



REQUEST FOR PROPOSALS
FOR

Jed Smith Pipeline Replacement Project

PROPOSALS DUE by 3:00 p.m., Monday, October 31, 2016

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

September 2016

REQUEST FOR PROPOSALS
Las Virgenes Municipal Water District

TABLE OF CONTENTS

- I. Background Information
- II. Scope of Work
- III. Services Provided by District
- IV. Minimum Consultant Qualifications
- V. Proposal Requirements
- VI. Evaluation Criteria
- VII. RFP Schedule

ATTACHMENTS

- Jed Smith pipeline record drawings
- 2014 Potable Master Plan update
- 2012 plans and specifications for Long Valley Waterline Replacement Project

I. 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 8-inch Asbestos Cement (AC) pipe along Jed Smith between Round Meadow Road and Lewis Clark Road in the City of Hidden Hills was constructed in 1962 by the Hidden Hills Mutual Water Company. Over the last few years, there were numerous main breaks (see attached main break summary map) along the pipeline. Upon inspection of the broken pieces of pipe material, construction record drawings, and history of the main breaks along the pipeline, staff has concluded that the AC material has lost most of its strength and has reached its service life expectancy. A replacement of the pipeline is necessary.

Based on observation of the interior conditions, staff recommends the following summary scope of rehabilitation:

1. A preliminary design report that includes underground utility information, scope of replacement project, confirming proposed pipe size in the 2014 Master Plan update, identifying permits needed, alignment, and an estimated construction cost.
2. A CEQA study.
3. A ready-to-bid plans and specifications that includes all permit conditions and traffic control plans
4. Provide professional engineering services during bidding and construction.

In 2012, District performed a similar main replacement project in close proximity along Long Valley Road in the City of Hidden Hills. Consultant shall review the project file and incorporate any relevant information and any change orders in the plans and specifications for the Jed Smith Pipeline Replacement Project.

II. DETAILED SCOPE OF WORK

The selected firm will perform tasks as outlined below:

- Visit the project site
- Coordination with City of Hidden Hills and Hidden Hills' HOA
- Prepare a preliminary design report to address the following issues:
 1. Local soil conditions.
 2. Utility search.
 3. Field survey.
 4. Review hydraulic modeling and confirming proposed replacement pipe size.
 5. Proposed alignment and limits
 6. Evaluate typical cross section due to unpaved parkway and heavy traffic loading including trash trucks.
 7. Abandoning of the existing AC main.

8. Identify permits and permit conditions.
9. Identify site specific conditions such as fully gated community and specialized parkway construction using degenerated granite.
10. Method for providing water services during construction.
11. Estimated construction cost.

- Provide a CEQA study for the proposed project
- Provide ready-to-bid plans and specifications which should include, but not limited to, the following sections
 1. District's general provisions
 2. Supplemental general provisions
 3. Technical provisions
 4. Construction plans
 5. Soil report
 6. All permits and conditions
 7. Traffic control plans

III. SERVICES OR DATA PROVIDED BY DISTRICT

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

- Access to the facilities.
- Copies of record drawings as identified in the attachment
- District staff to answer questions.

IV. MINIMUM CONSULTANT QUALIFICATIONS

The selected firm shall have staff registered as a State of California Professional Engineer and can demonstrate intimate knowledge of pipeline design and operation.

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) A recommended scope of work which clearly displays an understanding of the project
- 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.

VI. EVALUATION CRITERIA

Proposals will be evaluated based upon the following:

- 1) Expertise in performing the tasks noted in the Scope of Work.
- 2) The quality of performance on past projects, including those on which the proposed team has worked together.
- 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 firm's history and resource capacity to perform the requested service.
- 6) The experience and qualifications of assigned personnel.
- 7) Proposals will be reviewed for qualifications and price at the same time.

VII. REQUEST FOR PROPOSAL SCHEDULE

Request for Proposals	September 27, 2016
Pre-proposal Meeting (not required)	If requested by consultant
Proposal Due Date (3:00 p.m.)	October 31, 2016
Review Proposals (week of)	November 1-10, 2016
Acceptance of Proposal (Board meeting)	November 22, 2016

Please submit five (5) physical copies and one (1) digital copy of your proposal no later than 3:00 p.m. on October 31, 2016 by mailing them to:

Attn: John Zhao
Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302

For questions, or to arrange a tour, please contact John Zhao at (818) 251-2230 or via email at jzhao@lvmwd.com.