



City of Carson  
Purchasing Division  
701 E. Carson Street  
Carson, CA 90745

**REQUEST FOR PROPOSALS NUMBER: RFP 24-002**

Notice is hereby given that the Purchasing Manager of the City of Carson will accept proposals for:

**PROJECT NO. 1776:  
ENGINEERING SERVICES FOR CALAS PARK STORMWATER AND WATER  
QUALITY IMPROVEMENTS  
SUPPLEMENTAL ENVIRONMENTAL PROJECT**

<b>ISSUE DATE:</b>	<b>03/14/24</b>
<b>OPTIONAL PRE-PROPOSAL MEETING:</b>	<b>03/26/24   01:00 PM</b>
<b>QUESTIONS DEADLINE:</b>	<b>04/02/24   02:00 PM</b>
<b>PROPOSALS DUE:</b>	<b>04/25/24   10:00 AM</b>

**PROPOSALS MUST BE SUBMITTED ELECTRONICALLY**

REGISTER AS A VENDOR AND SUBMIT ELECTRONIC PROPOSALS AT:  
<https://www.planetbids.com/portal/portal.cfm?CompanyID=32461>

No late proposals will be accepted. Proposals received after the deadline established will not be considered for this project.

Please note that in the event of a conflict between any details contained in the RFP 24-002 Document and the PlanetBids Vendor Portal, this RFP 24-002 document shall control and govern.

To view other bidding opportunities from the City of Carson, please visit:  
<https://ci.carson.us/Finance/Bidding.aspx>

## REQUEST FOR PROPOSAL RFP NO. 24-002

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### Project Scope of Work and Specifications

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### ADDITIONAL DOCUMENTS AVAILABLE ON PLANETBIDS AS DOWNLOADS

1. Affidavit of Non-Federal Lobbyist Requirements
2. Certificate of Compliance with Labor Code Section 3700
3. Debarment and Suspension Certification
4. Affidavit of Non-Collusion and Non-discrimination
5. Client Reference List
6. W-9
7. Sample Contract Services Agreement
8. Acknowledgement of Insurance Endorsements
9. Calas Park Workplan

## **A. SUMMARY**

The City of Carson (City) is accepting proposals from qualified and experienced consultants interested in providing engineering services to complete the plans, specifications and estimates (PS&E) needed for the implementation of Public Works Project No. 1776: Calas Park Stormwater and Water Quality Improvements Supplemental Environmental Project, hereafter known as "Calas Park Stormwater SEP". The Calas Park Stormwater SEP will capture and pre-treat approximately 2.8 acre-feet of stormwater annually, and then infiltrate the stormwater onsite using underground storage vaults, bioswales, rain gardens, and infiltration galleries.

This RFP describes the required scope of services, the minimum information that must be included in the Request for Proposal (RFP), and the evaluation selection process. Should an award be made, the selected firm(s) will enter into a professional services agreement with the City of Carson.

The City of Carson reserves the right to make changes in the RFP as it may deem appropriate. Any and all changes in the RFP shall be made by written addenda, which will be posted to PlanetBids. All addenda must be signed and acknowledged. No oral changes will be permitted. Addenda issued during the proposal process will become a part of the original RFP. All proposals must be submitted by the date and time established herein. The City of Carson reserves the right to take any action considered to be in the best interest of the City of Carson.

No proposal may be withdrawn for a period of ninety (90) days once proposals have been opened.

No contract exists on the part of the City until the City Council has made the award and a contract has been fully executed. The award, if made, will take place approximately within ninety (90) calendar days after the scheduled proposal opening date.

The City reserves the right to reject any and all proposals received or any parts therein, and to be the sole judge of the merits of each proposal received.

This RFP does not commit the City to award a contract or to pay any cost incurred in the preparation of any response to the RFP. All responses to this RFP become the property of the City. When negotiations with the consultant to be awarded the contract are complete, all responses submitted become a matter of public record and shall be regarded as such, with the exception of those elements in responses which are trade secrets or proprietary, marked as such, and otherwise exempt from disclosure under the Public Records Act. Any changes to the RFP requirements will be made by addendum.

