

File No. 151169

Committee Item No. 10

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance

Date December 9, 2015

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Resolution
<input type="checkbox"/>	<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Digest
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Budget and Legislative Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Youth Commission Report
<input type="checkbox"/>	<input type="checkbox"/>	Introduction Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input type="checkbox"/>	<input type="checkbox"/>	MOU
<input type="checkbox"/>	<input type="checkbox"/>	Grant Information Form
<input type="checkbox"/>	<input type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contract/Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Form 126 – Ethics Commission
<input type="checkbox"/>	<input type="checkbox"/>	Award Letter
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

OTHER (Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

Completed by: Victor Young

Date December 4, 2015

Completed by: Victor Young

Date \_\_\_\_\_

1 [Water Enterprise Agreement - Planning and Design Services, Mountain Tunnel  
2 Improvements - Not to Exceed \$21,000,000]

3 **Resolution approving and authorizing the General Manager of the San Francisco Public**  
4 **Utilities Commission to negotiate and execute Hetch Hetchy Water and Power funded**  
5 **Agreement No. CS-249, Planning and Design Services, Mountain Tunnel Improvements,**  
6 **for an amount not to exceed \$21,000,000, and with a duration of up to ten years,**  
7 **pursuant to Charter, Section 9.118.**

8  
9 WHEREAS, Mountain Tunnel is a critical, non-redundant link in the Hetch Hetchy water  
10 system, conveying the San Francisco Public Utilities Commission (SFPUC) water supply from  
11 Kirkwood Powerhouse to Priest Reservoir; having been in service since 1925, sections of the  
12 original lining have deteriorated, due to age, original construction deficiencies and deferred  
13 maintenance, leaving the SFPUC vulnerable to not meeting the Levels of Service objectives  
14 for water quality and delivery reliability; and

15 WHEREAS, The design and engineering required to restore the reliability of Mountain  
16 Tunnel cannot be accomplished using existing City staff exclusively, and it is necessary to  
17 procure the services of qualified consultants to provide specialized expertise; and

18 WHEREAS, The estimated cost of services is \$21,000,000; and

19 WHEREAS, Services are anticipated to begin in January 2016 and end in January  
20 2026, for a not-to-exceed agreement duration of 10 years; and

21 WHEREAS, The Request for Proposals was advertised on June 17, 2015; and

22 WHEREAS, SFPUC staff and Contract Monitoring Division (CMD) review of the  
23 selection panel evaluations and the proposals resulted in the determination that McMillen  
24 Jacobs Associates is the best qualified consulting firm; and

1 WHEREAS, A CMD subconsulting goal of 10% Local Business Enterprise (LBE)  
2 participation of the total value of services to be provided has been established for this  
3 agreement, and McMillen Jacobs Associates has committed to 13.84% LBE participation; and

4 WHEREAS, Funds for this agreement will be available at the time of award of the  
5 agreement, for the first Task Order pertaining to the Planning tasks, from Projects CUH10220-  
6 Mountain Tunnel Inspection and Repair and CUH10221-Mountain Tunnel Bypass projects;  
7 and

8 WHEREAS, On October 27, 2015, by SFPUC Resolution No. 15-0216, the SFPUC  
9 approved the selection of McMillen Jacobs Associates; awarded Agreement No. CS-249,  
10 Planning and Design Services, Mountain Tunnel Improvements, to provide specialized  
11 planning and engineering services for the proposed Mountain Tunnel improvements, subject  
12 to Board of Supervisors' approval under Charter, Section 9.118; now, therefore, be it

13 RESOLVED, That the Board of Supervisors approves and authorizes the General  
14 Manager of the SFPUC to negotiate and execute Water Enterprise Hetchy System  
15 Improvement Program funded Agreement No. CS-249, Planning and Design Services,  
16 Mountain Tunnel Improvements with McMillen Jacobs Associates for an amount not to exceed  
17 \$21,000,000, and with a duration of 10 years, or, in the event negotiations are not successful  
18 or City requirements are not satisfied, to negotiate and execute a professional services  
19 agreement with the next highest ranked proposer for the same amount and duration, pursuant  
20 to Charter, Section 9.118.

21 FURTHER RESOLVED, That within thirty (30) days of the agreement being fully  
22 executed by all parties, the SFPUC shall provide the final Agreement to the Clerk of the Board  
23 for inclusion into the official file.  
24  
25

**Item 10**  
**File 15-1169**

**Department:**  
San Francisco Public Utilities Commission (SFPUC)

## **EXECUTIVE SUMMARY**

### **Legislative Objectives**

- Resolution approving and authorizing the General Manager of the San Francisco Public Utilities Commission (SFPUC) to negotiate and execute Hetchy Hetchy Water and Power funded agreement for Planning and Design Services, Mountain Tunnel Improvements (Agreement No. CS-249), for an amount not to exceed \$21,000,000 and a term of up to ten years, pursuant to Charter Section 9.118.

### **Key Points**

- Mountain Tunnel was originally constructed between 1917 and 1925, and is currently used to deliver water from Hetch Hetchy Reservoir into the Priest Reservoir in Tuolumne County, as part of the SFPUC's water supply system. In 2008, an inspection of Mountain Tunnel concluded that certain sections of the lining had deteriorated significantly making the Tunnel vulnerable to seismic events, rock falls, diminished water quality and decreased hydroelectric generation capacity.
- On June 17, 2015, the SFPUC issued a Request for Proposals (RFP) to provide planning, design and engineering services for improvements to Mountain Tunnel. On August 7, 2015, the SFPUC received three proposals and selected McMillen Jacobs Associates. The proposed agreement is anticipated to commence on January 25, 2016 and extend for ten years, or through January 24, 2026.

### **Fiscal Impact**

- The SFPUC's ten-year capital plan for FY 2015 through 2024 includes a total of \$627.8 million for the Mountain Tunnel Access Improvement and Rehabilitation Bypass Projects, including \$11,317,000 which was appropriated in FY 2015-16.
- The subject not to exceed \$21 million agreement will be funded with commercial paper. The total Mountain Tunneling Project cost of \$680 million, which includes the proposed not to exceed \$21 million design and engineering agreement, will ultimately be funded through the sale of water and power revenue bonds, which would refund the outstanding commercial paper. The debt service costs for such revenue bonds would be repaid from the revenues received from the sale of water and power to SFPUC customers.

### **Recommendations**

- Amend the proposed resolution to provide that the term of the proposed agreement would be for a duration of ten years, with options to extend for up an additional three years, for a total of up to 13 years.
- Approve the proposed resolution as amended.

**MANDATE STATEMENT**

City Charter Section 9.118(b) states that any contract entered into by a department, board or commission that (1) has a term of more than ten years, (2) requires expenditures of \$10 million or more, or (3) requires a modification of more than \$500,000 is subject to Board of Supervisors approval.

**BACKGROUND**

Mountain Tunnel, which was originally constructed between 1917 and 1925, is currently used to deliver water from the Hetch Hetchy Reservoir into the Priest Reservoir in Tuolumne County, as part of the San Francisco Public Utilities Commission's (SFPUC) complex water supply system from Hetch Hetchy Valley in Yosemite National Park to the San Francisco Bay Area. The map on the following page shows Mountain Tunnel relative to the rest of the Hetch Hetchy Regional Water System.

In 2002, the SFPUC's Water System Improvement Program (WSIP)<sup>1</sup> included a \$3.5 million project for Mountain Tunnel to patch some cracks and repair a short segment of the lining. However, in 2005, this project was removed from the WSIP schedule, when it was determined that the proposed minor repairs were not adequate. In 2008, a more comprehensive inspection of Mountain Tunnel concluded that certain sections of the lining had deteriorated significantly making the Tunnel vulnerable to seismic events, rock falls, diminished water quality and decreased hydroelectric generation capacity.

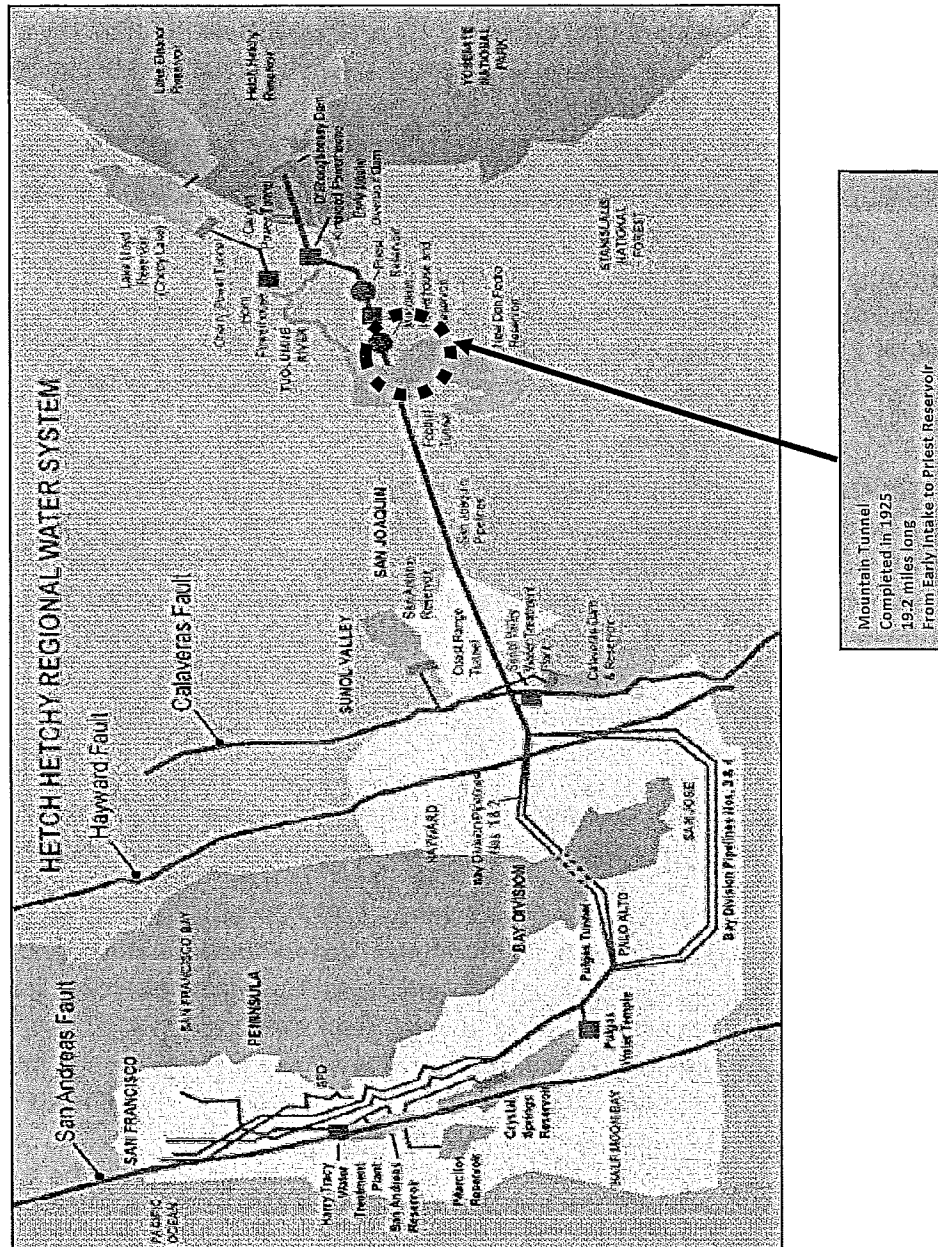
The SFPUC's approved ten-year capital plan for FY 2015 through 2024 includes \$627.8 million for the Mountain Tunnel Access Improvement and Rehabilitation Bypass Projects, including \$11,317,000 which was previously appropriated by the Board of Supervisors in FY 2015-16.

On June 17, 2015, the SFPUC issued a Request for Proposals (RFP) to provide planning, design and engineering services for improvements to Mountain Tunnel. These services specifically include providing tunnel inspections, geotechnical and hazardous materials investigations, laboratory testing and reporting, analysis, design and repair of deep rock tunnels, plans and specifications of construction contract documents, preparing Conceptual Engineering Reports, engineering cost estimates, construction schedules, engineering support during environmental review, bid, award and construction of tunnel improvements and related tasks.

On August 7, 2015, the SFPUC received three proposals from (1) McMillen Jacobs Associates, (2) Jacobs Engineering, and (3) AECOM. The SFPUC conducted an evaluation to select McMillen Jacobs Associates as the highest ranked firm, with Jacobs Engineering ranking second.

---

<sup>1</sup> WSIP is the SFPUC's comprehensive \$4.8 billion water system capital improvement program to rebuild and rehabilitate San Francisco's regional and local drinking water systems.



**DETAILS OF PROPOSED LEGISLATION**

The proposed resolution would approve and authorize the General Manager of the San Francisco Public Utilities Commission (SFPUC) to negotiate and execute a Hetch Hetchy Water and Power funded agreement for Planning and Design Services, Mountain Tunnel Improvements (Agreement No. CS-249), for an amount not to exceed \$21,000,000 and a term of up to ten years, pursuant to Charter Section 9.118.

According to Ms. Johanna Wong, SFPUC's Mountain Tunnel Program Manager, the proposed agreement is anticipated to commence on January 25, 2016 and extend for ten years, or through January 24, 2026, with options to extend for up to an additional three years, or through January 24, 2029, to coincide with the potential term of the construction and other unanticipated conditions. The proposed resolution states that the term of the proposed agreement would be for a not-to-exceed duration of ten years. Therefore, the proposed resolution should be amended to provide that the term of the proposed agreement would be for a duration of ten years, with options to extend for an additional three years, for a total of up to 13 years.

In accordance with the results of the RFP process, the proposed resolution would authorize the SFPUC to enter into an agreement with McMillen Jacobs Associates, as the highest ranking firm. However, the proposed resolution also states that in the event negotiations are not successful or City requirements are not satisfied, the Board of Supervisors approves and authorizes the General Manager of the SFPUC to negotiate and execute a professional services agreement with the next highest ranked proposer for the same amount and duration, pursuant to Charter Section 9.118. As noted above, Jacobs Engineering was the next highest ranked proposer.

