REQUEST FOR PROPOSALS

TO PROVIDE ENGINEERING SERVICES FOR

EMERGENCY STORAGE BASIN D (ESB-D)

REHABILITATION PROJECT

SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT

RFP 9028

ISSUE DATE: FEBRUARY 28, 2018

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SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT  
REQUEST FOR PROPOSAL #9028  
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I. INTRODUCTION

The Sacramento Regional County Sanitation District (Regional San) seeks the services of a consulting engineering firm or team (Consultant) for design and support during construction of the Emergency Storage Basin D (ESB-D) Rehabilitation Project (Project). This Request for Proposal (RFP) includes the information needed for proposal preparation and various attachments associated with proposal preparation and contractual requirements, including a Regional San sample agreement and Basis of Design Report (BODR). The RFP and all attachments describe the scope requirements for the Project and are posted on Regional San’s Business Opportunities website under General Opportunities: https://www.regionalsan.com/general-opportunities.

II. PROJECT BACKGROUND

The Sacramento Regional Wastewater Treatment Plant (SRWTP) provides wastewater treatment to the Sacramento area and surrounding cities, serving approximately 1.3 million customers. The SRWTP is owned and operated by Regional San, a county sanitation district pursuant to and operating under the authority of the County Sanitation District Act, commencing at the California Health and Safety Code section 4700. The SRWTP currently uses a secondary treatment process and the treated effluent is discharged into the Sacramento River near the town of Freeport. The treatment process has a permitted capacity of 181 million gallons per day (MGD) average dry weather flow (ADWF).

Plant staff currently uses ESB-D to meet temperature and dilution permit requirements and will continue to do so in the future. ESB-D was originally constructed in 2000 and lined with a concrete apron on the east side of the basin and a 60 mil reinforced polypropylene (RPP) membrane liner on the west side. The concrete apron includes a vehicle access ramp that enters the basin from the southeast corner. The concrete liner remains in good condition with some minor repairs required. For the past several years, numerous repairs were made to the RPP liner due to leaks and Regional San staff observed occasional “floating” of the liner due to water intrusion below the liner.

The ESB-D Rehabilitation Project includes modifications and improvements to ESB-D to rehabilitate, restore function, and extend the life of the liner, washdown system, and underdrain.

III. PROJECT APPROACH

The ESB-D Project will be divided into the following six phases:

Phase 1 – Planning
Phase 2 – Design
Phase 3 – Bid and Award
Phase 4 – Construction
Phase 5 – Commissioning
Phase 6 – Closeout

The Consultant will provide engineering services for all six project phases. During the design phase, the Consultant and Regional San will work to resolve design issues, leading to the production of contract documents. During the construction phase (under a future contract or amendment), the Consultant will assist Regional San with requests for information (RFI) and submittal reviews from the contractor, and will provide other construction support services relating to the installation of the facilities. The Consultant will also participate as necessary during the commissioning and closeout phases of the Project.

Close coordination with other Regional San projects is required by the Consultant. In particular, the Project must be coordinated with the Flow Equalization (FEQ) Project. Coordination with many other projects is also required. A full listing of these projects can be found in Section 2.1.30.

IV. PROJECT DESCRIPTION

The principal elements of the Project are listed below and are described in more detail in Attachment A - ESB-D Rehabilitation BODR.

Replacement of Existing Reinforced Polypropylene (RPP) Liner and Improvements to Existing Concrete Apron

The Consultant will be responsible for designing the modifications of the basin. The existing ESB-D reinforced polypropylene (RPP) liner is failing due to leaks in the liner and at times it has been noted that the liner is “floating” possibly due to high groundwater or other water infiltration events. A business case evaluation (BCE) was conducted as part of the Flow Equalization Project (FEQ) BODR (see Attachment B included in Attachment A - ESB-D Rehabilitation BODR of this RFP) to determine the most appropriate liner for the project. The result was the selection of a hybrid liner of Roller Compacted Concrete (RCC) on the basin floor and reinforced shotcrete on the side slopes for FEQ. During construction of FEQ, the RCC floor was changed to Jointed Plain Concrete Pavement (JPCP) and reinforced shotcrete remained on the side slopes.

For ESB-D, the existing concrete apron will remain in place, including the vehicle ramp at the southeast corner of the basin. The expansion joints will require rehabilitation and the area near the ESB-D pumping station requires repair due to spalling. The following elements are included as part of the Project:

- Remove the existing RPP liner and replace with JPCP or RCC floor and shotcrete side slope lining system. Designer is to determine most appropriate and cost effective flooring.
- Rehabilitate the concrete apron.
- Install an underdrain system. Evaluate options for the collection and conveyance of the underdrains. A BCE will be required for the underdrain options.
- Upgrade/install an underdrain pumping station, if required, with associated structure, piping and valves.
- Investigation and resolution of “floating” liner issue.

**ESB-D Temporary Bypass**

ESB-D must be taken out of service to replace the existing liner. However, Regional San must be able to divert final effluent to meet dilution and temperature requirements. The following elements are included as part of the Project:

- Temporary bypass using Alternative 4, PortaDam as presented in the ESB-D BODR. The Consultant may propose another alternative, but a BCE would have to be prepared to justify its selection.

**ESB-D Washdown**

The Consultant and Regional San will consider and explore the need for a washdown system for ESB-D. It is anticipated but unknown if the washdown of ESB-D will continue to be required. As part of the FEQ Project, a new washdown pumping station and ESB washdown system (EWS) loop was provided and ESB-D has been anticipated in the design of that system. If the washdown system is deemed necessary for ESB-D, the following elements will be included as part of the ESB-D Rehabilitation Project:

- A perimeter washdown system (on the north side of ESB-D, only); and
- Remote washdown monitor towers with piping system.
- Connection to the EWS system.

**Electrical Power**

The Consultant must evaluate existing facilities to determine the best power feed for the project, including the existing ESB-D substation and other facilities in the area of the project site. The underdrain pumping station, if required, will be controlled from a Local Control Panel.

**Instrumentation and Control**

All elements of the process control systems will interface with the Plant Computer Control System (PCCS). Instrumentation and control elements of the Project are:

- Primary elements and instruments for control and monitoring
- Instrument wiring, conduit, signal ductbanks and site distribution
- Vendor-supplied (in appropriate packages) and Consultant-designed control panels
- PCCS and auxiliary plant-wide communications equipment and cabling
- Process control strategies and control narratives
• Coordination with Regional San programming team that will perform PCCS programming for all program projects

**Site Work**

Elements of site work for this project include:

• Coordination with design consultants for FEQ
• Earthwork
• Grading and site work
• Utility relocation
• Yard piping and utility distribution
• Structure and equipment access for O&M

**V. PROPOSED PROJECT SCHEDULE**

Time is of the essence for the Project. The Consultant shall adhere to the following schedule through Phase 3–Bid and Award:

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<th>Major Milestone</th>
<th>Date based on a Board approval of 6/13/2018</th>
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<td>Notice to proceed (NTP) – Phases 1-3</td>
<td>6/26/2018</td>
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<tr>
<td>Phase 1 - Provide comments on Draft BODR and resolve any issues with Regional San</td>
<td>8/27/2018</td>
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<td>Phase 2 – Design complete</td>
<td>10/25/2019</td>
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<td>Phase 3 – Bid and Award</td>
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<tr>
<td>Approval to Advertise</td>
<td>12/11/2019</td>
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<tr>
<td>Bid Opening</td>
<td>1/28/2020</td>
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<tr>
<td>Phase 4 – Construction NTP (tentative)</td>
<td>4/01/2020</td>
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<tr>
<td>Phase 5 - Commissioning (tentative)</td>
<td>9/07/2020</td>
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<td>Phase 6 - Close out (tentative)</td>
<td>9/16/2020</td>
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The above schedule takes into account Regional San review periods for each Project submittal. The Consultant’s schedule in the proposal must include all the major milestones listed above as well as Regional San review periods for major submittals and workshops. Key workshops shall be listed in the Consultant’s schedule as well. A review period of 12
working days from submittal of documents to return of comments is required for each submittal (technical memoranda, draft PDR, design submittals).

VI. SCOPE OF SERVICES

This section describes the nature and scope of engineering services to be provided for the completion of the Project for the SRWTP. The successful proposal will demonstrate the approach and qualifications for the entire project (Project Phases 1-6); however, only services through the bid and award period (Phase 3) will be negotiated at this time. Upon completion of the design phase, the construction, commissioning, and closeout phase services will be negotiated.

Regional San has prepared a scope of services necessary for completion of the Project. This scope of services, divided into the six phases of the project, is provided below. This scope of services shall be used as a basis for preparation of the proposal. Additional tasks or modifications to the scope of services that the Consultant feels will produce a more cost-effective project should be included in the proposal. The scope of services is supplemented by detailed requirements contained in various attachments to this RFP.

In general, Regional San requires that all design documents use similar format, symbols, and conventions on all projects and provide, at a minimum, the level of detail as defined in Attachment B – Regional San Design Contract Requirements, Attachment C – Regional San Design Guidelines V4, and Attachment D – Regional San Drafting Standards. However, there are instances where more design detail is required.

