

**Big Bear Area Regional Wastewater Agency  
REQUEST FOR PROPOSAL  
ON-CALL ENGINEERING SERVICES**



**DATE OF ISSUANCE: June 6, 2018**

**DEADLINE FOR SUBMITTAL: June 21th, 2018 AT 4:00PM**

***Proposals received after the deadline will not be considered***

Please deliver proposals to [dlawrence@bbarwa.org](mailto:dlawrence@bbarwa.org)

Attn: David Lawrence P.E., General Manager, 121 Palomino Drive, Big Bear City CA 92314.

***NOTICE TO INTERESTED CONSULTANTS:***

*The Big Bear Area Regional Wastewater Agency (Herein referred to as "BBARWA") reserves the right to reject any or all proposals. The BBARWA reserves the right to award the contract to other than the lowest proposer if deemed to be in the best interest of the BBARWA. Please read and respond to the enclosed RFP in its entirety.*

**Project**

Three-year on-call engineering consulting services.

**Background**

The Agency's facilities include a 4.8 million gallon-per-day sewage treatment plant, interceptors, outfall line and disposal site. The Agency operates three main lines: Lake Pump Station (LPS) force main that services the City of Big Bear Lake's wastewater system; North Shore Interceptor that services the County's wastewater system, and the trunk line that services the Big Bear City Community Services District's wastewater system and conveys flow from the North Shore Interceptor to the wastewater treatment plant. The Big Bear facilities operate under permit from the California Regional Water Quality Control Board, Santa Ana Region, Order No. R8-2005-0044. The Agency's 640-acre disposal site is located northeast of the Agency in the desert community of Lucerne Valley. The effluent from the treatment plant is pumped to Lucerne Valley for irrigation of fodder and fiber crops under permit from the California Regional Water Quality Control Board, Colorado River Basin, Order No. 01-156. The disposal site is leased to an independent contractor.

**Scope of Work**

The BBARWA needs irregular and ongoing engineering input on the following items:

- Plant Design and Related Services
- Sewer Design and Related Services
- General Engineering and Construction Support Services
- Environmental Compliance Support Services

- Stormwater Management, Design, and Related Services
- Project Management
- Trouble shooting & problem solving
- Product research
- Feasibility studies

## **Schedule**

Timely completion of various small projects, committee input and discussion items on an as needed basis. Timelines will be determined as projects, input and assignments are requested by staff.

## **Budget**

The initial annual budget, for each of the three years of the contract, will be set at \$10,000.00 (Ten Thousand Dollars and 00/100). Additional budget will be provided when the initial budget has been exhausted or when assigned projects require funding that exceeds the available budget.

## **Selection Process**

Award of the contract will be made by the BBARWA Management team.

Evaluation will be based upon:

- Thoroughness of the submitted proposal
- Experience with projects similar in type and scope
- References from previous and current clients
- Familiarity with the wastewater systems operations, and
- The consultant's schedule of fees

## **Contract Information**

The consultant's signature on their Proposal shall constitute a commitment on the part of that consultant to furnish the services as set forth in this RFP. The RFP and the proposal shall all be considered as part of the contract between the BBARWA and the consultant to whom the contract is awarded. The selected consultant will be required to sign a Professional Service's Agreement.

The BBARWA may, by written notice to the consultant, terminate this contract in whole or in part if the consultant fails to: deliver the services within the timelines established for each task. The BBARWA may, by written notice, terminate this contract in whole or in part, when deemed in the BBARWA's interest, if the consultant does not remedy problems and failures within five (5) days, after receipt of the written notice from the BBARWA. Upon termination of the contract with the selected consultant, the BBARWA may award the contract to another responsive consultant, if it is deemed to be in the best interests of the BBARWA.

Be advised that all information contained in proposals shall become public record upon contract award, and be made available upon request, unless otherwise marked. The consultant must identify, in writing, all copyrighted material, trade secrets or other proprietary information the consultant claims are exempt from disclosure pursuant to the California Public Records Act and Government Codes regarding public records. The consultant who claims such an exemption must also state in the proposal that, "The consultant agrees to indemnify and hold harmless BBARWA and its officers,

employees and agents from any claims, liability, or damages against BBARWA and to defend any actions brought against the BBARWA for its refusal to disclose such material, trade secrets or other proprietary information to any party.”

## **Proposal Summary**

Please include the following in your proposal as well as anything else you deem appropriate that may assist us in our decision.

### **History and Experience**

Supply information regarding the services you have provided for us or for organizations similar to ours. Provide a list of clients comparable to our organization; include contact name, telephone number, services provided, examples and length of service.

### **Budget**

Three initial annual budgets of \$10,000 will be provided on July 1<sup>st</sup> each of the three (3) years of the contract. If the BBARWA requests on-call services whose cost exceeds the initial \$10,000, prior to June 30<sup>th</sup> of the following calendar year, additional funding will be provided to appropriately fund all work that the BBARWA requests the consultant to complete.

### **Proposed Project Team**

Include proposed project team with a short bio of each team member. If using outside resources please indicate them as such; we reserve the right to approve/disapprove of selected resources.

### **Professional Services Agreement**

The BBARWA will provide the professional services agreement. The successful consultant’s proposal will be included as an appendix to the agreement.

## **Closing**

Questions regarding our request for proposal for on-call engineering services should be directed to [Dlawrence@bbarwa.org](mailto:Dlawrence@bbarwa.org) or (909) 584-4018.