12/2023
Contract Approval and Approximate Start Date	TBD

**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 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.

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. The following are resources to assist you in meeting compliance with DIR requirements.

[Activate or renew your contractor registration](#)

[Instructions for completing the contractor registration and renewal application](#)

[Frequently Asked Questions](#)

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 for DIR registration, 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).

If you have additional questions about contractor registration, please [contact DIR](#) for assistance.



## NOTICE INVITING PROPOSALS FOR DESIGN AND ENGINEERING SERVICES FOR THE WATER AND WASTEWATER PIPELINE REPLACEMENT PROJECT

**NOTICE IS HEREBY GIVEN** that proposals will be received from qualified firms for Design and Engineering Services for the Water and Wastewater Pipeline Replacement Project No. 11/12-2023-02.

Responses to this Request for Proposal (RFP) will be accepted in electronic format only **until April 14th 2023 at 4:00 p.m.** Responses to this solicitation received after the stated deadline will not be accepted. The time of delivery shall be definitively determined by the time-stamping clock located in the Cambria Community Services District (CCSD) Utilities Department Office at 5500 Heath Lane, Cambria, CA 93428. It is the responsibility of the proposer to ensure that any proposals submitted have sufficient time to be received by the CCSD prior to this proposal due date and time.

Proposals shall be delivered by electronic mail to [engineering@cambriacsd.org](mailto:engineering@cambriacsd.org) with a subject line that includes the project number listed above. Electronic copies shall be searchable PDF format and may be delivered as a zipped file or via VPN.

All responses must be completed as required, signed by an officer of the firm who is authorized to enter into a binding agreement with the CCSD on behalf of the company, and must be received at the place and by the time designated above.

All notifications, updates and addenda will be posted on the District's *Request for Proposals* page at <https://www.cambriacsd.org/request-for-qualifications-and-proposals>. 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.

**NOTICE OF INTENT:** Interested firms shall email a Notice of Intent of their pending proposal to District Project Manager by the required date as shown on the cover page of this RFP. The purpose of the Notice of Intent is to provide point of contact information between the District Project Manager and the proposed bidder.

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 in the required format. Any proposal received after the scheduled closing time for receipt of proposals will not be considered and will remain unopened.

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.

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# SECTION I – PROJECT INTRODUCTION AND OVERVIEW

## General Overview

The Cambria Community Services District (CCSD) provides water service to the unincorporated town of Cambria within San Luis Obispo County. The CCSD provides water supply, wastewater collection and treatment, fire protection, garbage collection, and a limited amount of street lighting and recreation. When it was formed in 1976, the CCSD became a successor to an earlier Cambria County Water District, which was formed in 1959.

CCSD has a five-member elected Board of Directors. Land use authority for the service area is under the auspices of San Luis Obispo County, which also provides the area services for police, flood control, and roadways.

The CCSD covers approximately 8.5 square miles located on the north coast of San Luis Obispo County, approximately 35 miles north of the City of San Luis Obispo. The CCSD owns the community water system that serves approximately 3,782 residential and 228 non-residential customers. The current average annual water production is approximately 535-acre feet per year (“AFY”). The CCSD is licensed to extract 799 AFY from its three San Simeon Creek wells and 218 AFY from its two Santa Rosa Creek wells.

The water system consists of approximately 67 miles of main, 8 pressure zones, 3 booster stations, and 6 storage tanks with a total storage volume of 1.75million gallons. The CCSD’s drinking water supply is sourced from two creek aquifers, San Simeon and Santa Rosa, and pumped from five wells: San Simeon Wells 1, 2, and 3, and Santa Rosa Wells 3 and 4.

The wastewater systems consist of a 1.0 million gallon per day wastewater treatment plant, approximately 60 miles of collection system pipeline, 10 lift stations, and four wastewater percolation ponds located two miles north-west of the plant within the CCSD’s property located off San Simeon Creek Road.

The CCSD also owns and operates an indirect potable reuse system known as the Water Reclamation Facility (WRF). The WRF consists of an advanced water treatment plant, extraction and injection wells, monitoring wells, conveyance piping, a lagoon discharge structure, and brine storage tanks. The WRF is located adjacent to the CCSD’s wastewater percolation ponds.

