

Hidden Valley Lake
Community Services District



Issued: Friday, May 12, 2023

Request for Proposals

Construction Management & Inspection Services for the
Water Storage Reliability (WSR) Project

Submission Deadline: 2pm, Wednesday, June 21, 2023

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Introduction

The Hidden Valley Lake Community Services District (District) is requesting proposals from qualified consultants (Proposers) to provide professional construction management and inspection services for the Water Storage Reliability Project. Per Government Code Section 4525-4529.5 Construction Manager shall be a licensed architect, registered engineer, or licensed general contractor.

Project Description

This project involves the demolition of the existing 150,000-gallon redwood water storage tank (Unit 9 Tank), and the construction of 2 250,000 gallon steel bolted water tanks (Tank 9a, 9b).

This project is part of the District's ongoing effort to harden critical infrastructure against potential future hazards and is funded in part by the Hazard Mitigation Grant Program (HMGP).

See attachments for project plans & specifications.

Estimated Construction Start Date: August 1, 2023

Construction Cost Estimate: \$3,000,000

Estimated Construction Duration: 120 Working Days

Scope of Work

Proposer shall be responsible for managing and inspecting work related to all civil, electrical, structure, mechanical, and related fields. Proposer shall submit a Proposal and Cost Proposal with Fee Schedule that describes the scope of their services to be provided. Include the attached Construction Management Services Terms and Inspection Services Terms documents to your Proposal as attachments.

Proposal Requirements

Proposals are to be straightforward, clear, concise, and responsive to the information requested. In order for proposals to be considered complete, proposers must provide all requested information.

1. Cover Letter
 - Name, address, and telephone number of the firm.
 - Signed by an authorized representative of the Consultant. The Consultant shall furnish documentation that the person signing the proposal is empowered with signatory authority for the Consultant.
 - State the proposal is firm for a 120-day period from the proposal submission deadline.
 - Pledge to have the ability to perform successfully under the terms of the Professional Services Agreement, giving consideration to such matters as integrity, public policy compliance, record of past performance, and financial and technical resources (2 CFR 200.318(h)).
2. Experience and Project Examples
 - Previous experience performing construction management and inspection services for HMGP funded projects is desirable.

- List three of the most relevant projects of primary consultant only, with contact names, phone numbers, and email addresses of clients where the services were performed.
 - Include a project description, construction dates, construction estimate, and actual construction cost including change orders and claims.
3. Project Team Information
 - Please include all subconsultants, taking into consideration the affirmative steps listed in 2 CFR 200.321
 - Provide resumes for key staff, in an appendix
 4. Project Understanding and Approach to Work
 5. Scope of Work
 6. Amount of effort (in hours) anticipated for each task of the work.
 7. Project Schedule
 - Proposal shall include level of effort detail for every task, for every subconsultant
 8. Fee Proposal (to be attached in a separate PDF file)
 - Proposal shall include an hourly breakdown and total costs for each task, as well as any additional costs.

Submittal Process

It is the responsibility of each proposer to be familiar with all of the specifications, terms and conditions of the RFP. Each proposer shall submit its proposal with the understanding that the proposal will become a part of the official file on this matter and shall be subject to disclosure, if requested by a member of the public, following the completion of negotiations. By submitting a proposal, each proposer certifies that all statements in this proposal are true.

The District is not liable for costs incurred in the preparation of this submission and any other subsequent submissions or presentations. The District reserves the right to accept or reject any submission when it is considered to be in the best interest of the District.

On or before 2:00pm PDT on Wednesday, June 21, 2023 please submit an electronic copy of the proposal in PDF to Alyssa Gordon (agordon@hvlcsd.org) with the following subject line: RFP Response - WSR Construction Management & Inspection Services. The electronic fee proposal should be sent separately, password protected, to the same inbox.

Questions regarding the RFP may be submitted to Alyssa Gordon via email (agordon@hvlcsd.org) prior to the deadline of Friday May 26, 2023

RFP Schedule

Advertisement of RFP	Friday May 12, 2023, 2PM PDT
Deadline for questions	Friday May 26, 2023, EOB PDT
Deadline for District responses	Wednesday June 7, 2023, EOB PDT
Deadline for RFP submittal	Wednesday June 21, 2023, EOB PDT
District Proposal review	Ends Friday July 7, 2023, EOB PDT
Award of contract (tentative)	Wednesday July 19, 2023

Selection Process

Consulting firms will be evaluated based on the following criteria:

- Completeness of the Proposal
- Overall project approach and scope of work
- Relevant work experience
- Qualifications of key project team members
- Level of hourly effort estimated.

The District shall perform a thorough and fair evaluation of submitted proposals and facilitate the selection of a consulting firm that best satisfies the District's requirements. The District may select more than one firm to design these improvements and/or decide not to award any improvement contemplated in this RFP and/or execute multiple contracts with the same consultant, as may be in the best interests of the District. The District suggests that each proposer tailor their example projects to highlight how they are qualified for each phase of the improvements. The District reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety this Request for Proposals, if it is in the best interests of the District to do so. The District may require the proposer selected to participate in negotiations, and to submit such price, technical, or other revisions of their proposals as may result from such negotiations. In the event the District is unable to negotiate a satisfactory contract with the initial selected proposer, the District will subsequently undertake negotiations with the second most qualified firm.

Exhibits

1. Construction Management Services Terms
2. Inspection Services Terms
3. Plans (90%)
4. Specifications (90%)
5. Professional Services Agreement