



March 31, 2020

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Subject: Request for Statement of Qualifications - Professional Services for the 2021 Treated Water Master Plan -- SOQs Due 4:00 p.m., Tuesday, April 28, 2020

Ladies and Gentlemen:

The Contra Costa Water District (District) is seeking Statements of Qualifications (SOQs) from firms interested in providing professional services for the Treated Water Master Plan update to be completed by October 2021.

The District will evaluate all SOQs and determine which firms will be invited to submit proposals. SOQs should be prepared considering the information in the following attachments:

- Attachment 1 Project Background, Description, and Schedule
- Attachment 2 Statement of Qualifications Format and Evaluation Criteria
- Attachment 3 District GIS Standards and Safety
- Attachment 4 District Standard Agreement for Professional Services
- Attachment 5 List of Firms Receiving This Request for Qualifications

Interested firms shall submit five (5) copies and one (1) electronic copy on flash drive of the requested information by **4:00 p.m. on Tuesday, April 28, 2020**, to:

Contra Costa Water District
Attention: Jill Mosley

Via Courier Delivery:

2411 Bisso Lane
Concord, CA 94520

Via US Postal Service:

P.O. Box H20
Concord, CA 94524

No faxed or emailed SOQs will be accepted.

The District is an equal employment opportunity organization and encourages contracts with minority and women-owned business enterprises.

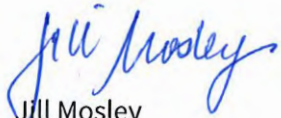
This Request for Qualifications (RFQ) does not commit the District to pay any costs incurred in the preparation and presentation of submittals or to select any interested firm who responds. This

Request for Statement of Qualifications
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solicitation covers only the work described herein and does not commit the District to any work beyond that described.

Questions concerning the Treated Water Master Plan should be directed to Jill Mosley at (925) 688-8127, jmosley@ccwater.com.

Sincerely,



Jill Mosley
Senior Engineer

JM/FY:kh

Attachments

cc: Jeff Quimby
Brian Jackson

File: 120241

ATTACHMENT 1

Project Background, Description, and Schedule

2021 Treated Water Master Plan– Professional Services Support

The Contra Costa Water District (District) periodically updates the Treated Water Master Plan to ensure it accurately reflects the communities which are provided treated waters as well as changes to the system and performance criteria. This update will be completed by District staff with technical support from the consultant on tasks described in the Project Description below.

PROJECT BACKGROUND

The purpose of this project is to develop a comprehensive, integrated plan to update the 2015 Treated Water Master Plan (TWMP). Capital improvements identified in the master plan are incorporated into the District's Ten-Year Capital Improvement Program (CIP).

The following is a brief overview of the District's Treated Water Service Area (TWSA).

The District's TWSA encompasses the cities and communities of Concord, Clayton, Clyde, and portions of the cities of Pleasant Hill, Walnut Creek, Martinez, and Port Costa serving approximately 200,000 people in central Contra Costa County. Treated water for the service area is provided from the District's Bollman Water Treatment Plant (WTP) in Concord and Randall-Bold WTP in Oakley via the Multi-Purpose Pipeline (MPP).

The TWSA distribution system consists of 820 miles of pipeline and 40 active storage reservoirs, with a total treated water storage capacity of approximately 72 million gallons (MG). Thirty-one pump stations are used to distribute water from the water treatment plants to higher elevation areas within the distribution system. Elevations within the TWSA range from sea level to approximately 1,000 feet above sea level. There are approximately 61,000 active service connections to the treated water system.

The TWSA is broken up into eight pressure zones established based on customer elevation ranges served. Each pressure zone has one or more subzones that serve customers within that elevation range.

PROJECT DESCRIPTION

The objective of this project is to prepare the 2021 TWMP which includes updating demand projections; updating and optimizing hydraulic model; identifying system improvements; developing a long-range list of improvements; and preparing the master plan report. Following are general descriptions of the major work tasks.

Update Demand Projections: The purpose of this task is to update the demand projections for the TWSA for existing and buildout conditions. The 2015 TWMP utilized GIS and customer records for existing demands which was a revised methodology from the land-use-based approach in previous updates.