Unless expressly stated otherwise, documents must be uploaded in PDF format. It is the Proposer's responsibility to ensure their proposal documents are properly and timely uploaded onto the City's online bid management system. Proposals that are missing pages, cannot be opened, etc. may be considered nonresponsive. It is the Proposer's sole responsibility to contact the City's online bid management provider (PlanetBids at 818-992-1771) to resolve any technical issues related to electronic bidding, including (but not limited to) registering as a vendor, updating passwords, updating profiles, uploading/downloading documents, submitting an electronic bid/proposal, etc. All questions or requests for interpretation regarding this RFP solicitation must be submitted online through PlanetBids

“Q&A” tab within the date and time specified. Proposers are not to contact City personnel or Elected Officials with any questions or clarifications concerning this RFP other than through PlanetBids. Any City response for this RFP that is not posted through PlanetBids is unauthorized and will be considered invalid. Proposer is solely responsible for “on time” submission of their electronic bid. The Bid Management System will not accept late bids and no exceptions shall be made. Proposers will receive an e-bid confirmation number with a time stamp from the Bid Management System indicating that their bid was received successfully. The City will only receive those bids that were transmitted successfully.

NOTE: E-Bids are sealed and cannot be viewed by the City until the closing date and time. If you need to withdraw your bid, you may do so any time before the bid deadline, by going back into the system and selecting “withdraw”.

**B. OPTIONAL PRE-PROPOSAL MEETING**

Pre-proposal meeting: March 26, 2024  
 Pre-proposal meeting time: 1:00 PM  
 Pre-proposal meeting location: Microsoft Teams (online)

Pre-proposal meetings are held for the purpose of answering proposer questions.

**C. PROPOSAL SUBMITTAL**

Proposals must be submitted electronically on PlanetBids no later than Thursday, **April 25, 2024 | 10:00 AM**. Please allow sufficient time to prepare and upload your documents into the electronic bid system prior to the deadline, as the system will lock and not allow entry of proposals after the designated deadline. Any technical questions regarding use of PlanetBids must be directed to PlanetBids.

The Proposal must include the following sections, numbered in accordance with the table below. **Every Proposal must include the Proposer’s name and the City’s RFP No. 24-002.**

Required Proposal Sections and Documents		
1	<b>Cover Letter</b> The cover letter must be signed by an officer of the firm authorized to execute a contract with the City. The primary contact should be identified and phone number, email, and mailing addresses provided.	Required
2	<b>Company Certification and Personnel Verification</b> Certification, on company letterhead that the person submitting the proposal is authorized to contract on behalf of the prospective contractor. Examples of authorized persons include owner, partner, or corporate officers. Include name, title, address, and contact information. If proposer is a corporation, certification should include statement that corporation is in good standing with the California Secretary of State. Include general company information and resumes of personnel to be assigned to the engagement.	Required

3	<p><b>Team Qualifications and References</b></p> <p>The Consultant shall provide a summary of the Consultant's qualifications for this proposal. General information about the firm(s), location of office(s), years in business and areas of expertise is also requested. The Consultant shall provide a minimum of three (3) references of similar efforts prepared by the firm and proposed team members. Contact information for reference, name, email, must be current.</p>	Required
4	<p><b>Key Staff and Team</b></p> <p>The Consultant shall identify key staff and include a description of their abilities, qualifications, and experience. Attach detailed resumes of key staff that will be assigned to this project with half-page summaries of those proposed. Include a proposed project structure and organizational chart. Identify any portion of the scope of work that would be subcontracted.</p>	Required
5	<p><b>Project Understanding</b></p> <p>Consultant shall describe its understanding of the project and the key goals and objectives. Consultant can expand on the scope of work to incorporate optional tasks. Optional tasks will assist Public Works in its overall objectives.</p>	Required
6	<p><b>Project Approach and Work plan</b></p> <p>Consultant shall describe its detailed work approach and methodology. Include all deliverables at each stage of the project, assumptions about the number of meetings needed with City staff and meetings with other stakeholders to complete the Scope of Work.</p>	Required
7	<p><b>Subcontractor List</b> (if applicable)</p> <p>Include the subcontractor's qualifications and the nature and extent of work to be performed by each subcontractor. Include firm qualifications (brief) and key personnel, telephone number, email address and contact person for all subcontractors in an appendix.</p>	Required if Applicable
8	<p><b>Schedule</b></p> <p>Consultant shall include a schedule of work and include primary deliverables and meetings.</p>	Required
9	<p><b>Cost Proposal</b></p> <p>The cost proposal shall include all labor costs, overhead costs, subconsultant costs, and an itemized list for direct expenses. Costs must be shown in a matrix format by task, showing hours per staff member and labor rates.</p>	Required
10	<p><b>Small and Disadvantaged Business Enterprises (SBE/DBEs)</b></p> <p>Consultant shall include certified SBE and/or DBE firms as sub-consultants, if sub-consultants are used. The percentage required is 15%. The Consultant's proposal shall describe the good-faith efforts that were taken to include a certified SBE and/or DBE for completion of one or more tasks associated with the scope of work.</p>	Required
11	<p><b>Client Reference List</b></p> <p>Governmental entities preferred. Include client contact information and a brief description of the service provided to each client. Minimum of three (3) references for work performed within the last five (5) years. (download from PlanetBids)</p>	Required
12	<p><b>Modification, Changes or Exceptions to the City Contract of Service Agreement Template</b></p> <p>Exceptions to the specifications of any proposed items, contract terms and conditions shall be fully described and stated in writing.</p>	Required if Applicable

