

CALAVERAS PUBLIC UTILITY DISTRICT

REQUEST FOR PROPOSALS

Water Master Plan

DUE: February 6, 2023

1:00 PM

Deliver to: Calaveras Public Utility District

Attn: Travis Small

506 West Saint Charles Street

San Andreas, CA 95249

Digital Delivery: Info@cpud.org

INTRODUCTION

The Calaveras Public Utility District (hereinafter “District”) is soliciting proposals for the 2023 Water Master Plan. This will be a competitive negotiation process. Qualified individuals, firms, contractors, consultants or entities (hereinafter “Consultant(s)”), that meet the requirements set forth in this Request for Proposals (hereinafter “RFP”), and are capable of providing the services requested are encouraged to participate. The primary goals identified for this project are:

- Review the existing Water Master Plan and identify and complete the necessary updates to the plan.
- Review water demands and supply and provide recommendations for meeting existing and ultimate water demands, including during drought and emergency scenarios.
- Evaluate the capacity of the existing water system such as raw water storage, raw water conveyance, water treatment plant, distribution piping, pumping, and storage facilities with respect to meeting existing and ultimate water demands, including current and future fire flow capabilities.
- Update/Calibrate the District’s current hydraulic model.
- Provide detailed recommendations for Water Treatment Plant Improvements that consider capacity, regulations, and maintenance costs.
- Evaluate the materials, ages, and conditions of the existing infrastructure and provide recommendations on anticipated remaining service lives, and recommendations on options or opportunities to increase service life. (Raw Water, Treatment, Storage, Transmission, and Distribution)
- Determine the most cost-effective improvements for the water treatment plant, raw water storage, raw water conveyance, distribution system including the pipelines, storage facilities and pump stations.
- Review the vulnerability of the infrastructure and provide recommendations to assist the district with the any updates to the risk and resilience assessment and emergency response planning.
- Prepare an asset list of recommended capital facilities improvements including estimated costs and implementation schedule for a 5-year CIP and a 20-year Asset Management Program.
- When developing the 5-year CIP and 20-year Asset Management Program, conduct Board, Staff and Public Workshop for Staff and Public input.

BACKGROUND

The District is seeking proposals to update the Water Master Plan. The Water Master Plan was last updated in 2008. Calaveras Public Utility District (CPUD) provides an environmentally sustainable, reliable, resilient, and cost-effective drinking water supply. The Calaveras Public Utility District (CPUD) was established on January 19, 1934 as a publicly owned utility to provide water to San Andreas, Mokelumne Hill, Paloma, and outlying areas.

In 1970, the voters approved a bond election to replace open canals and reservoirs with: a pump station on the South Fork of the Mokelumne River; a 2000-acre foot reservoir (Jeff-Davis) near Glencoe; a 1.5 million gallon storage tank in Mokelumne Hill; a 3.0 million gallon storage tank in San Andreas; and 20 miles of connecting pipeline. The system was designed with excess capacity to allow for population growth, which is why CPUD has adequate water to make it through drought years such as we have recently experienced. A system to serve Paloma was added in 1977. In 2004, a USDA grant/loan provided funding for a water system to serve the Railroad Flat/Glencoe area.

Today, CPUD pumps over 450 million gallons of water per year for the nearly 2000 customers in the 35 square mile District serving an estimated population of 6200 people.

The Current Water System includes the following infrastructure:

- Distribution and transmission mains (approximately 40 miles)
- Tank Storage (7 total tanks with approximately 6 MG of storage)
- >10 distinct Pressure Zones with >10 pressure regulating stations
- 0 intertie facilities with other local agencies
- The district has 1 Water Treatment Plant
- Various other ancillary infrastructure.

Available Information

The following resources are available to support the water master plan update: (List here)

- Water Distribution System Maps
- Previous Water System Models in H2OMap Water Software.
- Commercial and domestic (non-irrigation) water meter data.
- Land use information including parcel zoning, designated land use, and parcel area.
- GIS based parcel map.

INSTRUCTIONS

This RFP includes a description of the scope of services, proposal requirements, and instructions for submitting your proposal. Failure to follow these instructions may result in rejection of your proposal. No oral representations or interpretations will be made to any proposer as to the meaning of this RFP. Direct all inquiries regarding this RFP in writing to (enter point of contact below):

Calaveras Public Utility District
Attn: Travis Small
506 West Saint Charles Street
PO Box 666
San Andreas, CA 95249
Phone: 209-754-9442
Email: info@cpud.org

In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any amendment to this RFP is valid only if it is in writing and issued by the District. No oral interpretations or answers shall bind the District unless confirmed by the District in writing.

Proposals must be received by the district via in person or email no later than 1:00 p.m., local time, on February 6, 2023. It is the responsibility of the proposer to assure that the proposal is received prior

to the deadline date and time. Proposals received after the submission deadline will not be accepted.

Proposer shall assure that the designated project team, including sub-consultants or sub-contractors (if any), is used for this project. Departure or reassignment of, or substitution for, any member of the designated project team, sub-consultant(s) or sub-contractor(s) shall not be made without the prior written approval of the District.

Consultant shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical conditions, disability, or any other reason.

