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399 Elmhurst Street • Hayward, CA 94544 • (510) 670-5480 • www.acgov.org/pwa

Request for Proposal

Civil Engineering Services for Alameda County Water District Pipeline Relocation Design in Alameda County

June 20, 2014

I. INTRODUCTION

The Alameda County Flood Control and Water Conservation District (District) is seeking proposals from firms (Consultant) that are interested in providing civil engineering services for designing pipeline relocations of Alameda County Water District (ACWD) existing facilities. The District intends to enter into a contract with the Consultant for a maximum period of two (2) years.

This Request for Proposal (RFP) describes the anticipated scope of services, the required consultant expertise and experience, and the information that must be included in the proposal. Failure to submit information in accordance with the RFP requirements and procedures may be cause for disqualification.

The District will evaluate and rank written proposals on the basis of thoroughness, completeness and content, as described in section IV of this RFP: "Form of the Proposal." The District will invite the top three ranked proposals for oral interviews. Final ranking will be based on oral interviews.

Minimum Qualifications: Consultant shall possess all licenses and professional credentials necessary to perform civil engineering services as specified under this RFP. Consultants shall demonstrate that they have satisfactorily completed the design for at least two (2) steel potable water pipeline projects, 24-inch diameter minimum, within the last five years; possess a working knowledge with American Water Works Association (AWWA) requirements and design guidelines; and provide a minimum of two (2) references for similar services. For each reference, the Consultant shall supply a brief description of the services provided, the timeframe services were provided, and contact information.

Each Consultant shall submit resumes of Key Personnel. This information shall indicate sufficient evidence satisfactory to the District that the proposed Key Personnel have the qualifications and experience necessary to successfully complete the Scope of Services. Key staff shall have previous experience in similar positions providing the same services. For the purposes of this clause, “Key Personnel” is defined as those individuals who are essential to the successful completion and execution of this contract. Key Personnel must be available for the duration of the engagement and may not be substituted without prior written approval by the District. The District reserves the right to direct the removal of any individual, including Key Personnel, assigned to this contract.

Project Objective: The project objective is to satisfactorily prepare and complete design and construction bid documents to relocate existing ACWD pipelines in conflict with proposed District improvements. The construction bid documents prepared by the Consultant will be incorporated into the District’s construction bid packages for the facility improvements further described herein.

II.BACKGROUND AND COMPONENTS OF PROJECT

The District identified various channel crossing locations where widening and/or additional culverts would be needed to increase channel conveyance. After reviewing as-built information from various utility companies and subsequently performing field verifications (vacuum pot holes), the District has identified existing ACWD lines that are in conflict with the District’s proposed improvements at five (5) crossing locations in Fremont.

The District will be taking the lead in coordinating the design of ACWD relocation and/or modifications of the ACWD facilities that are in conflict with District’s proposed improvements. ACWD staff will be involved in guiding, reviewing and approving the relocation design. All design work shall occur concurrently. Table 1 below provides a detailed summary of the District and ACWD facilities at each of the project locations.

Table 1: ACWD Pipeline Relocation Summary

<i>Laguna Creek (Zone 6, Line E)</i>			
Street Crossing Location	Proposed District’s Project	Existing ACWD Line in Conflict and Anticipated Relocation	Exhibit Number
Fremont Blvd.	Additional (2) 8’x 6’ Box Culverts to be installed on southeast side of existing (2) 8’x 6’ box culverts	12” steel pipe crossing underneath proposed District culverts. Anticipated relocation includes extending pipe over and beyond proposed trench limits.	1
		30” steel pipe crossing over proposed District culverts. Anticipated relocation includes extending pipe over and beyond proposed trench limits.	2

Auto Mall Pkwy.	Additional (2) 8'x7' Box Culverts to be installed on each side of the existing (2) 8'x7' box culverts	14" steel pipe crossing under proposed District culverts. Anticipated relocation includes extending pipe under and beyond proposed trench limits.	3
Cushing Pkwy.	Additional 9'x12' box culvert to be installed west of the existing (3) 9'x12' box culvert	12" steel pipe crossing under proposed District culvert and wing wall. Anticipated relocation includes extending pipe beyond trench limits.	4
<i>Mission Creek (Zone 6, Line L)</i>			
Lemos Lane	Additional (2) box culverts to be installed on north east side of existing 8'x12' box culvert	12" asbestos coated pipe crossing under proposed District culverts. Anticipated relocation includes extending pipe under and beyond trench limits.	5

The following references are available for downloading:

1. Exhibit 1 - Fremont Blvd (Sta 6+72) Plan and Profile (2 sheets)
2. Exhibit 2 – Fremont Blvd (Sta 7+10) Plan and Profile (2 sheets)
3. Exhibit 3 - Auto Mall Pkwy Plan and Profile (2 sheets)
4. Exhibit 4 - Cushing Pkwy Plan and Profile (3 sheets)
5. Exhibit 5 - Lemos Lane Plan and Profile (2 sheets)
6. District's AutoCAD 2012 C3D standards

III. CONDUCT OF STUDY

This assignment is intended to be a cooperative effort between the District, ACWD and Consultant staff. The Consultant is expected to provide all the necessary technical resources and skills, expertise, support services, and the related project management of these resources. The Consultant is required to provide a management plan as described under Section IV.D.3. The District staff will provide overall project management and administrative direction.

