

Westport County Water District

*P.O. Box 55
Westport, CA. 95488
wcd55@gmail.com*

Request for Qualifications:

Engineering Services, Grant Writing Services, and Project Management Services.

REPLY REQUESTED NO LATER THAN 3:00 p.m. PST on September 15, 2022.

NOTICE IS HEREBY GIVEN THAT THE Board of Directors of the Westport County Water District (WCWD), hereinafter referred to as "WCWD", is accepting Statement of Qualifications (SOQs) from qualified individuals and/or firms to provide engineering services on an as-needed basis. This work can include but is not necessarily limited to planning, design, bidding and construction management, design of water quality best management practices, grant writing projects, designing and or managing projects funded by grants that this same firm applied for and received.

The WCWD will compile a list of qualified consultants that may assist on various projects. It is the WCWD's intent to assign to the qualified consultants on the basis of the project requirements, firm's expertise and experience and not necessarily on a rotational basis. The WCWD invites qualified individuals or agencies to submit SOQs based upon the scope of the work contained in the RFQ.

SUBMISSION OF SOQ PACKAGE

To receive consideration, packages must be submitted in accordance with the following instructions:

1. All packages shall be delivered to:
Westport County Water District
Attn: Lee Tepper, Chairman, Board of Directors
P.O. Box 55,
Westport, Ca 95488
2. Submit four (4) hard copies no later than 3:00 p.m. PST September 15th, 2022.
3. The packages must be clearly marked "STATEMENT OF QUALIFICATIONS FOR ENGINEERING SERVICES".
4. Maintaining the integrity of the RFQ process is extremely important to WCWD. As such all questions shall be directed to the Board of Directors Chairman, Lee Tepper at wcd55@gmail.com. Answers to all questions will be posted online and made available to all firms intending to submit a qualification package. Failure to adhere to these restrictions may significantly reduce your prospects for selection.

5. WCWD reserves the right to reject any and all proposals, and has the right, at its sole discretion, to accept the SOQ package it considers most favorable to the District's interest and the right to waive minor irregularities in procedures.

INSTRUCTIONS TO FIRMS FOR ENGINEERING SERVICES

GENERAL INSTRUCTIONS

Westport County Water District (WCWD) invites qualified individuals or firms to submit a Statement of Qualifications (SOQ) to provide miscellaneous engineering services as described in the specifications set forth in this Request for Qualifications (RFQ).

SOQ PACKAGE REQUIREMENTS

Your SOQ package must not exceed thirty (30), 8.5" x 11" pages. If the page is double sided then it shall count as two pages. The SOQ, at a minimum, shall include the following:

1. Cover Letter. All SOQ packages must include a cover letter, sent to the attention of Lee Tepper, Chairman, Board of Directors, and signed by a person legally authorized to act on behalf of the firm. At a minimum, the cover letter must include the following items:
 - a. The firm name.
 - b. The names of local partners/principals and the number of local personnel.
 - c. Address, telephone, and FAX numbers of the firm.
 - d. Contact information, including an email address, of the person(s) who are authorized to represent the proposer.

2. Personnel. All SOQ packages must include the following information related to key personnel who will be working on these projects.
 - a. The names of the partners, managers and other key staff personnel who will be assigned to the projects along with brief resumes that indicate their relevant experience.
 - b. An organizational chart including sub consultants (if applicable).

3. References. All SOQ packages must include the following information related to the references and qualifications relative to the scope of work associated with this SOQ.
 - a. List of California local government jurisdictions your firm is currently providing engineering services for or has provided engineering services for within the last five (5) years. References must include a point person and contact information.
 - b. Relevant Project Summary/Profile Sheets. At a minimum, the sheets shall provide a brief description of the project, date design was completed, date construction was completed, owner information, and contact person. Projects presented must have been completed within the last five (5) years.

4. Project Approach. A preliminary list of scoping items must be included with this RFQ, however it is anticipated that the proposal will include any amendments and/or provide additional recommendations based on their experience and expertise.

MINIMUM QUALIFICATION (Proposer must meet the following minimum requirements): 1. Be a licensed civil engineer in the State of California. 2. Demonstrate experience with public sector engineering of similar size and scope of the services being requested.

EVALUATION CRITERIA – Scoring will be based on the following criteria:

General (25%): Evaluations will be performed to determine the consultant's understanding of the work to be performed, overall approach to the project, and ability to explain details to staff. Consideration will be given as to the consultant's ability to respond in an expeditious manner to service calls.

Personnel Qualifications, Project Organization, Experience, and Commitment Criteria (25%): Submittals will be evaluated considering the consultant's technical, managerial experience, and qualifications to work on these projects.

References (25%): Evaluation of references and project summaries such that they are representative of the scope and size of the project presented in RFQ.

Relevant Past and Present Performance Criteria (25%): Assessment of the consultant's past and present performance will be evaluated relative to the capability to meet the performance requirements. Additionally, quality of service, customer satisfaction, cost control and timeliness of past and present projects will be evaluated.