Under the proposed agreement, there is a planned Mountain Tunnel shutdown for 60 days in 2017. Due to operational constraints, Mountain Tunnel can only be taken out of operation for the proposed inspections and immediate repairs during lower demand months, which is typically during the winter months of January and February. During this 60-day shutdown, the SFPUC will rely on Bay Area reservoirs to meet customer demands for water.

On October 27, 2015, the SFPUC Commission approved a resolution authorizing this Planning and Design Services agreement for a not to exceed \$21,000,000 for up to ten years (SFPUC Resolution No. 15-0216).

**FISCAL IMPACT**

As noted above, a total of \$11,317,000 was previously appropriated by the Board of Supervisors for the Mountain Tunneling Projects in the FY 2015-16 SFPUC's Hetch Hetchy operating budget. According to Mr. Carlos Jacobo, the Budget Director for the SFPUC, the subject not to exceed \$21 million agreement is currently being funded with commercial paper. Mr. Jacobo notes that

the total Mountain Tunneling Projects cost of \$680 million<sup>2</sup>, which includes the proposed not to exceed \$21 million design and engineering agreement, will ultimately be funded through the sale of SFPUC's water and power revenue bonds, which would also be used to refund the outstanding commercial paper. The debt service costs for such revenue bonds would be repaid from the revenues received from the sale of water and power to SFPUC customers.

The proposed budget for the subject not to exceed \$21 million agreement is shown in Table 1 below.

**Table 1: Projected Not to Exceed \$21 Million Agreement**

Tasks	Amount
Planning Phase	\$ 414,811
Review Background Information	276,196
Tunnel Inspection and Condition Assessment	830,585
Interim Repairs	604,244
Conceptual Engineering	1,475,618
Design Phase	550,248
Geotechnical Investigation and Site Characterization	2,618,874
Tunnel Engineering and Design	4,208,625
Additional Tunnel Design Improvements	1,500,000
Engineering Support for Environ Review, Bid & Construction	3,075,445
Technology Transfer, Land Assessment and Communications	374,050
Other Direct Costs (Drilling, Travel, Testing)	4,688,626
Profit	345,432
<b>Total</b>	<b>\$20,962,754</b>

Source: San Francisco Public Utilities Commission staff.

## RECOMMENDATIONS

1. Amend the proposed resolution to provide that the term of the proposed agreement would be for a duration of ten years, with options to extend for up an additional three years, for a total of up to 13 years.
2. Approve the proposed resolution as amended.

<sup>2</sup> Although SFPUC's ten-year capital plan which extends through FY 2024 includes \$627.8 million for this project, completion of the project is anticipated to extend beyond FY 2024 and cost a total of \$680 million.





# San Francisco Water Power Sewer

Services of the San Francisco Public Utilities Commission

525 Golden Gate Avenue, 13th Floor  
San Francisco, CA 94102  
T 415.554.3155  
F 415.554.3161  
TTY 415.554.3488

**TO:** Angela Calvillo, Clerk of the Board

**FROM:** Patrick Caceres, Policy and Government Affairs Manager

**DATE:** November 6, 2015

**SUBJECT:** Water Enterprise Agreement, Planning and Design  
Services, Mountain Tunnel Improvements – Not to Exceed  
\$21,000,000

Attached please find an original and one copy of a proposed resolution approving and authorizing the General Manager of the San Francisco Public Utilities Commission (SFPUC) to negotiate and execute Hetch Hetchy Water and Power funded Agreement No. CS-249, Planning and Design Services, Mountain Tunnel Improvements, for an amount not to exceed \$21,000,000, and with a duration of up to 10 years, pursuant to Charter Section 9.118.

The following is a list of accompanying documents (2 sets):

1. Board of Supervisors Resolution
2. CS-249 Request for Proposal
3. Request for Proposal, Addendum 1
4. Request for Proposal, Addendum 2
5. Request for Proposal, Addendum 3
6. SFPUC Resolution No. 15-0166
7. Ethics Form 126

Please contact Patrick Caceres at 554-0706 if you need any additional information on these items.

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2015 NOV -6 AM 11:50  
151169

Edwin M. Lee  
Mayor

Ann Moller Caen  
President

Francesca Vietor  
Vice President

Vince Courtney  
Commissioner

Anson Moran  
Commissioner

Ike Kwon  
Commissioner

Harlan L. Kelly, Jr.  
General Manager





San Francisco  
**Water**  
POWER  
& ENERGY

Services of the San Francisco Public Utilities Commission

**SAN FRANCISCO PUBLIC UTILITIES COMMISSION  
INFRASTRUCTURE DIVISION**

**Request for Proposals**

**Agreement No. CS-249**

**Planning and Design Services  
Mountain Tunnel Improvements**

**Date: June 17, 2015**

**Contract Administration Bureau  
SAN FRANCISCO PUBLIC UTILITIES COMMISSION  
525 Golden Gate Avenue, 8<sup>th</sup> Floor  
San Francisco, California 94102**

**REQUEST FOR PROPOSALS**  
**CITY & COUNTY OF SAN FRANCISCO**  
**SAN FRANCISCO PUBLIC UTILITIES COMMISSION**

**Infrastructure Division**

**San Francisco Hetchy System Improvement Program**

**Agreement No. CS - 249**  
**Planning and Design Services**  
**Mountain Tunnel Improvements**

**Table of Contents**

	<b><u>PAGE</u></b>
I. INTRODUCTION.....	1
II. BACKGROUND .....	6
III. SCOPE OF SERVICES.....	12
IV. QUALIFICATIONS .....	42
V. PROPOSAL.....	43
VI. EVALUATION AND SELECTION CRITERIA .....	55
VII. AWARD OF AN AGREEMENT.....	59
VIII. TERMS AND CONDITIONS.....	60
IX. CONTRACT MONITORING DIVISION (CMD) REQUIREMENTS .....	65
X. ADDITIONAL CITY REQUIREMENTS.....	68
XI. PROTEST PROCEDURES .....	72

## **Appendices:**

- A. Professional Services Proposal Checklist
- B. Overhead and Profit Schedule
- C. Professional Services Agreement (P500)
- D. Schedule of Estimated Number of Hours Per Task
- E. Contract Monitoring Division (CMD) Forms
  - Form 2A - CMD Contract Participation Form
  - Form 2B - CMD “Good Faith Outreach” Requirements Form
  - Form 3 - CMD Non-Discrimination Affidavit
  - Form 5 - CMD Employment Form
- F. Equal Benefits Ordinance (12B)
  - Quick Reference Guide
  - CMD Form 12B-101 - San Francisco Administrative Code Chapters 12B & 12C  
Declaration: Non-Discrimination in Contracts and Benefits
- G. Business Registration Certificate Requirement
- H. Business Tax Declaration
- I. Insurance Requirements
- J. Release of Liability
- K. Minimum Compensation Ordinance (MCO) Declaration
- L. Health Care Accountability Ordinance (HCAO) Declaration
- M. Consultant Commitment Matrix
- N. Environmental Justice Policy Link:  
<http://sfwater.org/Modules/ShowDocument.aspx?documentid=3568>
- O. Community Benefit Policy Link:  
<http://sfwater.org/Modules/ShowDocument.aspx?documentid=3570>
- P. Community Benefits Program - Examples of Commitments
- Q. Technology Policy Link  
[:http://sfwater.org/Modules/ShowDocument.aspx?documentid=3566](http://sfwater.org/Modules/ShowDocument.aspx?documentid=3566)
- R. Sustainability Plan and Program Link:  
<http://www.sfwater.org/modules/showdocument.aspx?documentid=860>
- S. Site Visit Information

## **Acronyms and Abbreviations**

AAR	Alternative Analysis Report
AGM	Assistant General Manager
ASCE	American Society of Civil Engineers
BAAQMD	Bay Area Air Quality Management District
BEM	Bureau of Environmental Management
BIM	Building Information Modeling
CB	Community Benefits
CDFW	California Department of Fish and Wildlife
CEQA	California Environmental Quality Act
CER	Conceptual Engineering Report
CIP	Capital Improvement Program
CM/GC	Construction Manager/ General Contractor
CMB	Construction Management Bureau
CMD	Contract Monitoring Divisions
COR	Change Orders Requests
CPI	Consumer Price Index
CPM	Critical Path Method
CSI	Construction Specifications Institute
CSPE	Consultant Services Performance Evaluation
DB	Design-Build
DBB	Design-Bid-Build
EIC	Earned Income Credit
EMB	Engineering Management Bureau
EJ	Environmental Justice
EOPR	Effective Overhead and Profit Rate
EPM	Environmental Project Manager
FSHP	First Source Hiring Program
GBR	Geotechnical Baseline Report
GDR	Geotechnical Data Report
GIR	Geotechnical Interpretative Report

HCAO	Health Care Accountability Ordinance
HRC	Human Rights Commission
IRS	Internal Revenue Service
JV	Joint Venture
LBE	Local Business Enterprise
LOS	Level of Service
LOTO	Lock Out/ Tag Out
M	Million
MGD	Million Gallons per Day
MCO	Minimum Compensation Ordinance
NAR	Needs Assessment Report
NEPA	National Environmental Policy Act
NHPA	National Historic Preservation Act
NTP	Notice to Proceed
O&M	Operations & Maintenance
ODC	Other Direct Cost
OPS	Overhead and Profit Schedule
P&IDs	Process and Instrumentation Diagrams
PCSB	Program Controls and Support Bureau
PE	Project Engineer
PM	Project Manager
PMB	Project Management Bureau
QA/QC	Quality Assurance/Quality Control
QBD	Question on Bid Documents
RFC	Request for Clarification
RFI	Request for Information
RFP	Request for Proposals
RFQ	Request for Qualifications
ROW	Right-of-Way
RWQCB	Regional Water Quality Control Board, San Francisco Bay Region
SE	Structural Engineer Licensed in the State of California
SFPUC	San Francisco Public Utilities Commission

TBM	Tunnel Boring Machine
USACE	United States Army Corps of Engineers
USEPA	United States Environmental Protection Agency
USFWS	United States Fish and Wildlife Service
WBS	Work Breakdown Structure

## **I. INTRODUCTION**

### **1. Summary**

The San Francisco Public Utilities Commission (SFPUC), a department of the City and County of San Francisco, seeks to retain the services of a qualified Proposer to assist the SFPUC with planning and engineering services for the proposed mountain tunnel Improvements. The term Proposer shall refer to any legal entity(ies) submitting a proposal in response to this Request for Proposals (RFP).

Proposers responding to this RFP must have proven expertise and extensive experience in the condition assessment and rehabilitation of deep rock tunnels, and design of large diameter rock tunnels excavated by a tunnel boring machine (TBM).

The SFPUC anticipates awarding to the selected Proposer a ten (10) year Agreement for a total amount not to exceed \$21,000,000 inclusive of all reimbursable costs. The SFPUC reserves the right to commence, close, reduce or extend Proposer services at any time in response to changing needs. **The LBE subconsulting goal for this project is five percent (5%) of the total value of the goods and/or services to be provided.**

Please take notice: By participating in this competitive process, Proposer agrees that any agreement resulting from this process may be utilized by other public entities to procure the commodities and/or services on the same terms.

It should also be noted that, at the sole discretion of SFPUC, the Task Descriptions (see Section V.3.D) may be incorporated into the scope of services and the Overhead and Profit Schedule's (OPS) billing rates (see Section V.4.B) to be provided by the Proposer as part of its proposal may be directly incorporated into the Agreement (see Appendix C) as the applicable scope of services and billing rates, respectively.

Additional information relating to the RFP may be posted on the SFPUC Contract Administration Bureau webpage (<http://contracts.sfwater.org>) as needed after issuance of the RFP. Proposers should therefore consult the SFPUC website regularly for these updates.



## 2. Tentative Schedule

The SFPUC has established the following target dates for issuance, receipt and evaluation of proposals in addition to award of an Agreement in response to this RFP. The following dates are tentative, non-binding, and are subject to change without prior notice:

Advertisement of RFP .....	June 17, 2015
Pre-Submittal Conference* .....	July 1, 2015
Site Visit** .....	July 2, 2015
Deadline for Proposers to Submit Questions .....	July 13, 2015
Deadline for Proposers to Submit Proposals .....	August 4, 2015
Short-Listing and Notification for Oral Interviews .....	August 21, 2015
Oral Interviews .....	September 4, 2015
Posting of Proposer Ranking .....	September 7, 2015
Public Utilities Commission Consideration .....	October 13, 2015
Deadline for Proposer to Achieve Vendor Compliance & Execute Agreement*** .....	October 27, 2015
Board of Supervisors' Consideration .....	December 16, 2015
Notice of Award of Agreement .....	January 11, 2016

\* The SFPUC will make available to all Proposers at the pre-submittal conference one or more CD-ROMs containing electronic copies of a portion of the background documents listed under Task 3 in Section III.4 of this RFP. To obtain a free copy of the CD-ROM(s) at the pre-submittal conference, please send a written request by June 29 to Grace Tang at [rfp@sfgwater.org](mailto:rfp@sfgwater.org)

\*\* See Appendix S. for Site Visit Information

\*\*\* Failure by the Proposer to obtain compliance with City requirements and execute an Agreement within two (2) weeks of the date of Public Utilities Commission's authorization to execute the Agreement may result in the General Manager's executing an Agreement with the next highest ranked Proposer.

### **3. Conflict of Interest**

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. These sections are available for review at the following internet links:

[http://www.amlegal.com/nxt/gateway.dll/California/campaign/campaignandgovernmentalconductcode?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco\\_ca\\$anc=JD\\_Campaign](http://www.amlegal.com/nxt/gateway.dll/California/campaign/campaignandgovernmentalconductcode?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$anc=JD_Campaign)

, and <http://leginfo.legislature.ca.gov/faces/codes.xhtml>

The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful Proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful Proposer that the City has selected the Proposer.