IV. FORM OF PROPOSAL

Proposal content and completeness are important and, although proposal length is not limited, clarity and conciseness are essential and will be considered in assessing the proposer's capabilities.

Proposal responses must be signed in ink. The signatures of all persons required under the applicable organizational documents in order to bind the Proposer must be on the proposal response. Provide applicable signature documentation pursuant to Proposer's organizational structure verifying the authority of the person signing the proposal response to commit to its Proposal on behalf of the Proposer.

Firms submitting proposals are strongly discouraged from submitting private, confidential or trade secret information with their proposals to the District as the proposals may be treated as public records subject to public review and disclosure.

It is to be understood and agreed by the Consultant that this RFP does not obligate District to pay any costs incurred by consultant in the preparation and submission of a proposal, or participating in an oral interview, if conducted.

In order to simplify the process and to obtain the maximum degree of comparability, the proposal should be organized in the following manner:

- A. Transmittal Letter
- B. Title page – show the RFP subject, the name of the proposer’s firm, address, telephone number, e-mail address, name of the contact person, and the date.
- C. Table of Contents – include a clear identification of the material by section and page number.
- D. Proposal Content:
 1. Overview and Summary - this section should clearly convey the Consultant’s understanding of the work and project approach. Consultant should address the following:
 - a. Understanding of the purpose of the project as specified in Section II, “*Background and Components of the Projects.*” The scope of work described in the attached Appendix is only a rough outline. Identify other activities that you propose to implement in support of the required tasks. Identify all tasks or activities that would be fully supported by your firm and those that would require assistance from the District.
 - b. Summary of the overall approach to the project and the methodologies that will be used, and administrative and operational management expertise that will be employed.
 - c. Demonstrate the Consultant team’s ability to deliver all the required scope of work as described in the Appendix “Draft Scope of Work”.
 2. Project Delivery Schedule - Include a schedule with major milestones specifically between contract execution through completion of all deliverables for design of ACWD pipeline relocations as indicated in the attached Appendix “Draft Scope of Work”. It is anticipated that the Consultant contract will be scheduled for approval by the District’s Board of Supervisors no later than September 23, 2014.
 3. Management Plan

This section should describe the Consultant’s approach to management of the work. If the proposal is a team effort, the allocation of work to the team members should be indicated. The management plan should describe the following:

 - a. Organizational work assignments structure, including work elements and sub-elements performed by sub-consultants.

- b. Staffing plan, including the names, titles and qualifications of key personnel and the assignment of personnel to individual work elements. Resumes should be attached as appendices. Staffing assignments should be specific enough to demonstrate understanding of skills required and commitment of proper resources. Any changes in staffing must be mutually agreed upon by the Consultant and District.
- c. Management approach, including the role of the prime consultant and sub-consultants, and any specific features of the management approach that require explanation. Include a description of sub-consultant supervision.
- d. SLEB participation: - The District supports Alameda County's efforts to contract with small local emerging businesses (SLEBs). The County's requirement is to have at least 20 percent of the contract work be performed by Alameda County SLEB-certified firm(s). Indicate whether proposing firm(s) and other firms serving as sub-consultants are certified as Alameda County SLEBs. Indicate the percentage and scope of work to be performed by SLEBs. Indicate if prime Consultant has an office located in Alameda County.

For more information regarding the SLEB program, go to:
<http://www.acgov.org/auditor/sleb>

- f. Quality Assurance and Quality Control Procedures - Provide a description of the techniques used by the firm to provide quality control and assurance.

4. Forms to be included in Proposal Submittal

- Exhibit A – Acknowledgement (completed and signed)
- Exhibit B – SLEB Certification Instructions and Application Package (for information only)
- Exhibit C – Small Local Emerging Business (SLEB) Partnering Information Sheet (completed and signed)
- Exhibit D – Request for Bid Preference (completed and signed, if applicable)

V. PRE-PROPOSAL MEETING

The first mandatory pre-proposal meeting was held on Thursday, May 15, 2014. The second mandatory pre-proposal is scheduled for Wednesday June 25, 2014 at 2:00 PM at the Alameda County Public Works Agency building, 2nd Floor Annex Training Room 217A, located at 399 Elmhurst Street, in Hayward. Proposers are required to attend only one of the two mandatory pre proposal meetings.