13	<b>Affidavit of Non-Collusion and Non-Discrimination</b> (download from PlanetBids)	Required
14	<b>Affidavit Federal Lobbyist Requirements</b> (download from PlanetBids)	Required
15	<b>Debarment and Suspension Certificate</b> (download from PlanetBids)	Required
16	<b>Certificate of Compliance with Labor Code Section 3700</b> ( download from PlanetBids)	Required if Applicable
17	<b>Acknowledgement of Insurance Endorsements</b> (download from PlanetBids)	Required
18	<b>W-9 Request for Taxpayer Identification Number and Certification</b> (download from PlanetBids)	Required

- RFP must not exceed 10 double-sided pages. Its contents must be printed on 8½"x11" paper using minimum 12–point font size for the text. The submitted materials will not be considered confidential and will not be returned to the submitter.
- RFP shall be accompanied by a cover letter and must be signed by an official representative authorized to bind the Company. The cover letter should include an introduction of the company and summary of professional qualifications.
- Company Data: Official Name, Address, Type of Entity, Phone Number(s)
- Understanding and Proposed Approach shall describe the basic understanding, approach and philosophy for providing the services for the Scope of Work as outlined in the RFP.
- Company Team Staffing shall indicate organization chart which lists all key individual(s) and their positions and indicate the functions that each will perform. The organization chart shall include the proposed Project Manager which will be the liaison between the City and the Company. Include resumes for all key individuals.
- Schedule of Fees shall list titles (only) of personnel and the applicable hourly rates. Rates shall be subject to negotiation. Final negotiated hourly rates are not subject to change.
- Company must provide three (3) references for similar types of services performed for municipalities comparable to the City of Carson, preferably within southern California or South Bay.
- Insurance Requirements: The Company must include a letter in their RFP acknowledging that they can provide all of the insurance requirements as indicated in the Contract Services Agreement.
- All companies submitting proposal shall review and note any exceptions to the sample Contract Services Agreement in the submittal.

#### **D. QUESTIONS AND ADDENDUMS**

All project scope questions must be posted to PlanetBids by the due date established. The City will coordinate responses and post them to PlanetBids five (5) days prior to the bid deadline for all interested proposers to review.

The City's PlanetBids portal:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=32461>

If discrepancies or omissions are found for this document, the City reserves the right to make such changes as deemed appropriate. Any such changes will be by written addenda, which will be posted to PlanetBids no later than five (5) days prior to the proposal deadline. The City reserves the right to extend the proposal deadline.

	Type of Question	Contact	Contact Info
1	Those related to the Project	PlanetBids	Post directly to PlanetBids
2	Use of PlanetBids	PlanetBids	(818) 992-1771
3	City's Purchasing Process	Josilla Togiola, Purchasing Manager	<a href="mailto:jtogiola@carsonca.gov">jtogiola@carsonca.gov</a> (310) 830-7600 ext. 1237

**ONLY the City's Purchasing Manager may be contacted regarding this solicitation. No other City officers, agents, employees, or representatives have authority to respond on behalf of the City. Contact with unauthorized City personnel or elected officials during the selection process or may result in disqualification.**

**E. PROPOSER QUALIFICATIONS**

Proposers who do not meet the minimum qualifications will be disqualified.