The following is a list of anticipated services to be provided by the Consultant and included in the scope of this agreement.

**TASK A: Project Management (Phases 1-3)**

Consultant shall be responsible for tasks related to the project in terms of staffing, budget, schedule and scope; promote communication within the project team and document key decisions and risks.

Items covered under this task include, but are not limited to:

- Design submittal contents: Prepare a document summarizing the proposed deliverables at each design milestone and a narrative description of the level of completion of each item, and review this with the Regional San Project Manager (PM) to establish common expectations.
- Kickoff meeting for each phase.
- Bi-weekly progress meetings. Produce and provide meeting agendas and minutes, and identify, assign, and track action items identified during meetings.
- Support PM.
- Other meetings: In addition to specific types of meetings described in this RFP and corresponding attachments, Consultant should anticipate participation in management briefings, specialty meeting, and other meetings throughout the duration of the project.
• Scope, budget and schedule management and updates.
• Assist the PM in updating the risk register and the Risk Management Plan as needed at each project phase.
• Management and coordination of subconsultants.
• Management and coordination of Consultant staff.
• Monthly invoicing.
• Monthly schedule updates.

**TASK B: Risk Management Plan (Phases 1-3)**

The Consultant shall participate in the development and update of a Risk Management Plan. Consultant shall prepare and attend at least one (1) Risk Management workshop to identify and develop mitigations for potential risks to the project. Incorporating risk mitigation measures into the project documents is part of the normal scope of a design project, and therefore is not to be budgeted under this task. Consultant’s staff may be designated as a “Risk Owner”. This task is limited to the Consultant’s participation in development and updating of the Risk Management Plan.

**TASK C: Permitting Assistance (Phases 1-3)**

For all applicable project elements of this Scope of Services, the Consultant shall provide contract documents, which ensure that facility features and performance and construction procedures comply with all conditions of existing permits and permits required to construct this project. Construction drawings, specifications and supplemental drawings shall be prepared, as necessary, in the format required to obtain all permits.

Regional San will prepare the documentation necessary to meet California Environmental Quality Act (CEQA) requirements, but will expect assistance from the Consultant in providing project description and layout information to support preparation of the CEQA documents. It is anticipated a “memo to file” under the current EchoWater Project Environmental Impact Report (EIR) should suffice for meeting CEQA requirements for ESB-D. Regional San will work with a third party consultant on the “memo to file”. ESB-D Designer will assist Regional San’s third party consultant on providing information necessary for National Environmental Policy Act (NEPA) approval.

The Consultant shall also assist Regional San in obtaining the permits listed below. This shall include assistance with completing application forms provided by Regional San, preparing supporting documentation for the permit applications as required by the issuing agency, furnishing the required number of copies of all construction drawings and exhibits, and attending meetings with permitting agencies at the request of Regional San.

Regional San staff will execute all applications. All permit fees will be paid directly by Regional San and will not be part of the Consultant’s fee. The Consultant shall submit
all supporting documentation in a timely fashion for all permits required for this project which include, but are not limited to, the following:

Potential Design and Construction Permits:

- California Regional Water Quality Board (RWQCB) – NPDES permit
- RWQCB – Water Discharge Requirements
- Cosumnes Fire Department
- Sacramento County – Transportation Permit
- City of Elk Grove – Grading Permit

Potential Environmental Permits and Agencies Requiring Coordination:

- Central Valley Flood Protection Board (CVFPB)
- US Army Corps of Engineers – Reviewing agency for CVFPB
- Sacramento Area Flood Control Agency (SAFCA)
- Division of Safety of Dams (DSOD)
- California Emergency Management Agency (Cal EMA)
- Sacramento Metropolitan AQMD

**TASK D: Quality Assurance/Quality Control Management**

(Phases 1-3)

The Consultant shall implement a quality assurance and quality control (QA/QC) program during the course of executing the scope of work for the ESB-D Rehabilitation Project.

This task includes labor hours for all QA/QC activities, including the review of deliverables either by the Consultant, or by the Consultant in conjunction with Regional San staff in meetings and workshops. These labor-hours and associated costs shall be tracked separately in the Consultant’s invoice.

**PHASE 1 - PLANNING**

This task includes Basis of Design Report (BODR) confirmation tasks performed during the planning phase of the ESB-D Rehabilitation Project.

**Task 1.1 - BODR Review and Confirmation**

Consultant shall perform evaluations and analyses to confirm the major project design elements outlined in Attachment A – ESB-D Rehabilitation BODR including design criteria, general site layout, and connection/interface with other projects. This task will include a review of the BODR and supporting documentation (e.g., TMs, BCEs, etc.) and preparation of any comments and recommended changes that would affect the proposed design for the Project. In addition, Consultant is expected to offer ideas and approaches that improve functionality, flexibility and/or cost-effectiveness of the Project for consideration by Regional San.
The Consultant shall submit comments to the BODR for Regional San review and response. The comments may include a technical memorandum if desired. The Consultant’s budget should include two meetings/workshops to discuss the BODR.

Consultant shall assist Regional San in preparing a BODR Closeout Memorandum documenting the resolution of Consultant’s comments and suggestions. The Consultant will participate in a meeting when the BODR closeout memorandum is complete and shall assist the PM in preparing presentation material and pre-meeting handouts. The end result of this task will be acceptance of full responsibility for the Project’s design by the Consultant.

**PHASE 2 - DESIGN**

Phase 2 – Design consists of five main tasks:

- Task 2.1 – Preliminary Design Report (PDR)
- Task 2.2 – Design Submittal 1 (60%)
- Task 2.3 – Design Submittal 2 (90%)
- Task 2.4 – Design Submittal 3 (100%)
- Task 2.5 – Bid Set Submittal

The Consultant shall provide engineering services to prepare the PDR and subsequently produce a complete package of biddable plans, technical specifications, and other contract documents as required based on the design concepts and criteria developed during the PDR task.

The Consultant shall maintain up-to-date comments and responses and decision logs in electronic format for all Regional San comments received as a result of each submittal review. Regional San comments shall be incorporated into the next submittal, as appropriate.

**Task 2.1 - Preliminary Design Report**

Consultant will define the project in sufficient detail to establish a clear direction for the subsequent design phases, estimate construction cost for comparison to Regional San’s project budget, and establish a preliminary construction schedule. The Consultant will prepare a series of technical memoranda culminating in the preparation of a draft and final PDR. As part of the proposal, Consultant may propose changes to and/or consolidation of TM topics listed in the tasks below. For the listed BCEs, the Consultant may propose changes to and/or consolidation of these items. The PDR shall include a summary of the TMs, plus drawings showing the proposed improvements.

**Task 2.1.10 – Construction Cost Estimate**

Consultant shall prepare a planning level construction cost estimate to be included as part of the draft PDR submittal. After review and when accepted by Regional San, this estimate will be the baseline estimate for the project as defined by the PDR. Unless there is a Regional San approved change in project scope establishing a new baseline, the PDR baseline will not be changed. All future estimates will be
compared to the baseline estimate by the Consultant. If future estimates vary from the baseline estimate, the Consultant shall identify the specific reasons for variations and identify corrective actions to align the newest estimate with the baseline. The consultant shall particularly note the change in contingency percentages at various stages of design. Consultant shall submit the updated PDF files electronically, along with eight (8) hard copies.

**Task 2.1.20 – Preliminary Construction Schedule**

The Consultant shall prepare a preliminary construction schedule using Oracle Primavera Project Planner P6. The initial construction schedule shall be submitted with the PDR and updated with each subsequent design submittal as the design becomes more refined. The schedule shall include the milestones presented in Section V of this RFP. It shall include a construction sequencing plan consistent with the Implementation Plan in TM-6 and include all major construction, testing and commissioning activities necessary to establish the project critical path and milestone durations. This schedule should be broken down into major work packages and areas. It must be detailed enough to identify major sequencing of work and coordination of points of interface to other areas of work. A basic startup, commissioning and testing schedule must be included.

The consultant is expected to apply work production estimating techniques to determine activity durations to assure there is validity to the proposed schedule durations. They should also include seasonal weather considerations and any needed shutdowns or blackout periods in developing the schedule durations.

A schedule narrative should be delivered with each schedule submittal describing the sequencing, constraints and any critical sections of work. Any long-lead procurements shall also be identified at this stage. Consultant shall submit eight (8) hard copies, a P6 .xer file, and a PDF copy of the construction schedule.

**Task 2.1.21 – Field Survey**

Regional San prepared topographic mapping of the site based on aerial photography obtained in Spring 2012 (topographic survey is available on request). It is anticipated that some level of additional, project-specific topographic survey will be required to support the Project. The Consultant shall identify additional design-level survey requirements and include the required scope for this effort in the proposal.

