

**REQUEST FOR PROPOSAL
FOR
ON-CALL PROFESSIONAL SERVICES for DISTRICT ENGINEER
and
CONSTRUCTION INSPECTION SERVICES**



District Contact:
Paul Siebensohn
Director of Field Operations

Proposals Due By:
February 19, 2021
At 4:00 p.m.
No late proposals will be accepted.

1. INTRODUCTION

A. General Information

Rancho Murieta Community Services District (District) is requesting proposals for professional engineering services (as further described in Attachment A, Statement of Work) and Construction Inspection Services (as further described in Attachment B, Statement of Work) to be performed on an on-call basis over the course of three (3) years commencing on the execution of an Agreement for Professional Services.

The District may reject a proposal as non-responsive for failure to provide all information requested in the Request for Proposal (RFP). The District reserves the right to reject all proposals and to waive any informality.

The District will not reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Any inquiries concerning this request for proposals should be addressed to Paul Siebensohn, Director of Field Operations via email at psiebensohn@rmcsd.com.

2. NATURE OF SERVICES REQUIRED

Scope of Work to be Performed

The District is seeking proposals from interested and qualified Professional Engineering Services firms to perform professional engineering services as further described in the Statement of Work, Attachment A.

Additionally, the District is seeking proposals from interested and qualified firms to perform Construction Inspection Services as further described in the Statement of Work, Attachment B. Bidder must supply bid for both of these services.

Typical General Engineering work to be performed for the District may include, but is not limited to, the following:

- Studies/report preparation
- Engineering calculations
- Civil and electrical design
- Infrastructure and Development design review
- Preparation and/or updating of plans and specifications
- Assistance in developing RFPs and bidding
- Engineering support during construction

- Inspections
- Easement reviews
- Surveying
- Peer review
- CAD / GIS

Currently there is renewed development activity within the Rancho Murieta community. The District's immediate need for engineering and construction inspection services is primarily related to this activity and includes, but is not limited to, the review and signed approval of developer proposed stormwater (drainage), sewer collection and disposal, reclaimed water, water, and water distribution infrastructure plans, and review of and comment on the Draft Environmental Impact Report for the Rancho North project; a project consisting of approximately 827 residential homes. Upon the final approval by Sacramento County of the Rancho North Project virtually all the undeveloped land within the community will have tentative map approval. Current update on development in our community may be found on our website here: <https://www.ranchomurietacsd.com/development-projects>

Most other District work is related to utility infrastructure rehabilitation and replacement.

3. GENERAL INFORMATION

A. Rancho Murieta Community Services District Background

Rancho Murieta Community Services District (District) was formed in 1982 by State Government Code 61000 to provide essential services in Rancho Murieta. The District provides essential services to an area of 3,500 acres (covering roughly five and a half square miles) located in the beautiful, wooded hills of eastern Sacramento County. The approved master plan calls for residential development on 1,920 acres with single-family residences, townhouses, apartments, and mobile homes for a total of 5,189 units. Current estimates indicate Rancho Murieta has 2,700 households with a population of approximately 6,000 persons. The community is a balanced blend of both custom and production homes, townhouses, mobile homes, and a thriving retail complex. In addition, an airport, office building, fire station, and equestrian center are located in the District.

The District is an independent Special District which provides the following services:

- Water supply collection, treatment, and distribution
- Wastewater collection, treatment, and reuse (reclamation)
- Storm drainage collection, disposal, and flood control
- Security
- Solid Waste collection

While each service maintains and operates under its own separate budget, a combination of taxes and user fees fund these services.

The District is determined to deliver superior community services efficiently and professionally at a reasonable cost while responding to and sustaining the enhanced quality of life the community desires. Information about the Rancho Murieta community and the District is available on the District website at <https://www.ranchomurietacsd.com>.

