



REQUEST FOR PROPOSALS
FOR REPLACEMENT OF GENERATOR
AT LAKE HILLS 1860 BOOSTER
PUMP STATION

Issue Date: October 18th, 2016

Submission Deadline: November 8th, 2016, 2:00 PM

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Introduction

Western is requesting proposals from qualified firms to provide engineering services for evaluation and design of a replacement generator and automatic transfer switch for Western's Lake Hills 1860 Booster Pump Station in order to provide emergency backup power during an outage. This will include preliminary design, final design, and preparation of Contract Documents, bidding support and engineering services during construction.

The minimum information required in the Proposal includes:

- General statement of the understanding of the scope;
- An approach to the work;
- The firm's experience in providing requested services for projects of similar size and scope;
- The experience of the proposed project manager and key individuals;
- A proposed task list and level of effort for each task;
- Approach to managing and completing the project; and
- Approach to communicating with Western.

Proposals will be accepted by Western **until 2:00 p.m. on November 8, 2016**. Any changes to this Request for Proposal (RFP) are invalid unless specifically modified by Western and issued as a separate addendum document. Should there be any question as to changes to the content of this document, the Western copy shall prevail. The submission should be prepared simply and economically, providing straightforward, concise description of your firm's capabilities to satisfy the requirement of this RFP. Emphasis should be on organization, completeness, and clarity.

To ensure consideration, all proposals shall follow the required elements provided in this RFP or as directed. To facilitate the evaluation process, please provide **one (1) original copy of the proposal, AND email an electronic copy of the proposal in PDF format.**

All proposals shall be printed on 8 ½ "x 11" paper, 12 point Arial font, single spaced, with 1" margins on all sides. Proposals are limited to ten (10) pages not including: Cover Letter of Transmittal, Western Standard Forms, Table of Contents, dividers, and resumes.

Delivered proposals shall be enclosed in a sealed envelope or container plainly marked in the upper left hand corner with the name and address of the bidder and bear the following:

“WMWD Proposal for 1860 Lake Hills Generator Replacement”

The fee proposal shall be in a separate sealed envelope and be plainly marked in the upper left hand corner with the name and address of the bidder and bear the following:

“WMWD 1860 Lake Hills Generator Replacement Fee Proposal”

Proposals may be hand delivered or sent via U.S. Postal Service, UPS, FedEx, or other common carrier, as well as emailed to:

Western Municipal Water District
Attn: Sonia S. Huff, PE
14205 Meridian Parkway
Riverside, CA 92518
shuff@wmwd.com

Questions concerning this solicitation should be directed electronically to Sonia Huff at shuff@wmwd.com

Background

Western was established in 1954 to provide water to agencies and residents of western Riverside County. Western's mission is to provide water supply reliability, wastewater and water resource management to the public in a safe, reliable, environmentally sensitive and financially responsible manner.

Western has the distinction of being both a wholesale and retail water provider. The wholesale division provides water and leadership to 13 wholesale customers in a 527-square mile area of Riverside County. Nine of the wholesale customers receive imported water from Metropolitan Water District, as well as local water from the Arlington and Chino Desalters.

Western's retail division provides water to businesses, industrial users, and more than 86,000 residents to three retail areas:

- Riverside service area: includes a portion of the city of Riverside and unincorporated portions of Riverside County;
- Murrieta service area: 6.5 square miles within the city of Murrieta; and
- Rainbow service area: an area south of the city of Temecula in an unincorporated part of Riverside County.

WMWD's potable and recycled water system includes 128 pumps, 621 miles of pipeline ranging from 4 to 60 inches, and 38 water storage reservoirs. WMWD's wastewater system includes approximately 8,000 service connections, 24 lift stations and two wastewater treatment plants.

Scope of Work

Western Municipal Water District (Western)'s existing emergency standby generator at the Lake Hills 1860 Booster Pumping Station has reached the end of its useful life, can no longer be permitted by SCAQMD, is undersized for current station loads, and requires replacement.