The sign-in sheet for the first meeting was posted on the District website for reference. Those Consultants who attended the first meeting are not required to attend the second mandatory pre-proposal meeting. Consultants who are intending to submit a proposal and did not attend the first meeting are required to attend the second meeting. The sign-in sheet for the second meeting will be posted on the District website the day after the meeting.

The goals of the pre-proposal meeting are to:

1. Provide an opportunity for Small Local Emerging Businesses (SLEBs) and large firms to network and develop subcontracting relationships in order to participate in the contract(s) that may result from this RFP.
2. Provide an opportunity for interested Consultants to ask specific questions about the project and request RFP clarification.
3. Provide the District with an opportunity to receive feedback regarding the project and RFP.

If necessary, an RFP Addendum may be issued to address any required change to the RFP.

VI. RFP SUBMITTAL DEADLINE

One original signed by an officer authorized to bind the company, and three hard color copies of the proposal, and a CD containing the complete Proposal, must be received at the Alameda County Public Works Agency at the address below by 4:00 p.m. PST on Monday, July 16, 2014. All proposals, whether delivered by an employee of Proposer, U.S. Postal Service, courier or package delivery service, must be received by the receptionist at the stated address prior to the time designated. The receptionist's signature and time of receipt shall be considered the official record of actual receipt of proposals. Submittals received after that date/time will not be considered, and any submittal received after the scheduled time shall be returned to the consultant unopened. Faxed or e-mail submittals are not acceptable.

Alameda County Public Works Agency
Flood Control Program
Attn: Moses Tsang, Supervising Civil Engineer
399 Elmhurst Street, Room 113
Hayward, CA 94544-1307

VII. EVALUATION CRITERIA

All proposals will be evaluated by a District Selection Committee (DSC). The DSC may be composed of District staff and other parties that may have expertise or experience in the professional services described herein. The evaluation of the proposals shall be within the sole judgment and discretion of the DSC. The three highest ranked proposers will be invited for an interview.

The two following preference criteria will be used during evaluation of the Prime Consultant and allow for a total of 10% increase in scoring.

1. **Local Preference:** Five percent (5%) of proposer's total score, for the above Evaluation Criteria, will be added. This will be the proposer's final score for purposes of ranking evaluation.

2. **Certified Small and Local or Emerging and Local Preference:** Five percent (5%) of proposer's total score, for the above Evaluation Criteria, will be added. This will be the proposer's final score for purposes of ranking evaluation.

All contacts during the evaluation phase shall only be through Mr. Moses Tsang, Supervising Civil Engineer, at (510) 670-6549 or e-mail moses@acpwa.org. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact and/or influence members of the DSC may result in disqualification of Proposer.

The DSC will evaluate each proposal meeting the qualification requirements set forth in this RFP. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the District's requirements as set forth in this RFP.

As a result of this RFP, the District intends to interview the three (3) highest ranked proposers. However, District reserves the right to determine the number of interviews it will conduct for this project. Following the interviews, the District will request the highest ranked proposer to submit a fee proposal. Upon successful contract negotiations and acceptance of a fee proposal, the District will recommend a contract be awarded. Should an agreement not be reached on a fair and reasonable fee with the highest ranked firm, the next highest ranked firm will be requested to submit a fee proposal.

VIII. NOTICE OF INTENT TO AWARD

1. At the conclusion of the written RFP response evaluation process ("Evaluation Process"), all Proposers will be notified in writing of the evaluation result. The document providing this notification is the "Notice of Intent". The "Notice of Intent" will provide the following information:
 - District's intention to move forward with the interviews of the top three ranked firms
 - Final ranking of all the proposers
 - In summary form, evaluation points for each proposer
2. Debriefings for unsuccessful proposers may be scheduled and provided upon written request and will be restricted to discussion of the unsuccessful offeror's proposal with the Project Manager.
 - a. Under no circumstances will any discussion be conducted with regard to contract negotiations with the successful proposer.
 - b. Debriefing may include review of successful proposer's proposal.

3. The submitted proposals will be made available upon request within five (5) business days of receipt of “Notice of Intent” letter.
4. At the conclusion of the oral interviews of the top three firms the participants will be notified in writing of the interview result. The document providing this notification is the second “Notice of Intent”. The second “Notice of Intent” will provide the following information:
 - District’s intention to move forward with contract negotiation with top ranked firm
 - Final ranking of the oral interviews
 - In summary form, oral evaluation points for each participating firm
5. Debriefings for unsuccessful oral interview participants may be scheduled and provided upon written request and will be restricted to discussion of the unsuccessful oral participation interview with the Project Manager. Under no circumstances will any discussion be conducted with regard to contract negotiations with the successful proposer.
6. Request for debrief shall occur within five (5) business days of receipt of second “Notice of Intent” letter as described above. Upon successful contract negotiation with the top ranked firm, the District will schedule for Board approval of contract award.

