

Del Paso Manor Water District

Request for Proposals

For District Engineer

The Del Paso Manor Water District (District) is seeking proposals from qualified consultants to provide general engineering services for a term of 5 years and in accordance with the requirements set forth in this Request for Proposal ("RFP").

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

The District recognizes that firms who have had direct experience with the District may, but not necessarily, be able to make more cost effective proposals and solutions.

The deadline for submitting proposals is 4:00PM on December 22, 2021. Submit three (3) 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
and
generalmanager@delpasomanorwd.org

all communications and questions related to this RFP shall be directed in writing no later than 2:00 p.m. on December 15, 2021 to Victoria Hoppe, Office Manager via email at victoria@delpasomanorwd.org. Questions submitted after this deadline will not receive a response.

The District will open the submitted proposals at 8:30 AM on December 23, 2021. Following review and evaluation, the selected proposal will be recommended for contract award to the Board of Directors .

SECTION 1 - BACKGROUND

The District was established in 1956. Most of the water system was installed prior to 1956 by the Del Paso Manor community developers Lusk and King. 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. Most of the mains with the exceptions of street crossings, and some installed between 2011-2015, are in 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. 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. In 2009, the District contracted with an engineering firm to create the first Master Plan. The Master Plan focused on a 20-year horizon with specific recommendations developed for the first, 5, 10 and 15 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 Districts 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 Capital Improvement Program (CIP) both are separated on the 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.

From 2019 to August 2021 there were limited maintenance and rehabilitation projects. SCADA and billing were both improved, but the second five year plan to concentrate on pipes was not done.

The July 16, 2021 DDW inspection Compliance Report generally found the system old, including pipes that should be systematically replaced over time. Deficiencies were listed in Appendix A and most have been corrected.

The District's current reconstituted Board of Directors is committed to responding to the Grand Jury's Recommendations by having the General Manager lead the effort to first review existing facilities and determine where there are repair and rehabilitation projects that provide the best benefit from existing funds. The General Manager will then lead the effort to determine an intermediate set of priorities and funding to guide the District in continuing to meet peak hourly demand while complying with drinking water standards, environmental regulations and proactively upgrade our water facilities.

DISTRICT WATER SOURCES. The District's water needs are currently being met by eight wells within our service area, two of which are on standby due to MCL violations. Some of the wells have also violated secondary standards for iron. All the wells have trace amounts of

Hexavalent Chromium. We currently can meet peak hourly demand without running wells listed on standby.

In 1968, the District contracted with the City of Sacramento for a portion of their water rights regarding 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.

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. As part of this agreement we have agreed to be fully metered by 2030.

The Board recognizes that groundwater contamination in the region could threaten our current supply. Utilizing surface water as another source may assist the District in continuing to provide a reliable and safe supply to our customers.

The District currently has three interties with Sacramento Suburban Water District who rely on a combination of surface and ground water for their supply.

SECTION 2 - SCOPE OF WORK

Expected services to be provided under this contract may include:

- General civil, mechanical, structural, electrical, and instrumentation design engineering services related to potable water facilities including pipelines, pump stations, tanks, dams, and diversion facilities
- Land surveying services including topographic survey, boundary surveys, preparation of legal descriptions, and easement retracement
- Geotechnical engineering services including geotechnical investigations and recommendations
- Hydraulic modelling and GIS support services
- Hydrogeologic engineering services related to groundwater well rehabilitation and installation
- Engineering support services during bidding and construction
- Construction inspection
- Environmental consulting services to support compliance with the California Environmental Quality Act (CEQA) for capital projects
- Permitting support to acquire permits from regulatory agencies including, but not limited to, City of Sacramento, US Army Corps of Engineers, Caltrans, County of Sacramento, Regional Water Quality Control Board, State of California Division of Drinking Water

Task orders will be issued by the General Manager to the firm contact detailing the work to be completed and the deadline for completion if any. There is no designated minimum nor maximum

value of services to be awarded to the consultant. There is no restriction on any subconsultant participating on the selected team. Services to be provided will be dependent on the capital improvement program budget on an annual basis.

By way of example, Task Orders may request the following services:

1. Alternatives analysis and feasibility studies
2. Preliminary engineering including alignment studies, utility research, survey, and geotechnical investigation
3. Preparation of plans, specifications, and cost estimates
4. Hydraulic and hydrologic modeling and analyses
5. Hydrogeologic studies and recommendations for groundwater well improvements
6. Preparation of standard details for water system facilities
7. Preparation of environmental documents such as Initial Studies, Mitigated Negative
8. Declarations, and Environmental Impact Reports
9. Environmental studies related to CEQA compliance (noise studies, biological surveys, etc.)
10. Inspection services during construction
11. Certification of documents.

The consultant will provide a letter proposal to the District with a project understanding, approach, scope, fee, and schedule. A separate Task Order will be issued for each project based on the rates provided in this proposal, and as set forth in a contract between the District and the Consultant.

The District will provide historical documents to the extent available, such as record drawings, previous geotechnical and hydrogeological studies, etc.

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.

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.

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.

SECTION 3 - PROPOSAL CONTENT

The proposal shall not contain any information on personnel other than those who are actually going to be performing the work and are considered key technical resources for the scope of work. The proposal should address not only the types of projects anticipated, but those issues and relative points which may not have been described in the RFP which the firm believes to be pertinent to the types of projects anticipated. The proposal should contain the following elements:

1. **Cover Letter.** Provide a cover letter summarizing the firm and team qualifications. Include contact information for the Project Manager and person with signing authority.
2. **Scope Understanding.** Provide a description of the firm's understanding of the scope of work described above and approach to completing project delivery through a consultant contract.
3. **Project Team.** Provide an organizational chart with key technical lead(s) and support team members. Include brief biographies for each key team member including their specific license(s), certification(s), role, title, and office location. Include a specific statement indicating key individuals will not be substituted with other personnel without the District's prior approval.
4. **Experience.** Include project experience with potable water facilities similar to those operated by the District. Submit a listing of three to five references with names and phone numbers for public agencies for which the firm has performed similar services over the past five years. The representative experience should include the personnel considered the primary technical lead(s) for these services. Include a discussion of special problems or difficulties encountered and how they were resolved by the firm.
5. **Rate Schedule.** Provide rate schedule(s) which shall be in effect during the term of an agreement with the District.
6. **Conflicts.** The firm shall identify any conflicts as describe above.
7. **Additional Comments.** Provide any comments, suggestions, or additions for the District to consider in selecting the firm. Identify the potential benefit, value, or impact these may have to the District.

SECTION 4 - SELECTION OF CONSULTANT

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

- Relevant experience and qualifications of the firm and its staff, the key personnel assigned, and any sub-consultants identified
- Quality of work products, responsiveness, and overall satisfaction of services obtained from references
- Additional information provided by firm during the interview, if the District chooses to conduct interviews with one or more firms
- Rate schedule(s)

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 to award the contract. If negotiations with the top ranked firm are not successful, staff reserves the right to enter into negotiations with other ranked firms.

SECTION 5 - 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. It is expected that the selected firm will sign a contract with the District, based on the District's template consultant agreement. Such consultant agreement will require insurance, indemnification of the District, and set forth the terms and conditions of service.