



El Dorado Hills Wastewater Treatment Plant Phase III Expansion

Request for Qualifications for Construction Management Services

Project No. 05004E

June 2006

TABLE OF CONTENTS (UPDATE)

I. PROJECT LOCATION AND SUMMARY 3
Location 3
Summary 3

II. STATEMENT OF QUALIFICATIONS SCHEDULE..... 4

III. TYPE OF CONTRACT/NOTICE TO PROCEED 4

IV. SELECTION CRITERIA FOR AWARD OF CONTRACT..... 4

V. REQUEST FOR QUALIFICATIONS..... 5
Contents..... 5
Personnel..... 6
Meetings 8
Reports..... 9
Documentation and Communications 9
Cost Control 10
Quality Assurance Services 11

VI. COSTS OF CM SERVICES (COST PROPOSAL PHASE ONLY)..... 12

VII. SERVICES EXCLUDED FROM REQUEST FOR PROPOSAL (PROPOSAL PHASE ONLY) 13

VIII. FURTHER INFORMATION AND CONTACTS 13

I. Project Location and Summary

Location

The El Dorado Hills Wastewater Treatment Plant (EDHWWTP) is located in western El Dorado County, in the vicinity of El Dorado Hills. The plant site is located along the east side of Latrobe Road, approximately 1.25 miles south of US Highway 50. The elevation is approximately 540 feet above mean sea level. The plant site occupies a portion of the northeast quarter of Section 14, Township 9 north, Range 8 east, Mount Diablo Base and Meridian. The plant services the El Dorado Hills drainage basin, which includes the community of El Dorado Hills.

Summary

The project consists of the following items:

| Process Area / Item | Phase III Improvements |
|-----------------------------------|---|
| Headworks | New Headworks with 3 new Fine Screens, Washer/Compactor, and conveyors, all inside a building |
| Primary Sedimentation Basins | Two new primary sedimentation basins |
| Biological Nutrient Removal (BNR) | Two new BNR trains |
| Aeration Basins | Two new Aeration Basin trains |
| Secondary Clarifiers | One new 110-foot diameter secondary clarifier |
| Secondary Effluent Pumping | New Secondary Effluent Pump station |
| Reservoir | New Reservoir Effluent Pump station |
| Algae DAFT | New Algae DAFT and appurtenant equipment building |
| Tertiary Filters | Two new Trident adsorption clarifier/filter units |
| Disinfection | New UV disinfection basin |
| Drum Thickener | New sludge drum thickener and building |
| Belt Filter Press | New belt filter press unit to provide redundant units for reliability |
| Odor Control | Biofilter will be replaced to scrub foul air from several new and existing process areas |
| Landscaping | Additional landscaping at various location throughout plant |
| Administration building | New onsite administration building |
| Maintenance shop | New maintenance shop (3000 SF) and appurtenance equipment |
| Storage pond lining | Clean out and lining of two existing open storage ponds |

The project has been designed by Psomas of Roseville California to expand the existing wastewater treatment plant's average dry weather flow of 3.0 million gallon per day to 5.4 million gallon per day and to comply with new and existing permit requirements. **Construction is expected to last 30 months.**

II. Statement of Qualifications Schedule

Five Statement of Qualifications (SOQ) copies and one copy in PDF format on CD shall be provided in a SEALED ENVELOPE and are due by **3:00 p.m., July 17th, 2006**. SOQ's must be addressed "El Dorado Irrigation District, El Dorado Wastewater Treatment Plant Phase III Expansion, Construction Management Statement of Qualifications, Attn: Tim Sullivan, 2890 Mosquito Road, Placerville, California, 95667." If the SOQ is hand carried, please deliver to the Facilities Management Office located upstairs in the Customer Service Building at the same address listed above. The SOQ must be signed by an official authorized to bind the firm to its provisions.

| Event | Due Date |
|----------------------------------|--|
| RFQ Release | June 19 th , 2006 |
| SOQ Submittal | July 17 th , 2006 |
| Short List Developed by District | July 18 th -21 st , 2006 |
| Interviews | July 26 th -27 th , 2006 |
| Request for Cost Proposal | July 28 th , 2006 |
| Proposal Submittal | August 9 th , 2006 |
| Firm Recommendation Selection | August 11 th , 2006 |

After SOQ are received the District review committee will determine which firms shall be invited to interview and/or propose. This schedule maybe changed at the sole discretion of the District.