Awarded contractor and subcontractors (if applicable) must pay the City's business license tax and submit required insurance documents prior to execution of the contract.

**F. PROCUREMENT SCHEDULE**

G.

Anticipated Procurement Schedule Subject to Change		
1	Advertise RFP on PlanetBids	March 14, 2024
2	Pre-Proposal Meeting	March 26, 2024
3	Questions Due	April 2, 2024
4	Proposal Submittal	April <del>30</del> <sup>25</sup> , 2024
5	Evaluation/Vendor Shortlist	May <del>27</del> <sup>27</sup> , 2024
6	Interviews (if necessary)	May <del>6-9</del> <sup>13-16</sup> , 2024
7	Selection and Notice of Intent to Award	May 20, 2024
8	City Council Award of Contract	June 25, 2024
9	Contract Execution & Notice to Proceed	July 25, 2024
10	90% Plans Submittal and Draft Bid Specification	August 17, 2025
11	100% Plans, Specification & Estimates Submittal	January 17, 2026
12	Final CEQA Documentation and Permitting	February 17, 2026

The Anticipated Procurement Schedule dates are provided for general information. The actual dates are subject to change depending on the City's best interest.

**H. OTHER REQUIREMENTS**

The City's form contract is required (see Contract Service Agreement). Specific requirements will be outlined in the form contract.

**Prevailing Wage Required: YES**

**Performance Bond Required: NOT APPLICABLE**

**Payment Bond Required: NOT APPLICABLE**

The majority of the work as required herein must be performed by the awarded contractor. The work may not be subcontracted to another contractor unless the subcontractor has been included in the Proposal, or a substitution has been approved in writing by the City's Contracting Officer in advance of work performed.

**I. COST PROPOSAL**

Contractors must provide everything necessary at their own expense including, but not limited to labor, materials, and equipment required to perform and complete the required work.

The proposal price must include all necessary labor, materials, and fees to complete the work required by Project Scope and Specifications. Permits, licenses and fees must be obtained at the awarded Contractor's sole expense. Federal taxes must not be included, as the City is exempt from paying federal taxes. However, the City does pay Sales Tax on the purchase of items, which must be included as a separate line within the total proposal price. Costs shall exclude travel, meals, printing, and lodging.

The following costs will not be allowed: additional charges such as fuel surcharges and mileage rates, fines, entertainment, advertising, and any costs considered inappropriate for reimbursement from taxpayer money.

Include hourly rates for additional work which may be authorized by the City's Contract Officer.

A maximum markup of 5% is allowed for sub-consultants.

**J. PROPOSAL OPENING, DOCUMENT REVIEW, AND AWARD OF CONTRACT**

All proposals will be opened publicly in the Office of the City Clerk on the date and time established. Proposals will be considered confidential until negotiations with the consultant(s) to be awarded the contract are complete.

Proposal documents that are submitted on time and meet the minimum requirements outlined above will be reviewed by City staff, which will make a recommendation to the City Council to either reject all proposals or award a contract. Evaluation criteria will include qualifications, experience, price and past performance; and will be based on guidelines in the City's Municipal Code.

The City may hold interviews with respondents prior to a final selection. Such interviews may be conducted in person or by electronic means. The City reserves the right to make such additional investigation as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

No contract exists until the City Council has made the award, and the contract has been fully executed.

The City of Carson reserves the right to reject the proposals, request additional information or take any other action considered to be in the best interest of the City of Carson.



## **J. INSURANCE**

The selected consultant must comply with the insurance requirements detailed in the Contract Services Agreement and below. The Acknowledgement of Insurance Endorsements must also be signed and submitted as part of the bid. Failure to submit may result in City rejecting the bid as being materially non-responsive to this RFP.

If a consultant believes any of City's proposed insurance is not appropriate for any reason and/or the requirements warrant an adjustment, City invites submission of a written request with explanation of the same to be submitted prior to 10 days before the bid deadline. City will review the request and if appropriate, will issue an amendment to the insurance requirements as a written addendum.

### **Certificate of Insurance:**

Shows GL, Auto, Work Comp and Professional Liability coverages with valid effective dates

**General Liability:** Add'l Insured and Waiver of Subrogation must be checked.

**Auto Liability:** Add'l Insured and Waiver of Subrogation must be checked.

**Workers Compensation:** Waiver of Subrogation must be checked. \* - if applicable

### **Description of Operations:**

1. City of Carson, its elected and appointed officers, employees, volunteers and agents are additional insured on GL and Auto policies.
2. GL is Primary and Non-Contributory.
3. Waiver of Subrogation endorsement in favor of City of Carson OR in favor of additional insured.

