



**PURE WATER PROJECT**  
**LAS VIRGENES-TRIUNFO**

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Bringing Our Water Full Circle

REQUEST FOR PROPOSALS

Owner's Advisor/Program Manager

**PROPOSALS DUE by 3:00 p.m., June 25, 2020**

LAS VIRGENES – TRIUNFO JOINT POWERS  
AUTHORITY  
4232 LAS VIRGENES ROAD  
CALABASAS, CA 91302

May 8, 2020

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**REQUEST FOR PROPOSALS**  
**Las Virgenes – Triunfo Joint Powers Authority**

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**ATTACHMENTS**

- LVMWD Standard Consultant Agreement
- See <http://www.ourpureh2o.com/pure-water/timeline> (This webpage is dedicated to provide all project related reference documents)

## **I. BACKGROUND INFORMATION**

The Las Virgenes – Triunfo Joint Powers Authority (JPA) was formed between the [Las Virgenes Municipal Water District \(LVMWD\)](#) and the Triunfo Sanitation District, now known as the [Triunfo Water & Sanitation District \(TWSD\)](#), in 1964 to construct, operate and maintain a joint wastewater treatment system for the agencies' respective service areas, primarily within the Malibu Creek Watershed. The JPA's facilities include the Tapia Water Reclamation Facility (Tapia WRF), Rancho Las Virgenes Composting Facility, approximately 60 miles of trunk sewers and an extensive recycled water transmission and distribution system.

Currently, the JPA's service area is reliant upon imported water for most of its potable water supply. Within the service area, wastewater is collected and treated to disinfected, tertiary-treated recycled water standards (Title 22) at the Tapia WRF. Recycled water is sold by the JPA at wholesale level for distribution and sale by LVMWD and TWSD at the retail level. During the summer (dry) months, all the JPA's recycled water is used throughout the service area for irrigation of the region's parks, golf courses, cemeteries, and greenbelts. In fact, recycled water demand typically exceeds supply during the summer, particularly for LVMWD, which requires that the retail system be supplemented with potable water. During the low demand season, wholesale recycled water demand is relatively low, requiring excess Tapia WRF effluent to be discharged to Malibu Creek, per regulatory guidelines, for disposal.

The Tapia WRF is subject to stringent regulatory requirements that govern its operation (National Pollutant Discharge Elimination System [Order No. R4-2017-0124](#)). One of the key drivers for the Pure Water Project Las Virgenes-Triunfo (Project) is to achieve compliance with the *Malibu Creek and Lagoon Sedimentation and Nutrients TMDL to Address Benthic and Community Impairments* adopted by the USEPA on July 02, 2013. This TMDL was the source of litigation for the JPA with the USEPA, which was settled through development of the Project as a means of compliance. The NPDES Permit incorporates a Compliance Schedule for the TMDL that was established through TMDL Implementation Plan Resolution No. R16-009 by the Los Angeles Regional Water Quality Control Board.

Based on the terms of the NPDES Permit, the JPA is prohibited from discharging Tapia WRF treated effluent from April 15th to November 15th with several specific exceptions. One exception applies when the flow in Malibu Creek drops below 2.5 cubic feet per second (cfs), which triggers a requirement for the JPA to maintain a minimal streamflow of 2.5 cfs for endangered species, namely Southern Steelhead and the Tidewater Goby. The JPA has successfully implemented the flow augmentation regime for Malibu Creek since 2005, which is expected to be an important element of the environmental documentation and California Water Code Section 1211 permitting process for the Project.

During the discharge prohibition period, the JPA disposes of excess Tapia WRF treated effluent through application at its Rancho Las Virgenes Farm Spray fields and pumping/discharge to the Los Angeles River via the Arroyo Calabasas, generally in that order due to the associated costs. For the remainder of the year, any excess Tapia WRF treated effluent is discharged to Malibu Creek, which is generally the lowest cost disposal method.

