



## **REQUEST FOR PROPOSALS**

**ENGINEERING DESIGN SERVICES FOR THE  
MAROON BELL – WINCHESTER WATER MAIN REPLACEMENT  
PROJECT NO. W19001**

**PROPOSALS MUST BE RECEIVED BY  
2:00 PM ON THURSDAY, JANUARY 9, 2020**

City of Chino Hills  
14000 City Center Drive  
Chino Hills, CA 91709

**City of Chino Hills  
Request for Proposals  
ENGINEERING DESIGN SERVICES FOR  
MAROON BELL - WINCHESTER WATER MAIN REPLACEMENT  
PROJECT NO. W19001**

Date: November 14, 2019

Department: Public Works Department - Engineering Division

Project Name: Engineering Design Services for the  
Maroon Bell –Winchester Water Main Replacement Project

Proposal Due Date: January 9, 2020 Time: 2:00 P.M.

Proposals must be submitted to:

City of Chino Hills  
City Clerk's Office  
Attn: Ms. Fe M. Rama, P.E.  
14000 City Center Drive  
Chino Hills, CA 91709

**Due Date and Delivery:**

Proposals must be for the entire scope of services outlined in this Request For Proposal (RFP). Incomplete proposals will not be considered. The proposer shall submit a package clearly marked on the outside as “**Engineering Design Services for the Maroon Bell – Winchester Water Main Replacement Project**” to the City Clerk’s Office. The package shall contain the following:

- Five (5) bound copies and one (1) electronic copy (flash drive is preferred method, emails not accepted) of the proposal;
- One (1) original and four (4) copies of the cost proposal in a separate sealed envelope clearly marked “Sealed Cost Proposal”; and
- A signed W-9.

Proposals must be received by the City Clerk’s Office **no later than 2:00 p.m. Thursday, January 9, 2020**. Submissions received after this deadline will be rejected. Submissions by facsimile or electronic mail will not be accepted.

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**A. General Information:**

The City of Chino Hills ("City") is requesting proposals from firms or individuals to perform engineering design services associated with the Maroon Bell – Winchester Water Main Replacement Project.

**B. Description of the Government:**

The City of Chino Hills is a General Law City in the State of California and is located in the Southwestern portion of San Bernardino County. The City was incorporated on December 1, 1991, and operates under a council-manager form of government. The City is a community consisting of approximately 45 square miles with an estimated population of 80,676. The City operates as a "contract city" utilizing contracts with other government entities, private firms and individuals to provide many traditional municipal services to the community. Contracted services include police, city attorney, animal control, and refuse collection.

**C. Background:**

The water main system in the Eagle Canyon (Maroon Bell – Winchester) neighborhood was constructed in the late-1980s, prior to the incorporation of the City of Chino Hills. Normally, water mains are designed to last 40 or 50 years. However, parts of the Eagle Canyon water main, particularly in the Maroon Bell-Winchester neighborhood, have failed repeatedly in just 25 – 30 years. Analysis has shown that the construction methods used in establishing the system were of poor quality. The water main is concrete mortar lined and coated (CMLC) steel pipe. The steel pipe is exposed at points where appurtenances and services are connected without follow-on protection for the exposed metal. The result is that the pipeline failures have occurred where the exposed metal has corroded due to the corrosive soil.

**D. Objective**

The objective is to replace the existing water main (CMLC) steel pipe with new pipe and appurtenances in the Maroon Bell – Winchester residential area as outlined in the Scope of Work of this RFP.

**E. Addendum**

If it becomes necessary to revise any part of this RFP, an addendum to the RFP will be published and distributed through the City's website. All addenda shall become a part of the RFP document requiring acknowledgment by the proposer.

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**F. Evaluation and Selection**

The following is a tentative schedule of this entire RFP process. While the City will attempt to apply the necessary resources to maintain this schedule, the following dates are merely projections and the City reserves the right to modify this schedule as needed to accommodate the completion of this RFP process. The following is a tentative timeline for the evaluation and RFP selection procedure.

<b>TENTATIVE PROJECT SCHEDULE</b>	
RFP Published:	November 14, 2019
Questions from Proposers Due:	December 5, 2019
Questions and Answers Posted:	December 11, 2019
Proposals Due:	January 9, 2020
Initial Review of Proposals by Panel:	TBD
Anticipated Contract Award:	February 2020

**G. Questions**

Please direct any questions or concerns to Ms. Fe Rama, Senior Engineer, at [frama@chinohills.org](mailto:frama@chinohills.org) OR 909-809-2776 by 5:00 p.m. on December 5, 2019. Only questions with "Engineering Design Services for the Maroon Bell – Winchester Water Main Replacement Project" in the subject line will be accepted. Answers to submitted questions will be posted on the City's website.

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**H. Scope of Work:**

The City of Chino Hills is seeking a qualified firm to perform engineering design services associated with the Maroon Bell – Winchester Water Main Replacement Project. The project will replace approximately 3,700 linear feet (LF) of 8-inch water line, 108 services, associated valves, fire hydrants and other appurtenances.