## Project Description

This project will replace an existing 14” diameter potable water pipeline and a 12” diameter wastewater effluent pipeline that were constructed circa 1978. The pipelines include a span of approximately 3000’ constructed within a 25’ easement through protected wetlands on California State Parks property. The effluent pipeline transports treated wastewater effluent to percolation ponds located on CCSD-owned property downgradient from the San Simeon Well Field and near the confluence of Van Gordon Creek. The potable water pipeline is the primary source of drinking water for the community of Cambria.

During the 1990s, the potable water pipeline developed a leak that required repair within the State Parks easement. This area was found to be inhabited by the federally threatened California red-legged frog, which hampered repair efforts. Following this repair, this pipeline relocation project was conceived as a means to avoid the Environmentally Sensitive Habitat Area (ESHA) crossed by the existing pipelines.

The project was put on hold in the 1990s because it was envisioned that future pipeline work for a proposed desalination project could be coordinated with these pipelines.

In December 2021, the potable water pipeline experienced a failure within a saturated area of the State Parks wetlands. This resulted in construction of a temporary overland bypass of fusion-welded High Density Polyethylene (HDPE) pipe. The pipe is trenched only where it makes connections to the existing main.

## 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 two (2) identified sections of pipeline requiring replacement and the intent of this proposal is to provide engineering services related to the two (2) budgeted replacements of water and wastewater pipeline.

The proposed two (2) 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.

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:

- Project Management
- Data Gathering
- System Hydraulic Evaluation
- Facilities Site Analysis
- Feasibility Refinement
- Preliminary Design
- Preparation of Contract Documents
- Preparation of Construction Cost Estimate
- Investigations
- Survey
- Geotechnical
- CEQA Compliance and Permit Acquisition
- Services During Bidding
- Services During Construction
- 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.

## 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	2/16/2023
Deadline for Written Letter of Intent and Questions Regarding RFP	4/4/2023
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Proposal Due Date	4/14/2023
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Firm Recommendations	5/12/2023
Contract Approval and Approximate Start Date	TBD

## Selection Criteria

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

- Firm’s Qualifications and Experience with design of water/wastewater pipeline replacements of the size and configuration specified herein.
- Experience and qualifications of personnel assigned to perform the work.
- 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.
- Fee and Payment Terms.
- Exceptions Taken to RFP and Sample Agreement (attached).
- Location of Consultant (i.e., proximity to District Sphere of Influence).

## Evaluation And Selection Process

### 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.

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.

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. Also, knowledge and experience with local projects	20%

### Short List

At the District's option, the selected candidates may be short listed and interviewed to further refine the selection process.

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. General Requirements

The proposal should include the following:

- An understanding of the project and approach to accomplish the work in a timely and acceptable manner.
- 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.
- A detailed work schedule for all work and time frame for items of work.
- A project organization and staffing chart.
- 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.
- A resume of the key staff who will be working on this project, including specific experience on similar projects.
- List of Subcontractors (see Exhibit B). At your option, you may include a full description of the subcontractor’s experience and personnel in the Statement of Qualifications.
- Firm’s Business Information (see Exhibit C).
- The proposal shall have a page limit of 20 pages including appendices, tabs, and cover.
- A not-to-exceed fee based on the services outlined in the Scope of Work.
- 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).

### B. Cover Letter

### C. Executive Summary

The executive summary should 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.

### D. Statement of Qualifications

#### 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.

## Availability

Briefly describe your firm's and personnel's ability to meet the District's needs in a consistent and timely manner.

## References

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. Use a format similar to Exhibit A.

## E. 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 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.
- Fees for any subcontractors.
- A total not-to-exceed fee estimate based on services outlined in Scope of Work.

The method of compensation shall be based on a time and expense basis subject to a not-to-exceed amount to complete the project.

## F. Additions, Deletions and/or Exceptions

Compliance with the District's contractual terms in the sample agreement and/or RFP requirements is required. The Proposer shall note any additions, deletions and/or exceptions to the contractual terms and/or RFP requirements. Use a format similar to Exhibit D. If there are no exceptions taken, please note in the form: "There are none".

## G. Other Requirements

**Proposal Term.** 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.

**Standard Agreement.** 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.F. Additions, Deletions and/or Exceptions) and will be considered as part of the selection/negotiation process.

**Requests for Information.** Any questions as to the meaning of the scope of work and/or technical specifications or other pre-proposal documents must be submitted electronically and shall be directed to the Project Manager Ray Dienzo at [rdienzo@cambriacsd.org](mailto:rdienzo@cambriacsd.org). 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.

