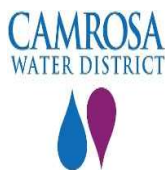


Title: Contract On-Call Inspection & General Engineering Support Services

REQUEST FOR QUALIFICATIONS



**CAMROSA WATER DISTRICT
7385 SANTA ROSA ROAD
CAMARILLO, CA 93012**

On-Call Inspection & General Engineering Support Services

Sealed proposals are requested for the services set forth herein, subject to all conditions outlined in the Documents, including:

- SECTION I:** REQUEST FOR QUALIFICATIONS
- SECTION II:** GENERAL INFORMATION AND INSTRUCTION
- SECTION III:** SCOPE OF WORK
- SECTION IV:** AGREEMENT TERMS & CONDITIONS

Proposals along with company qualifications will be received at the Camrosa Water District, 7385 Santa Rosa Road, Camarillo, CA 93012, until 4:00 PM local time, on the dates hereinafter stated at which time they will be reviewed and evaluated for services or for supplying the materials, and/or providing labor for the repair, construction, troubleshooting, or improvement as needed, and as indicated by the items hereunder listed and in accordance with the applicable specifications. A company qualifications package is also required to be submitted.

SECTION I - REQUEST FOR QUALIFICATIONS

Date: November 18, 2020

RFP Number: 20-02

Item Description: The Camrosa Water District, organized under the California Water Code, was established on July 24, 1962. The original district boundary, encompassing approximately 8,000 acres, has expanded gradually via annexations to encompass more than 31 square miles within Ventura County today.

In 1964, under the direction of the Camrosa Board of Directors, an engineering report was prepared to document the water requirements for the district and to prepare a water supply and distribution system plan. Construction of the initial waterworks facilities occurred during the period 1966 through 1969. This initial installation forms the backbone of the potable water system in place today. Since that time, the potable water system has been expanded largely by developers, though some capital improvement projects by the District have been implemented, as well.

The initial customers in 1965 were ranchers who took delivery of imported water directly from the newly constructed Calleguas Municipal Water District (Calleguas) pipeline that traversed the area. After construction of the Camrosa distribution system, water service was transferred from the Calleguas system to the Camrosa system. From these few irrigation customers in 1965, the potable water distribution system has expanded steadily to approximately 10,600 water connections serving a population of over 30,000 today

The Camrosa Water District is looking to contract with an outside firm that can provide construction inspection services for various projects along with both professional and technical

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services, as needed. Successful firm shall be able to dedicate an individual(s) on an as needed basis to help inspect and coordinate activities related to capital construction and development projects involving potable, non-potable, and wastewater facilities. In addition, from time-to-time, the District may require professional engineering and technical services to assist with plan checking, securing easements, drafting, updating engineering standards and specifications, project management, and other various technical and professional activities.

Proposal Due Date: January 7, 2021

All proposals and qualifications must be delivered by the specified time. Proposals arriving after the specified hour will not be accepted. Mailed proposals delivered after the specified hour will not be considered regardless of postmarked time on the envelope. All proposals must be in writing and must contain a signature by an authorized officer of the firm – Electronic submittals are acceptable with prior approval.

THE DISTRICT RETAINS THE RIGHT TO REJECT ANY AND ALL PROPOSALS WITHOUT CAUSE AND/OR ELECT NOT TO AWARD A CONTRACT.

BEST QUALIFIED FIRM(S)

Each Proposer shall submit a qualification package that closely addresses the criteria below. The award, if any, will be made to the best qualified firm(s). In evaluating whether proposers are the best qualified firm(s), District staff may utilize some or all of the following criteria:

1. The training, credentials and experience of the firm;
2. The demonstrated competence, ability, capacity and skill of the firm to perform the contract or provide the services;
3. The capacity of the firm to perform the contract or provide the service promptly, within the time specified, and without delay;
4. The sufficiency of the firm's financial and other resources;
5. The character, integrity, reputation and judgment of the firm;
6. The ability of the firm to provide such future service as may be needed;
7. The price(s) which the firm proposes to charge, including whether the price is fair, reasonable, flexible, and competitive; and
8. Any other factors which illustrates the firm's ability to provide the services required.

The District shall have absolute discretion in determining the applicability and weight or relative weight of some or all of the criteria listed above and is not required to select the lowest monetary proposer.