4. PROPOSAL SUBMITTAL AND SELECTION

All proposals must be received no later than 4:00 p.m. on February 19, 2021. **Late or incomplete proposals will not be considered.**

Deliver proposals via email in pdf format to: psiebensohn@rmcsd.com

Rate Schedules (costs) via email in pdf format to: awilder@rmcsd.com

- A. This request does not constitute an offer of employment or to contract for services.
- B. All proposals submitted shall become District property.
- C. All proposals shall remain firm for ninety (90) days following the closing date for receipt of proposals.
- D. The District reserves the right to award the contract to the firm who represents the proposal which in the judgment of the District best accomplishes the desired results and shall include but not be limited to a consideration of the professional service fee.
- E. Selection will be made based on the proposals submitted.

5. PROPOSAL FORMAT

A qualifying proposal must address all the following points:

- A. Project Title
- B. Applicant or Firm Name, address, contact information and website
- C. Statement of the proposer's understanding of the work to be done
- D. Firm Qualifications
 - 1. Type of organization, size, professional engineer's registration number and any other affiliations or certifications.
 - 2. Table of Contents identifying the materials submitted by section and page number.
Cross-referencing to section and page number in the RFP would be helpful.
Names and qualifications of personnel to be assigned to this project.
- E. Existing client references from recent related projects including name, address, email, and phone number of individuals to contact for reference.
- F. Rate schedule
 - a. Specific rates for each staff member assigned to project
 - b. Administrative rates
 - c. Travel to be one rate including vehicle, time & mileage
 - d. Materials
 - e. Reproduction
 - f. *list any other anticipated costs

6. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries concerning the RFP and the subject of the RFP shall be made to:

Paul Siebensohn
Director of Field Operations
P.O. Box 1050
Rancho Murieta, CA 95683
916-354-3700
psiebensohn@rmcsd.com

2. Submission of Proposal.

One (1) pdf electronic copy of the Proposal shall be received via email at psiebensohn@rmcsd.com and one (1) pdf of the rate schedule to awilder@rmcsd.com by 4:00 p.m. on February 19, 2021 for the proposal to be considered.

The proposal should address the items listed in sections below.

During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarification from Proposers, to allow corrections of errors or omissions, and to negotiate terms.

The District reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposing firm is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted, and confirmed in the contract between the District and the firm selected.

The District reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept, negotiate, or reject any items or combination of items.

B. Format for Technical Proposal

1. Title Page showing the RFP subject; the firm's name; the name, address and telephone number and email address of the primary contact person, and the date of the proposal.
2. The commitment to perform the work within the time period; the name(s) of the person(s) authorized to represent the Proposer along with title, address, email address and telephone number.
3. Detailed proposal following the order set forth in Section C and 7 below.

C. Contents for Technical Proposal

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake the On-Call Professional Services District Engineer in conformity with the requirements of this Request for Proposals (RFP). As such, the

Technical Proposal should demonstrate the qualifications of the firm and of the staff to be assigned to this engagement. It should also specify an approach that will meet the RFP requirements.

1. Insurance

Attached to the RFP is a blank copy of the District's Services Agreement (Agreement; Attachment C) which contains the insurance requirements. These requirements include Commercial General Liability, Workers' Compensation, Automotive Insurance and Professional Liability or Error and Omissions.

The selected firm will be required to maintain the minimum insurance requirements during the entire time of the engagement.

NO DOLLAR AMOUNTS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

D. Cost Proposal

1. Proposals must include a complete and current table of hourly rates and charges for all timekeepers (including any subconsultants) that are reasonably anticipated to perform work under the proposed contract. The hourly rates provided shall include all overhead rates; overhead rates shall not be an add-on to the hourly rates proposed. The cost proposal shall describe the overhead rate to be charged on direct expenses and/or sub-consultants rates, if any. The District's preference is for the proposed hourly rates to remain constant over the contract period. However, if rate increases are proposed the proposal must indicate the maximum percentage not to exceed increase per each 1-year period of the contract. If bidding to provide construction inspection services, rate must be at prevailing wage for Sacramento region.

Travel time billed to the District for meetings or other purposes shall not exceed 30 minutes each way (and return travel after normal work hours shall not be billed). Mileage shall be billed at the current IRS approved rate.

The District will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

Any additional rates or fees should be called out in the submitted rate schedule.

