



## HUMBOLDT BAY MUNICIPAL WATER DISTRICT

### Request for Qualifications

### Collector Mainline Redundancy Project, Humboldt County, California

Engineering, Environmental Review and Compliance,  
Permitting, Construction Management, and  
Grant Program Management

#### **A. Invitation**

The Humboldt Bay Municipal Water District (District) is inviting qualified consultants to submit a Statement of Qualifications (SOQ) and other materials, in accordance with the outline below, to be considered for selection by the District to perform the following services:

- 1) Complete a variety of engineering, environmental, permitting, construction management, and other services as described herein for the District's Collector Mainline Redundancy Project.
- 2) Assist the District with the administration and management of the FEMA Hazard Mitigation grant that will fund this project.

[2 C.F.R. § 200.32 (b) (2) ]

***The deadline to submit an SOQ is 3:00 p.m. on Friday February 3, 2023.***

Questions regarding this RFQ must be submitted via email to: [friedenbach@hbmwd.com](mailto:friedenbach@hbmwd.com). Answers will be posted on HBMWD.com in a Question & Answer format. Deadline for submitting any questions is: 5:00 p.m. on January 17, 2023.

#### **B. Funding Sources and SOQ Submission Restrictions**

Funding for this project will be provided in part by the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (Cal OES) via the Robert T. Stafford Emergency Assistance and Disaster Relief Act for a FEMA Hazard Mitigation Grant Program (HMGP) project.

Note that due to recent interpretations of 2 CFR § 200.319 by FEMA and Cal OES, consultants that assist in subapplication development for a project funded by the HMGP are precluded from competing for future work associated with the project that is funded by the HMGP. Consequently, GHD, Inc. is precluded from responding to this RFQ.

The project will be executed in two phases as described in more detail in Section D – Project Overview. Currently, funding is only awarded for Phase One services. The result of this RFQ process is that the District will contract with the selected firm to perform Phase One and Phase Two services. Performance of Phase Two services are conditioned and contingent upon the

District receiving Phase 2 funding from FEMA for the project. Upon receiving Phase Two funding, the District reserves the right to award Phase Two contract services to the consulting firm/team that is selected as a result of this RFQ process. However, the execution of a contract for Phase One services does not guarantee the award of a contract for Phase Two services.

### **C. Categories of Services**

The District is seeking a consultant firm or team to provide services necessary to facilitate construction of a new redundant pipeline from West End Road up to the District's Turbidity Reduction Facility (TRF), as well as other related project components. A single consultant firm or team will be selected encompassing all the required engineering and environmental disciplines. The disciplines that are required include, but are not limited to, the following:

1. Project planning and preliminary engineering.
2. Engineering economic and technical analyses.
3. Surveying, topographic mapping, and land/right-of-way documentation and research.
4. Geotechnical evaluation and engineering.
5. Engineering design of new pipeline up to the TRF and other project components.
6. Environmental – completion of special studies, preparation and circulation of appropriate California Environmental Quality Act (CEQA) document, and support of FEMA's National Environmental Protection Act (NEPA) process.
7. Permitting – preparation of all required permit applications and related work to secure required permits.
8. Preparation of plans, specifications, cost estimates, and bid documents for project construction.
9. Engineering and construction management services during bid process and project construction.

### **D. Project Overview**

The District provides wholesale water to several communities in Humboldt County. The District's source water comes from radial collector wells on the Mad River. The source water from these collectors ultimately comes together into one common pipeline (collector mainline) that traverses from the District's operation facilities at Essex up to the District's TRF on Korplex hill near Arcata, California for treatment and storage.

The proposed Project consists of geotechnical, surveying, design, environmental, permitting, bidding, and construction management services for the installation of the following:

1. A redundant pipeline to the TRF that will provide the District with an alternate means for getting water to its customers in the event of a seismic event that caused a failure of the sole existing collector mainline.
2. A rerouting of the 24-inch pipeline that runs under the Essex Control Building, thereby eliminating the risk of the existing line rupturing beneath the building, which could render the District's Control Center and main SCADA servers inoperable.