PROPOSAL FORMAT

1. Letter of Transmittal

- a. Identify the submitting organization;
- b. Identify the name, title, telephone, and e-mail address of the person authorized by the organization to contractually obligate the organization; authorized to negotiate the contract on behalf of the organization; and to be contacted for clarifications.
- c. Be signed by the person authorized to contractually obligate the organization;
- d. Acknowledge receipt of all amendments to this RFP.

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2. Qualifications

Provide a brief summary of your firm’s history, its capabilities, and its recent relevant experience (last five years). Also, describe your demonstrated experience with similar type services, projects, and qualification including licenses and certifications, if applicable.

3. Key Personnel

Describe the project team composition and include resumes of key personnel.

4. References

List a minimum of three (3) references for whom comparable services were provided to in the last five (5) years. Include the name of the agency, name of the contact, telephone number of the contact, email address of contact (if available), brief description of the services provided and your firm’s role.

5. Project Work Plan

Describe your understanding of the services requested. Include typical work functions, day-to-day activities, and descriptions. Identify any potential issues related to staffing issues. List any resources and training you expect the District to provide.

6. Cost Proposal

The proposal should include a general fee schedule that shows the hourly rate for each employee classification. The hourly rates should include fringe benefits, indirect costs and profit. Additionally, if applicable, a schedule of reimbursable expenses should be included. If the firm proposes to provide a sliding fee schedule specific to Camrosa, include both regular and reduced cost fee schedule sheet. List any alternative fee structures as applicable.

EVALUATION POINT SUMMARY

All Proposers will be evaluated using the criteria and point structure indicated below. Evaluations will be based on the weighted criteria listed, which correspond to information requested in various sections of the proposal:

Only those that achieve a score of 50 points or more will be eligible for consideration and evaluation under this proposal.

CRITERIA	MAXIMUM POINTS
Experience / Technical Competence	20
Ability to Meet Work Plan / Timelines	15
Flexibility in Staffing	15
Cost of Services, Cost Control	20
Stability / References	20
Value Added - Breadth of Service	10
TOTAL POINTS	100

EVALUATION FACTORS

Experience and Technical Competence: Up to 20 points may be awarded based on the

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evaluation of the Bidder's knowledge and prior experience. Evaluation will be based on relevant experience of key personnel based on resumes showing technical knowledge and experience. Evaluation will also be based on level of the firm's previous projects of comparable complexity, scale, and nature; training and proven expertise in the area of work required; experience in projects completed for public entities; and the firm's proposed work plan.

Ability to Meet Project Work Plan and Timeliness: Up to 15 points may be awarded based on the Bidder's ability to perform the work expeditiously. Consideration will be given to the ability and experience in assembling a highly qualified staff. The ability to provide the District with approval of management and representatives assigned to the engagement and provide assurance of resources to accommodate changes or turnover in staff. Efficiency and timeliness in completion of projects.

Flexibility in Staffing: Up to 15 points may be awarded based on providing flexibility to the District in staffing requirements. This could mean allowing full-time to part-time services as needed based on workloads and other various needs.

Cost of Services, Cost Control: Up to 20 points that may be awarded for the lowest hourly rates, fixed or blended hourly rates and the mocked-up project costs. The Bidder's overall cost proposal for the project should reflect cost effective work and services. Cost control, performance within budget allocations, prudent auditing practices, management and clear and constant communication with District staff are essential to the success of this on-call contract. Brief descriptions of previous project experiences should be used as examples of how this was achieved with other agencies.

Stability/References: Up to 20 points may be awarded upon an evaluation of Bidder's work for similar engagements. Please submit at least three references from public entities of similar size and scope. Additionally, provide evidence of insurance; description of firm size and structure, including number of partners and owners; and confirmation of firm's independence and license to practice in California.

Value Add/Breadth of Service: Up to 10 points may be awarded based on the Bidder's ability to provide insight and information, industry best practices and the ability to effectively communicate information to management.

CAMROSA WATER DISTRICT SECTION II - GENERAL INFORMATION AND INSTRUCTION

1. The firm's proposal may be withdrawn at any time during this process
2. Proposers are advised to become familiar with all conditions, instructions and specifications governing this RFP. Once the award has been made, a failure to have read all the conditions, instructions and specifications of this contract shall not be cause to alter the original contract or for firm to request additional compensation.
3. Bidders agree to defend and save the District from and against all demands, claims, suits, costs, expenses, damages and adjustments based on any infringement of any patent relating to goods specified in this contract.