The District's acceptance of proposer's offer shall be limited to the terms herein, including all attachments hereto, unless expressly agreed in writing by the District's authorized representative. Proposals offering terms other than those shown herein may be declared non-responsive and may not be considered. By submission of a signed proposal, proposer consents to be bound by all terms and conditions set forth in the pages of this solicitation and all attachments hereto. Proposal signer represents that he/she is duly authorized to execute and sign documents on behalf of his/her respective entity.

Any changes to this RFP are invalid unless specifically modified by the District and issued as a separate addendum document. Should there be any question as to changes to the content of this document, the District's copy shall prevail

TENTATIVE SCHEDULE

The following represents the tentative schedule for this RFP. Any change in the scheduled dates for the Deadline for Final Questions, or Proposal Submission Deadline will be advertised in the form of an addendum to this RFP. The schedule for the evaluation process and other future dates may be adjusted without notice.

RFP Released by the District.....	January 11, 2023 _____
Deadline for Final Questions.....	January 25, 2023
District Responses to Written Questions.....	January 31, 2023
Proposal Submission Deadline.....	February 6, 2023
Consultant Interviews as needed.....	February 8, 2023
Contract Negotiations.....	February 9, 2023
Contract Approval by District Board.....	February 14, 2023
Commencement of Services.....	February 21, 2023

SCOPE OF SERVICES

The firm selected for this project will be required to provide the labor, equipment and materials to complete the following services:

Task 1: Project Management

Provide overall project management activities to keep the project on schedule and within budget. Specific tasks include but are not limited to:

- Task 1.1 General project management of project
- Task 1.2 Project meetings
- Task 1.3 QA/QC
- Task 1.4 Monthly invoicing and progress reporting, schedule updates, and budget management.

Task 2: Review prior WMP and Available Information

- Task 2.1 Review most recent WMP.
- Task 2.2 Review and collect available information including but not limited to: maps, water usage data, planning and land use information, and any other pertinent information.
- Task 2.3 Describe study area and existing water system(s).
- Task 2.4 Review current and projected water demands to model the existing system(s).

Task 3: Software Update and Model Development

- Task 3.1 Update software model to ensure that the model reflects the current operation of the system(s). (Software of most current model Innovyze)
- Task 3.2 Develop model to determine water system constraints and to evaluate options for system improvements.
- Task 3.3 Calibrate model after existing conditions are updated
- Task 3.4 Model Development Report: A report will be developed to document all the work conducted as part of this project, including but not limited to, the model development and calibration process, as well as all criteria used and the modeling methodology.

Task 4: Water System Analysis

Prepare analysis to identify improvements required to the District's raw water distribution, raw water storage, water treatment and distribution system throughout the planning period.

- Task 4.1 Develop System Evaluation Criteria to provide the basis for identifying problem areas in the water system over the planning period.
- Task 4.2 Analyze Water System(s) and Recommend Improvements. Analysis should include: average day demand, maximum day demand, fire flow, peak hour demand and include both current and build out planning scenarios.
- Task 4.3 Perform Condition Assessment of Water Facilities to assess existing facilities and identify recommended improvements.

Task 5: Prepare 5-Year Capital Improvement Plan and 20-Year Asset Management Plan

Recommend and conduct workshop on infrastructure improvements identified in Task 4.3 for implementation over the next 5 years. The recommended improvements shall be scheduled annually for implementation based on this priority. The recommended 5-year CIP shall include estimated costs escalated to the year of actual implementation along with a summary of recommended projects and costs for each year of the CIP. The 20-year AMP will also have a workshop and should be similar to the CIP and give estimated costs that reflect inflation at the year of implementation.

Task 6: Prepare Updated Water Master Plan

Task 6.1 Develop Administrative Draft Water Master Plan which incorporates all the key outcomes of prior tasks. This report shall include figures, maps, flowcharts, and diagrams to improve the understanding and access to the technical elements of the report. The 5-year CIP and 20-year AMP should be included as appendixes.

Task 6.2 Prepare Final Water Master Plan after review of the Draft Water Master Plan by District staff. The Final Water Master Plan shall incorporate District comments and be stamped by a registered Civil Engineer for submission to the District.

PROPOSAL FORMAT REQUIREMENTS

Each response to this RFP shall include the information described in this section. Provide the information in the specified order. Failure to include all of the information specified may be cause for rejection. Additional information may be provided, but should be succinct and relevant to the goals of this RFP. Any additional information that a proposing Consultant wishes to include that is not specifically requested should be included in an appendix to the proposal.

Consultants are encouraged to keep the proposals brief and to the point, but sufficiently detailed to allow evaluation of the project approach. Excessive information will not be considered favorably.

The proposal shall contain the following sections in the order below:

Cover Letter with the following information:

- Title of this RFP
- Name and Mailing Address of Firm (include physical location if mailing address is a PO Box)
- Contact Person, Telephone Number, Fax Number, and Email Address
- A statement that the submitting Consultant will perform the services and adhere to the requirements described in this RFP, including any addenda (reference the addenda by date and/or number).
- The cover letter will be signed by an official(s) legally authorized to bind the Consultant and should state that the proposal is valid for ninety (90) days.