Future demands used the land-based methodology, consistent with previous studies, which utilized the most recent General Plans approved by cities and communities within the TWSA. A similar approach is anticipated to be used for the 2021 TWMP update. Updates to the demands shall also include a review and update to water use factors and peaking factors.

Update and Optimize Hydraulic Model: The purpose of this task is to update the hydraulic model based on the most current GIS data to accurately reflect the existing distribution system configuration and current operating conditions. The District utilizes an all pipe network model that was developed in Infowater which shall be reviewed and updated to confirm calibration is accurate using SCADA data as well as revisions to demand allocations, peaking factors, and diurnal patterns. This task is also to investigate and, if determined necessary, develop a skeletonized model for use in some situations. Developing model scenarios to use in operations planning, such as assisting with water quality evaluation, may also be completed as part of this task.

Identify System Improvements: The purpose of this task is to evaluate the system deficiencies for existing, intermediate, and buildout conditions. Storage, pumping, and pipelines shall be evaluated to identify improvements to enable performance criteria to be met.

Prepare Master Plan Report: The purpose of this task is to summarize and document the work performed during the project. The report shall identify and develop a prioritized and phased list of capital improvements and other recommendations resulting from analysis and evaluation completed during the project.

TENTATIVE PROJECT SCHEDULE FOR 2021 TREATED WATER MASTER PLAN:

Issue RFQs	3/31/2020
Receive Statements of Qualifications	4/28/2020
Notify Consultants of Short-list	5/8/2020
Issue Request for Proposals	5/14/2020
Receive Proposals from Consultants	6/11/2020
Conduct Interviews	6/18/2020
Notify Consultants of Final Selection	6/25/2020
Complete Contract Negotiations with Selected Firm	7/17/2020
Board Award of Contract	8/5/2020
Issue Notice to Proceed	8/19/2020
Project Completion	10/31/2021

ATTACHMENT 2

Statement of Qualifications Format and Evaluation Criteria Treated Water Master Plan – Professional Services Support

Interested firms should prepare their SOQ in accordance with the information requested below. A selection committee will review the SOQ and determine which consultants will be requested to submit a proposal based on the evaluation criteria.

Letter of Transmittal (2 pages or less, 5 percent of total score)

Provide an overview of the firm and identify the qualities that differentiate the proposed team and will make it successful.

Section 1 – Qualifications of the Firm(s) (3 pages or less, 25 percent of total score)

List the prime consultant, any proposed subconsultants, the discipline/expertise to be contributed by each firm, and the office location in which the required services will be performed. Describe each firm's related experience.

Section 2 – Qualifications of the Proposed Staff (3 pages or less, 40 percent of total score)

Identify key project staff, including the Project Manager, and describe their discipline/expertise, qualifications, and/or experience related to the proposed function they would perform. Resumes shall be included as an appendix.

Section 3 – Performance on Similar Projects (3 pages or less, 30 percent of total score)

Provide a minimum of three and up to five references for projects of similar nature with participation by members of the proposed team. Project information shall include the project name and location, brief description of the scope of work, consulting budget, start and end dates, and roles of any proposed team members.

Section 4 - Appendices (no page limit)

- A. Resumes of key personnel
- B. Exceptions to the District's Standard Agreement for Professional Services (included as Attachment 4)

ATTACHMENT 3

District GIS and Safety Requirements

2021 Treated Water Master Plan – Professional Services Support

GIS REQUIREMENTS

Compliance to the District's GIS standards will facilitate data sharing, integration, and compatibility with the District's GIS system. All GIS data shall be generated in Environmental Systems Research Institute (ESRI) ArcGIS software, unless directed otherwise by the District. All data layers developed by the Consultants and used on the project must be consistent with the District's designated coordinate system, the "NAD 1983 State Plane California III FIPS 0403 Feet" projected coordinate system.

