



**REQUEST FOR PROPOSAL**  
**TO PROVIDE**  
**ENGINEERING DESIGN & SUPPORT SERVICES FOR**  
**THE SOQUEL CREEK WATER DISTRICT'S**  
**COUNTRY CLUB WELL REPLACEMENT WELL AND**  
**1,2,3-TRICHLOROPROPANE REMOVAL**  
**WATER TREATMENT PLANTPROJECT**

**AUGUST 2020**

Recommended By:

A handwritten signature in black ink, appearing to be 'JAJ', written over a horizontal line.

Engineering Manager

Approved By:

A handwritten signature in blue ink, appearing to be 'Ron D...', written over a horizontal line.

General Manager

SOQUEL CREEK WATER DISTRICT  
REQUEST FOR PROPOSAL TO PROVIDE  
ENGINEERING DESIGN AND SUPPORT SERVICES FOR THE  
SOQUEL CREEK WATER DISTRICT'S COUNTRY CLUB WELL REPLACEMENT WELL  
AND 1,2,3-TRICHLOROPROPANE REMOVAL WATER TREATMENT PLANT PROJECT

1. INTRODUCTION

The Soquel Creek Water District (District) is seeking proposals from qualified firms for civil engineering design and support services for the construction of a water treatment plant to remove 1, 2, 3, Trichloropropane from the District's Country Club Well. The selected engineering firm will provide services for the preparation of calculations, plans, specifications, cost estimates for supporting the District's Environmental Consultant providing the project's CEQA analysis and studies and procuring the District's Coastal Development Permit for this project, and for preparing construction documents for bidding.

2. PROJECT DESCRIPTION

Soquel Creek Water District (District) maintains 16 active public drinking water supply wells in Santa Cruz County, CA. The Country Club Well, currently identified as a standby well by the California State Water Resources Control Board Division of Drinking Water, is a former agriculture well until the late 1950's, early 1960's when the area was developed into subdivisions. It is located at 251 Baltusrol Drive, Aptos.

The Country Club well is contaminated with 1,2,3-Trichloropropane (1,2,3-TCP). Both the U.S. Environmental Protection Agency (USEPA) and the State of California have determined that 1,2,3-TCP is a probable human carcinogen at low levels. In 2009, California established a public health goal of 0.0007 µg/L (0.7 ng/L). On February 21, 2017, the California State Water Resources Control Board (SWRCB) Division of Drinking Water (DDW) submitted a Notice of Proposed Rule Making that proposed a 0.005 µg/L (5 ng/L) 1,2,3-TCP maximum contaminant level (MCL). The SWRCB adopted the proposed 1,2,3-TCP MCL, and the Office of Administrative Law approved this regulatory action, making the MCL effective and requiring water systems to begin 1,2,3-TCP quarterly monitoring in January 2018.

The most appropriate treatment technology identified for 1,2,3-TCP treatment of the Country Club Well is granular activated carbon (GAC) adsorption. Construction of this treatment system would be at the Country Club well site, a location within a developed subdivision with homes on every side of the site. The District believes any such water treatment plant at this site would require a building or façade that would blend in with the surrounding neighborhood. However, prior to constructing a treatment plant, the District would want to construct a back-up well on the same site and which may also require screening by the facade.

### 3. SCOPE OF WORK

- A. SqCWD is soliciting proposals for preparation of construction documents and related engineering support services for construction the GAC water treatment plant and construction of a back-up well. The site is located in the coastal zone and will require a Coastal Development permit (CDP) from the Santa Cruz County Planning Department for both the back-up well and the treatment plant.

Because the back-up well would be a replacement well to the existing Country Club well, District Staff plans to file a Class 2 Categorical Exemption for that project. The GAC water treatment plant will require proper CEQA analysis with an Initial Study and a mitigation monitoring plan as required to satisfy the findings and move the project forward. The Engineering consultant shall provide engineering support services to the Environmental consultant for both the CDP and CEQA work.

The District will be providing surveying, environmental and hydrogeology support for the level of design required by the Engineering consultant.

- The Engineering consultant's scope shall include design of the building or facade to screen the site in their proposal. This façade will probably be a building like a house that blends in with the neighborhood. The District believes this will be a requirement either through CEQA or of the CDP.
- The Engineering consultant "**WILL NOT**" be designing the replacement well.

