



November 3, 2022

TO: LOCSD Board of Directors

FROM: Ron Munds, General Manager

SUBJECT: Agenda Item 6I – 11/03/2022 Board Meeting
Approval of the Release of the Request for Proposal (RFP) for Well Equipping Design for the Program C Well.

DESCRIPTION

The next phase of the Program C Well Project is to award a contract for the design of the appurtenances and controls needed to operate the well. In order to stay on schedule with the terms of the State grant the District received, the District must initiate and hire a consultant to perform the design services for this phase in a timely manner. This report summarizes the steps needed to move forward with the project.

SUMMARY OF STAFF RECOMMENDATION

This item will be approved along with the Consent Calendar unless it is pulled by a Director for separate consideration. If so, Staff recommends that the Board adopt the following motion:

Motion: I move that the Board:

- 1. Approve the Request for Proposal as presented; and***
- 2. Authorize the General Manager to solicit proposal submittals according to the terms and timeline in the RFP; and***
- 3. Authorize the General Manager to execute a contract with the most responsive and responsible proposer with a cost which is within 20% of the Engineer's Estimate of \$125,000.***

DISCUSSION

The Program C Well Project is underway and needs to move forward in a timely manner to meet the schedule established by the State's Small Community Drought Assistance Grant which the District received \$1.5 million in funding for the project. The drilling phase of the project is complete and the design of the pipeline to connect the well to the District's water system is underway. Construction of the pipeline phase is projected to begin in April 2023.

The well equipping phase is the last to get underway. Staff was waiting for the results of the water quality testing before initiating the design of the well site. The water quality of the well is very good and there will be no treatment necessary except for disinfection. The following is the proposed schedule for the design process:

President

Matthew D. Fourcroy

Vice President

Charles L. Cesena

Directors

Troy C. Gatchell

Marshall E. Ochylski

Christine M. Womack

General Manager

Ron Munds

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Item	Date
Proposal Due	12/07/22
District Review of Proposals	12/8/22 to 12/12/22
District Recommendation of Selected Firm/Staff Report	12/15/22
Board Meeting to Award Contract	1/3/23 (if needed)
Consultant Notice of Contract Award	1/4/23
Contract Negotiation/Notice to Proceed	1/16/23

FINANCIAL IMPACT

The estimated cost for the professional services for the design is \$125,000. With the recent escalated costs due to inflation, the recommendation is to authorize the General Manager to execute a contract within 20% of this estimated cost or \$150,000. This is consistent with the recently adopted procurement policy. The funding of this phase of the project is included in the overall cost of the project and will be partially reimbursed by the State grant. There are sufficient funds in the Fund 500 Capital Outlay budget to cover this expenditure.

Attachment

Well Equipping Request for Proposal

**REQUEST FOR PROPOSAL (RFP)
LOS OSOS COMMUNITY SERVICES DISTRICT
PROGRAM C WELL EQUIPPING**

The Los Osos Community Services District (District) has prepared this Request for Proposal (RFP) for the implementation of a Project to equip the recently installed Program C Well, which will produce potable water for the LOCSO. The Program C Well Water Transmission Main Project design is under way, and this pipeline will connect to the Program C Wellhead, and allow potable water to be conveyed to the LOCSO Main Pressure Zone. The District desires Qualified engineering consultants to provide a proposal addressing the scope and needs of this Project described herein.

Proposal Due Date: December 7, 2023 (3 pm PST). Any proposals received after this date/time will be returned to the proposer un-opened. It shall be the proposers' responsibility to verify and confirm receipt of the proposals by the specified due date and time.

Pre-Proposal Meeting: A non-mandatory pre-proposal meeting is scheduled for Tuesday, November 15, **at 10 am, at the District's office in Los Osos, CA.** A site visit will immediately follow the pre-proposal meeting. Proposers may contact Steve Tanaka, Wallace Group at 805-441-2293 for additional information.

Proposal Delivery Location: Los Osos Community Services District, 2122 9th Street, Los Osos, CA 93402. All proposals shall be in sealed envelopes, with a label containing proposal title, name of firm proposing, and proposal due date and time. **SUBMIT PROPOSED FEES IN A SEPARATE SEALED ENVELOPE WITHIN THE MAIN SEALED PROPOSAL ENVELOPE.**

Number of Copies of proposal to be Provided: 2 hard copies, one PDF (on thumb drive, exclude fees from the electronic copy please).

Contact: Steve Tanaka, Wallace Group, 805-441-2293 for details and information regarding this proposal and associated requirements.

BACKGROUND

See Attachment A, Project Description and Scope of Services, Attachment B, Program C Well Equipping.