The following residential streets are affected (**Attachment No. 2 – Location Map** attached):

1. Maroon Bell Road from Ashcroft Court to Prospector Lane;
2. Winchester Way from Telluride Drive to Eagle Canyon Drive;
3. Ashcroft Court from End to End;
4. Redstone Court from Maroon Bell Road to End;
5. Stetson Way from Chino Avenue to End;
6. Copper Saddle Way from Stetson Way to Gold Dust Way;
7. Gold Dust Way from Maroon Bel Road to End; and
8. Telluride Drive from Maroon Bell Road to Winchester Way;

Project tasks shall include, but are not necessarily limited to, those items noted below. If the consultant feels that additional tasks are warranted, they must be clearly identified in the consultant's proposal.

The selected consultant shall provide all instruments, equipment, tools, personnel, and supervision required to provide the engineering design services for the water main replacement project identified in this scope, including but not limited to the following tasks:

1. Become familiar with the City's potable water distribution systems in the area by reviewing City-provided maps of the pipeline networks and available "as-builts" / record drawings and site-specific data to be used as references. **(Record Drawings for the current water system, Chino Hills Plan CH 89, are available for review).**
2. The City will make available the GIS geodatabase as well as the latest aerial (with 2-foot contours) for the specific site and subject neighborhood.
3. Obtain existing substructure facilities/ utilities information from respective utility agencies or company for inclusion to the construction plans.
4. A field visit of the project area/ site shall be warranted.
5. The Consultant or its California Registered Land Surveyor shall conduct the necessary land surveys in order to prepare design and construction plans for the project. Such surveys shall provide sufficient site-specific data for proper and accurate design.

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6. Design and prepare construction plans and special provisions for the Project, in accordance with the City Standard, and latest applicable AWWA Standards.
7. The construction plans shall be submitted at the following levels:
  - Preliminary Plans (plan view only) – 35%
  - Design Plans (Phases) – 65%, 90%, and 100%
  - (Note: Scale shall be 1 inch = 40 feet)

Final Plans shall be provided on Mylar with a “wet” signature. Electronic copies of the final plans (AutoCAD files with all the external references, survey, topo, etc.) shall also be provided to the City.
8. The construction plans, at a minimum, shall identify and provide details of point of connections to existing water main lines; and identify water main, valves, and appurtenances to be protected-in-place, abandoned, removed, replaced, or eliminated.
9. Complete Project Specifications and Special Provisions shall be provided with the 90% Design Plans submittal. Electronic copies of the Project Specifications (WORD file) shall also be provided. (City to provide to the selected Consultant the current Specifications Template for use/ reference.)
10. Complete Engineer’s Cost Estimate (including list of quantities and estimated cost per unit) shall be provided with the 90% Design Plans submittal. Electronic copies of the Engineer’s Cost Estimate (EXCEL file) shall also be provided.
11. The Consultant shall have all calculations, reports, specifications, and plans signed and stamped by a California Registered Civil Engineer. Such registrations shall be current.
12. All work submitted by the Consultant shall be complete and shall be carefully checked prior to submission. If the City discovers any errors or omissions prior to approving the Consultant’s work, the work will be returned for correction and the Consultant will not be allowed additional compensation. Should the City or others discover errors or omissions in the work submitted by the Consultant after the City’s approval thereof, the City’s approval shall not be used as a defense by the Consultant.

**I. Deliverables:**

The successful proposer shall provide:

1. Cover Letter

The Cover Letter shall be addressed to Daniel Bobadilla, P.E., Director of Public Works/ City Engineer, and at minimum, must contain the following:

- a. Identification of firm, including name, address, and telephone number.
- b. California Secretary of State Entity Number.
- c. Name, title, address, and telephone number of contact person during period of proposal evaluation.

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- d. Statement to the effect that the proposal shall remain valid for a period of not less than 120 calendar days from the date of submittal.
- e. Signature of a person authorized to bind the firm to the terms of the proposal.

2. Executive Summary

In a brief narrative, describe the proposed solution by setting forth the overall approach and plans to meet the requirements of the RFP. The intent of this narrative is to convey to the City that the firm understands the objective of the requested service, the nature of the work, and the level of effort necessary to successfully provide the defined services. The narrative should stipulate how the firm's approach and plans to provide the services are appropriate to the tasks involved.

3. Scope of Work / Methodology

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. The methodology should include:

- a. Describe the firm's approach to managing the project, including an implementation plan that describes in detail the specific plans to manage, control, and supervise the project in order to ensure satisfactory provision of services.
- b. Provide a project timeline designed to meet the requirements of the City, as well as scheduling and control methodology that will be used to ensure the schedule will be met. The timeline should include key milestone dates and a detailed description of key project steps.
- c. Provide a description of the implementation plan considerations, including estimated timeframes and deliverables for various stages of the project.
- d. Detailed description of the specific tasks you will require from City staff. Explain what the respective roles of City staff and your staff would be to complete the tasks specified in the Scope of Work.
- e. Provide a detailed description and/or examples of your quality control procedures that ensures all work products delivered to the City (i.e., drafts and final versions) are of high-quality, accurate and have been thoroughly reviewed prior to delivery to the City.
- f. Provide examples of similar plans, specifications, and estimate (PS&E) you have prepared that allows for review of the draft/services in a reasonable time frame. The reports should be uniform, professional, and easy to understand. The example PS&E should provide summary level information that includes (but not limited to variance analysis), summary of costs to be allocated and collected by Fund, Department, and or function, and the ability to drill down into varying levels of detail, if so desired.

