



MAY 24, 2023

REQUEST FOR PROPOSALS

FOR PROVISION OF
PROFESSIONAL CONSTRUCTION MANAGEMENT
SERVICES FOR:
RP-1 SOLIDS THICKENING AND ACID-PHASE DIGESTERS
PROJECT

NO. RFP-RW-23-015

TABLE OF CONTENTS

Section 1 – Submission Information	1
A. Introduction	1
B. Proposed RFP Schedule	1
C. Clarification/Glossary of Terms	1
D. Preproposal Meeting	1
E. Document Review.....	2
F. Requests for Clarification	2
G. Submittal Closing Date and Time.....	2
H. Proposal Requirements and Format.....	2
I. Proposal Submittal.....	6
J. Proposal Review and Selection.....	6
Section 2 – General Information.....	8
A. Agency Description	8
B. Project Description	8
C. Federal Grant and Loan Compliance	9
D. Waiting Period	10
E. Proposal Preparation Costs	10
F. Proposal Inclusions	10
G. Withdrawal of Proposal Before Closing.....	10
H. Mistake In Proposal	10
I. Proposal Acceptance	10
J. Interpretation of Documents.....	11
K. Acceptance and Payment	11
L. Insurance	11
M. Release of Liability	12
N. Contract Execution(s) / Exceptions.....	12
O. Public Record	12
Section 3 – Qualifications.....	13
A. Firm Qualifications.....	13
B. Construction Manager	13
C. Project/Resident Engineers	13

D.	Construction Inspectors.....	14
E.	Startup / Commissioning Engineer	15
F.	Project Administrative Assistant.....	15
	Section 4 – Scope of Services.....	17
	Section 5 – Forms and Attachments	33
	Project Information Sheet.....	34
	Summary Fee Schedule “A”	35
	Exception Form	36
	Workers’ Compensation Certificate.....	37
	Offeror Identification	38
	Business Ownership Information Form	39
	References and Subconsultants	40
	Non-Collusion Affidavit	41
	Waiver / Release of Liability.....	42
	W-9 Request for Taxpayer Identification Number and Certification.....	43
	Mandatory Grant and Loan Forms.....	44
	Appendix A – Glossary	45
	Appendix B – Reference Documents	47

SECTION 1 – SUBMISSION INFORMATION

A. INTRODUCTION

The Inland Empire Utilities Agency ("IEUA" or "Agency") is accepting electronic proposals via PlanetBids for Construction Management Services to support the RP-1 Solids Thickening and Acid-Phase Digesters project (IEUA Project No. EN22044). The successful Offeror will be awarded a hourly, not-to-exceed contract to perform construction management duties and other related tasks throughout the final stages of design and throughout construction. This Request for Proposals (RFP) is intended to define the proposal and selection process, the work expected to be performed by the successful Offeror, and the required information necessary for the Agency to successfully evaluate the proposals.

B. PROPOSED RFP SCHEDULE

Request for Proposals (RFP) Issued	May 24, 2023
Nonmandatory Preproposal Meeting / Site Walk	June 8, 2023
Requests for Clarifications Due	July 6, 2023
Final Addendum to RFP Issued	July 12, 2023
Electronic Proposals Due	July 19, 2023
Preliminary Review and Finalize Shortlist.....	August 2, 2023
Shortlist Interviews	August 21-24, 2023

C. CLARIFICATION/GLOSSARY OF TERMS

Refer to Appendix A for a glossary of terms and acronyms used throughout the RFP.

D. PREPROPOSAL MEETING

A preproposal meeting will be held on **June 8, 2023, 8:30 – 9:30 AM** at IEUA Headquarters (see address below). Attendance is non-mandatory. This meeting will focus on the overall project intended for construction, the proposal process, and the proposed construction management scope. The location of the preproposal meeting is:

IEUA Headquarters Building B, Koopman Conference Room
6075 Kimball Avenue
Chino, California 91708

A group tour of the project site will be provided by IEUA staff on **June 8, 2023, 10:30 AM – 12:30 PM** at RP-1. Interested offerors will meet inside the E. Walnut gate before 1:15 PM and IEUA staff will provide a tour of the project areas. The purpose of the tour is to show the primary project areas and permit prospective Offerors to ask questions related to the nature of the proposed construction. RFP-related questions will be deferred and Offerors will be directed to submit such questions through PlanetBids. Individual site tours will not be available. The location of the preproposal site walkthrough is:

IEUA Regional Water Recycling Plant No. 1
2662 East Walnut Street
Ontario, California 91761

E. DOCUMENT REVIEW

The 60% Design Drawings for the referenced project will be made available to interested Offerors. These documents are provided for reference only to allow the Offerors to familiarize themselves with the overall scope and nature of the proposed work included in this project. No review comments or feedback is requested on these documents unless it directly affects this RFP. In the event of a question which could impact the RFP, the Offeror shall submit the comment through PlanetBids.

F. REQUESTS FOR CLARIFICATION

All inquiries regarding this solicitation must be formally submitted via the Question and Answer section on PlanetBids. Any such requests received through other avenue will not be answered. All inquiries must be received by **July 6, 2023 at 2:00 PM**. The final day for IEUA to issue an addendum to this RFP is **July 12, 2023**.

G. SUBMITTAL CLOSING DATE AND TIME

For convenience, the scheduled submittal closing date and time are as listed below. The Offeror is required to acknowledge any addenda posted on PlanetBids after the original solicitation posting with regard to changes in the original RFP up to and including any changes to the closing date and time and must include any addendum in their submitted proposal. Proposals received after the closing date and time indicated will not be accepted. Faxed, e-mailed, or hardcopy proposals will not be accepted as this is an electronic bid submittal through the PlanetBids portal only.

**All proposals shall be uploaded to PlanetBids no later than:
Thursday, July 19, 2023 at 2:00 PM (Pacific Daylight Time)**

H. PROPOSAL REQUIREMENTS AND FORMAT

All proposals shall be submitted/uploaded into the Response File via PlanetBids, as clearly identified PDF files. Only electronic submittals are being accepted, hard copy submittals will not be accepted.

Proposal General Requirements

- The proposal requirements listed below are the minimum requirements requested by the Agency. Additional pertinent information may be provided, at the Offeror's discretion, provided the technical proposal does not exceed the page limit.
- Any proposal not following the requested format may be deemed non-responsive and eliminated from further consideration.
- Offeror shall include sequential page numbers on each page of their proposal.
- The proposal shall include a dated cover letter which must be signed by a person authorized to negotiate and execute contracts on behalf of the Offeror and must be binding for a period of ninety (90) days.

- The proposal shall be split into two (2) volumes, with the first volume containing the qualification-based proposal and the second volume containing the fee proposal.
- All proposals shall be limited to thirty (30) pages, not including cover letter, resumes, and other identified sections.

Volume 1 – Technical Proposal

Volume 1 Cover Letter

- The proposal shall include a dated cover letter which must be signed by a person authorized to negotiate and execute contracts on behalf of the Offeror and must be binding for a period of one hundred twenty (120) days.
- The cover letter shall not be included in, or count against, the overall page count of the proposal.

Volume 1 Table of Contents

- The Offeror shall include a Table of Contents to facilitate the review process. It is preferable, but not required, if the Table of Contents is linked to the rest of the PDF document to facilitate navigation.
- The table of contents shall not be included in, or count against, the overall page count of the proposal.

Volume 1 Section 1: Proposal Firm or Team Introduction

- The Offeror should provide general information related to the company or companies submitting the proposal, including pertinent information on any subconsultants or subcontractors that will be used throughout the project.
- A description of any joint venture and/or proposed subcontract arrangements which would be utilized during the project.
- This section is not intended to present detailed information on the proposed staff or project team, as that will be included in Proposal Section 3.

Volume 1 Section 2: Construction Management Technical Approach & Proposed Scope

- The Offeror should convey an understanding of the Scope of Services and a detailed approach to provide Construction Management services for the RP-1 Solids Thickening and Acid Phase Digesters project.
 - The basic scope of services prepared by IEUA is provided in Section 4 of this RFP.
- Offerors may propose additional services that add value to the overall Construction Management approach. It is recommended any additional services be separately identified to facilitate the review process.

Volume 1 Section 3: Construction Management Project Team

- The Offeror should present the proposed staff for this project and should include the following:
 - CM Team Organizational Chart, with Key Staff identified and employers clearly identified for subconsultant and/or subcontractor staff. External service

providers, such as photographic/videographic services, may be identified by company name, if needed.

- Key personnel assigned to the project shall not be reassigned without prior written approval from IEUA.
- Short-form biographies of the Key Staff including their overall experience and experience at their current employer.

Volume 1 Section 4: Representative Projects

- The Offeror shall provide representative projects demonstrating expertise in providing construction management services on projects of a similar nature and size. A minimum of five (5) projects is expected, with at least three (3) of them being in California.
 - Additionally, there is a Project Information Form that must be submitted for each project. It is up to the discretion of the Offeror whether they wish to provide a project description and summary in addition to the mandatory forms.
- Clearly identify proposed team members who have participated in the presented projects and their roles.
- Provide current references for each project presented, including name, title, employer, e-mail address, phone number. IEUA staff will discuss projects with reference before making a final selection. The Offeror is responsible for confirming and providing the contact that is knowledgeable of the project and is still employed by the reference being highlighted.
- If applicable, a list of current and past projects with IEUA: The Offeror shall list all contracts with IEUA in the last five (5) years. Include project name, contract value, IEUA Project Manager, and key staff involved.

Volume 1 Appendix A: Required Forms

- The Offeror shall complete the required forms presented in Section 5 of this RFP and provide as Appendix A to the proposal.
- Appendix A shall not be included in, or count against, the overall page count of the proposal.

Volume 1 Appendix B: Project Team Resumes

- The Offeror shall provide full resumes for all Key Staff and other staff, as deemed necessary. Resumes are expected for the following roles:
 - Construction Manager
 - Lead Field Engineer
 - Project Inspectors
 - Startup / Commissioning Engineer
 - Project Administrative Assistant
- Resumes should be limited to two (2) pages in length, each.
- Appendix B shall not be included in, or count against, the overall page count of the proposal.