**Certificate Holder:** City of Carson, 701 E Carson Street, Carson, CA 90745

**Insurance Carriers:** AM Best rating A- VII or Better

### **General Liability Provisions:**

Coverage form ISO CGL CG 00 01. Minimum limits \$1MM per occurrence/\$2MM aggregate

GL Endorsements:

1. City of Carson, its elected and appointed officers, employees, volunteers and agents are additional insured OR blanket additional insured endorsement.
2. Primary and Non-contributory endorsement.
3. Waiver of Subrogation endorsement in favor of City of Carson.

### **Automobile Liability Provisions:**

Coverage form ISO CGL CG 00 01. Minimum limits \$1MM per occurrence/\$2MM aggregate

Auto Insurance Endorsements:

1. City of Carson, its elected and appointed officers, employees, volunteers and agents are additional insured OR blanket additional insured endorsement.
2. Waiver of Subrogation endorsement in favor of City of Carson.

### **Worker's Compensation Provisions:**

Coverage for statutory limits for workers compensation. Minimum limit of \$1MM for Employer Liability.

WC Endorsements:

Waiver of Subrogation endorsement in favor of City of Carson

**K. BID OPENING, DOCUMENT REVIEW AND AWARD OF CONTRACT**

All proposals will be opened publicly by the Office of the City Clerk, via PlanetBids, on the date and time established. Results will not be given out via telephone, or facsimile. Proposal documents must be submitted on time and meet the minimum requirements outlined in this RFP.

Once award is determined, a Notice of Intent to Award will be issued via email to all participants of this RFP.

No contract exists until the City Council has made the award, and the Contract Services Agreement has been fully executed.

It is the City's intent to award a three 46-month contract with the option of an additional 12-months . Open years are not guaranteed and are at the sole discretion of the City. The City reserves the right to award one (1) contract to one consultant or multiple contracts to various consultants.

A selection committee comprised of Public Works Management and Senior level staff will review the RFP. The committee will rank the consultants for further consideration. The City Engineer will make the final selection of the most qualified consultant(s), which will also be based on the review and recommendations of the committee. The City Engineer may elect to conduct interviews with the top-ranked consultants prior to making a final determination. Interview evaluation factors, if interviews are held, will include an overall demonstration of the project manager's ability to manage projects and the project team's knowledge and expertise in the subject area and ability to perform the required tasks, based on the depth and professionalism of the interview presentation.

- The City will negotiate a contract and final Schedule of Fees with the consultants that best meet the evaluation criteria.
- The City intends to notify the proposers, within 60-days of proposal deadline, of the City's decision regarding the selection.
- The Consultant, by submitting a RFP, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.
- All reports, drawings and materials prepared for this RFP become the sole property of the City of Carson and may not be reproduced without the permission of the City.
- The selected Consultant may not be replaced without written authorization by the City.
- All costs incurred in the preparation of an RFP and participation in this RFP and negotiation process shall be borne by the proposing consultant(s).

**Specific evaluation criteria for the Award of Contract will be as follows:**

Proposals will be evaluated, scored, and weighted based on demonstrated competence, the professional qualifications necessary for satisfactory performance of the required services, and a fair and reasonable price, in accordance the City Municipal Code. A company's establishment period, experience with items under the Project Scope and Specifications, schedule of fees, the project approach, credentials and experience of project staff, and demonstrated record of success by the company.

The factors and weight attributed to each factor are as follows:

No.	DESCRIPTION	WEIGHT
1	General Qualifications and References	20%
2	Key Staff	10%
3	Project Understanding	20%
4	Project Approach and Work Plan	35%
5	Cost Proposal	15%
6	Client References	Pass/Fail
<b>Total</b>		100%

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## **PROJECT SCOPE OF WORK AND SPECIFICATIONS**

### **PROJECT 1776: ENGINEERING SERVICES FOR CALAS PARK STORMWATER SEP**

#### **I. GENERAL**

The City is seeking a consultant to provide engineering services for the design, planning, permitting, and construction support needed for the implementation of Project No. 1776 – Calas Park Stormwater and Water Quality Improvements Supplemental Environmental Project.

