

April 13, 2026

SUBJECT: REQUEST FOR PROPOSALS (RFP) TO PROVIDE DESIGN AND BID SUPPORT SERVICES FOR THE REPLACEMENT OF THE AG2 BOLTED STEEL TANK & PS4 PUMP STATION

Dear Consultant:

The Camrosa Water District (DISTRICT, CWD) invites professional CONSULTANTS to submit a proposal for design and bid support services related to the design and construction for replacement of an existing 50,000-gallon non-potable water bolted steel tank and replacement of an existing non-potable pump station. **Table 1** summarizes the anticipated schedule of activities in relation to the selection of a CONSULTANT. ALL dates and times listed in **Table 1** are subject to change.

Table 1. Anticipated Schedule For RFP and Consultant Selection

Action	Responsibility	Date
Release of RFP	Camrosa	April 13, 2026
Last Day to Submit Questions	Potential Proposers	May 8, 2026, 4:00 pm PDT
Proposals Due	Potential Proposers	May 22, 2026, 4:00 pm PDT
Selection and Negotiations	Camrosa/Potential Proposers	TBD
Award Contract	Camrosa	Late June/ July 2026

1. PROJECT DESCRIPTION

The District currently owns and operates the 50,000-gallon bolted steel AG2 non-potable water tank located within an agricultural orchard that consists primarily of avocados. The tank is filled from the District’s Rosita Pump Station located at the intersection of Gerry Road and Rosita Road approximately 0.45 miles south of the tank. Accessibility to this tank can be difficult and the existing tank has experienced significant corrosion. The proposed project would include replacing the existing tank with a new bolted steel tank with a minimum active volume of approximately 100,000 gallons in an adjacent location.

Pump Station 4 is located within an easement at the end of Gerry Road adjacent to the AG2 tank. The facilities have reached the end of their useful lives and need replacement. The pump station includes two sets of three canned vertical turbine pumps for a total of six. The first set of three pumps provides non-potable water to the Worth Way distribution system. The second set of three pumps boosts water from the AG2 tank to the AG3 tank. This project involves complete equipment replacement and potential site relocation, including the replacement of the existing electrical switch gear, motor control centers, PLCs, new pumps, motors, new valving and controls, and various other site improvements that may include additional right-of-way access and property.

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In addition, the District would like to consider various site improvements that may include access road, parking, grading, security, and drainage improvements. It is worth noting that the property owner is in the early planning phases for subdividing the property for the construction of several large residential executive lots that would be adjacent to the new facility. The property owner would like to coordinate their design and accessibility to Camrosa's existing AG3 Tank that is located northerly of the proposed AG2 tank and requires permanent access to the property.

Continuous operation of the facilities must be maintained during construction. The District is interested in evaluating alternatives as part of the preliminary design.

The District seeks to hire a CONSULTANT to provide engineering services to prepare a Preliminary Design Report, plans, specifications, right-of-way services, and other incidentals to bid the construction of the 100,000-gallon bolted steel AG2 tank and replacement of the existing PS4 pump station.

The District is interested in including and/or evaluating the following improvements in the Project:

Tank AG2

AG2 Tank improvements include but not limited to the following:

- Demolition of existing tank, slabs, interfering piping, and other appurtenances as needed;
- New bolted steel water tank (assumed 100,000 gallon), with concrete grade beam (grade ring foundation), and anchor bolt system meeting current seismic design requirements. In addition, pumping hydraulics from the District Rosita Pump Station will need to be evaluated with the increase overall height of the new AG2 tank. The tank design will include:
 - Separate Inlet and outlet configured to promote turnover,
 - Exterior overflow,
 - Exterior tank level gauge,
 - Level transmitter and tap,
 - Ladder with safety climb system & security enclosure door,
 - Roof access manway,
 - Partial guardrails,
 - Doggy door style clean-out,
 - Drain,
 - Two sample taps,
 - Sensing lines, as needed,
 - Two mono-bolt access manways,
 - Fiberglass roof vent,
 - Seismic restraint (if required);
- New potable inlet with air gap;
- New flexible double ball expansion joints;
- New pipe supports;
- New electrical control conduits;
- Coating of above ground piping and appurtenances;
- Fire protection hardening.
- Property acquisition In Fee.

