

**REQUEST FOR PROPOSALS  
FOR CONSTRUCTION MANAGEMENT SERVICES  
FOR THE WOODLAND CAPACITY AND CREEK CROSSINGS PROJECT (#956)**

The Ross Valley Sanitary District is requesting proposals from qualified consultants to provide Design Constructability Review and Construction Management (CM) Services for the Woodland Capacity and Creek Crossings Project (#956) (Project). The purpose is to rehabilitate sewer pipes to ultimately reduce the risk of sanitary sewer overflows throughout the unincorporated community of Kent Woodlands, in Marin County.

The District anticipates that the construction management contract will be awarded on August 16, 2023. The anticipated award date of the CM services contract is the District Board Meeting which starts at approximately 5:00 PM on August 16, 2023. Construction management teams proposing on the Project should plan to send the Project Manager to attend the meeting for introductions and potential questions from the Board. Construction of the Project is scheduled to occur over a 5-month period approximately September 2023 through January 2024.

**Contact Information**

All questions must be submitted, in writing by way of email only, no later than **2 PM, Friday, July 14, 2023** to the contact below. Question submittals shall include the subject heading “**Woodlands Capacity and Creek Crossings Project CM RFP: Question**”. The District will respond to all questions which are received no less than one week prior to the submittal deadline.

**Contact:** Phil Benedetti, PE  
**Email :** pbenedetti@rvsd.org  
**Subject:** Woodland Capacity and Creek Crossings Project CM RFP: Question  
**Phone :** 415.259.2949 x212

To be considered eligible for the selection process, the required electronic proposal of each interested firm must be received by the District **no later than 2 PM, Friday, July 21, 2023**.

**SCOPE OF WORK**

The tasks listed below are intended to generally describe the services to be provided by the Consultant for the Woodlands Capacity and Creek Crossings Project (Project) described under **Project Description**. The services listed are not all-inclusive, but rather represent those normally expected during performance of the project.

Task 1. Project Management

This task includes the work needed to initiate and manage the Project through construction.

A. CM Phase

This phase shall include project management from award of the construction contract through Substantial Completion of construction. Consultant shall prepare monthly Project updates with progress billings (if needed) and draft Board staff reports for change orders. Consultant shall anticipate attendance and presentation at a total of two (2) District Board meetings, the preconstruction meeting and weekly construction meetings.

B. Project Completion

This shall include the project management after Substantial Completion of the construction activities. Consultant shall prepare a staff report and attachments for final acceptance and filing the Notice of Completion. Consultant shall anticipate attendance at two (2) District Board meetings. Consultant shall develop, and present lessons learned on the project to the District. Consultant shall submit final project documentation to the District in hardcopy and electronic formats.

Task 2. Construction Management

The Consultant shall provide CM services, including:

A. Construction Contract Administration

Provide the following construction contract administration services for the Project:

- Establish and maintain coordination procedures.
- Coordinate construction activities.
- Schedule, develop agenda, conduct, and document project meetings provide ability to conduct meetings remotely over video-conferencing software.
- Develop and maintain a web-based document management system and establish appropriate access and training for District staff and Contractor representatives.
- Maintain project records and documentation.
- Develop and maintain a project status reporting system.
- Negotiate change orders with the Contractor.
- Establish and maintain resident and other agency communication and relations.

B. Field Services

- Establish, implement, and maintain quality assurance/control procedures for the construction work.
- Assure quality of pre-construction site video, photos, and written documentation.
- Implement full-time, continuous field inspection of project sites.
- Provide visual documentation of the construction and field conditions.
- Provide timely inspection reports include photo documentation.
- Establish and maintain positive relations with the public and other agencies having jurisdiction.

**Request for Proposals**  
Construction Management  
Woodland Capacity and Creek Crossings Project

- Provide a public project information line with voicemail and a 415-area code. Respond to calls within one business-day of the phone call.
- Provide clarifications and interpretations of the Project contract documents to the Contractor.
- Immediately report, recommend, and coordinate changes to the Work and/or archaeological discoveries with the Engineer and District.
- Identify the need and coordinate field and laboratory testing (recognize need for testing and hire appropriate sub-consultants to handle testing such as special structural inspections, concrete testing, backfill compaction, and asphalt pavement testing)
- Perform field topographic surveying (as needed).
- Provide GPS location of sewer infrastructure (with hand-held units).
- Provide Corrective Work Items and Punch Lists.

C. Scheduling

In conjunction with Task 2B, review and determine acceptability of the Contractor's construction schedule as well as schedule submittals, updates, time impact reports, and revisions in accordance with the Contract Documents. Review and distribute the three-week look-ahead schedules prepared by Contractor to the Project Team. Evaluate the impact of change orders on the construction schedule to recommend eligible and merited time extensions.