Volume 1 Appendix C: Detailed Hour Proposal (Uncosted)

- The Offeror shall provide a detailed breakdown of projected hours by staff / role **without** associated rates and fees.
- Appendix C shall not be included in, or count against, the overall page count of the proposal.

Volume 2 – Financial Proposal

Volume 2 General Requirements

- The Offeror **must** provide Volume 2 at the time of submission to be considered complete. Volume 2 shall be password protected with the password being retained by the Offeror until officially requested by the Agency.
- The Agency will not review the financial proposal during the initial review and development of the shortlist of firms to interview.
- After the finalization of the shortlist of Offerors, the Agency will request the password to unlock the fee proposal for consideration as described within this RFP.

Volume 2 Section 1: Project Fee Proposal

- The Offeror shall provide their proposed hourly fee structure; inclusive of subconsultants and job titles. These rates should be held for a period of two (2) years from the Contract Date. After two (2) years, hourly rate increases that are reflective of inflation may be negotiated with IEUA as a contract amendment.
- The Offeror shall provide the overall proposed fee and a breakdown of the proposed fee by major scope category. Any proposed services in addition to the basic scope should be clearly identified.
- A detailed, hourly breakdown of the fee calculation shall not be included in Section 5 of the Offeror's proposal. This will be included as Appendix B of the proposal.
- After all other parameters have been evaluated, the fee rate schedule of the most qualified Offeror will be opened, and the estimated fees and rates may be negotiated.

Volume 2 Appendix C: Detailed Fee Breakdown

- The Offeror shall provide a detailed breakdown of the proposed fee calculation in a readable, tabular format.
- The detailed fee breakdown should include the hours and costs aligned with a work breakdown structure (WBS) consistent with the scope of services and major anticipated expenses.
- The Contractor will have the opportunity to perform construction activities outside of the normal working hours to meet the schedule dictated by the terms of the WIFIA contract. The Offeror shall provide hourly rates for 2nd shift and overtime work in the event it is required.
- IEUA, at their discretion, may negotiate the scope of work and associated fees prior to the issuance of a contract.
- Appendix C shall not be included in, or count against, the overall page count of the proposal.

I. PROPOSAL SUBMITTAL

Any proposals found to be illegible or incomplete may be deemed as non-responsive. Offerors assume full responsibility for having their proposal properly formatted, scanned, and uploaded to the appropriate solicitation, within PlanetBids, no later than the scheduled closing time as shown in Section 1.H of this RFP.

More than one (1) proposal for construction management, resident engineering, or inspection services from any individual, firm, partnership, or corporation under the same or different names, will not be considered. Firms providing ancillary services are excluded from this restriction. Such exclusions include surveying, cost estimating, material testing, labor compliance, etc.

J. PROPOSAL REVIEW AND SELECTION

The solicitation is being conducted through a fair and open process in accordance with procurement policies established for the water districts in the State of California (State), policies and guidelines established by IEUA and applicable State laws.

IEUA may utilize a two-stage review process where proposals will be reviewed to develop a shortlist of qualified Offerors and the successful Offeror is selected through subsequent interviews of the shortlisted Offerors. However, IEUA reserves the right to eliminate the interview process and select a successful Offeror based solely on the proposal.

Preliminary Selection

The Agency will review the submitted proposals and develop a “shortlist” of Offerors who will be invited to subsequent interviews. The proposals will be reviewed based on the following criteria:

Criteria Category	Point Value
Firm (Offeror) Qualifications <ul style="list-style-type: none">• Project History• References	20
Project Team <ul style="list-style-type: none">• Construction Manager• Resident Engineer(s)• Inspectors• Participation in reference projects• Availability for this project	40
Technical Approach <ul style="list-style-type: none">• Scope of services• Innovative approaches• Exceptions• Proposed labor effort / hours	40
Total	100

Shortlist Interviews

Following the selection of the shortlist, selected Offerors will be notified of the interview schedule. Successful Offerors will be notified regarding format, time, location, discussion topics, and any specific personnel requested to participate. Furthermore, the Agency may request a limited analysis of active, project-related topics. Such analyses will be limited in scope and expectation, will not be reimbursed by the Agency, and will be used to help the Agency evaluate the shortlisted Offerors. Potential topics may include, but are not limited to, the following:

- Preliminary evaluation of Contractor Pre-Qualification submittals,
- High-level constructability review of 90% design drawings,
- Review of current project schedule and opportunities to escalate substantial completion date.

The interviews will be reviewed based on the following criteria:

Criteria Category	Point Value
Proposal Score (scaled to point value)	40
Offeror's Presentation	25
Responses to Panel Questions	20
Labor Rates / Cost Proposal	15
Total	100

Notification of Unsuccessful Offerors

Unsuccessful consultants will be notified as soon as possible by IEUA following determination at whatever point in the selection process such determination is made.

SECTION 2 – GENERAL INFORMATION

A. AGENCY DESCRIPTION

Inland Empire Utilities Agency is a regional sewage treatment and water agency that provides sewage treatment, solids waste handling, and recycled water to the west end of San Bernardino County. Its 242 square mile service area includes the cities of Upland, Montclair, Ontario, Fontana, Chino, Chino Hills; Cucamonga County Water District which services the City of Rancho Cucamonga; State of California correctional facilities; and the unincorporated areas of San Bernardino County, including the Chino Agricultural Preserve. The Agency, a municipal water district, is governed by a five seat publicly elected Board of Directors. Each director is assigned to one of the five divisions which are: Division 1 - Upland/Montclair; Division 2 - Ontario/ Agriculture Preserve; Division 3 - Chino/ Chino Hills; Division 4 - Fontana; Division 5 - Rancho Cucamonga. The Regional Sewage Technical and Policy Committees provide information on technical and policy issues, and there are representatives from each of the five divisions on these committees.

Five regional water reclamation plants are used to treat sewage from the Agency's service area. They are: Regional Water Recycling Plant No. 1 (RP-1), located in the City of Ontario; Regional Water Recycling Plant No. 2 (RP-2), located in the City of Chino; Regional Water Recycling Plant No. 4 (RP-4), located in the City of Rancho Cucamonga; Carbon Canyon Water Reclamation Facility (CCWRF), and Regional Water Recycling Plant No. 5 (RP-5) Phase I, located in the City of Chino.

The Agency has two main service areas: northern service area and southern service area. The northern part of Riverside Drive in Ontario is referred to as the northern service area and the southern part of Riverside Drive is the southern service area. The northern service area is approximately 162 square miles and has two active treatment plants, RP-1 and RP-4, and one decommissioned treatment plant, RP-3. The solids in the northern service area are treated at the RP-1 facility. The southern service area is approximately 80 square miles and has three active treatment plants, RP-2, RP-5, and CCWRF. The solids in the southern service area are treated at the RP-2 facility. Currently, the Agency provides wastewater collection and treatment service and recycled water distribution to seven contract customers.

B. PROJECT DESCRIPTION

The RP-1 Solids Thickening and Acid Phase Digesters project (IEUA Project Number EN22044) is part of a larger effort to improve and expand the treatment capacity at RP-1 and RP-4. This project is focused on improving the handling and treatment of wastewater solids produced and will (1) support increasing the liquids treatment capacity at RP-1 to 41 MGD and at RP-4 to 21 MGD, and (2) replace or update process equipment that is nearing or has exceeded its planned lifespan. The major components of the project are summarized below.

- Construct a new facility to house nine (9) rotary screen thickeners (RST). This facility will also house all polymer and pumping equipment to support the operation of the RST units. Additionally, the facility will include a control room for the process units and an electrical room with SCADA controls, MCCs, and other electrical appurtenances.

- Construct three (3) new acid phase digesters. The digesters will also include the pumps and piping required for mixing and conveyance and a tube-in-tube heat exchanger.
- Construct a new odor control facility, which will be a multi-cell biofilter with engineered media. This construction will include the installation of foul air ducts, blowers, and an ammonia removal unit.
- Install an additional boiler outside of the existing boiler facility. Includes the installation of a concrete pad, free-standing canopy, and associated pumps and piping.
- Rehabilitate DAFT 1 and DAFT 2. Rehabilitation will include the removal and replacement of mechanical equipment and as-needed concrete repair.
- Construct electric service and appurtenances, including a new 12 kV service from the existing PRB to the new facilities, transformers, and a 480-V standby generator.
- Demolition of DAFT 3.
- Demolition of 3 gravity thickeners and sludge blending tank.
- Demolition of the existing biofilter south of the centrifuge building.
- Site and utility construction to support the proposed construction activities.

A summary of the current schedule is provided below. Please be aware these dates are tentative and are still subject to change.

- 90% Design: July 2023
- Final Design: November 2023
- Bid Phase: December 2023 – March 2024
- Contractor NTP: April 2024
- Odor Control Facility: September 2024 – August 2025
- Solids Thickening Facility: July 2024 – November 2025
- Acid Phase Digestion Facility: July 2025 – December 2026
- Substantial Completion: December 2026
- Project Close-Out: June 2027

C. FEDERAL GRANT AND LOAN COMPLIANCE

The Project Work described herein will be partially funded by a loan agreement through the Clean Water State Revolving Fund (CWSRF) and/or Water infrastructure Finance and Innovation Act (WIFIA). All work, including the Construction Management Services covered by this RFP must comply with the terms of the loan agreement(s). The Grant and Loan Terms are presented in Appendix B, Document B1 and will be available on PlanetBids. All Offerors will need to be familiar with these terms and their impact on both the proposal process and subsequent work resulting from a successful proposal.

In addition, the Consultant will need to meet the CWSRF Disadvantaged Business Enterprise (DBE) requirements for any sub-consultants utilized for completing services for this scope of work. This includes meeting the requirements of the Six Good Faith Efforts (GFE), which requires making solicitations for sub-consulting services available to DBE's and posting for a minimum of 30 calendar days.