IX. PROPOSAL PROTEST/APPEALS PROCESS

The District prides itself on the establishment of fair and competitive contracting procedures and the commitment made to following those procedures. The following is provided in the event that proposers wish to protest the written proposal process or appeal the recommendation to award a contract for this project once the Notices of Intent as described in Section VIII herein have been issued. Protests submitted prior to issuance of the Notices of Intent will not be accepted by the District.

1. Any protest by any Proposer regarding any other Proposal or Interview must be submitted in writing to the District’s Director of Public Works, located at 399 Elmhurst Street, Hayward, CA 94544, Fax: (510) 670-5541, before 5:00 p.m. of the FIFTH (5th) business day following the receipt of the Notices of Intent as described in Section VIII. Protests received after 5:00 p.m. is considered received as of the next business day.
 - a. The Protest must contain a complete statement of the reasons and facts for the protest.
 - b. The protest must refer to the specific portions of all documents that form the basis for the protest.

- c. The protest must include the name, address, email address, fax number and telephone number of the person representing the protesting party.
 - d. The District will transmit a copy of the proposal protest to all proposers/participants as soon as possible after receipt of the protest.
2. Upon receipt of written protest, the Director, or designee will review and evaluate the protest and issue a written decision. The Director, may, at his discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protesting Proposer and others (as appropriate) to discuss the protest. The decision on the protest will be issued at least ten (10) business days prior to the Board hearing.

The decision will be communicated by e-mail or fax, and certified mail, and will inform the protesting firm whether or not the recommendation to move forward as described in the Notice of Intent is going to change. A copy of the decision will be furnished to all proposers/participants affected by the decision. As used in this paragraph, a proposer/participant is affected by the decision on a protest if a decision on the protest could have resulted in the proposer/participant not being the apparent successful proposer/participant on the RFP/oral interview.

3. The decision of the Director on the protest may be appealed to the Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Room 249, Oakland, CA 94612, Fax: (510) 272-6502. The protesting firm whose proposal or interview is the subject of the protest, all proposers/participants affected by the Director's decision on the protest, and the protestor have the right to appeal if not satisfied with the Director's decision. All appeals to the Auditor-Controller's OCC shall be in writing and submitted within five (5) business days following the issuance of the decision by the Director, not the date received by the Proposer. An appeal received after 5:00 p.m. is considered received as of the next business day. An appeal received after the FIFTH (5th) business day following the date of issuance of the decision by the Director shall not be considered under any circumstances by the District or the Auditor-Controller OCC.
- a. The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
 - b. In reviewing protest appeals, the OCC will not re-judge the proposal(s) or oral interview(s). The appeal to the OCC shall be limited to review of the procurement process to determine if the contracting department materially erred in following the RFP or, where appropriate, District contracting policies or other laws and regulations.
 - c. The appeal to the OCC also shall be limited to the grounds raised in the original protest and the decision by the Director. As such, a Proposer is prohibited from stating new grounds for a proposal/oral interview protest in its appeal. The Auditor-Controller (OCC) shall only review the materials and conclusions reached by the Director or department

- designee, and will determine whether to uphold or overturn the protest decision.
- d. The Auditor's Office may overturn the results of a Proposal process for ethical violations by District staff, District Selection Committee members, subject matter experts, or any other District staff managing or participating in the competitive process, regardless of timing or the contents of a proposal protest.
 - e. The decision of the Auditor-Controller's OCC is the final step of the appeal process. A copy of the decision of the Auditor-Controller's OCC will be furnished to the protestor, the Proposer whose Proposal is the subject of the Proposal protest, and all Proposers affected by the decision.
4. The District will complete the Proposal protest/appeal procedures set forth in this paragraph before a recommendation to award the Contract is considered by the Board of Supervisors.
 5. The procedures and time limits set forth in this paragraph are mandatory and are each Proposer's sole and exclusive remedy in the event of proposal/oral interview Protest. A Proposer's failure to timely complete both the proposal/oral interview protest and appeal procedures shall be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, shall constitute a waiver of any right to further pursue the proposal/oral interview protest, including filing a Government Code Claim or legal proceedings.

X. TERMS AND CONDITIONS

A. AWARD

1. The Evaluation Committee will recommend award to the proposer who, in its opinion, has submitted the proposal that best serves the overall interests of the District, attains the highest overall point score for the subsequent oral interview, submits an acceptable fee proposal upon request and completes successful contract negotiations.
2. The District reserves the right to reject any or all responses that materially differ from any terms contained herein or from any Exhibits attached hereto and to waive informalities and minor irregularities in responses received.
3. The District reserves the right to award to a single or multiple Proposers.
4. The District has the right to decline to award this contract for any reason, or issue subsequent RFPs.
5. Board approval to award a contract is required.