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4. Successful proposer shall not assign the contract or subcontract the whole or any part of the contract without written consent of the District. Such consent shall neither relieve the proposer from his obligation nor change the terms of the contract.
5. The District shall have the right to inspect any material specified herein. Equipment supplies or services that fail to comply with the specifications herein regarding design, material or workmanship are subject to rejection at the option of the District. Any materials rejected shall be removed from the premises of the District at the expense of the firm.
6. Proposer shall state the nature and period of any warranty or guarantee. Manufacturer's specifications shall be submitted with the proposal and shall be considered a part of this contract where such specifications meet the minimum of the District's specifications.
7. Each proposer shall submit in full this completed original Proposal Document and all necessary catalogues, descriptive literature, etc., needed to fully describe the materials or work he proposes to furnish.
8. Proposer shall state the delivery date for commodities (if any) in terms of calendar days after notification of award. Where the contract calls for performance of labor, the proposer shall also state the number of calendar days required for completion after notification of award.
9. Cash discounts shall be considered in the evaluation of the proposal, except that payment periods of less than thirty (30) days will not be considered in award of this proposal. Where cash discounts are offered, the discount date shall begin with the invoice date or delivery date to the District, whichever is later.
10. Upon the award of the contract to the successful proposer, insurance will be required by the terms of this contract, the District will require evidence of such coverage be furnished within fourteen (14) days of notification of award. The amounts and types of coverage are specified on Pages 9 and 10 of the RFP. **All insurance forms must be in a format acceptable to the District.**
11. The firm agrees to indemnify, defend and hold harmless the District, District Board and each member thereof, and every officer, and employee of the District, from any liability or financial loss including, without limitation, attorney's fees and costs, arising in any manner whatsoever from any intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of firm, or any person employed by firm, including agents and independent contractors, in the performance of this agreement.
12. Prevailing Wages. If applicable and in accordance with the provisions of 1770 et seq., of the labor Code, the Director of the Industrial Relations of the State of California has determined the general prevailing wages applicable to the work to be done. Successful proposer will be required to pay all persons employed on the project by the Successful firm sums not less than the sums set forth in the documents entitled "General prevailing Wages Determination made by the Director of Industrial Relations pursuant to California Labor Code, part 7, Chapter 1, Article 2, Sections 1770, 1773, 1773.1." In addition, all Labor Compliance Code 1771.1 requirements must be complied with, if required.
13. Prices quoted herein must be firm for a period of not less than ninety (90) days after date of RFP opening.

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14. The District will be the sole and exclusive judge of quality, compliance with proposal specifications or any other matter pertaining to this proposal. The District reserves the exclusive right to award this RFP in any manner it deems to be in the best interest of the District.
15. Quantities specified in Section III are approximate only, the District reserves the right, within the period for delivery to increase or decrease the quantity ordered and upon mutual agreement after the period specified for delivery, order additional quantities of items bid.
16. For any questions regarding this bid, please contact: terryc@camrosa.com no later than **December 15, 2020**.

SECTION III – SCOPE OF SERVICES

The Camrosa Water District is looking to contract with an outside firm that can provide construction inspection services for various projects along with both professional and technical services, as needed. Successful firm shall be able to dedicate an individual(s) on an as needed basis to help inspect and coordinate activities related to capital construction and development projects involving potable, non-potable, and wastewater facilities. In addition, from time-to-time, the District may require professional engineering and technical services to assist with plan checking, securing easements, drafting, updating engineering standards and specifications, project management, and other various other professional and technical services.

Upon Board approval, it is expected that the contract duration will be for a period of three (3) years with the option to renew for an additional three (3) years. The District reserves the right to terminate the contract at any time.

The following provides a general overview of services requested and overall objective the District is seeking. Additional scope or details the proposer feels necessary or helpful should be included in their proposal. The services requested are broken down into two Tasks:

Task 1 – Construction Inspection Services;

A qualified construction inspector should be capable of multi-tasking and “juggling” several projects at one time. Inspector should be familiar with general industry standards related to potable, non-potable, and wastewater facilities. The individual should be familiar with the District’s Water Design & Construction Standards which provides engineering details and practices specifically related to District facilities. Inspector should also be able to review and understand detailed construction plans and specifications and have a general understanding of work tasks related to earthwork including grading, excavation, compaction, foundations, concrete, rebar installation, structural steel and framing, concrete forming, piping (all sizes and types), valves, painting and coatings, electrical and controls. Tasks included, but not limited to include:

- Understand and implement general industry standards involving means and methods related to construction;
- Ability to coordinate and act as liaison between the contractor, District and District staff;
- Review and monitor contractor’s construction schedules;
- Coordinate outside services such as compaction and concrete testing;
- Communicate and coordinate and work with other agencies including various cities, Edison, Caltrans, and the County of Ventura;
- Provide documentation of construction projects through digital photography, and completion of daily reports;

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- Provide customer service related to coordinating and inspecting residential remodels or additions that involve modifications and upgrades to water and sewer service.

