



Pre Proposal Meeting Agenda
Owner's Representative Services
November 19, 2019

1. Introduction

All Attendees: Please sign the Attendance Sheet
Introduction and Overview

2. Scope of Services

A. Approach to Scope of Services

- Provide services specified in the RFP, proposal, and the executed contracts.
- Demonstrate qualifications/capability of providing all requirements of the RFP/Agreement.
- (if Applicable) Provide additional/substitute tasks to the Scope of Services consistent with the requirements outlined and that are appropriate for this project.
- State features, skills and/or services which distinguish the Respondent as the best choice.

B. Qualifications and Experience

All employees and subconsultants shall have sufficient skill and experience to perform services

C. Cost Proposal

Provide schedule and breakdown of the estimated hours over time that each project team member, including any sub-contractors that will contribute for the individual tasks depicted in the scope of services.

3. Evaluation Criteria

MWD OC will utilize the following general criteria to select the consultant(s) for this work:

- A. Understanding of the project, and Respondents recommended plan for completion, including any recommended changes to the scope of services to best achieve intended outcomes.
- B. Qualifications of firm, assigned personnel and subcontractors
- C. Estimated cost and rates and acceptance of MWD OC's standard form of agreement

4. Required Submittals

The proposal must be clear and concise, and limited to 25 pages.

- A. SCOPE OF SERVICES - Provide a detailed scope of services that defines and describes the proposed approach and methods to perform Services.

Respondent may identify additional/substitute tasks needed to complete the Project. Respondent is invited to provide a substitute Scope of Services consistent with the outlined requirements and as appropriate.

- B. EXPERIENCE AND COMPETENCY - Describe how the Respondent's experience, technical and professional skills will meet the goals and fulfill the general functions identified in the RFP. Describe past staff experience to be assigned to perform similar services.
- C. TEAM - Provide a description of the project team members, their job titles, and include a listing of the percentage of each member's time is assigned to this effort. **MWD OC requires contractual**

commitments for key staff identified in the proposal until Project completion. Substitutions of key personnel require MWDOC written approval.

Respondent firm’s principal(s) are required to be registered by the State of California for practice of specialized services. Respondents are required to demonstrate that their staff and subcontractors are licensed in all areas relevant to this Project.

- D. SCHEDULE - Provide a detailed activity schedule in general conformance with the project timeline. The schedule should also reflect coordination items, any critical path issues, and allowance for meetings with MWDOC. It should also identify major milestones based on the scope of services.
- E. BUDGET - Provide a breakdown of the estimated hours for each project team member, including sub-contractors by task. Include staffing levels during heavy and light activity times, and identify costs of all subcontractors and other direct reimbursable costs to the project such as reproduction, mileage, etc. Provide a detailed not-to-exceed cost proposal to accomplish the services requested.
- F. CONFLICT OF INTEREST - Provide documentation that personal or organizational conflicts of interest prohibited by law do not exist. The selected Owner’s Representative firm shall not be a bidder, or perform work for any bidder, on the construction contract related to this project.
- G. CONTRACT/AGREEMENT - State in your proposal your willingness to accept the MWDOC standard 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. The Respondent must acknowledge that the Respondent is providing services on a work-for-hire basis.
- H. PROPOSAL 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 is not bound to accept the lowest price.

5. Schedule of Activities

Activity	Date (Subject to Change)
Written Questions from Respondents Due by 5:00 P.M. PT	December 4, 2019
RFP Submittal Closing Date and Time - 5:00 P.M. PT	December 18, 2019
Interviews with Short-List Respondents	January 6-23, 2020
Recommendation of Award presented to District Board	February 19, 2020
Award Contract	February 25, 2020
Completion of City Plan Check (anticipated)	Late February 2020
Task 1 Completion	April 2020
Advertise for Bids	May/June 2020
Board Consideration of Award of Construction Contract	July 2020

6. Agreement for Services

MWDOC Standard Agreement for Consultant Services

7. Question and/or Requests for Clarification