D. WAITING PERIOD

All Offerors are alerted that a waiting period of up to one hundred twenty (120) days, from the date of the proposal closing, may be required before an award is made. Offeror shall assume full responsibility for the effect of the waiting period on all proposal prices and terms.

E. PROPOSAL PREPARATION COSTS

The Agency is not, nor shall be, deemed liable for any costs incurred by the Offeror during the preparation, submittal, or potential presentation of their proposal.

F. PROPOSAL INCLUSIONS

The Request for Proposal documents shall be returned in their entirety, with all applicable portions fully completed by the Offeror. Each page shall be sequentially numbered. Finally, the complete solicitation/proposal package will be scanned into a PDF formatted file and uploaded into PlanetBids. If the solicitation/proposal package is too large to effectively upload into a single PDF file, the completed solicitation/proposal package may be divided into smaller parts which may be uploaded separately, provided each part is clearly labelled.

G. WITHDRAWAL OF PROPOSAL BEFORE CLOSING

Any Offeror may request the withdrawal of their submitted proposal by a written request, at any time **prior** to the scheduled proposal closing date and time. Upon receiving the written request to withdraw any proposal, the Agency will consider the Offeror's proposal null and void and return the proposal to the Offeror unopened. Withdrawal of an Offeror's proposal will not prejudice Offeror's re-submittal for this or any future proposal(s).

H. MISTAKE IN PROPOSAL

Any Offeror may withdraw their proposal after the proposal closing date/time, subject to the time restrictions indicated, **only** if the Offeror can establish to IEUA's satisfaction, that a material mistake was made in the preparation of their proposal.

1. All Offerors are alerted that a waiting period of up to ninety (90) days, from the date of the proposal closing, may be required before an award is made. Offeror shall assume full responsibility for the effect of the waiting period on all proposal prices and terms.
2. Withdrawal of the proposal will **only** be permitted for mistakes made in the completion of the proposal. An Offeror who claims a mistake shall be **PROHIBITED** from submitting further proposals, for the Project/Service solicitation, for which the mistake was made. (*Public Contract Code 5105*).

I. PROPOSAL ACCEPTANCE

IEUA reserves the right to **accept or reject** any or all proposals or waive any informality(s) in any proposal, if such action is deemed to be in the best interest of IEUA. Additionally, be advised that if all valid proposal prices received are found to exceed the budget appropriated for this project, IEUA may reject all proposals.

J. INTERPRETATION OF DOCUMENTS

During the proposal solicitation period, should an Offeror find discrepancies or omissions in the specifications of the "Request for Proposals," or should the Offeror be in doubt as to their interpretation, the Offeror shall submit a question for clarification through PlanetBids. Should it be found necessary, an addendum will be posted to the solicitation, on the PlanetBids website. Any addenda issued prior to the scheduled proposal closing date and time, shall form a part of this solicitation and shall become a part of the submitted proposal.

K. ACCEPTANCE AND PAYMENT

The selected Offeror's invoice(s), subsequent to the completion of a valid and binding contract, shall include a specific reference to the Contract Number, the associated Purchase Order number, and be accompanied by detailed supporting documentation. The Offeror shall email the invoice as one document to the IEUA contact. The Agency shall pay the Offeror's properly executed invoice, subject to approval by the Project Manager, within thirty (30) days following receipt of the invoice, unless an expedited payment schedule is negotiated.

L. INSURANCE

The Offeror(s) shall furnish IEUA with certificates of insurance and with original endorsements effective coverage required by IEUA for themselves and all subconsultants, prior to commencing work or allowing any subconsultant to commence work under any subcontract. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be approved by IEUA before work commences. IEUA reserves the right to require complete Certified copies of all required insurance policies, at any time. The minimum scope of insurance required:

1. General Liability: Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence \$2,000,000 aggregate. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Integrator has no owned autos, covering hired, (Code 8) and non- owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. Workers' Compensation and Employers Liability: Workers' compensation limits as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

For Workers' Compensation and Employers Liability Coverage, the insurer shall agree to waive all rights of subrogation against IEUA, its officers, officials, employees, volunteers, property owners or engineers under contract to IEUA for losses arising from work performed by the Entity for IEUA. Original Waiver of Subrogation endorsement must be furnished to IEUA.

M. RELEASE OF LIABILITY

The selected Offeror shall execute a Release of Liability form. Offeror agrees and understands that the personal property, if left at any of the Agency's sites, during the Work, may be exposed to the risk of, but not limited to theft, fire damage, water damage, and wind damage; for which the Offeror agrees to assume any and all such risk, and consequences as a result thereof. The Offeror(s) shall be responsible for the completion of the Agency's Waiver/Release of Liability form (see Section 5) as part of a complete proposal.

N. CONTRACT EXECUTION(S) / EXCEPTIONS

The selected Offeror shall execute a contract with the Agency which establishes the terms and conditions covering the services provided. A sample of the Agency's standard contract is provided as Section 5 of this RFP and will become part of the Offeror's proposal. Thus, the Offeror is encouraged to carefully review and consider the sample contract. The Offeror shall provide any additional bonding indicated and a preliminary schedule within 10 days of request from the Agency. The Offeror must advise the Agency of any exceptions to the Sample Contract's content or to the content of the RFP. An Exceptions Form is provided in Section 4.

O. PUBLIC RECORD

Be advised that all information contained in the proposals, submitted in response to this solicitation, shall become a matter of public record, be subject to the California Records Act of 2004 (Government Code Section 6250 et seq.), and the information's use and disclosure will be governed by this Act.

SECTION 3 – QUALIFICATIONS

A. FIRM QUALIFICATIONS

Offerors shall be able to demonstrate equivalent experience providing construction management services on wastewater projects of a similar size and scope. These projects should be highlighted in Volume 1, Section 4 of the proposal. The required and preferred firm qualifications are described below.

- Required Qualifications
 - The Offeror shall demonstrate the firm has provided construction management services on five (5) or more projects in the previous ten (10) years directly related to the construction of new process facilities at wastewater treatment facilities serving municipalities.
 - At least one (1) representative project shall have a constructed value of \$50 million or greater.
 - Project names, locations, values, construction period, references, and other pertinent information shall be provided using the form provided in Section 5 of this RFP.
 - The Offeror shall demonstrate they have provided construction management services on least one (1) project that includes the construction of solids thickening, digestion, or dewatering facilities or processes.
- Preferred Qualifications
 - It is preferred that the Offeror have completed one (1) or more of the reference projects meeting the Required Qualifications in the State of California.

B. CONSTRUCTION MANAGER

The Construction Manager is intended to oversee and manage the overall progress and daily activities of the entire consultant led CM team. Furthermore, they will be the primary point of contact for both the contractor and the Agency's project manager. The required and preferred qualifications for this position are described below:

- Required Qualifications
 - Ten (10) or more years in leadership roles on wastewater treatment construction projects of a similar size and nature
- Preferred Qualifications
 - Certified Construction Manager (CCM), or
 - Licensed Professional Engineer (PE) in the State of California, or
 - Project Management Professional (PMP) certification.

C. PROJECT/RESIDENT ENGINEERS

The resident engineers (RE) are intended to provide field engineering services, provide preliminary technical reviews of pertinent documents, and perform daily inspections and reviews of construction activities. It is anticipated some staff filling RE positions may be part-time on this

project during certain phases. In the event RE staff are engaged on this project on a part-time basis, the Agency does expect to maintain the same staff throughout the project, to the extent practicable. The required and preferred qualifications for this position are described below:

- Required Qualifications
 - All RE staff shall possess a bachelor's degree in engineering or related field from an accredited university.
 - At least one RE shall be a Licensed Professional Engineer (PE) in the State of California AND have five (5) or more years of experience related to the construction of wastewater treatment facilities. This person will be expected to oversee the work of any RE staff who do not possess a PE.

D. CONSTRUCTION INSPECTORS

Each Inspector is required to possess at least one (1) of the following certifications, and at least five (5) years of progressive experience in water and wastewater process facilities construction, or other similar public works experience for ICC and AWS Certified Inspectors. The certifications and experience must pertain to the specified discipline to which the inspector will perform the duties (i.e., civil & structural, mechanical, electrical/I&C, and special inspections).

Inspection Certifications

Issued by the International Code Council (ICC):

- Reinforced Concrete Special Inspector
- Structural Welding Special Inspector
- Structural Steel and Bolting Special Inspector
- Commercial Building Inspector
- Commercial Electrical Inspector
- Commercial Mechanical Inspector
- Commercial Plumbing Inspector

Issued by the American Public Works Association (APWA):

- Certified Public Infrastructure Inspector

Issued by American Welding Society (AWS):

- Certified Welding Inspector (CWI) certification (for Welding only)

Issued by National Institute for Certification in Engineering Technologies (NICET):

- Certification in Water/Wastewater Plants
- Certification in Water and Sewer Lines

Or at least ten (10) years of progressive experience with water and wastewater process facilities. Job-related experience must demonstrate that the candidate has the necessary knowledge, skill, and abilities to be able to perform the functions of the position proficiently.

Knowledge

Practices, methods, compliance, and permit requirements used in in the public sector, areas; theories, principles and methods of wastewater treatment, construction, and process controls; Staff shall be proficient in computer skills, computer skills and use of database applications; standard mathematics; standard business English.

Ability

Interpret and apply pertinent Federal, State and local laws, codes regulations and Agency policies governing the construction and operations of assigned projects; perform or observe tests following precise procedures and interpret observations and test results to determine acceptability; communicate clearly and concisely, both orally and in writing; coordinate necessary work with other entities; establish and maintain effective working relationships with stakeholders, contractors, consultants, operations and maintenance staff; handle stress in a professional manner.