The Lake Hills 1860 Booster Station is equipped with three vertical turbine booster pumping units. Booster Pumping Unit Nos. 1 and 2 are equipped with 100 hp electric motors and soft starters. Booster Pumping Unit No. 3 is equipped with a 100 hp electric motor and variable frequency drive (VFD).

Electric power service is 480 volts, 3-phase, 60 hertz, and is provided by SCE. The existing emergency standby power system consists of a portable 375 kW diesel generator, a 600 amp automatic transfer switch (ATS) and generator termination box.

Maintaining pump station operation during replacement of the generator is critical. Therefore, a detailed sequence of work is required. The sequence of work will address the down time that can be accommodated or the need for the Contractor to provide temporary power (generator) to keep the booster station in operation.

Engineering services required by Western include evaluation of the generator and automatic transfer switch, and preliminary design, final design, preparation of Contract Documents, and bid phase services.

A detailed work plan will be developed by the selected consultant in cooperation with WMWD subsequent to award of the contract. The following are a minimum set of primary tasks expected for the design. They are not intended to limit the creativity of the Consultant. Consultant is encouraged to identify any additional work that is not specified in this Scope of Work that would be, in its opinion, necessary to complete the Project. If identified, the Additional Work of Services must be included in the proposal but separated out in the Consultant's Fee Schedule. The Consultant must provide justification for proposed Additional Work or Services.

Meetings

The Consultant should plan to provide all project management required for the project, including the following meetings: Kick-Off Meeting, a Technical Memorandum Workshop, 60% and 90% Design Review Meetings, Pre-Bid Meeting, and Bid Opening. In addition, provide project updates (via email and/or telephone) to Western, provide coordination with Western and provide quality assurance and quality control (QA/QC) for the project.

The Technical Memorandum will summarize findings regarding the evaluation of the existing and potential replacement of the following:

Generator:

Evaluate both stationary and portable generator options. Provide sizing, cost and delivery schedule information for each type of generator. In addition, consultant to identify the South Coast Air Quality Management District (SCAQMD) requirements for each type of generator.

Automatic Transfer Switch (ATS):

Perform a field review of the existing ATS, generator termination box, and conductors between the ATS and generator termination box. Consultant to determine condition and anticipated remaining life, potential modernization of the components and cost.

Technical Memorandum to be submitted to Western prior to commencing final design.

Consultant will prepare a detailed sequence of work to maintain operation of the booster station during replacement of the generator and ATS.

General

The Consultant will be required to verify and defend that all information submitted as services rendered is accurate and current. All information generated as part of the Consultant's or sub-consultant's work shall become part of Western record on the project. Corrections or revisions to the report and other documents prepared by the Consultant are anticipated and shall be considered as part of the normal study process. No extension of time or fees shall be allowed for corrections as described herein above.

Proposal Submission

Award of the contract resulting from this RFP will be based upon the most responsive, responsible firm whose offer will be the most beneficial to Western in terms of cost, functionality, and other factors as specified elsewhere in this RFP.

An original signature must be included on the document submitted with each copy. The form is included at the end of this RFP.

Western reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential consultant.
- Accept other than lowest price offered.
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.

Each firm's proposal must be submitted in several parts as set forth in section, "Required Elements for Response." Each firm will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for Western's evaluation of the firm's proposal.

Selection Process

Proposals will be evaluated by a selection committee comprised Western's staff. The proposal shall be of such scope and depth to sufficiently describe and demonstrate the consultant's understanding of approach to the project. Submittal of incomplete or vague responses to any section of this RFP may result in rejection of the proposal.

Proposals will be evaluated and ranked based on criteria including understanding of the purpose of the work, project approach, relevant project, scope-of-work, experience, project team members' qualifications, and project schedule. This is not a competitive bid process. The most highly ranked proposals may be interviewed and rated by the selection committee. After selection of the prospective Consultant deemed most qualified, Western will initiate negotiations. If an acceptable contract cannot be reached with the prospective Consultant deemed most qualified, Western may then negotiate with the next highest-rated proposer. Once negotiation with a proposer are terminated, the District will not renegotiate with that proposer.