CONTRACTOR/CONSULTANT SAFE PRACTICES HANDBOOK

Every employee of consultants and subconsultants working at Contra Costa Water District facilities shall be briefed on the requirements contained in the Contractor/Consultant Safe Practices Handbook and receive a copy of the handbook. The following is the link to the handbook on the CCWD website:
<http://www.ccwater.com/DocumentCenter/View/124>

ATTACHMENT 4

2021 Treated Water Master Plan – Professional Services Support

NOTE: The successful consultant shall be prepared to work within the terms and conditions of this Agreement. Any exceptions to the Agreement shall be presented in the SOQ.

**CONTRA COSTA WATER DISTRICT
Standard Services Agreement**

THIS AGREEMENT for services is between Contra Costa Water District ("District") and _____ (the "Consultant"). Consultant's address is _____, telephone _____, and fax number _____. Consultant is a [] corporation, [] partnership, [] sole proprietor, having taxpayer's identification number _____.

1. The Agreement. District and Consultant agree that Consultant shall provide _____ and shall perform these services for District on the terms and conditions herein set forth in connection with District's project number _____ for _____. The specific scope of services, and any special performance conditions are defined in Attachment A - Scope of Work.

The following documents are attached hereto and are a part of this Agreement:

- Attachment A - Scope of Work
- Attachment B - Consultant's Rates and Charges

This Agreement, including said attachments, constitutes the entire agreement between the parties and supersedes any prior proposals, representations, or understandings. This Agreement may be modified only by a written amendment signed by each party.

2. Time of Performance. Unless otherwise stated in Attachment A, Consultant is authorized to commence performance of this Agreement upon its execution by District. Consultant shall complete all services covered by this Agreement no later than _____, unless this date is extended by District in writing. At the District's discretion, the District may extend the term of the Agreement. Should the District elect to extend this Agreement through _____, there shall be no change to the terms and conditions of this Agreement (other than to the time of performance).

3. Payment. Consultant shall at convenient intervals not more frequent than monthly submit itemized statements of services performed at the rates and charges in Attachment B. District shall pay for work satisfactorily performed within thirty (30) days after receipt of a statement. Without the prior written approval of the District, the total amount payable by District for Consultant's services pursuant to this Agreement shall not exceed \$_____ for the period from _____ to _____, and \$_____ for the period from _____ to _____ upon extension of the Agreement.

4. Consultant an Independent Contractor. Consultant shall perform the consulting services under the Agreement as an independent contractor and not as an employee of District. Consultant shall be wholly responsible for the methods of performance. District shall have no right to supervise or control Consultant's performance but shall have the right to observe it. Consultant shall work closely with District in performing the services.

5. Insurance.

A. Without in any way limiting Contractor's liability pursuant to the "Indemnification" section of this Agreement, Contractor must maintain in force, during the full term of the Agreement, insurance in the following amounts and coverage:

(1) Workers' Compensation, in not less than statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness; and

(2) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; and

(3) Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable; and

(4) Professional liability insurance, applicable to Contractor's profession, with limits not less than \$1,000,000 each claim with respect to negligent acts, errors or omissions in connection with professional services to be provided under this Agreement.

B. Commercial General Liability and Commercial Automobile Liability Insurance policies must be endorsed to:

(1) Name as Additional Insureds, Contra Costa Water District and its respective Directors, Officers, Agents, and Employees.

(2) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought.

C. Regarding Workers' Compensation, Contractor hereby agrees to waive its rights to subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of Contra Costa Water District for all work performed by the Contractor, its employees, agents and subcontractors.

D. All policies shall provide thirty days' advance written notice to Contra Costa Water District of reduction or nonrenewal of coverage or cancellation of coverage for any reason.

E. Should any of the required insurance be provided under a claims-made form, Contractor shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of four years beyond the expiration of this Agreement, to the effect that, should occurrences during the contract term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.

F. Before commencing any work under this Agreement, Contractor shall furnish to Contra Costa Water District certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to Contra Costa Water District, in form evidencing all coverage set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

G. Approval of the insurance by District shall not relieve or decrease the liability of Contractor hereunder.

H. If a subcontractor will be used to complete any portion of this agreement, the Contractor shall ensure that the subcontractor obtains all necessary insurance, which shall name Contra Costa Water District, and its respective directors, officers, agents and employees and the Contractor as Additional Insureds.