For many years, the JPA has been working to resolve critical water resource management issues related to the seasonal imbalance in its supply and demand for recycled water, constraints related to discharging from the Tapia WRF and the region's dependence on imported water supplies. Recognizing that recycled water is a valuable resource, the JPA

initiated the Project to develop a new, local water supply for the region and “effectively” eliminate non-mandated discharges of recycled water to Malibu Creek (discharges will still be required during certain high-flow events during and immediately following storms).

The cornerstone of the Project will be the construction of an Advanced Water Treatment Plant (AWTP) to provide further treatment of the recycled water for indirect potable reuse (IPR) as a [Surface Water Source Augmentation Project](#) in accordance with regulations established by the State Water Resources Control Board. The AWTP will be a multi-barrier treatment system that includes ultra-filtration (UF), reverse osmosis (RO) and ultraviolet photolysis/advanced oxidation (UV/AOP).

The JPA has identified two potential sites for the AWTP. One site is located on the eastern edge of Las Virgenes Reservoir in an open space area within the City of Westlake Village. The other site is located on an empty lot in a business park/office and retail zone off Agoura Road in the City of Agoura Hills (30800 Agoura Road), which was purchased by the JPA in 2018. The AWTP is expected to require three major pipelines: a recycled water supply pipeline to the AWTP (AWTP Influent Pipeline), a purified or product water pipeline from the AWTP to Las Virgenes Reservoir (AWTP Product Water Pipeline) and an discharge pipeline for RO concentrate (Brine Line). Additionally, a comparatively short pipeline will likely be required for discharge of off-spec product water to a nearby JPA trunk sewer.

## **II. SCOPE OF WORK**

The proposed scope of work has been divided into two major phases (Phase 1 and 2), recognizing that the Phase 2 tasks are largely dependent on the outcome of work performed under Phase 1. As a result, a fee proposal is requested at this time for all Phase 1 Tasks, as described in detail herein. Generally, the Phase 1 scope includes, program management, preparation of preliminary design and/or Design Build bridging documents, preparation of all CEQA and NEPA compliant documents as necessary for certifications, preparation of documents necessary to secure all required regulatory permits, and support for all grant/funding efforts. Upon completion of Phase 1, an updated scope of work will be prepared for the Phase 2 Task and a fee proposal will be requested and negotiated at that time.

In preparing the scope of work, JPA staff have identified and described the major tasks based on its best and most-recent thinking to ensure successful completion of the Project. However, the JPA anticipates that proposers may identify tasks that are missing, incomplete or could be more effectively accomplished via alternative means. Proposers are requested to respond to the scope of work as specified but **encouraged** to identify additional or optional tasks and/or approaches to support the overall success of the Project.

### **PHASE 1 TASKS (to be included in the fee proposal)**

#### **PROGRAM MANAGEMENT**

Note: The JPA uses the term “Program” to inclusively describe all of the activities required to successfully complete the Pure Water Project Las Virgenes-Triunfo (Project), recognizing that these activities are inter-related and may comprise more than one individual project during implementation. This clarification is provided because the term “Program” could be defined differently by each proposer. At times, the terms “Project” (capitalized to mean the Pure Water Project Las Virgenes-Triunfo) and “Program” may be used interchangeably.

The Owner's Advisor/Program Manager shall:

- A. Assist JPA staff to generally oversee and manage the Program including monitoring the progress of work as compared to budget and schedule, identifying and mitigating risks, and coordinating performed by sub-consultants.
- B. Ensure the availability of qualified staff (throughout the term of the agreement) with the discipline-specific expertise and experience to provide the necessary support to the JPA, as required.
- C. Attend, participate, document and assist JPA staff at Project meetings (including those with the Board of Directors on a periodic basis), which will specifically entail technical issues and provide support in making Project-related decisions, as requested by the JPA.
- D. Respond to Project-related questions, as well as provide other services as reasonably assigned by the JPA in support of the Program.
- E. Coordinate with and provide supporting information to the JPA's public outreach staff, public outreach consultant, legal team, and financial advisor (Piper Sandler) in support of the Program, including but not limited to data, maps, and graphics.
- F. Assist and support JPA staff with grant/loan applications and to manage awarded grants/loans including but not limited to ensuring that the terms and conditions are met, preparing required reports, and submitting reimbursement requests.
- G. Maintain a program schedule and provide updates. Project schedules updates must be submitted in excel or pdf format, or cost of installing scheduling software accommodated for in this proposal.
- H. Manage and track changes in scope and/or budget and maintain a change log
- I. Prepare monthly or quarterly progress reports and summary of activities
- J. Schedule project meetings, create meeting agendas, and prepare meeting minutes
- K. Develop and periodically update a program execution plan
- L. Maintain a stakeholder list and periodically send updates or communications to stakeholders
- M. Coordinate the dissemination of data and studies to other agency consultants including but not limited to funding and public outreach consultants.

## **PROGRAM PRIORITIES, DRIVERS AND RISKS**

The Owner's Advisor/Program Manager shall:

- A. Review existing data pertaining to the Program and meet with JPA staff to identify and document the key Program priorities, drivers, and risks. (Note: The priorities and drivers are expected to be largely known, but the JPA seeks validation and documentation by selected Consultant recognizing that these items are foundational for the future decision-making).
- B. Perform a Rapid Program Readiness Assessment to evaluate the current status of work and advise the JPA on the need for additional pertinent data, studies and/or analyses, such as but not limited to the following:
  - a) Tracer/mixing studies for regulatory compliance
  - b) An AWTP steady state evaluation including options to achieve year-round operation utilizing alternate source waters from stormwater capture/diversion, septic-to-sewer conversions, utilization of impaired groundwater, or conveyance of additional supplies that may be available from the cities of Thousand Oaks or Malibu; and

- c) Operational strategies for the Las Virgenes Reservoir and Westlake Diatomaceous Earth Water Filtration Plant, which utilizes a diatomaceous earth filtration process, to control and minimize the harmful effects of algal blooms on water quality and treatment plant operations.
  - d) Hydraulic study and surge analysis for conveyance of water to and from the AWTP
  - e) Hydraulic study and surge analysis of conveyance RO concentrate to Calleguas' Salinity Management Pipeline
  - f) Utility investigation(s)
  - g) Corrosion Study(ies)
  - h) Reservoir Management and Monitoring Plan
  - i) Source Control Study
- C. Prepare a proposed Program Implementation Plan that appropriately recognizes the foundational Program priorities, drivers, and risks. Work with JPA staff to define a final program scope with definition of all studies and projects needed to complete the PureWater program, including anticipated dates of start and end for each program component.
- D. Assist and support the JPA's funding advisor to determine a schedule for Grant/Loan applications and, upon the JPA securing the Grants/Loans, manage the Grants/Loans including but not limited to; ensuring that the terms and conditions of the Grants/Loans are met, establishing a system/process for tracking data and information required to comply with oversight requirements, submitting required reports and submitting reimbursement requests.
- E. Prepare a master program schedule based on the review of existing data and identify milestones related to project priorities, funding, and other drivers. The master program schedule will include logic ties to establish critical path and cost loading to identify overall program budget needs and planned expenditures. The program schedule software shall be selected in consultation with the JPA.

