



Request for Qualifications

To Provide As-Needed Engineering Services

Hi-Desert Water District

Attention: Codi Mix, Board Secretary/Community Outreach Coordinator
55439 29 Palms Highway, Yucca Valley, CA 92284

codim@hdwd.com

Request for Qualifications

I. Purpose

The Hi-Desert Water District (District) invites consulting firms to submit a Statement of Qualifications (SOQ) to provide engineering consulting services to the District on an as-needed basis. This Request for Qualifications (RFQ) will be used to select one or more professional engineering Consultants for as-needed services. It is anticipated that task orders will be issued for defined projects with scope and fee after contract is awarded.

The Consultants are not guaranteed work by entering into the agreement. The RFQ describes the anticipated services needed, including any specialty disciplines, the selection process, and the minimum information that shall be included in the SOQ. Failure to submit information in accordance with this RFQ's requirements and procedures may be cause for disqualification.

II. Background

The District is dedicated to provide a dependable water supply and wastewater treatment to meet our community's present and future needs in a safe, efficient, and financially responsible manner. Formed on December 14, 1962, the District was organized under the laws of the State of California and has broad powers relative to the provision of water and sanitation services.

Providing water and sewer services within a 57-square mile area located in the eastern desert area of San Bernardino County, the District encompasses the Town of Yucca Valley in its entirety and portions of unincorporated areas of San Bernardino County. Over 25,000 customers are provided water service through approximately 10,700 connections. The District operates 12 groundwater wells with a maximum production capacity of 6,600 gallons per minute, 16 storage tanks, 13 wells, and maintain more than 297 miles of water distribution and transmission pipeline.

Construction of the first phase of a centralized sewer system and Wastewater Reclamation Facility began in 2017. The plant, which can treat 1.2 million gallons of wastewater a day, began operations in November 2019. Private property sewer connections are ongoing.

The District is governed by a five-member Board of Directors who serves overlapping four-year terms. The General Manager, who is appointed by the Board of Directors, is responsible for day-to-day operations. The District employs 44 full-time employees with an operating budget of \$10.5 million (FY 20/21).

Additional information about the District is available online at www.hdwd.com.

III. Scope of Services

The District requires engineering support for a variety of projects, programs, as well as, day-to-day activities. It is anticipated that the selected engineering Consultants may provide engineering planning, design, construction management, project management, technical reviews, staff support, grant funding assistance, and other engineering and project related items on a task order basis. The District has performed an initial assessment of upcoming projects as listed below:

1. Extraction Well at Wastewater Treatment Plant and Supply Pipeline
2. Phase 1 Sewer Project Mainline Deferrals
3. Capital Replacement Project (e.g. water mains, service lines and hydrants)
4. Emergency Generators
5. Tank Rehabilitation(s)
6. Booster Pump Station Rehabilitation(s)
7. Advanced Metering Infrastructure
8. Phase 2 Sewer Project Design and Construction Management
9. Phase 2 Sewer Project Private Sewer Connection Assistance

IV. Qualifications

The Consultant's personnel shall be capable, competent, and experienced in performing the type of work in this Contract under Section III, Scope of Services. The Consultant's personnel shall be knowledgeable regarding, and comply with all applicable Federal, State, and Local laws, regulations, standards and processes.

The Consultant has worked at least ten (10) years of progressively responsible work experience, including work with Local, State, and Federal governments, State, Special Districts and other governmental agencies.

The Consultant shall have a licensed Professional Engineer, who shall be in good standing with the State of California.

V. Submittal Requirements and Response Format

The guidelines below are provided for standardizing the preparation and submission of Statement of Qualifications (SOQ) by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their qualifications, and to help assure consistency in format and content.

For the sake of efficient review, please restrict the SOQ to a total not-to-exceed limit of 20 sized 8½" by 11" single sided pages, including preprinted material. The minimum font size for the SOQ is 11-point. The 20-page limit does not include the cover letter, dividers, resumes, appendices, front cover or back cover included in the SOQ. Please limit resumes to 2 pages per individual.

DEADLINES

SOQs will not be accepted after the date and time designated in section VI. It is the sole responsibility of the respondent to see that their SOQ is delivered and received by the deadline. Any SOQ received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late submissions will not be evaluated for award.