**Rights Reserved.** 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.

**Costs and Ownership.** 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.

**Public Record.** 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.

**Equal Opportunity Clause.** Consultants shall ensure against discrimination in employment practices based on State and Federal laws and regulations. The CCSD hereby ensures that minority business enterprises will be afforded full opportunity to submit SOQs in response to this notice and will not be discriminated against based on requirements of State and Federal laws and regulations.

**Equal Opportunity Employment Compliance.** Consultant shall certify that it has sought out and considered minority business enterprises for those portions of the work to be subcontracted and has fully documented such actions that said documentation is open to inspection, and that said action will remain in effect for the life of any contract awarded hereunder. Furthermore, Consultant shall certify that all steps will be taken to meet all equal employment opportunity requirements of the contract documents. Consultant shall certify that in all previous contracts or subcontracts, all reports which may have been due under the requirements of any agency, State, or Federal equal employment opportunity orders have been satisfactorily filed, and that no such reports are currently outstanding.

**Legal Responsibilities.** All SOQs must be submitted, filed, made, and executed in accordance with State and Federal laws relating to SOQs for contracts of this nature whether the same or expressly referred to herein or not. Any company submitting a proposal will by such action thereby agree to each and all terms, conditions, provisions, and requirements set forth, contemplated, and referred to in the RFP, and other contract documents, and to be in full compliance therewith.

**Discrepancies and Misunderstandings.** Consultants must satisfy themselves by personal examination of the work site, specifications, and other contract documents and by any other means as they may believe necessary, as to the actual physical conditions, requirements and difficulties under which the work must be performed. No Consultant will at any time after submission of a proposal make any claim or assertion that there was any misunderstanding or lack of information regarding the nature or amount of work necessary for the satisfactory completion of the job. Any errors, omissions, or discrepancies called to the attention of the

CCSD will be clarified by the CCSD in writing to all Proposers prior to the submission of proposals.

**Proposer Licensing Requirements.** Any Consultant or sub-consultant who is not licensed in accordance with the provisions of the State Business and Professional Code or who fails to maintain a required license will be considered to have created a material breach of contract.

**Non-Collusion.** In submitting a response to this RFP, the Proposer declares that the only persons or parties interested in its proposal as principals are those named therein; that no officer, agent, or employee of the CCSD is personally interested, directly or indirectly, in its proposal; and that its proposal is in all respects fair and without collusion or fraud.

## SECTION III – SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

### A. Project Coordination

- a. Project kick-off meeting with District.
- b. Coordination meetings with District as needed.
- c. Weekly project updates via email and/or telephone to discuss budget, schedule and project issues (through bid phase services).
- d. Coordination meetings with other project stake holders and agencies as needed.
- e. Monthly pdf report summarizing project budget and schedule. Submit with invoice.
- f. 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 a thumb drive) at project close-out.

### B. Preliminary Engineering Evaluation and Design

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

- a. Pipeline 1: Replacing via bore a temporary 12-inch fusion-welded HDPE pipeline installed after the December 2021 failure of the existing 14-inch diameter, high pressure asbestos concrete pipe in an easement across the California State Parks wetlands adjacent to Highway 1. Construction of approximately 3000 feet of 14-inch DR11 HDPE pipe with a tie-in to the existing main. The connection point for water and wastewater will be from the northern end of Exotic Gardens Drive to the interconnections located at the southern end of the pedestrian bridge on Washburn drive inside the State campgrounds.
- b. Pipeline 2: Replace via bore an aging 12-inch effluent line with approximately 3000 feet of 12-inch HDPE fusion-welded line. The water line and the wastewater effluent line run together with a 10-foot separation.
- c. At minimum two (2) alignments shall be evaluated (show on Attachment 3):
  - i. Alignment 1 – Through the California State Parks wetlands.
  - ii. Alignment 2 – Parallel to Highway 1 crossing the State Parks and Caltrans bridges.

The alternative alignment is 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, the District may elect to substitute the Consultant's alternative for one of the three 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.