## **PROJECT DELIVERY METHODOLOGY AND PROCUREMENT SUPPORT**

- A. Provide an analysis of the advantages and disadvantages of various project delivery methods that could be applied to design and construction of the projects that make up the overall Program and conduct a workshop with JPA staff, and subsequently with the JPA Board, to recommend the preferred delivery method for each component of the Program. (Note: the delivery method for certain components of the Program may be different if supported by the analysis.) Delivery methods that should be evaluated include but are not limited to; traditional Design-Bid-Build, Construction Management At-Risk (CMAR), Progressive Design-Build (PDB), and Fixed-Price Design-Build (FPDB). The JPA is not considering Design-Build-Operate or Public-Private Partnership delivery methods.
- B. Depending on the determination of the project delivery method, the Owner's Advisor/Program Manager services are expected to include, but not be limited to, the following task:
- a) Prepare and provide preliminary design with sufficient detail to serve as bridging documents (Design Criteria Package);
  - b) Outline a process to select and contract with a design build (DB) firm, incorporating input and feedback from the JPA legal team.
  - c) Assist JPA staff in preparing a Request for Qualifications (RFQ) and evaluating submittals from DB firms. Work cooperatively with JPA staff to assist with

- development of evaluation criteria, administration of the RFQ, evaluation of submittals, and short-listing of firms to receive a subsequent Request for Proposals.
- d) Assist the JPA in preparing an RFP for design services and/or;
  - e) Assist the JPA in preparing a Request for Proposals (RFP) to be received by short-listed DB firms including a Design Criteria Package and evaluation criteria. Work cooperatively with the JPA to develop evaluation criteria, administer the RFP, evaluate the submittals, and rank the responding DB firms;
  - f) Assist the JPA and their legal counsel with selection of a DB firm and preparation of a DB final contract in coordination with the JPA legal team; and
  - g) Assist JPA and their legal counsel with negotiation of contract terms with recommended DB firm.

## **TECHNICAL STUDIES, DRAWINGS AND SPECIFICATIONS**

The following Studies and Packages shall support the JPA in efforts to secure Grant funding and apply for necessary permits.

### **A. Tapia WRF Primary Effluent Flow Equalization Study**

Operation of an AWTP can be best optimized if the source water is consistent in terms of quality and quantity. The source water for the AWTP will be tertiary recycled water produced by the Tapia WRF. Historical data from the reclamation facility has shown the tertiary effluent to be relatively consistent from a constituent perspective. The influent flow to the Tapia WRF varies due to the daily diurnal flow pattern. Additionally, flows can significantly increase due to infiltration and inflow during and after rain events. In the past, instantaneous flow at Tapia WRF can be as much as double the daily average flow during winter storm events; however, these increased flows typically return to normal within a few dry days. The AWTP is intended to operate during the winter when recycled water demand is minimal, and winter storms are likely to occur during its operation. Although the NPDES Permit for the Tapia WRF allows for discharge to Malibu Creek during certain storm events, it remains important to consider these events, together with the impact of the diurnal flow pattern, on the final effluent quality and quantity.

Consequently, the Consultant shall prepare a study evaluating options to equalize flows for the Tapia WRF. Specifically, the Consultant shall perform the following tasks:

- a) Review the daily diurnal flow pattern for the Tapia WRF;
- b) Review recorded wet weather flow to the Tapia WRF and characterize 50-year and 100-year storm events;
- c) Review available water quality data of flow to the Tapia WRF during 50-year and 100-year storm events;
- d) Estimate peak storm water quantity to the Tapia WRF for a 5,10,50 and 100 -year storm;
- e) Determine the recommended volumes needed to equalize diurnal flows and wet weather flows at Tapia The recommendation should consider the cost benefit (capital and operating cost) of equalization versus the value of the effluent for either tertiary reuse or for Indirect Potable Reuse (IPR).
- f) Evaluate changes to blended water quality (following flow equalization) for Tapia WRF final effluent, which will be the source water for the future AWTP;
- g) Evaluate locations for an Equalization Basin including, but not limited to existing unused tank(s) at the Tapia WRF, land currently used for storage adjacent to the Tapia WRF and owned by the JPA, and Recycled Water Reservoir No. 1, which is currently not in use but owned by the JPA;

- h) Identify preliminary options and costs associated with facilities needed to properly equalize the influent flow at the Tapia WRF;
- i) Conduct a present worth analysis of flow equalization options including estimated capital costs, operation and maintenance costs, replacement costs and residual asset value; and
- j) Recommend the best option for flow equalization at the Tapia WRF. Include results from the cost benefit analysis undertaken under Item e above.