The development of the construction documents for the water treatment plant by the Engineering Consultant will require four submittals:

1. Basis of Design Report with Preliminary Design for staff review;
2. Sixty Percent (60%) Construction Documents for staff review;
3. Ninety-five (95%) Construction Documents for staff review;
4. One Hundred percent (100%) Construction Documents for Bidding Purposes

Any level of design might be needed to compliment the CEQA analysis and Initial Study and CDP submittals, as requested by the Environmental Consultant.

- B. Prepare construction specifications. Specifications will utilize the District's front-end specifications. The consultant is to prepare complete specifications formatted to District standards, not just technical specifications.
- C. Prepare construction plans. Final plans are to be made on 22" x 34" size plans at full scale and 11" x 17" at half scale. District formatted sheets and to

a scale agreed upon by the Engineering Manager or his/her delegate. The District requires AutoCAD generated drawings and the Consultant shall provide the District with "DWG" files. All plans are to be made to a conventional scale, using English units. All drawings, computer files, specifications, calculations, and studies prepared by the consultant shall become the property of the District, with the District able to enjoy all rights of ownership including reproduction of the same.

- E. During the construction phase, provide technical assistance to District's construction management staff and/or consultant for review of material submittals, shop drawings, questions regarding plans and specifications; assist in preparing change orders and provide for occasional job site visits if requested, systems start-ups and preparation of as-built drawings.
- F. Attend meetings, throughout the above process, with District staff, neighborhood associations, County government, regulatory authorities, etc. for the purpose of providing draft plans, reports, and to ensure full and complete review and approval. Incorporate changes to contract documents as required by the review process.
- G. Take minutes of meetings and briefings, and report on consensus established for major issues.

4. EXPECTATIONS

The District will not expect the consultant to:

- A. Reproduce and distribute plans and specifications for bidding purposes
- B. Provide construction testing or construction inspection services
- C. Provide project or construction management services
- D. Obtain permits from other governmental organizations
- E. Prepare environmental documents

5. MINIMUM PROPOSAL CONTENT

All proposals and attachments -excluding the Fee Proposal- shall be provided in a "pdf" electronic format by the time a date identified below. Fee schedules and Fee Proposals shall be packaged separately in an envelope marked "Sealed Fee Proposal" and postmarked by the time and date identified below and mailed to the District.

A. Technical Proposal

1. Relevant experience, both of the firm and the personnel assigned to the project. Focus on public water systems and water treatment.
2. Specific projects that the firm and assigned personnel have worked on within the past three years, with contact names and phone numbers of the clients. Again, focus on public water systems and water treatment.
3. A list of subconsultants to be used, if any, and their expertise as called for in paragraphs (1) and (2) above. The District is looking for firms that can address all design considerations for a project in a coastal environment.
4. A description of methodology, techniques, and procedures for the scope of work items listed above.
5. Submit sample of plans (2 sheets maximum) in a pdf format for a similar project as described above, along with owner contact information and photos of finished product.
6. A description of how the firm will utilize its resources to start and complete project in a timely manner.
7. Limit proposal to twenty printed sheets (i.e. forty pages, the front page and back page of each sheet counts as one sheet) in a pdf format. Attachments do not count in sheet total.

B. Fee Schedules & Proposals

1. Provide fee schedules for your firm and proposed subconsultants which include an hourly rate for each category of employee (i.e., principal, project manager, etc.) and fee for related support costs (mileage, blueprint, reproduction, etc.). Provide proposed rate schedules for up to three (3) consecutive years.
2. Provide a Not-to-Exceed fee proposal for the subject project which shall be based upon the above-referenced hourly rates. "Not-to-exceed" means the consultant shall not exceed fee without prior approval from the District. Support services shall be developed according the requirements of the Environmental consultant as separate tasks using the fee schedule and shall not be included in the Not-to-Exceed fee proposal for the design.

3. Both the fee schedule(s) and the “Not-to-Exceed” fee proposal shall be delivered in a separate sealed envelope for consideration if the consultant is selected. The District will return all other sealed envelopes.

7. SUBMITTAL REQUIREMENTS

A. Proposals

The technical proposal is to be submitted in a pdf electronic file format, clearly marked as to this solicitation, technical proposal, and due date and time. Your proposal should at least elaborate on the qualifications of your firm with respect to the water treatment plant project, and the number of staff and their individual qualifications.

Both the fee schedule(s) and the “Not-to-Exceed” fee proposal shall be delivered in a separate sealed envelope for consideration if the consultant is selected. Clearly mark the fee schedule for this solicitation with the due date/time.