**Task 2.1.22 – Geotechnical Services**

Consultant will hire a geotechnical engineer of record for the Project who shall prepare a complete and thorough design-level geotechnical investigation and report. A preliminary geotechnical information report was prepared for the EchoWater Project and is attached to this RFP for information (see Attachment E – Preliminary Geotechnical Information Advanced Wastewater Treatment Plant). In addition we have a geotechnical design report for the Flow Equalization Project (contract 4205, see Attachment F – Geotechnical Design Report FEQ), the final geotechnical investigation report for the original ESB-D construction project (contract 3035, see
Attachment G – Final Geotechnical Investigation Report for ESB-D Contract 3035), and the Hydrogeologic Baseline Report for the FEQ (see Attachment H – HBR FEQ).

The following tasks are anticipated as part of this effort. The Geotechnical Consultant shall perform all the borings and testing required by DSOD and CVFPB/USACE as part of the permitting requirements.

**Task 2.1.22.1 – Review of Existing Data – Preliminary Geotechnical Report**

The Consultant shall review all known soils and inspection reports, as well as available groundwater data. Attachment E – Preliminary Geotechnical Information Advanced Wastewater Treatment Plant contains a list of prior geotechnical reports that are on file at Regional San. In addition, Attachments F and G of this RFP contain additional geotechnical information. Consultant shall submit a preliminary geotechnical report, based on the existing data review. The report shall cover soil classifications and properties that affect design and construction. The preliminary geotechnical report shall also cover recommendations for subsurface exploration, laboratory testing, permitting, access requests, and traffic control for boring work.

**Task 2.1.22.2 - Subsurface Exploration**

The geotechnical services will include the subsurface exploration necessary to observe, test, and classify soils and monitor groundwater. The number and spacing of borings or other subsurface exploratory means (“borings” hereafter) shall be based on the Consultant and geotechnical professional’s interpretation of needs and recommendations as well as expected permitting needs.

The depth of the borings, proposed sampling, and boring locations shall be adequate to characterize the soils to a depth of at least 10 feet below the bottom of an excavation or any proposed pipeline invert elevation. At least four borings shall extend 20 feet below the proposed excavation bottom or pipeline invert. If unexpected or unique soils are encountered, an adequate number of borings shall be taken to try and define the limits of the anomaly.

Consultant shall specify in the proposal the recommended number of borings and include them in the cost proposal. The final number of borings proposed for the project will be determined and agreed upon by the Consultant and Regional San.

The location of all borings shall be plotted on a map and attached to the geotechnical report. The borings shall be located by survey coordinates consistent with the project survey. Complete logs of the soil profiles shall be included in the report.

**Task 2.1.22.3 - Geotechnical Report**

The Geotechnical Report shall address, but not be limited to, seismic design parameters, groundwater presence, groundwater levels, construction dewatering, pipe bedding requirements, trench shoring requirements, engineered fill and
settlement potential, excavation of soils, temporary slope stability, location of rock, backfill suitability, backfill compaction, and allowable foundation bearing pressures, and many other analyses and recommendations needed to design and construct the Emergency Storage Basin D (ESB-D) Rehabilitation Project.

Pumping tests will be required to determine dewatering parameters for inclusion in the specifications.

The report shall describe and categorize the soil types. The Consultant shall be responsible for establishing the actual scope of work for the geotechnical report. The report shall emphasize specific construction concerns and concerns regarding the integrity of sewers, pavement and structures.

The report shall address in detail the excavation impact of the proposed work on all existing structures and utility trenches in the vicinity of the proposed project. The report shall address all of the information needed for compliance with codes, structural design, buried piping, roads, walkways, and other design elements such as soil corrosivity.

The draft and final geotechnical reports shall be submitted to Regional San for review and comment. All comments received regarding the geotechnical report shall be addressed.

Task 2.1.30 - Coordination with Other Projects

The project shall be a complete and fully functional facility that is integrated with existing facilities and coordinated with other projects. A site plan showing all of the projects within the vicinity is contained in Attachment I.

The ESB-D Consultant will work closely with Regional San, EchoWater Project design Consultants, and the Regional San Project Management Office (PMO) to coordinate the following:

- Physical points of connection between the Projects
- Hydraulic profile points at the interface between the Project and the components of the ESB-D Project and the existing plant. Process control and instrumentation
- Testing and commissioning plans, requirements and schedules
- Temporary bypasses, structures, piping and pumping to route water during testing and commissioning
- Electrical power supply and distribution
- Ancillary process support systems
- Contractor access, office trailers, existing on-site concrete batch plants, and laydown areas
- Site earthwork, grading, paving, storm drainage and utilities
- Site access, traffic flow and parking
- Demolition and utility relocation

This task also shall include the Consultant’s efforts to coordinate the Project with the following EchoWater Projects:
- Flow Equalization Project (FEQ)
- Nitrifying Sidestream Treatment (NST)
- Tertiary Treatment Facilities (TTF)
- Biological Nutrient Removal (BNR)
- EchoWater Closeout Project

**Task 2.1.31 – TM-1 Design Criteria**

TM-1 will focus on the basis of design and design criteria. The key elements of the BODR, modified under Task 1.1 by Consultant comments and Regional San responses, shall be incorporated into TM-1. The TM shall include any exceptions being proposed to Regional San design standards. The TM will also include a list of major equipment and their individual sizing criteria. A general outline for the TM is as follows:

<table>
<thead>
<tr>
<th>TM-1</th>
<th>Design Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Discipline design criteria as needed</td>
</tr>
<tr>
<td></td>
<td>Civil</td>
</tr>
<tr>
<td></td>
<td>Structural</td>
</tr>
<tr>
<td></td>
<td>Process</td>
</tr>
<tr>
<td></td>
<td>Corrosion</td>
</tr>
<tr>
<td></td>
<td>Mechanical</td>
</tr>
<tr>
<td></td>
<td>Electrical</td>
</tr>
<tr>
<td></td>
<td>Process and instrumentation</td>
</tr>
<tr>
<td></td>
<td>Process flow diagrams</td>
</tr>
<tr>
<td></td>
<td>Naming and numbering plan for facilities and equipment, including asset tagging</td>
</tr>
<tr>
<td></td>
<td>Preliminary drawing list</td>
</tr>
</tbody>
</table>

Key elements of TM-1 shall include the following:

1. For the basis of design and general design criteria, extract and compile information from Attachment A – ESB-D Rehabilitation BODR and develop any supplemental information. Evaluate process design criteria and propose any modifications to the basis of design.
2. Augment the discipline design criteria found in the BODR and Regional San design guidelines with design criteria specific to individual design discipline elements.
3. Start development of the Master Equipment List (MEL) including the list of major equipment, develop equipment names and begin to assign tag numbers based on Regional San’s conventions and guidance.
4. Develop a preliminary drawing list.
5. Review Regional San Design Contract Requirement (Attachment B), Regional San Design Guidelines V4 (Attachment C), and Regional San Drafting Standards (Attachment D), and identify any exceptions.

**Task 2.1.32 – TM-2 Basin Layout, Lining, and Piping Connections**

TM-2 will focus on the basin layout and lining. Consultant shall work with Regional San to develop assumptions and constraints relative to ESB work considering the site will still be an active process area during construction.

In addition to Project area topography (Task 2.1.21), Regional San will provide Contract 3035 ESB-D and Contract 4205 FEQ conformed documents upon request. The drawings show known buried lines and ductbanks. The Consultant shall review these drawings and perform additional surveying and/or potholing, and all other research, to produce complete drawings of existing conditions for design and construction.

The TM shall include the location of the adjacent ESB-C improvements on the site plan, any interconnections with ESB-C, hydraulic profile, site development plans, dewatering considerations, and utility information. The TM shall also describe the temporary bypass to allow the existing liner to be replaced. If the Consultant suggests a different alternative from that presented in the BODR, it shall be justified by a BCE. The TM shall include the following discussion topics. The Consultant may divide the topics into separate TMs, but the final deliverable for TM-2 must include all project components associated with the Project under one cover. Project components to be included in the TM are as follows:

<table>
<thead>
<tr>
<th>TM-2</th>
<th>Basin Layout, Lining, and Piping Connections</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Demolition and relocation requirements</td>
</tr>
<tr>
<td></td>
<td>Hydraulic Profile</td>
</tr>
<tr>
<td></td>
<td>Temporary bypass</td>
</tr>
<tr>
<td></td>
<td>Site plans</td>
</tr>
<tr>
<td></td>
<td>Site plan</td>
</tr>
<tr>
<td></td>
<td>Grading plan and site sections</td>
</tr>
<tr>
<td></td>
<td>Site grading and erosion control</td>
</tr>
<tr>
<td></td>
<td>Stormwater handling requirements</td>
</tr>
<tr>
<td></td>
<td>Site utility plan</td>
</tr>
<tr>
<td></td>
<td>Connection piping between ESB-D and adjacent projects</td>
</tr>
<tr>
<td></td>
<td>Existing ESB-D “floating” liner investigation</td>
</tr>
</tbody>
</table>
- ESB-D lining
- Pipe/ductbank corridors
- Dewatering considerations
- Earthwork balance calculations and drawings
- Geotechnical considerations and potential groundwater impacts
- Coordination with other projects
- Utility coordination and requirements
- Corrosion assessment and means of protection, if necessary

Key elements of TM-2 shall include the following:

1. Evaluate site plan and coordinate with other projects.
2. Develop interconnecting piping systems between ESB-D and other projects.
3. Develop site grading and show access and circulation for maintenance.
4. Evaluate and plan mitigation for groundwater impacts including disposal of dewatering discharge.
5. Evaluate cause and mitigate existing ESB-D liner “floating” issue.
6. Evaluate utility demands and coordinate with Regional San to assess ESB utility capacity and need for extension of utilities.
7. Show contractor laydown areas and portion of site that will be under the contractor’s control.
8. Confirm and show areas for contractor trailers and construction support facilities.
9. Confirm ESB lining system and validate BCE.
10. Determine storm water requirements including drainage patterns and flow rates.

