



REQUEST FOR PROPOSALS
FOR

TAPIA WATER RECLAMATION FACILITY
HEADWORKS FLOOR REHABILITATION
DESIGN AND SUPPORT DURING CONSTRUCTION

PROPOSALS DUE by 3:00 p.m., Wednesday, December 5, 2018

LAS VIRGENES MUNICIPAL WATER DISTRICT
4232 LAS VIRGENES ROAD
CALABASAS, CA 91302
818.251.2100

November 2018

REQUEST FOR PROPOSALS
Las Virgenes Municipal Water District

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ATTACHMENTS

- As-Built Drawings Headworks Rehabilitation 2001
- As-Built Drawings Channel Mixing Improvements Project 2014
- Photos – September 2018
- Standard Consultant Agreement

I. INTRODUCTION

The Las Virgenes Municipal Water District invites your firm to submit a proposal to provide engineering services for design and design support during construction for the replacement of the solid-top fiberglass covers over the flow channels at the Tapia Water Reclamation Facility headworks that provide removable walking support and odor control, and the replacement of an 8" air line that has reached the end of its service life. Engineering services will include:

- Review of available documents
- Design and preparation of contract documents
- Design support during construction.

A scope of work is included to assist you in the preparation of your proposal. Failure to submit information in accordance with the requirements in this Request for Proposal (RFP) may be cause for disqualification.

Firms may request (not required) a meeting before the proposal deadline by contacting the Project Manager, Coleman Olinger, P.E. at 818-251-2163 or via email at colinger@LVMWD.com.

You may direct any questions regarding this Request for Proposal to Coleman Olinger at the contact info noted above.

II. BACKGROUND INFORMATION

The Las Virgenes Municipal Water District (LVMWD) is a special district established in 1958. The service area encompasses 122-square miles in western Los Angeles County and includes the incorporated cities of Hidden Hills, Calabasas, Agoura Hills and Westlake Village, as well as unincorporated areas. The District provides potable water, recycled water and wastewater service to a population of approximately 65,000. Triunfo Sanitation District (TSD) within Ventura County is a joint venture partner with LVMWD in wastewater and recycled water service which serves an additional 30,000 people.

The Tapia WRF was originally constructed in 1965 and provides tertiary treatment for municipal wastewater from domestic, commercial, and industrial sources. The Tapia WRF has undergone several expansions and currently treats approximately 6 million gallons of wastewater on an average dry weather day. The design flow capacity of the plant is 12 million gallons per day (mgd). The plant uses the following treatment process sequence: coarse screening, grit removal, primary sedimentation, secondary treatment (BNR), tertiary treatment, chloramination, and dechlorination.

In 2001, the JPA constructed the Tapia Water Reclamation Facility Headworks Rehabilitation Project. This project included installation of new headworks mechanical equipment, bar screens, fiberglass covers over flow channels, ventilation system, compressed air line, electrical/instrumentation, phone and intercom system, jet mixing system, stop logs/slucie gates, and plant water piping. The grating is located on the sublevel of the headworks building. Here, the influent to the plant is diverted into two flow paths, around the grit pump room. Each flow path is broken into three channels (air and bypass channel, aerated grit chamber, and bypass channel). These concrete channels are covered to reduce splashing and nuisance odors. The

fiberglass covers over the flow channels within the headworks were secured on top of the channels using a grid of fiberglass beams, anchored into the concrete. The covers utilized ¼” bolts and hold down clips to secure to the beams.

Due to the extremely corrosive environment, the majority of the ¼” bolts attaching the fiberglass covers to the beams have corroded and failed. The covers are now unsecured and prone to movement. In addition, many of the covers appear to have warped or deformed, possibly as a result of uneven loading that occurs when occasional flooding causes the channel levels to rise above the covers, and exert upward force on any remaining anchors that were still attached to the beams.

The original cover and beam design was installed per plan, with minimum spacing of the beams to provide suitable support and minimize overhang/cantilever. In 2015, the district installed a 6” air line along the floor and walls of the headworks. In order to connect to existing piping, the fiberglass channel beams and covers were cut and removed in several locations. It is unclear if these locations now have proper support for anchoring the covers without exceeding the maximum overhang as allowed by the flooring system manufacturer.