#### **A. OBLIGATIONS**

It is the obligation of the Proposer as well as their Subconsultants to determine whether or not participation in that contract constitutes a conflict of interest. While the SFPUC staff maintains records regarding award and execution of contracts, it does not have access to specific information concerning which entities, partners, subconsultants or team members perform specific work on these contracts. A conflict of interest or an unfair advantage may exist without any knowledge of the SFPUC. The database of our records concerning work performed by various sub-consultants is available for reference to consultants making their own determination of potential conflicts. This information should not be relied upon as either comprehensive or indisputable. Final determination of the potential for conflict must be made by the Proposers. A court makes the final determination of whether an actual conflict exists. The guidelines below address conflicts under the aforementioned laws but there are other laws that affect qualifications for a contract.

#### **WORK**

There are many phases of work pertaining to SFPUC contracts. Potential conflicts arise out of progressive participation in various phases of that work. Set forth below are general guidelines regarding when participation in a specific phase of work may create a conflict. Because an actual determination regarding whether a conflict exists depends upon the specific facts of each situation, the general guidelines set forth below should be treated only as a starting point. A Proposer should consult with their legal counsel to determine whether a

potential conflict exists. Note that the general guidelines set forth below apply to the award of Agreements under this RFP.

- i. **RFI/RFQ/RFP/Bid Documents.** Any entity that participates in the development of any of these documents has participated in “making the contract” for the work. For these purposes “participating in making” has the same meaning as under Government Code Section 1090 and the term “entity” includes any parent, subsidiary or other related business.
- ii. **General Program Management Services.** Since these advisory services necessarily assist in general definitions of the program and projects, conflict would likely exist in participation in the design or construction management phase of any project.
- iii. **Preplanning.** Participation in preplanning work, which may include the needs assessment report, since it is an initial phase, would likely be limited only by previous participation in preparation of RFI/RFQ/RFP or bid documents.
- iv. **Planning and Final Engineering Design (performed under single contract).** The planning phase of any project establishes the facts pertaining to the project and possible options for consideration, and includes preparation of the Alternative Analysis Report and the Conceptual Engineering Report for the project. Documents produced as part of the Final Engineering Design constitute the definition of the construction contract for the project. Participation in the Planning and Final Engineering Design for a project (under a single contract) would likely be in conflict with participation in any subsequent phases, such as construction management or general construction.
- v. **Environmental Review.** Similar to the planning phase, this phase of work gathers information from other sources resulting in a definition of the project for the purposes of reviewing the environmental effects of the work. Firms participating in environmental review would likely not have a conflict in participating in subsequent phases.
- vi. **Construction Management.** This work consists of review, assessment and recommendation for actions based on interpretation of contract documents. No firm under one contract can review any of its own work performed under another contract. Conflicts would likely arise had any firm participated in either preparation of final engineering design or any documents enumerated in a contract for construction or documents the SFPUC requires a Proposer to rely on in the preparation of their bid.
- vii. **Construction.** It is unlikely that participation in construction contracts would result in conflicts on subsequent contracts. Restrictions on participation in construction contracts may be stipulated in other federal, state or local laws.

- viii. **General.** Work associated with gathering, assessing, or reviewing technical data such as geotechnical investigations, site surveys, condition assessments, or cost estimating would likely have conflicts with other work only if the firms were in a position to review their own work.
- ix. **Administrative Services.** Any subconsultant or vendor providing general administrative services such as communications, reprographic, janitorial or security services during one phase of a project will not be precluded from providing similar services during later phases of the same project.

## **B. COMPLIANCE WITH SAN FRANCISCO ADMINISTRATIVE CODE SECTION 6.40**

This RFP is subject to Administrative Code Section 6.40. Section 6.40 requires that applicable professional services be procured through a competitive, impartial process under which all Proposers are treated fairly. Actions by a Proposer that provide it with an actual or apparent unfair competitive advantage jeopardize the integrity of the competitive process and may be grounds for disqualifying a Proposer.

In addition to the conflict of interest principles summarized above, actions which may give rise to an actual or apparent unfair competitive advantage include a Proposer's unequal access to nonpublic information gained through its performance (or the performance by any entity on Proposer's team) of an existing City contract where such information may provide Proposer with a competitive advantage in the current RFP process. Proposers are strongly encouraged to investigate and manage any potential unfair competitive advantage situations in advance of forming teams and when considering whether or not to participate in the RFP process. A determination regarding whether an unfair competitive advantage situation exists depends upon the specific facts and circumstances of each situation. Proposers are strongly advised to consult with their legal counsel to determine whether or not an unfair competitive advantage may exist.

## **C. CONSULTATION WITH COUNSEL**

The SFPUC strongly advises any proposing firm to consult with their legal counsel to determine whether or not a conflict of interest exists. It is the responsibility of the proposing/bidding firm to make that determination. The SFPUC will not advise consultants on conflict of interest matters.

## **D. OTHER GENERAL RESTRICTIONS APPLICABLE TO THIS RFP**

A firm cannot be a Prime Consultant or JV Partner on more than one (1) proposing team. In addition, if a designated Prime Consultant or JV Partner (Lead or Non-lead) intends to be listed as a subconsultant on another competing proposal, the Prime Consultant or JV Partner

must fully disclose such intent to the affected parties 15 days prior to the due date for Proposal submittal. Failure to comply with these restrictions may result in the rejection of one or more affected Proposals.

A Prime Consultant or JV Partner cannot participate in more than one interview. A subconsultant or individual on more than one (1) proposing team cannot participate in the interview.

## **II. BACKGROUND**

### **1. San Francisco Public Utilities Commission (SFPUC)**

The SFPUC is a City department that provides retail drinking water and sewer services to San Francisco, wholesale water, and hydroelectric power to San Francisco's municipal operations and other retail customers. The SFPUC operates and maintains 3 treatment facilities, approximately 1,000 miles of collection system, and treats an average of 40 billion gallons of wastewater and stormwater annually. Headquartered at 525 Golden Gate Avenue in San Francisco, the SFPUC has approximately 2,300 employees with a combined annual operating budget of approximately \$700 million.

The mission of the SFPUC is to:

- Serve San Francisco and its Bay Area customers with reliable, high quality, and affordable water, while maximizing benefits from power operations and responsibly managing the resources entrusted to its care;
- Protect public health, public safety and the environment by providing reliable and efficient collection, treatment and disposal of San Francisco's wastewater and stormwater;
- Conduct its business affairs in a manner that promotes efficiency, minimizes waste, and ensures rate payers confidence; and
- Promote diversity and the health, safety, and professional development of its employees.

The SFPUC is comprised of three (3) separate enterprises. The *SFPUC Water Enterprise* is responsible for managing the transmission, treatment, storage and distribution of potable water to San Francisco's wholesale and retail customers, and the production of hydroelectric power. The *SFPUC Wastewater Enterprise* is responsible for managing the collection, treatment and disposal of San Francisco's wastewater. The *SFPUC Power Enterprise* is responsible for managing retail power sales, transmission and power scheduling, energy efficiency programs, street lighting services, utilities planning for redevelopment projects, energy resource planning efforts and various other energy services.

Hetch Hetchy Water and Power (HHWP) is a division of the Water Enterprise that is responsible for operation and maintenance of SFPUC water and power facilities in the Sierra and Coast Range Mountains and the San Joaquin Valley. A foremost objective of the Division is to assure

continuing availability of the pristine Hetch Hetchy water supply as needed by the Water Enterprise to meet service needs. In addition, an HHWP Division objective is to take best advantage of hydroelectric power generation and transmission opportunities arising from water operations to benefit the Power Enterprise. SFPUC's Enterprises are operated and managed as separate financial entities with separate enterprise funds.

### Water System Description

The SFPUC Water Enterprise manages a complex water supply system that stretches from Hetch Hetchy Valley in Yosemite National Park to the San Francisco Bay Area. The transmission system is driven wholly by gravity except where local watershed treated waters are introduced. The system provides high quality water to the City as well as southern regions of the Bay Area. Approximately two-thirds of the delivered water is supplied to suburban agencies in the counties of Alameda, Santa Clara, and San Mateo, and close to one-third is used by customers in the City of San Francisco.

The transmission system (or regional system) consists of over 280 miles of pipelines, over 60 miles of tunnels, eleven (11) reservoirs, five (5) pump stations, and three (3) major water treatment plants. The regional system traverses three (3) major earthquake faults. The City distribution system (or local system) consists of a network of more than 1,250 miles of pipeline, twelve (12) reservoirs, nine (9) storage tanks, twelve (12) pump stations, eight (8) hydropneumatic stations and seventeen (17) chlorination stations, all located within the City of San Francisco. The Water Enterprise also operates and maintains the auxiliary water supply system which supports fire-fighting efforts in San Francisco by providing a high-pressure, robust, independent.

## **2. Hetchy System Improvement Program (HSIP)**

A. Hetchy System Improvement Program (HSIP Program) delivers capital improvements proposed to enhance the SFPUC's ability to provide reliable, affordable, high quality water to its 2.6 million customers in an environmentally sustainable manner. The *HSIP Program* objective is to provide cost-effective water quality, seismic reliability, delivery reliability, and water and power supply improvements to HHWP facilities. The program is developed around two (2) fundamental principles - a clean unfiltered water source and a gravity-driven system.

The Hetch Hetchy Water and Power system is a publicly owned, operational system, built with local funds, not State or Federal, and is maintained with local financing to benefit the public. The HSIP capital improvement projects are divided into three portfolios Water, Power, and Joint. The Water program includes water only assets and water quality projects. The Power program includes power assets only. The Joint program includes projects that are used for both water and power assets.

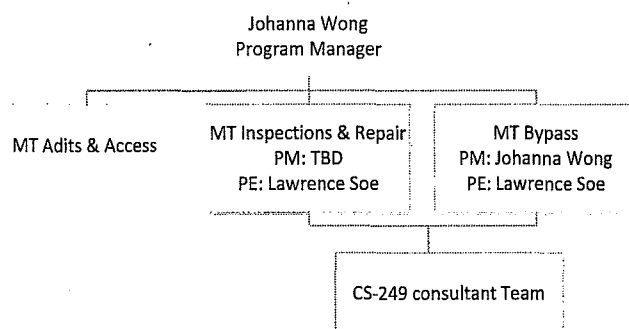
B. SFPUC – Infrastructure Division

The Infrastructure Division will manage the Mountain Tunnel Improvements. Within the SFPUC, the Infrastructure Division is responsible for overseeing all water, power and sewer capital programs and projects. Organizational capacity and in-house staff capabilities continue to expand and increase. However, where the Infrastructure Division does not have the expertise, or chooses to supplement staff, professional services firms are retained.

The Assistant General Manager (AGM) for Infrastructure manages the Division and oversees the five (5) bureaus of the Infrastructure Division - Project Management Bureau (PMB), Engineering Management Bureau (EMB), Construction Management Bureau (CMB), Bureau of Environmental Management (BEM) and Contract Administration Bureau (CAB).

See Figure 1 below for management structure representing the Mountain Tunnel Improvements Projects.

Figure 1. Mountain Tunnel Improvements Management Structure



Projects with scope of work covered under CS-249

### 3. Project Background and Objectives

Mountain Tunnel conveys the SFPUC water supply from Kirkwood Powerhouse to Priest Reservoir. It is the singular route to deliver water from Hetch Hetchy Reservoir into the Priest Reservoir and the Priest Bypass Pipeline. Mountain Tunnel has been in-service since 1925 and consists of lined and unlined sections depending on the geology of the surrounding rock. Due to its age, deferred maintenance and construction deficiencies during the period of original

construction from 1917-1925, sections of the lined portion of the tunnel have deteriorated, some more extensively than others.

The purpose of the proposed Mountain Tunnel Improvements Projects is to improve reliability of daily water delivery to customers, to ensure water quality, and to provide continued capacity to meet future demands.

Currently, the Mountain tunnel Improvements will be carried out in three (3) projects:

<b>Mountain Tunnel Adits &amp; Access Improvement</b>
---

Project Description: The project will construct improvements to adits 5/6 and 8/9, as well as improvements to access roads to said adits, in order to accommodate quick entry of construction crews and equipment into Mountain Tunnel for emergency repair and regular maintenance. The project also provides for the preparation and implementation of an emergency Restoration Plan with the goal of returning Mountain Tunnel to service within 3 months following an emergency collapse of the tunnel lining.

This project has no scope under CS-249.

<b>Mountain Tunnel Inspection and Repair</b>
--

Project Description: The project provides for a tunnel inspection in 2017 to update the Condition Assessment conducted in 2008, as well as short term repairs in 2017 and 2018 to reduce risk of lining collapse.

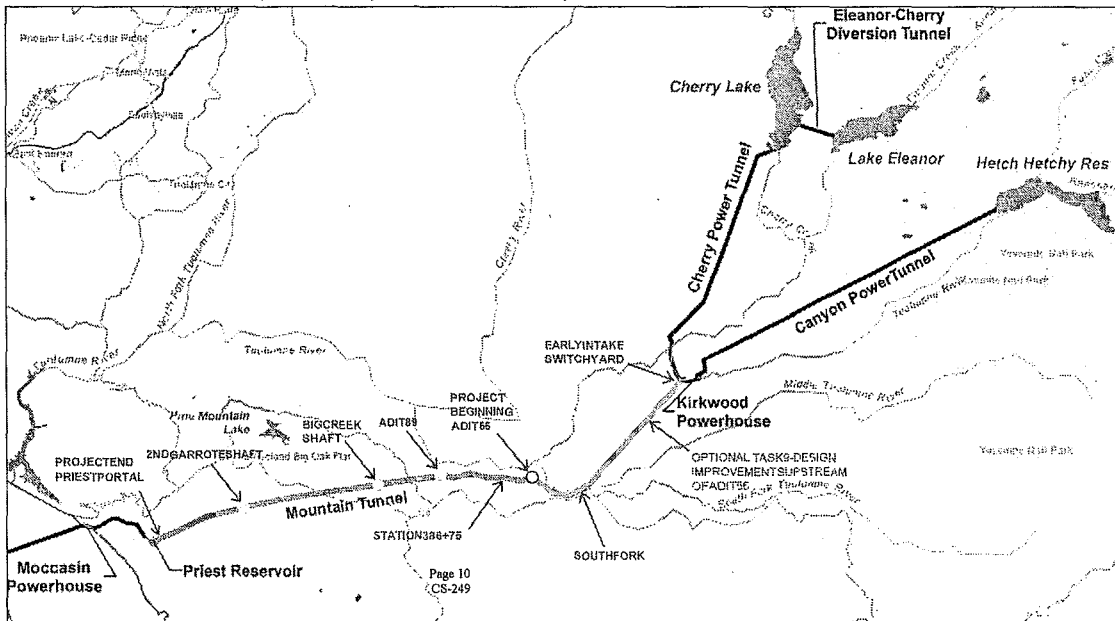
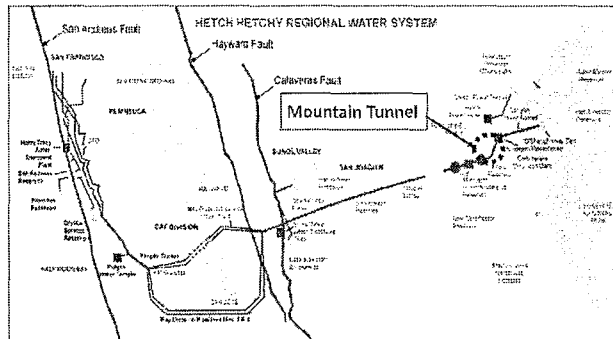
This design and construction support scope Status of this project is covered under CS-249, with the exception of the design of the interim repairs in 2017. The design of the interim repairs in 2017 will be performed under the CS-296 Contract.