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Pump Station PS4

PS4 improvements include but not limited to the following:

- Demolition and removal of existing pump station;
- New vertical turbine, can-mounted pumps and motors with new in-kind or as determined in PDR/technical memorandum. Existing pumps and motors consist of:
 - 75 horsepower, 1,000 gpm (3 total),
 - 100 horsepower, 1,600 gpm (2 total),
 - 125 horsepower, 1,600 gpm (1 total);
- New jockey pumps to operate during low-flow periods;
- Pump enclosure building to mitigate noise (masonry w/corrugated metal roof);
- New above ground welded steel or ductile iron piping, fittings, valves and pipe supports;
- New below ground piping and valves;
- New above ground flow meters on discharge side of pumps;
- New surge tanks and air compressors
- Consider new hydropneumatic tank;
- New switchgear and MCC with variable frequency drives;
- New electrical and communication conduits;
- Electrical shade structure/semi weather enclosure
- Install new ground mounted emergency backup generator;
- New electrical and communication wiring;
- New control cabinet and local PLC and connect to existing PLC and radio/communication system;
- Coat all new above ground piping, surge tank, and cabinets;
- Fire protection hardening;
- Property acquisition and conversion from easements to In-Fee.

General Site Improvements

General site improvements include but not limited to the following:

- General grading improvements including new access road and parking may include, but not limited to:
 - Asphalt,
 - Aggregate Base;
- Site grading and drainage improvements, including tank overflow box;
- Retaining or “knee” walls if required;
- Site security and lighting;
- Fencing w/secondary security wire.

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System Integrator

The District has pre-selected a System Integrator (SI) for the project. The CONSULTANT will be required to contract for these SI's services and is required to coordinate scope and costs prior to proposing. CONSULTANT shall include the SI scope and cost in the proposal. Contact MSO Technologies, Inc, Mr. Lloyd Trick at (805) 379-8668 or ltrick@msotech.com

Site visits require an escort from the District. CONSULTANTS may request a site visit by contacting Terry Curson at (805) 482-8063 or terryc@camrosa.com (email preferred).

2. SCOPE OF WORK

See **Exhibit A**.

3. PROPOSAL REQUIREMENTS

It is strongly recommended that the CONSULTANT submit a proposal with the format identified in this RFP to allow the District to properly evaluate and compare the proposals received. All requirements and questions in the RFP should be addressed in the proposal. The District reserves the right to request additional information which, in the District's opinion, is necessary to ensure that the CONSULTANT's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the Consultant Agreement (Appendix D).

Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Responses should emphasize the CONSULTANT's demonstrated capability to perform the services. Expensive bindings and promotional materials, etc., are not necessary or desired. However, technical literature that supports the approach, qualifications, or other elements of the proposal should be included. Emphasis should be concentrated on completeness, approach to the work, team qualifications, project experience, and clarity of proposal.

CONSULTANT shall provide a proposal detailing their response to the services defined in Section 2 including the following:

1. Cover Letter. The cover letter shall be on the CONSULTANT's letterhead and identify the full legal name and address of the CONSULTANT's local office. The CONSULTANT is defined as the legal entity (prime) that will execute the Agreement with the District. Provide a brief introduction to the CONSULTANT's company, local office, and primary services. Include a summary of proposal in a clear and concise manner. Identify the name, title, address, telephone numbers, and email address of the individual who will serve as the Principal-in-Charge (authorized to represent the CONSULTANT). Identify the name, title, address, telephone numbers, and email address of the individual who will serve as the Project Manager. The cover letter shall be signed by an authorized representative (i.e., CEO, President, Principal-in-Charge) of the CONSULTANT's organization.

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2. Bio and Qualifications. Provide a brief description of CONSULTANT'S company and subconsultants.
3. Project Approach. Provide a comprehensive approach to be used in completing the services identified in Section 2. Provide a description of your general approach to managing external subconsultants (as applicable) to maximize efficiency and productivity.
4. Detailed Scope of Work. Include a detailed scope of services for the tasks identified in Section 2. Additional tasks the CONSULTANT believes necessary should be included in the proposal and listed as "Optional Tasks". The detailed scope of work shall include at a minimum:
 - a. Itemized list of tasks;
 - b. Itemized list of optional tasks;
 - c. List of deliverables;
 - d. List of any assumptions.
5. Schedule. Include a draft schedule of tasks, milestones, and deliverables that will provide for timely provision of the services identified in Section 2. The schedule may be in Gantt, graphic, or another applicable format. Include any pre-and-post administrative and review processes.
6. Team. Include an introduction to the project management team, key professional staff, and subconsultant staff. CONSULTANT shall summarize the proposed project team via a tabular list, chart, or figure. Identify the Principal-in-Charge, Project Manager, Deputy Project Manager, key technical staff, and key subconsultants on the organizational list or figure. Provide a maximum two-page resume for key staff and subconsultants in an appendix to the proposal. Pages associated with resumes do not count toward the proposal page limit.
7. Project Experience and References. Demonstrate applicable experience providing services as defined in Section 2. CONSULTANT shall also demonstrate experience working on District projects (as applicable), local project experience (within 50 miles of the District; as applicable), and other applicable projects. CONSULTANT shall demonstrate specific applicable experience for the Project Manager, Deputy Project Manager, proposed project team, and subconsultants.

