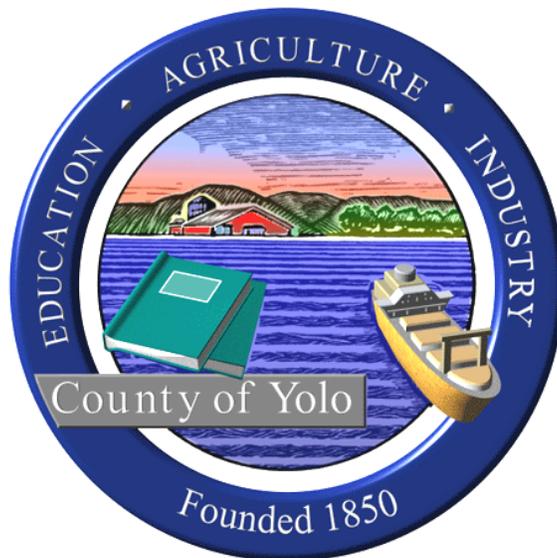


**Yolo County  
Request for Proposals  
Engineering Services  
Westucky Water and Sewer System**



**August 2016**

## **Introduction**

Yolo County Housing (“YCH”), on behalf of the County of Yolo, is seeking qualified providers of Engineering Services for immediate design and construction phases of the Westucky Water and Sewer project.

## **Background**

The Westucky Water District is a small water association serving a predominantly low income population in the County unincorporated area adjacent to the City of Woodland. A portion of the Westucky area is already served by City water and sewer. This proposed project would complete the water/sewer connection of the area through an Out of Area Service Agreement between the City and the County. The project consists of 15 APN's to be connected to City water and sewer utilities and associated disconnected from private the water system, septic connections and well abandonment.

The County has received State Community Development Block Grant (CDBG) funds to perform the project. This project will be subject to Davis-Bacon requirements, as well as to Section 3 requirements for the Project construction.

## **Scope of Work**

The scope of work includes design and engineering services to connect the households to the City of Woodland water and sewer services, including vacating existing well and equipment, new trenching in the street, water and sewer connections, vacating existing septic and tank fill, along with design and engineering for fire suppression in accordance with County Fire Marshal and City requirements. (See attached for additional information.)

The project includes lay out of the future street cross and sidewalk section to determine the appropriate location for sewer clean outs and meter boxes, it does not include the final design or construction of sidewalk, curb, gutter or streetlights.

The scope of work shall include, but is not limited to, the following phases of work and tasks:

### **1. Design Phase**

- Develop schematic site plans for review. This will include performing utility, boundary, and topographic surveys as well as drainage studies and coordinating geotechnical investigations
- Develop schematic plans, including any required ADA improvements using Uniform Federal Accessibility Standards (UFAS) and Title 24 of the California Building Code Standards, based on the selected site plan. Review the proposed location of the water and sewer mains, and services with the City and the County/YCH.
- Prepare a plan view of a future road to city standards and how it fits into the existing right of way.
- Based on the above information determine the number and types of easements required to construct operate and maintain the infrastructure.
- Complete an accurate, preliminary cost estimate based on the selected site and schematic plan.

- Submit conceptual design to staff for review and approval of City and YCH
- Attend periodic meetings with appropriate staff from City, County and YCH
- Attend Board of Supervisor and/or City Council meetings as required to inform the Board on the progress of the work and status of the budget.

2. **Design Development**

- Complete a detailed preliminary design or site plans, including any required ADA improvements.
- Update the preliminary cost estimate if necessary.
- Attend periodic meetings.

3. **Construction Documents**

- Complete a detailed set of site, civil, structural, electrical, mechanical plans and specifications for bidding/construction purposes.
- Complete a final cost estimate of the project.
- Deliver bidding/construction plans to local building and/or (City) Development Engineering departments for plan check review.
- Incorporate plan check review comments from local building departments and Development Engineering (County/City) in bidding/construction plans.
- Public improvement plans to be prepared on City title block, with mylar plans (24" by 36") signed by the City Engineer.

4. **Bidding**

- Attend pre-bid meetings with potential general and sub-contractors.
- Issue project construction documents to prospective bidders
- Answer questions related to the design documents (Request for Information).
- Prepare any addenda documents that may be needed.
- Review bid proposals and assist in the determination and recommendation of the most qualified bidder.
- Attend a post bid meeting, if necessary, to discuss alternate work items.