INFORMATION AVAILABLE

Consultants will be provided existing available project-related information, which at this time is identified as the geotechnical reports and sewer as-builts for the wastewater collection system project, well drilling reports, field well development and pump testing data, water quality analyses, environmental documents (MND, MMRP), Minor Use Permit, and the progress bid documents for the water transmission main currently under design. A final design report from the Project Hydrogeologist (Cleath-Harris Geologists) will be made available to the Consultant team awarded this project. Available information related to the Project will be made available via posting on the District's web site. Consultants will need to conduct utility research for Golden State Water Company water record drawings, and research other utility information on

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their own, whether as part of the proposal process or after getting under contract with the District.

INQUIRIES DURING PROPOSAL PERIOD

Consultants must direct all inquiries to the District in writing, via email, Attention: Steve Tanaka, Wallace Group, at stevent@wallacegroup.us. All inquiries will be responded to in writing, and questions and responses will be disseminated to all consultant teams for their consideration. The origination of the questions will not be disclosed. **All inquiries must be received no later than Thursday, December 2, 2022 (close of business) in order to receive responses from the District.** Inquiries received after this deadline will not be considered or responded to.

ADDENDA TO RFP

Through the course of the proposal development, consultants may raise questions concerning the RFP, which may impact proposals. The District will issue addenda as necessary to further clarify the requirements and expectations of the RFP. The District reserves the right to issue addenda up to 5 business days prior to the due date of the RFP, without time extension of the RFP due date. At the time each addendum is issued, consultants shall acknowledge receipt by immediately faxing the acknowledgment form (included with the addendum) to the District.

PROPOSAL REQUIREMENTS

Proposal Rejection or Withdrawal. Late proposals (submitted after the specified due date/time) shall be rejected by the District, and returned un-opened to the Proposer. The District reserves the right to accept or reject any or all proposals.

Agreement. Consultant shall review the Agreement for Services included as Attachment C, and list any exceptions desired for consideration during negotiation of services and fees for the Project. The District will consider all requests; however, reserves the right to reject any or all of Consultant's contract exceptions.

PROPOSAL FORMAT

General. Proposals shall be prepared in accordance with the following general format specified in this section. Proposals shall be brief, and shall not exceed 12 printed pages (excluding letter of transmittal, TOC, resumes).

- **Letter of Transmittal.** Provide a brief transmittal letter (2 pages maximum) transmitting the Proposal to the District.
- **Table of Contents.**
- **Section 1. Project Understanding and Approach.** Provide your team's understanding and approach to the overall project. Discuss issues and concerns, and express your ideas and methodology on how best to approach and execute the project.

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- **Section 2. Project Team/Qualifications.** Provide organization chart showing the proposed team, team organization/lines of communication, and team member qualifications germane to this project. Clearly state your proposed project manager and corresponding qualifications. Include all subconsultants as part of the proposed team, describe their corresponding qualifications germane to the Project, and your past working relationships with each subconsultant. Full resumes shall be placed in Appendix A.
- **Section 3. Relevant Project Experience.** Provide your team's relevant project experience as it relates to the nature of this project, including the experience of proposed subconsultants. Include projects of similar nature, magnitude and complexity to this project. Provide the year(s) the Work was performed, and identify key team members and their roles on the project. Projects listed should be specifically relevant to key aspects of the District's Project. Provide three references for projects/project experience described in this Section. At least one of these references must be for a project managed by the proposed Project Manager.
- **Section 4. Scope of Services/Contract Exceptions.** Provide a detailed scope of services for the project, embellishing upon the Project Scope outlined in Attachment A. Provide a subsection for any proposed exceptions to the District's Agreement for Services included in Attachment B.
- **Section 5. Project Schedule.** Provide a detailed project schedule, in graphic format, along with written explanation of assumptions, or specific details, issues or concerns regarding the proposed schedule. Show graphically and clearly indicate all schedule components, those schedule items for District and agency review, and other items as deemed necessary. Include in the schedule all anticipated time allotments for agency reviews, public participation, and other schedule provisions. Clearly state all assumptions and basis for the proposed schedule. **The District desires to begin the construction/bidding process for this Project by April 2023, begin construction by June 2023, and be completed (filing of Notice of Completion) by January 31, 2024. The schedule is very tight, and must be adhered to in order to stay on schedule with the funding agency's requirements. Also elaborate on PGE application and electrical service, and how such service will be accomplished within the desired Schedule. This Schedule will be incorporated into Consultant's Agreement.**
- **SEALED ENVELOPE – FEES.** Provide one sealed envelope containing Consultant's proposed fees, and proposed rate schedule.