<b>Mountain Tunnel Bypass</b>
-------------------------------

Project Description: The project provides for evaluation of alternatives for the repair or replacement of Mountain Tunnel, and eventually, the design and construction of the Preferred Engineering Alternative that will keep this vital component of the Hetch Hetchy Water and Power System in reliable service for years to come.

Schematic map of the area is on the following page:





This page left blank.

It is understood that environmental impacts of this preferred project alternative and other alternatives will be analyzed during the Environmental Review Phase of the project. The preparation of the project Environmental Impact Report (EIR/ES) will be under a separate contract with an environmental consultant. The CEQA/NEPA work will address impacts of the project on biological and cultural resource, water quality, air quality, noise, and other impacts. A separate NEPA document may be required.

### **Status of Project Reports and Studies**

#### **Mountain Tunnel Bypass Project Status**

An aerial survey along the Mountain Tunnel alignment was completed by Meridian Survey, Inc. in 2013.

A preliminary geologic reconnaissance and geotechnical boring plan was developed by Geotechnical Consultants, Inc. in 2013. This document provides a preliminary geologic assessment of surface features, including potential boring locations that have been environmentally cleared. This work can be incorporated into Task 7 as determined appropriate by the Proposer.

An Alternatives Analysis Report (AAR) identifying and evaluating rehabilitation alternatives for the existing Mountain Tunnel was completed by URS Corporation in September 2013. Based on criteria and weighting factors provided by SFPUC, the AAR recommended a 12-mile Bypass Tunnel alternative to carry forward to the Conceptual Engineering Phase.

A Technical Advisory Panel (TAP) was established to review the AAR. The TAP produced an Assessment Report in December 2014. An Addendum to the AAR was subsequently completed by URS on March 27, 2015. Based on the AAR evaluation criteria and weighting factors provided by SFPUC, the 12-mile bypass tunnel alternative was identified as the highest ranking alternative.

#### **Mountain Tunnel Inspection and Repair Project Status**

A separate Request for Task Order Proposal under contract CS-296 is anticipated to be issued in July 2015. This Task Order has an anticipated NTP by August 2015. It will provide detailed design services for the interim repairs of Mountain Tunnel during the 2017 shutdown. The design of the 2017 interim repairs will be based on the 2008 Condition Assessment. The areas to be repaired will be those that can be reasonably accessible from Priest Portal, and can be reasonably completed during the 60-day shutdown starting in January 2017.

Electronic copies of above-mentioned reports and other reports are included in the CD-ROM noted on page 2 of this RFP.

## **III. SCOPE OF SERVICES**

### **1. Introduction**

The SFPUC Infrastructure Division has developed the enclosed scope of services for this RFP. The selected Proposer, working under the direction of the Project Manager and Project Engineer in the SFPUC Infrastructure Division, will provide planning and engineering services for the following Mountain Tunnel Improvement Projects:

- a) Mountain Tunnel Inspection and Repair Project
- b) Mountain Tunnel Bypass Project

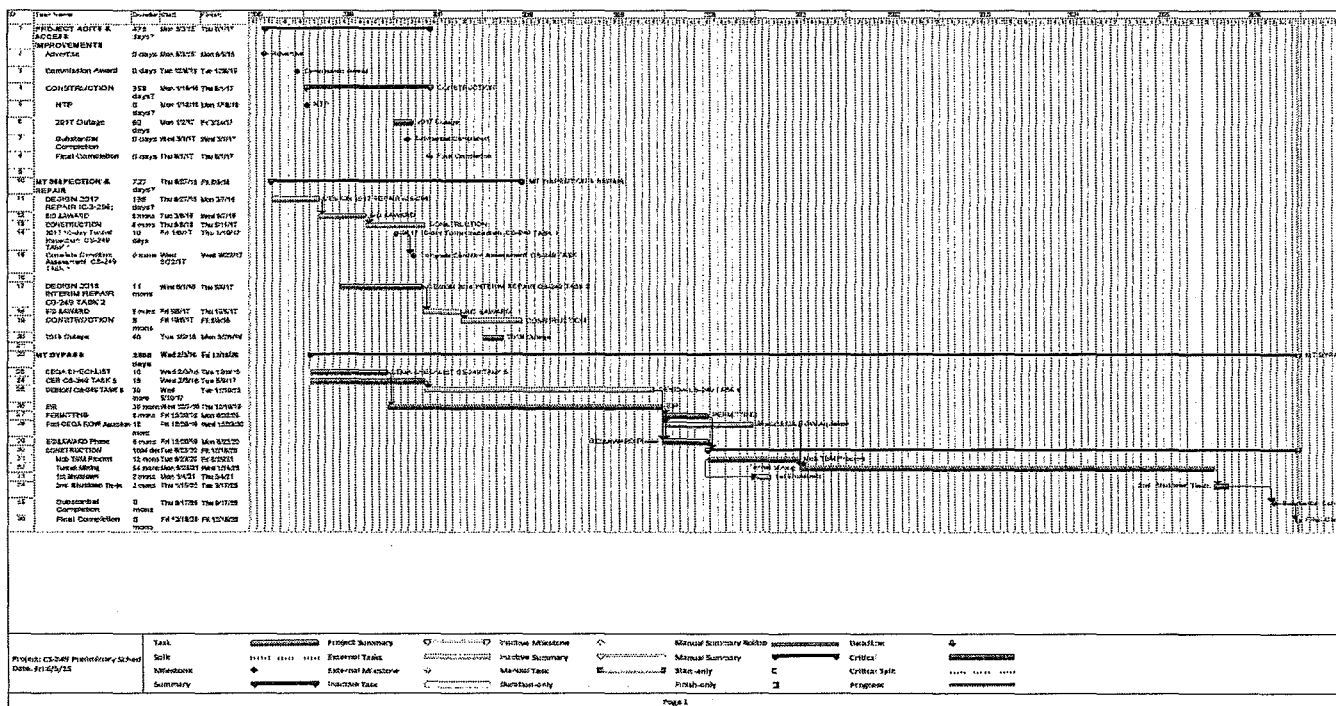
## **2. Schedule**

Preliminary planning, to date, shows the project extending over ten (10) years if a new bypass tunnel is built, with a majority of the engineering design work completed during the first four (4) years of the Contract. The SFPUC reserves the right to commence, close, reduce or extend Proposer services at any time in response to changing needs.

The preliminary schedule indicates the following critical due dates to meet the baseline schedule of the Mountain Tunnel Improvements:

- Design Completion of 2018 Interim Repair (Task 2) by early May 2017 to be able to advertise and award the construction contract for the January 2018 tunnel shutdown
- Completing the CEQA Checklist (Task 5) on a rehabilitation and a bypass tunnel alternative by within 10 months of NTP to facilitate the start of the anticipated 3-year Environmental Phase to meet baseline schedule
- Preparing for and performing the Tunnel Inspection in January 2017, and the subsequent Condition Assessment 2 months thereafter, to be able to confirm or modify the Preferred Engineering Alternative and be able to start the Design Phase.

The Preliminary Schedule for the Mountain Tunnel Improvements is shown on the next page. Proposers shall predicate their proposal on these schedule constraints.



### 3. General Description of Services

This RFP solicits the services of a Proposer to (1) perform tunnel inspection, (2) prepare CER, (3) perform geotechnical and hazardous materials investigations, laboratory testing and reports; (4) perform detailed analysis and design of a new deep rock tunnel and repair of an existing deep rock tunnel; (5) prepare contract documents including plans and specifications for inclusion in the construction contract documents; (6) prepare engineering cost estimates and construction schedules; (6) provide engineering support during environmental review, bid and award, and construction of the Mountain Tunnel Improvements; and (7) related tasks as outlined below. Close coordination with SFPUC staff is essential for the timely completion of the whole project design.

Phase	Task	
<b>Mountain Tunnel Inspection and Repair Project</b>		
Planning	1	2017 Tunnel Inspection and Condition Assessment
Design and Construction	2	2018 Interim Repair
<b>Mountain Tunnel Bypass</b>		
Planning	3	Management & Coordination of Proposer's Services (Planning Phase)
	4	Review Background Information
	5	Conceptual Engineering
Design	6	Management & Coordination of Proposer's Services (Design & Construction)
	7	Geotechnical Investigation and Site Characterization
	8	Tunnel Engineering and Design
	9	Design of Tunnel Improvements upstream of Adit 5/6 (Optional)
	10	Engineering Support during Bid Phase Services
	11	Engineering Support during Environmental Review Phase
	12	Technology Transfer
	13	Land Needs and Property Acquisition (Optional)
Construction	14	Engineering Support during Construction & Closeout Phase Services
	15	Communications and Public Outreach (Optional)
	16	Community Benefits

### 4. Detailed Description of Tasks

The following is a description of the tasks identified to complete the required assignment. As directed in Section V (Proposal) of this RFP, Proposer shall expand upon this description of work and/or add tasks to fully identify work and work products. The work products listed at the end of each task represent key deliverables but are not inclusive of all anticipated deliverables.

Modified tasks may be suggested as part of the proposal, provided clear, concise explanations are included. In this request for proposal, the terms Proposer and Consultant are used interchangeably.

### **Task 1: 2017 Tunnel Inspection and Condition Assessment**

Review previous inspections of Mountain Tunnel. In 2006 and 2008, detailed inspections of the tunnel were completed for the production of a tunnel Conditions Assessment Report. The tunnel inspection in January 2008 was conducted from South Fork East to Priest Portal. According to HHWP reports, there were eleven other inspections of the tunnel since its completion in 1925: 1928, 1931, 1932, 1934, 1941, 1950, 1965, 1980, 1989, 1990, and 2003.

Due to operational constraints, the tunnel can only be taken out of operation during low flow months; assume a 10-day window for inspection during the first half of January 2017.

Develop a Technical Memorandum for the Tunnel Inspection Plan and Condition Assessment of the Mountain Tunnel, that will include, among other things:

- Milestone schedule for the preinspection, inspection and post inspection activities.
- the information that will need to be obtained during the tunnel inspection and analyses that will be performed to be able assess the condition and reliability of the tunnel.
- Lining sample plan describing sample locations, quantity, method (i.e., ASTM C1604/C1604M), etc. for obtaining and testing of samples of the existing lining between Station 385+75 and Priest Portal.
- quality control plan to ensure the quality of the work products and deliverables of this task.
- Plan on how to complete the 19-mile tunnel inspection activities, including but not limited to, the roles & responsibilities of the Inspection Team, proposed schedule (including the number of entries & areas to be covered), a lighting plan, and equipment list, etc.

Conduct meetings as necessary to coordinate with Operations for shutdowns and LOTO. HHWP operations will prepare LOTO plan for the shutdown. Coordinate as needed for dewatering, access, ventilation, disinfection, return-to-service, etc.

Conduct meeting as necessary with other project teams that are involved with the two other construction work that will be ongoing during the 2017 shutdown Adits and Access Improvement Project and the 2017 Interim Repair.

Prepare Master Outage Checklist.

Perform site visits, as necessary, to define site constraints and task requirements

Prepare Safety and Rescue Plan which shall include, but not be limited to, the following items:

1. Site specific safety procedures 2.
2. Identification and mitigation of known hazards – Methane gas, confined space, etc.
3. Job Hazard Analysis (JHA) worksheet for known hazards.
4. Air monitoring and testing program – includes software and instrumentation for fixed, continuous, remote real time monitoring (shall tie into SCADA) and instrumentation for hand-held monitoring by the inspection team.
5. Required training for all personnel entering the tunnel.
6. Certificates of qualified personnel including Tunnel Safety Representative / Gas Tester.
7. List of safety and communication equipment. The communication equipment shall be able to provide maximum communication coverage over tunnel length.
8. Coordination with Fire and Rescue Agencies and Cal/OSHA Mining & Tunneling Unit.
9. Safety Permits / Notifications.
10. Emergency responses / Rescue team /Surface Support team.
11. Tunnel Safety Training Plan.

Perform the inspection in the January 2017 10-day window, from Early Intake Switchyard Adit to Priest Portal, including, but not limited to:

- Verifying the condition of the temporary manifold upstream of the South Fork Siphon
- Observe and quantify sediment at the invert of the South Fork Siphon
- Observe and quantify inflows into the tunnel
- quantifying, approximate sizing, classifying, mapping and photographing of defects based on methods established in the 2008 Condition Assessment

Prepare Tunnel Inspection Report documenting the detailed activities and conditions that occurred during the inspection, such as Air Quality Monitoring Reports. Include any lessons learned.

Prepare Condition Assessment Report that includes, among other things: risk analysis and short term and long-term asset management recommendations.

Outcome of condition assessment must be presented to SFPUC staff by April 2017.