#### B. Capacity Review Discharge Point 005 (Los Angeles River)

The product water from the future AWTP is intended to be discharged to the Las Virgenes Reservoir. However, an alternate point of discharge, from the Tapia WRF, for excess recycled will be required for times when the AWTP is off-line or the reservoir cannot accept additional flow. The JPA is generally prohibited from discharging to Malibu Creek from April 15 to November 15. During this discharge prohibition period, flows in excess of recycled water demands may be pumped to the Los Angeles River for discharge through Discharge Point 005 (Arroyo Calabasas Creek), which is tributary to the Los Angeles River. A portion of the existing conveyance system to the Los Angeles River consists of an open channel/swale running along the shoulder of the southbound 101 Freeway. The capacity of the channel is not currently known.

The purpose of this task is to determine the capacity of the existing conveyance system from Discharge Point 005 to the Los Angeles River and any potential improvements to the system to increase its capacity. The Study must take into consideration potential high flow events affecting the Los Angeles River and the potential for upstream hydraulic impacts to the conveyance system from Discharge Point 005, which could limit its available capacity. Based on the capacity evaluation, the study must identify and recommend necessary improvements, environmental constraints, and associated costs to continue use of this conveyance system for discharge of excess recycled water and potential options for improvement of the conveyance system to increase its capacity. The Consultant shall perform the following task:

- a) Review high flow data for the Los Angeles River and determine the hydraulic profile for 50-year and 100-year storm events;
- b) Prepare a hydraulic profile of the conveyance system from Discharge Point 005 to the Los Angeles River;
- c) Assess capacity of the existing conveyance system without overflow during high flow events (50-year and 100-year storms) affecting the Los Angeles River;
- d) Determine maximum recycled water flow to Discharge Point 005;
- e) If required, recommend conveyance system improvements needed to ensure delivery of the maximum expected volume of excess recycled water flow without channel overflow and during high flow events affecting the Los Angeles River; and
- f) If required, estimate the capital costs for conveyance system improvements to deliver recycled water flow and identify any environmental constraints.

#### C. AWTP Design Criteria Package (Bridging Documents)

Prepare an AWTP Design Criteria Package to include definable, measurable, performance-oriented criteria, schematic drawings and/or specifications for an AWTP it is anticipated that the Design Criteria Package would include performance-based criteria for the design and construction of the AWTP, including but not limited to, the following tasks:



- a) Review all relevant documentation for the proposed AWTP;
- b) Define key process design criteria and size the AWTP unit process;
- c) Prepare preliminary mass balances;
- d) Prepare a process flow diagram for the overall AWTP;
- e) Prepare equipment lists and develop process flow diagrams for each unit process, including UF, RO, UVAOP, finished product water pump station, and chemical systems;
- f) Develop P&IDs for the above-listed unit processes;
- g) Develop preliminary process narratives;
- h) Perform the following work for the two identified AWTP sites:
  - ✓ Prepare a preliminary hydraulic profile;
  - ✓ Confirm the adequacy of topographical and boundary mapping;
  - ✓ Prepare and/or review geotechnical reports prepared by others;
  - ✓ Evaluate legal, City, permitting, and zoning constraints; and
  - ✓ Identify and list all relevant site permitting activities.
- i) Prepare an AWTF site and yard piping plan to include major pipelines such as inter-process connecting pipes and pipe galleries, storm water pipes, sewer lines, and similar large size pipelines;
- j) Set preliminary finished floor levels for the structures and establish preliminary finished grades and overall major surfaces;
- k) Prepare preliminary architectural/structural building layouts;
- l) Prepare preliminary process drawings to indicate equipment arrangements; and
- m) Provide a schematic design for HVAC and plumbing.
- n) Prepare detailed specifications for the, logic tied, cost loaded, schedule that the selected DB Firm will develop to execute the project. Logic tied, cost loaded schedule shall be of such detail to allow the JPA to use it as the basis of payment requests during design, construction, and startup of the AWTP. The JPA, with input received by the selected OA/PM, shall make the final decision on the software platform to be used by the DB Firm for scheduling and project controls.
- o) Prepare detailed specifications for the site-specific safety plan to be developed by the DB Firm.
- p) Prepare detailed specifications for the requirements of the start-up and testing plan to be developed by the DB Firm
- q) Prepare other detailed specifications as determined by the JPA for project delivery by the DB Firm.