III. Type of Contract/Notice to Proceed

The Construction Management (CM) firm selected for the project will be awarded a "Time and Materials" contract with a not-to-exceed amount stipulated in the award of contract. The selected CM is scheduled to be considered for award before the El Dorado Irrigation District Board of Directors on or about **August 28th, 2006**. The CM firm should anticipate receiving a Notice to Proceed as soon as possible after board approval.

IV. Selection Criteria for Award of Contract

Criteria for selection of the CM firm will be based on several considerations including:

1. Company (Qualification / Interview Phase)
 - Company relevant project experience
 - References
 - Past performance record
 - Project approach
 - Understanding of constraints and opportunities
 - Depth of available staff
 - Complete in-house staff for all positions
2. Staff (Qualification / Interview Phase)
 - Qualifications of proposed key personnel on related projects during employment of firm
 - Key personnel role in project
 - Similar experience and expertise in the type of work required
3. Costs (Proposal Cost Phase)
 - Hourly staff rates
 - Overall cost for project

V. Request for Qualifications

Contents

The SOQ must contain sufficient information for an objective evaluation of the firms' ability to understand and perform the requisite services under this RFQ. The SOQ shall reflect what the District can expect in terms of thoroughness and quality of work products, cost efficiency, and responsiveness.

All page limitations specified below include graphics and tables. Sub-consultants, if used, must be integrated into this organizational framework. The SOQ shall be organized in the following manner and contain the following information:

Cover Letter (1-page limit)

The SOQ shall be transmitted with a cover letter signed by a duly authorized representative of the firm.

Section 1 - Project Approach (5-page limit)

Describe the firm(s)' approach to providing the services requested in the RFQ and include any

anticipated tasks for this project. Provide insight for successful completion of large scale construction projects with similar design elements. Include any anticipated information needs, coordination efforts, necessary time schedules to meet the District's desired 2008 project construction completion date.

Section 2 - Project Experience and References (10-page limit)

The SOQ shall contain a list and summaries of comparable projects in which the firm(s) submitting the SOQ has been involved within the past five (5) years and the firm(s)' staff assigned to those projects. The name, phone number, and email address (if available) of the contact for the project owner for each listed project shall be included.

Section 3 - Staff Organization and Experience (5-page limit)

This section shall include a staff organization chart, a brief description of the functional role of key team members, and a concise statement of qualifications and experience of each key team member. The relevant experience of the **Resident Engineer** should be highlighted in this section. List all subconsultants (if any) including key staff and their role on the project.

Section 4 – Resumes (no page limit)

The firm(s) submitting the SOQ shall provide resumes for its senior members of the project team that are proposed to work on the Project. Each resume should highlight relevant project experience.

Section 5 - Conflicts of Interest (1-page limit)

The firm(s) submitting the SOQ shall list whether it or any of its subcontractors have any potential, real or perceived, conflicts of interest, direct or indirect which would conflict in any manner with the performance of the Project.

Section 6 - Equal Employment Opportunity (1-page limit)

Federal, State, and City regulations pertaining to Equal Employment Opportunity shall be incorporated in the SOQ. This paragraph is not intended to be all inclusive, but denotes the District's intent to adhere to all laws, ordinances, and regulations

The CM consulting firm shall provide the following services:

Personnel

Resident Engineer: The Resident Engineer (RE) shall be a **full time position** responsible for managing all construction management services pertaining to this project and is a consultant of the District and shall report directly to the District's Project Manager. The RE may be required to perform inspection duties as such demands arise during the project. The RE shall attend and conduct all construction meetings and be the first point of contact between the Design Engineer, District and the Contractor. The RE must have a minimum of 15 years experience in construction management. Experience must include work of a similar nature to the project

described above in Section I. The RE must be Registered as a Professional Engineer in the State of California or a Certified Construction Manager with the Construction Manager Certification Institute.

