

# Del Paso Manor Water District

## Request for Proposals

### Update 2009 Master Plan

The Del Paso Manor Water District (District) is seeking proposals from qualified consultants to provide engineering services to update the District's Master Plan. The Master Plan will update, replace and expand upon the existing plans, studies, and policies.

Prospective firms are required to provide team qualifications, proposed work plans, proposed schedule, and other related items as described in this Request for Proposals.

The deadline for submitting proposals is 4:00PM on June 16, 2020. Submit six (6) hardcopies and one (1) electronic copy (pdf format) of the Proposal in a sealed envelope to:

Del Paso Manor Water District  
1817 Maryal Drive, Suite 300  
Sacramento, CA 95864  
916-487-0419  
victoria@delpasomanorwd.org

All communications and questions related to this RFP shall be directed in writing no later than 2:00 p.m. on June 6, 2020, to Victoria Hoppe, Office Manager via email at [victoria@delpasomanorwd.org](mailto:victoria@delpasomanorwd.org). Questions submitted after this deadline will not receive a response.

## **BACKGROUND**

The District was established in 1956. The majority of the water system was installed by the Del Paso Manor community developers, Lusk & King, prior to 1956. The District is approximately 1.3 square miles with approximately 1,800 connections. The oldest section of the District has steel water mains which makes up about 13% of the District. Approximately 80% of the District contains asbestos cement pipe with the remaining 7% a mix of galvanized and C-900 pipe. All the mains, except for street crossings are located in the backyards.

The District has a mixture of residential, (94.3% of services), multi-housing (0.6% of services), commercial (3.7% of services) institutional, irrigation, and fire protection (1.3% of services) customers. In the last ten years, two of the eight wells (#1 and #6) were replaced, and wells #7 and #8 were rehabilitated. A total of 5,427 linear feet of Ductile Iron mains have been installed in the front right-of-way and tied into the existing distribution system. Meter setters were installed in the front yards, but not connected to individual homes. The 5,427 feet of mains is approximately 5% of the total distribution system.

## **MASTER PLAN BACKGROUND**

In 2009, the District contracted with an engineering firm to create a Master Plan for the District, which was the first in the District's existence. The Master Plan focused on a 25-year horizon with specific recommendations developed for the 5,10 and 25 year milestones. The 2009 Master Plan addressed the following issues:

- Water Demands and Planning Criteria
- Water Supply Planning
- Conjunctive Use
- Facilities Replacement Planning
- Facilities Management Planning
- Meter Retrofit Planning
- Planned System Maintenance

The 2009 Master Plan can be found on the District's website at <https://www.delpasomanorwd.org/del-paso-manor-water-district-master-plan>

The District currently operates with two distinct funding streams; Operations and Maintenance (O&M) and Planned System Maintenance (CIP). Each funding stream has its own budget and line-item on the ratepayers' bi-monthly bill.

In 2018, the District contracted with Bartle Wells Associates to perform a cost of service analysis for the O&M side of the business. The District implemented a 71% rate increase on the O&M line item July 2018 and verbally promised the ratepayers there would be no additional O&M increases for five years.

## **MASTER PLAN GOALS AND OBJECTIVES**

The District's Board of Directors is committed to developing a plan to assure the District's ability to provide safe, clean, reliable, and affordable water to our customers now and into the future. Given the age of the District, infrastructure concerns, as well as water resources and water quality are the District's major objectives. This updated plan will be used to guide the District in meeting increasingly stringent drinking water quality and environmental regulations and proactively upgrade our water facilities to comply with all regulatory requirements.

The District is requesting qualified engineering firms to submit a proposal to update our 2009 System Master Plan. The System Master Plan Update will be a living document and will include:

- Well Construction Plan
- Distribution System Replacement Plan
- Commercial Metering Replacement Plan
- Well Rehabilitation/Upgrade Plan
- Existing Facility Renovation Plan

This Master Plan Update will focus solely on replacing infrastructure on a schedule that is a feasible and affordable for a District of this size. CIP projects will be funded by revenue/reserves, bonds, or a combination of both.