#### D. Major Pipeline Alignment Study

Prepare a Major Pipeline Alignment Study for the Program including, but not limited to conveyance of tertiary treated recycled water from Tapia WRF to the AWTP; conveyance of product and off-spec water from the AWTP to Las Virgenes reservoir, discharge point 005, and any other location as needed; and conveyance of brine to its ultimate discharge location. This task includes, but is not limited to, the following the tasks:

- a) Review all relevant Program documentation including, but not limited to, information from the Regional Brine Management Study;
- b) Identify and consider other regional projects that could provide cost-sharing opportunities for the JPA, which may include, but are not limited to, a RO

- concentrate pipeline alignment directly to the City of Thousand Oaks' Hill Canyon Treatment Plant;
- c) Identify and recommend an option(s) for disposal of AWTP off-spec water including, but not limited to, discharge to the JPA's sanitary sewer system, an equalization tank or the JPA's recycled water system (the best option and recommendation may be site dependent);
  - d) Review the existing recycled water system transmission capacity to the AWTP site and the existing sanitary sewer system as well related hydraulic models of both systems;
  - e) Conduct hydraulic modelling to determine capacity requirements and existing limitations within the existing recycled water system to provide adequate flow to each AWTP site and conduct hydraulic modelling, if necessary, related to site-specific options for disposal of off-spec water;
  - f) Conduct hydraulic modelling to determine capacity requirements and existing limitations within the existing sanitary sewer system to provide sufficient capacity for return of off-spec water to the Tapia WRF;
  - g) Identify any modifications needed to the existing recycled water and/or sanitary sewer systems;
  - h) Develop base map(s) for each potential alignment(s) for AWPP influent, AWPP product water, AWPP off-spec water, and RO concentrate. The base maps should include above-ground culture, 1-foot contours and right of way information based on record data;
  - i) Research underground utilities such as water, sewer, gas, telephone/cable and electric, and develop a utility map for each piping corridor;
  - j) Research geotechnical information, perform additional studies in support of the proposed design corridor, and identify recommended construction methods for each piping corridor;
  - k) Identify permit and easement requirements for each piping corridor;
  - l) Identify long-term maintenance requirements and recommendations for RO concentrate (brine) pipeline to prevent or minimize scaling potential. Include operation and maintenance costs in cost estimate;
  - m) Prepare construction cost estimates for each potential piping corridor; and
  - n) Recommend preferred alignments for each pipeline (i.e. AWPP influent, AWPP product water, AWTP off-spec water, and RO concentrate) based on construction methods, permit/easement requirements, utility conflicts and estimated costs.

## **ENVIRONMENTAL STUDIES AND REGULATORY COMPLIANCE**

The following Studies shall support the JPA in efforts to secure Grant funding and apply for necessary permits.