Assistant Resident Engineer: The Assistant Resident Engineer (ARE) shall be **part-time onsite position** responsible for assisting the RE with all construction management services pertaining to The ARE may be required to perform inspection duties as such demands arise during the project. The ARE shall attend as necessary construction meetings and stand in for the RE during any absence or replacement period. The ARE must have a minimum of 10 years experience in construction management. Experience must include work of a similar nature to the project described above in Section I. It is preferred that the ARE be Registered as a Professional Engineer in the State of California or a Certified Construction Manager with the Construction Manager Certification Institute.

Construction Inspectors: The Construction Inspectors (Inspectors) shall consist of **one full-time onsite position and three as needed inspectors**. The inspectors shall perform duties as described herein; attend all construction meetings as necessary without jeopardizing inspection responsibilities. The Inspectors are under direct charge and reports solely to the RE and ARE, is expected to have good record keeping and communication skills, and have a good working knowledge of construction practices. The Inspectors must have a minimum of five years experience in construction inspection. Experience must include work similar in size and type to the project described above in Section I.

Clerical Assistant: The Clerical Assistant (Assistant) shall be a full-time onsite position and shall perform all construction management office duties not performed by the Inspectors, RE and ARE. The Assistant is under direct charge of the engineers (RE and ARE) and assists the Inspectors with clerical duties. The Assistant must have excellent filing, organization, bookkeeping, communications and computer skills necessary to perform the duties of the position. The Assistant must be trained to use construction management software as described in the Data Management section below. The Assistant must have a minimum of five years experience in construction management office work.

Building inspector: The Building shall consist of **one as needed inspector**. The inspector shall perform duties as described herein; attend all construction meetings as necessary without jeopardizing inspection responsibilities. The building inspector is under direct charge and reports solely to the RE and ARE, is expected to have good record keeping and communication skills, and have a good working specialized knowledge of building construction practices. The Inspector must have a minimum of 10 years experience in construction inspection. Experience must include work similar in size and type construction of the administration and maintenance buildings described above in Section I. Inspection will include but is not limited to: framing, drywall, venting, HVAC, electrical, plumbing, sheer walls, roofing, insulation, bracing, nailing, painting, lighting, fire and security alarms and fire protection.

Project Scheduler: Coordinates and schedules job schedules with contractor. Ensure that schedule is in accordance with contract and operations limitations. Analysis of baseline schedule and schedule updates, monitoring of schedule delays, tracking of progress out in the field, tracking of contract changes, analysis of time extension requests, and analysis of value engineering impacts. Provides support in reconciliation of impacts of proposed changes of scope, schedule and cost. Resolves scheduling conflicts.

Construction Claims Specialist: The Claims Specialist must have 10 years of experience in claims analysis, plus trial preparation and investigation work as well. This person must also have provided expert testimony in judicial and quasi-judicial forums such as trials, mini-trials, mediation, arbitration, boards of contract appeals, at local, state, or federal levels. Must have a high level of understanding of CPM scheduling techniques, variance analysis, damage calculations, budgeting, cash flow analysis, cost tracking, and forecasting, and working with database systems. An understanding of common notice provisions to ensure that notices are handled in a timely manner and knowledge on how to proceed under protest. Knowledge of standard claims procedures. Provide early gathering of relevant information. Understanding how delays are classified, and the economic consequence. Determine excusable, compensable and concurrent delays. Analyze lost productivity claims. Outline and calculate damages. Facilitate dispute-resolution processes and provide alternatives for keeping the cost down.

Project personnel listed in the SOQ and proposal are to remain in the capacity as specified during the entire project. Any change in staffing must be of equal or better qualifications, submitted in writing and be approved by the District in writing.

Full time positions are expected to transition from part time to full time work hours as the project workload increase during the startup period and likewise transition back to part time hours as the project comes to an end. The RE is expected to manage the staff hours to maximize efficiency of hours billed; this includes times where construction has been reduced, minimized or stopped and construction management staff time should be reduced accordingly. Part-time positions are expected to be utilized efficiently when needed.