CONSULTANT shall include summaries of applicable experience for specific projects (**maximum of 2 pages each**). Provide detailed descriptions of a minimum of three (3) and maximum of six (6) projects that demonstrate your experience with services defined in Section 2. Please complete the project experience template (**see Table 2 for details**) for each project (cells may be expanded to fit size of information). Projects listed shall have been completed within ten (10) years of the due date of this RFP (or projects currently in progress). Photos may be included with the project experience. The District may contact one or more of the clients listed (references) in the proposal to discuss project experience(s) with the CONSULTANT.

8. Labor Hours and Fee. Provide a fee proposal, which includes labor hours separated by tasks for key personnel and for any subconsultants. Include billing rates for CONSULTANT and subconsultant staff. **Submit fee proposals in a separate, password protected email.** Fee proposals will be opened after the proposals are reviewed and evaluated.
9. Consultant Agreement. CONSULTANT shall provide comments and/or recommend edits to the District's Standard Consultant Agreement (see copy of the District's Standard Consultant

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Agreement attached as **Exhibit D**). Comments and recommended edits by the Proposer shall be included in an appendix. Pages associated with CONSULTANT’s comments regarding the Standard Consultant Agreement do not count toward the proposal page limit.

Table 2. Project Experience Template

Name of project	<i>(increase cell sizes as needed)</i>
Agency/Company name	
Client contact name (may be used as a reference)	
Client phone number	
Client email address	
Location of project (City, State)	
Summary of project (describe)	
Staff with experience on this project and proposed for the District’s project	
Date project completed (or expected to be complete)	
Project fee (or estimate)	

10. Vendor Questionnaire. CONSULTANT shall include a completed copy of the District’s Vendor Questionnaire with their proposal (see copy attached as **Exhibit E**). Completed Vendor Questionnaires shall be included in an appendix. Pages associated with the Vendor Questionnaire do not count toward the proposal page limit.

The Proposal should be limited to no more than **twenty-five (25) pages**. Tabloid size (11 in x 17 in; counts as 1 page) foldout pages may be used where appropriate. Resumes and exhibits do not count towards the total page limit. Please submit one (1) electronic copy (preferred) of the proposal to the District by **Friday May 22, 2026, 5:00 p.m.** 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. All mailed or hand-delivered proposals must be **RECEIVED** prior to the same due date/time at Camrosa Water District, 7385 Santa Rosa Road, Camarillo, CA, 93012. Electronic submittals and/or paper submittals that are delivered after the specified date and time will not be accepted for consideration. Proposals will not be accepted at any other District locations. All proposals shall be prepared at no cost to the District.

The District reserves the right to request additional information which, in the District’s opinion, is necessary to ensure that the Proposer’s competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the District’s Agreement.

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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 the following: **Proposal for Design and Bid Support Services for the Replacement of the AG2 Bolted Steel Tank and PS4 Pump Station Project**, as well as the name of the proposing CONSULTANT.

4. 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. 15% = Qualifications;
- e. 10% = Overall clarity of the proposal.

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

1. The District will review proposals received.
2. The District may conduct informal follow-up questions with selected CONSULTANT(S).
3. The District will negotiate and finalize the scope and fee proposal for the Project with one 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.

ALL dates and times listed in **Table 1** are subject to change. Requests for clarification and questions regarding this RFP must be submitted to the District (email only) to Terry Curson, terryc@camrosa.com, prior to Friday, May 8, 2026, 5:00 pm PDT.

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 terryc@camrosa.com (email preferred).

