

REQUEST FOR STATEMENT OF QUALIFICATIONS

ENGINEERING CONSULTING SERVICES

FOR THE

CASTROVILLE COMMUNITY SERVICES DISTRICT

The Castroville Community Services District is requesting Statement of Qualifications (SOQs) from engineering firms for services to be conducted as part of Disadvantaged Community (DAC) Involvement programs in the Greater Monterey Integrated Regional Water Management (IRWM) region and for other potential projects. The Castroville Community Services District (CCSD or District) provides services to customers within its boundaries in the greater Castroville area serving a portion of northern Monterey County. Services provided include water, sewer, storm water, street lighting, (open space maintenance, street maintenance in Moro Cojo only) and recreational facilities. The CCSD serves approximately 2,247 residential, commercial, and industrial customers.

Castroville and Moss Landing, two communities within the Castroville Community Services District service area boundaries, have been determined to meet the qualifying criteria for designation as Disadvantaged Communities, as defined by IRWM and other State programs that may, from time to time, provide resources to fund planning and infrastructure improvements. The proposed tasks, as summarized below, aim to assist the CCSD in planning and implementation of water and wastewater system improvements through ongoing participation in IRWM and other financing efforts.

Firms selected from the respondents to this SOQ will be placed on an eligibility list for currently planned projects and for opportunities that may arise over the five-year period of July 1, 2020 to June 30, 2025. Specific project or program proposals will be solicited from one or more consultants on the eligibility list as the District proceeds with planning for individual projects or a group of projects over time.

Program Funding

The Department of Water Resources (DWR) Disadvantaged Community Involvement Program is designed to ensure the involvement of [disadvantaged communities](#) (DACs), [economically distressed areas](#) (EDAs), or underrepresented communities (collectively referred to as DACs) in IRWM planning efforts. Information on the DWR DAC Involvement Program participants and efforts to date is available at www.water.ca.gov.

DWR is establishing this Program to support the following objectives:

- 1) Work collaboratively to involve DACs, community-based organizations, and stakeholders in IRWM planning efforts to ensure balanced access and opportunity for participation in the IRWM planning process
- 2) Increase the understanding, and where necessary, identify the water & wastewater management needs of DACs
- 3) Develop strategies and long-term solutions that appropriately address the identified DAC water & wastewater management needs

The DWR funding is from the Water Quality, Supply and Infrastructure Improvement Act of 2014 (Proposition 1).

Castroville CSD has applied for funding for two IRWM grants. The first, a Disadvantaged Community Involvement Grant, is administered by the Regional Water Management Foundation (RWMF), a subsidiary of the Community Foundation Santa Cruz County (CFSCC). The CCSD will enter into a Local Project Sponsor Agreement with the RWMF, serving as the lead grant administrator on behalf of the Central Coast funding area. A second IRWM grant will be administered by the Monterey County Water Resources Agency on behalf of the CCSD.

The Department of Water Resources (DWR) IRWM DAC Involvement Program grant will support the Washington Street Bypass design project. The selected engineering firm(s) will work in conjunction with the Castroville CSD and, in the case of the Washington Bypass Project, with the Regional Water Management Foundation and representatives of the DAC Involvement Team from the Greater Monterey IRWM Region to implement design of the project.

The IRWM Implementation Program is expected to provide grant funding for the Castroville Deep Aquifer Supply and Tank Project planning and design effort.

A third project, the Moss Landing Wastewater Improvement project is under consideration for financing under the State Clean Water Revolving Fund administered by the State Water Resources Control Board. A decision may be reached by the end of 2020 regarding project funding.

The District actively responds to the needs of the communities served and expects that other projects may arise during the five year effective period for the list of selected Engineering firms.

Activities for Castroville CSD

1. Washington Street Bypass Project:

Preliminary design documents for a new 24-inch trunk sewer bypass main approximately 1,200 feet in length extending from the intersection of Washington Street and Merritt Street, to the corner of Washington Street and Tembladera Street, then across undeveloped areas and under Highway 1 to the Monterey Regional Water Pollution Control Agency (MRWPCA) pump station located at the south end of Watsonville Road.

The engineering firm will be responsible for all design and investigations associated with this task. The Scope of Work includes development to 30% design completion. Work includes project planning and technical assistance as needed, including project feasibility determinations, preliminary design concepts, and other technical assistance during planning activities.

This work is anticipated to commence immediately upon execution of an Agreement and to be complete no later than June 2021.

2. Emergency Deep Aquifer Supply and Storage Tank Project:

Design for a new well to pump from the SVGB deep aquifer in lieu of the 400' aquifer, an Arsenic treatment system, to be determined during investigations, to treat the deep aquifer groundwater and meet drinking water MCLs and a new 640,000 gallon tank to store the treated water and regulate the temperature and increase water available for fire protection.

