



Request for Proposals

To Provide

Consulting Services to the Fallbrook Public Utility District

For Engineering Services for the **Pipeline and Valve Replacement Program**

Job #3066

July 31, 2018

Fallbrook Public Utility District

990 E. Mission Road

P.O. Box 2290

Fallbrook, CA 92088

(760) 728-1125

## **I. Introduction**

On June 5, 1922, Fallbrook Public Utility District (FPUD) was incorporated to serve water from local area wells along the San Luis Rey River. Since that time, FPUD has continued to grow, and today the District provides imported water and sewer service to 35,000 residents living on 28,000 acres. About 40 percent of the water is used by agriculture. The District also produces about one and one-half million gallons of recycled water daily that is used to irrigate nurseries, playing fields, landscaped freeway medians, home owners associations and common areas.

FPUD is continuously developing its asset management program and requires the services of a consultant to help advance our pipeline evaluation and testing, update those methods, and identify better useful life determination for our pipelines based on actual data.

## **II. Scope of Required Services**

### Task 1 – Review of Existing Information

Review and document current work processes, data collected, critical data gaps, a plan to close those gaps, GIS methodology, GIS database and Capital Budget to evaluate current approach for prioritizing and ranking pipeline and valve replacement projects. Provide up to 20 hours of data cleansing support. Review should include water pipelines and valves and sewer pipes, force mains and manholes. Meet with District staff to verify current approach and methodology. Develop a technical memorandum to document the work performed in this task

### Task 2 – Develop Recommendation for Improvements to Pipeline and Valve Replacement Program

Develop recommendations to enhance and refine data collection, maintenance, condition assessment, decision making, and renewal practices to cost effectively manage aging infrastructure. Engage staff throughout the process and build consensus around the best approach for the District. This should result in a clear and practical plan to optimize the Pipeline and Valve Replacement Program over the next several years. Develop a technical memorandum to document the work performed in this task.

### Task 3 – Develop Decision Guidelines for Asset Renewal and Maintenance

Develop guidelines which describe how data (e.g. soils, coupon, pipe type, steel cylinder thickness) will be used to make effective, asset specific decisions. Apply the guidelines to District data to forecast short and long term capital and maintenance budgets. Verify available resources and budgets align with aging infrastructure needs. Develop a technical memorandum to document the work performed in this task.

#### Task 4 – Implementation

Work with staff to determine how to implement near-term data collection refinements and the decision making guidelines developed in Task 3. This may include evaluating which guidelines to automate and which guidelines are more cost effective to leave as a manual process. For automated processes, identify a prioritized list of business requirements and support the District in determining the appropriate platform to perform this work.

#### Task 5 – On-going Support

Include 40 hours for on-going support to answer questions and provide support during implementation of the updated methodology.

### **III. Facility Location**

Meetings are anticipated to take place at the FPUD offices in Fallbrook at 990 East Mission Road in Fallbrook, CA.

### **IV. Term of Contract**

The term shall be complete when all deliverables are met, but should not exceed six (6) months.

### **V. Proposals**

Proposals are to include the resume of the proposed firm and a list of references. The proposal shall not exceed 20 pages. A cost proposal shall be included in a separate sealed envelope. Responders will be evaluated based on the information submitted in accordance with Section VI. Proposals submitted in response to this RFP shall include:

1. Resume and Experience of firm
2. Project team
  - a. List each member of the project team and their area of specialty, office location, years of experience, and their specific role/involvement with the project. Identify which member of the team will serve as project manager.
3. References
  - a. Provide three references including contact information for similar projects conducted by firm.
4. Project Approach
  - a. Describe your proposed approach to accomplish each task in the scope.
5. Schedule and Cost Proposal
  - a. Create a schedule for each task in the scope of work and include deadlines for project deliverables.
  - b. Include an hourly rate schedule including all service fees and anticipated travel costs. This shall be an hourly rate, not-to-exceed contract.

**VI. Evaluation Criteria**

FPUD’s consultant evaluation and selection process is based on Qualifications Based Selection (QBS) for professional services. An evaluation committee appointed by the Project Manager will review the proposals. The criteria and weight for evaluating the proposals submitted will be as follows:

- 1. 50% - Reputation and experience of the personnel proposed for the project, including a verification of data and references.
- 2. 40% - Understanding of project objectives and scope of work as evidenced in the written narrative of the approach to execute each task.
- 3. 10% - Staffing capabilities demonstrating that the present workload of the firm and the availability of staff for the project will remain sufficient throughout the duration of the contract.

**VIII. Schedule for Selection and Award**

The District anticipates that the process for selection of firm and awarding of the contract will be according to the following tentative schedule:

- 1. Issue RFP.....7/31/18
- 2. Pre-proposal meeting.....8/15/18
- 3. Proposal due date.....8/29/18
- 4. Selection committee review of proposals.....9/5/18
- 5. FPUD Board of Directors approval.....9/24/18
- 6. Final selection and notification .....9/25/18

The pre-proposal meeting is optional and will be held at FPUD’s Administrative offices, located at 990 E. Mission Road, Fallbrook, CA 92028 on 8/15/2018.

**IX. Submittal Requirements**

- 1. One (1) executed original, clearly marked on the cover and two (2) additional copies of the proposal shall be submitted. An individual authorized to execute legal documents on behalf of the project team shall sign the proposal.
- 2. One (1) sealed cost proposal.
- 3. This RFP shall be received no later than 8/29/2018 at 3:30 p.m. PST at the District’s Administrative offices:

Fallbrook Public Utility District  
Attn: Kevin Collins, Purchasing/Warehouse Supervisor  
990 East Mission Road  
P.O. Box 2290  
Fallbrook, CA 92088-2290

Failure to comply with the requirements of this RFP may result in disqualification.

All questions regarding this RFP shall be directed to Kevin Collins, Purchasing/Warehouse Supervisor, at [kcollins@fpud.com](mailto:kcollins@fpud.com) or (702) 688-9171.