4. References

Provide at least three (3) references, past and present, using the same service being proposed and indicate the scope of work, date, and the name, email address, and telephone number of the client contact. Also, provide a complete list of other municipalities in California utilizing your leak detection services over the past five (5) years.

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5. Required Statements

- a. A statement that all charges for services will be a “Not-To-Exceed” fee, as submitted with and made part of said consultant’s quote.
- b. A copy of the consultant’s hourly rate schedule and a written statement that said hourly rate schedule is part of the consultant’s quote for use in invoicing for progress payments and for extra work incurred that is not part of this RFP.
- c. A written statement by the consultant that all federal laws and regulations shall be adhered to notwithstanding any state or local laws and regulations. In case of conflict between federal, state, or local laws or regulations, the strictest shall be adhered to.
- d. A written statement by the consultant shall allow all authorized federal, state, county, and the City officials access to place of work, books, documents, papers, fiscal, payroll materials, and other relevant contract records pertinent to this project. All relevant records shall be retained for at least three (3) years.
- e. A written statement that the consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
- f. A written statement that the consultant shall comply with the California Labor Code., pursuant to said regulations entitled: Federal Labor Standards provisions; Federal Prevailing Wage Decision; and State of California Prevailing Wage Rates, respectively.
- g. A written statement that the consultant shall comply with the Copeland Anti-kickback Act (18 USC 874 C) and the implementation regulation (29 CFR 3) issued pursuant thereto, and any amendments thereof.

J. Administrative Elements:

1. The consultant shall assign a responsible representative and an alternate to perform the assigned tasks. Both staff members shall be identified in the proposal. The consultant’s representative will be responsible for all duties from contract negotiations through project completion. If the primary representative is unable to continue with the project, then the alternate representative will become the primary representative. Any other changes in responsible representative must be approved, in advance, by the City. The City will have the right to reject other proposed changes in personnel and may consider any other changes in responsible personnel a breach of contract.
2. The consultant shall provide all necessary personnel, instruments, equipment, and materials to perform the described services.
3. The City reserves the right to accept or reject any or all proposals or to waive any defects or irregularities in the proposals or selection process.
4. Proposals will be evaluated on the basis of the response to all provisions of this RFP. Since this solicitation is an RFP as opposed to a Bid, pricing alone will not constitute the entire selection criteria. The City may use some or all of the following criteria and



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corresponding percentages in its evaluation and comparison of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance. The City reserves the right to modify the evaluation criteria and percentage of score as deemed appropriate prior to the commencement of evaluation.

POTENTIAL PROPOSAL EVALUATION CRITERIA	
EVALUATION CRITERIA	PERCENTAGE OF SCORE
Qualifications and experience of the Proposer related to the services described in this RFP.	40%
Proposer's understanding of the project and subject matter expertise.	30%
Proposer's ability and available resources to perform the requested services.	20%
Proposer's quality and deliverables.	10%

**K. Agreement for Professional Services:**

The City has provided a copy of the Agreement for Professional Services. Please review this agreement and provide the City with a written statement of your firm's willingness to accept the terms of the agreement. **Please specifically identify each and every term of the agreement which your firm is unwilling to accept and the reason therefore (See Attachment No.1). Please provide proposed Compensation and Scope of Work Exhibits with your proposal.**

**L. Insurance:**

Within three (3) business days of successful selection, consultant must provide the City with Certificates of Insurance providing coverage as outlined in Section 15 of the Agreement for Professional Services naming the City, its agents and officers as additional insureds by written endorsement.

**M. Business License:**

The successful consultant(s) and any sub-consultants are required to obtain a City Business License prior to award of Contract, and to maintain the license for the entire term of the Agreement. The Business License is not a prerequisite for submission of a proposal.

**N. Subcontracting:**

The Proposer may utilize the services of specialty subconsultants on those parts of the work that, under normal contracting practices, are performed by specialty subconsultants. Unless a specific subconsultant is listed by Proposer, Proposer is representing to City that Proposer has all appropriate licenses, certifications, and registrations to perform the work hereunder.

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After submission of his/her proposal, the Proposer shall not award work to any unlisted subconsultant(s) without prior written approval of the City. The Proposer shall be fully responsible to the City for the performance of his/her subconsultants and of persons either directly or indirectly employed by them.

Nothing contained herein shall create any contractual relation between any subconsultant and the City.

**O. Public Information:**

All materials received relative to this RFP will become public information and be available for inspection after the award of contract. The City reserves the right to retain all proposals submitted, whether or not the proposal was selected or judged to be responsive.

**P. Attachments:**

Attachment No. 1 - Professional Services Agreement

Attachment No. 2 – Location Map