6. Payment of Prevailing Wages. If any personnel of Consultant or a subcontractor of Consultant performs work under the Agreement for which a general prevailing wage has been determined by the Director of the Department of Industrial Relations, Consultant or subcontractor shall pay the prevailing wage for such work and shall comply with all applicable provisions of the California Labor Code Section relating to public works (Section 1720 et. seq.). Copies of such wage rates are on file at the District's principal office. For questions regarding this section, Consultant should visit www.dir.ca.gov/oprl/pwd/index.htm or call the Department of Industrial Relations at (415) 703-4774.

The general prevailing wage rates for such work which establish minimum wages for this Agreement shall be posted by Consultant in a prominent place at the site where such work is performed. Consultant shall comply with all of the provisions of Section 1775 of the Labor Code relative to penalties paid to the District regarding wage under- payments to workers employed under this Agreement, and Consultant shall comply with all of the provisions of Section 1776 of the Labor Code regarding payroll records requirements.

7. Abandonment by Consultant. In the event the consultant ceases performing services under this Agreement or otherwise abandons the project prior to completing all of the services described in this Agreement, Consultant shall, without delay, deliver to District all materials and records prepared or obtained in the performance of this Agreement, and shall be paid for the reasonable value of the services performed up to the time of cessation or abandonment, less a deduction for any damages or additional expenses which District incurs as a result of such cessation or abandonment, such as expenses associated with obtaining substitute services.

8. Records and Documents. Upon request, and at no additional charge, Consultant shall deliver to District all records, data, and reports prepared or obtained in the performance of the Agreement, which shall become and remain the property of District. This includes, but is not limited to, all materials and records of a finished nature, such as final plans, specifications, and maps prepared or obtained in the performance of this

Agreement, and all materials of a preliminary nature, such as survey notes, sketches, preliminary plans, computations and other data prepared or obtained in the performance of this Agreement.

9. Right to Audit. Consultant shall permit District and its authorized representatives to examine, re-examine, make excerpts, transcribe and copy Consultant's books, documents, papers, materials, payrolls, records, accounts, computer disks, tapes and any and all data relevant to the Agreement at any reasonable time within three years after final payment under the Agreement. Consultant shall also permit District and its authorized representatives to audit and verify statements, invoices, or bills submitted by Consultant pursuant to the Agreement. Consultant shall provide such assistance as may be reasonably required in the course of such examination and audit.

10. Safety and Compliance with Laws and Regulations. In performing this Agreement, Consultant shall comply with all applicable laws, statutes, ordinances, rules and regulations whether federal, state or local in origin.

Consultant shall also comply with the Contra Costa Water District Contractor/Consultant Safe Practices Handbook (Handbook) at all times when present on District property or at the site(s) of public works being installed, altered, repaired or removed for the District. Consultant has been provided a copy of the Handbook which is also available at <https://www.ccwater.com/DocumentCenter/View/124/Contractors-Safe-Practices-Handbook-pdf>. Immediate and appropriate corrective action by District, up to and including termination of this Agreement, will be implemented as warranted for any failure to comply with the Handbook. Consultant shall provide copies of the Handbook to all Sub-Consultants/Sub-Contractors.

Pursuant to Contra Costa Water District Administrative Procedure XII-4 entitled Equal Employment Opportunity; Prohibition of Discrimination, Harassment, Retaliation and Abusive Conduct (AP XII-4), the District is an equal employment opportunity employer. The District does not tolerate discrimination, harassment, retaliation, and abusive conduct. Consultant has been provided a copy of AP XII-4 which is also available at: <https://www.ccwater.com/DocumentCenter/View/973/XII-4-Equal-Employment-Opportunity-pdf>. In performing this Agreement, Consultant shall comply with AP XII-4 and shall not allow its employees and/or agents to discriminate, harass, or allow harassment, retaliation, or abusive conduct by or against any person or persons. Immediate and appropriate corrective action by District, up to and including termination of this Agreement, will be implemented as warranted for any and all such reported misconduct. Consultant shall provide copies of AP XII-4 to all Sub-Consultants/Sub-Contractors.

