



REQUEST FOR PROPOSALS
FOR

RANCHO LAS VIRGENES CENTRATE STORAGE TANK
PROJECT

Construction Management Services

PROPOSALS DUE August 18, 2016 at 3:00 p.m.

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

July 2016

REQUEST FOR PROPOSALS
Las Virgenes Municipal Water District

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ATTACHMENTS (Electronic)

- Agreement for Professional Services (see below)

PLANS AND SPECIFICATIONS (Electronic)

- Plans, Specifications, and supporting material can be found at the following FTP Site Location:

<ftp://Files6.cyberlynk.net>

Username: EngClient

Password: LV4232

Folder: Centrate Tank

I. INTRODUCTION

The Las Virgenes Municipal Water District invites your firm to submit a proposal to provide engineering services during construction of the Rancho Las Virgenes Centrate Storage Tank Project. Engineering services during construction will include:

- Construction Management, Administration and on-site observations

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, Eric Schlageter, P.E. at 818-251-2142 or via email at ESchlageter@LVMWD.com.

You may direct any questions regarding this Request for Proposal to Eric Schlageter 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.

The Tapia WRF was originally constructed in 1965 to treat 0.5 million gallons per day (MGD). Several expansions have increased the plant to its hydraulic capacity of 16.1 MGD, treating wastewater to the tertiary level. Recent modifications in the biological treatment process reduced the plant capacity to 12 MGD to comply with NPDES permit nutrient requirements. Coincidentally, 12 MGD is also the projected build out flow for the service area. Tapia currently treats approximately 8.0 MGD which is disposed of by three different methods: recycled water use, discharge to the Los Angeles River or discharge to Malibu Creek. Sludge solids generated at Tapia is pumped approximately four miles to the Rancho Las Virgenes Composting Facility where they are processed by mesophilic anaerobic digestion and dewatering (centrifugation) producing Class B bio-solids. After being dewatered, the biosolids are mixed with wood chips and composted to produce Class A "exceptional quality" product.

Centrate Storage Tank

Centrate generated in the dewatering process has a high ammonia concentration and requires treatment before it is returned to Tapia via the sanitary sewer. In 2009, two existing Aquastore glass lined steel tanks (approximately 700,000 gallons each) located near the composting facility were converted into centrate treatment tanks. Currently one of the tanks provides centrate storage while the other is used for treatment in which aerobic and anoxic cycles are created to oxidize and reduce nitrogen. An MTS mixing system with Omega blowers provides mixing and aeration while raw combined sludge is intermittently introduced to act as a carbon source to drive denitrification. Centrate treatment has proven to be very successful with a

consistent nitrogen removal rate of over 80%. Because the nitrogen limit at Tapia is low (8 mg/l) the centrate tanks must remain in service to attain compliance with discharge permit nitrogen limits.

There is no redundancy in the centrate treatment system because one tank is required for storage while the other is needed for treatment. To alleviate this issue, the JPA would like to construct a centrate storage tank which would store the centrate to be treated in the reactor tank. This would allow for a centrate treatment tank to be taken out of service for maintenance.

Project Description:

The project consists of a 480,000-gallon bolted-steel, glass-lined and coated tank; paved access road; site grading, preparation and drainage; tank mixing equipment, instrumentation and appurtenances; process piping including valves, flow meter and electrical components; and reprogrammed SCADA controls. The new tank will improve the reliability of the centrate treatment system and provide redundancy needed to allow for future maintenance of the existing centrate treatment facilities.

Currently, centrate from the dewatering facility is stored in one of two existing centrate treatment tanks, which are approximately 700,000 gallons each, while treatment occurs in the other tank. As a result, both tanks are needed to provide centrate treatment, and neither can be taken off-line for maintenance. The new centrate equalization tank will provide 480,000 gallons of storage to allow for continuous centrate treatment within one or both of the existing tanks. One existing centrate treatment tank can be taken off-line at a time for inspection and maintenance.

III. SCOPE OF WORK

The consultant will provide project management through the construction phase. The scope includes providing day-to-day administrative, technical, budget management, site observation, and coordination for the project to meet scope, schedule, and budget objectives.