**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, etc. Provide recommendations on air-vac or blow-off replacements or additions. Submit one pdf copy of the Draft PDR for District review. Meet with the District to discuss the PDR. District comments on the Draft PDR shall be incorporated into a Final PDR. Submit one pdf copy of the Final PDR 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:

- a. File a Notice of Intent (NOI) with the County of San Luis Obispo and the State Clearing House.
- b. Complete Initial Study Checklist, review pertinent environmental records and technical reports.
- c. 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.
- d. Prepare Mitigation Monitoring or Reporting Program (MMRP).
- e. Complete a biological resources assessment (if required for the projects).
- f. Complete a cultural resources assessment (if required for the projects).
- g. Submit an administrative draft mitigated negative declaration (MND) to the District for review.
- h. Submit a draft MND for circulation.
- i. Respond to comments received on the draft MND.
- j. Attend the public meeting for adoption of the MND. Meeting shall be scheduled, coordinated, and directed by the District.
- k. File Notice of Determination (NOD) with the County and the State Clearing House.

**Deliverable:** Consultant shall prepare a Mitigated Negative Declaration for the project. The Initial Study and Mitigated Negative Declaration shall cover both of the pipeline replacement projects in a single document. One electronic copy of the draft MND shall be submitted for review. 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:

- a. County of San Luis Obispo: Land Use Application.
- b. California State Water Resources Control Board, Division of Drinking Water (SWRCB DDW): Permission to Operate.
- c. California State Water Resources Control Board, Central Coast Regional Water Quality Control Board (RWQCB): 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).
- d. Other – Caltrans, Coastal Commission, California State Parks, Army Corp of Engineers, and other Environmental Federal or State Agencies

## E. Surveying

- a. Topographic Survey: Consultant shall perform a field topographic survey of the final selected pipeline alignments, abandoned pipeline alignments, adjacent rights-of-way 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.

- b. Prepare legal descriptions and plats to facilitate the District's acquisition of easements for the proposed pipeline alignment.
- c. Consultant shall coordinate all potholing with District staff to ensure potholing activities are surveyed. District will provide pothole contractor.
- d. 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 a thumb drive. Provide original files, searchable pdf, and AutoCAD formats.

## F. Geotechnical Investigation

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

- a. 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.
- b. Conduct a reconnaissance of the site or sites to observe existing conditions and to locate exploratory borings.
- c. 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, excavatability of soils, location of rock, etc.
- d. Conform to Division of Industrial Safety tunneling requirements if tunneling or boring and jacking is required for the project.
- e. 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

- a. Prepare a separate set of plans for each pipeline replacement project. Provide a single set of project specifications that covers both 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 (or approved equal). Consultant may use its own line and layering scheme but shall obtain CCSD approval for use of it first. Plan, contract document and specification formats, templates and standards will be approved by CCSD. Plan template shall conform to CCSD Plans and shall be 22" x 34".

- b. Plans shall include profiles with details of all tie-ins. 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 CCSD. CCSD 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.
- c. Plan cover sheet shall include a detailed materials list.
- d. 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 CCSD for review and comment.
- e. 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 one electronic version (searchable pdf).

## H. Bid Phase Services

Consultant shall perform the following bidding services:

- a. Consultant shall attend the construction pre-bid meeting and provide technical support to District staff relative to immediate contractor questions.
- b. Consultant shall respond to any questions from the contractor during the bidding period. Consultant shall maintain a log and notes on contact and responses.
- c. 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 one electronic copy of addenda, logs of contacts during the bid period, bid tabulations and bid evaluation letter.

## I. Construction Phase Services

CCSD 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, CCSD will discuss with the Consultant.

Consultant shall assist the District during the construction of the replacement pipelines as follows:

- a. Respond to Requests for Information (RFIs) from contractor(s) or permit agencies.
- b. Prepare change order or clarification drawings, prepare an estimate of the cost of the change order, and assist CCSD 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