Task 2 – General Engineering & Technical Services:

From time-to-time, general engineering and technical services may be required to cover a broad range of tasks that could include, but are not limited to:

- Plan checking of developer related projects resulting in the design and installation of potable, non-potable, and wastewater facilities;
- Update of the District's Water Design & Construction Standards;
- Work with developers or customers in identifying, evaluating, and securing easements;
- Provide general drafting services, as needed;
- Respond to customer inquiries regarding modifications to existing properties or development of new properties (both residential and commercial);
- Complete Fire Department Forms 625 for customers, as needed.

ACCEPTANCE OF PROPOSAL

The District reserves the right to accept or reject any and all proposals and reserves the right to waive technicalities where such action best serves the interests of the District.

EXCEPTIONS

Any Proposer exceptions to these terms or conditions or deviations from the written specifications shall be shown in writing and attached to the proposal. However, such exceptions or deviations may result in rejection.

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SECTION IV
AGREEMENT TERMS AND CONDITIONS

**Camrosa Water District
7385 Santa Rosa Rd.
Camarillo, CA 93012
Telephone (805) 482-4677 - FAX (805) 987-4797**

Some of the important terms of this agreement are printed on pages 8, 9 and 10. For your protection, make sure that you read and understand all provisions before signing. The terms on Page 8, 9 and 10 are incorporated in this document and will constitute a part of the agreement between the parties when signed.

TO:

DATE:

Agreement No.:

The undersigned Consultant offers to furnish the following:

Contract price \$:
N/A

Contract Term:

Instructions: Sign and return original. Upon acceptance by Camrosa Water District, a copy will be signed by its authorized representative and promptly returned to you. Insert below the names of your authorized representative(s).

Accepted: Camrosa Water District

Consultant:

By: _____

By: _____

Title:

Title:

Date: _____

Date: _____

Other authorized representative(s):

Other authorized representative(s):

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Consultant agrees with Camrosa Water District (District) that:

- a. **Indemnification:** To the extent permitted by law, Consultant shall hold harmless, defend at its own expense, and indemnify the District, its directors, officers, employees, and authorized volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees and costs, arising from negligent acts, errors or omissions of Consultant or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages or expenses arising from the District's sole negligence or willful acts.
- b. **Minimum Insurance Requirements:** Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees or subcontractors.
- c. **Coverage:** Coverage shall be at least as broad as the following:
 1. **Commercial General Liability (CGL) -** Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to the District) or the general aggregate limit shall be twice the required occurrence limit.
 2. **Automobile Liability -** (If applicable) Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
 3. **Workers' Compensation Insurance -** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
 4. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the District, its directors, officers, employees, and authorized volunteers for losses paid under the terms of this policy which arise from work performed by the Named Insured for the District; but this provision applies regardless of whether or not the District has received a waiver of subrogation from the insurer.
 5. **Professional Liability -** (also known as Errors & Omission) Insurance appropriate to the Consultant profession, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
- d. **If Claims Made Policies:**
 1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**
 3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

Other Required Provisions: The general liability policy must contain, or be endorsed to contain, the following provisions:

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- a. **Additional Insured Status:** The District, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.
- b. **Primary Coverage:** For any claims related to this project, the Consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District, its directors, officers, employees, and authorized volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

Self-Insured Retentions: Self-insured retentions must be declared to and approved by the District. The District may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the District.

Acceptability of Insurers: Insurance is to be placed with insurers having a current A.M. Best rating of no less than A:VII or as otherwise approved by the District.

Verification of Coverage: Consultant shall furnish the District with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration and Endorsements pages listing all policy endorsements. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to the District at least ten (10) days prior to the expiration date.

Subcontractors: Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that the District, its directors, officers, employees, and authorized volunteers are an additional insured on Commercial General Liability Coverage.

Other Requirements:

- a. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other authorized representative(s)."
- b. Payment, unless otherwise specified on Page 1, is to be 30 days after acceptance by the District.
- c. Permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.
- d. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by the District. Consultant's "other authorized representative(s)" has/have the authority to execute such written change for Consultant.

The District may terminate this Agreement at any time, with or without cause, giving written notice to Consultant, specifying the effective date of termination.