B. Due Date/Time

Proposals will be received by the District’s Engineering Department until **close of business, September 25, 2020**. Submit to:

Mike Wilson, Associate Civil Engineer  
Soquel Creek Water District  
5180 Soquel Drive  
Soquel, CA 95073

8. PROCEDURES AND EVALUATION OF PROPOSALS

A. Evaluation Criteria

An evaluation committee of District staff will review and evaluate technical proposals against the following criteria:

1. Understanding of the Project and its Unique Nature: Based on the information provided by the District and experience in Santa Cruz County, does the proposer understand the unique nature of the project and its possible impacts on the community?
2. Staff: Do the key personnel to be assigned to work on the project understand the unique character of the District, its systems, and constituency? Do assigned personnel have requisite education,

experience, and professional qualifications for the work to be undertaken?

3. Familiarity with Locality: Does the firm have familiarity with the County and the area required for successfully completing projects? How close are the firm's permanent offices to the County of Santa Cruz and how much similar work within the area has the firm been involved with?
4. Specific Management Approach: How does the proposer intend to achieve the District's budget and time goals for projects? How will the firm apply its management techniques and resources? Has the firm provided sufficient assurance that projects will be started and completed in a timely manner?
5. Experience: Has the proposer demonstrated the ability to successfully provide services for projects of a similar complexity and nature as described herein?
6. Organization: Are the qualifications of the firm's personnel suitable for the anticipated projects; and, does the firm's organizational structure show sufficient depth for its present workload? Is the level of staffing sufficient to produce quality work in a timely manner?
7. Reputation: Are the firm's references from past clients and associates favorable; and, does the firm show financial and operational stability?
8. Services Offered: Does the firm offer the breadth and quality of services required for project?

B. Procedures

1. At the completion of the review process, proposers will be ranked based on the criteria described above. The District will select the highest ranked firm(s), or, at District's option, the most highly qualified ones will form a "shortlist".
2. Should the District elect to establish a "short list", firms on the short list will be asked to formally present their proposal at the District's offices and respond to interviewer questions. The interview panel will be the evaluation committee. The presentation and interview session will not exceed forty-five minutes per proposer (one-half hour for the presentation, remainder for response to questions).
3. Following presentations/interviews, the evaluation committee will complete its ranking. The sealed fee schedule of the highest ranked

technical proposals will be opened, and price negotiations will commence with those firms. If the fees are mutually agreed to after negotiations, then the firms will receive the contracts. If no agreement can be reached as to price with a firm, then that firm will be excused, and the price proposal of the next ranked firm will be opened, evaluated, and negotiated.

4. Following successful negotiations, the proposal will be referred to the District's Board of Directors for approval.
5. The District reserves the right to reject any and all proposals and to reissue its request for proposals. The District reserves the right to cancel projects in design at any point and pay the consultant only for costs incurred to that point and for work completed which is usable by the District as determined by the District.

9. POINT OF CONTACT

Interested firms desiring additional information are asked to call the District at (831) 475-8500.

Primary point of contact: Mike Wilson, Associate Civil Engineer, (831) 475-8501, ext. 122 or michaelw@soquelcreekwater.org.

10. GENERAL INFORMATION

- A. The period of service required may last up to three years depending on the ease with which the CDP can be obtained. The negotiated fee schedule shall remain in effect throughout the duration of the contract.
- B. All proposals received shall be public records, with the exception of returned fee proposals and those elements of any proposal which are identified by the consultant as business trade secrets and are plainly marked "Trade Secret", "Confidential" or "Proprietary". If disclosure is required under the California Public Records Act or otherwise by law, the District shall not be liable or responsible for the disclosure of any such records and the consultant shall indemnify, defend, and hold District harmless for any such disclosure.
- C. Insurance and indemnifying requirements: At the time of contract award, the consultant is required to hold harmless and indemnify the District against design error and omission. Consultant shall hold E & O insurance in the amount of \$1,000,000.00 per project.
- D. Attachments:

Exhibit A. Soquel Creek Water District: Treatment Technologies and Costs to Treat 1,2,3-Trichloropropane (Corona Environmental Consulting, 7/24/2019)

Exhibit B. Soquel Creek Water District GAC Nitrate Sloughing Pilot Test Results (Corona Environmental Consulting, 7/10/2018)

Exhibit C. Soquel Creek Water District's Professional Services Agreement, 6/2020.

Exhibit D. Topographic Map of well site (Bowman & Williams, 2014).