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|  | **HUMBOLDT BAY MUNICIPAL WATER DISTRICT**  **Request for Qualifications**  **12kV Switchgear Replacement, Arcata, California**  Engineering, Design, Environmental Review and Compliance, Permitting, Construction Management and  Grant Program Management |

**A. Invitation**

You are invited to submit a Statement of Qualifications (SOQ) and other materials, in accordance with the outline below, to be considered for selection by the Humboldt Bay Municipal Water District (District) to:

1. complete a variety of engineering, environmental, and construction management services for the District’s 12kV Switchgear Replacement, and
2. assist the District with the administration and management of the FEMA Hazard Mitigation grant which will fund this project.

***The deadline to submit a SOQ is 3:00 p.m. on Friday September 28, 2018***.

**B. Categories of Services**

The District is seeking a consultant firm or team to provide services necessary to proceed with demolition, construction and replacement of the District’s electrical system 12kV Switchgear located at the District’s Essex Control Facility near Arcata, California. It is anticipated that a single consultant firm or team will be selected encompassing all the required engineering and environmental disciplines. The disciplines that are required include:

1. Project planning and preliminary engineering
2. Engineering economic analysis
3. Surveying, topographic mapping and right-of-way engineering
4. Geotechnical evaluation and engineering
5. Electrical design of new 12kV switchgear and associated electrical connections
6. Civil design of new facility to house 12kV switchgear
7. Environmental – completion of special studies, preparation and circulation of appropriate CEQA document, and support of FEMA’s NEPA process
8. Permitting – preparation of all required permit applications and related work to secure required permits
9. Preparation of Plans and Specifications, and cost estimates for project construction
10. Engineering and construction management services during bid process and project construction

**C. Project Overview**

The proposed Project would consist of the design, permitting, bidding and construction oversight for the relocation of the District’s existing electrical system’s 12kV Switchgear and its replacement with new state of the art 12kV Switchgear at a new location approximately 100 feet to the southeast of the existing switchgear, within the old North Coast Railroad Authority railroad bed, to move out of the Mad River floodplain and outside the dam failure inundation zone. The 12kV Switchgear was constructed in the 1960’s and serves as the District’s electrical system switchgear for the entire pumping and operations center at the Essex control facility and Ranney collector wells.

The 12kV Switchgear needs to be removed and replaced with new state of the art 12kV Switchgear. This project would include the project management, permitting, design, preparation of Bid and construction documents, and construction management associated with the project. Permits that will likely be required for this project include an encroachment permit or lease with the North Coast Railroad Authority, and a PG&E connection permit. Construction documents will detail the site grading work, fencing, installation of a new concrete slab and switchgear enclosure, a new service drop from the existing 12-kV utility line, new switchgear, installation of new wire, conduit, and handholes for the electrical connections required to connect to the existing power for the Essex facility gear, and the final testing and commissioning requirements for the new switchgear.

**D. Funding Sources**

Funding for this project will be provided from the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (CalOES) via the Robert T. Stafford Emergency Assistance and Disaster Relief Act for a FEMA Hazard Mitigation Program project.

**E. Selection Process**

The District will establish a Selection Committee to review the SOQ submittals received. The Selection Committee will request a price proposal from the most qualified firm/team that is subject to negotiation of a fair and reasonable price. The District’s Board of Directors will approve the final proposal.

**F. Work to be Completed**

The Consultant shall develop the design, plans, specifications, and cost estimates for this project. Required tasks include:

1. **Project Management**

1.1 Attend and document design meetings

1.2 Draft correspondence

1.3 Manage subcontractors

1.4 Maintain project files

1.5 Manage and direct overall design and environmental teams

1. **Quality Control and Quality Assurance of all work products**
2. **Grant Administration**

3.1 Coordinate the FEMA Hazard Mitigation grant administration with

FEMA and/or CalOES and District staff

3.2 Ensure scope of the project is consistent with scope defined in the grant applications and/or agreements

3.3 Ensure compliance with the grant program requirements and funding agreements

3.4 Completion of Quarterly Status Reports for submittal to CalOES documenting progress of the project

1. **Preliminary Engineering**

4.1 Propose demolition process and cost estimate

4.2 Propose replacement structure, components and cost estimate

1. **Environmental**

5.1 Special Studies - Conduct site specific biological survey, wetlands survey, and sensitive habitat survey, as required for NEPA and CEQA and other necessary permits

5.2 Cultural Resources Investigation – Conduct cultural resources investigation to identify any cultural resources located in or adjacent to the project area

5.3 Phase I Investigation – Complete a limited Phase I investigation to assess whether it is likely that any hazardous materials or impacted soil or groundwater will be encountered during the construction of the proposed project

5.4 CEQA Documentation - Prepare the California Environmental Quality Act documentation including an Initial Study, the appropriate CEQA document (which will likely be a Mitigated Negative Declaration), a Mitigation Monitoring Program, and required notices

5.5 Studies required by the Coastal Commission, FEMA or CalOES

1. **Permitting**

6.1 Prepare permit applications, coordinate with and respond to requests of the permitting or regulatory agencies, and acquire all necessary permits