Meetings

Pre-Construction Meeting: Provide professional services for conducting the pre-construction meeting with the Contractor, Design Engineer, Construction Manager, the District's Project Manager and preparation and distribution of agendas and meeting minutes.

Coordination and Progress Meetings: Conduct weekly progress and coordination meetings at the plant site with Contractor, Design Engineer and District staff. Prepare and distribute the agenda, minutes of meeting, and status reports.

Special Meeting: Conduct special meetings as needed to further facilitate project. Prepare and distribute the agenda, minutes of meeting, and status reports.

Post Construction Meeting: Conduct post construction meeting with Design Engineer, District staff and Contractor after all work is completed, including punch lists.

Reports

Weekly Reports: Prepare weekly summary reports indicating work performed, challenges encountered. Work performed shall be highlighted with photographs incorporated into the report. An example of a weekly report can be made available upon request.

Monthly Reports: Prepare monthly summary reports indicating site conditions, job status, conditions encountered, corrective actions taken, resolutions of potential conflicts, schedule update, and current project cost profile. Work performed shall be highlighted with photographs incorporated into the report. An example of a monthly report can be made available upon request.

Inspection Reports: Prepare and maintain daily and weekly inspection reports and provide documentation of all job-related activities.

Distribution: Distribute reports to all parties involved.

Documentation and Communications

RFI, SI, CCO and Other Documentation: Promptly respond and transmit clearly written requests for information and/or clarifications, change orders, handle filing and routing of communications between the Contractor, Design Engineer and the District as needed.

Liaison and Coordinator: Act as liaison between Contractor, Design Engineer, and the District in order to maintain plant operations during construction, scheduling of plant tie-ins, shutdowns; coordinate all requests for information and clarification. Maintain open communications with plant operations staff. Whenever possible, the District strongly encourages communications via Internet email.

Submittals: Review and compare the detailed list of submittals prepared by Contractor with contract specifications for both materials and equipment. Transmit and track submittals and provide a summary of submittal status at each construction meeting.

Partial Utilization and Substantial Completion: Prepare and distribute Partial Utilization and Substantial Completion Certificates documents for facilities completed and/or placed in service.

Final Construction Report: Prepare a final construction report summarizing major events and milestones for the project. Indicate problems experienced during the project and how these can be avoided in future projects. Summarize the nature and cause of all change orders and point out

pitfalls to be avoided in future projects. The report shall be submitted in both hard copy and digital PDF format.

Final Construction Documentation: Upon completion of CM services, submit all construction documentation to the District. The documentation shall be organized and indexed by subject and transmitted in both paper and electronic format (cd or DVD). All electronic format construction documents shall be scanned with text reorganization in PDF format for search availability.

Sign In Logbook: CM shall maintain a sign in log book of each company visiting the sight on a daily basis.

Cost Control

Cost Management: Review the construction cost estimates for all proposed change orders, track all costs during construction including special inspection and geotechnical services, provide estimates of the value of work-in-place and equipment delivered; review and verify progress payments for contractor, geotechnical and special inspection services. “No cost” change orders shall also be documented in writing and approved by the Contractor, CM, and the District prior to the start of work on the change. For all change orders recommended for approval, provide a brief summary of the history of events leading to the change, why it is required, who is responsible for causing, and alternatives. Prepare an independent cost estimate.

Time Management: Review, evaluate, and recommend improvements to the Contractor’s schedule of values and labor loaded schedule, track progress of project, track delivery of materials and resolve issues that impact the schedule.

The CM firm is required to monitor progress on the project including review and monitoring of the baseline schedule to insure contractually mandated sequencing, milestones, and completion dates are kept.