6. Proposer shall sign an acceptance of award letter prior to Board approval.
7. The RFP specifications, terms, conditions and Exhibits, RFP Addenda and Proposer's proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

IMPORTANT DATES

- 2nd Mandatory Pre-proposal Meeting: Wednesday, June 25, 2014 at 2:00 PM at 399 Elmhurst Street, Annex Training Room 217A
- RFP Proposal Submittal Deadline: Wednesday, July 16, 2014, 4:00 p.m. PST
- Oral Interviews: Week of August 4, 2014
- Final Ranking by: August 8, 2014
- Contract Negotiation with No. 1 ranked firm: Begin August 18, 2014
- Board Approval on Contract: September 23, 2014

If you have questions regarding this RFP, please contact Mr. Moses Tsang, Supervising Civil Engineer, at (510) 670-6549 or e-mail moses@acpwa.org.

APPENDIX – DRAFT SCOPE OF WORK

I. GENERAL PROJECT INFORMATION

A. Design Requirements

Pipeline and appurtenances shall be designed in accordance with the American Water Works Association (AWWA) M11 and ACWD requirements, unless otherwise directed by the District.

B. General Project Design Completion Schedule (subject to change); anticipated construction year is shown in parenthesis:

1. 14-inch Pipeline Relocation, Auto Mall Pkwy: NLT January 30, 2015 (Summer, 2015)
2. 12-inch Pipeline Relocation, Lemos Lane: NLT January 30, 2015 (Summer, 2016)
3. 30-inch Pipeline Relocation, Fremont Blvd.: NLT March 31, 2015 (Summer, 2015)
4. 12-inch Pipeline Relocation, Fremont Blvd.: NLT March 31, 2015 (Summer, 2016)
5. 12-inch Pipeline Relocation, Cushing Pkwy: NLT March 31, 2015 (Summer, 2016)

The timing of actual relocation will depend on the construction constraints identified at each location during the design process. The relocation may be constructed in advance of or as part of the District's improvements.

II. SCOPE OF WORK

1. Preparation of Basis of Design Report (4 copies)

The Basis of Design Report shall provide documentation on design objectives, design criteria, design codes, and decisions made on major issues related to the project. The design report shall include the preliminary design of the project which shall be used as the basis for producing final construction bid documents without the need for further engineering studies or re-evaluation of basic design decisions. The design report shall also establish budget and schedule requirements. The design report will be used as a tool to explain the projects' intent to regulatory agencies, the public and District policy makers, as appropriate. Deliverables consist of draft and final versions of the Basis of Design Report.

The Basis of Design Report shall include as a minimum the following elements:

1. Introduction
 - Background and purpose of project.
 - Project scope.
2. Review and evaluation of the pipeline alignment. Evaluation criteria shall include estimated pipeline costs; tie-in connections; environmental impacts; permits; and impacts on traffic and the public.
3. Pipeline Design

- Develop pipeline design criteria including but not limited to pipe material thickness and tie-ins to existing mains at each end.
 - Provide plan and profile drawings for 30% design.
 - Provide list of project specification sections (technical sections only).
 - Provide list of construction bid drawings for each project location.
4. Special Construction Considerations
 - Provide construction execution recommendations, e.g. mandatory work sequence, construction restriction/constraints, testing requirements, atypical submittal requirements, etc.
 - Provide a recommended construction duration in working days
 - Identify required construction permits.
 - Identify impacts on traffic routing/controls.
 5. Engineer's Construction Cost Estimate itemized to correspond to a payment schedule for inclusion into the contract documents.
 6. Project Schedule (Design Phase and Construction Phase).
 7. Appendices - Drawings and diagrams (11"x17") shall be prepared in sufficient detail and at a scale so that the design intent is clearly discernable.
 8. Drawings – Four (4) sets of half-size hardcopies and a PDF file of the drawings will be submitted to District for review. Drawings shall be developed in AutoCAD 2012 C3D, per District drafting standards. Pen parameters used for the plot configuration of drawings shall conform to District standards. In addition, an electronic copy of AutoCAD drawing files, complete with associated X-ref and font files, shall be provided to the District to permit checking of the drawings for conformance with District CAD drafting standards.
2. Topographic Mapping and Survey Control –Base Mapping shall be provided by the District

Topographic survey showing all physical features, including but not limited to, curb, gutter, sidewalk, ramps, driveways, median strip, edge of pavement, fences along property line, signs, trees (including diameter), shrubs, bushes, guard/wood post rails, traffic signals, traffic loops, utility poles, pavement markings, property lines, utility structures, drainage channels and facilities.

Horizontal and vertical control for the pipeline shall be based upon California State Coordinates and established City benchmark datum, i.e., street monuments. Consultant shall establish centerline control for pipeline. The face of curb shall not be used for the horizontal control of the pipeline shown on the final plan and profile drawings. Location of potholed utilities shall be field surveyed.

