

Board of Directors Andrew F. Nelson Division 1 Jeffrey C. Brown Division 2 Timothy H. Hoag Division 3 Eugene F. West Division 4 Terry L. Foreman Division 5 General Manager

Norman Huff

October 31, 2024

# SUBJECT: REQUEST FOR PROPOSALS (RFP) TO PROVIDE ENGINEERING DESIGN SERVICES FOR THE PROPOSED VALENCIA WELL

Dear Consultant:

The Camrosa Water District invites you to submit a proposal for design services related to the design and construction of a new potable water well and various treatment facilities for the Valencia Well.

## PROJECT DESCRIPTION

The Camrosa Water District is planning to develop and construct a new groundwater well and treatment facilities within Calleguas Creek Park located within the City of Camarillo. The proposed site was selected based on a siting study prepared by Hopkins Groundwater Consulting in 2022 along with a recent groundwater modeling report prepared by INTERA in 2024. The exact location for the well and related facilities in the park are unknown at this time but is expected to be located bordering the park's westerly boundary and adjacent to the Ventura County Flood Control District's bike/walking path. The site appears to be located within an annual chance flood hazard area so special provisions should be considered as part of the design services. The well site is expected to have certain treatment facilities that may include either, on or off-site: disinfection, iron/manganese removal, sewer backwash, and storm drain discharge.

The District is expected to congruently contract with a hydrogeologist to develop plans and specifications for the drilling and development of the well. The Consultant will work with and assist the hydrogeologist in laying out the location of the well site, along with providing exhibits/plans for any drilling support facilities that could include but are not limited to, construction water for drilling and storm drain discharge pipelines for removal of processed water during drilling. During this process, it is assumed that the drilling specifications (by others) will include a test well. Upon favorable results, the project is expected to move forward with the full design of the project plans and specifications. In the event of unfavorable results, Camrosa would notify the consultant to not proceed with development of plans and specifications and stop working on the project.

The Consultant will be required to review the District's draft Master Plan, Siting Study, other pertinent studies as necessary, and consult with District staff in assisting with developing treatment sizing and general layouts. In addition, the consultant is expected to work with the Pleasant Valley Recreation & Park District in selecting a feasible and preferred area of the park for the Well Site.

The Project components are generally expected to include, but not limited to:

**Buildings and Structures:** 

- Masonry block enclosure w/electric and manual gates & access doors
- Sound attenuating building to house well pump and motor
- o Disinfection
  - Chainlink fenced in area with metal roof

- Chemical feed pumps
- Analyzers
- Water softener equipment
- Chlorine generation equipment
- Injection quills
- Chlorine storage tank
- Various totes as required (ammonia, ferric chloride, etc...)
- Electrical Service
  - Transformer, conduits, conductors, Switchgear, MCCs & Controls
  - Emergency Standby Generator & Fuel Tank
  - o Lighting
- Controls
  - Controls & Instrumentation plans
  - Controls & Instrumentation Specifications
  - System Integration between District PLC and treatment equipment PLCs.
- Flood plain/zone analysis and mitigation
- Property acquisition (easement documents/agreements w/Park District, Edison)
- Encroachment Permits with City of Camarillo
- Site work including grading, paving, vehicle access and various other related site improvements.
- Landscaping and irrigation for screening purposes
- Both onsite & offsite suction and discharge piping, valves, meters, and fittings
- Iron & Manganese Filtration Equipment
- Manhole and sewer connections to existing sewer system for filter backwash
- Well Flush to Waste to existing storm drain system
- Temporary and permanent well drilling water service and storm drain piping
- Other miscellaneous and appurtenant facilities, as needed.

The District has pre-selected a System Integrator (SI) for the project. The Consultant will be required to utilize the SI's services and is required to coordinate scope and costs prior to proposing. Contact MSO Technologies, Inc, Mr. Lloyd Trick at (805) 379-8668 or Itrick@msotech.com

# SCOPE OF WORK

See Exhibit A.