### Task 2.1.33 – TM-3 Ancillary Facilities

TM-3 will focus on the preliminary design of the Project ancillary facilities including but not limited to the washdown system and underdrain systems as follows:

<table>
<thead>
<tr>
<th>TM-3</th>
<th>Ancillary Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Washdown piping network and monitor locations, if deemed necessary.</td>
</tr>
<tr>
<td></td>
<td>Underdrain system.</td>
</tr>
<tr>
<td></td>
<td>Underdrain pumping station if required.</td>
</tr>
</tbody>
</table>
Key elements of TM-3 and guidance for evaluation of each ancillary facility in terms of topics, content, and level of detail are listed below:

**Washdown System (if deemed necessary)**

1. Confirm washdown system pipe network, sizes, pressure and monitor locations and type of monitor.
2. Review monitor coverage.

**Underdrain System and Underdrain Pumping**

Evaluate options for the ESB-D underdrain conveyance system. At a minimum, evaluate the options to connect the ESB-D underdrain to the ESB-C3 underdrain system. A second option will be to direct the underdrain system to the ESB-D inlet and increase the size of the existing sump pumps and discharge piping to transfer flow to the City interceptor. A third option may be to channel under the concrete apron. A BCE will be required to assess these options.

**Task 2.1.34 – TM-4 Permitting**

TM-4 will focus on permitting requirements for the ESB-D Project. As noted under section VI. SCOPE OF SERVICES, Permitting Assistance, there are multiple permits required. The Consultant shall identify the following:

1. All required permits for the Project.
2. Permitting agency points of contact.
3. Agency review times to obtain each permit.
4. Potential areas where permitting challenges may occur and how to mitigate the issues.
5. CEQA/CEQA plus/NEPA requirements/Assistance with Regional San third party consultant.

**Task 2.1.35 – TM-5 Electrical and Instrumentation (if deemed necessary)**

TM-5 will focus on electrical and instrumentation. The TM shall include electrical and instrumentation design information as well as an initial P&ID for each type of equipment on the project. A general outline for the TM is as follows:

<table>
<thead>
<tr>
<th>TM-5</th>
<th>Electrical and Instrumentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site power and distribution schematic</td>
<td></td>
</tr>
<tr>
<td>Electrical site plan and ductbank routing</td>
<td></td>
</tr>
<tr>
<td>Single-line diagrams</td>
<td></td>
</tr>
<tr>
<td>Network and communication block diagrams</td>
<td></td>
</tr>
<tr>
<td>Control system overview schematic diagrams</td>
<td></td>
</tr>
</tbody>
</table>
Key elements of TM-5 shall include the following:
1. Locate, size, and develop the electrical requirements and equipment to support the Project.
2. Evaluate power distribution options and the location and size for each electrical building and MCC. Prepare preliminary load calculations.
3. Determine corridors for routing of power and signal duct banks and coordinate with site piping and other potential conflicts.
4. Prepare the network and communication block diagram.
5. Prepare preliminary P&IDs.
6. Develop overall control strategies for major equipment and instruments and coordinate with related projects.

**Task 2.1.36 – TM-6 Implementation Plan**

TM-6 will focus on construction, testing and commissioning. A general outline for the TM is as follows:

<table>
<thead>
<tr>
<th>TM-6</th>
<th>Implementation Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Constructability issues</td>
</tr>
<tr>
<td></td>
<td>Construction sequencing narrative and drawings</td>
</tr>
<tr>
<td></td>
<td>Permit requirements</td>
</tr>
<tr>
<td></td>
<td>Preliminary construction schedule</td>
</tr>
<tr>
<td></td>
<td>Preliminary construction cost estimate</td>
</tr>
<tr>
<td></td>
<td>Coordination with other projects</td>
</tr>
<tr>
<td></td>
<td>Testing/commissioning planning</td>
</tr>
</tbody>
</table>

Key elements of TM-6 shall include but not be limited to the following:
1. Evaluate construction sequencing in coordination with other projects and Plant operations requirements.
2. Identify potential constructability issues and develop strategies for mitigating the impacts.
3. Incorporate preliminary construction schedule and cost estimate developed under other tasks.
4. Coordinate implementation plan with other projects associated in the vicinity.
5. Develop operational testing, reliability testing and commissioning procedures and coordinate with related projects.

**Task 2.1.37 – PDR – Draft**

The draft technical memoranda prepared under the previous tasks shall be submitted individually for review as they are completed. Final TMs will be integrated into the draft PDR that includes all of the drawings associated with the PDR. The consultant shall prepare a full list of anticipated specifications using the Construction Specifications Institute Master Format 50 Division numbering system and include that as an appendix to the PDR. Identify Regional San provided specifications as well as those that will be prepared by the Consultant.

Documents that must accompany the PDR include the following:

- PDR in PDF format with 8-1/2” x 11” documents in Volume 1 and 11”x17” (half size) drawings in Volume 2. Consultant shall provide ten hard copies plus PDF electronic files.
- CAD files per Attachment D – Regional San Drafting Standards.
- Verification that all comments have be responded to.
- Verification that the decision log is up to date.
- Verification that all meeting and workshop notes are up to date.
- Equipment catalog and correspondence with suppliers and vendors.
- Native data files as needed for review.
- Other research, materials, and construction cost documentation.
- Appendices to include TMs, BCEs and any other supporting information.

**Task 2.1.38 – PDR Review Workshop**

Conduct PDR submittal review workshop with Regional San staff.

**Task 2.1.39 – PDR – Final**

Following incorporation of responses to all comments, Consultant will submit the following:

- PDR in PDF format with 8-1/2”x11” documents in Volume 1 and 11”x17” drawings in Volume 2. Provide ten (10) hard copies plus PDF electronic files formatted to print 11”x17” drawings.
- Written responses to comments.
- Updated decision log.

**Task 2.2 - Design Submittal 1 (60%)**

Design Submittal 1 (DS1) begins the process of preparing the project design specifications, drawings, and construction cost estimate and schedule, building on the
work performed during the preliminary design phase. The focus during this phase of design is finalizing major equipment sizing, process and piping schematics, P&IDs, overall facility layouts, and utility corridors. The list of specifications shall be finalized and preliminary specifications provided as well during the DS1 phase. The following describes the specific tasks required as part of this effort.

**Task 2.2.10 – Construction Cost Estimate**

Consultant shall prepare a design level construction cost estimate to be included as part of the DS1 submittal. Consultant will compare the construction cost estimate to the baseline estimate. If the current estimate exceeds the baseline estimate, the Consultant shall identify the specific reasons for variations and identify corrective actions to align the newest estimate with the baseline. The consultant shall particularly note the change in contingency percentages at various stages of design. Unless there is a Regional San approved change in project scope establishing a new baseline, the baseline estimate will not be changed. Consultant shall submit the updated PDF files electronically, along with eight (8) hard copies.

**Task 2.2.20 – Construction Schedule**

The Consultant shall meet with the Regional San scheduler to go over the format for the schedule. Consultant shall incorporate any comments to the PDR schedule made by Regional San, update the construction schedule to reflect any changes to the PDR and submit it with the DS1 submittal package. Additional construction detail should be added consistent with the further detail incorporated in the DS1 design. Any changes to durations, sequencing, tie-ins, and milestones must be included. A more detailed startup, commissioning and testing schedule must be included. The schedule narrative shall also be updated and expanded, particularly noting any critical sections of work, coordination with other projects and Regional San shutdown or tie-in requirements. Consultant shall submit eight (8) hard copies, a P6 .xer file, and a PDF copy of the construction schedule.

**Task 2.2.30 - Coordination with Other Projects**

The project shall continue to be coordinated with other Regional San and EchoWater Projects, including those listed in 2.1.30 – Coordination with Other Projects. Consultant shall plan on attending coordination meetings with other design engineers as necessary.