5. **Construction**

- Attend preconstruction meetings
- Attend regularly scheduled construction meetings with YCH and its contractors, subcontractors, and suppliers.
- Respond to contractor requests for information (RFI).
- Review contractors' submittals.
- Issue proposal requests and bulletins.
- Provide full Engineering and engineering services with its Engineering design team to carry out the project. All work must conform to all applicable laws, ordinances, and codes in the design and construction

phases, including the latest ADA and seismic standards and any environmental safety considerations.

- Coordinate with the City of Woodland Construction Inspector, Construction Manager, and permitting Technician.
- Coordinate with the City, County and Contractor on staking.
- Make regular site visits to determine compliance with plans and specifications and contractor's proposed work schedule.
- Prepare and/or review Proposed Change Orders (PCO) that may be required during the construction and recommend alternatives, and acceptance or denial of each PCO.
- Review and recommend acceptance or denial of contractor's pay requests. Review to include completed work in place and projected completed work within each pay request period.
- Perform required project close out including "punch list" and 11 month warranty inspections with owner and contractor.

### **Submission Format and Evaluation Criteria**

Qualifying submissions must address all of the following points, in the following order:

1. **Geographic Location & Accessibility: 15 points**

State the full name and address of your organization and, if applicable, the branch office that will perform the work. Please describe your organization's location with respect to YCH Administration Office located at 147 West Main Street, Woodland, CA. Thoroughly explain what steps will be taken to enhance accessibility and to minimize potential problems in the areas of availability for meetings, general communications, coordination, supervision and expenses.

2. **Past Performance on Similar Projects: 20 points**

Please list your organization's previous experience;

- a. List projects in progress or completed in the last five years with public organizations or other related experience.
- b. List all projects with brief description within last three (3) years that have been designed and completed for water and sewer improvements.

For the project(s) listed, briefly state the scope of work, construction costs, completion date, owner, owner's contact person and telephone number. On project(s) that exceeded your estimated project cost, indicate the number of change orders, total dollar amount of change orders, and the final cost of the project(s).

3. **Management Plan and/or Approach: 15 points**

Describe your firm's typical plan on managing a Project. Explain the roles that consultants will play and your methodology for coordination, communication and control.

4. **Technical or Work Plan: 20 points**

Describe your firm's technical plan for accomplishing a typical project. Discuss your Firm's approach during each phase of a typical project and the results that would be achieved. Provide examples of problems you have encountered and how they were managed on other complex projects?

5. **Project Manager and Key Personnel: 15 points**

Advise as to whom the Project Manager(s) may be and what experience s/he has on similar projects. Include any registrations and/or licenses that are currently held. Identify other key personnel with your firm that will work on project(s) along with their education and experience. Identify key personnel for consultants that will work on project(s).

6. **Experience with Other Governmental Agencies: 15 points**

Describe your firm's experiences with any of the following governmental agencies within the past five years.

- United States Department of Housing and Urban Development
- Environmental Protection Agency (Federal and California)
- State of California Housing and Community Development
- California Regional Water Quality Control Board
- California Department of Public Health
- Yolo County Environmental Health
- Yolo Solano Air Quality Management Board
- City of Woodland

**Other Submission Requirements**

**MBE/DBE/WBE:** The firm shall submit information regarding whether or any sub contractors or not it meets the federal criteria for a minority-owned, disabled-owned or woman-owned business enterprise. At least 51% of the organization must be owned by a person(s) meeting the criteria in order to claim this status. If the firm has been deemed to meet the criteria by another governmental body, it may submit its certificate along with the proposal.

**Fees and Schedule:** Provide firm's Schedule of Fees and Schedule of Fees for Consultants retained by firm that may work on a project (s), along with proposed project schedule.

**Certifications:** All submitted proposals must include a Non-Collusion Affidavit, and Certification of Non-Debarment in all copies of the proposal, (see Appendix A). The original proposal should include signed original affidavits and certifications (notarized) however; the proposal copies may include copies of the original executed and notarized affidavit and certifications.

**Insurance Requirements:** Proposal must include current amounts and carriers of both general liability and professional liability insurance. Selected firm(s) will have to meet Insurance requirements as outlined in Appendix B.

### **RFP Submission**

All pages within submitted responses shall be typed and single sided. Only the specifically requested information shall be submitted.

The RFP respondent shall submit an original, unbound, and two (2) copies of their response in a sealed envelope or box clearly marked with the Engineering firm's name and labeled "Westucky Engineering Services" and addressed to;

Colleen Brock  
Senior Grants Manager  
Yolo County Housing  
147 West Main Street  
Woodland, CA 95695

### **RFP Submission Schedule:**

RFP responses can be mailed or hand delivered but regardless of the postmark date, must be received by YCH no later than 5:00 pm on Thursday, September 8, 2016. Electronic transmission either by fax or e-mail will NOT be accepted.