2. Manner of Payment

Progress payments will be made based on hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's proposal. Interim billings shall cover a period of not less than a calendar month, to be submitted in monthly invoices per task item by the 12th day of the following month.

3. Non-Disclosure and Disclosure of Proposals

Proposals will be held in confidence during the evaluation process until District staff issues the Notice of Intent to Award a contract for professional services. Thereafter, all proposals will be treated as documents subject to disclosure under the California Public Records Act (the "Act").

If proposer believes any portion of its proposal contains confidential or proprietary information that is exempt from public disclosure under the Act, proposer must submit that information with its proposal in a separate sealed envelope labeled "Confidential Information." Except at compelled by court process, the District will not release any such documentation claimed to be exempt that is submitted in said manner without prior written notice to the proposer.

7. Understanding of and Approach to the Project

Proposals shall be limited to **16 pages** (not including transmittal letter, table of contents, tabs, dividers, and resumes) and shall follow the outline below:

A. Section 1 – Statement of Work

State in succinct terms your understanding of the anticipated Scope of Work, Attachment A and Attachment B Identify additional tasks, if any, that you believe are essential or advisable to constitute a more complete scope of work.

B. Section 2 – Relevant Experience and Expertise

Describe in narrative form the experience and expertise of your firm and/or project team members in providing the service sought by the District. Identify a minimum of three (3) representative clients. Compare and contrast their size, public or private-sector status, location, and operational activities to those of the District. Include a description of the project organization and project team experience.

C. Section 3 – Project Team

Identify each individual you expect to work on the project team, including who the main point of contact will be for the District functioning as the District's Engineer, and subconsultants, if any. Provide resumes for each member of the team. Describe with particularity the specific areas of expertise of each team member, and specific education, experience, licenses, or other information that substantiates that expertise. Note that project team members may not be substituted without the written approval of the District.

D. Section 4 – Quality Assurance and Control; Conflicts

Describe your approach to Quality Assurance and Control for your firm's work product. Identify all current and reasonably foreseeable actual or potential professional conflicts that could hinder the provision of the requested services and propose means of managing any such conflicts.

E. Section 5 – Client References

Provide contact information for representatives of three former or current clients for whom your firm or project team members have performed similar services.

F. Section 6 – Contract Requirements

Provide evidence of acknowledgment and understanding that the services will be provided under and subject to the terms and conditions of the District’s Standard Services Agreement, Attachment C. If the proposer is unable to execute the District’s standard agreement without modification, suggested modifications to the standard agreement must be detailed in the proposal. The District will consider any proposed deviations to the standard agreement in the evaluation of the proposal.

G. Section 7 – Insurance Requirements

Provide a summary of the firm’s insurance coverage. Summary should include a statement that the proposer’s insurance meets or exceeds the District’s requirements. Minimum limits and types of insurance that are required to be maintained throughout the term of the project are identified in Attachment C.

8. Fees

A. Provide a detailed breakdown of the level of effort and cost anticipated for each task in bid schedule related to tasks identified in the SOW using table to follow.

CONTRACT BID SCHEDULE

ITEM #	DESCRIPTION	COST
1	Engineering Services	Attach rate schedule separately
2	Construction inspection services	Attach rate schedule separately
	Total Cost	-

Respectfully Submitted:

Signature

Title

Company

Address

City, State

Date

Phone Number

SEAL (If Bidder is a Corporation)

Contractor License Number

Type

Exp. Date

Federal Tax ID # _____

9. TIME REQUIREMENTS

A. Proposal Calendar

Following are the key dates:

Date	Time	Event
January 8, 2021		RFP Issue Date
February 10, 2021	4:00 p.m.	Deadline for Questions
February 19, 2021	4:00 p.m.	Proposal Due Date
March 17, 2021		Anticipated Award Date
April 1, 2021		Anticipated Notice to Proceed
April 22, 2021		Begin Contract Period

The dates in this RFP are subject to change at the District's discretion, posted as addenda on the District's website. You may contact Paul Siebensohn, Director of Field Operations at psiebensohn@rmcsd.com with any questions related to the RFP.