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Sincerely,

Terry Curson
District Engineer

Exhibits

Exhibits for this RFP include the following:

Exhibit A – Scope of Work Services

Exhibit B – Site Location Map

Exhibit C – Site Photographs

Exhibit D – District’s Standard Consultant Agreement and Insurance Requirements

Exhibit E – District’s Vendor Questionnaire

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EXHIBIT A

SCOPE OF WORK SERVICES

FOR

**REQUEST FOR PROPOSALS (RFP) TO PROVIDE DESIGN AND BID
SUPPORT SERVICES FOR REPLACEMENT OF THE AG2 BOLTED
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SCOPE OF SERVICES

The Proposals should provide a detailed scope for providing design and bid support services for the Replacement of the AG2 Bolted Steel Tank and PS4 Pump Station Project. Services should include preliminary and final design and support during bidding. An overview of project scope is provided below:

Task 1 – Project Management and Meetings

CONSULTANT's Project Manager shall provide coordination of the project budget status, invoices, and schedule. Communication with the District Project Manager shall be maintained over the duration of the project. CONSULTANT shall include one (1) in-person 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 at the District's headquarters. Provide a monthly project schedule.

Task 2 – Data Collection

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

Task 3 – Topographic and Boundary Survey (If needed)

A topographic and boundary survey of the site has been completed and will be provided to the selected CONSULTANT. At the CONSULTANT's discretion, supplemental base mapping, site surveys, and control surveys can be proposed, and should be listed as an optional item in the fee schedule.

Task 4 – Property Acquisition/ROW Services

CONSULTANT shall provide property acquisition/right-of-way services in support of the Project. Existing site is located within an easement. Proposed new AG2 Tank will require new property. District would like to convert from an easement to In-Fee property.

Task 5 – Geotechnical Study

CONSULTANT shall perform a geotechnical study to inform the design.

Task 6 – Preliminary Design Report

CONSULTANT shall prepare a Preliminary Design Report (PDR), detailing the proposed design for the Replacement of the AG2 Bolted Steel Tank and PS4 Pump Station (Project).

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The PDR should refine and optimize the concepts identified in the RFP. The District is looking at exploring alternatives related to site layouts and construction phasing. Regardless of which Alternative is selected, the PDR should include, at a minimum, two or three layout options for the tank, pump building, equipment, access for routine and rehabilitation maintenance, and various equipment and facilities. Consultant shall coordinate and work with property owner in developing site layouts to provide and maintain access to the District's existing AG3 Tank located north of the AG2 Tank. This work may also involve some coordination with the property owner's engineering consultant and development of alternative layouts and access.

The District operates the recycled water system to provide irrigation water to local growers. Shutdowns during construction must be minimized. Therefore, construction staging and phasing will be critical to the success of this project.

Since the District is unsure of which alternative is the most feasible and cost effective, at a minimum, two alternatives are listed below for the CONSULTANT to evaluate, compare, and present to the District for evaluation and selection. Additional alternatives may also be evaluated by the CONSULTANT. This would include, but not limited to, exhibits, preliminary budget costs in table format, schedule, barriers, constraints, and limitations.

Alternative 1 - Construct a full temporary bypass tank and pump station including temporary construction easements. The temporary bypass system shall maintain system operation during demolition of the existing facility and construction of the new tank and pump station.

Alternative 2 - Construct the new tank just north of the existing tank, changeover operation to the new tank, demolish the existing tank, construct the new pump station in the existing tank location, changeover operations to the new pump station, demolish the existing pumping facilities, and construct a parking area in the existing pump station location.

These evaluations should include, but are not limited to the following:

- Site access and operability;
- Tank capacity increase to 100,000 gallons;
- Temporary and permanent easements;
- Facility-specific hydraulic analysis;
- Construction bypassing and phasing;
- Electrical capacity, assume new or relocated electrical service;
- Pump enclosure types for noise suppression;
- Emergency generator location and refueling access (7 days of diesel storage).
- Project Preliminary Cost Estimates

CONSULTANT shall contact all agencies that may be involved in the project and prepare the necessary permits for the project. It shall be the responsibility of CONSULTANT to determine all agencies that will be involved in the project.

CONSULTANT shall prepare a PDR summarizing the findings and recommendations made throughout the preliminary design stage (Tasks 2-6). The PDR shall include, but not be limited to, data and assumptions utilized, calculations, permits, construction constraints, utility conflicts, and construction impacts related to this Project. Provide a detailed cost estimate of total project implementation including property acquisition, permitting, engineering design, equipment, facilities, construction, construction management, inspection services, contingencies, and all other necessary costs and fees.

