October 13, 2014

SUBJECT: REQUEST FOR PROPOSALS TO PROVIDE ENGINEERING AND ARCHITECTURAL DESIGN SERVICES FOR THE OLIVENHAIN MUNICIPAL WATER DISTRICT ADMINISTRATION AND OPERATIONS BUILDING EXPANSION

The Olivenhain Municipal Water District (District) is interested in receiving proposals for final engineering and design of an expansion/improvement to its administrative and operations buildings located at 1966 Olivenhain Road in the Encinitas area of the County of San Diego. The existing facilities include two separate buildings totaling approximately 11,000 square feet. In order to accommodate the staffing needs of the District a new proposed 8,000 square foot building together with the joining of all three buildings into one is envisioned.

The District desires to retain the services of an architectural firm to prepare construction plans and specifications suitable for the bidding and construction of an enlarged operations and administration building. A preliminary design report for the project has already been developed and is available for review on the District’s website at http://www.olivenhain.com/files/docs/Engineering/BuildingD/BuildingDPDR.pdf.

The following items are of special interest to the District for this project and should be discussed/included in the project scope of work. (This list is not all inclusive for the scope of work.):

- Budget (design and construction)
- Schedule
- Existing geotechnical issues
- Utility relocations
- Phasing of construction and maintaining customer service during construction
- Permitting through the City of Carlsbad
- Cost saving or alternative design concepts
- Stormwater management/Low impact design (LID) and use of recycled water for landscape irrigation

Proposals should include the following Items at a minimum:

- A list of up to five (5) similar projects designed by the architect, together with a client contact and phone number for each project. Please include the names of the team members proposed for this project who worked on each of the submitted similar projects.
- List of Subconsultants by company name and principal proposed for the project.
• A complete Scope of Work including a breakdown of tasks which identifies a proposed index of sheets anticipated to be included in the final plan set. Include a breakdown of hours by task outlined in the scope of work;
• Anticipated Design Schedule, including permitting and bidding;
• Design Fee Estimate.

The design fee estimate included in the Proposal should be based on the Scope of Work included with your RFP. At the architect’s option, the proposal may include any design concepts or ideas that the architect feels would enhance or improve the concept design included in the Preliminary Design Report, up to and including ideas which involve new floor layouts for the building which may improve access or work flow.

Proposals are due to the District no later than 3 pm, November 10, 2014. Please submit six (6) bound hard copies of your proposal together with one electronic copy on CD or USB flash drive in a sealed envelope addressed as follows:

Design Proposal for:
Expansion of the OMWD Operations and Administrative Facility at 1966 Olivenhain Road, Encinitas, CA 92024

Olivenhain Municipal Water District
Attn: George Briest, Engineering Manager
1966 Olivenhain Road
Encinitas, CA 92024

A pre-proposal/site visit is not mandatory for submission of a Proposal; however, each firm interested in submitting a Proposal is encouraged to make arrangements for an individual site tour/meeting if desired. Tours can be arranged by contacting Jessica Le, Engineering Admin Assistant, at (760) 753-6466 or by email at JLe@olivenhain.com. Questions regarding this project can be emailed at any time to GBriest@olivenhain.com. Verbal questions may be answered by phone; however written questions by email will be answered in writing.

Proposals will be evaluated by the District on the basis of each firm’s design experience, completeness of scope, anticipated design schedule, fee, and any other included information. Proposals should be no more than 20 pages not including the scope of work, schedule, fee estimate, and resumes.

Due to the anticipated scope/fee for the project, the District anticipates conducting interviews with up to 3 firms for final selection. A proposed agreement would be presented to the District’s Board of Director’s for consideration of approval at the regularly scheduled board meeting on December 10th.
The District looks forward to receiving your proposal. If you have any questions, please contact myself at (760) 632-4640 or GBriest@olivenhain.com. Thank you for your interest in the District’s project.

OLIVENHAIN MUNICIPAL WATER DISTRICT

George R. Briest, PE
Engineering Manager

Cc: Jessica Le, Engineering Department Admin