

EAST ORANGE COUNTY WATER DISTRICT

REQUEST FOR PROPOSALS

FOR

WHOLESALE SYSTEM HANDY CREEK RESERVOIR REPLACEMENT – PHASE 1: FINAL DESIGN

I. INTRODUCTION/BACKGROUND

The East Orange County Water District (District) is seeking an engineering consultant (Consultant) to prepare Final Design Drawings and Specifications for the District's Wholesale Zone (WZ) Handy Creek Reservoir Replacement Project. The Final Design will include drawings and specifications, probable cost estimate, and estimated construction schedule.

The existing Handy Creek Reservoir is a concrete, hopper bottom reservoir constructed in 1963 alongside a raw water treatment plant. The reservoir is supplied from the OC-70 pump station, which is located along Jamboree Road within the Peters Canyon regional park. The pump station (finished floor elevation of about 592') pumps up to the Handy Creek Reservoir (base elevation of about 765' with an overflow elevation of about 790'). Recently, the treatment plant was demolished and is no longer a part of the site.

As a primary reservoir integral to the District's operation, numerous reports have been prepared regarding the Handy Creek Reservoir. Originally built in 1963, this reservoir has undergone several inspections along with various specific improvements. In 1997, the roof was removed and reattached with improved hardware after significant damage caused by high winds. In 1999, a seismic evaluation resulted in a seismic retrofit in 2000, which consisted in adding rock anchors to the base of each concrete pier in order to provide increased resistance to seismic overturning perpendicular to the north and south walls.

The most recent work effort was completion of a Preliminary Design Report (PDR). The PDR has been included for reference.

II. PURPOSE/OBJECTIVE

This Request for Proposals (RFP) describes the project, the required scope of services, the consultant selection process, and the minimum information that must be included in the Proposal. Failure to submit information in accordance with the RFP requirements and procedures may be cause for disqualification. The District reserves the right to waive minor proposal deviations or omissions in its sole discretion. The District reserves the right to award a contract only for the Final Design effort. While it is the District's intent to follow this final design effort with an agreement for engineering services during construction (ESDC), no ESDC effort is promised or guaranteed to the selected design engineer.

III. SCOPE OF SERVICES

The District's stated objective is to receive quality submissions from qualified consultants who can assist EOCWD with the final design for the Handy Creek Reservoir Replacement Project. It is essential for the selected consultant to have (a) reservoir design knowledge, (b) knowledge of local requirements impacting the project, and (c) scheduling, sequencing, and coordination expertise. Close coordination with District staff shall be maintained to ensure staff knowledge is captured and integrated, as appropriate.

The following elements should be considered a framework for the scope of services to be used in proposal formation for the project. The District understands this RFP may not fully describe the services envisioned. EOCWD will be relying on the Consultant to provide modifications or amplifying information to the scope of services described herein based on their professional expertise in this subject area to improve the project. The Consultant is encouraged to incorporate items deemed necessary to meet the needs of the District in completion of the project, including attending any necessary meetings with EOCWD to gather information, receive input and approvals, and review preliminary results.

Project Elements

Final Design Services may include, but are not limited to:

1. Review the RFP attachments and applicable portions of the previous reports for the reservoir site.
2. Perform site visits to become familiar with the existing site conditions. Take photos and measurements of the site and surrounding conditions.
3. Provide demolition plans and a temporary water tank, including proper sequencing of construction to minimize water service disruption for the Wholesale service area.
4. Provide design for the reservoir, including pipelines, valves, vaults, cathodic protection, air-vac and any other structures, etc.
5. Design the reservoir site pavement, drainage, and curbs, etc.
6. Incorporate appropriate SCADA design for various reservoir items.
7. Incorporate appropriate water quality equipment for a reservoir management system.
8. Prepare and submit 60% level design drawings, technical specifications, and an engineer's construction cost estimate. Prepare and provide any required calculations. If necessary, prepare SCE electrical meter permit application. Submit updated project schedule, as required. All electronic files (MS Word, MS Excel, PDF, etc.) shall be provided with each submittal.
9. Hold review meetings for each design stage to review the 60%, 90%, and final 100% design.
10. Address all comments from review meetings, including but not limited to, the design and constructability review comments from the 60% submittal, and submit the revised 90% level design drawings, technical specifications, marked-up front end specifications, and an engineer's construction cost estimate. Submit updated project schedule, as required.
11. Address all comments including but not limited to the design and constructability review comments from the 90% submittal and submit the revised 100% level design drawings, technical specifications, an engineer's construction cost estimate, and estimated construction schedule. Final design drawings, technical specifications, and calculations shall be stamped and signed.

Construction Cost Estimate and Schedule

Consultant shall prepare an opinion of probable construction cost broken down by the major items of work. The costs should be inflated to the mid-point of expected construction. Prepare a construction schedule showing, at a minimum, completion of the plans, bidding, award, construction, and start-up. Identify key construction constraints and sequencing to keep existing customers in service.