# PROPOSAL REQUIREMENTS

- 1. <u>Cover Letter:</u> Include a one-page, dated cover letter indicating the Consultant's understanding of and interest in the Project and summarizing the key components addressed within the Proposal. The Proposal shall be legally binding by a person authorized to represent the Consultant. Please include name, address, telephone number, email and title for each of these persons.
- 2. <u>Project Approach</u>: Provide a comprehensive approach to be used in completing the tasks.
- 3. <u>Detailed Scope of Work:</u> The Proposal shall include a detailed scope of services including at a minimum:
  - a. Itemized list of tasks
  - b. Itemized list of optional tasks
  - c. List of deliverables
  - d. List of any assumptions

- 4. <u>Schedule:</u> Provide a preliminary schedule and timeline to complete the necessary tasks identified in Item 3 along with any pre-and-post administrative and review processes.
- 5. <u>Labor Hours and Fee</u>: Provide a fee proposal, which includes labor hours separated by tasks for key personnel and for any Sub-consultants. Include billing rates for Consultant and Sub-consultant staff. The consultant should provide two separate fee proposals based on common tasks (1 through 5); however, separate proposals should be included to account for task No. 6 based on the two alternatives. The District will most likely contract for tasks 1 through 5, and based on the results, separately add task 6 as a change order to the contract. Submit fee proposals in a separate envelope (email). Fee proposal to be opened after the proposals are reviewed and evaluated.

# CONSULTANT SELECTION

Consultant selection will be based on the qualifications submitted for the required service. The following weighted criteria will be used to evaluate the proposals:

- a. 30% Project approach and methodology
- b. 30% Detailed scope of work
- c. 15% Project schedule
- d. 10% Overall clarity of the proposal
- e. 15% Fee schedule

The following procedures outline the remaining steps that will be followed in selecting the Consultant:

- 1. The District will review all proposals received.
- 2. The District may conduct informal follow-up questions with selected Consultants.
- 3. The District will negotiate and finalize the scope and fee proposal for the Project with the selected Consultant. If the District is unable to come to an agreement with the Consultant on the terms and conditions or the fee proposal, the District reserves the right to negotiate with the next most qualified Consultant. The Agreement for Consultant Services will be forwarded to the District for final approval.
- 4. Upon Board of Director's approval and receipt of all required documentation, a Notice to Proceed shall be issued to the Consultant.

The District anticipates the following schedule of activities in relation to the selection of a Consultant:

Action	<u>Responsibility</u>	Date
Release of RFP	Camrosa	October 31, 2024
Proposals Due	Potential Proposers	December 12, 2024
Selection and Negotiations	Camrosa/Potential Proposers	January 2025
Award Contract to Consultant	Camrosa	February 2025

The Proposal should be limited to no more than twenty-five (25) pages, Tabloid size (11x17) foldout pages may be used where appropriate. Please submit two (2) hardcopies and one (1) electronic copy of the proposal to the District by **4:00 p.m. on Thursday, December 12, 2024.** The electronic copy of the Proposal should be in pdf format and may be submitted via email file

link. Do not send email zip files. Electronic submittals and/or submittals that are delivered after the specified date and time will not be accepted for consideration. Submit proposal to:

Terry Curson, District Engineer Camrosa Water District 7385 Santa Rosa Road Camarillo, CA 93160 terryc@camrosa.com

Indicate on the submittal package: **Proposal for Design Services for the Valencia Well Project**, as well as the name of the proposing firm.

Failure to comply with the requirements of this RFP may result in disqualification or deduction in score. If you have any questions regarding this RFP, please contact Terry Curson at (805) 482-8063 or <u>terryc@camrosa.com</u> (email preferred).