If there are any questions concerning this RFP, please contact:

Lisa Baker  
Grant Administrator  
[Lbaker@ych.ca.gov](mailto:Lbaker@ych.ca.gov)

or

Colleen Brock  
Senior Grants Manager  
[Cbrock@ych.ca.gov](mailto:Cbrock@ych.ca.gov)  
530-669-2228

### **Evaluation and Selection**

The project team will review received submissions based on the evaluation criteria. Neither the County, the City of Woodland, nor YCH are obligated to accept any of the proposals submitted, conduct oral interviews or to enter into an agreement with any of the proposers. We reserve the right to reject any and all proposals.

## **Special Conditions**

1. Prior to any Construction Bid Date, Firm(s) will furnish the project team (YCH as representative) with four full size sets of drawings and specifications for project. Specifications shall be in Microsoft Word format.
2. Prior to award of construction and issuance of Encroachment Permit Firm shall submit to the City 4 full size (24"x36") and 4 half size (11"x17") sets of Public Improvement Plans.
3. At the completion of any project, the Contractor shall deliver to Firm two (2) complete sets of reproducible specifications and drawings (As-Builts), dated and with all changes and all modifications accurately drawn and written therein.
4. Firm will review and ensure that As-Builts, or Record Drawing, accurately reflect completed project as submitted by Contractor.
5. Firm will submit after review and modification (if needed), two (2) sets of Contractor's reproducible specifications and drawings along and one reproducible (mylar) set of public improvement plans record drawings with one, (1) electronic copy of As-Builts (Record Drawing) PDF and one electronic copy of Public improvements in AutoCAD to YCH as representative of the project team.

## **Form of Agreement / Section 3 Requirement**

- ◆ All Firm(s) will be required to the "Greatest Extent Feasible" to meet CDBG Section 3 Policies.
- ◆ Project will use either the County or YCH standard agreement or another mutually agreed upon format.

## **Contract Term & Termination**

- A. The Contract term shall be for fifteen (15) months.
- B. The contract may be renewed for up to an additional twelve (12) months upon mutual consent of both parties; however, such renewal shall be under the same terms and conditions.
- C. Any Agreement may be terminated by either party provided that a thirty day written notice is given to the other party of the Agreement.



## Appendix B

### SERVICE CONTRACT INSURANCE REQUIREMENTS

- A. During the term of this Agreement, Contractor shall at all times maintain, at its expense, the following coverages and requirements. The comprehensive general liability insurance shall include broad form property damage insurance.
1. Minimum Coverages (as applicable) - Insurance coverage shall be with limits not less than the following:
    - a. **Comprehensive General Liability** – \$1,000,000/occurrence and \$2,000,000/aggregate
    - b. **Automobile Liability** – \$1,000,000/occurrence (general) and \$500,000/occurrence (property) [include coverage for Hired and Non-owned vehicles.]
    - c. **Professional Liability/Malpractice/Errors and Omissions** – \$1,000,000/occurrence and \$2,000,000/aggregate (If any engineer, architect, attorney, accountant, medical professional, psychologist, or other licensed professional performs work under a contract, the contractor must provide this insurance. If not, then this requirement automatically does not apply.)
    - d. **Workers' Compensation** – Statutory Limits/**Employers' Liability** - \$1,000,000/accident for bodily injury or disease (If no employees, this requirement automatically does not apply.)
  2. The County, its officers, agents, employees and volunteers shall be named as additional insured on all but the workers' compensation and professional liability coverages. . [NOTE: Evidence of additional insured may be needed as a separate endorsement due to wording on the certificate negating any additional writing in the description box.]

It shall be a requirement under this agreement that any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements and/or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured; whichever is greater.

    - a. The Additional Insured coverage under the Contractor's policy shall be "primary and non-contributory" and will not seek contribution from the County's insurance or self insurance and shall be at least as broad as CG 20 01 04 13.
    - b. The limits of Insurance required in this agreement may be satisfied by a combination of primary and umbrella or excess Insurance. Any

umbrella or excess Insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non contributory basis for the benefit of the County of Yolo (if agreed to in a written contract or agreement) before the County's own Insurance or self insurance shall be called upon to protect it as a named insured.