Deliverables:

- Meeting minutes or summaries documenting key decisions and action items from meetings or workshops. Site Visit notes documenting pertinent observations, discussions, including photographs and geotagging. Provide one electronic copy.
- Draft & Final Technical Memoranda on tunnel inspection and condition assessment plan. Provide 5 copies and one electronic copy.
- Draft and Final Tunnel Safety and Rescue Plan
- Draft and Final Tunnel Inspection Report. Provide 5 copies and one electronic copy
- Draft and Final Condition Assessment Report. Provide 5 copies and one electronic copy.



## **Task 2: 2018 Interim Repair**

The objective of this task is to provide the detailed design services, work products and design support during construction of the repairs of the Mountain Tunnel lining to reduce the risk of collapse.

Design of the interim lining repairs will be based on the 2008 condition assessment and will be confirmed or modified after the 2017 Tunnel inspection.

Lining repairs will be constructed during the 60-day shutdown window scheduled in early 2018. The areas that will be repaired are those that require immediate attention but that are reasonably accessible from Priest Portal, Adit 5/6 & Adit 8/9.

### **a. Project Management & Coordination**

- 1) Facilitate Workshops and Progress Meetings, and record meeting minutes.
- 2) Kickoff meeting to be held in Moccasin, CA.
- 3) Bi-weekly virtual progress meetings (via Webex).
- 4) Three (3) workshops at Moccasin to present the Basis of Design/Design Criteria, 50% and 100% design submittals.
- 5) Develop Draft and Final Project Management Plan that includes, among other things:
  - i) *The approach to the overall engineering and design of the project.*
  - ii) *Project Team organization and responsibility.*
  - iii) *Critical Path Method (CPM) design schedule of tasks, milestones, deliverable due dates, including City review of each submittal.*
  - iv) *List of tasks and corresponding staff and budget.*
  - v) *Quality Assurance/ Quality Control Procedures.*
  - vi) *Communication Plan.*

### **b. Document Review & Site Visits**

- 1) Review the existing documentation (2008 Condition Assessment Report, 2017 Interim Repair contract documents, etc.).
- 2) Attend site visit and perform site reconnaissance as necessary to define site constraints and project requirements for detailed design and construction.
- 3) Prepare Site Visit Memorandum. At a minimum, the memorandum shall document the date of the site visit, list of participants, summary of discussions, and pertinent observations including photographs and geo-tagging.

### **c. Provide preliminary and final design reports, including the Basis of Design Report that clearly outlines the engineering strategy and design criteria. Subjects to be addressed in the design reports include approach to execute construction, construction methods, construction traffic, power and other utility requirements, staging area requirements, etc.**

### **d. Prepare 50%, 100%, and Issued for Bid design plans and technical specifications.**

- e. Support to the SFPUC EMB Project Engineer for the development of Division 00 and Division 01 specifications, including, but not limited to, providing schedule requirements and constraints, and environmental mitigations.
- f. Prepare Construction Cost Estimates and Schedules at both 50% and 100% design completion. At 50% design and 100% design, the selected Proposer shall provide a Class 3 and Class 1 estimate respectively as defined by the Advancement of Cost Estimating International (AACEI), Recommended Practice No.17R-97. Selected Proposer shall also provide construction schedules at 50% and 100% design Submittal, showing major milestones and activities.
- g. Provide engineering support services during the bidding period, including attending and making a presentation at a pre-bid conference, providing written responses to bidder inquiries, preparing addenda to contract documents, assisting the SFPUC Project Team in the evaluation of Construction bids.
- h. Provide the engineering support services during construction which includes participation in weekly construction meetings, site meetings and inspections, entering the tunnel and confirming or modifying the quantities and location of repairs, answering requests for information (RFI), reviewing submittals and reviewing change orders. For budgeting and proposal purposes, assume an allowance of \$80,000.
- i. Proposer shall develop Record Drawings based on the Contractor's red-line drawings. The Proposer shall develop As-built Drawings for the Project based on the Contractor's red-line. Record Drawings shall be developed using AutoCAD (2012 version). The selected Proposer shall submit half-sized Draft Record Drawings for HHWP to review and approve for the Project. The Draft submittal shall include both hard copies and an electronic copy in .pdf format. The Final Submittal of the Record Drawings shall include hard copy half-sized drawings and electronic copies in both the native .dwg and .pdf formats.

#### Deliverables

- 1. Draft and Final Project Management Plan - Provide two (2) hard copies and one (1) electronic copy.
- 2. Meeting Minutes, Site Visit Memorandum- Provide one (1) electronic copy.
- 3. Draft and Final Design Reports - Provide five (5) hard copies and one (1) electronic copy.
- 4. 50%, 100% Design Submittal with Construction Cost Estimates. Provide five (5) hard copies and one (1) electronic copy.
- 5. Record Drawings.

Unless otherwise specified above, all final deliverables shall be in the form of 3 bound copies and 1 unbound copy of reports; 1 reproducible master set of the construction documents (drawings in vellum); a bond set; and 1 digital copy of the drawings in both PDF and AutoCAD format. All final documents (drawings and specifications) for construction shall be stamped and signed by a professional engineer licensed in the State of California.

### **Task 3 Management and Coordination of Services (Planning Phase)**

Provide overall project coordination for keeping project participants informed of progress, technical issues, planned activities, and events. Project participants include City and consultant staff in project management, engineering, environmental planning, construction management, operations, maintenance, and public outreach, as well as independent experts and other parties such as public agencies and community groups. For scheduling purposes, please provide two (2) weeks for City review of each draft deliverable, unless otherwise noted. Perform coordination activities described below.

Based on the Proposer's Work Approach and Task Descriptions (Sections V.3.C and V.3.D, respectively), the Proposer is to prepare a Draft and Final Project Management Work Plan for review and acceptance by SFPUC staff. The Project Management Work Plan is intended to lay the groundwork for efficient execution of planning phase services. The Plan shall include the following information:

- Project Team organization and responsibility including all contact information for key team members.
- List of tasks and corresponding staff and budget.
- Detailed Critical Path Method (CPM) schedule of tasks, milestones, and deliverable due dates.
- Quality Assurance/Quality Control procedures, including but not limited to: procedures for reviewing, distributing, checking, tracking, controlling, and documentation of all work; procedures for resolution of review comments.
- Work Approach to either confirm, modify or refine the currently Preferred Engineering Alternative.
- Cost-loaded work breakdown structure.
- List of deliverables with the proposed deliverable schedule.

File management for project record sharing/keeping and coordination guidelines to allow integration with project team members within SFPUC, Proposer firms, and others. A common web-based document management platform, specifically Microsoft SharePoint, will be used by project team members to store, manage and share documents and files. Microsoft Sharepoint will allow for efficient file management and staff collaboration.

Prepare for and attend project kick-off meeting to review tasks, milestones, roles, communication, and coordination processes with the extended team. The Project Management Work Plan will be discussed during this kick-off meeting.

- Progress Meetings and Workshops.
- Prepare for and conduct technical coordination progress meetings and workshops. For budgeting purposes, assume progress meetings of 2-hour duration every two weeks with City staff and at least 2 project staff from Proposer for the duration of the Planning Phase. Progress meetings will be held in San Francisco, CA.
- Prepare for and conduct half day workshops to discuss Hydraulic modeling, System Operations and O&M strategies with HHWP staff, present the draft CER and Final CER to a Technical Panel and/or Steering Committee. For budgeting purposes, assume 6 workshops/presentations to be held in Moccasin, CA. Proposer may be required to lead

these presentations and will be required to prepare all necessary graphics and PowerPoint slides.

- Prepare minutes/summaries of meetings and workshops documenting key decisions and action items.

Maintain both hard copy and electronic project files (utilizing SharePoint) including all plans, reports, correspondences, calculations, and other relevant documents. All calculations shall be stamped and signed by a Professional Engineer licensed in the State of California. All documents shall be fully checked and signed off in accordance with Quality Assurance/Quality Control procedures.

Coordinate review comments provided by others on reports, memoranda, project documents, and other work products. Document and disseminate responses to review comments. Proposer will provide responses to all comments in a tabular format as provided by the SFPUC.

Deliverables:

- Draft Project Management Work Plan, 5 hard copies and one copy in digital format, within four (4) weeks from NTPs;
- Final Project Management Work Plan, 5 hard copies and one copy in digital format, within two (2) weeks of receiving City's comments;
- Meeting summaries one copy in digital format, within two (2) weeks of date of meeting/presentation workshop;
- Agenda for meetings and workshops, minimum of three (3) days prior to the scheduled event.
- Monthly Progress Reports, one hard copy and one copy in digital format, within five (5) calendar days after the end of each month;
- Monthly invoices, one (1) electronic copy, or as in accordance with City requirements (all costs associated with invoicing must be included as overhead in the OPS);
- Response to review comments, one electronic copy provided with the final version of the respective document.
- A project specific secure File Transfer Protocol (FTP) site for transferring documents.

**Task 4: Review Background Information**

This task shall include reviewing relevant project documents from all available sources. At a minimum, the Proposer shall review the following:

- Identify data gaps not covered by existing information and documents, but necessary for planning tasks (Tunnel Inspection, CER, CEQA Checklist).
- Site reconnaissance and verification of existing site conditions and existing facilities/utilities may be conducted at the request of the Proposer. Site entry must be coordinated through the Project Manager or Project Engineer.

Deliverables:

Draft and Final Technical Memorandum confirming the adequacy and applicability of information presented in the background documentation; identifying any data gaps that must be completed during the conceptual engineering and design phase of the project; and presenting a schedule and plan for recovery of the data gaps

**Task 5: Prepare Conceptual Engineering Report (CER)**

The Conceptual Engineering Report (CER) will contain preliminary design criteria and preliminary site layouts to document the basis of design for the Recommended Alternative. The CER shall be structured for two Mountain Tunnel alternatives as described in the final AAR Addendum and will proceed with two layouts.

Proposer will provide a draft and final Hydraulic Analysis Reports to show the hydraulic profile throughout the Mountain Tunnel at different flow and operating scenarios. The reports will be included as part of the CER to establish a 10% design level. The reports shall discuss current and future operations, hydraulic design parameters, facility sizing, etc.. It shall also provide a comprehensive hydraulic and transient analysis including a simulation model. Collect and review available data pertinent to a determination of the Mountain Tunnel flow characteristics, including reports, drawings, inspections, test records, and calculation data. Measure hydraulic characteristics of Mountain Tunnel for a high discharge steady-state flow; Compute theoretical hydraulic gradients & compare results with previous test results.

Prepare a Draft Conceptual Engineering Report for the two top-scoring alternatives in the AAR Addendum : a) 12-mile bypass Tunnel Alternative, and b) Repair Alternative, in accordance with SFPUC standards. The two alternatives as defined in the AAR Addendum can be modified, refined or optimized based on the Proposer's work approach outlined in Task 3.

The CER, at a minimum, should address:

- Project history, purpose, and summary.
  - Existing condition & Condition Assessment Summary.
  - Basis of Design (Design Objectives, Preliminary design criteria).
  - Description of proposed major project elements and anticipated construction method and phasing that will be utilized.
  - Hydraulic modeling results.
  - System Operations: descriptions and O&M strategies (incorporating input from HHWP).
  - Right-of-Way Considerations (temporary and permanent).
  - Environmental Considerations.
- (Note that BEM will provide an Opportunities & Constrains Report for the two top scoring alternatives that will be incorporated in the CER. The consultant will not need to propose any environmental staff for this MM Task).
- Anticipated Regulatory Requirements.
  - Identification of key interfaces with existing facilities or other projects.
  - Project schedule.
  - Construction and O&M cost estimates.
  - Draft specifications section list.

- Preliminary Drawings (site plan, site access, preliminary plans and elevations.
- Coordination needed with other projects in the vicinity; and

Prepare Final Conceptual Engineering Report for the Recommended Final Engineering Alternative. All reference information (AAR, reports, technical memorandums, drawings, etc.) shall be included electronically as reference material for the CER. The CER shall be stamped and signed by a Professional Engineer licensed in the State of California

Prepare Draft and Final CEQA Checklist for the two top-scoring alternatives in the AAR Addendum: a) 12-mile bypass Tunnel Alternative, and b) Rehabilitated Tunnel Alternative, in accordance with SFPUC standards. As previously stated, the two alternatives can be modified, refined or optimized based on the Proposer's work approach outlined in Task 3.

Deliverables:

- Draft and Final Hydraulic Analysis Report. Provide ten (10) hard copies and one (1) electronic version.
- Draft and Final Conceptual Engineering Report. Provide ten (10) hard copies and one (1) electronic version.
- Draft and Final CEQA Checklist for the a) 12-mile bypass Tunnel Alternative, and b) Rehabilitated Tunnel Alternative. Five (5) hard copies and one (1) electronic version. Final CEQA Checklist must be completed within 10 months after NTP to enable the initiation of the Environmental Review.
- Background Drawings. Provide background drawings, in electronic and hard copy, containing topographic information and location of existing utilities. For the drawings submittal, furnish 2 bound full size sets and 1 AutoCAD file.
- Survey Information. Submit electronic and hard copy of survey field notes and data and other backup information used in developing background topographical drawings.
- Utilities and Facilities Coordination Information. Prepare and submit one hard copy and one electronic copy of a memorandum summarizing the results of utility and facility location work. The memorandum and accompanying documents should record information on utilities and facilities that may conflict with the tunnel facilities. It should identify and record existing and abandoned utilities and facilities, utilities and facilities requiring relocation, and proposed utilities and facilities that would be impacted by tunnel facilities construction or may impact the completed tunnel facilities. Provide electronic and hard copy of potholing information including summary information and detailed field data.

**Task 6: Management and Coordination of Proposer's Services (Design Phase)**

This task is similar to Task 3 except the Draft and Final Project Management Work Plan shall be for deliverables for the Design and Construction Phases.

Provide overall project coordination for keeping project participants informed of progress, technical issues, planned activities, and events. Project participants include City and consultant staff in project management, engineering, environmental planning, construction management, operations, maintenance, and public outreach, as well as independent experts and other parties such as public agencies and community groups. For scheduling purposes, please provide two (2) weeks for City review of each draft deliverable, unless otherwise noted. Perform coordination activities described below.