E. STARTUP / COMMISSIONING ENGINEER

The startup / commissioning engineer is intended to coordinate and oversee the startup of mechanical equipment and processes prior to being put into service at the facility. Furthermore, in the event installed equipment does not perform as intended, the startup / commissioning engineer would be required to coordinate remedial actions with the Contractor and Vendor to provide the intended level of performance. The required and preferred qualifications are listed below:

- Required Qualifications
 - The startup / commissioning engineer shall possess a bachelor's degree in engineering or related field from an accredited university.
 - The startup / commissioning engineer shall have five (5) or more years of experience in commissioning mechanical systems for construction projects. It is preferred for the experience to be with equipment of similar nature to equipment used at wastewater treatment facilities (pumps, motors, etc.).

F. PROJECT ADMINISTRATIVE ASSISTANT

The project administrative assistant shall have a minimum of five (5) years of construction project administrative experience. In addition, the project administrative assistant is expected to possess the following skill set:

- Knowledge of office administration practices and procedures, safety policies and safe work practices applicable to the assignment,
- Familiarity with finance/accounting principles and ability to prepare and monitor a project budget,
- Good math skills and the ability to spot numerical errors,
- Hands-on experience with MS Excel and accounting software (e.g. SAP),
- Ability to organize, set priorities, and exercise sound judgement within areas of responsibility,
- Excellent time management skills and the ability to prioritize work,
- Ability to handle sensitive, confidential information,

- Proven experience as an administrative professional,
- Knowledge of office management systems and procedures,
- Working knowledge of office equipment, like printers and fax machines,
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular), and
- Strong verbal communication skills for clear and concise information delivery.

SECTION 4 – SCOPE OF SERVICES

The Consultant CM Team will be expected to provide professional construction management services on behalf of the Agency. This will include coordination with the Agency, the Contractor, and the Design Engineer through the completion of the design phase and throughout the entirety of the construction phase of the project. The sections below describe the general, anticipated scope of services; additional tasks that are identified throughout the project will require a contract amendment that is negotiated by the CM Team and IEUA and formally submitted for approval by the Board of Directors, if applicable.

IEUA anticipates the Consultant CM Team will include several subconsultants to cover tasks that are either beyond the capabilities of the Prime Consultant or are more efficient to provide through companies who specialize in certain tasks. All such subconsultants shall be identified in the proposal, and the utilization of subconsultants is subject to approval by IEUA. The Consultant shall only assign personnel and subconsultants whose qualifications and experience commensurate with the expertise required to accomplish the assigned tasks.

1 DESIGN AND BID PHASE SERVICES

- 1.1. The CM Team will provide the following services prior to the commencement of construction activities.
 - 1.1.1. The CM team will perform a constructability review of design documents prior to the advertisement for construction bids. This effort will require the selected CM consultant to review the design documents and provide feedback related to the overall constructability of the project, as designed.
 - 1.1.1.1. Design Documents to be Reviewed
 - 1.1.1.1.1. Construction Plans (90% Review Set)
 - 1.1.1.1.2. Construction Specifications (90% Review Set)
 - 1.1.1.1.3. Opinion of Probable Construction Cost (90% Review Set). This is also included in the Construction Cost Estimation Services Scope (Scope Item 10.2.1) and the Proposer should take care to not duplicate efforts in the cost proposal.
 - 1.1.1.2. All review comments are expected to be provided and tracked using Bluebeam.
 - 1.1.1.3. Assume two meetings to discuss and coordinate the comments from the constructability review. The first meeting will be an internal discussion with the CM and IEUA stakeholders. The second meeting will present and review the comments with the design consultant. Assume each meeting will require 4 hours to cover the entirety of the project.
 - 1.1.2. The CM Team will provide bid-phase review services. These services are expected to contain the following items, although additional requests may be made by IEUA.
 - 1.1.2.1. Attend all pre-bid meetings. For budget estimating purposes, include six (6) meetings that will be three (3) hours each.

- 1.1.2.2. Review contractor bids/proposals for completion and conformity to the design package. Provide feedback to IEUA to facilitate the selection and award process. This is also included in the Construction Cost Estimation Services Scope (Scope Item 10.2.2)
 - 1.1.3. The CM Team will schedule, coordinate, and conduct the Preconstruction Conference(s) with the Contractor and Subcontractors. The meeting shall review the overall project objectives, responsibilities of key personnel and agencies, schedules, schedule of values (bid breakdown), procedures for reviewing submittals, correspondence, local agency permit requirements, requests for information, progress payments, change orders and other pertinent topics. Provide opportunities to have the Contractor's questions answered. The meeting shall emphasize the project's philosophy of teamwork and cooperation as goals to achieve a safely constructed project, built on schedule and in accordance with all quality requirements. The CM will be responsible for preparing meeting minutes.
- 1.2. The CM Team will coordinate with the Contractor prior to mobilization, including (but not limited to) the following items.
 - 1.2.1. Location of site trailers for both the Contractor and CM Team. This includes lay-down areas for construction and employee parking.
 - 1.2.2. Coordination with other ongoing construction activities at RP-1. Concurrent efforts may include the following projects:
 - 1.2.2.1. EN13016.05 RP-1 SCADA Migration
 - 1.2.2.2. EN22031 RP-1 IPS Electrical Improvements
 - 1.2.2.3. EN23111 RP-1 Headworks Bar Screen Improvements
 - 1.2.3. Access routes into and throughout the facility. This will include identifying any known limitations such as height limitations under CA-60, weight and width limitations of the bridge over the channel, condition and access requirements of the road along the northern side of the facility.
 - 1.2.4. Coordinate the development and review of the following documents, at a minimum:
 - 1.2.4.1. Baseline Schedule
 - 1.2.4.2. Baseline Schedule of Values
 - 1.2.4.3. Review the Contractor's staffing plan and compare to the staffing proposed in the pre-qualification submittal. Identify potential deficiencies, if found.

2 MOBILIZATION AND FACILITIES

- 2.1. The Agency plans to include the facilities needs for all entities (Contractor, Design Team, CM Team, Agency) to include in the construction bid. Therefore, provision of a stand-alone facility for the CM Team is excluded from this RFP.
- 2.2. The CM Team shall coordinate and document their specific needs with the Design Team for inclusion in the Bid Package. This will require the CM Team to detail space and workstation requirements for the CM Team and in accordance with applicable Local, State, and Federal guidelines.

- 2.3. The Consultant shall furnish computers, tools, inspection gear, cameras, paper and any other items as required to provide suitable facilities for Consultant staff. These items will not be permitted as reimbursable expenses and are expected to be included in the Consultant's standard overhead.
- 2.4. The Consultant Construction Manager shall provide the CM Team employee with all required safety equipment and PPE to conform with its safety programs while on the construction jobsite.

3 CONSULTANT CONSTRUCTION MANAGEMENT SERVICES

- 3.1. The selected Consultant shall designate a Construction Manager (CM) who will be responsible for the following general tasks and services, although it is generally understood some of these tasks will be assigned to other staff who comprise the larger CM Team. The CM shall report to, and coordinate, with IEUA's Construction Project Manager(s). The CM is responsible for overseeing Consultant staff to adequately provide the services described herein. It is assumed all staff comprising the CM Team, including all subcontracted services, will report to the CM.
- 3.2. Project Coordination Services
 - 3.2.1. The Consultant CM shall maintain ongoing interaction and communication with the IEUA's Construction Project Manager, the Contractor and the Design Engineer.
 - 3.2.1.1. Standard lines of communication shall be established between the CM Team and the Agency's PM Team. The Agency's PM Team will be responsible for facilitating communications between the CM Team and Agency departments.
 - 3.2.2. Prepare and implement the Construction Management Plan (CMP), which shall include at a minimum the following items:
 - 3.2.2.1. Organizational Structure: Provide the project's organization, individual assignments, duties and responsibilities, phone numbers, lines of authority, and methods for interfacing with the IEUA, Contractors and the Design Engineer.
 - 3.2.2.2. Project Document Control System: The Consultant and the Contractor will use IEUA's Capital Improvement Project Office (CIPO) as the document control system for this project. The Consultant shall set time aside to be trained on CIPO and become familiar with the program and workflows. The most recent update of Bluebeam Revu shall be used as the PDF program for this project. The Contractor shall keep an updated handwritten as-built set and a Bluebeam copy of the as-built set.
 - 3.2.2.3. Meeting and Occurrence Procedures: Establish schedules, notices, agendas, meetings, reporting procedures, documentation requirements, and acceptance processes in a timely manner.
 - 3.2.2.4. Quality Control and Quality Assurance: Establish procedures, laboratory testing, coordination checks and construction inspections activities. Provide separate sections for each facility.

- 3.2.2.5. Project Risk Assessment: Prepare and maintain a Risk Register and narrative of potential risks associated with the Project. The Risk Register shall be developed with feedback from the Agency, Design Engineer, and Contractor, and shall be used to identify and track known project risks, and shall be updated regularly as part of the monthly reporting.
- 3.2.2.6. Contract Compliance Procedures: Describe procedures for expediting and processing submittal reviews, clarifications, change orders, grant/loan requirements and contract close out activities.
- 3.2.2.7. CM Safety Approach: The Contractor is responsible for implementing the safety program covering all construction activities. IEUA is responsible for implementing the safety program covering all Agency staff. The Consultant will be responsible for implementing their own safety program for their staff and visitors. The Consultant's safety program is expected to comply, at a minimum, with the Contractor's and Agency's safety programs.
- 3.2.2.8. Distribute a draft of the Construction Management Plan (CMP) to the IEUA within 60 days from the issuance of this Professional Services Agreement for review and approval by the IEUA.
 - 3.2.2.8.1. The CM Team shall host a review workshop to discuss the Draft CMP, any concerns raised by IEUA staff, and possibly resolutions. This workshop should occur approximately two (2) weeks after the distribution of the Draft CMP. The workshop should require 2 hours of meeting time. The Agency will compile review comments and provide to the CM Team approximately 1 week after the workshop.
- 3.2.2.9. The Consultant shall incorporate the IEUA's comments and revise the CMP within 15 calendar days from receipt of comments.
- 3.2.2.10. The Consultant shall update the CMP once a Contractor is selected, and as needed throughout the life of the project.
- 3.2.3. Prepare a monthly narrative written report to the IEUA on the progress of construction activities. The monthly narrative shall include monthly and overall summaries of the following:
 - 3.2.3.1. Project Construction Scope
 - 3.2.3.1.1. Monthly and overall progress
 - 3.2.3.1.2. Scope impact of approved Change Orders (CO) and Requests for Deviation (RFD)
 - 3.2.3.1.3. Identify and explain variances
 - 3.2.3.2. Project Cost
 - 3.2.3.2.1. Monthly and overall progress
 - 3.2.3.2.2. Total project cost forecast, including monthly forecasts for the 12 months following the update, then quarterly for the remainder of the project.