11. Breach, Error, and Omission. In the event that Consultant fails to perform any of the services described in this Agreement or otherwise breaches this Agreement, District shall have the right to pursue all remedies provided by law or equity. Consultant shall exercise the same degree of care, skill, and diligence in the performance of the Agreement as would be exercised by a reasonable professional performing similar work under similar circumstances, and shall, at no cost to District, re-perform services which fail to satisfy this standard of care. In addition, any costs incurred by the District (including but not limited to additional design and administrative costs, to the extent that such costs are recoverable under California law) and used to correct deficiencies caused by the Consultant's errors and omissions shall be borne solely by the Consultant. The District is relying upon the Consultant's qualifications concerning the services furnished under this agreement, and therefore the fact that the District has accepted or approved the Consultant's work shall in no way relieve the Consultant of these responsibilities.

12. Endorsement on Plans. All work of an engineering nature shall bear the stamp and signature of an engineer registered in the State of California.

13. Indemnification. If an action is filed in which it is claimed or alleged that any damages, injuries, or deaths arose out of, pertained to, or related to negligent acts, errors or omissions, recklessness, or willful misconduct of Consultant (or any person or organization for whom Consultant is legally liable), in the performance of the services for District, Consultant agrees, at its own expense, to defend District and its Directors, officers, employees, and agents; provided, however, that no settlement of a claim shall be made without the consent of District.

To the extent permitted by law, Consultant shall indemnify District and its Directors, officers, employees, and agents from any and against all claims, demands, costs, including reasonable attorney's fees, and liability for any damages, injuries, or deaths arising directly or indirectly from, or connected with, the services provided under this Agreement and due to, or claimed or alleged to be due to, negligence, recklessness, or willful misconduct of Consultant (or any person or organization for whom Consultant is legally liable). Consultant will reimburse District for any expenditures, including reasonable attorney's fees, District may make by reason of such matters and, if requested by District, will defend any such suits at the sole cost and expense of Consultant.

To the extent permitted by law, Consultant shall also indemnify the District and its Directors, officers, employees, and agents, against any and all claims, demands, costs and expenses at law or in equity including reasonable attorney's fees, and liability, suffered or incurred on account of, or that may at any time arise out of, or are in any way connected with, any breach by Consultant, or its employees, agents, subconsultants, or subcontractors, of the obligations, covenants, or any other provisions of this Agreement.

This Section shall survive any expiration or termination of this Agreement.

14. Confidentiality. Consultant shall treat any information it may come to have relating to the Agreement with confidence, revealing information to third parties only with prior written approval of District.

15. Assignment. The Agreement shall not be assignable or transferable in whole or in part by Consultant, whether voluntarily, by operation of law, or otherwise; provided, however, that Consultant with the prior written consent of District may subcontract that portion of the services for which Consultant does not have the facilities to perform so long as Consultant receives written approval from the District of the qualifications of the subcontractor or sub-consultant qualifications prior to execution of this Agreement. Any other purported assignment, transfer, or subcontracting shall be void. Nothing in the Agreement shall be construed to give any right or benefit to anyone other than District and Consultant.

16. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

17. Termination. District may terminate this Agreement at any time by thirty (30) days prior written notice to Consultant. Upon termination, District shall pay Consultant for all amounts due for services rendered up to the date of termination.

IN WITNESS THEREOF, the parties hereto have made and executed this Agreement as of the day and year written below.

CONTRA COSTA WATER DISTRICT

By: _____ Date: _____
Name: Stephen J. Welch
Title: General Manager

CONSULTANT: _____

By: _____
Name: _____
Title: _____

APPROVED AS TO FORM:

District Legal Counsel

Consulting Services Agreement
Between Contra Costa Water District (“District”) and
_____ **(“Consultant”)**

SCOPE OF WORK

Any work or services in addition to the work or services described in this Attachment shall be performed by Consultant according to the rates or charges listed in Attachment B. In the event that no rate or charge is listed for a particular type of extra work, Consultant shall not be entitled to compensation for extra work unless a written authorization or Amendment describing the work and payment terms has been executed by the District prior to the commencement of the extra work.