**Task 2.2.40– Drawings and Design Development**

The Consultant shall prepare DS1 submittal including drawings, electronic drawing files in accordance with Attachment D – Regional San Drafting Standards. Consultant’s work breakdown structure and budget for the drawing preparation effort shall include subtasks for tracking of progress and costs.
**Task 2.2.50 – Specifications**

The Consultant shall prepare a preliminary specifications using the Construction Specifications Institute Master Format 50-Division numbering system. Identify specification sections that will be sourced from Regional San’s guide specifications, as well as those that will be prepared by the Consultant. Final content and format of all project specification sections, including those sourced from Regional San guide specs shall be the responsibility of the Consultant. Note that source of Division 00 contract specifications will be Regional San guide specs, with the exception that the Consultant shall provide project-specific information such as the bid schedule, work constraints, and time of completion.

**Task 2.2.60 – Design Related Documents**

Under this task, the Consultant shall develop all parts of the DS1 submittal which are not specifically identified under other DS1 tasks. Minimum content expected at the time of DS1 submittal includes:

- A detailed outline for the project test plans.
- Equipment numbering system and related asset management database shall be developed for the project. Database shall include:
  - Master equipment list
  - Equipment maintenance summary spreadsheets
  - Major equipment inventory control list
  - Copy of manufacturer’s catalog information for acceptable equipment

**Task 2.2.70 – DS1 Submittal and Design Review Workshops**

DS1 work products shall consist of:

- Contract drawings, compiled into sets on 11x17 (half size) paper – Ten (10) hard copies and PDF files formatted to print 11”x17” drawings.
- Complete preliminary specifications printed on 8-1/2 x 11 paper – Ten (10) hard copies and PDF files.
- CAD files per Attachment D – Regional San Drafting Standards
- Project test plans outline – 2 hard copies and PDF files.
- Project Design Report – 5 hard copies and PDF files.
- Equipment databases – MS Excel or Access files, and PDF files.
- Construction schedule (see specific task)
- Construction cost estimate (see specific task)

Conduct design submittal review workshop during Regional San’s review of DS1.

**Task 2.2.80 – Responses to Review Comments**

Respond to all review comments from Regional San.
Task 2.3 - Design Submittal 2 (90%)

Design Submittal 2 (DS2) continues the process of preparing the project design specifications, drawings, and construction cost estimate, building on the work performed during the DS1 phase. For this submittal, the major design elements are well-established and supplementary/auxiliary design elements are in progress between DS1 and DS2. Drawings for all disciplines shall be complete or nearly complete relative to basic design elements. Auxiliary equipment, details, and schedules may still be missing. The submittal shall include the location and arrangement of all significant existing and proposed structures and equipment, all existing utilities adjacent to or within the construction area, drawing index, legend, etc. Specifications are substantially complete and detailed enough for meaningful review and comment by Regional San.

The electrical calculations if needed (Regional San uses Paladin Design Base 5) and other discipline calculations, databases, construction costs estimates, schedule and other Project Support Documentation shall be updated to reflect the status of the Drawings and Detailed Specifications and shall support the DS2 review workshop.

Task 2.3.10 – Construction Cost Estimate

Consultant shall update the design level construction cost estimate and include it as part of the DS2 submittal. Consultant will compare the construction cost estimate to the estimate prepared for DS1. If the current estimate exceeds the baseline estimate, the Consultant shall identify the specific reasons for variations and identify corrective actions to align the newest estimate with the baseline. The consultant shall particularly note the change in contingency percentages at various stages of design. Unless there is a Regional San-approved change in project scope establishing a new baseline, the baseline estimate will not be changed. Consultant shall submit the updated PDF files electronically, along with eight (8) hard copies.

Task 2.3.20 – Construction Schedule

The Consultant shall incorporate any comments to the DS1 construction schedule made by Regional San, update the construction schedule to reflect changes since the DS1 submittal, and submit it with the DS2 submittal package. The DS2 construction schedule should provide additional detail consistent with the further design definition and update the durations, sequencing, tie-ins, and milestones based on further development of the project design. A detailed startup, commissioning and testing plan must be included. The schedule narrative also shall be updated and expanded with a clear explanation of the construction plan, noting critical sections of work, coordination with other projects and Regional San shutdown or tie-in requirements. The updated schedule shall be submitted as part of the DS2 submittal package. Consultant shall submit eight (8) hard copies, a P6 .xer file, and a PDF copy of the construction schedule.

Task 2.3.30 - Coordination with Other Projects

The project shall continue to be coordinated with other Regional San and EchoWater Projects, including those listed in 2.1.30 – Coordination with Other Projects.
Consultant should plan on attending coordination meetings with other design engineers as necessary.

**Task 2.3.40 – Drawings and Design Development**

The Consultant shall prepare DS2 submittal including hard copy drawings, electronic files in accordance with Attachment D – Regional San Drafting Standards. Consultant’s work breakdown structure and budget for the drawing preparation effort shall include subtasks for tracking of progress and costs.

**Task 2.3.50 – Specifications**

The Consultant shall prepare a full list of anticipated specifications using the Construction Specifications Institute Master Format 50-Division numbering system. Identify specification sections that will be sourced from Regional San’s guide specifications, as well as those that will be prepared by the Consultant. Final content and format of all project specification sections, including those sourced from Regional San guide specifications shall be the responsibility of the Consultant. Note that source of Division 00 contract specifications will be Regional San guide specifications, with the exception that the Consultant shall provide project-specific information such as the bid schedule, work constraints, and time of completion.

**Task 2.3.60 – Design Related Documents**

Under this task, the Consultant shall develop all parts of the DS2 submittal which are not specifically identified under other DS2. Minimum expected level of design development at the time of DS2 submittal includes:

- Draft project commissioning and test plans
- Draft databases (hard copy and electronic files) shall be submitted for:
  - Master equipment list (MEL shall be substantially complete and tag numbers verified at the completion of DS-2)
  - Equipment maintenance summary spreadsheets
  - Major equipment inventory control list
  - Catalog information from acceptable manufacturers
- Calculations if needed.

**Task 2.3.70 – DS2 Submittal and Design Review Workshops**

DS2 work products shall consist of:

- Contract drawings, compiled into sets on 11x17 (half size) paper – Ten (10) hard copies and PDF files formatted to print 11 x 17 drawings.
- Complete technical specifications printed on 8-1/2 x 11 paper– Ten (10) hard copies and PDF files.
- CAD files per Attachment D – Regional San Drafting Standards
- Draft Project Test and Commissioning Plans – Eight (8) hard copies and PDF files
- Project Design Report – Eight (8) hard copies and PDF files.
- Equipment databases – Five (5) hard copies and MS Excel or Access files, and PDF files.
- Construction schedule (see specific task)
- Construction cost estimate (see specific task)
- Calculations if required – 6 hard copies

Conduct design submittal review workshops during Regional San’s review of DS2.

**Task 2.3.80 – Responses to Review Comments**

Respond to all review comments from Regional San.

**Task 2.4 - Design Submittal 3 (100%)**

This task includes preparation of the third design submittal (100%).

**Task 2.4.10 - Construction Cost Estimate**

Consultant shall update the design level construction cost estimate and include it as part of the DS3 submittal. This will be the final estimate prior to issuing the contract documents for bid. Consultant will compare the construction cost estimate to the estimate prepared for DS2. If the current estimate exceeds the baseline estimate, the Consultant shall identify the specific reasons for variations and identify corrective actions to align the newest estimate with the baseline. The consultant shall particularly note the change in contingency percentages at various stages of design. Unless there is a Regional San-approved change in project scope establishing a new baseline, the baseline estimate will not be changed. Consultant shall submit the updated PDF files electronically, along with eight (8) hard copies.

**Task 2.4.20 - Construction Schedule**

The Consultant shall provide a final DS3 construction schedule based on the bid documents. This schedule shall be the basis for the contract durations and milestones. The Consultant shall incorporate any comments to the DS2 construction schedule made by Regional San and update the construction schedule to reflect any changes since the DS2 submittal. Similar to the DS2 schedule submittal, the DS3 construction schedule should provide additional detail consistent with the further design definition and update the durations, sequencing, tie-ins, and milestones based on the further development of the project design. A detailed startup, commissioning and testing plan must be included. The schedule narrative also shall be updated and expanded with a clear explanation of the construction plan, noting critical sections of work, coordination with other projects and Regional San shutdown or tie-in requirements. The updated schedule shall be submitted as part of the DS3 submittal package. Consultant shall submit eight (8) hard copies, a P6 .xer file, and a PDF copy of the construction schedule.

The final construction schedule will be made available to bidders in pdf format during the bid period.
**Task 2.4.30 - Coordination with Other Projects**

The project shall continue to be coordinated with other Regional San and EchoWater Projects, including those listed in 2.1.30 – Coordination with Other Projects. Consultant shall plan on attending coordination meetings with other design engineers as necessary.

**Task 2.4.40 - Drawings and Design Development**

The Consultant shall prepare DS3 submittal including hard copy drawings, electronic files in accordance with Attachment D – Regional San Drafting Standards. Consultant’s work breakdown structure and budget for the drawing preparation effort shall include subtasks for tracking of progress and costs.