- A. Prepare and implement a strategy to efficiently complete the environmental review of the Program in accordance with the requirements of the California Environmental Quality Act (CEQA) and potentially also the National Environmental Policy Act (NEPA). (Note: this task is a very high priority for the JPA because most grant and loan programs require completion of the environmental review to be competitive for funding. Proposers may opt to recommend a project-level or programmatic environmental document, or some combination thereof.);
- B. Prepare an environmental constraints analysis for the various elements of the Program;
- C. Prepare an initial study and the appropriate environmental document for the Program, including the preparation of any and all special studies or surveys (i.e. archeological,

plant and animal surveys, traffic, air quality, etc.) Note: the environmental document should describe the JPA's long-standing practice of augmenting flows in Malibu Creek to provide coverage for its required Wastewater Change Petition pursuant to Water Code Section 1211;

- D. Administer the statutory process for CEQA on behalf of the JPA, including the issuance of required notices, filings with the State CEQA clearinghouse and soliciting, responding to, and incorporating comments;
- E. Support JPA staff in recommending adoption of the CEQA document by the JPA Board;
- F. Prepare a comprehensive list of all required permits for the Program including a description of the requirements for each and estimated cost to obtain them;
- G. Evaluate the JPA's current recycled water chlorination practice(s) and identify any potential changes to improve efficiency and protect the future AWTP equipment, while maintaining compliance with existing regulatory requirements; and
- H. Prepare a Title 22 Engineering Report, in compliance with the requirements of the California Code of Regulations, for the Program in coordination with JPA staff and other JPA consultants for supporting documentation.

### **COST ESTIMATING AND SCHEDULING**

- A. Prepare a construction cost estimate for each element of the Program based on the schematic design-developed drawings, diagrams, sketches, equipment vendor quotes, and other available data.
- B. Prepare a Master Program Schedule based on a review of existing data and identification of milestones related to project priorities, funding, and other drivers. The Master Program Schedule shall be cost loaded to identify the timing of expenditures for use by JPA and its financial analyst to secure funding/financing; and
- C. Provide monthly updates to the Master Program Schedule, including milestones for funding and other pertinent project drivers, to reflect progress and changed conditions.

### **PHASE 2 (to be negotiated upon completion of Phase 1)**

- Assist the JPA with administration of the DB contract (or other alternative delivery method), including review of payment applications, various submittals, requests for information and clarification, etc. Review and provide recommendation regarding JPA's acceptance of the DB Firm's guaranteed maximum price or lump sum proposal and guaranteed completion date. Review and provide comment on DB firm's prepared project schedule updates.
- Review design submittals and detailed working drawings of the project, as prepared by the Design-Build firm. Provide comments and recommendations to the JPA regarding compliance with the Design Criteria Package.
- Review project construction activities and provide comments and recommendations to the JPA regarding compliance with the Design Criteria Package, including the Design-Build contractor's quality assurance programs, safety programs and other project delivery requirements established in the Design Build Contract.
- Develop and maintain Project Schedule and Budget Reports, consistent with the DB Firm's submitted logic tied cost loaded schedule and field observations made during the Project. Develop key inter-project relationships using scheduling software, selected by the JPA. Work will include at least monthly monitoring, updating, and reporting of the project schedule to the JPA.

- Determine a schedule for permitting activities, through issuance. Assist the JPA with monitoring permitting activities and attending meetings with regulatory agencies and Member Agencies. Ensure that modifications to the proposed design resulting from the regulatory review process conform to the design criteria and performance criteria.
- Coordinate with the selected DB Firm for interface of permitting activities and other JPA responsible activities with the DB Firm's logic tied, cost loaded, schedule.
- Perform technical review of optional design concepts submitted by the DB Firm and prepare review summary report.
- Provide advice and guidance to assist staff in coordination and resolution of major project, permitting, environmental, and technical issues to accomplish efficient delivery of the Project.
- Provide independent engineering project cost estimates, evaluate, and validate design-build cost proposals, and assist City staff in the negotiations of the Guaranteed Maximum Price ("GMP") or Lump Sum.
- Review and comment on the commissioning plan and acceptance testing activities, as well as assist during the acceptance testing and post-construction phase.
- Provide Construction Management (CM) and inspection
- Provide grant reporting and ensure compliance with grant requirements
- Review, document and administer labor compliance related to construction elements of the program as required by the Design Build Contract and any requirements, established by enabling legislation and State Code, related to the delivery of design-build projects by the JPA.
- Provide other services as required by the JPA in support of the program

### **III. SERVICES OR DATA PROVIDED BY JPA**

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

- Access to the JPA/LVMWD/TSD facilities.
- Available records.
- Access to Staff upon request to answer questions.