This project is being designed per the Los Angeles Regional Water Quality Control Board Administrative Civil Liability Order No. R4-2023-0088, hereafter referred to as the “Order”. This Order is a voluntary Supplemental Environmental Project proposed by the Los Angeles County Sanitation Districts and administered by the City of Carson. All design, reporting, and services shall comply with the requirements set forth in the Order and Calas Park Stormwater and Water Quality Improvements Workplan (attached).

Calas Park is located at 1000 E. 220<sup>th</sup> Street in the City of Carson with stormwater draining to the Dominguez Channel. The project features will involve underground storage vaults, bioswales, rain gardens, infiltration galleries, and other elements that will capture, pretreat, and infiltrate stormwater onsite. Based on the size of an 85<sup>th</sup> percentile storm, which occurs on average five (5) times per year, a preliminary estimate of the volume that will be captured and conserved is 2.8 acre-ft per event and 13.8 acre-ft on an annual basis.

The conceptual design of the project is to divert stormwater runoff from a storm drain in E. 220<sup>th</sup> Street (northeast of the park) and from storm drain inlets in Bonita Street at 223<sup>rd</sup> Street (southwest of the park). The captured stormwater runoff will flow through a pre-treatment unit (hydrodynamic separator) via a proposed conveyance system before entering an underground storage vault, which will facilitate infiltration into the underlying groundwater. In addition, the project proposes a passive irrigation system that will be filled with stormwater for irrigation use of the Calas Park field(s), thereby offsetting the current reliance on potable water for irrigation.

The services desired include, but are not limited to, surveying, geotechnical work, utility mapping, infiltration testing, and the development construction plans and specifications, project estimates, bid and construction support, and all services associated with project development. Compensation for such services will be per negotiated estimates between the City and the Consultant for each particular project per the direction of the City. The cost estimate for any type of service provided by the Consultant shall be based on hourly rates per the Consultant’s Schedule of Fees. The Consultant shall be knowledgeable of the application of all local, state, and federal codes/standards and construction practices applicable to the various Public Works projects.

#### **II. TASKS**

Per the SEP requirements and workplan, the project must follow a strict timeline for the completion of events. The Order was signed on January 17, 2024 and stipulated

deadlines after the signing date. The following timeline must be adhered to:

<b>Calas Park Stormwater SEP Milestone</b>	<b>Deadline</b>
Planning and Design	August 17, 2025
Environmental Documentation and Permitting	February 17, 2026
Bidding/Award of Contract (construction)	August 17, 2026
Complete Construction and Commissioning	December 17, 2027

The following is a general outline of the scope of work to be provided by the consultant and will become part of the Agreement. While it is intended that the following scope of work include all elements essential to prepare a construction bid-ready package for the project, those submitting proposals are advised to perform their own field reconnaissance and include any items which they feel have been overlooked. The consultant may also note any required items which they feel to be excessive or unnecessary. The description and cost of such items should be noted separately in the proposal. Services required to complete this project by the consultant shall include:

### **Task 1 – Project Administration and Coordination**

- 1.1 Upon receipt of the written notice to proceed, the Consultant shall conduct a kick-off meeting with City staff to review the scope of the project, prepare construction plans per a project schedule, and confirm deliverables.
- 1.2 The Consultant shall be responsible for coordination with all utility companies affected by this improvement, coordinate and manage all sub-consultants associated with the project.
- 1.3 The Consultant shall schedule a monthly meeting with City staff. Meeting minutes shall be completed by consultant and provided via email after each meeting.
- 1.4 Prepare and update the project schedule on a monthly basis and prepare a monthly report summarizing progress to date, pending items, expenditures, and remaining budget. Provide weekly updates via e-mail to the City’s Project Manager.

#### **Deliverables:**

- Monthly project schedule updates
- Monthly meeting minutes
- Monthly progress reports
- Weekly project updates

### **Task 2 - Data Gathering and Concept Evaluation**

- 2.1 Review and understand information in the Project’s Supplemental Environmental Project requirements, as stipulated in the Calas Park SEP Workplan.
- 2.2 Review and evaluate the concept developed for the Project. Identify and discuss alternative recommendations.
- 2.3 Conduct field visits, inquiries, and investigations to acquire and review all relevant records of existing information relevant to the construction of the Project.
- 2.4 Acquire mapping, record drawings, and relevant background information from the City, County, and other public agency sources.