3. Said policies shall remain in force through the life of this Agreement and, with the exception of professional liability coverage, shall be payable on a "per occurrence" basis unless the County Risk Manager specifically consents in writing to a "claims made" basis. For all "claims made" coverage, in the event that the Contractor changes insurance carriers Contractor shall purchase "tail" coverage covering the term of this Agreement and not less than three years thereafter. Proof of such "tail" coverage shall be required at any time that the Contractor changes to a new carrier prior to receipt of any payments due.
4. The Contractor shall declare all aggregate limits on the coverage before commencing performance of this Agreement, and the County's Risk Manager reserves the right to require higher aggregate limits to ensure that the coverage limits required for this Agreement as set forth above are available throughout the performance of this Agreement.
5. Any deductibles or self-insured retentions must be declared to and are subject to the approval of the County Risk Manager. All self-insured retentions (SIR) must be disclosed to Risk Management for approval and shall not reduce the limits of liability. Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied either by the named Insured or Yolo County.
6. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Director (ten (10) days for delinquent insurance premium payments).
7. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise approved by the County Risk Manager.
8. The policies shall cover all activities of Contractor, its officers, employees, agents and volunteers arising out of or in connection with this Agreement.
9. For any claims relating to this Agreement, the Contractor's insurance coverage shall be primary, including as respects the County, its officers, agents, employees and volunteers. Any insurance maintained by the County shall apply in excess of, and not contribute with, insurance provided by Contractor's liability insurance policy.

10. The insurer shall waive all rights of subrogation against the County, its officers, employees, agents and volunteers.
- B.** Prior to commencing services pursuant to this Agreement, Contractor shall furnish the County with original endorsements reflecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received by, and are subject to the approval of, the County Risk Manager before work commences. Upon County's request, Contractor shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications.
- C.** During the term of this Agreement, Contractor shall furnish the County with original endorsements reflecting renewals, changes in insurance companies and any other documents reflecting the maintenance of the required coverage throughout the entire term of this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. Upon County's request, Contractor shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications. Yolo County reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.
- D.** Contractor agrees to include with all Subcontractors in their subcontract the same requirements and provisions of this agreement including the indemnity and Insurance requirements to the extent they apply to the scope of the Subcontractor's work. Subcontractors hired by Contractor agree to be bound to Contractor and the County of Yolo in the same manner and to the same extent as Contractor is bound to the County of Yolo under the Contract Documents. Subcontractor further agrees to include these same provisions with any Sub-subcontractor. A copy of the Owner Contract Document Indemnity and Insurance provisions will be furnished to the Subcontractor upon request. The General Contractor/**and or Contractor** shall require all Subcontractors to provide a valid certificate of insurance and the required endorsements included in the agreement prior to commencement of any work and General Contractor/**and or Contractor** will provide proof of compliance to the County of Yolo.
- E.** Contractor shall maintain insurance as required by this contract to the fullest amount allowed by law and shall maintain insurance for a minimum of five years following the completion of this project. In the event Contractor fails to obtain or maintain completed operations coverage as required by this agreement, the County at its sole discretion may purchase the coverage required and the cost will be paid by Contractor.

## Appendix C

Uniform State CDBG requirements

### NON COLLUSION AFFIDAVIT

State of California )  
                                  )  
                                  )

\_\_\_\_\_, being first duly sworn, deposes and says that he  
or she is (Sole owner, a partner, president, etc.)  
of \_\_\_\_\_

\_\_\_\_\_. The party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature of Bidders  
\_\_\_\_\_  
\_\_\_\_\_

**ALL SIGNATURES MUST BE WITNESSED BY NOTARY  
(Attach appropriate jurats)**

**THIS FORM MUST BE SUBMITTED WITH THE PROPOSAL**

**TITLE 49, CODE OF FEDERAL REGULATION, PART 29  
DEBARMENT AND SUSPENSION CERTIFICATION  
(see: <http://www.sam.gov/portal/SAM/#1>)**

The bidder, under penalty of perjury, certifies that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:

- is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;
- does not have a proposed debarment pending; and
- has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years;

If there are any exceptions to this certification, insert the exceptions in the following space:

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder's responsibility. For any exception noted above, indicate below to whom it applies, initialing agency, and dates of action.

No part of this contract shall be subcontracted to any person of firm ineligible to be awarded of a Government contract by virtue of Section 3(a) of the Davis-Bacon Act, 29 CFR 5.12(a)(1) or 49 CFR 29.

The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

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Signature	Date
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Type or Print Name and Title of Signer

NOTE: Each member of a Joint Venture must submit this form. Additionally, previous certifications under the present Joint Venture shall be submitted upon request of the County.

**THIS FORM MUST BE SUBMITTED WITH THE PROPOSAL**