DS3 shall be delivered when the drawings and specifications are 100 percent complete, fully checked by the Consultant, and assembled into printed packages as they will be distributed to bidders. No new drawings and/or specification sections by the Consultant shall be expected after this stage. All Regional San comments on the previous submittal shall have been resolved, addressed and/or incorporated in this submittal. The only additional effort is Regional San’s final review of the documents after comments are incorporated.

The check performed by the Consultant shall include a review of all deliverables at the discipline level and a comprehensive inter-discipline review of all deliverables to ensure that every document is consistent with all other documents. The Consultant shall incorporate corrections into the project deliverables prior to DS3.

A copy of the comprehensive inter-discipline review comments with the Consultant’s detailed responses written next to each respective checker’s comments shall be submitted to Regional San along with DS3. A typical mechanical process and electrical/instrumentation/control cross-check shall compare the process and piping schematics, P&IDs, single-line diagrams, elementary diagrams, input/output (I/O) schedules or lists, control system and communications schematic, communications plan, control strategy, plans, schedules, and specifications so that each instance of a loop tag number will be consistent between documents, motor horsepower match, and all equipment is identified in each location.

The electrical calculations and other discipline calculations and databases, construction cost estimates, schedules, and other project support documentation shall reflect the status of the final drawings and detailed specifications and shall support the DS3 review workshop.

**Task 2.4.50 - Specifications**

The Consultant shall incorporate Regional San comments on the draft specifications into a final set of project specifications. Finalize and review the list of approved equipment within the specifications.
Task 2.4.60 - Design Related Documents

Under this task, the Consultant shall develop all parts of the DS3/Bid Document submittal which are not specifically identified under other DS3/Bid Document tasks including, but not limited to, the documents described in the Design Contract Requirements. Minimum expected level of design development at the time of DS3/Bid Document submittal includes:

- Project Commissioning and Test Plans
- Complete and final equipment databases (hard copy and electronic files) shall be submitted for:
  - Master equipment list (submitted with all tag numbers for verification by the Regional San at least one month prior to DS-3 submittal).
  - Equipment maintenance and spare parts summary spreadsheets.
  - Major equipment inventory control list.
  - All catalog information from manufacturers listed in the specifications.

Task 2.4.70 - DS3 Submittal and Design Review Workshop

DS3 work products shall consist of the following:

- Contract drawings, compiled into sets on 11x17 (half size) paper – Ten (10) hard copies and PDF files formatted to print 11 x 17 drawings.
- Complete specifications including front-end, technical sections and appendices printed on 8-1/2 x 11 paper– Ten (10) hard copies and PDF files.
- CAD files per Attachment D – Regional San Drafting Standards
- Project test plans – Five (5) hard copies and PDF files.
- Project Design Report – Eight (8) hard copies and PDF files.
- Equipment databases –MS Excel or Access files, and PDF files.
- Construction schedule (see specific task).
- Construction cost estimate (see specific task).
- All design phase calculations, assembled, logged, and QC’s. Stamped final calculations and computer output – five hard copies and PDF files.

Conduct design submittal review workshop during Regional San’s review of DS3.

Task 2.4.80 - Responses to Review Comments

Consultant shall respond to all review comments from Regional San.

Task 2.5 - Bid Set Submittal

Once all revisions have been made to DS3 documents, the Consultant shall confirm all comments have been addressed satisfactorily and shall prepare a check set of the bid documents for final review by Regional San. Four (4) complete printed copies of these documents shall be submitted to Regional San PM for a final review. The final check set shall include finished, checked and complete drawings and specifications and other documents that incorporate all Regional San comments from previous submittals as appropriate.
The final check set of the Contract documents shall be in the exact form as intended to be sent to bidders for preparation of bids. Hard copies shall be half size (11”x17”) single-side format and the specifications, test plans, and other documents in shall be printed on 8-1/2”x11” paper, in double-side format. Electronic files shall be PDF. The PM will review the final Check Set documents and notify the Consultant within 5 working days of any comments.

After review of the check set and response to any final comments, the Consultant shall furnish the bid documents for advertising. Regional San will advertise for bids and distribute the bid documents.

All contract documents shall be stamped and signed by a licensed engineer in the State of California.

Bid Documents

The Consultant shall respond to and resolve any final comments from Regional San and update the contract documents accordingly. The Regional San Board of Directors (Board) will authorize advertising for bids. The final bid documents shall be complete and ready in electronic form a minimum of 15 calendar days prior to the Board meeting. Eight working days prior to the day bids are advertised to the Public, the following documents shall be delivered:

- Stamped and signed bid sets of drawings and specifications – ten (10) hard copies with half-size drawings
- One set of full-size drawings
- Final construction schedule – eight (8) hard copies
- Final construction cost estimate – eight (8) hard copies
- Equipment databases – five hard copies
- Electronic files of all deliverables. Consultant shall coordinate with Regional San’s PM regarding format and layout electronic media prior to submittal.

Phase 3 - Bid and Award

The Consultant shall assist Regional San during the bid and award phase of the Project. The Consultant shall provide the following bid period services:

- Respond to bidders’ questions
- Attend the pre-bid meeting
- Prepare addenda
- Prepare conformed documents

Task 3.1 - Respond to Bidders’ Questions

Regional San will take the lead in responding to bidders’ questions. Consultant shall provide responses to bidders’ questions delegated by Regional San. Consultant shall also participate in the evaluation of the submitted bids, furnish consultation and advice to Regional San staff and assist with all the related equipment, cost, and other analyses.
as required to finalize the recommended award. Consultant shall lead the review of the Contractor’s requests for substitution in collaboration with Regional San.

**Task 3.2 - Attend Pre-Bid Meeting**

Regional San will lead the pre-bid meeting and the Consultant will participate by contributing materials and information for the presentation, assisting in presentation, contributing to the site walk, responding to certain questions, and preparing information materials for attendees. Consultant shall prepare the meeting notes and document questions and answers during the pre-bid meeting.

**Task 3.3 - Prepare Addenda**

During the bid period, the Consultant shall prepare addenda to provide clarification and resolve errors and omissions identified prior to bid opening. Consultant shall update estimate of probable construction cost to account for addenda changes. Each addendum shall include:

- Narrative description of changes
- Revised or new drawings as needed
- Revised or new specification sections as needed

Addenda deliverables shall consist of five (5) hard copies and PDF files.

**Task 3.4 - Prepare Conformed Documents**

The bid set of Contract documents shall be updated by incorporating all addenda items issued during the bid period. No other changes to the Contract documents shall be made. Within 15 working days after the bid opening date, all addenda shall be incorporated, and one complete set of conformed Contract documents in PDF format shall be submitted to the PM for a final review. The set shall be in the exact form as intended to be sent to the printers for reproduction of the conformed sets. The PM will notify the Consultant within 5 working days of any comments.

Submit the following:

- Conformed contract documents – 20 hard copies (half-size drawings), one full-size set of drawings, MS Word, Excel and Access files, and PDF files formatted to print 11 x 17 drawings.
- CAD files per Attachment D – Regional San Drafting Standards
- Any final calculations that have been modified subsequent to the DS-3 submittal shall be resubmitted as stamped final calculations and computer output – five hard copies and PDF files.

**Phase 4 - Construction (FUTURE TASK)**

Construction phase services including on-site support will be scoped and included by future contract amendment once Phase 2 – Design is complete.
Regional San will administer and provide field inspection for construction contracts. Construction support services shall be provided by the Consultant as requested by Regional San.

For purposes of the proposal, the Consultant shall identify the staff that will participate during the construction phase.

**Phase 5 - Commissioning (FUTURE TASK)**

Commissioning services will be scoped and included by future contract amendment once Phase 2 – Design is complete.

The Consultant shall provide commissioning services as requested by Regional San and assign a commissioning leader.

**Phase 6 - Closeout (FUTURE TASK)**

The Consultant shall provide assistance during the closeout phase to support project acceptance and financial closeout. This task will be scoped and included by future contract amendment once Phase 2 – Design is complete.

**VII. BASIS FOR COMPENSATION**

Time and Expenses: Compensation for services rendered will be based on a Time and Expenses basis with a not-to-exceed dollar ceiling through Phase 3.

**VIII. DEPARTMENT OF INDUSTRIAL RELATIONS (DIR COMPLIANCE)**

If any of the tasks contemplated by the Scope of Services are considered “public works” for which prevailing wages are paid to consultant’s personnel and sub-consultants for tasks performed, DIR registration is required.

a. No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

b. No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.

c. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

d. Labor Compliance Program: The County of Sacramento received final approval from the Director of California Department of Industrial Relations as a Labor Compliance
Program effective March 15, 1994. All questions regarding this Labor Compliance Program and prevailing wage requirements should be directed to the Labor Compliance Section at (916) 875-2711. In accordance with Section 1771.5 of the California Labor Code, the payment of the general prevailing rate of per diem wages or the general prevailing rate of per diem wages for holiday and overtime is not required for any public works project of twenty-five thousand dollars ($25,000) or less when the project is for construction work, or for any public works project of fifteen thousand dollars ($15,000) or less when the project is for alteration, demolition, repair, or maintenance work.

e. This is a contracting services project in accordance with Section 1771.5 of the California Labor Code.

f. Pursuant to California Labor Code Section 1720 and following, and Section 1770 and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of the prevailing wage determinations are on file at the office of the County of Sacramento Labor Compliance Program, 9700 Goethe Road, Suite D, Sacramento, CA 95827, and are also available on the internet at http://www.dir.ca.gov/DLSR/PWD.

