



**CASITAS MUNICIPAL
WATER DISTRICT**

**REQUEST FOR STATEMENT OF QUALIFICATIONS
TO CONDUCT CONDITION ASSESSMENT
OF DISTRIBUTION SYSTEM
AND PREPARE MASTER PLAN AND
3 AND 10 YEAR CAPITAL BUDGETS**

*SOQ will be received at the office of the
Casitas Municipal Water District,
1055 Ventura Avenue, Oak View, California 93022
until **May 18 , 2017 @ 4:00 p.m.***

**CASITAS MUNICIPAL WATER DISTRICT
REQUEST FOR STATEMENT OF QUALIFICATIONS**

1. INTRODUCTION

The Casitas Municipal Water District (Casitas) is requesting Statement of Qualifications (SOQ) to conduct a condition assessment study, prepare a master plan with 3 and 10 year capital budgets for the water supply and distribution system within the City of Ojai.

2. SOQ SUBMITTAL

The SOQ should be submitted in adobe (PDF) format to Casitas Municipal Water District at ncole@casitaswater.com . SOQ will be accepted until May 18, 2017 at **4:00 P.M.**

3. BACKGROUND

Casitas is a Municipal Water District established in 1952. Casitas anticipates acquiring Golden State Water supply and distribution assets in the Ojai Area. Golden State Water provides groundwater and Casitas water to approximately 2800 water service connections (5/8" -6" meter services) within the City of Ojai. The service connections provide water to residential, commercial and a few industrial and agricultural customers.

4. SCOPE OF WORK

The anticipated scope of work entails the following tasks:

- a) Conduct a condition assessment of five active wells, well pumps and control system; treatment facilities (iron & manganese removal and chlorination); distribution piping, valves, hydrants, pressure reducing stations; reservoirs; pump stations; SCADA system; and any miscellaneous assets that are acquired as part of the acquisition.
- b) Determine the feasibility, benefits and cost to integrate Golden State's Ojai assets into Casitas' existing system. A cost to benefit comparison of integrating Golden State's assets into Casitas' system versus operating the Ojai system as a stand-alone system shall be completed.
- c) Prepare a Master Plan for the rehabilitation of the system. Projects shall be prioritized and include cost estimates.
- d) Prepare a plan for the integration of the system with the existing Casitas Municipal Water District's distribution system.

e) Prepare three year and ten year capital budgets for the capital projects recommended in the Master Plan.

The project may include the consultant performing the work of the District Engineer for the Ojai portion of the system for a limited time after acquiring the Golden State assets.

Casitas has provided the above project description to assist in clarifying its intent on what the project may contain. The firm may identify additional elements that are required to successfully complete the project. These items should be noted by the firm and the firm's related experience to these items shall be included in the SOQ.

5. **SOQ CONTENT**

It is the intent of this RFQ to seek only those SOQs that will directly address the particular project of Casitas. The firms being requested to submit SOQ need not provide any general information about the firm, but only their qualifications that specifically address the needs of this project. The SOQ shall not contain any information on personnel other than those who are actually going to be performing the work and are considered a primary human resource for the project. The SOQ should address not only the details in the request for qualifications, but should also address those relative points that may not have been described in the RFQ, which the firm believes to be pertinent to the specified project. The SOQ should contain the following elements:

(a) **Experience**. The SOQ content should begin with the experience the project team has with projects similar to that proposed by Casitas. The SOQ should focus on local project experience preparing master plans for aging water production and distribution systems. The firm should also include their experience in completing the work presented in a master plan that was completed by the firm or other entity. The firm should submit a listing of the references with names and phone numbers of each similar project the firm has performed over the past five years. The SOQ should include the qualifications, experience and references for the personnel considered the primary human resource on the project.

(b) **Project Understanding**. The SOQ shall contain a brief description of the Firm's project understanding and anticipated method for completing the project objectives. The project understanding shall identify the key elements for a successful master plan and identify the key risks in developing a master plan. The firm may also include any "lessons learned" from previous experience of the project team.

(c) **Key Personnel**. The SOQ shall clearly identify the proposed project team, the key human resources of that team and key human resources' relevant experience with similar projects.

(d) **Conflicts**. The firm shall identify any conflicts which they believe could affect the project work and the ability to complete on schedule.

6. **PRE-SOQ CONFERENCE**

There will not be any formal pre-SOQ conference prior to the SOQ due date. If the firm desires to visit the area, the firm should contact Neil Cole (805) 649-2251, Ext. 107 for additional information.

7. **SELECTION**

The selection of the firm to complete the work will be based upon the following four criteria:

- (a) Qualifications and experience of the persons identified as being major human resources on the project.
- (b) The thoroughness and thought put into the SOQ including the project understanding.
- (c) The additional information provided by the firm during the interview, if Casitas chooses to conduct interviews with one or more firms.
- (d) The success of the proposed project team completing similar project.

Casitas reserves the right to reject any and all SOQs that are considered unacceptable by Casitas or to waive any minor irregularities if so deemed by Casitas for any reason. If Casitas is unable to enter into agreement with the selected firm for any reason, it reserves the right to award the contract to the next responsible firm that submitted a proposal. The same selection process would be used to select the alternate firm. The District reserves the right to retain all proposals for a period of thirty (30) days and to reject any and all SOQs for any reason at the sole discretion of the District, with or without cause.

8. **CONTRACT**

It is expected that the selected firm will sign a contract with Casitas to perform the work. The conditions to be included in that contract are as follows:

- (a) A "no attorney's fees" clause.
- (b) A "no interest" clause.
- (c) That Casitas be provided with and retain ownership of all documents, product manuals, files, or other work generated in connection with this project.
- (d) That the firm and any subcontractor shall provide workmen's compensation insurance and liability insurance as required.

(e) That any review and discussion of invoices shall not be cause for extra cost or billings.

(f) Any dispute resulting in lawsuits shall be filed and processed in Ventura County in accordance with the laws of the State of California.

(g) The full and agreed upon project description as contained herein, or as revised, including the Agreement for Engineering Services.

9. **PAYMENT**

Casitas shall only accept one (1) payment request from the selected firm per month. Invoices shall fully define the work component completed, the hours spent on each task, the budget for that person in terms of cost and hours, the pay rate for which the person is assigned, the percentage of the task completed in terms of actual work remaining and costs remaining until completion of the task at the time of billing. Each invoice shall also contain a purchase order number or work order number assigned to each task and the bill shall state the billing period. The bill will be paid within thirty (30) days after the approval by the Casitas Board of Directors.

10. **CASITAS CONTACTS**

Neil Cole
1055 N. Ventura Avenue
Oak View California 93022

(805) 649-2251, Ext. 107
ncole@casitaswater.com