- 3.2.3.2.3. Financial impact of approved Change Orders (CO) and Requests for Deviation (RFD)
 - 3.2.3.2.4. Other items that may impact the project cost
 - 3.2.3.2.5. Identify and explain variances
 - 3.2.3.3. Project Schedule
 - 3.2.3.3.1. Updated construction schedule with all changes clearly identified
 - 3.2.3.3.2. Schedule impact of approved Change Orders (CO) and Requests for Deviation (RFD)
 - 3.2.3.3.3. Analysis of critical path and project float
 - 3.2.3.3.4. Potential construction delays
 - 3.2.3.3.5. Inclement weather impacts
 - 3.2.3.3.6. Other items that may impact the project schedule
 - 3.2.3.3.7. Identify and explain variances, coordinate and evaluate recovery measures, where practicable
 - 3.2.3.4. Project Coordination
 - 3.2.3.4.1. Upcoming impacts to operations and/or maintenance activities (4-week forecast)
 - 3.2.3.4.2. Safety requests such as SDTI or Confined Space Entries
 - 3.2.3.4.3. Safety incidents, concerns, near misses, and corrective actions from previous meetings.
 - 3.2.3.4.4. Updates to the Project Risk Register, Decision Log, and Issue Log with modified or added items clearly identified.
- 3.2.4. Review, analyze and comment on the Contractor's initial CPM schedule along with all the monthly updates submitted by the Contractor. The CM should closely monitor the Contractor's activities and make sure that the field activities and the duration of those activities match the information presented in the CPM schedule. Any deviations should be incorporated into the Contractor's subsequent monthly update.
- 3.2.5. Establish a cost control system for monitoring and updating the status of the project costs and budget throughout the project. The cost control system shall be computerized and shall integrate cost and schedule. Updates to this shall be included in the monthly progress report (Task 3.2.3). The CM shall coordinate with the IEUA on any variances of the actual cost and budget.
- 3.2.6. Work through Capital Improvement Project Office (CIPO), a web-based project document control system utilized by IEUA. The document control system shall be used by all parties. Every attempt should be made to utilize CIPO for all correspondence.
- 3.2.7. Establish and maintain information systems compatible with IEUA's standard system requirements. IEUA's current standards are Windows 10 and MSOffice 2016 Word for documents, Excel for spreadsheets, PowerPoint for presentation materials and Microsoft 365 for Outlook for messaging. Primavera Project Planner (P6 or newer version) can be used for project control cost and scheduling.

- 3.2.8. Provide monthly invoices, in a form acceptable to IEUA that identifies each individual's actual hours on the project. Provide supporting invoices for direct and subcontracted costs. All invoiced costs shall indicate the associated project name and IEUA project number. In addition, a project narrative shall be included describing past month's activities and upcoming month's activities.
- 3.2.9. Provide all project correspondence as searchable pdf files or raw Word docs on an external hard drive at the end of the contract. Files that have been submitted via CIPO may be omitted.
- 3.3. Environmental Oversight
 - 3.3.1. Compliance - Environmental mitigation and compliance monitoring (for any CEQA requirements), as-needed hazardous material remediation oversight, stormwater compliance, and other environmental compliance oversight services to be provided by the CM team as a part of standard best practices for public works construction management services. CM shall be responsible for oversight. Consultant shall have an individual that is QSP certified available when required.
- 3.4. Facility Operations, Maintenance, and Asset Management Items
 - 3.4.1. Refer to the Engineering Design Guidelines and Front-End Documents (included via reference in Appendix B) for clarifications regarding the requirements of this section.
 - 3.4.2. Coordinate the assimilation of project documentation to include, at a minimum, the following items:
 - 3.4.2.1. Facility Operations Manual
 - 3.4.2.2. Original Equipment Manufacturer Manuals
 - 3.4.2.3. Manufacturer Training Videos
 - 3.4.2.4. Manufacturer Warranty Documentation, to include the following:
 - 3.4.2.4.1. Product Name
 - 3.4.2.4.2. Manufacturer
 - 3.4.2.4.3. Serial Number
 - 3.4.2.4.4. Warranty Period
 - 3.4.2.4.5. Warranty Expiration
 - 3.4.2.5. Factory Acceptance Testing Documentation
 - 3.4.2.6. Site Acceptance Testing Documentation
 - 3.4.2.7. Asset Management Information (spreadsheet to be provided by the Agency and/or Design Consultant)
 - 3.4.3. Track and coordinate the following Operation and Maintenance Items. Please note, the Contractor shall be solely responsible for completion of some of these items as they related to the Contractor's activities. In this event, the CM Team shall document the occurrence.
 - 3.4.3.1. Shutdown Tie-In Coordination: The Consultant shall oversee and participate in Shutdowns and Tie-in coordination's with the Contractor and IEUA Operations to ensure seamless transitions between Contractor scope of work and IEUA plant operations. The Contractor will be

- required to submit a complete and approved Shutdown Tie-in (SDTI) form two weeks in advance of any shutdown work as stipulated in the Contract Documents. Initial preparations of the SDTI forms should be commenced well in advance of the two-week time frame to allow for discussion between the Consultant, Contractor, and IEUA Operations.
- 3.4.3.2. Lock Out Tag Out Documentation: Develop the Lock Out Tag Out (LOTO) documentation for all the processes equipment derived from the Project. This task shall be done in coordination and with input from IEUA Operations and Maintenance staff.
 - 3.4.3.3. Job Hazard Analysis: Develop Job Hazard Analysis populated forms for typical activities to be performed by Operations and Maintenance during shutdowns, equipment rehabilitation or replacement, etc. for all unit processes.
 - 3.4.3.4. Equipment Fact Sheets: Develop fact sheets for each piece of equipment that is installed during the Project. This will include an equipment summary, pump curve, warranty, and maintenance schedule.

4 PROJECT ENGINEERING SERVICES

4.1. Document Control

- 4.1.1. Document all relevant project communications and promptly distribute to the IEUA and applicable parties. Maintain accurate records, documentation and ensure implementation of the document control system is through CIPD. All original project documents and final project reports shall be furnished to the IEUA 60 calendar days following filing of the Notice of Completion. These documents and reports shall also be furnished on an external hard drive.

4.2. Project Correspondence

- 4.2.1. Maintain field memoranda, transmittals, updated schedules, logs of shop drawings and other submittals, logs of requests for information, change orders, progress payment requests, progress meeting reports, daily inspection reports and all other project correspondence.

4.3. Construction Progress Reports

- 4.3.1. A monthly progress report (five copies) shall be prepared and submitted to IEUA and shall include the following elements:
- 4.3.2. A summary of the prior month's main accomplishments and current construction activities.
- 4.3.3. Overall contractor's conformance to contract schedule and quality requirements.
- 4.3.4. Identification of key problems, action items and issues along with mitigation recommendation.
- 4.3.5. Summary of progress payments change orders disputes, submittals, RFI's and notices of noncompliance.
- 4.3.6. Photographs of representative project activities.

- 4.4. Construction Progress Meetings
 - 4.4.1. Schedule and lead weekly construction progress meetings with the Contractor, Design Engineer and IEUA. Provide meeting agendas and discuss the schedule, near-term activities, submittals, RFI's, change orders and any problems that need resolution. Prepare meeting notes with identified action items. Prepare and distribute the meeting notes to the attendees within two working days and include the notes in the monthly progress reports.
 - 4.4.2. Schedule and lead construction workshops. The following is a list of expected construction workshops, but should not be considered an all-inclusive list.
 - 4.4.2.1. Risk Workshop, Register Review and Mitigation
 - 4.4.2.2. Overall System/Process Workshops
 - 4.4.2.3. Electrical Instrumentation & Control Workshops
 - 4.4.2.4. Mechanical Workshops
 - 4.4.2.5. SCADA System Programming Workshops
 - 4.4.2.6. Project Update at 85% Complete Workshop
 - 4.4.2.7. Project Testing, Training, Startup & Commissioning Workshops
 - 4.4.2.8. Final As-Built and Project Closeout Workshop
 - 4.4.2.9. Annual Project Progress Workshops and Project Updates
- 4.5. Interpret Plans and Specifications
 - 4.5.1. Inspect construction activities to ensure that the work is in accordance with the contract documents.
 - 4.5.2. The Project Engineer shall make every effort to review and respond to RFI's and submittals prior to involving the Design Engineer. If the Consultant is unable to review the information, they shall immediately transmit it to the Design Engineer. The Consultant shall then monitor the Design Engineer review time to assure it does not exceed the contractual time limits and then after receiving a response from the Design Engineer immediately transmit the information to the Contractor.
 - 4.5.3. Lead resolution of day-to-day construction issues raised. Coordinate with Inspectors, Design Engineer, Contractor, and IEUA as required to reach resolution.
 - 4.5.4. Schedule and coordinate Contractor SDTI requests. Prior to any system or unit process shutdown or tie-in, the Contractor is responsible to submit an SDTI describing, in enough detail, the work to be performed. Scheduling and coordinating SDTI requests are critical for successful completion of work activities to maintain schedule.
 - 4.5.5. Obtain and maintain key specification referenced standards including: local and regional specifications, codes, standards, publications, regulations, applicable permitting criteria from local, state, and federal agencies, standard drawings and specifications of the local agencies, and related documents as referenced in the contract documents and as required to perform the work. Make such documents available for review by the contractors, IEUA and other interested parties.

