



Municipal Water District of Orange County

REQUEST FOR PROPOSALS

For

Professional Services

For

MWDOC Seismic Retrofit Project

Proposals Due: 2:00 pm August 16, 2018

July 2018

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SECTION 1 – NOTICE TO PROPOSERS

1. Proposal Due Date

Sealed proposals for this RFP “MWDOC Seismic Retrofit Project”, as described herein, will be received by the receptionist at Municipal Water District of Orange County (MWDOC) Offices until 2:00 p.m. on Thursday, August 16, 2018.

Proposals will be enclosed and sealed in an envelope, clearly marked RFP “MWDOC Seismic Retrofit Project”, on the outside of the envelope, and addressed to Municipal Water District of Orange County.

2. Proposal Submittal

- a. Hand delivered, delivered via common carrier (e.g., UPS or FedEx), mailed via U.S. Postal Service or emailed to:**

Municipal Water District of Orange County

Attn: Charles Busslinger

18700 Ward Street

Fountain Valley, CA 92708

cbusslinger@mwdoc.com

Proposals will be submitted in electronic form plus one bound executed original. The electronic proposal file is to be emailed to cbusslinger@mwdoc.com. Additional information on firm experience and qualifications, including the Proposal, will be provided using PDF format, with search capability to ensure readability and compatibility.

3. Questions and Disclosure

Any questions related to the scope of work, proposal requirements, or selection process must be submitted to Charles Busslinger via the above email address. Proposals will become the property of MWDOC. Proposals will be held in confidence to the extent permitted by law. After award of a contract or after rejection of all proposals, the proposals will be public records subject to disclosure under California Public Records Act (Government Code Section 6250 et seq.).

SECTION 2 – INTRODUCTION, DISTRICT OVERVIEW, AND PROJECT BACKGROUND

1. INTRODUCTION

The Municipal Water District of Orange County (MWDOC) is seeking proposals for professional engineering and construction management services for preparation of a bid package including; plans, specifications and contract documents, permitting, bidding assistance, and construction observation services for a seismic retrofit of MWDOC's Administration (Admin) Building located in Fountain Valley, CA, and non-structural seismic improvements to the Water Emergency Response Organization (WEROC) South Emergency Operations Center (SEOC) located in Mission Viejo, CA. The selected Consultant will have demonstrated capabilities and experience in seismic building retrofit design and construction management.

The successful firm will be awarded a contract with a not to exceed price based on hourly rates and a schedule of fees to be provided with the proposal.

This RFP describes the project, the required scope of services, the Consultant selection process, and the minimum information that must be included in the proposal. Failure to submit information in accordance with the RFP requirements and procedures may be cause for disqualification.

2. DISTRICT OVERVIEW

MWDOC is a wholesale water supplier and resource-planning agency. Our efforts focus on sound planning and appropriate investments in water supply development, water use efficiency, public information, legislative advocacy, water education, and emergency preparedness. MWDOC's service area covers all of Orange County, with the exception of the cities of Anaheim, Fullerton, and Santa Ana.

Local water supplies meet nearly half of Orange County's total water demand. To meet the remaining demand, MWDOC purchases imported water – from Northern California and the Colorado River – through the Metropolitan Water District of Southern California. MWDOC delivers this water to its 28 member agencies (local water agencies and city water departments), which provide retail water services to the public. MWDOC is governed by an elected, seven-member Board of Directors.

The Water Emergency Response Organization of Orange County (WEROC), which is administered by MWDOC, provides mutual aid planning assistance, and trains member agency volunteers, to coordinate and deliver emergency response for all Orange County water and wastewater agencies. WEROC works closely with the County of Orange, the Orange County Fire Authority, the California Department of Public Health and other entities to ensure a thorough and well-coordinated emergency response in the event of a disaster.

Additional information about MWDOC is available at www.mwdoc.com.

3. PROJECT BACKGROUND

WEROC South Emergency Operations Center (SEOC)

The SEOC building is a one-story manufactured steel building with overall dimensions of 24-feet by 100-feet in plan and 12-feet in height at its eave. The available record drawings and placards on the building indicate that it was manufactured by Soule Buildings. The record drawings indicate the building was designed in 1977, and information provided by WEROC indicates the building was constructed in 1981. The building is partitioned into two distinct areas; an unfinished garage area is located in the south third of the building, and the SEOC office areas are

located in the northern two-thirds of the building. A concrete masonry vault structure exists in the northwest corner of the building. The building sits on a level pad at the base of a low hill to the west with a small valley containing a water storage tank to the south. Several other buildings are located on this site that are located across an asphalt paved drive aisle from the SEOC building.

