



REQUEST FOR QUALIFICATIONS

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

Professional On-Call Engineering Consulting Services

Issue Date: October 2, 2026

RFQ Number: 26-01

Proposal Due Date: November 13, 2026

The Camrosa Water District (District) is requesting Statements of Qualifications (SOQs) from qualified professional engineering consulting firms interested in providing on-call engineering and related professional services on an as-needed basis for a variety of Capital Improvement Projects (CIPs) and maintenance projects. SOQs 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

SECTION I - REQUEST FOR QUALIFICATIONS

INTRODUCTION

The District intends to establish an on-call consultant list with qualified firms to assist with Capital Improvement Projects, and other District engineering needs on an as-needed basis.

The District anticipates entering into professional services agreements with multiple firms for a five (5) year term from January 1, 2027 through January 1, 2032, with up to one (1) additional five-year extension at the District's discretion. If and when services are required, the District will issue a project-specific task order to the eligible and prequalified consultants. The task order will describe the as-needed services sought. Selection for the on-call consultant list does not guarantee the award of any task order or minimum amount of work.

SUMMARY

The District is seeking support in the following areas, including civil engineering; water and wastewater engineering, mechanical, electrical, structural, and architectural engineering; instrumentation and controls; hydraulic modeling; hydrogeology; geotechnical engineering; surveying and mapping; environmental and permitting services; construction management and inspection; right-of-way and land acquisition services; and other related professional services.

BACKGROUND

The Camrosa Water District, encompassing more than 31 square miles in Ventura County, is an independent special district operating under the authority of Division 12 of the California Water Code. The District provides three classes of water – potable, non-potable, and recycled – to more

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than 32,700 people through approximately 11,450 equivalent service connections. The District also provides wastewater collection and treatment services within its service area.

GENERAL OBJECTIVE

The general objectives are summarized as follows:

1. Establish a new On-Call Engineering Consultant list for the next five-year term: January 1, 2027 through January 1, 2032, with up to one (1) additional Five-year extensions at the District's discretion.
2. Provide the District with flexible access to qualified consultants for completing Capital Improvement Projects, individual project phases, and smaller as-needed engineering assignments.

STATEMENT OF QUALIFICATIONS SUBMISSION

This RFQ will be governed by the following schedule:

RFQ release	October 2, 2026, 4:00 pm
Question Submission Deadline	October 23, 2026, 4:00 pm
Districts Response to Questions	October 30, 2026
SOQs Due	November 13, 2026, 4:00 pm
Board Authorization	December 15, 2026
Agreement Execution	December 15, 2026

The dates listed above are tentative and are subject to change at the District's discretion.

Submit two (2) hard copies and one (1) electronic copy of SOQ. Electronic SOQs shall be submitted as a single searchable PDF file. The email subject line or delivery package shall be identified as:

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PROFESSIONAL ON-CALL ENGINEERING CONSULTING SERVICES
RFQ NO. 26-01

All SOQs must be delivered by the specified time. SOQs arriving after the specified hour will not be accepted. Mailed SOQs delivered after the specified hour will not be considered regardless of postmarked time on the envelope. All SOQs 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 SOQs WITHOUT CAUSE AND/OR ELECT NOT TO AWARD A CONTRACT.

STATEMENT OF QUALIFICATIONS RESPONSE FORMAT

Each firm submitting an SOQ shall meet all of the terms and conditions specified in this RFQ. SOQs shall contain the following:

1. Letter of Transmittal

- a. Identify the submitting organization;

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- 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 any and all amendments to this RFQ.
Identify and describe any exceptions requested by the firm to the requirements of this RFQ or the District's standard Professional Services Agreement. Requested exceptions may be considered in the District's evaluation and may result in rejection of the SOQ.

2. Qualifications

Provide a brief summary of your firm's history, its capabilities, and its recent relevant experience (last five years). Also, describe your firm's experience providing on-call and project-specific professional services to water districts, municipalities, special districts, or other public agencies with potable water, recycled water, and wastewater systems.

3. Key Personnel

Describe the project team composition and include resumes of key personnel. Identify all proposed subconsultants, their anticipated roles, and their relevant qualifications.