D. Progress Payments and Cost Control

In conjunction with Task 2B, evaluate progress payment requests and recommend payment to the Contractor based upon the Consultant's judgment of the value of work completed during the payment period and the requirements of the Contractor. Establish, implement, and maintain cost monitoring and control procedures for the project, including estimates of costs to complete.

E. Observation of Safety and Safe Practices

In conjunction with Task 2B, Consultant shall perform the following activities as and when necessary:

- Define situations that are agreed would present an immediate danger to personnel on the project site and/or the adjacent population. These situations shall be defined based upon the District's and the Consultant's experience. Guidelines for latitude for independent action by the Consultant and notification of appropriate District personnel shall be discussed. The guidelines for action and notification procedures, including the names and telephone numbers of the District personnel, in order of precedence, shall be confirmed in writing.
- In accordance with the previously developed guidelines for independent action, Consultant shall direct the Contractor as necessary to remove the affected personnel from the immediate danger or to shut down the project or portions of a project when Consultant becomes aware of a situation that presents an imminent danger to personnel on the site and/or to the adjacent population and shall immediately notify the District's personnel.

- Consultant shall verify by inspection that the Contractor has posted its safety program at locations identified in the specifications and required by regulations. When requested by the District, Consultant shall communicate the District's concerns and requests relating to safety to the Contractor's Safety Officer.
- Consultant shall provide documentation to the District of injuries or accidents should they occur. Such documentation may include copies of daily inspection reports, photographs, and memoranda describing the injury/accident. Consultant shall inform the District when Consultant becomes aware of suspected safety violations.
- Consultant shall confirm that the Contractor is conducting safety training on site by obtaining Contractor's safety training schedule for the project and verifying that the training is conducted.
- Consultant shall assure that activities involving the District, the Contractor, and the Consultant are coordinated with respect to safety and safe practices. The Consultant shall be knowledgeable of the District's safety procedures. Consultant shall verify that the Contractor has complied with those portions of the specifications and applicable regulations and the Contractor has identified and provided competent persons on the project site.
- The Consultant shall be trained, certified and able to enter permit and non-permit confined space to perform construction inspections. Consultant shall verify completion of and obtain Contractor's daily Confined Space Entry documentation for project records.

F. Construction Project Completion

The following work shall be conducted to complete and close out the project:

- Schedule and conduct final inspections; includes field inspections, coordination with agencies having jurisdiction, issuance of Corrective Work Items and Punch Lists, review of compliance, advising the District
- Assist in negotiation of unsettled changes or disputes
- When final punch list items have been completed or resolved, prepare documentation recommending acceptance of the complete project by the District.
- Obtain from the Contractor and deliver to the District bonds, guarantees, operation and maintenance manuals, and record drawings
- After completion of the project, turn over project documentation to the District in an orderly manner.
- Consultant shall maintain a warranty work file, and process final submittals including warranty certificates.

**ANTICIPATED PROJECT SCHEDULE**

Request for Proposals Issued	June 30, 2023
Proposals Due	2 PM, July 21, 2023
Consultant Selection and Negotiations	August 4, 2023
Board Action (Seek to Award CM Services, Introduce CM Firm Project Mgr.)	5:00 PM, August 16, 2023
Start Construction	September 2023
Complete Construction	January 2024

**PROPOSAL CONTENTS AND REQUIREMENTS**

The District welcomes a response to this request for proposals in a format that best expresses the qualifications and approach of the Consultant. Proposals shall be based on the scope of work described above and shall be complete but concise. Unnecessarily elaborate proposals are neither expected nor desired.

Proposers must submit one (1) electronic PDF proposal via email to the Contact on Page 1. Proposal submittals shall include the subject heading “**Woodland Capacity and Creek Crossings Project: Proposal for CM Services**”. The maximum proposal length is 20 pages, excluding the Consultant’s cover letter, flysheets, appendix material, and estimated level of effort. Information on flysheets will not be considered. Submissions in 8 1/2” by 11” paper-format are preferred, but 11 x 17-inch paper-format is accepted. One 11 x 17-inch sheet is considered the same page count as two 8-1/2 x 11-inch sheets except for the project schedule.

Proposals must include the information below, in the order listed:

1. Cover Letter Summarizing the proposed team and approach (2 pages maximum)
2. Firm and Team Qualifications **(50 Points)**
  - a. Provide a description and qualifications of the firm related to this project.
  - b. Provide an organization chart that shows the Consultant’s employees and subconsultants (if any) that the proposer plans to assign to this project.
  - c. For the Project Manager and each of the other key team members, provide a summary of qualifications, licenses, and experience, and describe the type of work to be performed on this project.

