

**REQUEST FOR PROPOSAL  
FOR  
ENGINEERING SERVICES  
FOR THE  
RAINBOW MUNICIPAL WATER DISTRICT  
PROJECT TITLE:**

**HWY 76 EAST SEGMENT REALIGNMENT**

**RESPONSE DUE BEFORE 3:00 P.M.  
ON  
SEPTEMBER 26, 2011**

**RAINBOW MUNICIPAL WATER DISTRICT  
3707 Old Highway 395  
Fallbrook, CA. 92028  
Telephone: (760) 728-1178  
Facsimile: (760) 728-2575**

# REQUEST FOR PROPOSALS

The Rainbow Municipal Water District (District) is requesting proposals from experienced, qualified and competent engineering firms to design relocation plans and specifications for a gravity sewer line in conjunction with the California Department of Transportation (Caltrans) for the highway 76 east segment realignment.

**BACKGROUND** In response to the widening of highway 76 the District must coordinate with Caltrans in the relocation of facilities in conflict with the new alignment. The east segment consists of widening the existing two lane highway to four lanes from Mission Road to the I-15 freeway. The District has wastewater lines in the existing highway 76 right of way and some waterlines.

The District's 2006 Wastewater Master Plan describes necessary upsizing to the wastewater lines along highway 76. The District would like to make the necessary improvements during the relocation process. The San Luis Rey Interceptor from Gird Road to Ramona Drive requires upsizing. The PVC line is currently 12 inches in diameter and approximately 7,863 feet long and needs to be increased to 18 inches in diameter. From Gird Road to Flowerwood Lane, there are 949 feet of PVC line that is recommended to be increased to 15 inches.

Caltrans is currently designing the highway and will provide the District with a set of plans and CAD drawings to incorporate District facility relocations. The District requires design plans and specifications for public bidding.

**OVERALL PROJECT SCOPE** The intent of the design shall be to relocate existing facilities in conflict with the highway 76 east segment realignment. As a minimum the consultant shall perform the following:

- Review existing data provided by the District, including construction records and drawings.
- Evaluate drawings provided by Caltrans.
- Encompass future upsizing needs of the District's truck lines in the design, stated in the current wastewater master plan.
- Coordinate between the District and Caltrans.

The consultant shall be responsible for preparing a complete set of plans and specifications for public bidding purposes conforming to District's standards and meeting Caltrans requirements. The plans are to be completed in metric.

Preparation of the plans and specifications shall adhere to the following schedule:

Task	Due Date
NTP	January 1, 2012*
30% Submittal	April 1, 2012

60% Submittal	June 1, 2012
90% Submittal	August 1, 2012
Final Submittal	September 1, 2012

\*Dependent on delivery of Caltrans base maps

The above schedule assumes a one-week District review period at the 30%, 60% and 90% submittal.

## **CONSULTANT'S SCOPE OF WORK**

The consultant shall submit a proposal that meets the following tasks. Subtasks are identified for clarity. Consultant must address each of the main tasks identified below. The Consultant may use subtasks to detail each task if desired. Compensation shall be on a task-by-task basis and monies not used in one task shall not be transferred to another task without District approval.

### 1. Meetings/Site Visits/Research

- i. Review of existing facilities, documents and Caltrans plans.
- ii. Minimum 8 progress meetings with District (1 with District Engineering Committee, 1 with District Board, 6 with District staff, teleconferencing may be acceptable for staff meetings.)
- iii. Meetings and coordination with Caltrans (minimum 6 meetings)

### 2. Design Phase

- i. 30%
- ii. 60%
- iii. 90%
- iv. Final plans and specifications

### 3. Opinions of Probable Construction Cost.

The 60%, 90% and Final plans and specifications shall have an Opinion of Probable Construction Cost provided.

### 4. Monthly Written Progress Reports and Schedule Updates.

The Firm's project manager shall prepare and submit during the last week of each calendar month (or by a time mutually agreed upon with the District) a written report and progress schedule to fully address the progress of work on each task and to identify any areas of concern regarding project design execution and design delivery schedule.

Bidding and construction services and not within the scope of this solicitation.

## **GENERAL**

The response to this RFP should be concise (13 pages maximum, not including resumes, covers or tabs),

well organized and demonstrate the Consultant's qualifications and experience applicable to the project. Consultants will be evaluated based on the information submitted in accordance with the Section below.