IX. ORGANIZATION AND CONTENT OF PROPOSAL

Table X-1 lists the contents of the proposal by section. Sections 2 through 8 of the proposal shall not exceed 25 pages in length and the cover letter shall not exceed two pages. Use 12-point Times New Roman font for main body text. Other sections have no page limitations and must be limited to the contents listed. Up to six 11 x 17 pages within Sections 2 through 8 will be counted as single pages when used to display figures and tables that do not fit on a standard page; additional 11 x 17 pages will be counted as two pages each.

<table>
<thead>
<tr>
<th>Section</th>
<th>Contents</th>
</tr>
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<tbody>
<tr>
<td>Cover Letter</td>
<td>Transmittal</td>
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<tr>
<td>1</td>
<td>Identification of Proposer</td>
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<tr>
<td>2</td>
<td>Project Overview</td>
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<td>3</td>
<td>Project Approach</td>
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<td>4</td>
<td>Management Approach</td>
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<td>5</td>
<td>Capabilities, Tools, and Processes</td>
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<td>6</td>
<td>Staffing and Production Capabilities</td>
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<td>7</td>
<td>Staff Qualifications</td>
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<td>8</td>
<td>Related Project Experience</td>
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<td>9</td>
<td>Project Schedule</td>
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<td>10</td>
<td>Conflicts of Interest</td>
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<td>11</td>
<td>Proprietary Information</td>
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<td>12</td>
<td>Insurance</td>
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<td>Section</td>
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<td>13</td>
<td>Employment Practices</td>
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<td>14</td>
<td>Cost Proposal a</td>
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<tr>
<td>15</td>
<td>Exceptions to Contract Terms and Conditions</td>
</tr>
<tr>
<td>A</td>
<td>Resumes of Key Staff</td>
</tr>
<tr>
<td>B</td>
<td>Description of Project Deliverables</td>
</tr>
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</table>

a The cost proposals shall be provided in a separate sealed envelope.

SECTION 1 - IDENTIFICATION OF PROPOSER

The proposal shall include the names, offices, addresses, and phone numbers of key Consultant and key subconsultant staff that are proposed to be involved in the project. The proposer shall identify in which office(s) the production will occur.

SECTION 2 - PROJECT OVERVIEW

The proposal shall include a description of the Consultant’s understanding of the Project including the Project’s background, purpose, main issues, and interrelationship with other Regional San projects. The Consultant also shall demonstrate an understanding of Regional San’s goals and objectives as related to this Project. The proposal shall include a statement acknowledging the Scope of Work, including Consultant’s recommended enhancements to the scope, consistent with the Consultant’s project approach (Section 3). To demonstrate an understanding of the Scope of Work, the Consultant shall develop an outline description of project deliverables and include it as an appendix to the proposal. As a minimum, this outline should include proposed technical memoranda, report deliverables, and a preliminary list of drawings. The lists of deliverables and drawings are to be appended to the Proposal and will not be counted in the page limit.

SECTION 3 - PROJECT APPROACH

Consultant/Proposer shall provide a detailed description of the proposed approach to the Project. The description shall include details to implement the tasks described in the Scope of Work and any recommended revisions or additions to the list of tasks. The Consultant is encouraged to provide comments and enhancements to the scope provided in this RFP. The Consultant/Proposer may recommend BCEs and alternatives along with the value added by those BCEs. Conversely, the Consultant/Proposer may recommend value by eliminating a BCE effort described in the RFP.

The proposal shall describe the Project’s technical issues and the Consultant’s approach to handling said issues. The Consultant shall explain how technical memoranda, workshops, and/or design review meetings will be used, working with the framework of the Scope of Work, to achieve consensus in design details while incorporating Regional San’s design guidelines into the Project. Emphasis should be placed on how the Consultant’s technical approach will promote the Project’s success, cost containment, coordination, and schedule compliance. The Consultant’s approach to construction support services should be included in this section.
SECTION 4 - MANAGEMENT APPROACH

The proposal shall present the Consultant’s management approach, including management organization, coordination and monitoring of project schedule, cost, risk, scope, communications, quality, resources, and other management issues that the Consultant feels should be addressed. Emphasis should be placed on how the Consultant’s management approach will promote the Project’s success and schedule compliance.

The proposal shall describe the Consultant’s approach to managing the design review meetings, and involving stakeholders in focus meetings and workshops. The Consultant’s approach to quality control and assurance in the preparation of construction documents shall be clearly described in this section.

Finally, describe the Consultant’s approach for successful collaboration and coordination with Regional San and other design Consultants.

SECTION 5 - CAPABILITIES, TOOLS, AND PROCESSES

The Consultant shall highlight capabilities, tools, and processes that will be used to obtain and manage resources, partner with Regional San and meet CAD requirements, conduct design engineering, and produce drawings and specifications on schedule and on budget. Tools may include capabilities for coordination, communication, automatic checking, and design drawing management. Proposers should highlight items that may have been developed on other projects as well as items to be developed specifically for the Project.

SECTION 6 - STAFFING AND PRODUCTION CAPABILITIES

The proposal shall include a Team Member Organizational Chart clearly identifying the key individuals assigned to the project and each person’s proposed position, responsibility, availability and location. The proposal also shall clearly indicate who will be in responsible charge of the project.

SECTION 7 - STAFF QUALIFICATIONS

The proposal shall include a biography of key individuals proposed to be assigned to the project, including but not limited to management staff and discipline leaders. Special emphasis shall be provided on the individual’s background, qualifications, certifications, experience on related and/or similar projects, and the location from where each person’s work will be performed.

At least three client references, including name, description of past working relationship, and current contact information, shall be listed for each key individual who is proposed in the organizational chart. Identify proposed key staff who will be assigned to the project for construction support, to be negotiated at a later date.

Firm affiliation, and professional engineering licenses, including discipline and state of licensure, shall be designated for each individual. Full resumes, sorted first by firm, then by last name, shall be included as an appendix to the proposal.
SECTION 8 - RELATED PROJECT EXPERIENCE

The proposal shall include profiles of similar projects for which the firm(s) and proposed team members have completed design in the last 10 years including project name, date, description and capacity of project, location, design and construction cost, and client reference including phone number. The firm's role in the project (prime consultant, subconsultant, etc.) should also be described together with the general scope of services (preliminary design, design, construction management, etc.). For each project, indicate which proposed team members worked on the project and describe the role/work they performed and their level of involvement.

SECTION 9 - PROJECT SCHEDULE

The Consultant shall confirm that the work can be done within the schedule planned by Regional San using the resources proposed by the Consultant, as well as describe how the proposed staff will meet the resource requirements of the project. The Consultant shall prepare a schedule showing all major project tasks and milestones required to complete all work through Phase 6. Consultant shall also be prepared to present a resource loaded schedule during the interview, if the interview is necessary. Consultant should use Primavera P6 for schedule.

SECTION 10 - CONFLICTS OF INTEREST

Consultants submitting proposals in response to this RFP must disclose to Regional San any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under this Agreement for services to be awarded pursuant to this RFP. If a Consultant has no conflicts of interest, a statement to that effect shall be included in the proposal. Consultants must complete and submit with their proposal, the attached “Conflict of Interest and Non-Collusion Affidavit” Form attached to this RFP as Attachment K.

SECTION 11 - PROPRIETARY INFORMATION

Consultants submitting proposals to this RFP must provide a statement that nothing contained in the submitted proposal will be proprietary.

SECTION 12 - INSURANCE

Consultants must provide a summary of the firm’s (and any sub consultant’s) present and proposed insurance coverage, including public liability, property damage, worker’s compensation, automobile, and professional liability for the duration of the contract. For insurance requirements, please see Attachment J - Regional San Sample Agreement.
SECTION 13 - EMPLOYMENT PRACTICES

Provide a summary of your firm’s employment policies and procedures, including any equal employment opportunity and affirmative action policies. Also, be prepared upon the request of the project manager, to submit a brief summary outlining the present composition of your work force.

SECTION 14 - COST PROPOSAL

Cost proposal must be submitted in a separately sealed envelope. After the qualifications rankings have been made, only the cost proposal of Consultant(s) that Regional San enters into negotiations with will be opened. Cost proposals will be returned unopened to all other Consultants after the agreement has been successfully negotiated and executed.