**2.5** Acquire utility information for gas, electric, and other existing utilities within the project area.

**Deliverables:**

Summarize all items in this task and basis of the recommendations into a technical memorandum. Deliverables shall be submitted electronically in searchable, PDF format.

- Draft and Final Data Gathering and Concept Evaluation Technical Memorandum

**Task 3 - Preliminary Engineering Study**

- 3.1** Prepare all required engineering surveying including a topographic survey related to the Project. Survey shall include 1-foot contours. The survey shall identify existing easements, surface features and description.
- 3.2** Define the quantity and location of utility potholing efforts required for preliminary design. Upon the City's review and acceptance of the Consultant's proposed utility potholing plan, all utility potholing efforts shall be coordinated with field surveying and final base mapping efforts.
- 3.3** Provide potholing services for the project elements included in the project design. The surveying party shall be a Registered Professional Land Surveyor in the State of California.
- 3.4** Develop and implement a geotechnical investigation program necessary for the design and development of Bid Documents and regulatory permitting. Perform geotechnical investigations and sampling as needed to determine physical soil properties and limitations required to implement the project as conceptualized.
- 3.5** Environmental sampling and analysis of soil and groundwater to determine limits on soil disposal options and management of groundwater during construction.
- 3.6** Conduct an evaluation and modeling of conveyance system hydraulics and hydrology to determine sizing and location of the proposed conceptual facilities. Evaluate the conveyance system operational costs, and other relevant parameters, to optimize system configuration and reliability.
- 3.7** Evaluate the feasibility of infiltration and harvest and re-use. Prepare alternatives as necessary. Perform engineering analyses to support the chosen stormwater pathway.

**Deliverables:**

- Provide the topographical mapping to the City electronically via PDF and Autocad formats.
- Utility potholing plan and summary
- Geotechnical report

Summarize all items in Tasks 2 and 3, and the basis of the recommendations into a Preliminary Engineering Study.

- Draft and Final Preliminary Engineering Study

**Task 4 - Basis of Design Report**

- 4.1** Prepare a Basis of Design Report (BoDR) that documents the basis of design and presents the design criteria associated with the Project and appurtenances, including the information and results from the Scope of Work tasks described above. The BoDR shall represent a 30% design-level effort. At a minimum, the BoDR shall include:

- Recommendations from the Preliminary Engineering Study
  - 30% design level plan and profile drawings, materials and equipment selection, civil details, mechanical details, environmental and community impacts
  - Preliminary work sequence and operations and maintenance strategy
  - Applicable detailed information on classification, sizing, pipe diameter, types of materials, and approximate quantities of all piping, pretreatment, storage and other appurtenances. List the manufacturers and model numbers, and manufacturer's cut sheets and related material data
  - Preliminary list of construction drawings and custom technical specifications, including any special conditions and supplement special conditions for construction
  - Preliminary list of real property, easement permits, and other agency clearances
  - Budgetary level estimate of probable construction costs and schedule of probable construction duration
  - List and description of the studies and key tasks that required for the final design phase including, but not limited to: the Operations & Maintenance manual, CEQA documentation, permit acquisition, traffic control, property acquisition, etc.
  - Optional: Facilities to treat a portion of the stormwater for irrigation harvest and reuse
  - Any additional documentation required for the construction of the Project
- 4.2** Conduct a preliminary design workshop to discuss and confirm the project design basis

**Deliverables:**

- Draft and Final Basis of Design Report
- Design Workshop

**Task 5 – Plans and Specifications**

- 5.1** Prepare detailed design plans in accordance with the final Basis of Design Report, City Standards, and local agency requirements. Prepare 60%, 90%, and 100% plans. Contract documents shall be prepared using the latest version of City Standards and applicable agency requirements.
- 5.2** Prepare complete specifications, including General Provisions, Special Conditions, Supplemental Special Conditions, Custom Technical Specifications, Contract Documents, detailed Bidding Sheets, and all other documentation required for bid.
- 5.3** Coordinate with all local utilities including SCE, gas, telephone, LA County Flood Control, and any other agencies as needed. Locate, identify, and show facilities and appurtenances on the drawings.
- 5.4** Submit contract documents to the Los Angeles County Sanitation Districts for review following each design step.
- 5.5** Provide all final detailed design calculations including, but not limited to, hydraulic calculations, pipe structural calculations, etc.
- 5.6** Prepare landscape plans to restore vegetation impacted by the project, including, but not limited to green space, running/walking paths, lightning, irrigation, signage, and natural features.
- 5.7** Prepare an Engineer's Opinion of Probably Construction Costs at 60%, 90%, and 100% design.