Engineering Consultant IDS Group (IDS) completed a seismic assessment of the SEOC and presented its findings to MWDOC in a letter dated June 28, 2017 titled "*Seismic Assessment of the South Emergency Operations Center*". IDS' findings concluded that the SEOC building is insufficient to provide immediate occupancy performance following a major earthquake.

Subsequent discussions with IDS indicated that seismic non-structural improvements could improve the performance level of the building. IDS was contracted to provide construction drawings for the identified non-structural improvements which included replacement of the building air conditioning and heating (HVAC) system and accessibility improvements required by the City. IDS submitted the plans to the City of Mission Viejo through three review cycles. Final City approval of the non-structural improvement plans are pending submittal of a physical sample of the ADA Compliant detectable warning pavers to be installed at the SEOC.

MWDOC Administration Building (Admin)

MWDOC's Admin Building was built in 1973 to applicable building codes at the time. A seismic study was completed in 1995 and recommendations from the study were implemented in 1999, to bring the building's structural system up to the 1997 Uniform Building Code for office/ non-essential facility performance. A minor tenant improvement was performed in 2003 to adjust some of the interior partitions. The building's fire suppression systems were upgraded in 2015 to meet the building code in force at that time. In 2017, doorways were added at the reception area as part of a minor tenant improvement.

In July 2017, MWDOC contracted with IDS Group to complete another seismic study of the building to determine the risk to business continuity from likely seismic events and to assess the ability of the facility to serve as a back-up EOC for WEROC emergency operations.

IDS completed a report titled "Report on the Conceptual Seismic Retrofit Study of the MWDOC Administrative Building 18700 Ward Street - Fountain Valley, California" in February 2018 (IDS Seismic Study). Following guidance from American Society of Civil Engineers "Seismic Evaluation and Retrofit of Existing Buildings" (ASCE- 41), IDS reviewed a variety of seismic hazards and building performance levels that could be achieved to allow for a return of business operations at the Admin Building and the possibility of using the building as a backup WEROC Emergency Operations Center (EOC) in the event the primary EOC (SEOC) was unavailable.

In determining what level of seismic retrofit could be achieved, IDS found that the Admin Building has numerous beneficial features that will contribute to its seismic performance; however, it also has many features that detract from its ability to serve at higher performance levels necessary for essential facilities. IDS found no substantial issues that would prevent the building from performing at the Life-Safety performance level for administrative office use at lower level seismic events; but was likely unable to perform at a Life-Safety, or higher, building performance levels for higher level seismic events that the building is at risk of experiencing. (ASCE-41 defines Life-Safety performance as that in which the overall structural damage is moderate; continued occupancy may not be likely before repair, and repairs may not be economical.) IDS identified a number of structural and non-structural measures that could be

implemented to improve the seismic performance level of the Admin Building for higher level seismic events.

On April 18, 2018 the MWDOC Board of Directors approved the structural and non-structural improvements identified by IDS as necessary to achieve an ASCE-41 "S-2 Damage Control" performance level for a San Andreas Magnitude 8.0 (peak ground acceleration .42g) seismic event and a "S-3 Life-Safety" performance level for a Newport-Inglewood Magnitude 7.4 (peak ground acceleration .79g) event.

This project will address seismic improvements to the SEOC and MWDOC Admin Building which include:

- 1) Non-structural improvements shown on the "WEROC South EOC Support and Bracing of Non-Structural Elements" Drawings; including HVAC replacement and Building Accessibility requirements,
- 2) Non-structural improvements shown on the "MWDOC Admin Building Seismic Bracing of Non-Structural Elements" Drawings,
- 3) Structural improvements identified in the IDS Seismic Study for the MWDOC Admin Building;
 - a) Improving the Drag Trusses at Atrium Corners,
 - b) Strengthening the Existing Out-of-Plane Wall Connections,
 - c) Strengthening the Roof Diaphragm at the East and West Ends,
 - d) Adding Out-of-Plane Wall Connections to the Roof,
 - e) Seismic bracing of the building fire suppression system.
 - f) **NOTE:** Improving Soils beneath the building for liquefaction are NOT part of this project.
- 4) Accessibility improvements for the MWDOC Admin Building as required by the City

Further detailed information on the improvements can be found in the attached IDS Seismic Study report.

SECTION 3 – PROJECT TIMELINE

1. PROJECT ACTIVITIES AND ESTIMATED SCHEDULE DATES

The following table identifies and estimates the dates/timeframe for receipt, evaluation, award, and implementation of this work. Please note these key dates when preparing your response to this RFP. Depending on time to obtain all necessary building permits, the schedule for the construction phase may be modified. It is anticipated that the construction work will commence in March 2019.