## **DISTRICT WATER SOURCES**

Currently, the District is supplied by groundwater only. There are eight wells within our service area; however not all eight wells must operate simultaneously to meet peak demands. In 1968, the District contracted with the City of Sacramento for a portion of their right of supply from the American River. Under this contract, the District has contractual rights to divert up to 2,460 acre-feet of water per year from the American River. This quantity is enough to meet 100% of the District's total demand. Although the District maintains this contract with the City of Sacramento, the use of surface water and the necessary conveyance infrastructure has not been implemented as of yet.

## **REGIONAL CONCERNS**

The District is a signatory to the Water Forum Agreement. This agreement is a Memorandum of Understanding that has two co-equal objectives: (1) Provide a reliable and safe water supply for the region's economic health and planned development through the year 2040, and (2) Preserve the fishery, wildlife recreational, and aesthetic value of the Lower American River.

The Board also recognizes that groundwater contamination in the region could threaten our current supply. Having the ability to use surface water as another source may assist the District in providing a reliable and safe supply to our customers in the future. The District currently has three interties with Sacramento Suburban Water District who rely on a combination of surface and ground water for their supply. The District is a rural water district with less than 3,000 connections and is not currently subject to metering requirements.

## **SCOPE OF WORK**

The Master Plan will help determine the projects needed to repair, replace, and/or upgrade The District's aging infrastructure in order to increase system operating efficiencies and reliability, while improving cost predictability and maintaining a high level of customer satisfaction into the future. The Master Plan Update will also consider the financial constraints of the District's small customer base and the need for maintaining fair and reasonable rates/charges.

### **1. Destruction Plan/Well Replacement**

The current Master Plan recommends the District implement a program to replace the entire groundwater supply to continue to ensure a reliable drinking water supply. The plan called for the demolition of all eight existing wells and the construction of five new wells at 1,500 gallons per minute (gpm) each, which would provide the District with 7,500 gpm of pumping capacity to meet system demands and fire flow. To date, under this Master Plan, the District has demolished and replaced two wells (Well #1 and Well #6).

The Master Plan update will assess the current condition of the wells and provide a recommendation as to which wells need replacement or destruction, taking into consideration a

significant drop in demand over the past seven years due to conservation efforts by the rate payers.

## 2. Distribution Main Replacement Plan

The existing distribution system is primarily located in the backyards of the residential area. The existing Master Plan recommended relocating the mains to the street and providing a meter setter and utility box in each front yard. Under this current Master Plan, residential meters were slated to be installed after the distribution system projects were completed.

The new Master Plan will summarize the improvements required for the District's water to adequately serve customers through year 2040. Prioritization of the projects will be established for all of the required improvements. The criteria will be developed based on the nature of each improvement and how critical it is to the overall water system operation.

## 3. Commercial Metering Plan

The District has meters installed at approximately 90% of its commercial accounts, one park, and one school. Private residences are not currently metered. It was the goal of the District to install meters at each District service connection by 2030. The direction of the current Board is to wait to meter residential properties until it is mandated by law.

This Master Plan will review the current water meters installed at commercial properties and recommend replacement of meters with advanced technology, such as AMI. This will give the District the ability to read meters remotely, increasing Staff efficiency.

## 4. Well Rehabilitation/Upgrade Plan

Develop a capital improvement plan and implementation strategy/schedule for a one-time major rehabilitation/upgrade of any wells that will be retained under the Master Plan Update.

All routine maintenance and repair of the current wells is handled by District Staff and funded by the Repair and Maintenance line item of the O&M Budget and need not to be addressed in this proposal.

## 5. Existing Facility Renovation

In 2016, The District closed our office at our property on Lusk Drive and moved to a leased building on Maryal Drive. The current 2015 Master Plan called for purchasing land and building a new office at an approximate cost of \$1.7 million.