III. SCOPE OF WORK

The selected firm will perform tasks as outlined below:

- Creation of plans and technical specifications for the replacement of the fiberglass floor covering system and the replacement of a carbon steel air line with a 6” airline within the headworks.
- Detailed design including materials selection for the selected rehabilitations, and design of the fiberglass covers as a walking, maintenance surface, suitable for potential overflow conditions.
- Review available materials, including the 2001 As-Built plans, 2014 As-built plans for the air line, photos, and any other available documents
- Constructability and QA/QC review of design, quantities, and methods of measurement/construction.
- Engineer stamped Plans and Specifications ready to bid
- Engineer’s Estimate
- Bidding assistance in answering any RFI’s and attending the Pre-Bid Meeting
- Design support during construction including attendance of 1 Pre-Construction Meeting, 5 bi-weekly progress meetings (phone conference is acceptable), 3 site visits, and 1 punchlist walk-through.
- Creation of Record Drawings in AutoCAD, as well as one set on Mylar based on redlines provided by contractor.
- Design Phase Work
 - Create and stamp final plans.
 - Create and stamp final specifications. The owner will provide the front end of the specifications.
 - Provide Engineer’s Estimate.
 - Provide construction phasing plan to keep system operational while work is completed.
- Bidding Phase Work

- Review and respond to bidder RFI's.
- Attend Pre-Bid Meeting.
- Construction Phase Work
 - Attendance at the pre-construction meeting.
 - Review contractor submittals with one re-review on each.
 - Respond to RFI's.
 - Preparation of project record drawing based on Contractor's red line markups.
 - Three site visits, and attendance at three contractor meetings.

The below are deliverables required of the selected firm:

- 90% plans for district review and comment
- Final Plans
- Final Specifications
- Record drawings
- Engineer's Estimate
- Timeline of Construction Events

Meetings with District staff during the course of the project should be included. District will provide AutoCAD drawings and plans from previous related projects to aid design and to provide anticipated level of detail.

III. SERVICES OR DATA PROVIDED BY DISTRICT

The District will provide the following data, access, services or resources:

- Access to the facilities.
- An electronic copy of the 2001 Headworks Rehabilitation Project As-Builts
- An electronic copy of the 2014 Channel Mixing Improvements Project As-Builts
- Photos of the headworks flooring and anchors
- District staff to answer questions.
- Front end specification documents and organization of bidding documents

IV. MINIMUM CONSULTANT QUALIFICATIONS

Consultant shall provide information to verify the following minimum qualifications:

The selected firm shall have staff registered as a State of California Professional Engineer.

Experience with grated flooring design for similar applications

The District's standard Agreement for Professional Services is included as an attachment. The consultant shall have the ability to execute the agreement in this form. Professional liability insurance in the amount of \$2 million is required.

V. PROPOSAL REQUIREMENTS

- 1) Legal name of firm with address, telephone number and the name of at least one principal.
- 2) Project understanding and approach.

- 3) Not-to-exceed cost, including Schedule of Rates and Fees
- 4) A recommended scope of work which clearly displays an understanding of the project
- 5) Names and résumés of individual(s) proposed to perform the services, including proof of professional registrations, as appropriate.
- 6) Certificate of professional liability insurance.
- 7) Cost to perform the delineated services and schedule of rates. The proposal shall have both the qualifications and cost in one package.
- 8) List any assumptions.

VI. EVALUATION CRITERIA

Proposals will be evaluated based upon the following:

- 1) Legal name of firm with address, telephone number and the name of at least one principal.
- 2) Project understanding and approach, including resource capacity to perform work on several projects simultaneously.
- 3) A recommended scope of work which clearly displays an understanding of the project, using as a basis the preliminary scope of work outlined above.
- 4) Names and résumés of individual(s) proposed to perform the services, including proof of professional registrations, as appropriate.
- 5) Description of the firm's internal quality control process.
- 6) Names, qualifications and principals of any sub-consultants to be utilized in providing the service(s).
- 7) References for 3 recently completed projects of similar size and scope, including contact person and telephone number.
- 8) Sample of design plans for similar project or work.
- 9) Certificate of professional liability insurance.
- 10) Total Cost, including Schedule of Rates and Fees.
- 11) List any assumptions and inclusions/exclusions.

VII. REQUEST FOR PROPOSAL SCHEDULE

RFP Available	11/07/2018
Pre-Proposal Meeting at Tapia WRF	Optional – As Requested
Proposals Due	12/05/2018

Please submit one (1) digital copy of your proposal no later than 3:00 p.m. on December 5, 2018 by mailing them to:

Attn: Coleman Olinger
 Las Virgenes Municipal Water District
 4232 Las Virgenes Road
 Calabasas, CA 91302

For questions, or to arrange a tour. Please contact Coleman Olinger (818) 251-2163, colinger@lvmwd.com).