The existing collector mainline follows Pipeline Road, which wraps around to the north/west end of the TRF. Under this project (see the grant application figures in Attachment C.4 and the Focused Engineering Study in Attachment E), it is anticipated that a new redundant collector mainline will tie into the existing line approximately 150 feet east of Pipeline Road on West End Road. It will then veer to the west off West End Road. The new pipeline will then traverse westward, approach the TRF from the south, and connect back up to the existing mainline at the TRF. The construction of the redundant pipeline will provide an alternate pipeline alignment for getting water to the TRF for treatment, storage, and distribution to the District's customers.

There is potential for a portion of the new collector mainline to be installed via horizontal directional drilling (HDD). This potential shall be analyzed further during the design phase, with considerations for both cost and environmental implications of installing the new pipeline via HDD or standard open-cut trenching methods.

The proposed project also includes rerouting the existing 24-inch pipeline that runs under the District's Essex Control Building, thereby eliminating the potential risk of the pipeline under the building failing, damaging the District's main SCADA servers, and rendering the main control center inoperable.

This project will be accomplished with a two-phased approach. Phase One will include a geotechnical investigation and topographic surveying to facilitate preliminary engineering design, which will be used to determine project boundaries to perform special studies sufficient for FEMA to complete the National Environmental Protection Act (NEPA) process. Phase One will also include preliminary land/right-of-way (ROW) documentation and research. Phase One funding has been awarded (see the Phase One Grant Award Letter in Attachment D). The award of Phase Two funding is contingent upon FEMA's review of the Phase One deliverables and their completion of the NEPA process. If Phase Two funding is awarded, tasks will include finalizing the land/ROW documentation research (if required), finalizing the design, permitting and developing a CEQA document, and construction of the project with associated construction management.

## **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 perform the following required tasks:

### **Phase One – Preliminary Design and Investigations**

#### **1. Project Management**

- 1.1 Attend and document design meetings
- 1.2 Prepare correspondence
- 1.3 Manage subcontractors
- 1.4 Maintain project files
- 1.5 Manage and direct overall design and environmental teams

- 2. Quality Control and Quality Assurance of all work products**
- 3. Grant Administration**
  - 3.1 Coordinate the FEMA Hazard Mitigation grant administration with FEMA and/or Cal OES 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
- 4. Geotechnical Investigation**
  - 4.1 Install borings sufficient to gather enough data to allow for pipeline design.
  - 4.2 Prepare a final geotechnical report detailing the findings of the investigation and providing conclusions and recommendations, with an analysis of feasibility for horizontal directional drilling based on subsurface conditions.
- 5. Topographic Surveying**
  - 5.1 Take ground shots sufficient to create a digital terrain model with elevation contours.
  - 5.2 Provide locations of property lines, roads, structures, underground utilities, fences, trees, and other topographic items.
- 6. Preliminary Land/Right-of-Way Research and Documentation**
  - 6.1 Conduct research to determine the status of easements, rights-of-way, and ownership along the proposed pipeline alignment.
- 7. Preliminary Engineering Design**
  - 7.1 Review utility records and surveys, geotechnical data, and relevant reports to support project scoping and preliminary engineering.
  - 7.2 Hydraulic calculations verifying the appropriate system components, configurations, and pipe sizing.
  - 7.3 Determine the most feasible, constructible, cost-effective, environmentally superior pipeline alignment and construction methods that will meet the intent of the grant.
  - 7.4 Develop 30% design drawings sufficient for establishing a project study boundary / area of potential effects for performing NEPA and CEQA special studies.
  - 7.5 Prepare an opinion of probable construction cost based on the 30% design.
  - 7.6 Document basis of design.
- 8. Environmental Special Studies**
  - 8.1 Conduct site-specific botanical, biological, sensitive communities, wetlands, and cultural/archaeological resources studies during calendar year 2023 sufficient to allow for the completion of the NEPA and CEQA processes and other permits that may be required for the project. Note that NEPA will be completed by FEMA after Phase One tasks are completed, and CEQA and other permitting will be completed during Phase Two.
  - 8.2 Phase I Investigation (if required) – Complete a limited Phase I investigation, if required, 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.
  - 8.3 Complete any other studies required by permitting agencies, FEMA, or Cal OES.