CCSD 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

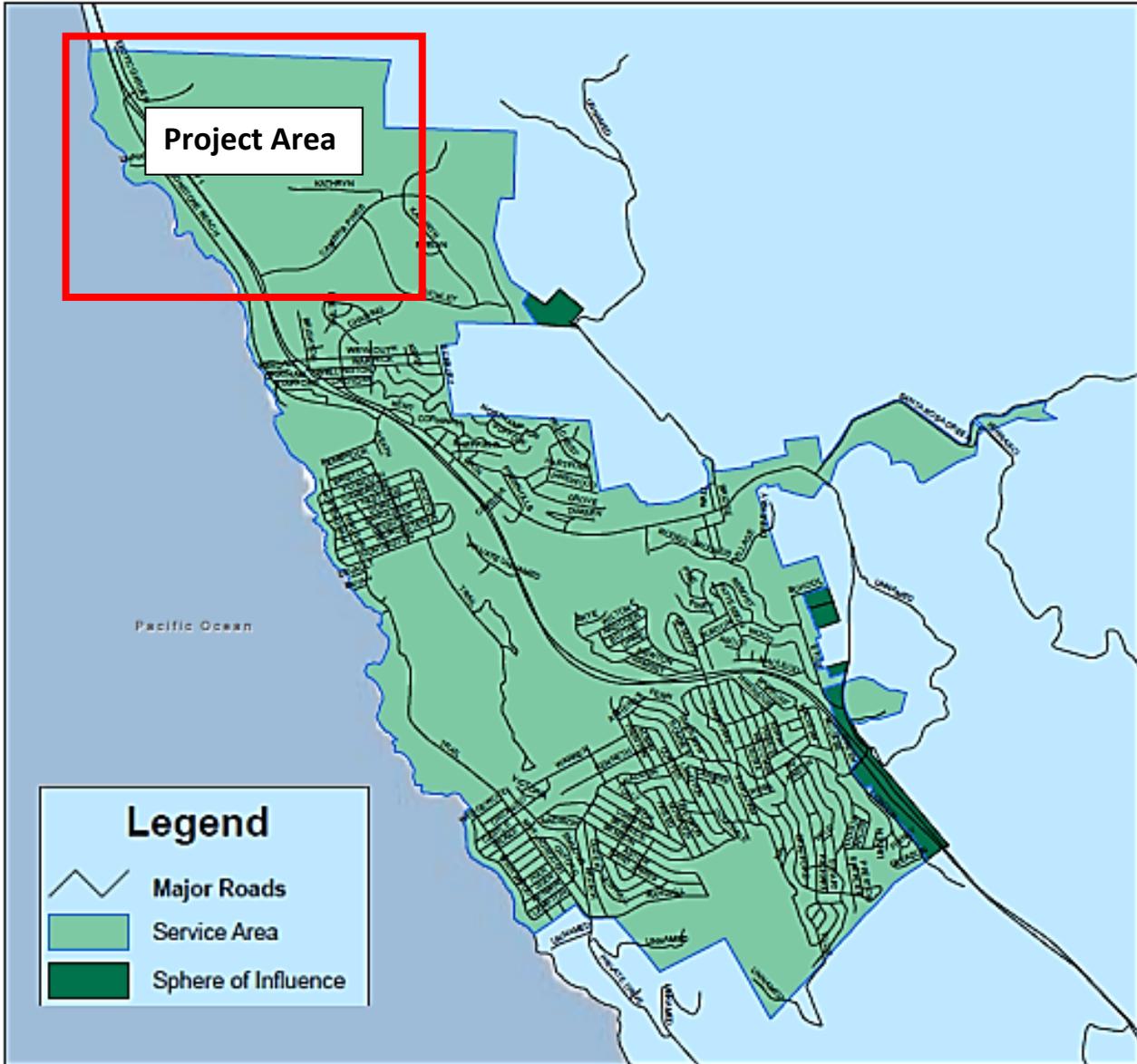
Consultant shall provide the following project management and administration processes for the duration of the project:

- a. Project kick-off meeting with District
- b. Monthly coordination meetings with District through the bidding phase. Thereafter meetings will as necessary.
- c. 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.
- d. Coordination meetings with other agencies and property owners as required (assume 5 for proposal purposes).