9. EVALUATION PROCEDURES

A. The District will evaluate proposals based on but not limited to the following criteria:

1. Understanding of the Scope of Work to be performed
2. Demonstrated understanding of the project objectives.
3. Consultant's approach to accomplishing the scope of work.
4. Timetable and costs for completing the scope of work. Consideration will be given to demonstrated ability of completing the work in a timely manner.

B. Consultant's Methods and Procedures Used

1. Consultant's general approach to evaluating the site-specific needs for Environmental compliance per SOW.

C. Management, Personnel and Experience

1. Qualifications of each member assigned to the project, particularly the engineer assigned to work with our District.
2. Experience and performance on projects of a similar nature.
3. Information obtained from reference checks for engineer and construction inspector.

D. Cost

1. Are professionals and nonprofessionals used appropriately by task?
2. What quality of product will be delivered for the fee?
3. Are the cost estimates reasonable for the work product proposed?

The District will evaluate all proposals received before the submittal deadline and select a consultant based on the contents of the proposal. A recommendation from District staff will be presented to the District Board of Directors for consideration and final approval.

ATTACHMENT A
On-Call District Engineer
Statement of Work

The Engineer, when requested and authorized to do so by Work Order Authorization, may provide the following scope of services on general and/or project assignments during the term of this Agreement.

Engineering, Design Services & Technical support:

- a. Provide engineering consultation with respect to District projects, including but not limited to, water, wastewater collection and disposal, and recycled water systems, drainage, storm water management, rate and fee structures, permits, and public infrastructure financing programs. Adhere to District Codes, ordinances & specifications, functioning as the District Engineer for the Rancho Murieta Community Services District.
- b. Provide engineering and feasibility studies with respect to District needs for compliance with small non-traditional MS4, Sewer and Collection system general permits, water treatment, supply, and distribution, and sewer storage and disposal and master wastewater reclamation permit.
- c. Provide engineering and prepare plans, specifications and bid documents for District projects.
- d. May be required to provide periodic job site visits during the construction of new water, sewer, recycled water, and drainage facilities as appropriate to become generally familiar with the progress and quality of work and to determine that in general the work is being completed in conformance with the approved plans, specifications and applicable District Standards.
- e. Provide assessment and benefit district engineering services on public financing projects.
- f. Provide engineering estimates for capital improvements and special consulting services to the District.
- g. Prepare for and attend Board meetings to discuss specific items requiring engineering expertise as requested.
- h. Provide construction staking and construction observation services on District's projects.
- i. Provide additional engineering services as requested by the District.
- j. Update District plans and specification drawings utilizing CAD.

- k. Keep District Code and specifications up to date as needed to keep District up to date with regulations.

Technical Services

- a. Provide project management services if needed.
- b. Provide review and recommendations on applications for extension of facilities.
- c. Review submitted plans and specifications for conformance with the District's Code, ordinances, design and construction standards, adopted utility master plans and generally accepted engineering principles.
- d. Prepare for and attend Board meetings to discuss specific items requiring engineering expertise.
- e. Prepare and periodically review the District's design and construction standards for water, sewer, recycled water and drainage facilities.
- f. Provide additional technical support services as requested by the District.
- g. Provide surveying and staking as needed.

ATTACHMENT B
On-Call Construction Inspection Services
Statement of Work

Construction Inspection Services

- a. Provide on-site review, comments, and daily reports of construction activities as requested to ensure conformance with engineer approved plans, specifications, and applicable codes and regulations. Attend construction pre-conferences, construction conflict resolutions, change order reviews.
- b. Provide detailed reports of inspections including time, weather conditions, staffing present, items approved or not approved, comments, and photos for each day or time period of review, to District and developer and/or contractor within 24 hours of inspection period. If using a web-based system for reporting, please specify type and ease of accessibility.
- c. When requested to do so, subcontract professional services to ensure specialty work is done properly.
- d. Stop work or point out safety concerns to District or its representative for any unsafe working conditions.
- e. Suggest means to resolve conflict to District if needed.
- f. Provide an overview of your remote, video assisted, inspection experience and solutions.