Sincerely,

Terry Curson District Engineer

# EXHIBIT A

# SCOPE OF WORK SERVICES

## FOR

# REQUEST FOR PROPOSALS (RFP) TO PROVIDE ENGINEERING SERVICES FOR THE VALENCIA WELL

## SCOPE OF SERVICES

The Proposals should provide a detailed scope for providing engineering services for the design of the proposed Valencia Well and facilities. Services should include siting of the well along with all facilities related to treatment, security, and distribution of well water into Camrosa's existing distribution system. An overview of project scope is provided below:

#### Task 1 – Kick-Off

Consultant shall include one in person (1) Kick-off meeting and site visit. Consultant shall also include up to five (5) additional meetings to be held upon request. With the exception of the Kick-off meeting, meetings can be held virtually or in person.

#### Task 2 – Data Collection

Consultant will be allowed access to Project reports and shall develop a data request list and submit it to the District.

#### Task 3 – Topography Survey

The Consultant shall perform all required base mapping, site surveys, control surveys, aerial photography, and digital aerial mapping; locate existing facilities in vicinity of the Project; and establish vertical and horizontal control points of Project facilities.

#### Task 4 – Geotechnical Study

At the Consultants discretion, the Consultant can perform a geotechnical study. It is assumed this task will be completed after completion of the PDR and site location established, if needed.

#### Task 5 – Preliminary Design Report

Consultant shall prepare a draft and final Preliminary Design Report (PDR), detailing the proposed design for the Valencia Well (Project). The Project is expected to be similar in size and layout to the District's existing Lynnwood Well and shall be generally used as the basis for design.

The PDR should refine and optimize the concepts identified in the RFP. The District is looking at exploring two alternatives related to onsite versus off-site facilities for disinfection and treatment for iron and manganese. Regardless of which Alternative is selected, the PDR should include, at a minimum, two or three onsite layout options for the block wall, well site, equipment, access for routine and well rehabilitation maintenance, and various equipment and facilities.

The District operates Lynnwood Well located within the northwest corner of Woodcreek Park in the City of Camarillo. The site houses existing iron and manganese filtration equipment along with onsite chlorine generation equipment for Lynnwood Well and the adjacent Woodcreek Well. Finished water is piped through a discharge line that is tied into Camrosa's Woodcreek feeder that is a direct connection to Calleguas Municipal Water District's turn-out. This is necessary to blend down high TDS groundwater and provide sufficient blending and contact time prior to entering Camrosa's distribution system.

Since the District is unsure of which alternative is the most feasible and cost effective, two alternatives are listed below for the consultant to evaluate, compare, and present to the District for evaluation and selection. This would include, but not limited to, exhibits, costs, schedule, barriers, constraints, and limitations.

Alternative 1 - will look at distributing raw Project well water to the existing Lynnwood Well site for disinfection, iron/Mn removal, and blending.

Alternative 2 - will look at providing onsite treatment, disinfection, backwashing and running a finished waterline to the existing Calleguas Meter Station No. 11 located near the intersection of Santa Rosa Road and Verdugo way for blending down high TDS groundwater. In addition, the adjacent Camrosa sewer system will need to be evaluated for backwash and forward flushing of iron/MN filters during backwash sequencing. This sewer service area is served by Camrosa's Lift Station No. 4 near the intersection of Mission Oaks Blvd. and Via Cantilena. These evaluations should include, but are not limited to:

## Offsite Treatment and blending (Alternative 1):

- Raw well water line sizing and alignment from Valencia Well to Lynnwood Well.
- Additional offsite surveying for easements and Right-of-Way
- Necessary Easements, Right-of-Way and/or property acquisition
- Additional treatment equipment needed for iron/manganese removal at Lynnwood Well.
- Evaluate capacity and storage of existing chlorine generation system at Lynnwood Well
- Evaluate capacity of existing sewer line in Lynnwood Rd to handle backwash of existing and proposed iron/manganese treatment.
- Evaluate existing electrical capacity and needed expansion, if required
- Evaluate size and capacity of existing finished water discharge line that tie into Camrosa's existing main feeder for blending at the intersection of Woodcreek and Lynnwood.
- Provide detailed cost estimate including property acquisition, permitting, equipment, facilities, construction, engineering design, construction management, inspection services, and all other necessary costs and fees.