## **CONTENTS**

Responses to this RFP shall be in the following order and shall include:

1. Executive Summary (1 pages maximum)  
Summarize the contents of your firm's proposal in a clear and concise manner.
2. Project Description (2 pages maximum)
  - i. Explain the objective of the project and how you propose to accomplish the recognized goals.
  - ii. Describe the services and deliverables to be provided.
  - iii. Include a statement on what makes your firm uniquely qualified.
3. Identification of Prime Consultant (1 pages maximum)
  - i. Legal name and address of the company.
  - ii. Legal form of company (partnership, corporation).
  - iii. If company is wholly owned subsidiary of a "parent company," identify the "parent company."
  - iv. Name, title, address and telephone number of person to contact concerning the Response Submittal.
  - v. Number of staff and the discipline/job title of each.
4. Identification of Sub Consultants (1 pages maximum)
  - i. Legal name and address of the company.
  - ii. Name, title, address and telephone number of prime contact
  - iii. Number of staff and the discipline/job title of each.
5. Project Organization and Experience of the Project Team (2 pages maximum, not including resumes)
  - i. Describe proposed project organization, including identification and responsibilities of key personnel, including sub-consultants. Include only one-page resumes.
  - ii. Describe the experience of the Project Manager and the experience that the proposed personnel have working on past projects as a team.
  - iii. Describe project management approach to the work effort, locations where work will be done, responsibilities for coordination with the District, lines of communication necessary to maintain design on schedule.
  - iv. Describe a proposed schedule showing all facets of work that will meet the District's objectives and goals in a timely manor.

- v. Describe the Firm’s capacity to perform the work within the time limitations, considering the firm’s current and planned workload and the firm’s current and planned work force.
- 6. Experience and Past Performance, Including Cost and Schedule Control (4 pages maximum / 4 projects maximum)
  - i. Include a summary of the past experience and performance of the Project Manager on similar projects. Include the following information:
    - 1. Owner, contact name and phone number
    - 2. Project size and description
    - 3. Project design budget and total dollar value of completed design
    - 4. Budgeted project design schedule and total time to design completion
    - 5. Estimated construction costs and actual construction costs
  - ii. Describe the firm’s past experience and performance on similar projects. Include the information listed above.
- 7. Firm’s Local Experience (1 page maximum)
 

Describe the firm’s experience and knowledge of Northern San Diego County. List projects that have been performed within Northern San Diego County in the last 5 calendar years.
- 8. Creative Alternatives (1 pages maximum)
 

Discuss any creative solutions to meet the project objectives.
- 9. Proposed Total Professional Fee and Fee Schedules Submitted Under Separate Sealed Cover
  - i. Proposed fee shall not be the sole basis of award, but will be used to evaluate the Consultant’s understanding of the Scope of Work.
  - ii. Include the hourly rates of all staff that will charge directly to the project.

10. Exceptions to This RFP

The Consultant shall certify that it takes no exceptions to this RFP including, but not limited, to the Consultant Services Agreement (attached). The District will require a professional liability insurance verification for coverage of not less than \$1,000,000.00. If the Consultant does take exception(s) to any portion of the RFP, the specific portion of the RFP to which exception is taken shall be identified and explained.

**EVALUATION CRITERIA**

The evaluation criteria and the respective weights that will be given to each criterion are as follows:

- 1. Executive Summary ..... 10%
- 2. Project Description ..... 25%

3. Identification of Consultant .....	5%
4. Project Organization and Experience .....	25%
5. Past Performance, Including Cost and Schedule Control .....	20%
6. Firm’s Local Experience .....	5%
7. Creative Alternatives .....	5%
8. Proposed Fee .....	5%

**CONSULTANT SELECTION PROCESS**

Rainbow Municipal Water District will enter into negotiations with the top ranked firm. At this time, Rainbow Municipal Water District contemplates the use of a Time and Material Not To Exceed contract for the services requested. Negotiations will cover: scope of work, contract terms and conditions, office arrangements, attendance requirements and appropriateness of proposed fee.

After negotiating a proposed agreement that is fair and reasonable the General Manager will present the contract to the District’s Board of Directors for authorization to execute a contract with the most responsive firm.

**SUBMITTAL REQUIREMENTS**

Number of Copies:

One executed original marked “ORIGINAL” in red ink and three copies of the Proposal shall be submitted. One single sealed Proposed Fee Estimate marked “FEE ESTIMATE” in red ink shall be submitted separate from the proposal. Emailed proposals will not be accepted. Submit one electronic copy of the proposal in PDF format.

Authorization:

The Response shall be signed by an individual, partner, officer or officers authorized to execute legal documents on behalf of the Firm.

Delivery:

The Response must be received no later than 3:00 pm local time, on or before **September 26<sup>TH</sup>, 2011** at the office of:

Engineering Department  
Rainbow Municipal Water District  
3707 South Highway 395  
Fallbrook, CA 92028

To schedule a site visit or if you have any questions contact Sherry Rebueno at 760-728-1178.