

**REQUEST FOR STATEMENT OF QUALIFICATIONS (SOQ)
FOR ENGINEERING AND CONSULTING SERVICES
FOR FY 2010-2011 THROUGH FY 2014-2015
FACILITIES CAPITAL IMPROVEMENT PROGRAM**

- I. **INTRODUCTION** - The Carmichael Water District (District) is requesting Statement of Qualifications to qualify to be one of a pool of consulting firms to provide Engineering and Environmental Planning Services for FY 2010-2011 through FY 2014-2015 Facilities Capital Improvement Program. The proposed project is comprised of the following elements:
- A. Computer Mapping/Modeling Services
 - B. Design Services
 - C. Construction Management Services
 - D. Water Rights, Planning and Regulatory Services
 - E. Environmental Compliance
 - F. Presentations
- II. **SCOPE OF SERVICES** - Firms may provide a statement of qualifications for one (1) or more of the categories under the scope of services.
- A. Computer Mapping/Modeling Services:
- 1. Fire flow analysis for new construction
 - 2. Steady state modeling
 - 3. Water quality tracking
 - 4. Updates of system maps
 - 5. GIS/EDS for system mapping
- B. Design Services (Replacement or Reconstruction):
- 1. Pipeline design for in-house water main projects
 - 2. Pipeline design for contracted water main projects
 - 3. Wells, booster pumps
 - 4. Steel reservoir rehabilitation
 - 5. Design of underground concrete reservoirs
 - 6. Coating and painting of above ground facilities
 - 7. Groundwater treatment facilities
 - 8. Surface water membrane water treatment plant
 - 9. Mechanical, electrical, structural, HVAC, architectural, geo technical services to support design services 1-8
- C. Construction Management Services (Replacement or Reconstruction):
- 1. Wells, booster pumps
 - 2. Steel reservoir rehabilitation
 - 3. Underground concrete reservoirs
 - 4. Coating and painting of above ground facilities
 - 5. Surface water membrane water treatment plant
 - 6. Groundwater treatment facilities
 - 7. In-house water main projects
 - 8. Contracted water main projects
- D. Water Rights, Planning and Regulatory Services:
- 1. Obtain required County, State, and Federal permits/licenses for above projects
 - 2. Obtain required County, State, and Federal utility/building easements for above projects

3. Urban Water Management Plan update
4. NPDES permits for system flushing, flush to waste at pump stations
5. Assist District in response on future water quality regulations/requirements
6. Assist in the marketing, sale and/or transfer of surface and groundwater
7. Master Plan update

E. Environmental Services:

1. Assistance in environmental requirements for projects
2. Environmental review
3. CEQA documents
4. Feasibility or initial studies

F. Presentations:

1. Preparation and presentations to the Board of Directors, staff and public at board meetings, and public hearings,
2. Preparation and presentations to neighborhood associations and local community groups, and regulatory agencies.

III. **REQUIREMENTS PERTAINING TO SCOPE OF SERVICES ABOVE** – The specific statements shown in this section are not intended to be all-inclusive of the requirements pertaining to the scope of services. They represent typical elements and criteria that are performed, but other related requirements may be performed.

- A. REVIEW AND ACQUISITION OF EXISTING DATA - Review District records and all other necessary records to acquire as much information as possible to prepare necessary documentation for the proposed project.
- B. FIELD SURVEYS - Field surveys are anticipated to be required for Facilities Improvements. Surveys for verification of easements will be required.
- C. DETAILED DESIGN - Provide engineering design and construction plans and specifications. Final plan preparation will incorporate review comments from the District.
- D. ENGINEER'S ESTIMATE - Prepare a detailed cost estimate based on final plans and specifications.
- E. BID PERIOD SERVICES - Assist District in soliciting bids, including distribution of plans and specifications, answering bidder's questions, issuing agendas and analyzing bids. Attend bid opening, prepare bid abstract and recommend award of contract.
- F. CONSTRUCTION PERIOD SERVICES - Conduct pre-construction conference; provide construction staking as necessary; field review of project with the Contractor and Project Inspection. Office services to include review of shop drawings, assist in preparation of change orders, and provide recommendations and validity of such request, review of progress pay estimates. Preparation of record drawings.
- G. DELIVERABLES - Provide all documents, reports, studies, and correspondence related to the specific project.