The District anticipates a five-year agreement with the option to renew three additional one-year/\$1,000,000 terms. The not to exceed amount of the contract for the five year term is \$5,000,000 with a total contract value of \$8,000,000. The District's ability to proceed with various work and associated task orders is dependent upon the District securing funding to finance these services.

At a minimum, the SOQ shall include:

A. Introductory Letter

The introductory (or transmittal) letter shall be addressed to:

Jonathan Abadesco
Assistant General Manager – Administration
Hi-Desert Water District
55439 29 Palms Highway
Yucca Valley, CA 92284
jonathana@hdwd.com

The letter shall be on Consultant's letterhead and include the Consultant's contact name, mailing address, telephone number, facsimile number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the transmittal letter.

B. Consultant Information, Qualifications and Experience

The District will only consider submittals from Consultants that demonstrate they have successfully completed comparable contracts. These contracts must illustrate the quality, type, and past performance of the project team. Submittals shall include a detailed description of a minimum of three (3) contracts and include the following information:

1. Contracting agency
2. Contracting agency Project Manager/Contact Person including name, address and phone
3. Contracting agency contact information
4. Contract amount
5. Funding source
6. Date of contract
7. Date of completion
8. Consultant's Project Manager and contact information

C. Organization and Approach

A description of the Consultant's approach and methodology for completing the work tasks outlined in this RFQ, including:

1. Describe the roles and organization of your proposed team. Indicate the composition of subcontractors and project staff and their relevant experience. Provide an organizational chart.
2. Describe your project and management approach.
3. Describe the roles of key individuals. Provide resumes and references for all key team members. Resumes shall show relevant experience, as well as the length of employment with the proposing Consultant. Key members, especially the Project Manager, shall have significant demonstrated experience with this type of contract, and shall be committed to stay for the duration of the contract.
4. Demonstrate that the Consultant has adequate resources, including staff availability, to promptly respond to District requests throughout the contract duration and for meeting delivery requirements.

D. Past Experience on Governmental Projects

Include a description of past projects (minimum of five) in which your firm has been involved, including the following:

1. Project Description
2. Year of Completion
3. Relevant tasks and funding source for this contract
4. Construction Cost
5. District Contact

E. Location

Provide intended office location and accessibility including a commitment to attendance at District meetings.

F. Conflict of Interest / Ethics

It is the desire of the District to hire consulting firms that are not required to frequently recuse themselves due to conflict of interest or concerns. Please provide a statement identifying any potential conflicts of interest or concerns with other clients or interests.

The firm should identify and disclose any business relationships, direct or indirect, with any of the neighboring agencies, cities or special districts.

G. Rate Schedule of Key Personnel and Supporting Staff

Please provide hourly rate for all key personnel and supporting staff in a separate sealed envelope.

VI. Review and Selection Process

A. Process

SOQs will be evaluated based on conformity to the requirements listed under Sections IV and V above. The District will notify those firms if selected.

B. Schedule

The District anticipates that one of the chosen Consultant's first task order will be assistance with Grant Funding applications that are due on September 7, 2021 and thus the below accelerated procurement schedule has been developed.

| Action | Approximate Date |
|--------------------------|--|
| Issue RFQ | Wednesday, August 4, 2021 |
| Pre-SOQ Questions Due | Tuesday, August 10, 2021 at 4:30 pm PST |
| SOQ Due Date | Thursday, August 12, 2021 at 4:30 pm PST |
| Selection Award/Contract | Wednesday, August 18, 2021 |

C. Alternate Schedule

For those Consultants that are not able to meet the above timeline but wish to be considered for work not under the aforementioned compressed schedule, they may choose to submit their SOQ under the below schedule. When submitting the Alternative Schedule SOQ, those Consultants wishing to not submit under the compressed schedule should clearly indicate so. All other terms and conditions will apply:

| Action | Approximate Date |
|--------------------------|--|
| Issue RFQ | Wednesday, August 4, 2021 |
| Pre-SOQ Questions Due | Tuesday, September 7, 2021 at 4:30 pm PST |
| SOQ Due Date | Thursday, September 9, 2021 at 4:30 pm PST |
| Selection Award/Contract | Wednesday, September 15, 2021 |

D. Submittal

Failure to abide with the requirements of this RFQ may result in disqualification. All questions and/or requests for clarification regarding this RFQ must be received in writing (via mail or email) to the point of contact (below):

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Attn: Codi Mix
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