The baseline schedule review includes the following steps:

- Logic review – Look for appropriate logical ties, reasonable/unreasonable constraints, inclusion of all contractual milestones and sequencing.
- Review Durations – Check for reasonable durations given the availability of resources. If durations are excessive they need to be broken down into shorter activities.
- Review activities – Check that contractor has included all activities, original construction work, change order activities, submittals, permits, procurement, shutdowns, tie-ins, testing, startup and closeout and allowances for weather in schedule.
- Review the critical path – Determine if the critical path, logic ties and durations are reasonable. Check for near critical activities, which may change the critical path.
- Review of the resource loading for any unbalancing and inclusion of all cost items,

labor, equipment, material, and Subcontractors.

- Review the overall schedule for scheduling techniques that may sequester float in favor of the contractor.
- Notification to the District of any schedule slippages greater than 2 weeks.
- The monthly schedule shall be updated and reviewed to reflect the actual conditions on a project as well as reflect the best estimate of anticipated progress for the completion of the work. The monthly review shall identify differences and changes from one update to the next.

Claims Management: Evaluate and resolve all notices of claims and make recommendations to the District, negotiate change orders. Identify potential claims and make recommendations to the District to resolve them.

Quality Assurance Services

Inspection Services: Provide on-site clerical, inspection of all construction aspects including electrical, and SCADA. Assist District with preparation of a checklist for items to be inspected for final acceptance, coordinate with Contractor schedules for testing and surveying. Document and coordinate off-site equipment or materials inspection and arrange for inspections as necessary. Document and coordinate equipment or materials delivery and perform an inventory and condition inspections as necessary. Protective coatings inspection contract shall be provided by the District and shall be coordinated by the CM. Geotechnical services shall be provided by the District under separate contract and shall be coordinated by the CM.

Quality Assurance: Continuously review plans and specifications to insure work-in-place is of good quality and meets the requirements of the contract documents. The review should emphasize potential improvements on constructability, reducing costs, eliminating ambiguities and improving clarity. Immediately report any contract performance that deviates materially from approved plans, specifications, designs, or potential interference with plant operations. Assist the District in the enforcement of warranties. Advise the District on all items involving responsibilities of the Contractor to comply with building regulations and other statute requirements.

Log of Work: Provide weekly written, pictorial and DVD video logbook of construction activities. A photo log shall be kept and will identify the location of the photo, the date and place taken. Specifically, all underground work shall be photographed; the photos shall include above ground references for locating buried work in future. The photo log will be continually maintained in chronological order within a three ring binder and digitally in JPEG format.

As Builts: Monthly confirm that contractor's "As Built" drawings are maintained in accordance with specifications. Confirm that the Contractor has completed and finalized the "As Built" drawings and documentation that shall be provided to the Design Engineer at project completion. CM will also generate a separate autonomous set of "as built" drawing which shall be reconciled

each month with contract's set.

Startup: Coordinate and document startup and training of all project equipment with Design Engineer, District and Contractor.

Punch List: After the Contractor receives a Tentative Certificate of Substantial Completion conduct and coordinate inspection, prepare punch list items, and manage follow-up of corrective measures.

Coordination of Special Services: Coordinate and track results of the activities of testing laboratories, surveyors, and special inspectors as needed.

Materials Management: Verify that materials and equipment delivered and stored are in accordance with the contract documents. Coordinate with Contractor and District, the delivery, factory inspection and startup services of equipment as required.

Data Management: Develop and implement an automated documentation and filing tracking system capable of documenting, logging, storing, and retrieving information pertaining to the project including: shop drawings, requests for information, change orders, correspondence, progress payments, monthly cash flow projections and other construction documents. Non-proprietary project management software shall be used to track project activities such as Excel, Word or equal. A self running CD-ROM copy of the project management data files and description of files shall be provided to the District upon project completion.

Project Completion: Prepare recommendation for final acceptance of the project (District's Form E-10A-1), manage the completion of deficient work by the Contractor, verify certifications of equipment installed. Verify that warranty forms, and lien releases have been submitted and are on file with the District. Provide a warranty schedule indicating start and end and point of contact for each warranty item. Prepare final payment request and final report.

VI. Costs of CM Services (cost proposal phase only)

This section shall be completed only if the consultant is selected by the District, following the interview phase, to propose on the project CM work.