Western reserves the right, after opening the proposals, to reject any or all proposals, or to accept proposal(s) that in its sole judgement are in the best interest for Western.

Prospective Consultant are responsible for ensuring that proposals are received **at the specified location by the specified time.**

Questions Regarding RFP

Any questions or requests for interpretation or clarification, either administrative or technical, about this RFP must be submitted via email to **Sonia Huff**, shuff@wmwd.com prior to 3:00 pm on **October 26, 2016**. Western will compile all questions and requests, and provide responses in electronic format to all firms on **November 2, 2016**.

Oral statements concerning the meaning or intent of the contents of this RFP by any person other than the persons identified herein are unauthorized and invalid. Western will not be responsible for any other explanation or interpretation of this RFP, or for any oral instructions. Any contact with Western personnel other than identified above regarding this RFP may disqualify a proposer.

Clarification Statements

For clarification purposes, the words "Contractor", "Company", "Proposer", "Vendor", and "Bidder" shall be read to be one and the same. The words "Contract" and "Agreement" shall be read to be one and the same. The words "Bid" and "Proposal" shall be read to be one and the same. "Western Municipal Water District", "Western",

and “District” shall be read to be one and the same. “Request for Proposal” and “RFP” shall be read to be one and the same.

Required Elements for Response

Consulting firms responding to this RFP will provide the following information in their proposals:

Proposal Format: Letter Proposal, limited to 5 pages.

Proposal sections shall include

1. Cover Letter (not included in the page count)
2. Introduction and Project Understanding
3. Scope of Work
4. RFP Signature Page (not included in the page count)
5. Project Personnel Organizational Chart and Team Qualifications (not included in the page count)
6. Schedule
7. Estimated Level of Effort per Scope Task, itemized by labor classification.
8. Company standard schedule of charges. (not included in the page count)
9. Include resumes of any proposed team members and relevant project descriptions (as an appendix-not included in the page count).
10. Fee estimate, including labor, sub consultants and projected reimbursable costs to be submitted in a separate sealed envelope (not included in the page count).

Sealed Fee Schedule

The fee portion of the proposal shall include costs and fees for the proposed services based on hourly rates of staff. A clear breakdown of these costs by task including staff hours shall be provided and include a listing all professional services expenses anticipated including insurance, printing, communications and travel. Cost should be based hourly rates of staff, including clerical positions. Such hourly rates should be fully burdened or loaded, including full compensation for all overhead and profit. Billing

rates shall include provision for normal supplies and materials, in-house reproduction services and local travel costs.

Separate costs shall be provided for the audit of each facility noted above under Background as well as a cost for project management including meetings.

Costs and fees are to be submitted in a separate sealed envelope marked as noted above.

RFP Signature Page

The RFP signature page is included at the end of this document and must be included in each proposal.

Exclusions

Any noted exclusions not included in scope

Addenda to Proposal

Western may modify this RFP, any of its key actions, dates, or any of its attachments, prior to the date fixed for submission of proposals by issuance of an electronic Addendum to all proposers. Such Addendum will also be posted on Western’s website. Proposer will acknowledge receipt of all Addenda in their proposal. Any Addenda issued during the time for submission of proposals will be made part of the Agreement.

Withdrawal of Proposal

A proposal may be withdrawn after its submission by written request signed by the proposer or authorized representative prior to the time and date specified for proposal submission. Proposals may be withdrawn and resubmitted in the same manner if done so before the proposal submission deadline. Withdrawal or modification offered in any other manner will not be considered.

Late Responses

While late responses are usually rejected, Western retains the right to accept or reject late responses for any reason.