**Request for Proposals**  
Construction Management  
Woodland Capacity and Creek Crossings Project

- d. For the proposed team, present at least three projects that have been completed in the past five years that are similar in scope, size, and complexity to this project.
- e. For each project described, provide the name, telephone number, and email address of a reference that can attest to the quality and effectiveness of the Project Manager and key team members' work.
- f. Designate project team member(s) that will be responsible for overseeing the pilot tube construction. Trenchless team member(s) shall have:
  - i. Minimum of 5 years of experience with design, construction management, and/or inspection of trenchless construction projects
  - ii. Demonstrate experience on at least two (2) trenchless projects that encountered a soil and rock interface.

3. Project Approach **(30 Points)**

Describe the methodology and work plan the Consultant will use to complete the work, including critical elements and special methodologies that will be employed to ensure a high-quality work product that will meet budget and schedule expectations.

4. Project Schedule **(20 Points)**

Provide the Consultant's proposed schedule for all services necessary to complete the project, including all tasks shown in the proposed work plan, and milestones. Show the interdependency of the tasks shown.

5. Estimated Level of Effort **(0 Points) - Please provide—in a separate email to Contact on Page 1—**estimated Level of Effort in a PDF attachment. Include in subject heading **"Woodland Capacity and Creek Crossings Project CM Proposal: Level of Effort"**.

Provide an estimate of staff time, by task, individual billing rate and total costs per task and for the total project, including all direct and indirect costs and markup.

6. Appendices

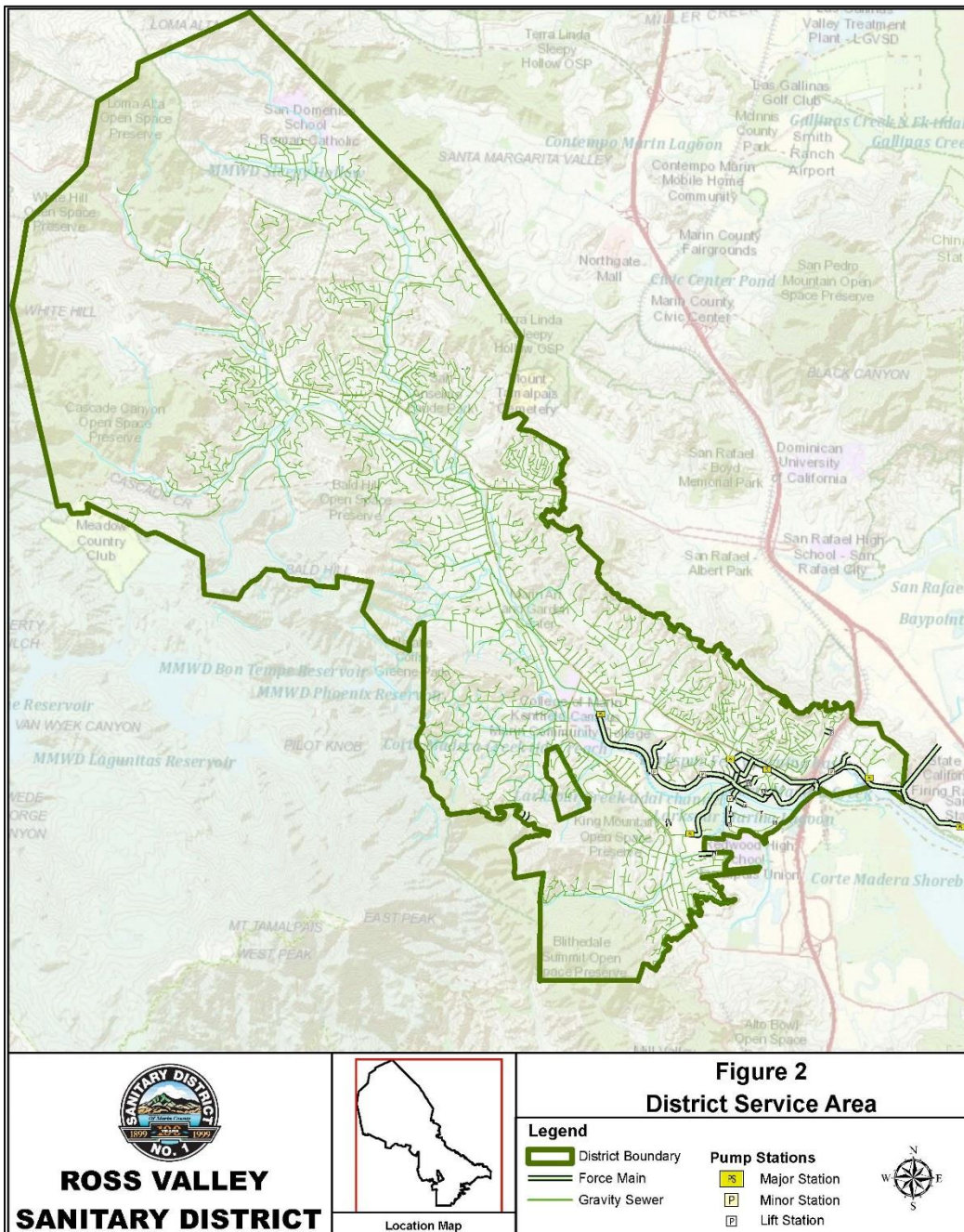
a. Exceptions to Agreement (2 pages max)