3. Field Verification of Underground Utilities – Initial Utility Base Maps received from Various Utility Companies and Actual Pothole Information shall be provided by the District

Consultant shall provide field verification of utilities, (e.g., manhole inverts, catch basin inverts, etc.) and acquisition of additional utility record drawings and or/utility data from

various agencies if deemed necessary. The depth of selected critical utilities shall be field verified if record drawings of the utilities are not available or if there are perceived utility conflicts. The Consultant shall identify if additional potholes, in addition to the potholes performed by the District are required to be complete the project. The Consultant will be responsible for acquiring all permits, paying all related fees and traffic control approvals for potholing, if additional potholing is determined to be required.

4. Construction Contract Bid Documents

1. Contract Drawings (4 hard copies and 1 PDF copy at each submittal milestone): Final pipeline plan and profile drawings (22"x 34" size), of the selected pipeline route shall be prepared. The plan views of the plan and profile drawings shall show the horizontal alignment of the pipe in relation to existing topographic features, plotted property lines, plotted public right-of-way lines and utilities. Existing features and utilities shall be screened back. The profile view shall show existing utilities, including field verified utilities and existing grade over the centerline of the pipe. Drawings shall be developed in AutoCAD 2012 Civil 3D, in accordance with District requirements. Pen parameters used for the plot configuration of drawings shall conform to District standards. The AutoCAD files will be submitted with the final contract bid documents. The final bid drawings shall include the consultant's professional engineering stamp and signature in the PDF file and the AutoCAD files may be submitted without signature. Bond copies of the final drawings shall contain wet signatures with the professional engineering stamp.

Work shall be submitted to the District for review and comment, in accordance with an approved schedule of deliverables (at 70%, 90%, Final (pre-signatures) design milestones) that meets the design completion schedule for each project.

Submittals for each project shall include contract drawings (i.e., plan and profiles, cross sections (as applicable), all pertinent pipe connection, appurtenances, and structural details, pipeline closure details, provisions for BAC T sampling, pressure testing and pipe flushing, special installation requirements and details.

2. Specifications (4 hard copies and 1 PDF copy at each submittal milestone): Project specification sections (technical requirements only) shall be prepared to conform with the four part CSI format and shall complement the contents of the general and special conditions used by the District in the contract documents. Work shall be submitted to the District for review and comment concurrently with the preliminary contract drawings. The technical project specification shall be prepared in MS Word 2013 format. The Word files will be submitted with each round of submittal. Electronic submittals in MS WORD and the PDF files of the final version shall be submitted with Consultant's professional engineering stamp and signature ready for printing.
3. Construction Cost Estimates (4 hard copies and 1 PDF copy at each submittal milestone): Detailed engineer's estimates shall be prepared in MS Excel 2013 format for the pipeline relocation work and shall correspond to the payment item schedule

included in the contract documents. The Excel file shall be submitted with each round of submittal.

5. Meetings with District and ACWD at District office

- One Project Kick-Off Meeting
- Six Project Progress Meetings

EXHIBIT A – SOQ ACKNOWLEDGEMENT

ALAMEDA COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT
REQUEST FOR PROPOSAL

For

CIVIL ENGINEERING SERVICES FOR ALAMEDA COUNTY WATER DISTRICT PIPELINE
RELOCATION DESIGN IN ALAMEDA COUNTY

The Alameda County Flood Control and Water Conservation District is soliciting proposals from qualified vendors to furnish its requirements per the specifications, terms and conditions contained in the above referenced RFP. This Proposal Acknowledgement must be completed, signed by a responsible officer or employee, dated and submitted with the proposal response. Obligations assumed by such signature must be fulfilled.

1. **Preparation of proposals:** (a) All proposal responses must be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by person signing proposal. No alterations or changes of any kind shall be permitted to Exhibits attached herein unless indicated otherwise in writing. Responses that do not comply shall be subject to rejection in total.
2. **Failure to submit proposal:** If you are not submitting a proposal but want to remain on the mailing list and receive future proposals, complete, sign and return this Proposal Acknowledgement and state the reason you are not proposing.
3. **Award:** (a) Unless otherwise specified by the proposer or the RFP gives notice of an all-or-none award, the District may accept any item or group of items of any proposal. (b) Proposals are subject to acceptance at any time within thirty (30) days of opening, unless otherwise specified in the RFP/SOQ. (c) A valid, written purchase order mailed, or otherwise furnished, to the successful proposer within the time for acceptance specified results in a binding contract without further action by either party. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of California.
4. **Patent indemnity:** Vendors who do business with the District shall hold the District, the County of Alameda, their officers, agents and employees, harmless from liability of any nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
5. **California Government Code Section 4552:** In submitting a proposal to a public purchasing body, the proposer offers and agrees that if the proposal is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the proposer for sale to the purchasing body pursuant to the proposal. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the proposer.
6. **No guarantee or warranty:** The Alameda County Flood Control & Water Conservation District makes no guarantee or warranty as to the condition, completeness or safety of any material or equipment that may be traded in on this order.