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Upon submission of the Draft PDR, CONSULTANT should anticipate at least three weeks for review of PDR submittal.

CONSULTANT shall prepare Draft Final PDR and Final PDR after incorporating District comments.

Task 7 – Final Design and Construction Documents

CONSULTANT shall not commence the final design until authorized by CWD. CONSULTANT shall not proceed with the final engineering design until all reports are completed and approved and related concerns have been satisfied.

Based on the Final PDR, CONSULTANT shall design and prepare plans and specifications for the Project that includes, but are not limited to the following:

CONSULTANT shall prepare plans and Specifications for bidding purposes including the following:

- Site Plan;
- Grading Plan;
- Piping (suction, discharge and pressure relief plan and sections);
- Storm Drain Piping;
- Pumps and Motors;
- General Piping details;
- Surge tanks and air compressors
- Meters;
- Fencing, Gates, and Doors;
- Pump Station Noise Mitigation Enclosure;
- Tank Plan;
- Electrical and General Notes;
- Electrical Site Plan;
- Incorporation of Edison Service Plan;
- Switchgear and MCC Elevations;
- Single Line Diagram and Load Schedule;
- Electrical Power Plan including Grounding;
- Electrical equipment shade structure/semi weather enclosure
- Conduits, Conductors, Panel and Lighting Schedule;
- Electrical Control Diagram;
- 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;
- All other drawings and details as deemed necessary;
- Legal Descriptions and easement documents.
- Contract Specifications.

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CONSULTANT shall submit to CWD three (3) copies of 60%, 90%, and 100% drawings on 22 inch X 34 inch bond paper and Adobe Acrobat format (pdf). The Plans shall include, but not be limited to, the following:

- Title sheet, location map, vicinity map, and signature blocks applicable to the PROJECT;
- General site plan with appropriate general excavation, shoring and miscellaneous notes;
- Symbols and abbreviations;
- CONSULTANT shall reference DISTRICT'S Water Design and Construction Standards;
- Use base maps provided (if available) by CWD. Verify and revise street rights-of-way and curb lines with sectional map data;
- Show the location of all existing and proposed underground utilities, and all other pertinent data on pipeline drawings;
- Plan drawings for the construction of the utility lines and related details;
- Add atlas boundaries to the plans. An electronic version is available upon request;
- Research existing curb/pavement thickness and material at the City of Camarillo's public works office, or appropriate agency and provide available information in the bid documents;
- Plans showing all record information regarding utilities, obstructions, and appurtenant data.

CONSULTANT shall provide three (3) copies of project specifications in CSI specification format to CWD with 90% and 100% drawings submittals via Microsoft Word and electronic pdf files. Specifications shall include a bid schedule at each submittal. When specifications do not exist, CONSULTANT will develop specifications that will conform to CWD format.

CONSULTANT shall provide an Engineer's Opinion of Probable construction cost with 60%, 90%, and 100% drawings submittals. The construction cost estimate shall use the project bid schedule as an itemized listing of construction cost for the project.

CONSULTANT shall provide detailed construction schedules with 60%, 90%, and 100% drawings submittals.

CONSULTANT shall provide a final submittal package including one (1) set of signed and stamped drawings (i.e., Final Plans) and one (1) set of signed and stamped specifications for competitive bidding. Final project drawings shall include pdf and AutoCAD (current version) files. Final project specifications shall include Word and pdf files. Final cost estimate and construction schedule submittals shall include pdf files. CONSULTANT shall also provide one (1) flash drive/USB copy (or other District approved method) of the final deliverables. Project drawings shall be signed and sealed by a professional engineer registered in the appropriate discipline in the State of California.

CONSULTANT shall meet with CWD following submittal of the 60%, 90%, and 100% (Pre-Final) documents. The meetings shall discuss design comments and markups and establish a timeline for the project pending the comments and markups. CONSULTANT shall resolve and incorporate CWD comments into the design documents.

All plans and other documents prepared by the CONSULTANT on behalf of CWD shall become the sole property of the Camrosa Water District.

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All engineering design and calculations shall be based on design standards adopted by the District and relevant agencies. These design standards in turn refer to various state and regional design standards.