Project Management, Meetings, and QA/QC

This task addresses the management responsibilities associated with proper scheduling review, budget control, invoice preparation and coordination with EOCWD and Consultant's project team. Consultant shall provide project management to achieve the project objectives and stay within budget and on schedule. Notify the District immediately if any budget or schedule variances are expected.

Progress reports shall be submitted monthly with invoicing. The progress report and invoice should include:

- Work completed over the past reporting period
- Next deliverable due date
- Any issues which would delay delivery of the project on time
- Budget overview, including contract value, previously invoiced, current billings, invoiced to date, remaining budget, and % complete.

Consultant shall schedule as many meetings as necessary to complete their work, but at a minimum, shall participate in four (4) scheduled meetings with EOCWD through the course of the study. These meetings shall include:

- Project kickoff meeting
- Draft reviews (60%, 90%, and Final)

Consultant shall prepare meeting agendas and minutes for each of these meetings, which will be distributed to all attendees. If additional meetings are anticipated during the course of the project, include those efforts into the proposal cost and schedule.

Prior to submitting any materials to EOCWD or other agencies, Consultant shall provide quality assurance and quality control (QA/QC) reviews in accordance with the Consultant's internal processes and procedures. The reviews will provide an independent check of the work. All submittals will indicate the name of the reviewer.

IV. PROPOSAL INFORMATION

The proposal will be limited to a maximum of ten (10) pages (single sided) exclusive of appendices which may contain detailed resumes, preprinted brochures and other standard material.

The proposal shall include the following information:

- Statement of understanding by the consultant with respect to the project.
- Proposed Scope of Work, including a project schedule with schedule of meetings, task milestones and deliverables.
- Listing of the project team, including the project management organization and individual resumes. Key personnel, as defined by the Consultant, assigned to the project shall not be reassigned without prior EOCWD written approval.

- Listing of similar projects completed by the consultant’s team. The specific experience of the project manager and project team must be provided, with references and telephone numbers. It is desirable that the proposed project manager demonstrates similar experience on a minimum of 5 projects. The office location of each team member should be identified.
- Include an analysis of the estimated hours and cost for individual tasks depicted in the Scope of Work submitted in a separate file or sealed envelope.
- Descriptive disclosure of any joint venture and/or proposed subcontract arrangements, which would be utilized during this project.
- Documentation that personal or organizational conflicts of interest prohibited by law do not exist.
- Submittal of the firm’s insurance coverage. EOCWD requires insurance coverage in accordance with Appendix 4 of the Professional Services Agreement, sample attached.

V. DISTRICT FURNISHED SERVICES

The District will make available for the consultant:

- District staff will be available to answer the consultant’s questions and provide support during all phases of the work.
- Electronic copies of previous studies and other reports as needed.

VI. SCHEDULE

The following preliminary schedule shall be used in preparing your proposal:

ITEM	TARGET DATE
Issue Request for Proposal	August 7, 2026
Questions Due	August 21, 2026 @ 3pm
Receive Proposals from Consultants	Thu, September 10, 2026 @ 3pm
Contract Approval/Notice to Proceed	Thu, September 24, 2026
Final Design Package Submittal	May 2027

VII. PAYMENT SCHEDULE

It is anticipated that this project will be completed on a negotiated “Time and Expense, Not to Exceed” contract price. Progress payments will be made in accordance with an agreed upon schedule. This schedule shall link payments with specific tasks to be submitted with the completion of each task or phase.

VIII. SAMPLE AGREEMENT/INSURANCE REQUIREMENTS

Attached is a sample Professional Services Agreement, which will be utilized by the District for this project. Please note the insurance requirements in the Agreement.

IX. SELECTION PROCESS

The District will use the following selection criteria to evaluate the proposals:

- Related experience and past performance of the firm and location of the office where the work will be performed. How the location will affect the responsiveness and project costs will be considered.
- Familiarity with and capability to professionally perform all aspects of the work. This includes project management, budgetary control, responsiveness, adherence to schedules, quality control and communications.
- The qualifications and experience of key personnel with emphasis on the Project Manager. It is desired that the Project Manager have familiarity with the EOCWD's system. It is imperative that continuity of the key personnel be maintained throughout the project. Changes can only be made with written approval by the District.
- The ability to commence work immediately after execution of the contract and completion of the required work within the proposed time line.
- The consultant's planned approach and scope of the proposed project. This will include the manner and clarity in which both are presented in the proposal.

A selection committee will review and rank all proposals. The top two firms may be invited for proposal presentation and an oral interview before the selection committee. The District will negotiate a final fee for the Scope of Services with the selected firm.

If an agreement cannot be reached with the top-ranked firm, then negotiations may be terminated and the firm will be informed in writing. The next highest ranked firm would then be invited to negotiate a final fee and scope of work.

The District reserves the right to award a contract with or without follow-up interviews, or to reject all proposals. By this Request for Proposal (RFP), the District in no way obligates itself to award a contract for this project.