IV. **MINIMUM STATEMENT OF QUALIFICATIONS REQUIREMENT** - The statement of qualification should provide a straight forward, concise description of your firm's capabilities to satisfy the

requirements of this program **for each category (A-F) that your firm is proposing services for under the scope of services.** The statement of qualification shall include the following minimum information:

- A. Introduction - the proposal shall contain an introductory description of the facilities capital improvement program, including an overview of your firm's understanding of the services to be provided.
- B. Qualifications - the proposal shall provide the information described in Section V of the Request for Proposal (RFP) entitled "Consultant Team Qualifications and References" as listed below.
- C. Scope of Services - provide, in detail, your approach to accomplish this work as described in Section II of this RFP entitled "Scope of Work". A work plan shall be consistent with and incorporate the items discussed in that section.
- D. Proposal Endorsement - the proposal shall contain a statement that the firm has the capability and available resources to perform the work. The statement shall also indicate that the proposal is valid for 90 days and shall be signed by an officer authorized to bind the firm to the statement.
- E. Example of Similar Work - submit a summary of two (2) recently completed projects within California for each category (A-F) that your firm is proposing for. Include:
 - 1. Demonstrate ability to complete similar projects on schedule and within budget
 - 2. Show original budgets and deadlines, as well as final project fees and completion dates
 - 3. Provide References of each similar project
 - a. Project Title
 - b. Name of Agency or firm and address
 - c. Contact person and telephone number
- F. Project Cost - provide hourly billing rate for all personnel to be assigned to the project.

V. CONSULTANT TEAM QUALIFICATIONS AND REFERENCES

- A. Name and Type of Firm, Location and year firm was established, telephone and fax numbers.
- B. Experience and qualifications of firm in performing A-E under scope of services:
 - 1. Names of principal-in-charge and his/her experience
 - 2. Experience and names of key personnel to be assigned to this project and length of employment with the firm
 - 3. Hourly billing rate for all personnel to be assigned to the project
- C. Provide a description of in-house quality control assurance program that will be applied to this project. Identify senior staff that will perform quality control and quality assurance reviews.

VI. ADMINISTRATIVE INFORMATION - Each consultant interested in this project should submit five (5) copies of the proposal with the information requested in this Request for Statement of Qualifications (SOQ). Inquiries. Inquiries concerning the request for statement of qualifications and the subject of the request for statement of qualifications should be made to:

Steve Nugent, General Manager
Carmichael Water District
7837 Fair Oaks Blvd.
Carmichael, CA 95608
Telephone: (916) 483-2452
Fax: (916) 483-5509

VII. CONSULTANT SELECTION SCHEDULE - The District reserves the right to modify the dates at any time. Any changes will be forwarded in writing to all perspective consultants.

Release of SOQ	8/06/2010
Submittal of Proposal	9/08/2010 by 2:00 p.m. at CWD, 7837 Fair Oaks Blvd, Carmichael, CA 95608
Interviews	If necessary
Recommendation for Consultant Services to Board of Directors	September 2010

VIII. SELECTION PROCESS - Committee will review the proposals submitted by various firms. All proposals will be evaluated uniformly for the final selection, which will be based on analysis of the qualifications and proposals. When the committee has completed final selection of the pre-qualified consultants, the selection report will be presented to the District's Board of Directors for approval.

IX. PROPOSAL COSTS - All costs associated with the preparation of proposal shall be the sole responsibility of the consultant and shall not be chargeable in any manner to the District.

X. USE AND POSSESSION OF PROPOSAL - The District reserves the right to use any or all ideas presented in the proposal. Selection or rejection of the proposal does not affect this right. All materials submitted which have not been clearly designated as proprietary information, becomes the property of the District and may be returned only at the District's discretion.

Proposals shall become the property of the District and may be reviewed and consulted by any persons deemed appropriate by the District.

XI. ACCEPTANCE OF PROPOSAL - Any consultant submitting a proposal thereby automatically agrees to each and all to the terms, conditions, provisions, and requirements set forth in this RFP.

XII. CONTRACT NEGOTIATIONS AND EXCLUSIONS - District staff will schedule meetings with the selected consultants to negotiate final agreements.