Compensation for services rendered will be based on a Time and Expenses basis with a not-to-exceed dollar ceiling through Phase 3. Include the following information:

- Hourly rates for those staff to be billed to the project.
- Estimated labor hours and fee by task
- Types and estimated amount of direct (non-labor) costs to be billed to the project
- Adjustments in hourly rates predicted to occur during the project: For budgeting purposes, a maximum direct hourly rate escalation of up to 3 percent (3%) per year, in each subsequent year, should be assumed, and will be addressed during fee negotiations.
- Direct labor multiplier. A maximum 3.0 multiplier on base direct salary is permitted. For high salaried employees, a cap will be applied by Regional San.
- Subconsultant costs. A maximum markup of five percent (5%) is permitted.
- Other direct costs (ODCs). A maximum markup of five percent (5%) is permitted. Travel-related expenses will be billed at costs.
- Maximum Allowable Technology Charge (i.e. computer, fax, phone, etc.) will be capped at five dollars ($5.00) per labor hour.

SECTION 15 - EXCEPTIONS TO CONTRACT TERMS AND CONDITIONS.

Consultant shall provide a list of any exceptions to contract terms and conditions, which the Consultant will seek from the Regional San Sample Agreement contract language. The Regional San Sample Agreement has been incorporated into this RFP package as Attachment J.

X. PROCUREMENT SCHEDULE

Regional San has established the following tentative schedule for the selection process:
 XI.  **PRE-PROPOSAL MEETING & JOB WALK**

A pre-proposal meeting and job walk of the ESB-D site will be held so that the Consultants will have the opportunity to meet with Regional San staff, ask questions, and discuss the content of the RFP in further detail.

The pre-proposal meeting and tour will be held beginning at 9:00 a.m. on March 12, 2018 at:

**Sacramento Regional Wastewater Treatment Plant**  
8521 Laguna Station Road  
Elk Grove, California 95758

To ensure there will be adequate meeting space, and to provide notice to onsite security of attendees, Consultants **must RSVP** to Rigoberto Guizar at (916) 876-6051 or guizarr@sacsewer.com no later than 12:00 p.m. on March 9, 2018, and state the names and number of persons from the firm who will be attending the meeting. Attendance is limited to three (3) persons from each firm.

 XII.  **SUBMITTAL INSTRUCTIONS**

Please submit six (6) hardcopies and one PDF on CD as follows:

**Due Date:**  
March 28, 2018 by 2:00 p.m.

**Deliver to:**  
SRWTP Administration Building  
Attn: Rigoberto Guizar, Project Manager  
8521 Laguna Station Road  
Elk Grove, CA 95758
If delivering submittal in person, Consultants must notify Rigoberto Guizar @ (916) 876-6051 or at guizarr@sacsewer.com prior to delivery to allow notification of security personnel at site. Please allow adequate time for onsite security check-in. Security personnel will not accept submittals.

XIII. EVALUATION AND SELECTION PROCESS

In order to be considered, interested Consultants must submit a complete proposal document, with organization and content consistent with Section IX of this RFP, by the closing date and time shown on this RFP.

A. SELECTION PROCESS

The award will be granted to the consultant who presents the greatest value to Regional San from the standpoint of previous experience, quality of work, service, ability to deliver, or for any other reason deemed to be in the best interest of Regional San.

Ranking of the proposals will be based on an assessment of capability/qualifications criteria. Proposals will be evaluated in three phases as follows:

Phase I: Proposals will be examined as to whether or not the consultant understood and responded in accordance with the following requirements:

1) Proper completion and submittal of required proposal documents
2) Acceptability of exception taken to proposal terms and conditions
3) Experience requirement met or exceeded

Phase II: Proposals that meet the requirements in Phase I will be evaluation and scored using the table below. The table identifies criteria used in the determination of the final proposal ranking. If any single criterion score fails to be above zero, the proposal will be automatically rejected.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Weight</th>
<th>Scorea</th>
<th>Weighted Scoreb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Approach</td>
<td>25%</td>
<td></td>
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<tr>
<td>Management Approach</td>
<td>15%</td>
<td></td>
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<tr>
<td>Capabilities, Tools, and Processes</td>
<td>10%</td>
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<tr>
<td>Staffing and Production Capabilities</td>
<td>10%</td>
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<tr>
<td>Staff Qualifications/Related Project Experience</td>
<td>20%</td>
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<tr>
<td>Interview (Optional)</td>
<td>20%</td>
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<tr>
<td>TOTAL SCORE</td>
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a Each criteria will be assigned a score of 1 to 100.

b Scores will be multiplied by the weights and totaled to yield the total score on the proposal and interview (if used).

**Phase III:** The consultants with the top three scores from Phase II, may be invited to an interview scheduled for April 18-19, 2018 to further aid the selection process. Regional San may also elect to complete the consultant selection without going through the interview process. The evaluation committee will consider the firm’s apparent understanding of and ability to perform project work as exemplified by the firm’s analysis, modification (if necessary), and response to this RFP’s proposed Scope of Work.

Once the evaluation committee has determined the highest rated Proposal, cost information for said proposal will be opened, and Regional San staff will enter into negotiations with this Consultant. If a mutually agreeable contract is unable to be negotiated, Regional San will disqualify the Consultant and move on to the Consultant with the next highest ranked proposal. This process will continue until a contract is successfully negotiated or the entire list of eligible Consultants is exhausted. Once a mutually agreeable contract is negotiated, the remaining sealed cost proposals will be returned to all other Consultants.

**B. ACCEPTANCE AND REJECTION OF PROPOSALS**

Regional San reserves the right to:

- Reject any or all proposals, or any part thereof
- Waive any informality in the proposals
- Accept the proposal that is in the best interest of Regional San

The decision of Regional San in rejecting or accepting proposals will be final. Regional San’s waiver of an immaterial defect shall in no way modify the RFP or excuse the selected Consultant from full compliance with its specifications.

**C. AWARD OF CONTRACT**

Award of contract shall be made to the Consultant who provides the best overall response to the requirements of this RFP. Regional San may select whichever proposal it determines will best serve its interests. The successful Consultant will be selected in accordance with the process identified in XIII - Evaluation and Selection Process, and any addenda thereto, except for such immaterial deviation as may be waived by Regional San. Selection is expected to be made no later than April 20, 2018.
Regional San is prohibited from awarding this contract to any person, entity or business that is on the Federal Exclusion List (https://www.sam.gov/). If you or your firm is on this list, Regional San cannot award this contract to you and you should not provide a response to this RFP. In addition, Consultant certifies that it shall not contract with a subcontractor that is debarred or suspended.

XIV. FINAL SELECTION AND NOTIFICATION

The selection of the consultant and the negotiated contract will be presented to the Board of Directors for approval. The Board date for presentation is expected to be June 13, 2018.

Written notification of the outcome of the selection process will be mailed to all Consultants who submitted a proposal.

XV. TERMS AND CONDITIONS

A. QUESTIONS REGARDING THE RFP

Proposers are responsible for reviewing all portions of this RFP and related Attachments. Proposers are encouraged to submit questions regarding the scope and requirements of the RFP. All requests for information concerning the RFP must be in writing and directed to Rigoberto Guizar, Project Manager at guizarr@sacsewer.com, on or before March 19, 2018. All inquiries should include the name of the RFP. Modifications and clarifications will be made by addenda as specified in this RFP. The District is not obligated to issue addenda in response to any request submitted after deadline.

If any new or substantive information is provided in response to questions, addenda will be issued and posted on the Regional San Business Opportunities website under General Opportunities at https://www.regionalsan.com/general-opportunities.

B. INTERPRETATION AND ADDENDA

The Consultant will be responsible for ensuring that its proposal reflects any and all addenda issued and/or posted by Regional San prior to the proposal due date regardless of when the proposal is submitted. Regional San recommends that the Consultant check Regional San’s web page before submitting its proposal to determine if the Consultant has read all posted addenda. Regional San will not be responsible for any other explanation or interpretation.

C. REVISION OF PROPOSAL

A Consultant may withdraw or revise a proposal on the Consultant’s own initiative at any time before the deadline for submission of proposals. The Consultant must submit the revised proposal in the same manner as the original proposal. A revised proposal must be
received on or before the listed proposal due date and time. In no case will a statement of intent to submit a revised proposal extend the proposal due date for any Consultant. At any time during the proposal evaluation process, Regional San may request Consultant to provide oral or written clarification of its proposal.

D. ERRORS AND OMISSIONS IN PROPOSAL

Failure by Regional San to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the Consultant from full compliance with the specifications of the RFP or any Agreement awarded pursuant to the RFP.

XVI. ATTACHMENTS

Attachment A. – ESB-D Rehabilitation BODR
Attachment B. – Regional San Design Contract Requirements
Attachment C. – Regional San Design Guidelines V4
Attachment D. – Regional San Drafting Standards
Attachment E. – Preliminary Geotechnical Information Advanced Wastewater Treatment Plant
Attachment F. – Geotechnical Design Report FEQ
Attachment G. – Final Geotechnical Investigation Report for ESB-D Contract 3035
Attachment H. – HBR FEQ
Attachment I. – Site Plan
Attachment J – Regional San Sample Agreement
Attachment K. – Conflict of Interest and Non-Collusion Affidavit