



El Dorado Hills Wastewater Treatment Plant Phase III Expansion

Request for Qualifications for Construction Management Services

Project No. 05004E

June 2006

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I. Project Location and Summary

Location

The El Dorado Hills Wastewater Treatment Plant (EDHWWTP) is located in western El Dorado County, in the vicinity of El Dorado Hills. The plant site is located along the east side of Latrobe Road, approximately 1.25 miles south of US Highway 50. The elevation is approximately 540 feet above mean sea level. The plant site occupies a portion of the northeast quarter of Section 14, Township 9 north, Range 8 east, Mount Diablo Base and Meridian. The plant services the El Dorado Hills drainage basin, which includes the community of El Dorado Hills.

Summary

The project consists of the following items:

Process Area / Item	Phase III Improvements
Headworks	New Headworks with 3 new Fine Screens, Washer/Compactor, and conveyors, all inside a building
Primary Sedimentation Basins	Two new primary sedimentation basins
Biological Nutrient Removal (BNR)	Two new BNR trains
Aeration Basins	Two new Aeration Basin trains
Secondary Clarifiers	One new 110-foot diameter secondary clarifier
Secondary Effluent Pumping	New Secondary Effluent Pump station
Reservoir	New Reservoir Effluent Pump station
Algae DAFT	New Algae DAFT and appurtenant equipment building
Tertiary Filters	Two new Trident adsorption clarifier/filter units
Disinfection	New UV disinfection basin
Drum Thickener	New sludge drum thickener and building
Belt Filter Press	New belt filter press unit to provide redundant units for reliability
Odor Control	Biofilter will be replaced to scrub foul air from several new and existing process areas
Landscaping	Additional landscaping at various location throughout plant
Administration building	New onsite administration building
Maintenance shop	New maintenance shop (3000 SF) and appurtenance equipment

Criteria for selection of the CM firm will be based on several considerations including:

1. Company (Qualification / Interview Phase)
 - Company relevant project experience
 - References
 - Past performance record
 - Project approach
 - Understanding of constraints and opportunities
 - Depth of available staff
 - Complete in-house staff for all positions

2. Staff (Qualification / Interview Phase)
 - Qualifications of proposed key personnel on related projects during employment of firm
 - Key personnel role in project
 - Similar experience and expertise in the type of work required

3. Costs (Proposal Cost Phase)
 - Hourly staff rates
 - Overall cost for project

V. Request for Qualifications

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The SOQ must contain sufficient information for an objective evaluation of the firms' ability to understand and perform the requisite services under this RFQ. The SOQ shall reflect what the District can expect in terms of thoroughness and quality of work products, cost efficiency, and responsiveness.

All page limitations specified below include graphics and tables. Sub-consultants, if used, must be integrated into this organizational framework. The SOQ shall be organized in the following manner and contain the following information:

Cover Letter (1-page limit)

The SOQ shall be transmitted with a cover letter signed by a duly authorized representative of the firm.

Section 1 - Project Approach (5-page limit)

Describe the firm(s)' approach to providing the services requested in the RFQ and include any

anticipated tasks for this project. Provide insight for successful completion of large scale construction projects with similar design elements. Include any anticipated information needs, coordination efforts, necessary time schedules to meet the District's desired 2008 project construction completion date.

Section 2 - Project Experience and References (10-page limit)

The SOQ shall contain a list and summaries of comparable projects in which the firm(s) submitting the SOQ has been involved within the past five (5) years and the firm(s)' staff assigned to those projects. The name, phone number, and email address (if available) of the contact for the project owner for each listed project shall be included.

Section 3 - Staff Organization and Experience (5-page limit)

This section shall include a staff organization chart, a brief description of the functional role of key team members, and a concise statement of qualifications and experience of each key team member. The relevant experience of the **Resident Engineer** should be highlighted in this section. List all subconsultants (if any) including key staff and their role on the project.

Section 4 – Resumes (no page limit)

The firm(s) submitting the SOQ shall provide resumes for its senior members of the project team that are proposed to work on the Project. Each resume should highlight relevant project experience.

Section 5 - Conflicts of Interest (1-page limit)

The firm(s) submitting the SOQ shall list whether it or any of its subcontractors have any potential, real or perceived, conflicts of interest, direct or indirect which would conflict in any manner with the performance of the Project.

Section 6 - Equal Employment Opportunity (1-page limit)

Federal, State, and City regulations pertaining to Equal Employment Opportunity shall be incorporated in the SOQ. This paragraph is not intended to be all inclusive, but denotes the District's intent to adhere to all laws, ordinances, and regulations

The CM consulting firm shall provide the following services:

Personnel

Resident Engineer: The Resident Engineer (RE) shall be a **full time position** responsible for managing all construction management services pertaining to this project and is a consultant of the District and shall report directly to the District's Project Manager. The RE may be required to perform inspection duties as such demands arise during the project. The RE shall attend and conduct all construction meetings and be the first point of contact between the Design Engineer, District and the Contractor. The RE must have a minimum of 15 years experience in construction management. Experience must include work of a similar nature to the project

described above in Section I. The RE must be Registered as a Professional Engineer in the State of California or a Certified Construction Manager with the Construction Manager Certification Institute.

Assistant Resident Engineer: The Assistant Resident Engineer (ARE) shall be **part-time onsite position** responsible for assisting the RE with all construction management services pertaining to The ARE may be required to perform inspection duties as such demands arise during the project. The ARE shall attend as necessary construction meetings and stand in for the RE during any absence or replacement period. The ARE must have a minimum of 10 years experience in construction management. Experience must include work of a similar nature to the project described above in Section I. It is preferred that the ARE be Registered as a Professional Engineer in the State of California or a Certified Construction Manager with the Construction Manager Certification Institute.