This Master Plan Update will study the feasibility of renovating our property on Lusk drive as a potential future District office and corporation yard, ending the lease on our current office space.

## **SERVICES TO BE PROVIDED BY THE DISTRICT**

The services to be provided by the District include, but are not necessarily limited to the following:

1. **Furnish Data.** Furnish all reasonably available records and information, including reports, maintenance and past project information, budgets, production and consumption data, ordinances, and demand projections.
2. **Master Plans.** Provide electronic and/or paper copies of the current 2009 Master Plans.
3. **Capital Improvement Projects.** Provide information on the Capital Improvement Projects that were initiated and completed under the current Master Plan.
4. **Staff Support.** Coordinate Board and/or Committee meetings, staff meetings, provide staff support and assistance as required to assist with the development of the new Master Plan.

## **PROPOSAL REQUIREMENTS AND CONTENTS**

Proposals submitted for this project are to follow the outline described below and must address all requested information:

### **Section 1 Project Overview**

Provide a narrative description of the project based on the Scope of Work presented in the RFP. District staff will assess your understanding of all aspects of the project based on the overview.

### **Section 2 Detailed Work Plan**

Provide a description of the required tasks and duties for updating the current System Master Plan. The description shall include details as described in the Scope of Work and any recommended additions. Include any assumptions used in development of the work tasks including assistance expected from District staff. Also identify any unique approaches or strengths that your firm may have related to this project. Identify project meetings anticipated and show those meetings on the project schedule (see Section 4 below).

### **Section 3 Project Team**

The project team shall be identified with key tasks and the associated responsible personnel should be identified. A project team organization diagram and summary resume of pertinent experience for each team member shall be included. The geographic location of the firm and key personnel shall also be identified. Any proposed sub-consultants shall be listed. Include sub-consultants assigned task(s) and experience.

#### **Section 4 . Project Schedule**

A project schedule shall be included in the proposal. Assumptions used in developing the schedule and other potentially driving factors shall be identified.

#### **Section 5 Staff Estimate and Cost**

Provide an estimate of staff time required for each scope item. Estimates shall be broken down by task to enable District to determine the level of detail and number of management, engineering, technical, drafting and support personnel hours envisioned for each task. Estimates of hours for each staff classification shall be provided for each task.

Provide an hourly rate schedule for those job classifications to be billed to the project and identify all other costs to be billed to the project. Include total project cost and identify any adjustments, which are predicted to occur during the life of the project.

#### **Section 6 References**

Please provide at least three (3) references of similar types of water supply planning and/or master planning work performed in the past 5 years by key project team members. As a minimum, please include the client's name, project name, project description, total fee, contact name and title, address, phone number, fax number, and e-mail address.

#### **Section 7 Conflicts of Interest**

Firms submitting a proposal in response to this RFP must disclose 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 the agreement for engineering services to be awarded pursuant to this RFP. If a firm has no conflicts of interest, a statement to the effect shall be included in the proposal.

#### **Section 8 Proprietary Information**

Once submitted to The District, the proposal becomes the property of Del Paso Manor Water District and is, therefore, a public document. Any portion(s) of the proposal that are proprietary in nature or otherwise are requested to remain confidential should be noted with specific reason(s) provided as to why the portion(s) is not required to be disclosed to the public.

#### **Section 9 Insurance**

Provide a summary of the firm's (and sub-consultant's) insurance coverage. Minimum limits and types of insurance that are required to be maintained throughout the term of the project are identified in Attachment A.

## **Section 10 Signature**

The proposal shall be signed by an official authorized to bind the consulting firm and shall expressly state that the proposal is valid for 90 days.

## **SELECTION OF CONSULTANT**

Qualification-based selection methods will be used for award of this engineering services contract or contracts. The proposals will be screened by a selection committee and rated on:

- Work Plan
- Understanding of the Project
- Relevant experience and qualifications of the project manager, key personnel assigned, and sub-consultants
- Information obtained from references
- Project Schedule

Proposed fee may be used to distinguish between similarly qualified firms.