The undersigned acknowledges receipt of above referenced RFP and/or Addenda and offers and agrees to furnish the articles and/or services specified on behalf of the vendor indicated below, in accordance with the specifications, terms and conditions of this RFP Acknowledgement.

Firm:
Address:
State/Zip
What advertising source(s) made you aware of this RFP?

By: _____ Date _____

Print Name Signed Above: _____

Title: _____

Phone _____



COUNTY OF ALAMEDA
SMALL, LOCAL AND EMERGING BUSINESS PROGRAM
SLEB
CERTIFICATION INSTRUCTIONS

1. Complete the application form

3 Easy Steps

Program Definitions

Local Business: A business having a fixed office with a street address in Alameda County for a minimum period of 6 months and a valid business license issued by the County or a City within Alameda County

Small Business: A business which has been certified by the County as local and meets the U.S. Business Administration (SBA) size standards for its classification. Size standards and classification codes information available at <http://www.naics.com/search.htm>

Emerging Business: A business which has been certified by the County as local and meet less than one half of the U.S. SBA size standards for its classification and has been in business less than 5 years.

If you own less than 51% interest in your business, please indicate other owner(s) name(s), title(s) and percentage of ownership. List all current business and professional licenses. If you have been in business for less than three years, please provide your actual gross receipts received for the period that you have been in business. If you have not been in business for a complete tax year, please provide actual gross receipts to date. If any item on the application form is not applicable, please put "N/A" in the designated area. If additional space is needed, please attach additional sheet(s).

2. Please sign* and mail Application to:

Alameda County Auditor-Controller Agency
Office of Contract Compliance
1221 Oak Street, Room 249
Oakland, CA 94612

*The application form must be signed by the owner, principal partner or authorized officer of the corporation. We will contact you within 10 days to schedule a site visit upon receipt of your application.

3. On-site Visit

The following items must be available for our review during the visit to your business address:

- Signed Federal Tax Returns showing Gross Business Receipts for the last 3 years**
- Business Licenses
- Current Identification (i.e. Driver's License, Identification Card)
- Deed, Rental or Lease Agreement showing Business Address

**Personal Net Worth Statement (if the business has never filed taxes)

If you have questions regarding your certification, please contact:

Office of Contract Compliance Tel: (510) 891-5500 Fax: 510-272-6502 or Email: ACSLEBcompliance@acgov.org

Thank you for your interest in doing business with Alameda County.

East Bay Interagency Alliance (EBIA)

COMMON APPLICATION for LOCAL CERTIFICATION

Alameda County – Alameda County Transportation Commission – City of Oakland – Port of Oakland

Submittal Date: _____

Check Certifying Agency and click link to download Supplemental:

- Alameda County – No supplemental required
- Alameda County Transportation Commission – Complete [Supplemental B](#)
- City of Oakland – Complete [Supplemental C](#)
- Port of Oakland – Complete [Supplemental D](#)
- All the above

The Common Application is a sharing of information between agencies and NOT a reciprocal certification.

1) Contact Information

Legal Name of Entity		Contact Person (Name & Title)		
Street Address of Entity (No P.O. Box)				
City		State	Zip Code	County
Telephone ()	Fax # ()		Cell# ()	
Email Address			Web Site	

2) Company Profile

Primary Service undertaken/offered:		Specialty Service undertaken/offered:		
Date Entity was established (mm/dd/yr)	Does the entity have one or more additional offices outside the city of Oakland, CA? <input type="checkbox"/> Y <input type="checkbox"/> N If yes, list other location(s)		Date Oakland office was established (mm/dd/yr)	
Method of Acquisition	<input type="checkbox"/> New <input type="checkbox"/> Merger or consolidation	<input type="checkbox"/> Purchased existing <input type="checkbox"/> Inherited	<input type="checkbox"/> Secured concession <input type="checkbox"/> Other (explain)	Federal ID Number:
Has this entity operated under a different name during the past five years? <input type="checkbox"/>				
Type of Firm <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Publicly traded entity <input type="checkbox"/> Non-Profit or Church <input type="checkbox"/> Other _____		Ethnicity Group of owners(s) that own greater than 50% of the business. (for tracking purposes only) <input type="checkbox"/> African American <input type="checkbox"/> Asian <input type="checkbox"/> Asian Pacific /Hawaiian <input type="checkbox"/> Asian Indian <input type="checkbox"/> Caucasian <input type="checkbox"/> Filipino <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Multi ethnic ownership <input type="checkbox"/> Multi ethnic minority ownership <input type="checkbox"/> Other _____		
		Gender (for tracking purposes only) <input type="checkbox"/> Male <input type="checkbox"/> Female		
Gross Receipts for the last three recent fiscal years: Please attach copies of appropriate tax returns: (e.g. Form 990, Form 1040, Form 1120, etc)		Year Ended _____	Total Receipts \$ _____	
		Year Ended _____	Total Receipts \$ _____	
		Year Ended _____	Total Receipts \$ _____	

EXHIBIT C

SMALL LOCAL EMERGING BUSINESS (SLEB) PARTNERING INFORMATION SHEET

RFP – Civil Engineering Services for Alameda County Water District Pipeline Relocation Design in Alameda County

In order to meet the Small Local Emerging Business (SLEB) requirements of this RFP, all bidders (herein refer to as Consultant/Proposer) must complete this form as required below.