Evaluation of Proposals

Western staff will evaluate and rate proposals based on best value to Western, not based on price alone. All proposals will be reviewed to verify that the proposer has met the minimum requirements as stated in this RFP. Proposals that have not followed the rules, do not meet minimum content or quality standards, do not provide references, or take unacceptable exceptions to the RFP, will be rejected as non-responsive. Proposals will be evaluated on the following criteria, not necessarily in order of priority:

- Understanding of the work to be performed
- Strength of key personnel
- Experience and Technical Competence of firm and subcontractors
- Approach to the Project, including technical and management considerations
- Evaluation of the cost effectiveness in relation to team qualifications and proposed project methodology

The most qualified firm(s) may be asked to participate in an oral interview to discuss in greater detail the content of their proposals. Western will notify finalists, if interviews are conducted, of the date and time of such interview(s).

Rejection of Proposals

Western may reject any or all proposals and may waive any immaterial deviation in a proposal. Western's waiver of an immaterial defect shall no way modify this RFP or excuse the proposer from full compliance with this RFP and/or the Contract documents if awarded the contract. Proposals that include terms and conditions other than Western's terms and conditions may be rejected as non-responsive. Western may make investigations as deemed necessary to determine the ability of the proposer to perform the services, and the proposer shall furnish to Western all such information and data for the purpose as requested by Western. Western reserves the right to reject any proposal if the evidence submitted by, or investigation of, such proposer fails to satisfy Western that the proposer is properly qualified to carry out the obligations of the agreement and to complete the work described therein.

Award of Contract

Award of Contract or rejection of proposals will be made by Western within fourteen (14) calendar days following the proposal due date. Western reserves the right to modify

the Award of Contract or rejection date to best meet the needs of the District. Western reserves the right to reject any or all proposals in response to this RFP in the best interest of the District. Western further reserves the right to waive any informalities or irregularities in the proposals. Western shall not be liable for any cost incurred in connection with the preparation and submittal of any proposals. Award, if any, will be to the proposer whose proposal best complies with all of the requirements of this RFP.

Western may choose to award all or part of the project to one or more consultant.

Contract Documents

In submitting a proposal, the firm agrees to enter into an agreement with Western utilizing a Purchase Order. A sample contract is provided in Attachment A. The firm's proposal in response to this RFP will be incorporated into the final agreement between Western Municipal Water District and the selected firm. The agreement to be executed by the successful proposer will generally conform to the terms of the Purchase Order, however, Western reserves the right to update the agreement to its current standards at the time Western makes an award. Proposers are advised that the indemnification and insurance provisions are mandatory and not subject to revision. Properly executed policies or Certificates of Insurance for:

- Commercial General Liability Insurance*
- Automobile Liability Insurance*
- Workers' Compensation / Employer's Liability Insurance
- Professional Errors and Omissions Insurance

After contract award, and receipt of the below documents, a Purchase Order will be issued to the awarded proposer.

Failure to execute the Terms of the Purchase Order and furnish the required documentation and insurance within the required time period shall be just cause for the disqualification of the award. If the successful proposer refuses or fails to execute the Terms of the Purchase Order, Western may award the project to the next qualified proposer.

*Including an Additional Insured Endorsement for each policy

Cancellation

Western retains the right to cancel the RFP at any time should it be deemed to be in the best interest of the District. No obligation, either expressed or implied, exists on the part of Western to make an award based on the submission of any proposal.

Signature Sheet

My signature certifies that the Proposal, as submitted, complies with all terms and conditions as set forth in this RFP.

My signature certifies that this firm has no business or personal relationships with any other companies or persons that could be considered a conflict of interest or potential conflict of interest to Western Municipal Water District, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with Western.

The Proposer hereby certifies that it has: Read each and every clause of this RFP. Included all costs necessary to complete the specified services/work in its proposed prices. Agreed that, if it is awarded the Contract, it will make no claim against Western based upon ignorance of local conditions or misunderstanding of any provision of the contract. Should conditions turn out otherwise than anticipated by it, the Proposer agrees to assume all risks incident thereto.

I hereby certify that I am authorized to sign as a Representative for the firm:

Name of Firm: _____

Address: _____

Fed ID No.: _____

Signature: _____

Name (type/print): _____

Title: _____

Telephone (____) _____

Email: _____

Fax No. (____) _____

Date: _____

To receive consideration for award, this signature sheet must be returned ***as part of the Proposal.***