**REQUEST FOR PROPOSALS
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The project award schedule is as follows:

Item	Date
Proposal Due	12/07/22
District Review of Proposals	12/8/22 to 12/12/22
District Recommendation of Selected Firm/Staff Report	12/15/22
Board Meeting to Award Contract (if needed)	1/3/23
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PROPOSAL RANKING CRITERIA AND AWARD

Proposals will be ranked by the District based on established ranking criteria. The value of each criterion is stated immediately following each criterion. Criteria and relative “point” values are as follows:

- Project Understanding and Approach, 30 points
- Team qualifications, 25 points
- Project Schedule, 25 points
- Responsiveness to RFQ, 15 points
- Local Presence, 5 points

All proposals will be ranked on these criteria, and the most qualified firm will be chosen. The District does not anticipate conducting interviews for this process. Upon selection of recommended Consultant, the District will open sealed envelopes with fees and begin the negotiation process with selected Consultant. Upon successful negotiation of fees with Staff, the Agreement and fees will require Board approval prior to issuance of notice of contract award. Should the District and Consultant not successfully negotiate contract fees, the District reserves the right to continue negotiations with the next most qualified consultant team.

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**Attachment A
Project Description and Scope of Services**

This Attachment A includes project background/description, outline scope of services.

Project Background

The District recently installed a new potable water supply well, located at the corner of South Bay Boulevard and Bay Oaks Drive. The water produced from this well must be conveyed to the District's main pressure zone, at a tie-in point at Nipomo Avenue and Mountain View Drive, a distance of approximately 3,230 LF. The operating pressure of this new 8" diameter pipeline will be approximately 80 psi or less, at the tie-in point at Nipomo Avenue/Mountain View Drive. The water transmission main design is currently under way. It is anticipated that the new well will have a design pumping rate of around 200 gpm.

SCOPE OF SERVICES

The following minimum scope of services shall be provided, and included in Section 4 of Consultant's proposal:

In general, Project elements must include:

- Driveway and parking, curb and gutter improvements, utilization of existing entrance off Bay Oaks Drive;
- Site work, paving and grading, fencing, as shown on the conceptual plan (attached).
- Overall design that addresses environmental issues and mitigation measures outlined in the MMRP.
- Well Building to house electrical and controls, chemical feed (sodium hypochlorite and phosphate) and chemical storage. Wellhead will be on concrete pad, outdoors adjacent to building, accessible and protected by fencing/enclosure.
- Demolition of existing drainage pump station, electrical building, and salvage/relocation of existing drainage pump and equipment to new well building.
- Pump-to-Waste piping and outfall to drainage basin.
- Tie-in to new 8" PVC Program C Well Transmission Main. Coordinate piping transition and alignment from Program C Well Site to South Bay Boulevard with design consultant currently designing Program C Well Transmission Main.
- Hose Bibb for on-site water for maintenance purposes (to come off well discharge piping downstream of chlorination).

Survey and Geotechnical. Provide survey services to support design of the new Well Equipping Design and site improvements, and to tie-in to the Program C Well Water Transmission Main. There will be no modifications to the existing drainage basin.

Provide a geotechnical study sufficient to support design of the proposed new facilities.

Field and Utility Review. Contact various utility agencies in the area and request that the utility agencies provide utility record drawings, Atlas Maps or other available utility drawings for review and reference, specific to South Bay Boulevard/Bay Oaks Drive, have been made available on

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the District's web site. Other agencies to be contacted may include, but not be limited to, County of San Luis Obispo, Gas Company, PGE, Golden State Water Company, Charter and/or other cable service provider.

Conduct a field reconnaissance and review of site conditions. The current improvements at the site include a utility shed, drainage basin, and portable pump to pump collected stormwater from the drainage basin. There are known abandoned sanitary septic tanks in the southeast corner of the site.

Deliverables:

- PDF copies of utility drawings received
- PDF of correspondence with utility agencies

Plans, Specifications and Estimate (PS&E). Consultant shall prepare the design plans and specifications for equipping the new water supply well. The project elements will include the following:

- Civil/site improvements including paving, grading, drainage, parking, chain link fencing with slats, curb and gutter improvements at driveway. Also note that the District and northern property owner will be constructing a new decorative fence along this boundary, and civil/site improvements shall be coordinated with this new fencing (constructed by others). The new chain link fencing required as part of this Project will join the north boundary fencing at the location shown on the conceptual plan.
- Well Building (pre-manufactured) to house electrical and controls, chemical feed (sodium hypochlorite and phosphate) and chemical storage.
- Concrete pad for wellhead, discharge piping, pump-to-waste piping and control valve, isolation and check valves, propeller or magnetic flow meter, miscellaneous pressure gages at locations specified by District staff, wellhead fencing/enclosure.
- Specify/design new submersible well pump and power service to new well pump. The existing and new well will be controlled by simple on/off mode, in response to tank level at the District's 16th Street Tank site. Details will be provided to Consultant during the design effort.
- Specify new chemical feed pumps for sodium hypochlorite and phosphate feed, to be placed in new well building that will house equipment, electrical and controls, chemical storage and feed. Specify, size and design chemical feed pumps and storage based on chemical dosage parameters provided by the District.
- Specify/design new flow metering equipment to meter and control flow rate of new well. Include ancillary equipment at well head including pressure gages, sampling ports, A&V valves, pump-to-waste provisions and piping, isolation valves and other features. Pump-to-waste capability will discharge to existing on-site drainage basin.
- District to provide modified programming to integrate the new well with the other water supply wells and 16th Street Tank (pressure zone). Programming will need to time startup and shutdown of this well in response to 16th Street tank level signal, and/or other parameters desired by the District. Consultant's design shall accommodate valving, piping and other appurtenant features to accommodate the District's desired controls for the well.
- Provide electrical design to supply power to the new well pump, chemical feed pumps (120v), and flow meter, including provision for portable standby power generator.

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Assume that the existing electrical service is not of sufficient capacity to power the new well pump, and thus assume a new PGE service upgrade is required. The electrical design will show a single line diagram showing power to the new pump, electrical calculations as required, updated panel schedule and layout. **Electrical service is deemed a critical path item, thus Consultants shall scope and propose how power service will be expedited with PGE.**

- Specifications. Prepare complete Project Manual, including front-end bid documents, bid schedule, general and supplementary general conditions, and technical specifications including measurement and payment, and other required technical specifications. Consultant shall propose technical format for specifications; the District does not have standard specifications available for Consultant's use.
- Prepare Engineer's estimate of probable construction cost, at 50%, 90% and final completion levels.
- Assist District staff with updating DDW with permitting of the new well improvements, by providing new well data and exhibits to staff in support of the permit (application to be prepared by District).

Deliverables:

- 50% and Progress Plans and Outline Specifications, Estimate, two full-size plans, two half size plans, one PDF (plans, specifications, estimate)
- 90% Plans, Specifications and Estimate, two full-size plans, two half size plans, one PDF (plans, specifications, estimate)
- Final Plans, Specifications Estimate, one full-size, one complete specification book (Project Manual), one PDF of all (plans, specifications, estimate)

Meetings

Meetings during design will include at a minimum, project kick-off meeting, 50% design review and 90% design review meetings. All meetings shall be in-person meetings.