The selected firm will lead the design of an Emergency Deep Aquifer Supply and Water Storage Tank project with engineering work anticipated to begin as early as Dec. 2020 or Jan. 2021. The design work is required to be sufficient for environmental documentation and permitting to be complete and an application for construction financing to be submitted.

3. Moss Landing

The engineering firm will provide support for Moss Landing Wastewater System Improvements to be determined. A more detailed description of work will be forthcoming subject to funding approval for a planning grant.

4. Other CCSD Projects

It is anticipated that as other projects arise during the effective period of the selection list detailed descriptions of the anticipated work will be developed for review as needed.

The following information is requested in the SOQ:

1. Names of engineering firm owners, years in business, services offered
2. Resume and professional background for key personnel of the engineering firm who will be assigned to the work on this project including sub-contractors generally used by the firm
3. A statement of the technical approach, typically used in reviewing small systems infrastructure and alternatives, including consolidation projects
4. Similar projects undertaken by the firm
5. Current and projected-workload of the engineering firm that might affect the project timeline
6. Standard Rate Sheet
7. List of at least three (3) references for similar projects completed within the last five years
8. Current standard and state/federal labor compliance rate sheets, if available

Interested consultants are invited to submit one (1) electronic copy (PDF format) of the SOQ. The electronic submittal is acceptable via email (if file size less than 12mb) **or** via file sharing link (e.g., Dropbox or similar) **or** on a USB flash drive (via mail). Statements of Qualifications should be no longer than 20 pages in length, including resumes and attachments.

Questions/Clarification Request:

The respondent will, in the SOQ, identify the Project Manager and key staff. The respondent's Project Manager will be the primary contact for the CCSD.

During the SOQ process, the Project Manager for the interested party is requested to direct all questions via email to the attention of the CCSD General Manager.

Deadline: SOQs must be received no later than **November 9, 2020 by 10:00 a.m.**

SOQs and any related inquiries should be directed to:

Castroville CSD

Attention: Eric Tynan, General Manager

Castroville Community Services District

eric@castrovillecsd.org

831-633-2560
11499 Geil St.
Castroville, CA 95012

Evaluation and Selection Process

The SOQs will be reviewed by the selection committee, which will consist of two board members and the GM and recommendations shall be approved by the District Board of Directors.

Each firm that submits a statement of qualifications will be evaluated on the basis of its experience on similar projects, expertise of its key professional staff, familiarity with the challenges of the water and wastewater supply of the Castroville CSD, its physical resources and facilities for conducting the necessary engineering work, references, and factors unique to the project scope such as experience working with small drinking water and wastewater systems, community services districts or other jurisdictions and past performance on similar projects, etc.

The Selection Committee will evaluate each candidate's experience and expertise. Candidates will be evaluated on the information presented in the SOQ. Final selection may be based on the SOQ as well as any supplemental information or interviews conducted. Evaluation factors used to identify the top-ranking candidates will include the following:

Qualifications as they relate to this project

1. Candidate's range of experience on similar projects, experience working with small drinking water and wastewater systems, and with the full range of duties that may be included in a contract. (10% of selection consideration)
2. Qualifications of proposed key personnel on similar projects and with the full range of duties that may be included in a contract. (20% of selection consideration)
3. Communication skills (written and verbal). (10% of selection consideration)
4. Ability to provide the required services in a cost-effective and timely manner. (10% of selection consideration)
5. Accessibility of team. (10% of selection consideration)
6. Resources for conducting the necessary engineering work. (10% of selection consideration)
7. Flexibility and readiness to complete specified work. (10% of selection consideration)
8. Candidate's past performance and/or reputation for successful completion of similar efforts, integrity and competence. (20% of selection consideration)

Selected firms will be placed on a "short list" or CCSD Consultants List and may be invited to submit proposals for specific projects including planning and preliminary design work, preparation of plans, specifications and bid documents or construction management depending on the needs of the District.

The final contract or engagement letter will be mutually agreed upon between the CCSD and the selected firm(s) and will describe the scope of work to be undertaken for each individual project, a schedule for deliverables and a more detailed project budget by task. The firm will be provided in advance with specific grant related provisions and insurance requirements.

The CCSD reserves the following rights:

1. To reject any, or all SOQs or information received pursuant to this RFQ;
 2. To supplement, amend, substitute or otherwise modify this RFQ at any time by means of written addendum, including extending the period for submittal;
 3. To cancel this RFQ with or without the substitution of another RFQ or prequalification process;
 4. To request additional information;
 5. To verify the qualifications and experience of each respondent;
 6. To require one or more respondents to supplement, clarify or provide additional information in order to evaluate SOQs submitted;
 7. To hire multiple contractors to perform the necessary duties and range of services if it is determined to be in the best interests of the CCSD: and
 8. To waive any minor defect or technicality in any SOQ received.
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