6.2 The following permits may be required, as well as others, depending on the final design and regulatory jurisdiction:

* U.S. Army Corps of Engineers Section 404 permit
* CA Regional Water Quality Control Board Section 401 Certification and NPDES Construction permit
* Coastal Development Permit

1. **Project Design**

7.1 Review utility records or surveys, geotechnical data, and relevant reports to support project scoping and preliminary engineering

7.2 Complete necessary surveying

7.3 Conduct necessary geotechnical investigations

7.4 Develop design documents including plans, specifications, other necessary bid and contract documents & cost estimates at three stages of completion - 60%, 90% and 100%

7.5 Document basis of design

1. **Bid Assistance**

8.1 Distribute and advertise Plans and Specifications for a competitive sealed bid process for project construction

8.2 Review and evaluate construction bids for compliance with project specifications. Ensure the low-cost bidder is responsible and responsive (per CA state law), meets the project bond requirements, holds a valid contractor license, is registered with the California Department of Industrial Relations, and is not ineligible for participation in federal assistance programs.

8.3 Following review, recommend award to District staff and Board of Directors

1. **Inspection and Construction Management Services**
   1. Provide inspection and construction observation services to ensure contractor meets obligations of the specifications
   2. Develop agendas and minutes for project construction coordination meetings
   3. Respond to Contractor’s Requests for Information
   4. Review and assist District with processing legitimate Change Orders
   5. Review and assist the District with processing Pay Requests
   6. Ensure contractor provides as-built drawings and review for adequacy
   7. Prepare contract closeout documents and file Notice of Completion

**G. Consultant Selection Schedule**

1. Issue Request for Qualifications: September 1, 2018
2. SOQ Submittal Deadline: September 28, 2018
3. Selection Committee review: October 4 2018
4. Request proposal from most qualified firm/team: October 16, 2018
5. District Board approves award: November 8, 2018

**H. Statement of Qualifications**

Firms or teams who are interested in providing the consultant services described above are to submit a Statement of Qualifications (SOQ) **not exceeding 30 pages in length** (not including cover letter and table of contents) that includes the following:

1. Identification of prime and sub consultants: Include key personnel (those who will provide the majority of the labor hours) and lead persons to be assigned to the project. Please be specific about education and background of the key staff as well as current and past participation directly with the primary applicant. Short resumes of key participants must be included.
2. Demonstration of firm/team technical competency and firm/team capacity to complete the required work.
3. Provide a minimum of two project descriptions of projects that were completed within the last ten years similar to the 12kV Switchgear project. Please provide a reference name and contact information for the project owner.
4. Demonstration of knowledge of Federal, State and local laws, rules, regulations or ordinances relevant for this project.
5. Demonstration of knowledge of FEMA’s Hazard Mitigation Grant program as it relates to this project. Identification of CalOES or FEMA grant administration staff with whom firm/team has worked.
6. A written description of projects recently completed. Be specific regarding projects that are the same, or similar in nature to what is described in this SOQ. Provide contact data for references. Please cross reference key team members to the listed projects.
7. Conceptual approach, and schedule for services requested.
8. Present workload and staff availability.
9. List any potential conflicts of interest and a strategy for negating them.

Applicants shall submit five bound copies of their SOQ, one unbound copy, and one electronic pdf copy on a CD or flash drive.

**I. Selection Criteria**

The District’s Selection Committee will evaluate all submitted SOQs in accordance with the criteria stated below. The District reserves the right to request interviews of the top ranks firms. The Selection Committee will decide which applicant will be invited to submit a proposal. The Selection Committee may also elect to select a consultant team based upon the SOQ submittals. Evaluation and selection criteria will include the following:

1. Consultant firm or team’s qualifications and experience on similar projects, including transmission-level water infrastructure, design of industrial pressure relief appurtenances and demolition of industrial steel structures – 20 points
2. Qualifications and experience of the project manager and key personnel – 20 points
3. Consultant’s understanding of the project and conceptual approach – 20 points
4. Consultant’s experience with FEMA Hazard Mitigation Grant Program, including working successfully with grant administration staff – 20 points
5. Consultant Team’s present workload and staff availability – 5 points
6. Consultant Team’s ability to meet established project schedule – 5 points
7. References for prime and key sub consultants – 5 points
8. Consultant Team’s ability to negate any identified conflicts of interest – 5 points

**J. Submittal Deadline**

Applicants who are interested in providing the services for this project are required to submit a Statement of Qualifications no later than 3:00 pm on Friday September 28, 2018. All SOQs and materials submitted in response to this RFQ will become the property of the District and will not be returned. The District is not responsible for any costs incurred in the preparation of a response to this RFQ. Please submit the SOQ to:

John Friedenbach

General Manager

Humboldt Bay Municipal Water District

828 7th Street

Eureka, CA 95501-1114

Receipt in the above office must be by the deadline regardless of postmark.

**RFQ Distribution List - see attached Appendix A**