- i. A sample Consultant Agreement is included for your reference. Please review the sample agreement carefully. Submit any change requests regarding this agreement in writing with the Proposal. Only changes requested in writing in the Proposal will be considered.
- ii. Firms choosing not to provide any comments in the written Proposal are concurring with the agreement in its entirety without exceptions.

b. Resumes (3 pages max per team member)

**BACKGROUND**

The Ross Valley Sanitary District (or “District”) is a California special district organized under the California Health and Safety Code, Sections 6400-6830. The District provides wastewater utility service to approximately 15,000 customer accounts, representing approximately 55,000 people in central Marin County. The District service area includes the incorporated City of Larkspur, the Towns of San Anselmo, Ross, and Fairfax; and the unincorporated areas of Kentfield, Kent Woodlands, Greenbrae, Oak Manor, and Sleepy Hollow. See Figure 2 for a map of the service area.



The District's wastewater collection and conveyance infrastructure includes approximately 194 miles of gravity sewer collection pipelines, 8.4 miles of sewer force mains, and 19 pump stations and lift stations. Approximately 200 miles of privately owned sewer-service laterals connect to the District's collection system. Average dry weather flow is approximately 5 million gallons per day. The District's flows are ultimately conveyed to the Central Marin Sanitation Agency wastewater treatment plant in San Rafael.

The District has completed a series of studies and plans to address its infrastructure replacement and rehabilitation requirements, and its operations and maintenance practices, driven largely by age of the system (most of the service area was built out between 50 to 75 years ago) and the significant changes in National Pollution Discharge Elimination System permit requirements for San Francisco Bay Area wastewater collection systems.

## **PROJECT DESCRIPTION**

The RVSD Project entails the construction and rehabilitation, within the existing alignment, of sanitary sewer mains and related appurtenances within the unincorporated community of Kent Woodlands.

The Project plans to replace approximately 4,277 linear feet of existing sanitary sewer mains ranging in size from 6-inch (in.) to 8-in. of vitrified clay pipe with 8-in. to 12-in. high-density polyethylene (HDPE) pipe via pipe bursting, open cut, and jack-and-bore or directional drilling methods. Depths of excavation may range from 5 to 12 ft. Attachment C shows the project alignments with associated construction methods used. Several creek crossings are located in the Project area along Tamalpais Creek. Work occurring at or near creek crossings is detailed below:

- **Creek Crossing 1 (Woodland Road near Laurel Way):** Tamalpais Creek flows beneath Woodland Road through a culvert. Work would occur within Tamalpais Creek to remove the old, suspended pipes within the culvert. The pipes would be cut back and capped, and the concrete walls of the culvert would be repaired. The pipes outside the culvert would be abandoned by filling with slurry. These pipes would be replaced with a double-barrel siphon installed under the creek, and any disturbance to the bed or bank of the channel would be avoided. Work may entail excavation by jack-and-bore or directional drilling.
  