Bid Phase and Construction Phase Support Services

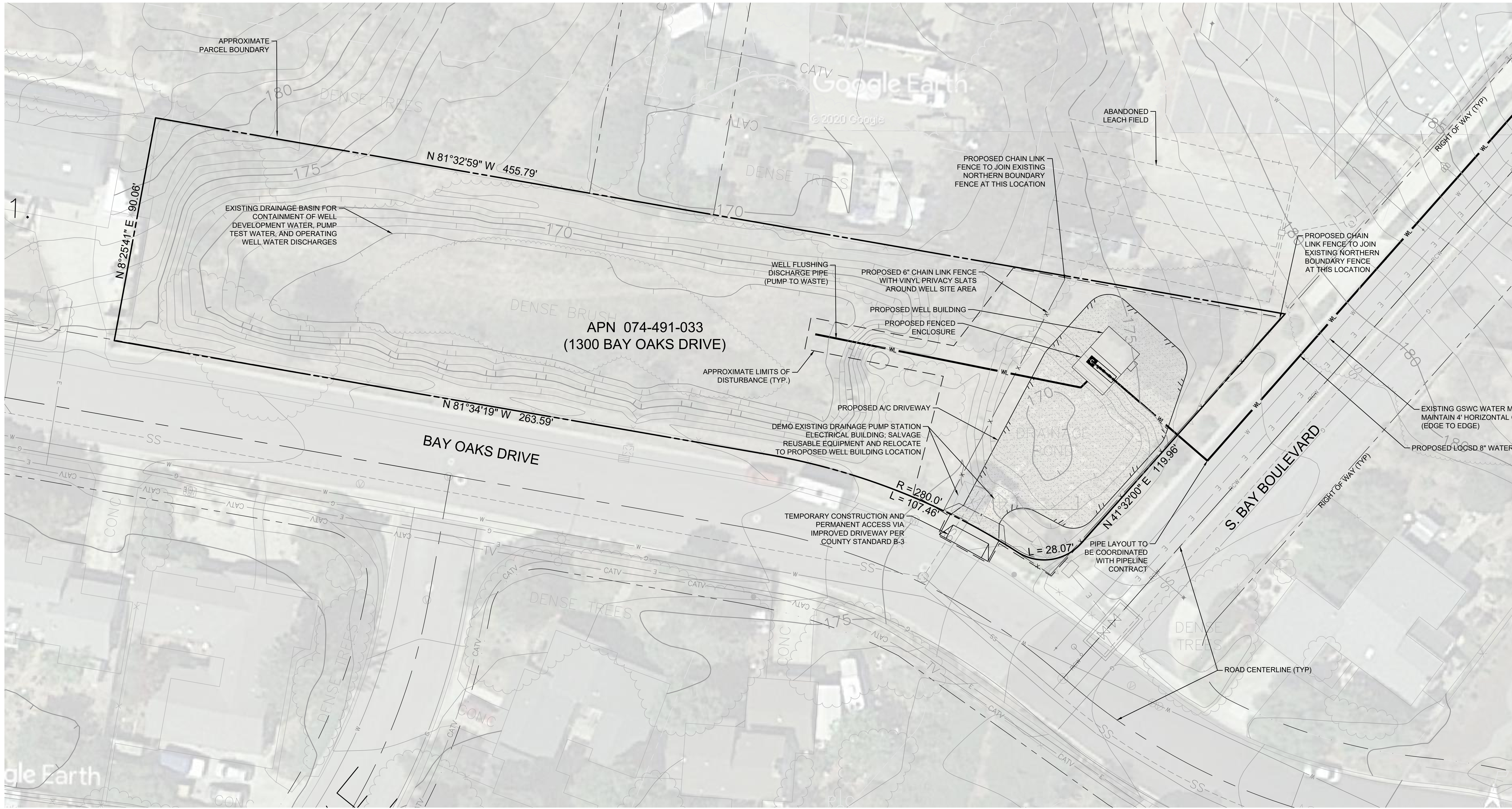
Provide separate optional tasks (not included in main scope of services) for bid phase and construction phase engineering support. Such services will include:

- bid phase support (responding to RFIs, preparing technical responses to RFIs and technical addenda as needed, attending pre-bid meeting);
- construction support services (attend pre-construction meeting, respond to RFIs, review submittals, assist with preparing contract change order documents, periodic site visits and site construction meetings, final walk-through and punch list of items, filing Notice of Completion, preparing record drawings).
- Separate construction observation/inspection task, specifically to provide detailed field review of installation of electrical system improvements to ensure conformance with construction documents.

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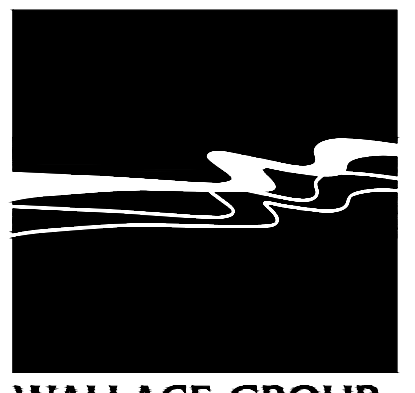
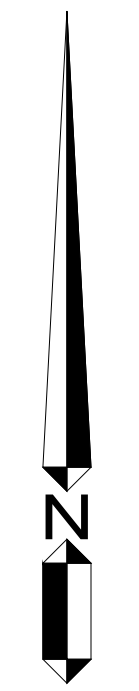
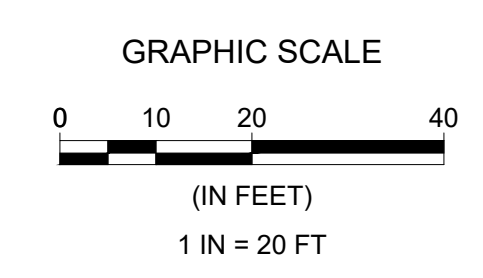
ATTACHMENT B – PROGRAM C WELL CONCEPTUAL SITE PLAN

(1 sheet)



1 PROGRAM C WELL SITE

Scale: 1" = 20'



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SIGNATURE _____
 DATE SIGNED _____

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LOS OSOS CSD
 PROGRAM C
 WELL SITE PLAN

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JOB #: 0384-0011
 DESIGNERS: GH
 DRAWN BY: ZM
 DATE: 10/27/2022
 DRAWING NO.
 C-01
 1 OF 6 SHEETS