- 4.6. Contractor's Change Orders and Disputes
 - 4.6.1. Identify, prepare, log and monitor all contract potential change orders, extra work, change orders and disputes. IEUA change workflow includes RFI's to RFD's to change orders.
 - 4.6.2. Resolve scope of extra work and changes to the contract with the Contractor and obtain IEUA approval through and RFD.
 - 4.6.3. Prepare written justification, schedule impact and cost estimates for each change order and negotiate costs with the Contractor. Justification shall include: a statement of the extra work or change; detailed description of the extra work or change; background leading to the issue; resolution alternatives and resolution recommendation for action by IEUA. Submit change orders to IEUA for approval within seven days of the finalization of negotiations while referencing applicable RFI's and RFD's. This process will be performed through CIPO and shall include an independent cost estimate.
 - 4.6.4. Assist and support IEUA in analyzing, responding to, negotiating, and resolving any disputes.

5 START-UP AND COMMISSIONING SERVICES

- 5.1. The CM Team shall provide commissioning services on installed equipment and processes prior to the formal handover to the Agency. The commissioning services shall be led by the Start-Up / Commissioning Engineer, as detailed in Section 3. However, it is recognized that some process-related features may require additional assistance from the CM Team, Design Team, or Agency.
- 5.2. The CM Team shall perform a detailed review of the design plans and specifications to determine the performance standards against which each item to be commissioned shall be judged. The CM Team shall coordinate any necessary clarifications with the Design Team and/or Agency.
- 5.3. The CM Team shall develop a Pre-commissioning Technical Memorandum, identifying the requirements for each process area and developing data collection forms to complete during the process.
- 5.4. Following the installation of mechanical equipment and processes, the CM Team shall provide commissioning services prior to the equipment or processes being considered substantially complete and ready for full operation at the facility. This will require coordination with the Contractor, Design Engineer, Manufacturer(s), and Agency. The CM Team shall lead this coordination effort.
- 5.5. The CM Team shall coordinate any failures or deficiencies with the Contractor and/or the Vendor. Such failures shall be documented and the Agency's PM shall be notified.
- 5.6. All commissioning services, testing results, and subsequent reports shall be provided to the Agency in an electronic format; either through CIPO or another approved electronic format.
- 5.7. For reference, the major process areas impacted by the construction efforts are listed below; although this is not a comprehensive list of the commissioning effort.
 - 5.7.1. Primary Clarifiers
 - 5.7.2. Power Reliability Building

- 5.7.3. DAFT / Boiler Building
- 5.7.4. DAFTs
- 5.7.5. Acid-Phase Anaerobic Digesters
- 5.7.6. Solids Thickening Facility
- 5.7.7. Odor Control Facility

6 CONSTRUCTION INSPECTION SERVICES

- 6.1. The Consultant CM Team shall include qualified inspections to provide oversight and quality assurance on the Contractor's work to ensure it follows the contract documents. Refer to Section 3 for qualifications related to this role. It is assumed there likely will be both general inspectors involved for the duration of the project and specialty inspectors involved during specific phases of the project. The selected Consultant shall be responsible for furnishing all such inspectors. The inspectors **shall not authorize extra work** or approve of work that deviates from the contract documents. A general list of related tasks and duties is provided below.
- 6.2. The Project Inspectors shall oversee construction activities and prepare daily reports which will include, at a minimum:
 - 6.2.1. Daily weather conditions,
 - 6.2.2. Contractor equipment and labor in use during the day,
 - 6.2.3. Work performed/completed,
 - 6.2.4. Materials used,
 - 6.2.5. Site visitors,
 - 6.2.6. Reasons/observations for delays in work,
 - 6.2.7. Deficiencies, and
 - 6.2.8. General observations.
- 6.3. The Project Inspectors shall immediately report any unsafe conditions and activities to the Construction Manager, CM Team Safety Manager, Contractor's Project Manager, and Contractor's Safety Manager. The Project Inspectors are authorized to temporarily halt construction activities until such concerns can be addressed and resolved by the CM Team, IEUA, and Contractor.
- 6.4. The Project Inspectors shall participate in all discussions related to the resolution of any construction deficiencies observed.
- 6.5. The Project Inspectors shall oversee Site Acceptance Testing, as applicable. The Contractor will be responsible for performing such tests. Where appropriate, the Resident Engineers may be required to fulfill these duties.

7 PROJECT ADMINISTRATION SERVICES

- 7.1. The Consultant CM Team shall include Project Administrative Services (Administrative Assistant). This position is intended to (1) serve as an administrative assistant to the CM Team and (2) track, organize, and file all project documents. Refer to Section 3 for qualifications related to this role. Required duties are provided below; however additional duties may be required and assigned by the CM.

- 7.1.1. The CM Team Administrative Assistant shall provide full-time general administrative services to the CM Team, which may include the IEUA PM Team on matters related to this specific project.
- 7.1.2. The CM Team Administrative Assistant shall coordinate with equivalent positions within IEUA, primarily IEUA's assigned Administrative Assistant to provide consistency between this project and other IEUA efforts.
- 7.1.3. The CM Team Administrative Assistant shall file all project documents in CIPO in a timely and organized manner. This will include general information project documents that need to be preserved and contract-related documents such as applications for payment, requests for information (RFI), requests for deviation (RFD), change orders (CO), etc.
- 7.1.4. The CM Team Administrative Assistant shall participate in routine project meetings and be responsible for preparing meeting agendas, attendance logs, meetings minutes, and action logs.

8 LABOR COMPLIANCE

- 8.1. The Consultant CM Team shall provide support for Labor Compliance tasks related to this project as required under the terms of the Agency's WIFIA loan agreement. The terms of the loan agreement are included in Appendix B. This task will require the Consultant CM Team to regularly collect, review, and organize required documentation to be presented regularly to loan administrators. and the California Department of Industrial Relations (DIR). Additionally, the Consultant CM Team will coordinate with the Agency and assist in the development of required reporting products.
- 8.2. Support the Agency with the Federal Davis-Bacon labor compliance requirements that are not covered by the State Department of the Industrial Relations.
- 8.3. Support the Agency with the projects funded by, grantors, by proposition or other statutes where labor compliance requirements that are not covered by the State Department of the Industrial Relations.
- 8.4. Support the Agency with the State Department of the Industrial Relations program requirements regarding using a third-party Consultant.
- 8.5. Administer the Labor Compliance Program for this project. The following is a non-inclusive list of tasks:
 - 8.5.1. Perform the State and Federal LCP required duties.
 - 8.5.2. Prepare and maintain State and Federal LCP project files.
 - 8.5.3. Preconstruction meeting, labor compliance guidelines, and technical assistance
 - 8.5.4. Distribute Certified Payroll forms, wage determination, and LCP posters.
 - 8.5.5. Receive and audit Certified Payroll records assure LCP compliance.
 - 8.5.6. Job Site Monitoring - Conduct, document, and report LCP required job site interviews.
 - 8.5.7. Identify and notify the contractor and the agency of any potential labor compliance claim issues before they arise.
 - 8.5.8. Notify the Agency and investigate probably violations and complaints of underpayment.

- 8.5.9. Verify the registration of apprentices in accordance the LCP requirements.
- 8.5.10. Collect and confirm proof of payment from employer of training fund contributions.
- 8.5.11. Provide bi-monthly reports on the LCP compliance for projects assigned.
- 8.5.12. Recommend retention for delinquent and/or inadequate certified payroll record.
- 8.5.13. Assist the Agency, Contractors, and Subcontractors with the completion of required labor compliance documentation upon written request by authorized Agency staff.
- 8.5.14. Provide monthly and annual reports containing sufficient data and narrative content to enable evaluation of both progress and problems.
- 8.5.15. Interface with union, agencies on LCP issues as they arise during the project.
- 8.5.16. Provide Post-Construction labor compliance audits as requested by authorized IEUA designee
- 8.5.17. Audits and Investigations
- 8.5.18. Enforcement support for delinquent or incomplete payroll records.
- 8.5.19. Perform construction site visits and interviews as required per labor compliance regulations.
- 8.5.20. Provide the Agency all documents and records after the final audit/project close out is complete.

9 SURVEYING SERVICES

- 9.1. The Consultant CM Team will be responsible for providing qualified surveying services for the project. The surveying services provided by the CM Team are intended to be limited in scope. **The Contactor will be responsible for providing their own surveying services for verification of site conditions and construction staking.** All products from surveying tasks shall be documented and provided to IEUA through the project documentation.
- 9.2. If surveying services are provided through a subconsultant, the CM Team will be responsible for ensuring the Contractor does not employ the services of the same surveyor. In such an event, the surveyor shall be disqualified from the CM Team and replaced.
- 9.3. The surveyor will be responsible for verification of completed construction progress for the purposes of reviewing contractor applications for payment, on an as-needed basis.
- 9.4. The surveyor will be responsible for field verification of constructed conditions for quality assurance and the production of as-built drawings, on an as-needed basis.
- 9.5. The surveyor will participate in other related surveying tasks, as requested by the CM or RE.

10 MATERIAL TESTING SERVICES

- 10.1. The Consultant CM Team will include contracted material testing services for the purposes of quality assurance. **The Contractor will be responsible for providing all material testing required for the quality control tasks included in the project requirements.** Material testing services may include, but are not limited to the following:
 - 10.1.1. Soils testing,
 - 10.1.2. Material testing,
 - 10.1.3. Coatings and finishes testing, and
 - 10.1.4. Other specialty testing required in the construction documents.

- 10.2. If material testing services are provided through a subconsultant, the CM Team will be responsible for ensuring the Contractor does not employ the services of the same provider. In such an event, the provider shall be disqualified from the CM Team and replaced.