After receipt and review of the proposals, the District may request interviews with the top ranked firms to aid in the selection process.

Following successful contract negotiations, a recommendation will be made to the District's Board Members and General Manager to award the contract. In the event that negotiations with the top ranked firm are not successful, staff reserves the right to enter into negotiations with other ranked firms.

## **V - PROPOSAL SCHEDULE**

The following is the anticipated schedule for awarding this project. Any changes to this schedule will be posted on the District's website.

RFP Approved for Release	May 18, 2020
Proposals Due (4:00 PM)	June 16, 2020
Notification of Short-Listed Firms	June 22, 2020
Interviews with Top-Ranked Proposers	June 29, 2020
Selection of Consultant	July 03, 2020
Anticipated Award of Contract	July 07, 2020

## **PROPOSAL TERMS AND CONDITIONS**

The District will not pay any costs incurred by the firm in preparing or submitting the proposal. The District reserves the right to modify or cancel, in part or in its entirety, this RFP. The District reserves the right to reject any or all proposals, to waive defects or informalities, and to offer the contract with any firm in response to any RFP. The RFP does not constitute any form of offer or contract.

## **CERTIFICATE OF INSURANCE**

The Consultant shall submit a certificate evidencing such coverage in a form satisfactory to the District's attorney prior to submitting an agreement to the Board for approval. Said certificate shall provide at least thirty (30) days written notice to the District prior to cancellation or modification of any insurance required for this project. Any insurance written on a claims-made basis is subject to approval of the District's attorney. Insurance coverage in the minimum amounts set forth shall not be construed to relieve the Consultant of liability in excess of such coverage, nor shall it preclude the District from taking such other actions as are available to it under any other provisions of the law. Attachment A identifies specific insurance requirements.

## **STANDARD HOLD HARMLESS AGREEMENT**

The Consultant shall defend, indemnify and save and hold harmless the District, its officers, agents, and employees from any claims, suits, or actions of every name, kind, and description brought forth, or an account of, injuries to or death of any persons, including but not limited to, works and the public or damage to property, resulting from or arising out of the Consultant's negligence or willful misconduct in the performance of this project.



## ATTACHMENT A

### Standard Insurance Requirements

The selected Consultant shall provide, at its own expense, and maintain at all times, the following insurance with insurance companies licensed in the State of California.

COVERAGE	LIMITS OF LIABILITY
General Liability with the following endorsements: <ul style="list-style-type: none"> <li>➤ Comprehensive</li> <li>➤ Premises — operations</li> <li>➤ Explosive/Collapse &amp; Underground</li> <li>➤ Hazard</li> <li>➤ Products/Completed Operations D Broad form Property Damage</li> <li>➤ Independent Contractors</li> <li>➤ Personal Injury</li> </ul>	Bodily Injury: <ul style="list-style-type: none"> <li>➤ \$1,000,000 each occurrence</li> <li>➤ \$2,000,000 aggregate</li> </ul> Property Damage: <ul style="list-style-type: none"> <li>➤ \$1,000,000 each occurrence</li> </ul> Personal Injury: <ul style="list-style-type: none"> <li>➤ \$1,000,000 each occurrence</li> <li>➤ \$2,000,000 aggregate</li> </ul>
Automobile Liability with: <ul style="list-style-type: none"> <li>➤ Comprehensive</li> <li>➤ Owned</li> <li>➤ Hired</li> <li>➤ Non-owned</li> </ul>	Bodily Injury: <ul style="list-style-type: none"> <li>➤ \$300,000 each occurrence</li> <li>➤ \$500,000 aggregate</li> </ul> Property Damage: <ul style="list-style-type: none"> <li>➤ \$150,000 each occurrence</li> </ul>
Worker's Compensation	Statutory
Professional Liability (Errors and Omissions)	\$1,000,000 each occurrence