



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

Request for Qualifications

Turbidity Reduction Facility Power Resiliency Generator 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 Turbidity Reduction Facility Power Resiliency Generator 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 provided in Section G.

Questions regarding this RFQ must be submitted via email to: friedenbach@hbmwd.com. Answers will be posted on HBMWD.com in a Question & Answer format. Deadline for submitting any questions is provided in Section G.

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 Two 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 emergency generator at the HBMWD Turbidity Reduction Facility, as well as other related project components. A single consultant firm or team will be selected encompassing all the required disciplines. The disciplines that are required include, but are not limited to, the following:

1. Project planning and preliminary engineering for sizing, installation, integration, and coordination of the generator with existing electrical systems.
2. Engineering economic and technical analyses.
3. Necessary environmental surveys and documentation.
4. Geotechnical investigation (if required), evaluation and engineering.
5. Topographic surveying (if required).
6. Engineering design of emergency generator foundation pad and fuel containment structure.
7. Environmental – completion of special studies (if required), preparation and circulation of appropriate California Environmental Quality Act (CEQA) document, and support of FEMA's National Environmental Protection Act (NEPA) process.
8. Permitting – preparation of all required permit applications and related work to secure required permits.
9. Preparation of plans, specifications, cost estimates, and bid documents for project construction.
10. 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 operation facilities at Essex up to the District's Turbidity Reduction Facility (TRF) on Korblex 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. An emergency generator at the HBMWD TRF that will provide the District with an alternate means for power in the event of a power loss due to a storm or other disaster event.

Additional information on the project is provided in the relevant documents from the Hazard Mitigation Grant application in Attachment C. Note that site conditions have changed since the figures and drawings in the grant application were completed. The District has since performed a 3-acre timber conversion (logging) and grading to allow for the installation of a new Tesla battery energy storage system (BESS). The future generator will be installed within the footprint of the 3-acre conversion. The selected consultant will be responsible for designing the generator project so that communication and coordination between the new generator, existing 100-kW generator, and existing BESS are as outlined in the Technical Memorandum prepared by GHD in January 2022 (Attachment E).

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 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 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 final proposal will be presented to the District's board of directors for potential approval.

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 (if required)

4.1 Install borings sufficient to gather enough data to allow for foundation design.

4.2 Prepare a final geotechnical report detailing the findings of the investigation and providing conclusions and recommendations based on subsurface conditions.

5. Topographic Surveying

5.1 Take ground shots sufficient to create a digital surface model to the level of detail necessary for performing project design.

5.2 Provide locations of roads, structures, underground utilities, fences, trees, and other topographic items sufficient to facilitate design of the project.

6. Preliminary Engineering Design

6.1 Review existing facility utility records and surveys, geotechnical data, and relevant reports to support project scoping and preliminary engineering. This includes but is not limited to design drawings for the recently installed Tesla battery energy storage system (BESS) and

6.2 Electrical calculations verifying the appropriate system components, configurations, and generator sizing.

6.3 Determine the most feasible, constructible, cost-effective, environmentally superior design for installing the new generator that will meet the intent of the grant.

6.4 Develop 30% design drawings sufficient for establishing a project study boundary / area of potential effects for performing NEPA and CEQA special studies.

6.5 Incorporate District review on 30% design drawings and prepare 60% drawings and specifications.

6.6 Prepare an opinion of probable construction cost based on the 60% design.

6.7 Document basis of design.

7. Environmental Special Studies

7.1 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. The Project site has been previously disturbed so the extent of environmental studies should be limited.

7.2 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.

7.3 Complete any other studies required by permitting agencies, FEMA, or Cal OES.

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

8. Project Management

8.1 Attend and document design meetings

8.2 Prepare correspondence

8.3 Manage subcontractors

8.4 Maintain project files

8.5 Manage and direct overall design and environmental teams

9. Quality Control and Quality Assurance of all work products

10. Grant Administration

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

11. CEQA and Permitting

- 11.1 Prepare an appropriate CEQA document for the project, which is assumed to be a Notice of Exemption.
- 11.2 Prepare permit applications, coordinate with and respond to requests of the permitting or regulatory agencies, and acquire all necessary permits
- 11.3 The following permits may be required depending on the final design and regulatory jurisdiction:
 - Air Quality Permit from the North Coast Unified Air Quality Management District

12. Final Engineering Design

- 12.1 Develop design documents including plans, specifications, other necessary bid and contract documents, and opinion of probable construction cost at two stages of completion - 90%, and Issued for Bid.

13. Bid Assistance

- 13.1 Distribute and advertise plans and specifications for a competitive sealed bid process for project construction.
- 13.2 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.
- 13.3 Following review, provide to District staff and board of directors a recommendation for award.

14. Inspection and Construction Management Services

- 14.1 Provide inspection and construction observation services to confirm whether contractor meets obligations of the contract documents.
- 14.2 Develop agendas and minutes for project construction coordination meetings.
- 14.3 Respond to contractor's requests for information.
- 14.4 Review and assist District with processing legitimate change orders.
- 14.5 Review and assist District with processing pay requests.
- 14.6 Review contractor red line drawings for adequacy and accuracy.
- 14.7 Prepare complete Record Drawings in AutoCAD format.
- 14.8 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	January 27, 2023
Deadline to submit questions	February 17, 2023 (5:00 p.m.)
Deadline for addenda to be issued	February 22, 2023
Deadline to submit SOQ	February 28, 2023 (3:00 p.m.)
Selection Committee review completed	March 3, 2023
Most qualified firm/team submits scope/fee	March 10, 2023
Contract negotiation complete	March 17, 2023
District Board approves award	March 21, 2023

The District reserves the right to modify this schedule if required.

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 **Turbidity Reduction Facility Power Resiliency Generator**. 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 electrical and communication knowledge and backup generator experience – 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 – 15 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 – 10 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 the date shown in Section G**. 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.

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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. Technical Memorandum – Current Tesla TRF BESS Project Coordination with Future Generator Project (GHD, January 2022)