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. Methodology

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work (SOW) of this RFQ. This section shall describe the firms approach to:

- a. Receiving and responding to task-order requests
- b. Developing project-specific scopes, schedules, and fee proposals
- c. Assigning appropriately qualified personnel
- d. Managing staff availability and competing workloads
- e. Coordinating multidisciplinary teams and subconsultants
- f. Communicating with District staff
- g. Responding to urgent or expedited assignments
- h. Managing scope, schedule, and budget
- i. Providing quality assurance and quality control

6. Hourly Rate Schedule

The SOQ 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 reduced cost fee schedule specific to Camrosa, include both regular and reduced cost fee schedule sheet. The hourly rate schedule may be used to establish compensation for task orders performed on a time-and-materials basis subject to a not-to-exceed amount.

EVALUATION POINT SUMMARY

All responsive SOQs 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 SOQ:

CRITERIA	MAXIMUM POINTS
Firm Experience	25
Key Personnel Experience	25
Technical Capabilities and Breadth of Service	20
Approach / Methodology	20
Stability / References	10
TOTAL POINTS	100

EVALUATION FACTORS

Firm Experience: Up to 25 points may be awarded based on the evaluation of the firms knowledge, qualifications, and prior experience providing services comparable to those described in this RFQ. Evaluation will be based on the firms experience with projects of similar complexity, scale, and nature; experience providing on-call services; familiarity with potable water, recycled water, wastewater, and related public infrastructure; and experience completing projects for water districts, municipalities, special districts, and other public agencies.

Key Personnel Experience: Up to 25 points may be awarded based on the firms qualifications, technical knowledge, relevant experience, proposed roles, and availability of the contract manager and other key personnel. Consideration will be given to the proposed team's experience working together, the involvement of key personnel on the firm's relevant project examples, and the firm's ability to maintain qualified personnel throughout the agreement term.

Technical Capabilities and Breadth of Service: Up to 20 points may be awarded based on the firms ability to provide the professional services described in this RFQ through qualified in-house personnel and identified subconsultants. Consideration will be given to the firm's specialized technical expertise, multidisciplinary capabilities, ability to address a range of District assignments, familiarity with applicable industry standards and regulatory requirements, and ability to provide additional technical resources when needed.

Approach/Methodology: Up to 20 points may be awarded based on the firms approach to receiving and responding to task-order requests, developing project-specific scopes and fees, assigning appropriate personnel, coordinating subconsultants, and managing multiple or expedited assignments. Consideration will be given to the firm's approach to communication, responsiveness, quality assurance and quality control, and management of project scope, schedule, and budget.

Stability/References: Up to 10 points may be awarded upon an evaluation of firms demonstrated performance on comparable projects and on-call assignments. Consideration will be given to the quality and accuracy of the firm's work, responsiveness, communication, adherence to schedules and budgets, effectiveness in resolving project issues, and overall client

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satisfaction. Please submit at least three references from public entities of similar size and scope. The District may contact any references provided in the SOQ to verify past performance.

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SECTION II - GENERAL INFORMATION AND INSTRUCTION**

1. The firms SOQ may be withdrawn at any time during this process.
2. Firms are advised to become familiar with all conditions, instructions and specifications governing this RFQ. 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. Successful consultant 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.
4. Upon selection of the contract to the successful consultant, 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 Page 10 - 12 of the RFQ. **All insurance forms must be in a format acceptable to the District.**
5. 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.
6. 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 consultant will be required to pay all persons employed on the project by the successful consultant 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.
7. Prices quoted herein must be firm for a period of not less than one year after date of RFQ opening.
8. The District will be the sole and exclusive judge of quality, compliance with proposal specifications or any other matter pertaining to this RFQ. 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.
9. The District reserves the right to amend the RFQ by Addendum. Addendum to the RFQ documents, if required, will be distributed by email to all firms that received the RFQ or otherwise notified the District of their intent to submit an SOQ. Firms are responsible for obtaining and reviewing all addenda issued before the SOQ submittal deadline. Any addendum issued during the time of this RFQ solicitation shall be covered in the SOQ and shall be made a part of any resultant Contract. If necessary, as determined by the District, the SOQ submittal deadline may be extended to allow firms additional time to respond to the RFQ addendum/addenda.

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10. All costs associated with preparing, submitting, and presenting an SOQ, participating in an interview, providing clarification, or negotiating an agreement shall be the sole responsibility of the firm. The District will not reimburse any costs incurred in connection with this RFQ.
11. For any questions regarding this bid, please contact: luig@camrosa.com no later than November 13, 2026.

SECTION III – SCOPE OF SERVICES**GENERAL SCOPE OF SERVICES**

The selected consultants may be requested to provide professional engineering and related consulting services for the District's potable water, recycled water, wastewater, and supporting infrastructure on an as-needed basis.