11 CONSTRUCTION COST ESTIMATING SERVICES

- 11.1. The Consultant CM Team shall provide qualified, professional construction cost estimating services, to be provided on an as-needed basis, as described below. Some of the services described below include tasks that are part of other tasks included in this scope. They are provided here to facilitate definition of a scope for a subconsultant to be included on the Offeror's proposed CM Team.
- 11.2. Pre-Construction Services
 - 11.2.1. The CM Team shall review the Engineers Estimate of Probable Costs and provide pertinent feedback to the Agency prior to the release of the Construction RFP. This shall include a review meeting with the Agency and Design Team to review and discuss any major discrepancies that could impact the expected range of construction bids.
 - 11.2.2. The CM Team shall review the bids from the pre-qualified contractors at the conclusion of the Bid Phase and provide feedback to assist in the selection of a Contractor to perform the work.
- 11.3. Construction Phase Services
 - 11.3.1. The CM Team shall provide reviews of the construction cost estimates included with proposed change orders presented by the Contractor, on an as-needed basis.
 - 11.3.2. This scope item is to be used on a discretionary basis; when the scope of the change order is excessive to require the Construction Manager and/or Resident Engineer(s) to provide the review.

12 PHOTOGRAPHIC AND VIDEOGRAPHIC SERVICES

- 12.1. The Consultant CM Team shall provide photographic and videographic documentation of construction progress throughout the duration of the project, as described below. It is anticipated this work will be provided using a 3rd party service provider; however, the CM Team is responsible for the preliminary review and approval of all work products submitted under this section.
- 12.2. Minimum quality standards for photographic and videographic documentation are as follows:
 - 12.2.1. All photographic documentation should be obtained using equipment capable of taking photographs at 8MP or greater.
 - 12.2.2. All videographic documentation should be obtained using equipment capable of recording video at a 1080p resolution.
 - 12.2.3. Any proposed variations shall be permitted only at the discretion of IEUA staff.
- 12.3. Photographic Documentation
 - 12.3.1. Progress Documentation
 - 12.3.1.1. The CM Team shall provide photographic documentation of construction progress and site conditions at agreed-upon locations before the start of

construction activities and throughout the duration of the project monthly.

12.3.1.2. All photographs shall be tied to a key plan that is consistent throughout the construction project. Additionally, all photographs shall include a time and date stamp.

12.3.1.3. For the purposes of this proposal, assume 40 separate locations on 41 instances (1 instance prior to the start of construction activities, 39 months of anticipated construction duration, 1 instance following the cessation of construction activities) for the purposes of tracking progress throughout the project.

12.3.2. Milestone Documentation

12.3.2.1. The CM Team shall provide extensive photo documentation of pre-construction conditions, conditions at substantial completion, and finished conditions.

12.3.2.2. All photographs shall be tied to a key plan that is consistent throughout the construction project. Additionally, all photographs shall include a time and date stamp.

12.3.2.3. For the purposes of this proposal, assume a minimum of 150 photos, at locations to be coordinated with IEUA.

12.3.2.4. All necessary equipment shall be provided by the CM Team or a qualified subcontractor.

12.3.2.5. All costs associated with the editing, sharing, and hosting of photographic documentation shall be included in the proposal.

12.4. Videographic Documentation

12.4.1. Progress Documentation

12.4.1.1. The CM Team shall provide monthly videographic documentation of the construction progress, site conditions, and completed work throughout the duration of the project.

12.4.1.2. For the purposes of this proposal, assume 41 videos will be required and each video will be approximately 1 hour in length.

12.4.2. Milestone Documentation

12.4.2.1. The CM Team shall provide extensive video documentation of pre-construction conditions, conditions at substantial completion, and finished conditions.

12.4.2.2. For the purposes of this proposal, assume a 2-hour video will be required at each of the identified milestones.

12.4.2.3. All necessary equipment shall be provided by the CM Team or a qualified subcontractor.

12.4.2.4. All costs associated with the editing, sharing, and hosting of videographic documentation shall be included in the proposal.

- 12.4.3. Live-Feed Videographic Services
 - 12.4.3.1. The CM Team shall provide and host live-feed video throughout the duration of the project.
 - 12.4.3.2. For the purposes of this proposal, assume 2 locations will be selected and will need to be hosted for 48 months.
 - 12.4.3.3. The cost provided for these services shall include all hardware, data services, hosting services fees, routine maintenance costs, and removal of the cameras at the cessation of construction activities.
- 12.4.4. Training Documentation
 - 12.4.4.1. The CM Team shall provide videographic documentation of training associated with the delivery and installation of equipment.
 - 12.4.4.2. For the purposes of developing a cost proposal, assume there will be 15 recorded videos, averaging 2 hours per video.
- 12.5. UAS Documentation
 - 12.5.1. All services provided with Unmanned Aircraft Systems (UAS, also referred to as UAV or Drones) shall be conducted by qualified personnel and in accordance with the requirements of 14 CFR Part 107 – Small Unmanned Aircraft Systems and applicable Federal Aviation Regulations (FARs), federal, state, and local laws.
 - 12.5.1.1. All UAS services shall include a certified Pilot and Visual Observer.
 - 12.5.2. The CM Team shall provide monthly UAS documentation of site conditions, including one planned flight before construction begins and one planned flight after the conclusion of construction activities.
 - 12.5.2.1. Each flight should include the following:
 - 12.5.2.1.1. Six (6) panoramic (360-degree) photographs
 - 12.5.2.1.2. Forty (40) aerial photographs
 - 12.5.2.1.3. One (1) video flyover of the construction site
 - 12.5.2.2. All UAS flights should use a consistent, pre-programmed flight path.
 - 12.5.2.3. For the purposes of this proposal, assume 41 total UAS flights.
- 12.6. Optional Services
 - 12.6.1. Optional services that add value to the overall construction management approach may be proposed. However, it is imperative these additional services be separated in the cost proposal (Volume 2) such that the Agency and successful Offeror can negotiate their inclusion in the final scope of services.

13 PROJECT SCHEDULING

- 13.1. The Consultant CM Team shall provide qualified professional scheduling services, either by staff or qualified subconsultant, capable of developing, reviewing, and maintaining complex project schedules in the Primavera P6 software platform. While it is the Contractor's responsibility to create and maintain their own Construction schedule, the CM Team will be required to have access to the schedule and will provide evaluation and review services on behalf of the Agency.
- 13.2. All project scheduling efforts shall be consistent with the requirements provided in Section L of IEUA's Front End Documents and General Conditions.

13.3. Pre-Construction Services

13.3.1. The CM Team shall review the schedule proposed by the Contractor. The development of the schedule (by the Contractor) must be performed prior to mobilization.

13.3.2. The CM Team shall review proposed phasing, timeframes, float, dependencies, etc.

13.4. Construction Phase Services

13.4.1. The CM Team shall review the schedule impact of construction progress and evaluate the impact of any delays. Any impacts to the schedule are to be presented to the Agency's PM no later than the following Progress Meeting.

13.4.2. The CM Team shall prepare a monthly schedule review, as defined in Task 3.2 in this Scope of Services and Section L of the Agency's Front-End Documents.

14 PARTNERING MEETINGS

14.1. The CM Team shall include a subconsultant qualified to provide Construction Partnering coordination services. This subconsultant shall operate independently from the CM Team and is intended to foster more effective communication between the Agency, CM Team, Design Team, and Contractor (inclusive of their Subcontractors, as needed).

14.2. The Partnering Lead shall conduct quarterly meetings, onsite, throughout the life of the project and perform additional tasks in preparation for the partnering meetings.

15 OTHER ADDED VALUE SERVICES (OPTIONAL)

15.1. IEUA is interested in pursuing additional or alternative services that allow for the more efficient or effective completion of the duties defined herein. As such, proposing Consultants may offer additional services beyond the scope that has been presented here. Such additional services may be used in the scoring of prospective Consultant Construction Managers; however, IEUA may or may not opt to add any proposed services to the contract based on any number of factors including the costs associated with the proposed services.

15.2. For the purposes of evaluating proposals, it is recommended the proposed costs of any additional proposed services be tabulated separately in the proposal.

SECTION 5 – FORMS AND ATTACHMENTS

(This page intentionally left blank)

PROJECT INFORMATION SHEET

Notes to Offerors: Provide a separate sheet for each included reference project.

Field	Response
Project Name	
Location	
Owner & Contact (incl. name, phone number, email)	
Designer and Contractor	
Description of Project, Scope of Work Performed	
Offeror(s) Proposed Staff & Roles	
Project Facility Categories it includes	<input type="checkbox"/> Wastewater Treatment / Reclamation Facility <input type="checkbox"/> Wastewater Sludge / Solids Treatment <input type="checkbox"/> Anaerobic Digestion <input type="checkbox"/> Odor Control Facilities
Project Challenge Categories it includes	<input type="checkbox"/> Maintaining Existing Treatment Plant Operations <input type="checkbox"/> Limited Space (Minimal Room for Laydown) <input type="checkbox"/> Nearby Commercial and Residential (odor, noise, traffic) <input type="checkbox"/> Coordination With Other Concurrent Construction Activities <input type="checkbox"/> WIFIA Compliance

Total Value of Construction	Date NTP Was Issued	Initial Date of Completion	Actual Date of Completion

SUMMARY FEE SCHEDULE "A"

Each Offeror shall attach their fully completed fee schedule including Attachment B – Fee Schedule, identifying and including all skill level classifications, as well as any associated administrative (office) fees, if any. All proposed prices shall be stated in terms of a net price to the Agency.

- A. **FEE INCLUSION STATEMENT:** Offerors shall fully complete this Summary Fee Schedule and return it with their proposal. All proposed fees will be stated as a NET- PRICE, whereas the NET-PRICE shall represent the total and final cost to the Agency for providing professional services listed. The NET-PRICE shall include all proposed costs associated with all labor, equipment, transportation, overhead, profit, insurance, taxes fees, incidentals, and any/all other related costs necessary to complete the services required. At any time, IEUA may require that these cost components be further broken out, itemized, and disclosed.
- B. **EXPEDITED PAYMENT DISCOUNT:** Each Offeror shall indicate the availability and the magnitude of any discount related to expedited payment of any or all invoices.