- **Creek Crossing 2 (Woodland Road near Acorn Way—private property):** Open cut construction would be used to remove the existing pipes that are exposed in the Tamalpais Creek channel and a new sewer main beneath the creek bed would be installed. The creek channel will be restored and replaced with constructed riffles. The total area disturbed would be 0.001 acre. Approximately 2.9 cubic yards of existing 6-in. vitrified clay pipe will be removed from the channel bed. Excavation depth at the sewer line would be approximately 4 ft. Approximately 75 ft<sup>2</sup> of existing channel bed materials would be excavated to prepare for the constructed riffle. Excavation depth at the channel bed will be approximately 2 ft. Native channel bed materials will be excavated and stockpiled for use in the constructed riffle. Any non-natural materials, such as asphalt, will be removed from the stockpile. Following the demolition, engineered streambed material (including boulders and cobbles) would be imported and staged on private property adjacent to the sewer crossing. The exposed subgrade would be compacted prior to the installation of the engineered streambed materials. Imported rock would be installed along with the native bed materials stockpiled onsite. The Contractor, under the direction of the design team, would construct the riffle



in layers using the stockpiled boulders, cobbles, and salvaged bed materials. The area adjacent to the sewer line, and the construction access corridor, will be cleared and grubbed of invasive species. Existing streambank vegetation is currently dominated by English ivy and will be replaced by locally sourced box elder, California buckeye, western thimbleberry, and red flowering currant. A total of 775 ft<sup>2</sup> of planted banks will receive 4 in. of mulch. All exposed soil surfaces outside of the active channel will be covered with a 100 percent biodegradable erosion control fabric and stapled in place, and two rows of wattles will be installed on the slope revegetated slopes. Following the completion of the constructed riffle, the equipment will be removed from the channel bed. The access route will be relandscaped and vegetated, and areas of excavation will be covered with erosion-control fabric.

- Creek Crossing 3 (Woodland Road—private property): Tamalpais Creek flows beneath a culvert underneath the adjacent backyard. The sanitary sewer main would be replaced via pipe bursting.
- Creek Crossing 4 (Woodland Road past Upland Road): Tamalpais Creek flows beneath Woodland Road via a 36-in. concrete culvert. The sanitary sewer main would be replaced via pipe bursting, with no impact to the concrete culvert or Tamalpais Creek. All work where Woodland Road crosses Tamalpais Creek would be conducted within the paved section of Woodland Road via pipe bursting methods. The new sewer alignment would match the existing alignment for the entire section that crosses Tamalpais Creek. No work would be conducted in Tamalpais Creek.

## **CONSTRUCTION CONTRACT DOCUMENTS**

The Construction Contract Documents, including the Plans, Specifications, and Engineer's Estimate are included in the Attachments (C, D, and E) below.

## **SELECTION PROCESS**

The District will review and evaluate submitted proposals from eligible firms, based on the Consultant's understanding of the project background, demonstrated experience with work similar in size and scope to the District's project, and the Consultant's approach to addressing the requirements of the project. Should the District determine that a proposal is lacking required information, the District shall deem that proposal unresponsive and provide no further evaluation.

Upon evaluating each proposal, the District will short-list those firms deemed capable and best qualified to perform the project work. The District may select a firm or firms directly from the proposals or may conduct interviews with short-listed firms.

Selection of the Consultant(s) will be based on qualifications and shall not be selected solely based on cost.

1. Selection Criteria. The District will evaluate the submitted proposals based upon the following criteria:
  - a. Responsiveness to this RFP
  - b. Firm, Project Manager, and key team members' experience and qualifications with similar projects. Special emphasis will be placed on experience managing challenging trenchless construction projects.

- c. Evidence of the Consultant's understanding of the project, and ability to prepare a well-written document
  - d. Soundness of the Consultant's approach to meeting the project needs
2. Consultant Selection Schedule. The District anticipates that a Consultant will be selected in the timeframe specified in the Anticipated Project Schedule (see above), and a professional services agreement will be negotiated and presented to the District Board for consideration of approval at the Board meeting date in the Anticipated Project Schedule. The Consultant will be expected to commence its services immediately upon contract execution.

### **FORMAT OF INTERVIEW (IF HELD)**

The District reserves the right to either conduct or not conduct interviews with any of the consultants. Nothing herein requires the District to invite all consultants to participate in the interview process.

If conducted, interviews would be held at a location and in a format to be determined by District. Informal interviews would be held by telephone conference call or web-based meeting, or formal interviews would be held at the District office or other location.

### **DISCLAIMER**

This RFP does not commit the District to issuing the Contract or paying any costs incurred in the preparation of the proposals. The District reserves the right to cancel in part or in whole this RFP, reject all proposals, to accept proposals it considers most favorable to the District's interest at its sole discretion, and to waive any irregularities or informalities in the proposal procedures. The District further reserves the right to reject all proposals and seek new proposals when such procedure is in the best interest of the District. This RFP covers only the work described herein and does not commit the District to any work beyond what is described.

### **ATTACHMENTS**

- A. Proposal Scoresheet
- B. Sample Consultant Services Agreement
- C. Construction Plans
- D. Construction Specifications
- E. Engineer's Estimate
- F. Initial Study/Mitigated Negative Declaration