<u>Activity</u>	<u>Date</u>
Release of RFP to Qualified Firms	July 13, 2018
Proposal Due Date	August 16, 2018
Consultant Award (Board)	September 19, 2018
Contract Execution and Notice to Proceed	September 28, 2018
Meeting(s) on Coordination, temporary employee relocations, Scheduling	October 2018
Draft, Review and Final Contract Documents	January 2019
Call for Bids/Advertisement and Bid Opening	February 2019
Contract Award and Notice to Proceed	February 2019
First Day of Work	March 2019

SECTION 4 – SCOPE OF SERVICES

TASK 1 PROJECT MANAGEMENT

Project Management tasks will include a project kick-off meeting, collection and review of existing information, status meetings, and efficient organization and control of the work.

1.1 Existing Information

Information on the SEOC and MWDOC Admin building is available in the attachments and from record drawings (available from MWDOC). This project is required to follow Public Contract Code and is a Prevailing Wage project.

1.2 Project Meetings

It will be necessary for the Consultant to meet and confer with MWDOC, Orange County Water District (OCWD), the City of Fountain Valley Building Permits Department, the City of Fountain Valley Fire Department, and the City of Mission Viejo Building Permits Department for this work. All plans and specifications need to be submitted to MWDOC, and the City for review and input prior to final preparation (**NOTE: Plans for the improvements at the SEOC have been through multiple reviews at the City of Mission Viejo and only require submission of a physical sample of the detectable warning pavers for final approval by the City).**

Bracing of the MWDOC Admin Building Fire Suppression System requires plan submission to the City of Fountain Valley Fire Department for approval.

1.3 Draft and Final Contract Documents

The Consultant will prepare draft bid and contract documents for review and a final set of contract documents ready for bidding. MWDOC will provide an example template for creation of the bid documents. The Consultant will prepare the bid advertisement for review by MWDOC for advertisement in the local newspaper as required by Public Contract Code.

TASK 2 SCOPE OF SERVICES – SEISMIC RETROFIT

The Seismic Retrofit scope of work includes the non-structural and structural enhancements identified in the IDS Studies; specifically:

1. Non-structural improvements for the SEOC,
2. Non-structural improvements for the MWDOC Admin Building,
3. Scope of Work Items (a), (b), (c), & (d) listed on page 21 of 23 of the MWDOC Admin Building Seismic Study Structural improvements [Item (e) is **NOT** included in this project],
4. MWDOC Admin Building accessibility improvements required by permit,
5. Seismic Bracing of the MWDOC Admin Building Fire Suppression System. The Contractor will need to have the fire suppression system inspected, and any necessary supplemental seismic bracing designed and stamped by a certified fire protection engineer per City Fire Department requirements.

Note: plans and specifications for the non-structural improvements at both the SEOC and the MWDOC Admin building were previously completed by IDS. The Consultant will review the drawings and specifications, and make changes as necessary to incorporate structural and non-structural improvements into the final bid package.

2.1 Prepare Detailed Technical Plans, Drawings, Specifications and Bid Item Schedule

1. Prepare MWDOC Admin Building construction drawings of the identified seismic enhancements from the IDS Seismic Studies and record drawings (available from MWDOC) including previously prepared plans and specifications of the non-structural seismic improvements.
2. Prepare technical specifications of the identified seismic enhancements from the IDS Seismic Study including previously prepared non-structural specifications.
3. Complete Bid Package using templates provided by MWDOC.
4. Complete construction cost estimate

Items to be included in the technical specifications include:

- Seismic enhancement details and list of materials
- Permits for construction
- Site requirements (fencing and shielding, protection of employees and visitors from construction, noise suppression, runoff management, power, lighting, water, security, sanitation, parking, storage/laydown area, etc.)
- Points of contact with MWDOC, OCWD, and Contractor contact information (24/7).
- Mobilization, demobilization, site clean-up, and repairs of any damages caused by Contractor work
- Site restoration requirements
- Equipment, materials and records to be furnished by the Contractor
- Records to be kept by the Contractor

2.2 Obtain Permits

The Consultant will obtain all required Building and Fire Department permits necessary to complete the project improvements. (**NOTE: Plans for the improvements at the SEOC have been through multiple reviews at the City of Mission Viejo and only require submission of a physical sample of the detectable warning pavers for final approval by the City**)

2.3 Bid Assistance and Post-Bid Support

The Consultant will prepare bid documents and advertisements for local newspaper for the construction work. The Consultant will respond to bidder questions, prepare bid addenda as may be necessary, provide assistance at the bid opening, assist with the bid reviews and evaluation, and provide recommendations regarding award of the contract.