Firm's Qualifications – Describe your firm and provide a statement of your firm's qualifications for performing the requested services including the qualifications of any subconsultants that you will be using on this project. Identify the services which would be completed by your firm's staff and those that would be provided by the sub-consultants or sub- contractors.

Experience and References – Provide a summary of your firm's experience in providing these or similar services. Provide a minimum of three (3) references for projects or services similar in nature and scope that your firm's team members have completed. Include brief descriptions of the project, dates, identify team members and roles, and provide client names and contact persons' names, addresses and telephone numbers. Public sector references are preferred.

Qualifications of Team – Provide a project team organizational chart for the project team including any subconsultants. Provide a brief resume for each key team member and the designated project manager. Full resumes may be included in the appendix. Include a statement of assurance regarding the following requirement in the proposal: Non-substitution for the designated key members of the team without prior approval of District staff.

Project Understanding – Based on the available information, supplemental research, field observations, and experience with similar projects, provide a narrative describing your understanding of the services requested in this RFP, your general approach and any major challenges to achieving the District’s stated goals for this project. Include any issues that you believe will require special consideration for this project. Also identify any unique approaches or strengths that your firm may have related to this project. District staff will assess your understanding of all aspects of the project based on the overview.

Scope of Work – Provide a detailed scope of work for the successful implementation of this project. Include any assumptions that are made as well as a listing of deliverables for all aspects of the project.

Project Schedule – Provide a schedule for completion of the project including identification of major milestones.

Insurance Requirements – State your ability to meet the District’s insurance requirements in Attachment __.

Conflicts of Interest – The proposal shall contain a statement to the effect that the Firm is not currently committed to another project or client that would constitute a conflicting interest, either existing or perceived with the project identified in this RFP.

COST PROPOSAL

In a sealed envelope as a separate document to your Technical Proposal, provide 5 hard copies and one electronic copy (MS Excel Format) of a cost proposal for all products and services to be delivered, and a breakdown of costs delineated by tasks as described in your project plan. The Cost Proposal shall be provided in a table format that identifies the key project team member(s) proposed for each task and sub-task and the number of management, engineering, technical, drafting and support personnel hours and cost envisioned for each task. The hourly rate, name of team member, and staff classification shall be included in the column headings of the spread sheet. Define any reimbursable expenses requested to be paid by the District. Identify all other costs to be billed to the project including project expenses. Include a copy of the proposed rate schedule(s) to be used throughout the duration of the project including any adjustments which are predicted to occur during the life of the project. In order to facilitate the assessment of cost proposals, all proposals shall be formatted such that the tasks listed in the “Scope of Services” Section (Tasks 1 through 6), shall be utilized. Additional sub-tasks may be created in the cost proposals at the proposing firm’s discretion to provide additional definition of major activities to be accomplished.

SUBMITTAL INSTRUCTIONS

Proposals shall be submitted not later than the time and date indicated on the cover page of this RFP. All submittals shall be submitted to:

Calaveras Public Utility District
Attn: Travis Small
506 West Saint Charles Street
San Andreas, CA 95249

The District reserves the right to waive minor defects and/or irregularities in proposals, and shall be the sole judge of the materiality of any such defect or irregularity.

All costs associated with proposal preparation shall be borne by the proposer.

EVALUATION CRITERIA

The following evaluation criteria and rating schedule will be used to determine the most highly qualified firm(s).

Evaluation Criteria	Maximum Points Possible
A. Firm's Qualifications	20
B. Qualifications of the Project Team	20
C. Understanding of the Project	25
D. Proposed Project Plan/Scope of Work	25
E. Cost of Services	10
Total Possible Points:	100

SELECTION PROCESS

Award of the RFP shall be made to the responsible proposer whose proposal is determined, through a formal evaluation panel process, to be the most advantageous to the District after the evaluation panel has taken into consideration the evaluation factors set forth in the RFP.

The District reserves the right to make a selection after review of the proposals without oral interviews;

therefore, the proposal should be submitted initially on the most favorable terms that the Consultant might propose.

A contract will be negotiated with the Consultant considered best meeting the District's need for this project. In the event a mutually satisfactory contract cannot be negotiated with the District's first choice, negotiations may be terminated and commenced with the Consultant considered next best in meeting the District's needs for this particular project.

The selected Consultant will be required to execute a District prepared contract. The contract may further refine the scope of services and will provide for the terms and conditions of employment.

The District reserves the right to reject any or all proposals, or to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful Consultant(s).

Once a decision has been made to award the contract, then a formal notice of the intent to award to the recommended proposer(s) shall be made by the Department.

GENERAL TERMS & CONDITIONS

Standard Contract. Upon completion of the evaluation and recommendation for award, the selected Consultant will be required to execute an agreement prepared by the District, a sample of which is included as **Attachment 1**.

Attachments:

- 1: Standard Contract**
- 2: 2008 Water Master Plan**
- 3: 2022 Feasibility Study**
- 4: 2012 Water Master Plan Analysis**
- 5: Calaveras County Long-Term Water Needs Study**
- 6: 2015 Water Treatment Plant Evaluation**