Based on the Proposer's Work Approach and Task Descriptions (Sections V.3.C and V.3.D, respectively), the Proposer is to prepare a Draft and Final Project Management Work Plan for review and acceptance by SFPUC staff. The Project Management Work Plan is intended to lay the groundwork for efficient execution of planning phase services. The Plan shall include the following information:

- Project Team organization and responsibility including all contact information for key team members;
- List of tasks and corresponding staff and budget;
- Detailed Critical Path Method (CPM) schedule of tasks, milestones, and deliverable due dates;
- Quality Assurance/Quality Control procedures, including but not limited to: procedures for reviewing, distributing, checking, tracking, controlling, and documentation of all work; procedures for resolution of review comments;
- Cost-loaded work breakdown structure
- List of deliverables with the proposed deliverable schedule.

File management for project record sharing/keeping and coordination guidelines to allow integration with project team members within SFPUC, Proposer firms, and others. A common web-based document management platform, specifically Microsoft SharePoint, will be used by project team members to store, manage and share documents and files. Microsoft Sharepoint will allow for efficient file management and staff collaboration.

Prepare for and attend Design kick-off meeting to review tasks, milestones, roles, communication, and coordination processes with the extended team. The Project Management Work Plan will be discussed during this kick-off meeting.

#### Progress Meetings and Workshops:

- Prepare for and conduct technical coordination progress meetings and workshops. For budgeting purposes, assume progress meetings of 2-hour duration every two weeks with City staff and at least 2 project staff from Proposer for the duration of the Design Phase. Progress meetings will be held in San Francisco, CA.
- Prepare for and conduct half day workshops to present the Design Criteria Report, Risk Assessment, 35%, 65% and 95% design submittal in Moccasin, CA. For budgeting purposes, assume seven (7) workshops/presentations to be held in Moccasin, CA.

Proposer may be required to lead these presentations and will be required to prepare all necessary graphics and PowerPoint slides.

- Prepare minutes/summaries of meetings and workshops documenting key decisions and action items.

Maintain both hard copy and electronic project files (utilizing SharePoint) including all plans, reports, correspondences, calculations, and other relevant documents. All calculations shall be stamped and signed by a Professional Engineer licensed in the State of California. All documents shall be fully checked and signed off in accordance with Quality Assurance/Quality Control procedures.

Coordinate review comments provided by others on reports, memoranda, project documents, and other work products. Document and disseminate responses to review comments. Proposer will provide responses to all comments in a tabular format as provided by the SFPUC.

#### Deliverables:

Draft Project Management Work Plan, 5 hard copies and one copy in digital format, within four (4) weeks from start of Design Phase.

Final Project Management Work Plan, 5 hard copies and one copy in digital format, within two (2) weeks of receiving City's comments.

Meeting summaries one copy in digital format, within two (2) weeks of date of meeting/presentation workshop.

Agenda for meetings and workshops, minimum of three (3) days prior to the scheduled event.

Monthly Progress Reports, one hard copy and one copy in digital format, within five (5) calendar days after the end of each month.

Monthly invoices, one (1) electronic copy, or as in accordance with City requirements (all costs associated with invoicing must be included as overhead in the OPS).

Response to review comments, one electronic copy provided with the final version of the respective document.

A project specific secure FTP site for transferring documents.

#### **Task 7: Geotechnical Investigation and Reports / Site Characterization**

Define and implement a geotechnical investigation and site characterization program to determine required design parameters and to assess ground and groundwater conditions along the alignment of the tunnel facilities to the extent necessary to reduce uncertainty to a reasonable level. The program should take into account previous work and investigations.



For the proposer's perusal, a preliminary geotechnical exploration plan, available in the supporting documentation, consists of approximately 50 potential drill sites along the alignment subdivided into six reaches from Adit 5/6 to Priest Portal with a spacing of approximately 2,000 to 3,000 feet. The drill-hole location selection process involved many considerations regarding the tunnel's geologic, geotechnical, and practical aspects including 1) adequate longitudinal spacing along the alignment, 2) lateral offset from the tunnel alignment (i.e. topography, right-of-way), 3) drill rig accessibility (i.e. roadway conditions), and 4) the safety of drill crews and other persons working at the drill site. A biological and cultural resources review of the suggested drill sites has been conducted to assess environmental concerns. Details of the boring locations including latitude, longitude, elevation, local geology, and estimated boring angle are the supporting documentation.

The geotechnical investigations and site characterization program shall include, but not limited to, the items listed below.

- Site exploration including, but not limited to, drilling and sampling boreholes, test pits, cone penetration test, sampling for soil and groundwater corrosivity tests, sampling for presence of hazardous materials in soil and observation wells. Site services shall also include in-situ testing and monitoring including but not limited to, groundwater monitoring, hazardous gas monitoring and testing, hazardous materials testing, downhole logging, and hydraulic conductivity testing.
- Laboratory testing including, but not limited to, material gradation and strength, index property testing, and testing for hazardous materials to assess soil and groundwater handling and disposal requirements and assess the nature and extent of hazardous gases.
- Assessment of seismicity to the design of the tunnel and its associated infrastructures (proposed and existing).

Please note that the geotechnical work will require environmental review. Appropriate duration should be provided for this review in the schedule for geotechnical investigations. BEM will obtain the CEQA clearance for the geotechnical investigations. Obtain any necessary access, drilling, to develop, define and implement a project specific geotechnical investigation and site characterization, and by providing technical support as needed to secure permits.

Any required permits involving State and Federal Endangered Species Act and the National Historic Preservation Act, Section 106 will be obtained by BEM. Fieldwork shall be performed in consideration of public safety, per industry standards, and in accordance with applicable permit and environmental regulations, traffic control guidelines, and guidelines outlined in the Field Manuals published by the SFPUC Land & Resource Management Section.

Develop and conduct a specific study to assess mechanized excavation by TBM. The study shall include appropriate laboratory testing of the materials for any type of mechanized excavation method considered by the Consultant. Other than laboratory testing, the results of the study shall be presented in a technical memorandum that will not be incorporated as a bid document.

Provide the deliverables described below. Prepare geotechnical reports in accordance with the American Society of Civil Engineers (ASCE) document entitled "Geotechnical Baseline Reports for Underground Construction" dated 2007 or most recent edition.

Deliverables:

- Draft and Final Geotechnical Investigation and Site Characterization Work Plan. The plan shall describe the geotechnical investigation and site characterization program. Applicable portions of the plan shall provide sufficient detail for obtaining permits for fieldwork and for use by public information staff to notify affected public in advance of fieldwork. The work plan for geotechnical investigation shall be reviewed and accepted by the SFPUC prior to proceeding with the work. Provide 5 hard copies and one electronic copy of the draft and final plans.
- Draft and Final Geotechnical Data Report (GDR). The report shall provide factual data and information obtained from the geotechnical investigation efforts. Provide 5 hard copies and one electronic copy of the draft and final reports.
- Draft and Final Seismicity Report. The report shall document site specific conditions related to seismic sources, ground motions and fault offset; assessment of liquefaction and lateral spreading; design ground motions; methods of analysis; tunnel facilities stress/strain calculations including impact of steel lined pipe and mortar lining; and risk assessment related to ability of tunnel facility to remain operational after design-level seismic event. Provide 5 hard copies and one electronic copy of the draft and final reports.
- Draft and Final Technical Memorandum on Mechanized Excavation. The report should evaluate the technical feasibility of different excavation methods and ground modifications considered by Consultant for applicability to the Mountain Tunnel Bypass, and provide recommendations as to the types of methods that should be allowed or excluded for tunnel construction. Provide 5 hard copies and one electronic copy of the draft and final reports.
- Draft and Final Geotechnical Interpretive Report (GIR). This report is to provide interpretation of factual data derived from field investigations. The purpose of the report is to document interpretations used in design and in preparation of the Geotechnical Baseline Report. It is not intended for use as a bid document. Provide 10 hard copies and one electronic copy of draft and final reports. Submit draft prior to submittal of draft Geotechnical Baseline Report (GBR).
- Draft and Final Geotechnical Baseline Report (GBR). This report is to provide baseline information to be used in preparation of construction bids. Provide 10 hard copies and one electronic copy of draft report. Provide 15 hard copies and one electronic copy of final report.. Submit draft with submittal of 65 percent plans and specifications.
- Draft and Final Hazardous Materials assessment. This report is to provide estimated locations of soils and groundwater containing hazardous constituents. The report will

provide information for developing methods and locating sites for handling, treatment, storage and disposal of excavated materials. The report will be used for planning and design of materials management of the project, including preparation of contract specifications regarding testing of excavated materials during construction and handling and disposal of clean and contaminated solids and groundwater. The report will provide information on the presence of hazardous gases. The report will be available to bidders for use in preparing construction bids. Provide 5 hard copies and one electronic copy of draft report. Provide 10 hard copies and one electronic copy of final report.

- Other Reports. Other reports may be requested based on geotechnical evaluations and recommendations. Such reports may address settlement estimates and monitoring or other measures identified by Consultant or SFPUC. Provide 10 hard copies and one electronic copy of draft and final reports. For budgeting purpose and the preparation of the Overhead & Profit Schedule, provide an allowance of \$150,000 for services related to the other reports.

#### **Task 8: Tunnel Engineering & Design**

Provide engineering and design services to perform, document, and prepare a complete detail design package for tunnel facilities including tunnel, tunnel portal shafts, vent or intermediate structures, liner, pipeline and connecting pipeline to new function/control structures, and ancillary appurtenances along tunnel alignment. Prepare work products including design reports, plans, specifications, cost estimates, and construction schedules.

Consultant shall conduct a risk workshop around 35% Design for risk identification and qualitative risk analysis. Risk register produced at the workshop shall be updated at 65% and 95% design with risk quantification and mitigation.

Consultant shall conduct design criteria workshop in Moccasin, CA as early as possible during the design phase, with final Design Criteria Report finalized at 35% design level.

Reviews of work products will be performed by SFPUC and by a panel of project independent consultants retained by SFPUC. For review comments provided by the SFPUC, maintain a spreadsheet with responses indicating how the comments were addressed. For review comments provided by the project independent consultants, maintain a separate spreadsheet with responses indicating how each comment was addressed.

Provide the deliverables described below. For design reports provide draft and final versions.

#### **Design**

phase information may be provided in different formats than described below if approved by SFPUC. A budget for optional services will be developed to address unforeseen needs and conditions.

#### **Deliverables:**

- Design Reports. Provide preliminary and final design reports. Format the preliminary design report to allow augmentation and expansion of report sections into a final design report. Subjects to be addressed in design reports, include, but are not limited to: design

criteria, tunnel alignment, shaft locations, muck disposal, groundwater control and disposal, tunnel and shaft construction methods, initial tunnel support, final lining, utilities and facilities coordination (to identify existing utility conflicts with proposed tunnel facilities), staging areas, ancillary facilities, and other operation and maintenance (to describe the operation and maintenance procedures during commissioning and post-construction inspection)

Provide 15 hard copies of preliminary and final design reports, and one electronic version.

- **Detail Design Plans.** Provide plans and specifications at approximately 35%, 65%, 95%, and 100% levels of completion. Plans and specifications shall be prepared in compliance with standard SFPUC format. For each submittal, provide written responses to SFPUC review comments, and incorporate changes to plans and specifications that are based on review comments and are acceptable to Consultant. In this request for proposals, “plans and specifications” is used synonymously with “contract documents”. Consultant shall provide a detailed description of the 35%, 65%, 95%, and 100% submittals for review and acceptance by SFPUC prior to award of the tunnel engineering service contract. For submittal of plans and specifications at each of the levels of completion (35%, 65%, 95%, 100%), provide 15- bound copies with half size plans, 1 unbound copy with half size plans, 2 copies with full size plans, and 1 full size unbound vellum copy of plans. Provide one electronic copy of the 100 percent submittal. Electronic copy shall include an AutoCAD disk of contract drawings, and a disk containing contract specifications in MS Word and Adobe Acrobat PDF.
- **Work with SFPUC staff to complete preparation of Division 0 and 1 of the project specifications, including, but not limited to, providing technical project requirements, schedule requirements and constraints, and environmental mitigation specifications.** Contract drawings shall be in a format as designated by the SFPUC. Contract documents for tunnel facilities shall include plans and specifications for environmental mitigation, to obtain construction contractor compliance with mitigation requirements contained in EIR/ES and permit documents. For submittal of specifications at each of the levels of completion (35%, 65%, 95%, 100%), provide 15 bound copies, and 1 unbound copy. Provide one electronic copy of the 100% submittal. Electronic copy shall include a disk containing contract specifications in MS Word and Adobe Acrobat PDF.
- **Construction Cost Estimates and Schedules.** Provide construction cost estimates at 35%, 65%, and 100% levels of design completion. Provide construction schedules at 35%, 65%, and 95% levels of design completion showing major milestones and activities.
- **Risk Assessment Register Technical Memorandum.** Provide 10 hard copies and one electronic copy of the draft and final technical memorandum.

**Task 9: Design of Tunnel Improvements upstream of station Adit 5/6 (Tunnel Access Improvements, South Fork Siphon, and Infiltration Mitigation Scope) - Optional**

Detailed project components of this task may include:

Surface Access Improvements

- Rehabilitate/Expand Access Road South Fork
- South Fork Crossing Surface Improvements.

#### Existing Adit Improvements

- Switchyard Adit
- South Fork East Adit

#### Activities within the Existing Tunnel

- Permanent Solution for Infiltration under Middle Fork Tuolumne River
- Debris Removal from South Fork Siphon and Construct Rock Trap

Upon implementation of this Task, HHWP will have the ability to efficiently access the tunnel to perform maintenance and repairs, or respond in the event of an emergency. Access points will be well-spaced along the alignment of the tunnel. The section of the tunnel downstream of Station 386+75, which is judged to present the greatest risk to the reliable operation of the tunnel, will be accessible from Priest Portal (using existing portal) and Adits 8/9 and 5/6.

This Task will include a permanent solution to the infiltration under Middle Fork Tuolumne River (see Section 4.6.4), cleaning of the South Fork Siphon, and construction of a rock trap upstream of the siphon (see Section 4.6.5). These activities are considered necessary to achieve the project needs of restoring the hydraulic capacity of the tunnel and finding a permanent solution to the infiltration upstream of South Fork. Rehabilitation of the South Fork East Adit will accommodate construction in these areas.