### **IV. MINIMUM CONSULTANT QUALIFICATIONS**

- The selected firm shall have staff registered as a State of California Professional Engineer.
- The standard Consultant Agreement, which is utilized by LVMWD, 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.
- Proven experience providing OA services on at least one project (in the past 10-years) for the design-build of a water or wastewater treatment facility AND suitable experience with directly performing or managing the performance of projects of similar types as described in this RFP for the Pure Water Program.

### **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) A recommended scope of work, consistent with the information provided in this RFP, which clearly displays an understanding of the project including a proposed schedule and a description of proposed deliverables. Although the scope is to be consistent with the information provided in this RFP, the Consultant is encouraged to identify any additional scope and/or approach to OA/PM services, as necessary, that enhances the ultimate success of the project.
- 4) List of assumptions or recommended services, not listed or described in this RFP, that were used by the Consultant in the development of the scope of work or other parts of their proposal.
- 5) Scope, names, qualifications, and principals of any subconsultants
- 6) A minimum of three, maximum of five references with at least one project (in the past 10-years) that OA services were provided and references for other projects of similar types (in the past 5-years) as described in this RFP for the Pure Water Program, including contact person and telephone number.
- 7) Names, project role and résumés of individual(s) proposed to perform the services, including proof of professional registrations, as appropriate.
- 8) Description of the firm's internal quality control process.
- 9) Certificate of professional liability insurance.
- 10) Cost to perform the services, a schedule of rates and any anticipated rate changes. The Consultant shall cost, separately, any additional studies and/or tasks identified by the Consultant related or necessary to the project. The costs and rate schedule shall be provided as a **separate** file/attachment.

The proposal page quantity for the project understanding, approach, and scope of work (i.e. proposal requirements numbers 2, 3 and 4) shall be limited to **no more than 45 pages**.

## **VI. EVALUATION CRITERIA**

Proposals will be evaluated based upon the following:

- 1) A comprehensive and understandable Scope of Work.
- 2) Expertise in performing the Scope of Work.
- 3) Understanding of the Project and delivery requirements
- 4) Understanding of the policies, procedures, and other requirements of the JPA
- 5) The quality of performance on similar past projects, including those on which the proposed team has worked together.
- 6) The ability to meet time schedules and complete the work within established budgets.
- 7) The firm's history and resource capacity to perform the requested service.
- 8) The experience and qualifications of assigned personnel.
- 9) The cost of the work to be performed as described in the proposal.

Interviews with selected consultants maybe conducted as a part of the review process.

## **VII. REQUEST FOR PROPOSAL SCHEDULE**

Request for Proposals	May 8, 2020
Proposal Due Date (3:00 p.m.)	June 25, 2020
Interviews if necessary	July (day TBD), 2020
Acceptance of Proposal (tentative Board meeting)	August 3, 2020

**Please submit one (1) digital copy of your proposal no later than 3:00 p.m. on June 25, 2020 by e-mailing, mailing or delivering them to:**

Attn: Eric Schlageter, P.E.  
Las Virgenes Municipal Water District  
4232 Las Virgenes Road  
Calabasas, CA 91302  
[ESchlageter@lvmwd.com](mailto:ESchlageter@lvmwd.com)

**The proposed fee and rate schedule shall be provided as a separate file/attachment.**

Please submit all questions and/or data requests in writing by email to Eric Schlageter (818) 251-2142, [eschlageter@lvmwd.com](mailto:eschlageter@lvmwd.com). Questions and data requests received as well as their corresponding responses will be made available to all interested firms.