BACKGROUND

The WCWD service area encompasses a population of approximately 299 residents of the Northern California coastal town of Westport. This area is predominantly characterized by residential development. The WCWD Sewerage System is comprised of collection, treatment and disposal facilities. The District manages and maintains one lift station. The WCWD Drinking Water System is comprised of one surface water treatment plant, one standby well and two 100,000-gallon tanks on the hillside. Directing the need to address aging infrastructure the WCWD has created this RFQ as a way to compile a list of qualified consultants to assist the WCWD with these infrastructure projects.

SCOPE OF WORK

This list provides typical examples of work to be assigned. WCWD projects could include:

- a) Locate and invest in a new groundwater source that could serve as the primary source for Westport.
- b) Remove and replace the 100,000-gallon redwood tank.
- c) Address ground water infiltration at the sewer lift station
- d) Remove and replace the fencing around the Wastewater Treatment Facility and the Water Treatment Facility.
- e) Install a new electrical meter base, main breaker box and generator transfer switch at the Waterplant. Provide a suitable generator for emergency power at the Waterplant.
- f) Install a new electrical meter base, disconnect switch and automatic transfer switch at the lift station.

g) Install a building suitable to protect our new generator from the elements at the Sewer Plant.

h) Planning services for a Community Water System. The services to be provided will be as determined by the WCWD. As specific work is requested by the WCWD the WCWD will assign a project number that will be utilized by the selected firm on all plans, reports, correspondence, etc. The selected firm shall provide the WCWD with a scope, fee, and schedule for approval prior to commencing on work. The successful proposer must demonstrate that they can effectively communicate with WCWD Staff, work in a team like manner, and provide engineering services that satisfy the scope and is in the public's best interest. The successful proposer must also show that the project deliverables can be provided on time and within budget. Anticipated work and/or projects could include, but not limited to:

- On-call consulting for various WCWD infrastructure systems and policies.
- Grant writing, including for state and federal grants
- As necessary, attend WCWD meetings, public hearings and conferences with funding and regulatory agencies.
- Provide development review and third-party review services.
- Coordinate meetings with WCWD staff, other agencies, and developers and their consultants.
- Infrastructure systems analysis related to particular development proposals.
- Review of all plans including general geotechnical, grading and other improvements for conformance to WCWD Standards and accepted engineering practices.
- Occasional construction inspections of improvements for conformance to WCWD Standards and accepted engineering practices for projects.
- Provide technical analysis to direct the WCWD through the permit renewal process.
- Review of systems and documents to provide consultation for compliance with CEQA requirements.

The WCWD specifically reserves the right, in its sole discretion, to pre-approve or request reassignment of staff assigned to work at the WCWD as best fits a project and/or request specific certification or licensing of staff to be assigned a task.

The successful proposer shall be responsible for all resources necessary to deliver these services.

It is anticipated that with each individual project a scope, deliverables list, and schedule will be provided. The successful proposer should anticipate that the WCWD will request deliverables in electronic formats, as well as hard copies. Deliverables will be determined on a project-by-project basis.

Resources to Be Provided: The successful proposer shall enter into an agreement with the WCWD. The WCWD will provide this agreement/contract language for review. If there is language in the WCWD's General Service Agreement that the successful proposer would like omitted or modified, changes can be submitted prior to finalization of the contract. Additionally, if there are insurance requirements that the successful proposer would like to discuss or see amended, those can also be reviewed prior to contract authorization. If no requests are made on or prior to this date, then it shall be assumed that the contract language and minimum insurance requirements are agreeable.

GENERAL INFORMATION

Interviews: Proposers may be invited to an interview with the WCWD's Selection Committee. Selected proposers will be contacted regarding time and location of an interview, in accordance with the schedule in this RFQ.

Compliance with Rules: Proposers responding to this RFQ must follow its procedures and requirements. Failure to comply with or complete any part of this RFQ may result in rejection of your SOQ.

Request for Additional Information: Proposers may submit questions or a request for additional information. All questions and/or requests must be submitted either by mail or email: WCWD, Attn: Lee Tepper, Board Chairman, PO Box 55, Westport Ca, 95488 or wcwd55@gmail.com.

All requests for additional information must clearly reference the "SOQ for Engineering Services". All requests must be received no later than 3:00 p.m. PST on September 1, 2022. The responses to the requests will be made available at the WCWD's website: www.westportcountywaterdistrict.com in accordance with the schedule in this RFQ. Hard copies can be mailed upon request and may require a fee for copying and delivery.

Schedule for SOQ Actions

SOQ Advertised Westport Wave – August 1, 2022

Deadline for Additional Information Requests – September 1, 2022

Response to Additional Information Requests – September 8, 2022

SOQ Package due – September 15, 2022 by 3 p.m. PST

Schedule Interviews (subject to WCWD's discretion)

Interviews (subject to WCWD's discretion)

Board of Directors of SOQ Package – (subject to WCWD's discretion)

Intent to Award – October 1, 2022

Award of Project – (subject to WCWD's discretion)

Proposal Withdrawal: Any Proposal may be withdrawn at any time before the Proposal Due date and time by providing a written request for the withdrawal to the WCWD office. A duly authorized representative of the agency shall make the request. Withdrawal of a Proposal will not preclude the proposer from filing a new Proposal prior to the scheduled deadline.

Consultant is not eligible for any Social Security, unemployment insurance, or Workers Compensation, from compensation paid to consultant under this contract except as a self-employed individual.