Bidders not meeting the [definition of a SLEB \(http://acgov.org/auditor/sleb/overview.htm\)](http://acgov.org/auditor/sleb/overview.htm) are required to subcontract with a SLEB for at least twenty percent (20%) of the total estimated bid amount in order to be considered for contract award. SLEB subcontractors must be independently owned and operated from the prime Contractor with no employees of either entity working for the other. This form must be submitted for each business that bidders will work with, as evidence of a firm contractual commitment to meeting the SLEB participation goal. (Copy this form as needed.)

Bidders are encouraged to form a partnership with a SLEB that can participate directly with this contract. One of the benefits of the partnership will be economic, but this partnership will also assist the SLEB to grow and build the capacity to eventually bid as a prime on their own.

Once a contract has been awarded, bidders will not be able to substitute named subcontractors without prior written approval from the Auditor-Controller, Office of Contract Compliance (OCC).

County departments and the OCC will use the web-based Elation Systems to monitor contract compliance with the SLEB program (Elation Systems: <http://www.elationsys.com/elationsys/index.htm>).

BIDDER IS A CERTIFIED SLEB (sign at bottom of page)

SLEB BIDDER Business Name: _____

SLEB Certification #: _____ SLEB Certification Expiration Date: _____

NAICS Codes Included in Certification: _____

BIDDER IS NOT A CERTIFIED SLEB AND WILL SUBCONTRACT ____% WITH THE SLEB NAMED BELOW FOR THE FOLLOWING GOODS/SERVICES: _____

SLEB Subcontractor Business Name: _____

SLEB Certification #: _____ SLEB Certification Expiration Date: _____

SLEB Certification Status: Small / Emerging

NAICS Codes Included in Certification: _____

SLEB Subcontractor Principal Name: _____

SLEB Subcontractor Principal Signature: _____ Date: _____

Upon award, prime Contractor and all SLEB subcontractors that receive contracts as a result of this bid process agree to register and use the secure web-based ELATION SYSTEMS. ELATION SYSTEMS will be used to submit SLEB subcontractor participation including, but not limited to, subcontractor contract amounts, payments made, and confirmation of payments received.

Bidder Printed Name/Title: _____

Street Address: _____ City _____ State _____ Zip Code _____

Bidder Signature: _____ Date: _____

EXHIBIT D

ALAMEDA COUNTY FLOOD CONTROL & WATER CONSERVATION DISTRICT

RFP for

Civil Engineering Services for Alameda County Water District Pipeline Relocation Design in Alameda County

REQUEST FOR BID PREFERENCE

PLEASE READ AND COMPLETE THIS FORM CAREFULLY:

IF YOU ARE A PRIME BIDDER (herein refer to as Consultant/Proposer) WHO IS A **LOCAL BUSINESS**, AND/OR A **CERTIFIED SMALL AND LOCAL BUSINESS** OR A **CERTIFIED EMERGING AND LOCAL BUSINESS**, COMPLETE THIS FORM AND RETURN IT WITH YOUR RFP/SOQ SUBMITTAL.

Subject to the requirements of the SLEB program and the criteria of each procurement process, the maximum bid evaluation preference points for being certified is 10% (5% local & 5% certified). Compliance with the SLEB program is required for architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services projects.

Check the appropriate boxes below (2 maximum) and provide the requested information.

<input type="checkbox"/> Request for 5% LOCAL Bid Preference (Complete 1-4, print name, title, sign and date below) Submit the following:			
<ul style="list-style-type: none">• Copy of a verifiable business license, issued by the County of Alameda or a City within the County; and• Proof of six (6) months business residency, identifying the name of the vendor and the local address. Utility bills, deed of trusts or lease agreements, etc., are acceptable verification documents to prove residency.			
1. Company Name			
2. Street Address			
3. Telephone Number			
4. Business License #			
(Check One)			
<input type="checkbox"/> Request for 5% SMALL Local Business Bid Preference			
<u>OR</u>			
<input type="checkbox"/> Request for 5% EMERGING Local Business Bid Preference (Complete certification information below)			
SLEB Certification #:		SLEB Certification Expiration Date	/ /
NAICS Codes Included in SLEB Certification			

The Undersigned declares that the foregoing information is true and correct:

Print/Type Name: _____

Print/Type Title: _____

Signature: _____

Date: _____