- 5.8** Prepare an anticipated construction schedule at 60%, 90% and 100% design. Coordinate with the City's Parks department to minimize impact on park activities.

**Deliverables:**

All design deliverables shall be in electronic, searchable PDF format. Final design documents shall be bid-ready and signed/sealed for construction.

- 60% Drawings, Specifications, EOPCC and Construction Schedule
- 90% Drawings, Specifications, EOPCC and Construction Schedule
- 100% Drawings, Specifications, EOPCC and Construction Schedule

**Task 6 - CEQA and Permitting**

- 6.1** Coordinate, communicate, and submit permit applications and plan reviews for permitting necessary for design. Identify the permit requirements that will be required for the Project, incorporate comments from all jurisdictional agencies, and revise documents as necessary. All permits shall be included in the final contract documents. Anticipated permitting agencies may include, but are not limited to, the following:

- City of Carson
- Southern California Edison
- Los Angeles County Public Works
- Los Angeles County Sanitation Districts

- 6.2** Prepare environmental documentation and follow California Environmental Quality Act (CEQA) guidelines, including, but not limited to a draft and final CEQA studies, and all environmental documentation required.

**Deliverables:**

- Final Permits for Construction
- Draft and Final CEQA Documentation

**Task 7 - Stakeholder and Community Outreach/Engagement**

- 7.1** Develop stakeholder and community outreach/engagement materials and design for signage. This task shall fulfill requirements set forth by the Water Boards.

**Task 8 - Operations, Maintenance and Monitoring**

- 8.1** Prepare an Operations and Maintenance Manual describing the activities necessary to perform O&M when the design phase is completed. The O&M Manual should describe maintenance requirements, provide detailed schematics of operations, and information on equipment, manufacturers data, and procedures.

- 8.2** (Optional) If required by permitting agencies or other project constraints, prepare a Monitoring Plan.

- 8.3** Prepare an annual cost estimate for O&M and Monitoring.

**Deliverables:**

- Draft and Final O&M Manual



- (Optional) Monitoring Plan
- O&M and (Optional) Monitoring Cost Estimate

### **Task 9 - Bid Support**

- 9.1** Provide prompt responses to bidder questions during the bid phase and provide clarification for any errors, discrepancies, missing information, and oversights in the PS&E. Bidder questions and responses will be administered by the City. Where responses to bidder questions require revisions to the construction documents, Consultant shall prepare addendum(s) to identify changes to plans or specifications.
- 9.2** Prepare a concise presentation to summarize the scope and documentation in a pre-bid meeting, and lead a job-walk with meeting attendees.

#### **Deliverables:**

- Bid responses
- Pre-Bid Meeting Presentation

### **Task 10 - Construction Support**

- 10.1** Attend pre-construction meetings, respond to Requests for Information (RFI) as needed, and review and recommend for approval project materials submitted.
- 10.2** Prepare documents as needed related to the Construction General Permit and provide support for CGP activities, including, but not limited to filing.
- 10.3** Provide field visits during construction.
- 10.4** Prepare as-built plans.

#### **Deliverables:**

- Construction General Permit documents
- Final as-built plans

### III. AVAILABLE INFORMATION

Substructure maps showing underground utilities may be available at the City. Other sources of information for existing improvement records include the Los Angeles County Department of Public Works and the various utility companies.

The City will:

- Review and comment upon calculations, plans and specifications.
- Supply the standard City "boiler plate" specifications.
- Administer the project.

### IV. CONTRACT DESCRIPTION

The contract period of performance will be for 46 months from the date of contract execution, or until the amount of the contract has been exhausted, whichever occurs first. At the sole option of the City, the contract may be extended for up to an additional 12-month period.

By submitting a Request for Proposal (RFP), the Proposer represents that it has carefully read the RFP. Proposers shall identify all concerns and propose alternate wording changes to these documents at the time of submittal.