Expedited Payment Discount, if any (to be considered as part of this proposal):

- a. i.e., if Net 20, then _____ % discount
- b. i.e., if Net 15, then _____ % discount
- c. i.e., if Net __, then _____ % discount

Warrants: On behalf of the afore identified "Consultant" company, the undersigned warrants that the Company has the equipment and manpower necessary to successfully complete the described work within the time frame specified within the "Request for Proposal" and that the Company will be ready and able to begin working under such contract within 5 days of receiving notice, whether written or verbal. The Agency reserves the right to accept the proposal that it determines to be in the best interests of the Agency and to reject any or all proposals should it determine that to proceed is not in its best interests.

_____ Offeror's Signature	_____ Company Name
_____ Print Name	_____ Consultant's License Number & Type
_____ Title	_____ Date

Offeror's Phone Number: (_____) _____

EXCEPTION FORM

Should your firm take exception to **ANY** of the terms and conditions or other contents provided in the Request for Proposals, submit the following form with your proposal. If no exception(s) are taken, enter "NONE" for the first item. Make additional copies of this form if necessary.

Page Number:	Section Title:
Paragraph Number:	Exception Taken:

Page Number:	Section Title:
Paragraph Number:	Exception Taken:

Page Number:	Section Title:
Paragraph Number:	Exception Taken:

Page Number:	Section Title:
Paragraph Number:	Exception Taken:

WORKERS' COMPENSATION CERTIFICATE

The Offeror shall execute this form to acknowledge and comply with the requirements of California Labor Code, Sections 1860 and 1861:

I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and on behalf of my Consultant, I will comply with such provisions before commencing the performance of the work of any contract entered into.

_____ Signature	_____ Company Name
_____ Print Name	_____ Business License Number
_____ Title	_____ Date

(This space intentionally left blank)

OFFEROR IDENTIFICATION

1. Legal Name of Offeror: _____
2. Street Address: _____
3. Mailing Address: _____
4. Business Telephone: _____
5. Fax Machine Number: _____
6. E-mail Address: _____
7. Type of Business:

☐ Sole Proprietor ☐ Partnership ☐ Corporation

Other: _____
8. Business License number issued by the City where the Offeror's principal place of business is located:

Number: _____ Issuing City: _____
9. Federal Tax Identification Number: _____
10. California Consultant's License Number: _____
11. California DIR (Registration) Number: _____
12. Offeror's Project Manager: _____
13. Project Manager's E-mail Address: _____
14. Project Manager's Cell Phone No.: _____

BUSINESS OWNERSHIP INFORMATION FORM

Are you a WMDVBE* certified business?

☐ Yes

☐ No

*(Women, Minority, Disabled, Veteran Business Enterprise)

Certification must be received from California Public Utilities Commission Clearing House. Call Toll Free: 800-359-7998 or 415-928-6892 for additional information. Please check those that apply:

- | | |
|--|--|
| <input type="checkbox"/> Women-Owned Business | <input type="checkbox"/> African-American-Owned Business |
| <input type="checkbox"/> Disabled-Owned Business | <input type="checkbox"/> Veteran-Owned Business |
| <input type="checkbox"/> Native-American-Owned Business | <input type="checkbox"/> Hispanic-Owned Business |
| <input type="checkbox"/> Caucasian-American-Owned Business | <input type="checkbox"/> Underrepresented Asian-Owned Business |

All firms need to be registered with the Agency. Please logon to www.ieua.org and under the heading of Procurements, click on the registration tab. This will allow your firm to access solicitations for the commodities or services that apply. Additionally, other agencies have access to the vendor information in the BidNet system, which will increase your access for available solicitations.

1. Legal Name of Consultant: _____
2. Consultant's Street Address: _____
3. Consultant's Mailing Address: _____
4. Consultant's Business Telephone: _____
5. Consultant's Fax Number: _____
6. Consultant's E-mail Address: _____
7. Type of Consultant:

<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Corporation
<input type="checkbox"/> Partnership	<input type="checkbox"/> Other

If corporation, indicate State where incorporated: _____
8. Business License number by the city where the Consultant's principal place of business is located:

Number: _____ Issuing City: _____
9. Consultant Federal Tax Identification Number: _____
10. Consultant's Project Manager: _____

REFERENCES AND SUBCONSULTANTS

Provide at least three (3) references for the “Project” for which you would like to be considered, where you or your firm provided similar services within the last five (5) years. (Please copy this form as many times as needed.)

COMPANY	CONTACT PERSON	CITY	PHONE NUMBER
---------	----------------	------	--------------

TYPE OF SERVICES PROVIDED (Note: Please attach a “typical” invoice, for the services provided.)

SUBCONSULTANT(S) or SUBCONTRACTOR(S)

List any sub-Consultants who performed services, on your firm’s behalf, at the referenced project described above.

COMPANY	CONTACT PERSON	CITY	PHONE NUMBER
---------	----------------	------	--------------

DIR Registration Number (if applicable): _____

Business License Number: _____ City: _____

Insurer: _____

Brief description of their services: _____

NON-COLLUSION AFFADAVIT

State of California)

) ss.

County of _____)

_____, being first duly sworn, deposes and says that he or she is _____, of _____ ("Offeror") the party making the foregoing Proposal that the Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that the Offeror has not directly or indirectly solicited any other Offeror to put in a false or sham Proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any Offeror or anyone else to put in a sham Proposal, or that anyone shall refrain from bidding; that the Offeror has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal fee or the Offeror or any other Offeror, or to fix any overhead, profit, or cost element of the Proposal fee, or of that of any other Offeror, or to secure any advantage against the public body awarding the Contract of anyone interested in the proposed Contract; that all statements contained in the Proposal are true; and, further, that the Offeror has not, directly or indirectly, submitted his or her Proposal fee or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, Proposal depository, or to any member or agent thereof to effectuate a collusive or sham Proposal.

Signature

Company Name

Print Name

Business License Number

Title

Date

WAIVER / RELEASE OF LIABILITY

I, the undersigned, on behalf of _____ (hereinafter referred to as Consultant), fully understand that the storage or leaving of any and all Consultant owned equipment, materials, and supplies at the Agency's facilities during the term of the contract, exposes Consultant to the risk of, but not limited to, theft, fire damage, vandalism, water damage, wind damage, and possible personal injury to Consultant's employees. For the privilege of storing/leaving any and all Contract owned equipment, materials, and supplies at the Agency's facilities, Consultant agrees to assume any and all such risks.

In consideration of being able to store/leave said equipment, materials, and supplies at the Agency's facilities, Consultant hereby releases, agrees not to sue, or bring any action against, the Inland Empire Utilities Agency, its officers, employees, agents, representatives, and volunteers for any and all liability, claims, or actions for injury or death to Consultant's employees, or damage or theft of said property arising out of or in connection with the storage or leaving of said item(s) for whatever cause, including the active or passive negligence of the Inland Empire Utilities Agency, its officers, employees, agents, representatives, and volunteers.

I have carefully read this Waiver/Release of Liability and covenant not to sue, and fully understand its contents, and the possible exposures that Consultant is agreeing to assume. I am aware that this Waiver/Release of Liability is a full release of any and all liability. I am signing such as the authorized agent of Consultant, and of my own free will.

_____ Representative's Signature	_____ Date
_____ Print Name	_____ Title

Approved: _____

(This space intentionally left blank)

W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

Provide a completed version of Form W-9 (page 1 only) from the United States Internal Revenue Service. The form is available for download from:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

(This space intentionally left blank)

MANDATORY GRANT AND LOAN FORMS

The forms required by the terms of the WIFIA loan for the project are provided in the Grant and Loan Terms (Appendix B, Document B1). Any proposal that does not include these completed forms shall be deemed incomplete and excluded from consideration.

APPENDIX A – GLOSSARY

ADA	Americans with Disabilities Act of 1990 (With 2008 Amendments)
Agency.....	Inland Empire Utilities Agency
AQMD.....	South Coast Air Quality Management District
CEQA	California Environmental Quality Act
CFR	Code of Federal Regulations
CGP	Construction General Permit
CIPO.....	Capital Improvement Project Office (Software)
CM	Consultant Construction Manager (Individual)
CM Team	Consultant Construction Management Team
CO.....	Change Order
Contractor	General Contractor (to be selected), inclusive of all Subcontractors
DAFT	Dissolved Air Flotation Tank
Design Consultant or Designer.....	Carollo Engineers, inclusive of all Subconsultants
EPA or USEPA	United States Environmental Protection Agency
FAA	Federal Aviation Administration
FARs.....	Federal Aviation Regulations
IEUA.....	Inland Empire Utilities Agency
MCC.....	Motor Control Center
O&M.....	Operations & Maintenance
Offeror.....	Proposing Consultant Firm or Team
PM	IEUA's Designated Project Manager(s)
PRB	Power Reliability Building
Project.....	RP-1 Solids Thickening and Acid-Phase Digesters Project
QSD.....	Qualified SWPPP Developer
QSP	Qualified SWPPP Practitioner
RDT	Rotary Drum Thickener, used interchangeably with RST

RE Consultant Resident Engineer
RFD Request for Deviation
RFP Request for Proposals
RP-1 Regional Water Recycling Plant No. 1
RP-4 Regional Water Recycling Plant No. 4
RST.....Rotary Screen Thickener
SDTIShutdown/Tie-In Request
SCADASupervisory Control and Data Acquisition
SCAQMD..... South Coast Air Quality Management District
State The State of California (CA)
UAS.....Unmanned Aircraft Systems
WIFIA..... Water Infrastructure Finance and Innovation Act

APPENDIX B – REFERENCE DOCUMENTS

Provided via PlanetBids. Offerors are expected to review requirements of and complete mandatory forms within the following documents:

- Document B1 – Grants and SRF Loan Requirements
- Document B2 – RP-1 Solids Thickening 60% Design Plans
- Document B3 – IEUA Engineering Design Guidelines
- Document B4 – Front End Documents and General Conditions
- Document B5 – Sample Professional Services Contract, 2022