Assignments may include complete Capital Improvement Projects, individual project phases, or smaller as-needed assignments requiring general or specialized engineering support.

The engineering services shall be in various disciplines including civil, mechanical, electrical, structural, hydraulic, geotechnical, environmental, etc. Services will be authorized through individual task orders. The type and level of service required will vary by assignment, and the District does not guarantee any minimum amount of work, compensation, or number of task orders under an on-call agreement.

POTENTIAL SERVICES

Depending on the assignment, services may include field investigations, condition assessments, planning and feasibility studies, alternatives evaluations, master planning, hydraulic modeling, preliminary and final design, preparation of plans, specifications and cost estimates, permitting, agency coordination, bid-phase assistance, engineering services during construction, construction management and inspection, startup and commissioning, preparation of record drawings, and other related professional services.

Potential service areas include, but are not limited to:

1. Engineering Planning and Studies – Master Plans, feasibility studies, condition assessments, alternatives analyses, system evaluations, hydraulic modeling, capacity analyses, and identification and prioritization of capital improvements.
2. Civil, Pipeline, and Site Engineering – Planning, design, rehabilitation, and replacement of pipelines and appurtenances; grading and drainage; paving and access roads; utility coordination; site development; and related civil and land development engineering support.
3. Water and Wastewater Engineering – Planning, evaluation, design, rehabilitation, expansion, and optimization of potable water, recycled water, and wastewater systems and facilities, including wells, reservoirs, tanks, pump stations, lift stations, treatment and disinfection facilities, chemical systems, metering facilities, and related infrastructure.
4. Mechanical Engineering – Evaluation and design of pumps, valves, process piping, plumbing, heating, ventilation and air-conditioning systems, odor-control systems, and other mechanical equipment and systems.
5. Electrical Engineering – Evaluation and design of electrical power and distribution systems, motor controls, variable-frequency drives, standby power, lighting, grounding, renewable-energy systems, and related electrical improvements.
6. Structural and Architectural Services – Evaluation, rehabilitation, and design of buildings, tanks, reservoirs, equipment foundations, retaining walls, pipe supports, canopies, platforms, access structures, and other structural or architectural improvements.

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7. Hydrogeology and Groundwater Well Services – Hydrogeologic investigations, well-siting studies, drilling and testing support, aquifer evaluations, water-quality assessments, well design, well rehabilitation, and groundwater production evaluations.
8. Geotechnical Engineering – Subsurface investigations, soil and laboratory testing, geotechnical reports, seismic and liquefaction evaluations, foundation and pavement recommendations, materials testing, and special inspection.
9. Surveying, Mapping, GIS, and Subsurface Utility Engineering – Topographic, boundary, right-of-way, construction, and as-built surveying; legal descriptions and plats; utility locating and potholing; GIS development and updates, and related mapping services.
10. Environmental Consulting – Environmental review and documentation, CEQA and NEPA compliance, environmental permitting and monitoring, regulatory reporting, technical studies, and coordination with local, state, and federal agencies.
11. Construction Management and Cost Estimating – Constructability reviews, cost estimating, scheduling, construction management, resident engineering, inspection, project documentation, change order and claims support, and project closeout.
12. Right-of-Way, Easement, and Land Acquisition Services – Property and title research, right-of-way and easement investigations, appraisals, legal descriptions and exhibits, property-owner coordination, negotiations, and acquisition support.

The service descriptions above are representative and are not intended to be all-inclusive. Firms may submit qualifications for all or any combination of the service categories. Indicate in your cover letter the categories for which you are submitting.

TASK-ORDER AUTHORIZATION

When services are needed, the District may request a task-order proposal from one or more selected consultants. Each task-order proposal will generally identify the proposed scope of services, deliverables, personnel and subconsultants, schedule, fee, assumptions, exclusions, and information or services to be provided by the District.

The District and selected consultant will negotiate the scope, schedule, and compensation for each task order before work begins. Compensation may be structured as time and materials subject to a not-to-exceed amount, lump sum, or another mutually agreed upon method, depending on the nature of the assignment. Task orders compensated on a time-and-materials basis will be billed based on actual work completed, up to the authorized not-to-exceed amount. Where appropriate, the District may prefer lump-sum pricing to provide cost certainty. No work shall begin without written authorization from the District.

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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 5 and 6. For your protection, make sure that you read and understand all provisions before signing. The terms on Page 5 and 6 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.