This Task does not address the deterioration of the lined sections of the tunnel downstream of Station 386+75. The localized repairs upstream of Station 386+75 are also not included in this alternative. This Task is meant to provide an interim solution to allow access for emergency repairs and ongoing maintenance activities.

Under direction of the SFPUC Project Engineer, the Proposer may be required provide engineering and design services to prepare a complete detail design package for the components discussed above, including road upgrades, access improvements and adit improvements along the tunnel alignment. Prepare work products including design reports, plans, specifications, cost estimates, and construction schedules. Determine the recommended construction methodology for all access components of the project.

For budgeting purpose and the preparation of the Overhead & Profit Schedule, provide an allowance of \$1,500,000 for services related to the other reports. This work will be performed in conjunction with Task 8 where applicable. Please do not use this task and/or its budget to satisfy the LBE goal requirements.

#### Deliverables

- Conceptual Engineering Report – Include sections regarding tunnel access improvements, the South Fork Siphon, and infiltration mitigation design in the draft and final Conceptual Engineering Reports described in Task 5.

- Design Criteria Report – Include sections regarding tunnel access improvements, the South Fork Siphon, and infiltration mitigation design in the draft and final Design Criteria described in Task 5.
- Detail Design Plans – Provide plans and specifications regarding tunnel access improvements, the South Fork Siphon, and water infiltration mitigation design in conjunction with the design submittals described in Task 8.
- Division 0 and 1 Specifications – Incorporate pertinent information regarding tunnel access improvements, the South Fork Siphon, and water infiltration mitigation design into the Division 0 and 1 specifications in conjunction with the design submittals described in Task 8.
- Construction Cost Estimates and Schedules – Include sections regarding tunnel access improvements, the South Fork Siphon, and water infiltration mitigation design in the construction cost estimates described in Task 8.
- Risk Assessment Register Technical Memorandum and Matrix Table – Include sections regarding tunnel access improvements, the South Fork Siphon, and infiltration mitigation design in the submittals described in Task 8.

#### **Task 10: Engineering Support during Environmental Review Phase**

The proposed project will require California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) review. In support and at the direction of the Project Engineer, the Proposer may be requested to provide project support during the Environmental Review Phase, including but not limited to:

- Maintain awareness in the environmental review phase and the requirements imposed on the project by environmental documents.
- Production of a summary project information relevant to environmental review at the completion of the draft CER with descriptions of the project components in text and graphics.
- Provide technical information required for environmental review as well as review documents produced during Environmental Review including Draft EIR/ES, 2<sup>nd</sup> Draft EIR/ES, Draft Response to Comments (RTC), and proposed Mitigation Measures.
- Provide sufficient and timely project technical information to for environmental review as well as review and assess proposed and approved mitigation measures.
- Production and presentation of materials at two EIR/EIS public scoping meetings (one in Moccasin or Groveland and one in San Francisco), participate in meetings to public agencies including but not limited to the S. F. Board of Supervisors, S.F. Planning Commission, and the SFPUC Commission.

For budgeting purposes and the preparation of the Overhead and Profit Schedule, provide an allowance of \$250,000 for this Task. ***\*\*Please do not use this task and/or its budget to satisfy the LBE goal requirements.\*\****

#### **Task 11: Engineering Support during Bid & Award Phase**

Provide engineering support services during the bidding period, including attending and making a presentation at a pre-bid conference, responding to questions as directed by EMB Project Engineer, taking notes on questions that may arise, providing written responses to bidder inquiries, preparing addenda to contract documents, assisting SFPUC in the analysis and evaluation of bids, and reviewing product substitutions. For budgeting purpose and the preparation of the Overhead & Profit Schedule, provide allowance of \$150,000 for this task.

#### Deliverables

- Written responses to Questions on Bid Documents (QBD).
- Addenda to contract drawings and specification. Provide written addenda and related drawings revisions. Written addenda shall be in MS Word format (latest City version) and drawing revisions shall be in AutoCAD format (latest City version). Transmission of electronic files shall be by e-mail, disk or other method acceptance to the SFPUC. There shall be no direct transmission of information to bidders. All information will be sent to the Project Engineer.
- Technical Memorandum on bid evaluation; if requested by the City.

#### **Task 12: Technology Transfer**

Provide SFPUC technology transfer/cross training related to the scope of work and deliverables. While training content will be identified jointly with the SFPUC during the Design Phase, required training areas include but are not limited to tunnel safety, maintenance and rehabilitation strategies for tunnels, and geotechnical considerations related to rock or mixed soil tunnel design, alternative contract delivery methodologies, and lessons learned. Other areas that may be considered include tunnel design, tunnel lining design, tunneling methodology and shaft construction. Services to be provided under this task include preparing, coordinating, and providing training sessions. The training duration shall be approximately 240 hours of training and preparation time, and may be covered in classroom, field visits or through on-the-job sessions. These training sessions shall be independent of the other workshops held for this project and other services provided for in other tasks. Parts of the documents developed under other tasks can be used as some of the training material. For proposal budgeting purposes and the preparation of Overhead and Profit Schedule, provide an allowance of \$75,000.

#### **Task 13: Land Needs and Property Acquisition - Optional**

SFPUC will lead the effort as it relates to property acquisition, right-of-way (ROW) and real estate services (RES). SFPUC staff will conduct an evaluation of property requirements and an assessment of properties adjacent and near the Mountain Tunnel. Proposer is to provide technical support with respect to property rights required for the project as described herein:

This task includes all real estate pre-acquisition activities required to assist the SFPUC Right of Way staff necessary to allow construction of the proposed project. Pre-acquisition activities are defined as activities that can occur in advance of the necessary environmental clearances required for the construction of the proposed project.

These types of activities will include but not be limited to identifying the activities requiring ROW coordination for each project component; review of existing deeds, leases and easements; review of documents related to the acquisition of ROW and/or property necessary for the project; coordinate with project manager to identify ROW needs; conduct field observations; coordinating with property owners and local jurisdictions; preparing ROW data sheets.

- Proposer shall review existing plats and descriptions, mapping, deeds, title reports, easements, leases and other documents related to the acquisition of properties (title and easements) along the project alignment.
- Proposer shall coordinate with SFPUC project manager to determine the type of ROW and acquisition services required, timing, and whether there are reasonable alternatives.
- Proposer shall conduct a site reconnaissance at properties requiring real estate acquisition services. Field observations shall note condition of existing ROW, and identify opportunities and constraints to securing ROW.
- Proposer shall assist SFPUC staff and coordinate with property owners and identify property owner concerns and needs. Proposer shall develop an approach for coordinating with property owners and jurisdictions that own more than one parcel that may be impacted by acquisition activities.
- Proposer shall assist Right of Way/RES in securing Permits to Enter to allow project manager to perform necessary surveying, geotechnical investigations and environmental assessments any other project related investigations required related to the design of the project.
- Proposer shall prepare ROW data sheets as requested by Right of Way staff.
- Proposer shall assist Right of Way in assessing the overall ROW needs for the proposed project including an estimate of the approximate level of effort, person hours required during high activity periods, gaps in staffing and approaches how to complete acquisitions within the project schedule constraints.
- Proposer shall provide as needed: Title reports for properties required to complete the project along with any related land surveys, preparation of plat maps and appraisal maps, preparation of legal descriptions, and any other work required to properly appraise the property rights required and to ultimately acquire those property rights.

The acquisition activities may only begin after receiving approval from the SFPUC. Right of Way activities include but are not limited to identification of feasible property, land surveys, preparation of appraisal maps and legal descriptions for the required property rights, fair market value appraisals, preparation of government code offers to purchase, presenting the government code offer to the property owners in person unless impractical, negotiations with property owners, and if required: securing rights of entry, preparation of resolution of necessity package, assist the San Francisco City Attorney with preparation and filing of condemnation documents, providing Relocation Assistance Services as necessary, and all other activities required to secure possession of property rights required to advertise the proposed project.

#### Deliverables:

- Draft and Final Technical Memorandum for proposed project describing the extent of the acquisition related activities required, critical analysis of the ROW issues, and recommendations how to secure the necessary ROW



- Deliverables as itemized in the subtask scope, as needed.

For budgeting purposes and the preparation of the Overhead and Profit Schedule, provide an allowance of \$200,000 for this task

***\*\* Please note that any subcontractors listed to complete this task cannot be used to satisfy the contract's LBE subcontracting participation requirement \*\****

#### **Task 14: Engineering Support during Construction Phase**

Provide engineering support and design-related services to City during construction phase. This includes but is not limited to the following:

- Review and written response to shop drawings, submittals, and requests for substitution from the contractor.
- Assist Construction Management (CM) staff in responding to design-related Requests for Information (RFI), and Requests for Substitution (RFS).
- Prepare drawings and/or specifications for design related proposed change orders.
- Provide technical support with analysis of contractor requests for additional compensation. Claims may be related to differing site conditions, etc.

Provide field engineering support as follows:

- Attend bi-monthly coordination meetings at construction site and issue-specific meetings at job sites and SFPUC offices.
- Provide field engineering services for monitoring and documentation of field conditions, tunneling activities, water inflow, spoils characteristics, grouting, and other field activities. Such field activities may include vibration monitoring, settlement monitoring, and initial welding of steel liner. This task shall include, but not be limited to, providing a full time engineer in the field with significant experience in engineering and construction of tunnels similar to the Mountain Tunnel projects. The field engineer will provide technical support related to quality assurance, , change orders, claims analysis and mitigation , and other issues. Any information related to as-builts conditions that the field engineer develops during the course of duties shall be transmitted to the Project Engineer.
- Provide assistance during testing, startup and project closeout.
- Provide support with in-plant inspection of pipe, including factory site visits, site visit reports, and preparation of checklist for review and inspection of pipe fabrication.

#### **Task 15: Communication and Public Outreach - Optional**

The City will be implementing a comprehensive public information effort to educate the public on the Hetch Hetchy System and the Mountain Tunnel Rehabilitation Project. SFPUC Communications will be the lead entity on this effort. The Proposer will provide substantial support to SFPUC Communications.

Provide assistance in developing and implementing a public involvement plan in support of the design of this project. Such communication and public outreach activities will likely include evening and/or weekend community meetings. These types of activities include by are not limited to:

- Public Meeting Logistics – create illustrative displays and collateral material for distribution and other support of the meeting related to the design work performed. Identify and secure meeting locations, note taking during meetings, and production of meeting summaries and follow-up documents.
- Support of City speakers – assist City staff with scheduling and developing public and Commission presentation about this project at local neighborhood, community and merchant association meetings. This may include PowerPoint presentations, meeting scheduling, and translation services.
- Notifications/Direct Mail Services – create and mail newsletters, project updates, and workshop notification pieces to residents, businesses and other stakeholders. This will also include development and placement of advertisement in print, television, or radio formats. Assist SFPUC staff in preparation of a complete contacts list and schedule for communication with key contacts, including general public, neighbors, landowners, non-governmental agencies, department staffs, and elected officials.
- Translations – provide oral and written translation capabilities for project materials and workshops.
- Printed services – provide printing services for mailed notices, newsletters, project displays, streetlight banners, decals, billboards, etc.
- Other outreach services as needed – assist City with contractor outreach.

Proposer shall provide video, graphic art, and 3D/virtual animation skill sets to support the overall communications of this project to the general public, media, public officials, staff, and/or technical audience members throughout the planning and detailed design of the project. This will include, but is not limited to, video development and creation, GIS overlays of aerial photos, animated virtual flyovers, or representations of the subsurface conditions.

For budgeting purpose and the preparation of the Overhead & Profit Schedule, provide allowance of \$100,000 for this task.

**\*\*\*\* Please note that any subcontractors listed to complete this task cannot be used to satisfy the contract's LBE subcontracting participation requirement \*\***

## **Task 16: COMMUNITY BENEFITS**

### **Introduction**

The San Francisco Public Utilities Commission (SFPUC) is committed to being a good neighbor to all who live or are directly affected by its activities and investments. The SFPUC defines community benefits as those positive effects on a community that result from the operation and improvement of its water, wastewater and power services. The SFPUC seeks to partner with Proposers who share our responsibility to deliver concrete positive benefits to our communities. Through the community benefits program, the SFPUC seeks to identify partners with shared values to build stronger partnerships through the City and region, resulting in healthier and more vibrant communities.

### **Instructions for Community Benefits Submittal**

In the Community Benefits Submittal, each Proposer shall identify projects and/or activities that will promote the social and economic outcomes described in the SFPUC Community Benefits Policy (see Appendix O). The Community Benefits Submittal, inclusive of any text, tables, or figures, shall not exceed five (5) pages. Each page must be numbered at the bottom right-hand corner. Proposers shall use a minimum of 10-point font and at least one-inch margins in the preparation of their Submittal. Proposers will be scored based on their response to the following categories:

#### **I. Community Benefits Plan Work Approach and Project Team/Organization**

Please provide us with a short description of your company, your overall approach to community benefits and how the activities will be delivered as part of a cohesive and integrated plan. In this section, please include:

- A description of the overall approach for the community benefits program and how it aligns with the SFPUC's community benefits policy and the company's corporate social responsibility goals of the company.
- A summary of the features of the plan including target beneficiaries, expected outcomes and delivery mechanisms.
- A list of the role(s) of individuals that will be responsible for implementation of the community benefits plan, detailing specific responsibilities, expectations, decision making authority, and relevant contact information.