2.4 Construction Management and Onsite Field Inspection

The Consultant will describe its plan for construction management, field inspection and observation to assure the Contractor conducts the work in accordance with the plans and specifications and contract terms and conditions.

SECTION 5 – PROPOSAL REQUIREMENTS AND SELECTION PROCESS

1. PROPOSAL CONTENT

The proposal must be clear and concise, and limited to no more than 20 pages, well organized and demonstrate your firm's and team's qualifications and experience for conducting this work. The proposal must contain the following information as a minimum:

1.1 SCOPE OF WORK

Provide a detailed scope of work that comprehensively defines and describes the proposed approach to the conduct of the work and development of the plans and specifications.

1.2 TEAM

Provide detailed descriptions of specific experience and capabilities of the designated project manager and key team members.

1.3 REFERENCES

Provide a description of the project team's past record of performance on related projects for which your firm has provided services. Include a concise summary of such factors as control of costs, quality of work, and ability to meet schedules. Include client references for work conducted by the Consultant team that may be contacted by MWDOC.

1.4 SCHEDULE

Provide a detailed activity schedule in general conformance with the project timeline described in Section 3. The schedule should also reflect coordination items, any critical path issues, and allowance for meetings with MWDOC, OCWD, City of Fountain Valley, City of Fountain Valley Fire Department, and City of Mission Viejo.

1.5 BUDGET

The Consultant will provide in the proposal a breakdown of the estimated hours that each project team member, including any sub-contractors that will contribute for the individual tasks depicted in the scope of work. The Consultant will also separately identify costs of all sub-contractors and other direct reimbursable costs to the project such as reproduction, mileage, etc.

2. CONFLICT OF INTEREST

Provide documentation that personal or organizational conflicts of interest prohibited by law do not exist.

3. CONTRACT

A sample copy of MWDOC's professional services agreement is provided in Attachment A. Please state in your proposal your willingness to accept the agreement terms and conditions. If you require any changes, please include in your proposal any proposed modifications to the standard terms and conditions. While MWDOC negotiates such changes with Consultants, MWDOC will consider your proposed modifications during Consultant selection and retains the right to reject any portion of your proposed modifications.

4. TERMS AND CONDITIONS

MWDOC may discuss or negotiate with one or more firms prior to award to complete the selection process to enable a recommendation to be made to MWDOC's Committee and Board.

MWDOC reserves the right to reject any or all proposals, either separately or as a whole, and accept any proposal or portion of any proposal presented which it deems best suited to the interest of MWDOC and its member agencies, and is not bound to accept the lowest price.

The cost for developing the proposal is the sole responsibility of the Proposer. All proposals submitted become the property of MWDOC.

At the time of the opening of proposals, each Proposer will be presumed to have read and be thoroughly familiar with the project. Proposers must be capable of complying with all insurance requirements and Conflict of Interest Statements as stated in MWDOC's standard agreement (Attachment A). Please review this agreement and note in your proposal if any modifications are needed in order to ensure compliance.

Be advised that all information contained in proposals submitted in response to this solicitation may be subject to the California Public Records Act (Government Code Section 6250 et seq.)

The selected firm must be able to begin work immediately upon award and must be able to maintain the required level of effort to perform the work on-schedule.

This request does not commit MWDOC to retain any Consultants, to pay costs incurred in the preparation of proposals, or to proceed with the project. MWDOC reserves the right to reject any or all proposals and to negotiate with any qualified applicant.

5. SELECTION PROCESS

5.1 PROPOSAL REVIEW PROCESS

MWDOC staff and/or others will review and score the proposals received in response to this RFP. If deemed necessary by the evaluation committee, interviews with short-listed Proposers will be conducted (date TBD).

The evaluation will recommend one or more firms to fulfill the requirements of this RFP. The recommendation will be made to the General Manager, a Committee of the Board, and the Board of Directors.

Upon approval by the Board of Directors, MWDOC will enter into further negotiations with the selected Proposer(s) to develop and execute a final agreement.

5.2 SELECTION CRITERIA

MWDOC will utilize the following general criteria to select the Consultant for this work:

1. Prior relevant experience and performance
2. Understanding of the project, task descriptions to meet the scope of work and schedule
3. Qualifications of firm, assigned personnel and subcontractors
4. Estimated cost and rates and acceptance of MWDOC's standard form of agreement