- Administration
 - Hosting progress meetings, generating meeting minutes, tracking action items
 - Submittal routing and tracking
 - RFI's routing and tracking
 - Project Punchlist - the consultant shall prepare a comprehensive preliminary final punch list. After the contractor has completed substantial lists of those deficiencies, consultant shall prepare a final punch list.
 - Review contractor-supplied/on-hand redlines monthly to ensure they are up to date.
 - Provide Monthly Reports of construction activities and status of project budget, progress, photos, etc.
 - Closeout of project – the consultant shall closeout all project activities with the contractor. Consultant shall deliver all project files to the District.
- Technical
 - Provide constructability input to assist owner and engineer in review of submittals and RFI's
 - Inspection on an as needed basis (see below Site Observation section)
- Budget and Time Management
 - Progress Payment Request Review
 - Potential and Approved Change Order tracking and routing

- Review of contractor schedule, and tracking of delays
- Site Observation
 - The District will provide minimal Construction Inspection services.
 - The selected firm will provide site observation and coverage of inspection as needed outside of what the District provides.
 - Site observation includes coordination, general inspection, progress tracking, and notifications to staff regarding additional inspections required.
 - It is anticipated that District Inspection Staff will have limited availability. Any additional inspections or questions that arise when the District's Inspector is not on-site would be handled by the selected firm.
- Coordination
 - Coordinate with contractor, District staff, District Project Manager and Inspector, electrical controls integrator (owner to hire under a separate contract), materials testing firm (owner to hire under a separate contract), and environmental mitigation and monitoring firm (owner to hire under a separate contract).
 - Coordinate with the District inspector on monitoring contractor's workmanship and materials for the general conformance to the Contract Documents.
 - Coordinate closely with District staff to ensure contractor phasing and construction meets the District requirements.

The consultant shall provide overall construction management for the purpose of determining compliance with the technical provisions of the project's Contract Documents, which includes communicating with the Contractor, attending construction meetings, and coordinating with the District throughout the 184 calendar day construction period.

Please note, the Contract Period time of 184 calendar days is from the Award of Contract at the Board Meeting (anticipated on 9/6/16) through contractor completion of all work. It is anticipated that construction site work will not commence until long lead time items have been acquired, which may affect your proposed scope as consultant services won't be necessary on-site during this period when the contractor has yet to mobilize.

Once the construction contractor has mobilized, the District anticipates less than a full day presence required by consultant construction management staff due to partial inspection services provided the District.

IV. OUTSIDE SERVICES PROVIDED BY DISTRICT

As part of the overall project, the District will do the below services:

- Pacific Advanced Civil Engineering (PACE), will be under contract to provide design support services during construction
- Wunderlich-Malec, provided the control system design, and will also perform programming modifications once the contractor has installed new equipment
- Materials testing services as required in the plans and specifications.
- District will perform partial construction inspection services, and consultant will perform primary inspection as necessary if the District is short on coverage.
- District will obtain professional services to perform environmental mitigation and monitoring throughout the construction duration.

V. MINIMUM CONSULTANT QUALIFICATIONS

The firm who is awarded construction management services will have oversight staff on their team that has a State of California Professional Engineer License, and on-site personnel need not have a Professional Engineer License. On-site personnel shall serve as the District's point of contact, and shall be proficient in water facility construction management and constructability.

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.

VI. PROPOSAL REQUIREMENTS

- 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) Certificate of professional liability insurance.
- 9) Cost to perform the delineated services and schedule of rates. The proposal shall have both the qualifications and cost in one package.
- 10) List any assumptions.

VII. EVALUATION CRITERIA

Proposals will be evaluated based upon the following:

- 1) The quality of performance on past projects, including those on which the proposed team has worked together.
- 2) Expertise in the field of water facilities construction management
- 3) The ability to meet time schedules and complete the work within established budgets.
- 4) The ability to provide a comprehensive and understandable scope of work.
- 5) The ability and experience in working with projects requiring high levels of mechanical and electrical work.
- 6) The overall quality and constructability of construction plans.
- 7) The firm's history and resource capacity to perform the requested service.
- 8) The experience and qualifications of assigned personnel.
- 9) The firm's approach to provide a cost effective solution while providing sufficient resources to meet the needs of the project
- 10) Proposals will be reviewed for qualifications and price at the same time.

VIII. REQUEST FOR PROPOSAL SCHEDULE

Pre-proposal Meeting (not required)	If requested by consultant
Proposal Due Date (3:00 p.m.)	August 18, 2016
Review Proposals (week of)	August 22, 2016
Acceptance of Proposal (Board meeting)	September 6, 2016

Please submit five (5) physical copies and one (1) digital of your proposal no later than 3:00 p.m. on August 18, 2016 by mailing them to:

Attn: Eric Schlageter
4232 Las Virgenes Road
Calabasas, CA 91302