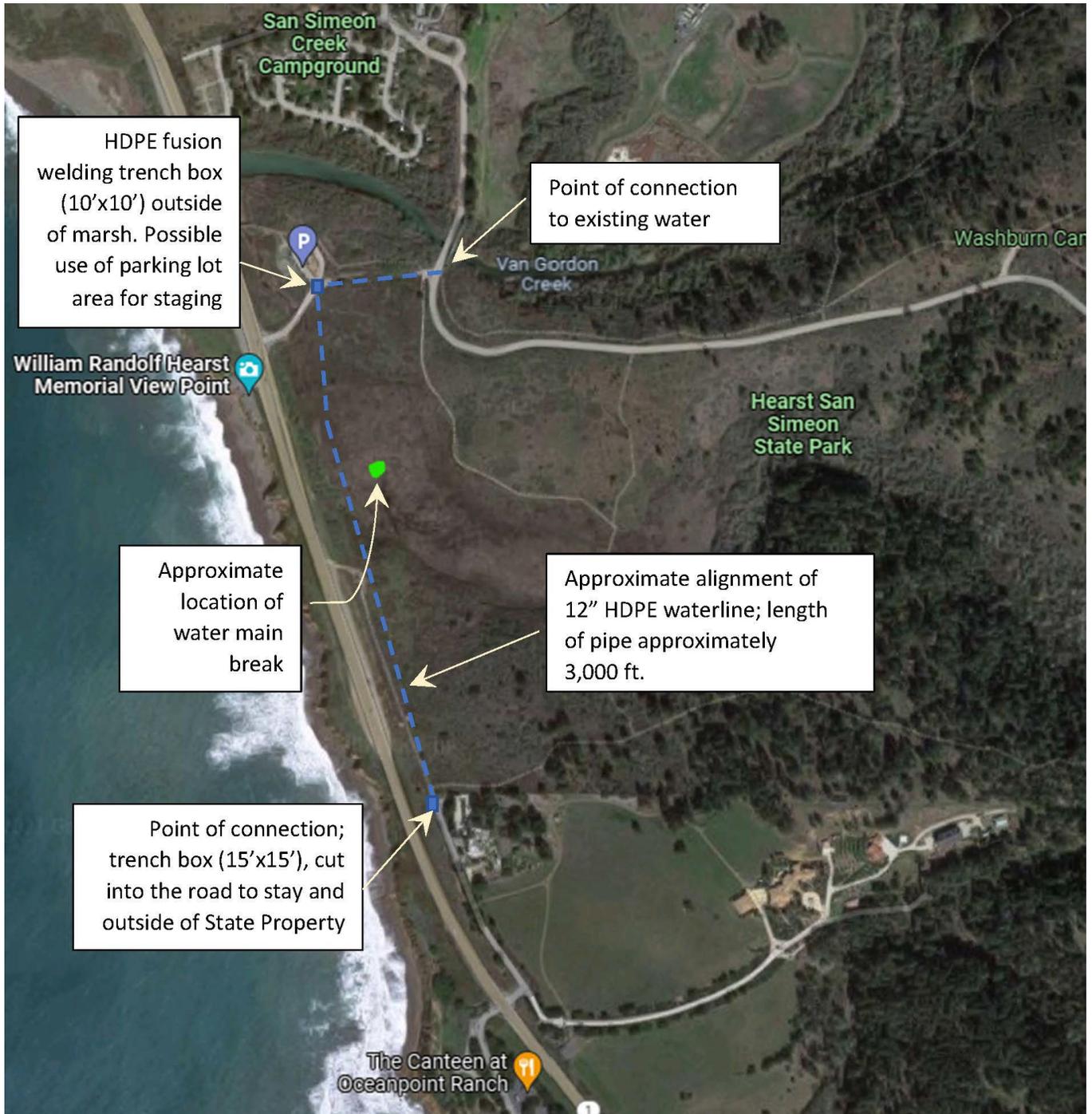
See above Scope of Work elements for other meetings and deliverables.

