



Request for Proposals

To Provide

Fallbrook Public Utility District

Construction Management and Inspection

Consulting Services

Fallbrook Public Utility District

990 E. Mission Road

Fallbrook, CA 92088

(760) 728-1125

I. Introduction

On June 5, 1922, Fallbrook Public Utility District (FPUD) was incorporated to serve water from local area wells along the San Luis Rey River. Since that time, FPUD has continued to grow, and today constructs, operates and maintains facilities to supply water and sewer services to the town of Fallbrook and water and reclaimed water to the surrounding residential and agricultural areas. FPUD delivers potable water to some 35,000 people over a 28,000 square acre service area.

The District requires a qualified professional with proven experience in construction management and inspection services for a wide range of projects throughout FPUD's service area.

II. Scope of Required Services

- The scope of work and required completion schedules will vary with each specific project assignment. The duration of each assignment will vary depending on the complexity of the project. A Task Order including a negotiated scope of work, fee, and duration will be executed for each project.
- The District desires a Consultant that can provide flexibility to work on small planned capital improvement program projects and emergency projects (less than \$200,000 construction contract value) to larger projects (over \$200,000 construction contract value). The District desires a Consultant that will be able to provide part-time or full-time construction management and inspection services, depending on the needs of the project(s) in construction at that time.
- The selected Consultant shall perform construction administration and inspection services during the period of construction as required by each project's Task Order. These services may include the review of construction documents for constructability, serving as the District's representative to the solicited construction contractor and the public regarding activities at the construction site, interpretation of the requirements of the contract documents, assessing the acceptability of the contractor's work and compliance with standard specifications (Greenbook or project-specific technical specifications), providing oversight to the construction project, and evaluating the contractor's submitted administrative documents.
- The Scope of Services of a typical project may include but is not limited to:
 - Constructability Review – during the design phase, review the construction documents for construction viability and provide value engineering. Review for conformance with environmental and permitting documents, utility company rules and procedures, and other interested stakeholders when applicable.

Documentation of Pre-Construction Conditions – document condition prior to construction using photographs, written notes, and video.

Meetings – prepare agendas and conduct meetings between the contractor, District staff, and other stakeholders in the project. Meetings to be anticipated include the pre-construction meeting and periodic progress meetings through project completion. Includes preparing meeting minutes and following up on action items required.

Communicate with Residents – track and resolve community and citizen complaints. Be the primary point of contact for construction issues or coordination on private property.

Schedule Reviews – review contractor’s construction schedule, request updates as appropriate, track delays and acceleration.

Submittals and RFIs – process and review project submittals and requests for information (RFIs). Coordinate and process submittals between the contractor, design consultant, District, and other agencies if required.

Inspection – Field inspectors are to observe the contractor’s construction work daily. Inspect all constructed facilities and/or construction activities, observe all tests required to be performed by the contractor as required in the contract documents. Provide daily inspection reports and documentation of contractor’s construction activities. Prepare weekly statement of working days. Compare notes with the contractor to confirm quantities. Document special situations by photograph or video. Document defective work until it is repaired to District standards and/or construction contract documents. Prepare a punch list and monitor the contractor’s progress to completion of punch list. Ensure construction staking/surveying is provided by the contractor as required in the construction documents. Ensure the contractor is preparing and completing notifications to residents and District. Monitor the contractor’s coordination with various utility companies and that the project is meeting inspection requirements. For utility undergrounding, coordinate the installation of private property owner service laterals to contractor established point of connection.

Progress Payments – Track and review work completed with contractor prior to submittal of progress payments. Review contractor submitted monthly progress payments.

Contract Modifications/Change Orders/Claims – track and review change order requests, extra work requests, work completed on a time & materials basis, and

claims. Conduct necessary field review and prepare documents for change order processing by District. Evaluate costs and negotiate contract change orders.

Documentation - Obtain and file all preliminary notices, delivery tickets, disposal manifests, certified payroll, and other construction related information. Establish and maintain project files for delivery to the District after project completion.

Project Close Out - Provide project close out services including maintenance and submittal of red-line drawings, punch list items, close-out documents such as filing Notice of Completion, bond releases, and final payment.

Excluded from scope of services: Environmental/biological monitoring and reporting to ensure permitting compliance; Public Outreach (town hall meetings, website creation, flyers, etc).

- While it is intended that the scope of work described above include all elements essential to the required services, it describes the minimum baseline level of services required under this RFQ. Consultants are welcome to expand and submit cost-effective proposals that exceed the minimum levels of service.

III. Facility Location

The location for consulting work will vary, depending on project location. Meetings with FPUD staff shall take place at 990 E Mission Road, Fallbrook, CA 92028.

IV. Proposal Requirements

Proposals are to include the resume of the proposed firm, rate schedule, and a list of references, not to exceed 25 pages, combined. Responders will be evaluated based on the information submitted. Proposals shall include:

1. Resume and Experience
2. References
 - a. Provide three references including contact information for similar projects conducted by firm.
3. Rate Schedule
 - a. Include an hourly rate schedule including all service fees and travel costs (if applicable).

V. Evaluation Criteria

FPUD's consultant evaluation and selection process is based on Qualifications Based Selection (QBS) for professional services. An evaluation committee appointed by the Project Manager will review the proposals and make a recommendation based on previous experience with similar

projects, references, and value. The criteria and weight for evaluating the proposals submitted will be as follows:

- 50% - Experience with similar projects.
- 40% - References.
- 10% - Estimated cost.

V. Schedule for Selection and Award

The District anticipates that the process for selection of firm and awarding of the contract will be according to the following tentative schedule:

- 1. Issue RFP.....November 20th, 2024
- 2. Q&A cutoff.....December 4th, 2024
- 3. Proposal due date.....December 11th, 2024
- 4. District review of proposals.....December 11th – 18th, 2024
- 5. Board approval.....January 27th, 2025
- 6. Final selection and notificationJanuary 28th, 2025

VI. Submittal Requirements

- 1. One (1) executed original, clearly marked on the cover and one (1) additional copy of the proposal shall be submitted. An individual authorized to execute legal documents on behalf of the project team shall sign the proposal.
- 2. This RFP shall be received no later than December 11th, 2024 at 3pm, PST, at the District’s Administrative offices:

Fallbrook Public Utility District
Attn: Kevin Collins, Purchasing Supervisor
990 East Mission Road
Fallbrook, CA 92088-2290

Failure to comply with the requirements of this RFP may result in disqualification. Email questions to kcollins@fpud.com.