## **Onsite Treatment and blending (Alternative 2)**:

- Evaluate iron and manganese filtration requirements.
- Identify alignment and discharge capacity of Camrosa's adjacent sewer system for filter forward flush and backwashing. Sewer service area is served by Camrosa's Lift Station No. 4 near the intersection of Mission Oaks Blvd. and Via Cantilena.
- Evaluate onsite chlorine generation equipment, including pounds chlorine needed, Chemical analyzers, chemical feed pumps (chlorine, ammonia, ferric chloride, if needed) and storage.
- Design for Well start-up flush to waste discharge piping and connection to existing City of Camarillo's storm drain.

## Facilities common to both Alternatives (Alt. 1 and Alt. 2):

- Design for masonry block perimeter enclosure (size TBD) with vehicle access electrical operator gate with sound attenuation properties and a secondary vehicle access gate for future well maintenance equipment.
- Provide well pump sound attenuation building with roof hatch access for pump removal.
- Provide emergency standby generator and standalone fuel tank.
- Provide onsite storm drain for well pump flush to waste.
- Coordinate with Southern California Edison in developing electrical service drawings easements, conduits, pull boxes, and transformer location. Incorporate Edison's drawings into contract drawing set.
- Electrics include switchgear, MCCs, PLC controls, lighting, etc...

 Landscaping – Consultant shall coordinate with Park District in developing landscape and irrigation plan for repair of existing and new landscaping.

Upon submission of the Draft PDR, Consultant should anticipate at least three weeks for review of PDR Submittal. Also, it should be noted that after drilling and sampling of the well's water quality, additional considerations in the design may be necessary.

## Task 6 – Design and Construction Documents

Based on the Final Preliminary Design Report, Consultant shall design and prepare plans and specifications for the Project that includes, but are not limited to the following:

- Complete a hydraulic analysis to determine size, capacity, model and required horsepower for the necessary well pump and motor
- Plans and Specifications for bidding purposes. Plans will be submitted for review and comment at the 60%, 90%, and 100% and shall include:
  - o Site Plan
  - Grading Plan
  - Piping (suction, discharge and pressure relief plan and sections)
  - Offsite Piping (raw water discharge piping)
  - Backwash piping
  - Storm drain piping
  - Pump & Motor
  - o General Piping details
  - o Meters
  - Fencing, Gates, and Doors
  - Masonry Wall Enclosure
  - Electrical and General Notes
  - o Electrical Site Plan
  - Incorporation of Edison Service Plan
  - Switchgear and MCC Elevations
  - Single Line Diagram and Load Schedule
  - Electrical Power Plan including Grounding
  - o Conduits, Conductors, Panel and Lighting Schedule
  - Electrical Control Diagram.
  - o Incorporation of District's third-party control consultant's diagrams
  - Instrumentation Plan
  - PLC Panel Layout
  - PLC Panel Wiring Diagram
  - Structural Notes & Specifications
  - Structural Plans
  - Structural Details
  - o All other drawings and details as deemed necessary
  - Contract Specifications
- Provide detailed cost estimate at 90% and 100% drawings submittals

# Task 7 – Engineering Services During Bidding

- Provide engineering services during project bid
  - Attend one pre-bid meeting
  - Respond to RFIs

# Deliverables:

- (1) Draft & Final PDR
- (2) Updated Design Schedules
- (3) Detailed Cost Estimates at 90% & 100%

# **DESIGN SCHEDULE**

The following design schedule outlines the milestones and recommended due dates to complete the PDR and design services.

Due Date	Task
October 31, 2024	Release of RFP
December 12, 2024	Proposals Due
December 2024- January, 2025	Review Proposals
Early January 2025	Selection and Negotiation
Early February 2025	Award Contract to Consultant
TBD	Final Preliminary Design Report
TBD	Design Services
TBD	Engineering Services during bidding



Camrosa General Site Layout

PROPOSED VALENCIA WELL SITE PROJECT



# National Flood Hazard Layer FIRMette



## Legend



Basemap: USGS National Map: Orthoimagery: Data refreshed October, 2020