# ATTACHMENTS

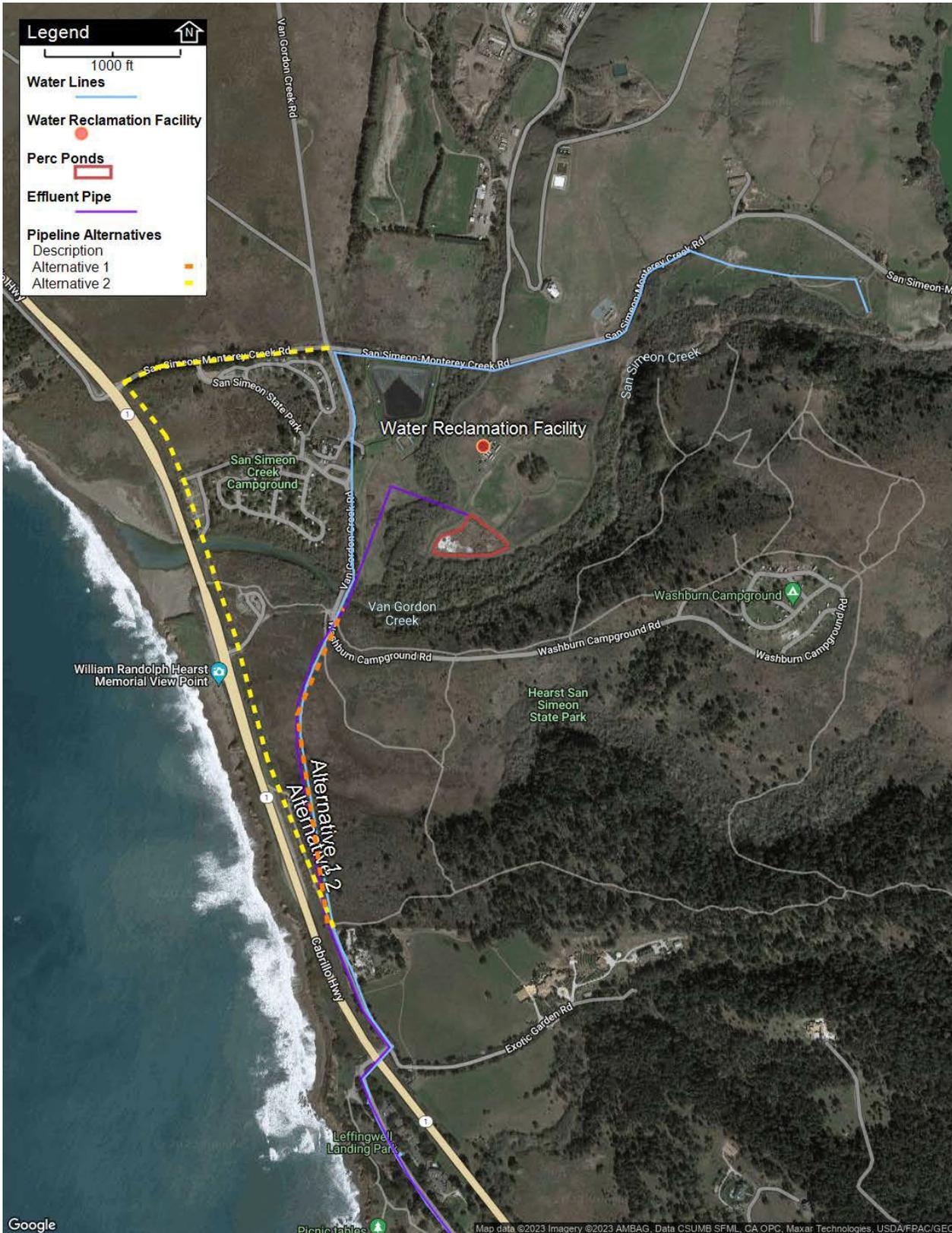
## ATTACHMENT 1: CCSD SERVICE AREA BOUNDARY



## ATTACHMENT 2: LOCATION OF WATER MAIN BREAK



# ATTACHMENT 3: ALTERNATE PIPELINE LOCATIONS



# EXHIBITS

## EXHIBIT A: REFERENCES

Proposer shall provide a minimum of three (3) Customer References. Local and similar size contract references are preferred.

**REFERENCE #1**

NAME OF FIRM

ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE #

( )

CONTACT NAME AND EMAIL ADDRESS

PROJECT NAME

COMPLETION DATE

APPROX. COST

**REFERENCE #2**

NAME OF FIRM

ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE #

( )

CONTACT NAME AND EMAIL ADDRESS

PROJECT NAME

COMPLETION DATE

APPROX. COST

**REFERENCE #3**

NAME OF FIRM

ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE #

( )

CONTACT NAME AND EMAIL ADDRESS

PROJECT NAME

COMPLETION DATE

APPROX. COST



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

All proposers shall submit the information as requested below.

Length of time your firm has been in business:	
Length of time at current location:	
List types and business license number(s):	
California State Contractor's License number:	
Names and titles of all officers of the firm:	
Is your firm a sole proprietorship doing business under a different name? If yes, please indicate sole proprietorship name and the name you are doing business under:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please indicate your Federal Tax Number:	
Is your firm incorporated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name and remittance address that will appear on invoices:	
Physical Address:	