Construction Inspectors: The Construction Inspectors (Inspectors) shall consist of **one full-time onsite position and three as needed inspectors**. The inspectors shall perform duties as described herein; attend all construction meetings as necessary without jeopardizing inspection responsibilities. The Inspectors are under direct charge and reports solely to the RE and ARE, is expected to have good record keeping and communication skills, and have a good working knowledge of construction practices. The Inspectors must have a minimum of five years experience in construction inspection. Experience must include work similar in size and type to the project described above in Section I.

Clerical Assistant: The Clerical Assistant (Assistant) shall be a full-time onsite position and shall perform all construction management office duties not performed by the Inspectors, RE and ARE. The Assistant is under direct charge of the engineers (RE and ARE) and assists the Inspectors with clerical duties. The Assistant must have excellent filing, organization, bookkeeping, communications and computer skills necessary to perform the duties of the position. The Assistant must be trained to use construction management software as described in the Data Management section below. The Assistant must have a minimum of five years experience in construction management office work.

Building inspector: The Building shall consist of **one as needed inspector**. The inspector shall perform duties as described herein; attend all construction meetings as necessary without jeopardizing inspection responsibilities. The building inspector is under direct charge and reports solely to the RE and ARE, is expected to have good record keeping and communication skills, and have a good working specialized knowledge of building construction practices. The Inspector must have a minimum of 10 years experience in construction inspection. Experience must include work similar in size and type construction of the administration and maintenance

each month with contract's set.

Startup: Coordinate and document startup and training of all project equipment with Design Engineer, District and Contractor.

Punch List: After the Contractor receives a Tentative Certificate of Substantial Completion conduct and coordinate inspection, prepare punch list items, and manage follow-up of corrective measures.

Coordination of Special Services: Coordinate and track results of the activities of testing laboratories, surveyors, and special inspectors as needed.

Materials Management: Verify that materials and equipment delivered and stored are in accordance with the contract documents. Coordinate with Contractor and District, the delivery, factory inspection and startup services of equipment as required.

Data Management: Develop and implement an automated documentation and filing tracking system capable of documenting, logging, storing, and retrieving information pertaining to the project including: shop drawings, requests for information, change orders, correspondence, progress payments, monthly cash flow projections and other construction documents. Non-proprietary project management software shall be used to track project activities such as Excel, Word or equal. A self running CD-ROM copy of the project management data files and description of files shall be provided to the District upon project completion.

Project Completion: Prepare recommendation for final acceptance of the project (District's Form E-10A-1), manage the completion of deficient work by the Contractor, verify certifications of equipment installed. Verify that warranty forms, and lien releases have been submitted and are on file with the District. Provide a warranty schedule indicating start and end and point of contact for each warranty item. Prepare final payment request and final report.

VI. Costs of CM Services (cost proposal phase only)

This section shall be completed only if the consultant is selected by the District, following the interview phase, to propose on the project CM work.

Only proposals that include a completed copy of the attached Proposal Cost Computation Worksheet (Form 1) shall be accepted. No other cost formats are allowed.

The hourly rates to be listed in Form 1 shall include overhead rates to cover costs and other compensation of Consultant's officers, executives, principals (of partnership and sole proprietorships), general managers, engineers, architects, specialists, estimators, lawyers, auditors, accountants, purchasing and contracting agents, expeditors, timekeepers, clerks and other personnel employed by Consultant whether at the site or in his principal or a branch office for general administration of the work and not specifically included in the list of personnel In

addition, any part of Consultant's capital expenses, including necessary transportation, travel and subsistence expenses of Consultant's employees incurred in discharge of duties connected with the Work shall be included in the hourly rate. The hourly rate shall also include minor expenses connected with the Work such as copies, faxes, computers, software, office supplies, telegrams, long-distance telephone calls, and telephone service at the site.

A summary log of CM work shall be submitted with each monthly payment request. The District shall be notified, in writing, of any additional work requested, such as necessary overtime for inspection or extension of project services. The District will evaluate validity of additional work and approve or disapprove in writing.

VII. Services Excluded from Request for Proposal (proposal phase only)

The contract services for materials testing (geotechnical, concrete) and protective coatings inspection shall be provided under separate contract by the District.

All design questions and change proposals shall be reviewed by the CM for appropriate and complete information prior to forwarding to the Design Engineer. The Design Engineer shall evaluate and recommend for District approval or disapproval.

VIII. Further Information and Contacts

Questions regarding this project may be directed to the design firm, Psomas Engineering, Mike Thalhamer (916) 929-7100 (mthalhamer@psomas.com). Questions regarding CM services may be directed to the Project Manager, Tim Sullivan, EID (530) 642-4177 (tsullivan@eid.org).

Form 1 – Proposal Cost Computation Worksheet (proposal phase only)

Cost for Personnel:

Item 5: Construction Inspector (As needed)

Name: _____

Cost per Hour³(US)_____ x 5000 hours = \$(US)_____

Item 6: Construction Inspector (As needed)

Name: _____

Cost per Hour³ \$(US)_____ x 5000 hours = \$(US)_____

Item 7: Clerical Assistant (Full Time)

Name: _____

Cost per Hour \$(US)_____ x 6300 hours = \$(US)_____

Item 8: Building inspector (As needed)

Name: _____

Cost per Hour³\$(US)_____ x 2400 hours = \$(US)_____

Item 9: Project Scheduler (As needed)

Name: _____

Cost per Hour \$(US)_____ x 500 hours = \$(US)_____

Item 10: Construction Claims Specialist (As needed)

Name: _____

Cost per Hour \$(US)_____ x 500 hours = \$(US)_____

Total not-to-exceed proposal cost (Sum Items 1, 2 and 3) = \$(US)_____

³ Inspection hourly rate must include prevailing wage in accordance with California law when applicable.