## **Phase Two (award not guaranteed) – Final Analyses, Design, and Construction**

### **9. Project Management**

- 9.1 Attend and document design meetings
- 9.2 Prepare correspondence
- 9.3 Manage subcontractors
- 9.4 Maintain project files
- 9.5 Manage and direct overall design and environmental teams

### **10. Quality Control and Quality Assurance of all work products**

### **11. Grant Administration**

- 11.1 Coordinate the FEMA Hazard Mitigation grant administration with FEMA and/or Cal OES and District staff
- 11.2 Ensure scope of the project is consistent with scope defined in the grant applications and/or agreements
- 11.3 Ensure compliance with the grant program requirements and funding agreements

### **12. Final Land/Right-of-Way Research and Documentation**

- 12.1 If required, finalize research and documentation that is begun as described in Task 6 under Phase One.

### **13. CEQA and Permitting**

- 13.1 Prepare an appropriate CEQA document for the project, which is assumed to be a Mitigated Negative Declaration.
- 13.2 Prepare permit applications, coordinate with and respond to requests of the permitting or regulatory agencies, and acquire all necessary permits
- 13.3 The following permits may be required depending on the final design and regulatory jurisdiction:
  - U.S. Army Corps of Engineers Section 404 permit
  - CA North Coast Regional Water Quality Control Board Section 401 Certification and NPDES Construction permit
  - Humboldt County Encroachment Permit

### **14. Final Engineering Design**

- 14.1 Develop design documents including plans, specifications, other necessary bid and contract documents, and opinion of probable construction cost at three stages of completion - 60%, 90%, and 100%.

### **15. Bid Assistance**

- 15.1 Distribute and advertise plans and specifications for a competitive sealed bid process for project construction.
- 15.2 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.
- 15.3 Following review, provide to District staff and board of directors a recommendation for award.

## 16. Inspection and Construction Management Services

- 16.1 Provide inspection and construction observation services to confirm whether contractor meets obligations of the contract documents.
- 16.2 Develop agendas and minutes for project construction coordination meetings.
- 16.3 Respond to contractor's requests for information.
- 16.4 Review and assist District with processing legitimate change orders.
- 16.5 Review and assist District with processing pay requests.
- 16.6 Review contractor red line drawings for adequacy and accuracy.
- 16.7 Prepare complete Record Drawings in AutoCAD format.
- 16.8 Prepare contract closeout documents and file Notice of Completion. All documents to be provided in hard copy as well as electronic formats. All electronic formats to be in pdf and native file formats.

## G. Consultant Selection Schedule

Event	Date
Issue Request for Qualifications	December 29, 2022
Deadline to submit questions	January 17, 2023 (5:00 p.m.)
Deadline for addenda to be issued	January 20, 2023
Deadline to submit SOQ	February 3, 2023 (3:00 p.m.)
Selection Committee review completed	February 8, 2023
Most qualified firm/team submits scope/fee	February 15, 2023
Contract negotiation complete	February 22, 2023
District Board approves award	February 23, 2023

## 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 subconsultants: 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. A minimum of two project descriptions of projects that were completed within the last ten years by the proposed staff similar to the Collector Mainline Redundancy Project. Please cross reference key team members to the listed projects. 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 to this project.
5. Demonstration of knowledge of FEMA's Hazard Mitigation Grant program as it relates to this project. Identification of Cal OES or FEMA grant administration staff with whom firm/team has worked.
6. Conceptual approach.

7. 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 two 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-ranked firms. The Selection Committee may also elect to select a consultant team based upon the SOQ submittals alone. 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 – 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 subconsultants – 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 February 3, 2023**. 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.

**K. Attachments use web link to obtain documents:**

**<https://www.hbmwd.com/current-construction-projects-and-other-rfps>**

- A. RFQ Distribution List
- B. Example Professional Services Agreement plus applicable required contract provisions under 2 CFR §200
- C. Relevant Documents from Hazard Mitigation Grant Application
  - 1) Grant Subapplication Form
  - 2) Problem Description
  - 3) Scope of Work
  - 4) Figures
  - 5) Cost Estimate
- D. Phase One Grant Award Letter
- E. Collector Mainline Redundancy Focused Engineering Study (GHD, October 2016)