Only proposals that include a completed copy of the attached Proposal Cost Computation Worksheet (Form 1) shall be accepted. No other cost formats are allowed.

The hourly rates to be listed in Form 1 shall include overhead rates to cover costs and other compensation of Consultant's officers, executives, principals (of partnership and sole proprietorships), general managers, engineers, architects, specialists, estimators, lawyers, auditors, accountants, purchasing and contracting agents, expeditors, timekeepers, clerks and other personnel employed by Consultant whether at the site or in his principal or a branch office for general administration of the work and not specifically included in the list of personnel In

addition, any part of Consultant's capital expenses, including necessary transportation, travel and subsistence expenses of Consultant's employees incurred in discharge of duties connected with the Work shall be included in the hourly rate. The hourly rate shall also include minor expenses connected with the Work such as copies, faxes, computers, software, office supplies, telegrams, long-distance telephone calls, and telephone service at the site.

A summary log of CM work shall be submitted with each monthly payment request. The District shall be notified, in writing, of any additional work requested, such as necessary overtime for inspection or extension of project services. The District will evaluate validity of additional work and approve or disapprove in writing.

VII. Services Excluded from Request for Proposal (proposal phase only)

The contract services for materials testing (geotechnical, concrete) and protective coatings inspection shall be provided under separate contract by the District.

All design questions and change proposals shall be reviewed by the CM for appropriate and complete information prior to forwarding to the Design Engineer. The Design Engineer shall evaluate and recommend for District approval or disapproval.

VIII. Further Information and Contacts

Questions regarding this project may be directed to the design firm, Psomas Engineering, Mike Thalhamer (916) 929-7100 (mthalhamer@psomas.com). Questions regarding CM services may be directed to the Project Manager, Tim Sullivan, EID (530) 642-4177 (tsullivan@eid.org).

Form 1 – Proposal Cost Computation Worksheet (proposal phase only)

Cost for Personnel:

The District has determined the necessary labor hours for each position based on a standard eight-hour day, five days per week for the 30-month duration of the construction project plus time for startup and close out of the project. The project may require additional work requiring authorization by the District and shall be paid at the hourly rate for each position as provided in the worksheet below. Proposals must be submitted with this worksheet completed. Failure to complete this worksheet may disqualify the proposal.

Item 1: Resident Engineer (Full Time)

Name: _____

Cost per Hour¹ \$(US) _____ x 6300 hours = \$(US) _____

Item 2: Assistant Resident Engineer (Part Time)

Name: _____

Cost per Hour¹ \$(US) _____ x 6300 hours = \$(US) _____

Item 3: Construction Inspector (Full Time)

Name: _____

Cost per Hour² \$(US) _____ x 6300 hours = \$(US) _____

Item 4: Construction Inspector (As needed)

Name: _____

Cost per Hour² \$(US) _____ x 5000 hours = \$(US) _____

¹ Cost per hour must include profit, overhead and clerical costs and other expenses as listed in Section VI

² Inspector hourly rate must include prevailing wage in accordance with current California law when applicable.

Item 5: Construction Inspector (As needed)

Name: _____

Cost per Hour³(US)_____ x 5000 hours = \$(US)_____

Item 6: Construction Inspector (As needed)

Name: _____

Cost per Hour³ \$(US)_____ x 5000 hours = \$(US)_____

Item 7: Clerical Assistant (Full Time)

Name: _____

Cost per Hour \$(US)_____ x 6300 hours = \$(US)_____

Item 8: Building inspector (As needed)

Name: _____

Cost per Hour³\$(US)_____ x 2400 hours = \$(US)_____

Item 9: Project Scheduler (As needed)

Name: _____

Cost per Hour \$(US)_____ x 500 hours = \$(US)_____

Item 10: Construction Claims Specialist (As needed)

Name: _____

Cost per Hour \$(US)_____ x 500 hours = \$(US)_____

Total not-to-exceed proposal cost (Sum Items1, 2 and 3) = \$(US)_____

³ Inspection hourly rate must include prevailing wage n accordance with California law when applicable.