Task 8 – Engineering Services During Bidding

CONSULTANT shall provide engineering services during Project bid, including but not limited to the following:

- Attend one pre-bid meeting;
- Respond to RFIs and issue conformed documents if needed.

CONSULTANT shall assist CWD during the bid openings. Consultant shall answer questions as appropriate during the bid opening, make preliminary tabulation of bids, and review questionnaires and bids for completeness.

CONSULTANT shall provide a recommendation to the DISTRICT regarding award of contract.

Deliverables:

- (1) Draft, Draft Final, and Final PDR;
- (2) Monthly design schedules;
- (3) Plans with 60%, 90%, and 100% submittals;
- (4) Specifications with 90% and 100% submittals;
- (5) Detailed cost estimates with 60%, 90%, and 100% submittals
- (6) Detailed construction schedules with 60%, 90%, and 100% submittals;
- (7) Final Submittal with signed plans and specifications, cost estimate, and construction schedule.

DESIGN SCHEDULE

Table 1 outlines the design schedule milestones and recommended due dates to complete the PDR and design services.

Table 1. Design Schedule

Due Date	Task
Late June/ July 2026	Award Contract to CONSULTANT
Approximately 4 months	Survey/Geotechnical/Final Preliminary Design Report
Approximately 6 months	Design Services
Approximately 3 months	Engineering Services during bidding

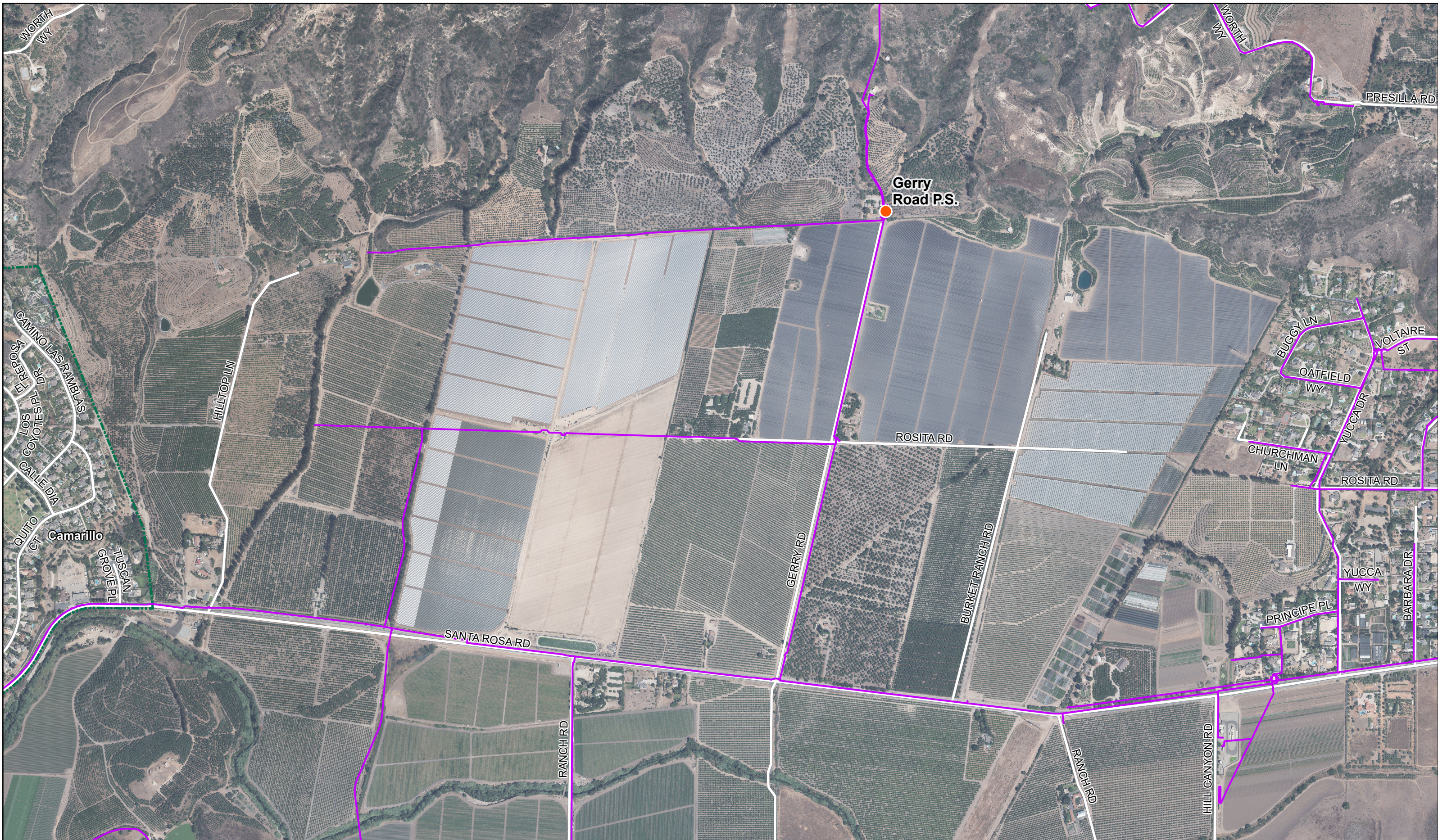
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EXHIBIT B