Consultant shall provide:

- (Briefly describe service or services)

District shall provide the following services and facilities:

- (Describe District obligations, if any)

EXAMPLE

Consultant shall provide financial and banking services, meeting facilitation, and planning study services that may include the following without limitation:

- Provide information on matters concerning urban development in East Contra Costa County, related to the impacts of potential needs for water services.
- Revise and update information in the Draft East County Water Services Status Report.
- Provide information concerning circulation, transmission, and distribution systems

District shall provide the following services and facilities:

- Timely access to land for field work;
- Reports, contracts, maps, and other data in District's possession necessary for completion of the services.

Consulting Services Agreement
Between Contra Costa Water District ("District") and
_____ ("Consultant")

CONSULTANT'S RATES AND CHARGES

Position Title (Additional description, if necessary) \$_____ per hour
Position Title (Additional description, if necessary) \$_____ per hour
Position Title (Additional description, if necessary) \$_____ per hour

* If overtime is anticipated, it is assumed to be at the same hourly rate unless otherwise noted in this Attachment.

ATTACHMENT 5

List of Firms Receiving this Request for Statement of Qualifications Untreated Water Renewal and Replacement Update- Professional Services Support

AECOM

Ms. Linda Pappas
1333 Broadway, Suite 800
Oakland, CA 94612
Linda.pappas@aecom.com

Black and Veatch

Mr. Arun Parsons
2999 Oak Road, Suite 490
Walnut Creek, CA 94597
parsonsaebv.com

Brown and Caldwell

Ms. Bernadette Visitacion-Sumida
201 N Civic Drive, Suite 115
Walnut Creek, CA 94596
bvisitacion@brwnald.com

Carollo

Mr. Ken Wilkins
2700 Ygnacio Valley Road, Suite 300
Walnut Creek, CA 94598
kwilkins@carollo.com

ESA

Ms. Julia Furtado
550 Kerney Street, Suite 800
San Francisco, CA 94108
jfurtado@esassoc.com

Greeley & Hansen

Mr. Val Frenkel
50 California Street, Suite 1500
San Francisco, CA 94111
vfrenkel@greeley-hansen.com

Hazen and Sawyer

Mr. Marc Solomon
201 Mission Street, Suite 500
San Francisco, CA 94105
msolomon@hazenandsawyer.com

HDR

Ms. Holly Kennedy
100 Pringle Avenue, Suite 400
Walnut Creek, CA 94596-7326
hkennedy@hdrinc.com

Jacobs

Mr. Vijay Kumar
155 Grand Avenue, Suite 800
Oakland, CA 94612
vijay.kumar5@jacobs.com

Kennedy/Jenks Consultants

Mr. Peter Talbot
303 Second Street, Suite 300 South
San Francisco, CA 94107
petertalbot@kennedyjenks.com

Parsons Engineering Science

Mr. Fred Kintzer
2121 North California Blvd., Suite 500
Walnut Creek, CA 94596
Fred.kintzer@parsons.com

PSOMAS

Mr. Jody Day
1075 Creekside Ridge Drive, Suite 200
Roseville, CA 95678
norcalmktg@psomas.com

RMC / Woodard & Curran

Mr. Dave Richardson
2175 N. California Blvd., Suite 315
Walnut Creek, CA 94596
drichardson@woodardcurran.com

SRT

Ms. Tanya Yurovsky
90 New Montgomery St., Suite 905
San Francisco, CA 94105
tanya@srtconsultants.com

Stantec Consulting Services

Mr. Michael Price
1340 Treat Blvd., Suite 300
Walnut Creek, CA 94597
michael.price@stantec.com

West Yost & Associates

Ms. Polly Boissevain
1001 Galaxy Way, Suite 310
Concord, CA 94520
pboissevain@westyost.com