SITE LOCATION MAPS

FOR

**REQUEST FOR PROPOSALS (RFP) TO PROVIDE DESIGN AND BID
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DISCLAIMER
 THIS MAP IS FOR REFERENCE PURPOSES ONLY. ALTHOUGH EFFORT HAS BEEN MADE TO PRESENT ACCURATE INFORMATION, ERRORS MAY EXIST ON THIS MAP. THE CITY OF SOLVANG SHALL NOT BE LIABLE FOR ANY ERRORS, OMISSIONS, OR DAMAGES THAT RESULT FROM INAPPROPRIATE USE OF THIS DOCUMENT. NO LEVEL OF ACCURACY IS CLAIMED FOR THE FACILITIES AND BOUNDARY LINES SHOWN HERE ON, AND LINES SHOULD NOT BE USED TO OBTAIN COORDINATE VALUES, BEARINGS OR DISTANCES. ANY INTERESTED PERSON SHOULD MAKE THEIR OWN FIELD INVESTIGATION TO CONFIRM THE ACCURATE LOCATIONS OF FACILITIES AND BOUNDARY LINES SHOWN.

KEY TO FEATURES

- NON-POTABLE MAIN
- STREET CENTERLINES
- CITY LIMITS

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EXHIBIT C

SITE PHOTOS

FOR

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EXHIBIT D

**DISTRICT'S STANDARD CONSULTANT AGREEMENT AND INSURANCE
REQUIREMENTS**

FOR

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**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 2 through 3. For your protection, make sure that you read and understand all provisions before signing. The terms on Page 2 through 3 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 \$:

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: _____
Norman Huff

By: _____

Title: General Manager

Title:

Date: _____

Date: _____

Other authorized representative(s):

Other authorized representative(s):

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. 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:

- a. **Additional Insured Status:** 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 Camrosa Water 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.

**RFP to Provide Design and Bid Support Services for
Replacement of the AG2 Tank and PS4 Pump Station
Camrosa Water District**

EXHIBIT E

DISTRICT'S VENDOR QUESTIONNAIRE

FOR

**REQUEST FOR PROPOSALS (RFP) TO PROVIDE DESIGN AND BID
SUPPORT SERVICES FOR REPLACEMENT OF THE AG2 BOLTED
STEEL TANK & PS4 PUMP STATION**

Camrosa Water District

Vendor Questionnaire

In order to complete an agreement with your company, we need you to answer the following question and return the answers.

1. Company name (Indicate DBA if applicable): _____

2. Current mailing address: _____

3. Remittance address: _____

4. Brief description of services to be provided: _____

5. Name of current responsible principal of company

(Print name)

(Print title)

6. Is your company a LLC or Corporation? _____

7. Signatory(ies) for company:

(Print name)

(Print title)

(Email address)

(Print name)

(Print title)

(Email address)

8. Please provide a copy of your most recent certificate of insurance. Camrosa Water District’s minimum insurance requirements can be found at www.camrosa.com/procurement. Please note, Camrosa Water District reserves the right to change or modify limits of liability of coverages based in services provided.

9. Please list a point of contact for your company should we have any questions.

Name _____

Contact#/Email _____/_____

10. Please provide your current W-9 using the latest W-9 form from IRS. The W-9 must contain an actual signature and not a digital/electronic signature.

11. Please provide contractor’s license # _____

12. Does your company pay prevailing wage? YES/NO

13. Is the company registered with the State of CA Dept. of Industrial Relations? YES/NO

If yes, please provide PWC Registration Number: _____