#### **II. Community Benefits Commitments** – Please provide a summary of the proposed community benefits commitments both annually and over the life of the contract. Any Community Benefits Commitments that the Proposer voluntarily commits to should benefit the communities, neighborhoods, and/or residents served by or impacted by the SFPUC. Commitments shall not go to the SFPUC or any employees of or entities associated with the SFPUC. Proposers are invited to submit proposals that focus on, but are not limited to, the following priority categories:

- i. Workforce Development** – The SFPUC understands the importance of building a strong, diverse, and skilled 21<sup>st</sup> Century workforce to ensure the region's economic stability and prosperity, particularly for mission-critical jobs related to SFPUC's core functions. Successful workforce development strategies may include public-private-community partnerships that tackle barriers to employment and focus on internships, on-the-job training, and employment opportunities.
- ii. Economic Development** – The SFPUC is committed to economic development strategies which promote contracting opportunities with local companies, small businesses, and the hiring local workers. Successful economic development proposals may include investments in public-private-community initiatives that help ensure that the businesses and workers that make up the local communities where the SFPUC operates and provides services receive economic benefits from the project.
- iii. Environmental Justice/Environment Programs** – The SFPUC defines environmental justice as the fair treatment of people of all races, cultures, and incomes and believes that no group of people should bear a disproportionate share

of negative environmental consequences resulting from the operations, programs, and/or policies of the SFPUC (See Appendix N for the SFPUC Environmental Justice Policy). The SFPUC seeks to prevent, and lessen the disproportionate environmental impacts of its activities on communities in all our service areas. The commitments are separate from and in addition to any regulatory or otherwise necessary environmental processes or requirements that must be performed as part of the project.

- iv. **Education** - The SFPUC is focused on ensuring that students are building a foundation to become the guardians and stewards of the SFPUC water, power, and sewer systems. Successful education proposals may include activities and initiatives that involve partnerships with local nonprofits and schools, and take into consideration the priorities of the school district.
- v. **Innovations in Corporate Social Responsibility** – Proposers may have additional innovative or creative programs that incorporate existing company values and deliver community benefits that are consistent with the SFPUC Community Benefits Policy outcomes. Proposed commitments in this area should clearly state evidence of successful innovations, and how the program(s) will benefit the communities served by the SFPUC.

Provide summarize the proposed Community Benefits commitments in a table or spreadsheet that includes a description of the community benefit activity, expected outcomes, the timetable and duration of the commitments, the dollar amount of direct contributions, the number and cost of labor hours, and/or volunteer hours that will be committed to the each specific initiative, as well as for the total project amount for the duration of the contract.

**Table XX - Community Benefits Summary Table**

				(A)	(B)	(C)	(D)	(E)
Community Benefit Category (choose from above)	Community Partner (when needed)	Expected Outcomes (be as specific as possible)	Timetable & Duration	Direct Financial Contribution	Volunteer Hours	Volunteer Hourly Rate (Specify a rate for all hours)	Total Value of Volunteer Hours (B x C)	In-Kind Contributions
1.								
2.								
<b>TOTAL</b>								

\*Additional resources and background information on the Community Benefits Program can be found at [www.sfwater.org/communitybenefits](http://www.sfwater.org/communitybenefits). For illustrative purposes only, a list of existing Community Benefits made by firms can be found in Appendix O.

### **III. Performance Measures, Accountability, and Deliverables**

**i. Performance Measures:** Community Benefits commitments submitted in response to this RFP must be performed by the successful Proposer progressively during the Agreement term, commencing when Notice To Proceed (NTP) is issued for the first task associated with this Project. If a Proposer has established programs or plans that are consistent with the Community Benefits areas described above, they may continue those programs as part of their community benefits commitments and will be given credit for activities that are performed after the contract is awarded by the SFPUC. Commitments performed as part of previous contracts or prior to the Proposer's submittals in response to this RFP cannot be used as the Proposer's Community Benefits Commitments to this RFP (unsuccessful proposers will be able to use any proposed Community Benefits Commitments in response to this RFP for submittals as part of their responses to future contracting opportunities). Performance of the Proposer's Community Benefits shall not be dependent upon or necessitate any actions or decisions by the SFPUC.

**ii. Accountability:** Proposers should provide detailed descriptions of accountability methods and measures that will be implemented to ensure that the proposed Community Benefits Commitments will be delivered to the communities they are intended to benefit in a transparent and accountable manner. To maximize transparency and accountability, a process or mechanism must be proposed that will assist the SFPUC in independently verifying that such funds and resources were actually delivered to the intended beneficiaries.

**iii. Deliverables:** The deliverables for the Community Benefits section will be to perform the specific commitments that the successful Proposer voluntarily commits. In addition:

1. Each successful proposer will meet with the SFPUC Assistant General Manager for External Affairs or designee to develop a Community Benefits Plan and Timeline within three months of issuance of NTP. The Community Benefits Plan and Timeline will provide details regarding expenditures, a schedule, and timelines related to the Community Benefits Commitments. The Proposer will develop the Community Benefits Plan and Timeline so that all of the deliverables, including the dollars and hours associated with the Community Benefits commitments, are aligned with SFPUC's priorities and broader agency-wide strategy in order to leverage and maximize the collective resources and positive community impact. The Community Benefits Plan and Timeline will have the necessary flexibility relating to timing, expenditure of funds, partners, strategic delivery, scale, and performance so that they are all aligned with the SFPUC's community benefits strategy.
2. The successful proposer shall meet once a year with the External Affairs Community Benefits Manager during the term of the Agreement to discuss the

work plan and associated timelines, and make any adjustments or updates as necessary to ensure the commitments are delivered within the life of the contract.

3. Each successful Proposer shall submit quarterly reports to the SFPUC External Affairs Community Benefits Manager, which should detail factors such as total number of hours, dollars, etc. contributed to-date. Reports are submitted on the last business day of the month following the close of each quarter. As part of the quarterly reports, the Proposer will also be required to submit documents to substantiate that the Community Benefits commitments and any funds associated thereto were in fact delivered to the communities they were intended to benefit.
4. Each successful proposer shall also submit a stand-alone annual report to the SFPUC External Affairs Community Benefits Manager documenting the culmination of the community benefit commitments and outcomes for the year.

**iv. Task Cost:** Although this is a deliverable task, it is non-compensable. Zero hours should be allotted in your overhead and profit schedule for this task. No hours or dollars should be allotted or included in Proposer's costs for this Project in order to perform or deliver the voluntarily proposed Community Benefits Commitments. If the Proposer commits any funds to delivering the Community Benefits Commitments it proposes, all such funds must be independent of SFPUC funding or any dollars associated with this Project. If the Proposer commits to contributing any funds to performing or delivering its commitments related to this task, such funds may not be dependent in any way upon receipt of SFPUC funding, including release of retention, etc.

The provision of Community Benefits Commitments by Proposer does not entitle Proposer to additional task orders or additional work beyond issued-task orders. In the event that the contract value is not fully expended or is otherwise amended, the parties hereby agree to meet and discuss the impact to the corresponding Community Benefit Commitments. The representations, warranties and other terms contained in this Community Benefit Commitments section have been designed by Proposer as the basis for a Community Benefit Plan, but are for the sole benefit of the parties hereto and shall not be construed as conferring any rights on any other persons or entities.

## **5. General Obligations**

All documents generated by the Proposer as part of this project shall be in conformance with SFPUC standards and formats. For example, specification sections shall be prepared in accordance with the Construction Specifications Institute (CSI). All deliverables shall be submitted, depending on their type, separately in draft and final document format. Final documents shall be inclusive of all comments and/or issues raised during the review of draft documents.

All draft and final deliverables shall be submitted in 10 bound and 1 unbound hard copies and 1 digital copy supplied on a CD, unless otherwise specified. All digital deliverables shall be in the latest version of the applicable software.

Based on the overall CEQA/NEPA evaluation (performed by others), incorporate all applicable environmental mitigation requirements within the project boundaries in the design and construction contract documents (plans and specifications). Include as appropriate language to ensure construction contractor compliance with mitigation requirements contained in environmental review and permit documents and schedule deliverables accordingly.

Where interim submittals for review are called for at 10%, 35%, 65%, 95% and 100%, a red-marked copy shall be submitted showing checker comments as proof of QA/QC adherence. The following descriptions indicate the content of those interim design submittals to be presented to the SFPUC.

A. Conceptual Engineering (10% Design)

Documents shall encompass the following:

- Project scope definition.
- Practical and technical approaches to fulfill project objective.
- As-built information, site plans and preliminary alignment (plans).
- critical constraints for recommended option.
- Comprehensive hydraulic analysis.
- Drawing list, , work plan, construction schedule, and a construction cost estimate ( $\pm 30\%$  accuracy).
- Summary of design approach.

B. 35% Design

Documents shall encompass the following:

- Sufficient definition of the facility to identify all major elements required, and verification of feasibility of the design; and a list of permit requirements.
- Identification of construction contract method.
- Preliminary horizontal (plans) and vertical alignments (sections) of the elements being designed; excavation and shoring support methods; methods of groundwater control, handling, and treatment; identification of any road relocations and traffic routing; utility search.
- Coordination with SFPUC Design Team to establish location of near-surface and surface facilities associated with the elements being designed.
- Design Criteria based on inclusion and expansion of criteria supplied by the SFPUC, most particularly the General Seismic Design Requirements for SFPUC facilities.
- Identification of design issues
- Drawings, in conformance with SFPUC standards, outline of specifications a construction schedule, and a construction cost estimate ( $\pm 30\%$  accuracy). The 35% construction cost estimate will be used as a baseline estimate for monitoring design development impacts.

C. 65% Design

Documents shall encompass the following:

- Incorporation of SFPUC and project team comments from 35% submittal.

- Integration of drawings and specifications with those produced by SFPUC Design Team, including appropriate drawing numbers, match lines, and cross referencing on all drawings.
- A preliminary list of proposed pre-purchase materials and equipment.
- Updated technical specifications; contract plans/drawings; and bid item descriptions including method of payment to integrate with SFPUC standard descriptions.
- Updated detailed construction cost estimates ( $\pm 20\%$  accuracy) and construction schedule.

#### D. 95% Design

Documents shall encompass the following:

- Incorporation of SFPUC and project team comments from 65% submittal.
- Incorporation of design interfaces and coordination issues relevant to designs performed by the SFPUC.
- Updated detailed construction cost estimates ( $\pm 10\%$  accuracy) and construction schedule.
- Completion of construction plans and specification for integration with construction plans/drawings and specifications produced by the SFPUC Design Team. The package shall be ready for stamping and signatures by the Engineer of Record and for review by SFPUC Contract Preparation staff.

#### E. 100% Design

Documents shall include the following:

- Finalized, signed and wet stamped plans and specifications inclusive of all comments generated by SFPUC Contract Preparation staff, reflecting SFPUC and Project Team comments on 95% design documents, and final QA audit.
- A detailed itemized final construction cost estimate ( $\pm 10\%$  accuracy) for the construction.
- All final signed and wet stamped analysis results, design calculations, design report, geotechnical, hydraulic, survey and other reports submittals as described within the Scope of Services.
- All necessary supporting documents for permit applications.

The final submittal shall encompass 1 bound copy and 1 unbound copy of reports; 1 reproducible master set of the construction documents, including a vellum set; and 1 digital copy of the drawings in AutoCAD.

All Proposer submittals shall be compatible with the SFPUC standards to allow easy entry into the SFPUC Records Management System.



## **IV. QUALIFICATIONS**

### **1. Prime Proposer and Joint Venture (JV) Partners Minimum Qualifications**

Any Joint Venture (JV) responding to this RFP must clearly identify the lead Proposer (referred to hereafter as the Lead JV Partner).

The minimum qualifications set forth below are required for a Proposer to be eligible to submit a proposal in response to this RFP. Proposals must clearly demonstrate compliance with the specified minimum qualifications. Proposals that do not clearly demonstrate compliance with the minimum qualifications may be rejected by the City without further consideration.

To qualify as a Prime Proposer or JV Partner for this RFP, a Proposer must possess the following minimum qualifications:

- The Prime Consultant or JV Partnership must individually or collectively, have a minimum of fifteen (15) years' experience in the business of planning, design, and construction management of large diameter, preferably water supply, tunnels.
- The Prime Proposer or Lead JV Partner must have experience as the Prime, or Lead JV, on at least one (1) completed water infrastructure projects, each with a minimum project construction value of \$50 million, within the last fifteen (15) years that are similar in complexity to this project.
- The Prime Proposer or Lead JV Partner must have a fully functioning office located within 30 miles from the SFPUC Headquarters in San Francisco prior to NTP. The office shall include technical and non-technical staff capable of providing a significant amount of the scope of services outlined in this RFP.

### **2. Subconsultant Qualifications**

To qualify as a Subconsultant that will provide technical services described in this RFP, the Subconsultant(s) must possess the following:

- A minimum of three (3) years' experience in one of the technical fields required under the scope of services

Non-technical Subconsultants (e.g., reprographics) are not required to meet the above Subconsultant qualifications.

### **3. Key/Lead Team Member Qualifications**

To qualify as the **Project Manager** for this RFP, an individual must possess the following:

- An employee of the Prime Proposer/JV Partner for a minimum of six (6) months prior to the due date for Proposals submitted in response to this RFP.
- A minimum of fifteen (15) years of leading role experience in project management, planning, design, and construction of large, complex tunnel projects.

- At least three (3) years experience serving as the project manager of at least two (2) large, complex preferably water supply, tunnel projects within the last fifteen (15) years.
- California registration in his/her technical discipline.

To qualify as the **Lead Tunnel Engineer** for this RFP, an individual must possess the following:

- A minimum of fifteen (15) years' experience in the design of at least two (2) large diameter tunnel projects, preferably in rock and with deep shafts.
- Previous experience must include both new tunnels and rehabilitation projects.
- California registration in his/her technical discipline.

To qualify as the **Lead Geotechnical Engineer**, an individual possess the following:

- A minimum of fifteen (15) years of geotechnical investigation and site characterization experience.
- Experience in geotechnical engineering such as development of characterization plans, performance of exploration work, performance of geologic/geotechnical interpretations, and development of geotechnical reports for the design and construction of tunnels in rock.
- Experience in at least three (3) verifiable tunneling projects with features similar to the proposed project.
- California registration as a geotechnical engineer or certified engineering geologist.

## **V. PROPOSAL**

### **1. Pre-Submittal Conference, Site Visit and Requests for Information**

The pre-submittal conference is scheduled for 2:00 pm on Wednesday, July 1, 2015. The conference will be held at **525 Golden Gate Ave., 2nd Fl - O'Shaughnessy Conference rooms A, B and C**. Questions regarding the RFP will be addressed and new information will be provided at this conference. While City staff may provide oral clarifications, explanations, or responses to any inquiries, the City is not bound by any oral representation. If any new and/or substantive information is provided in response to questions raised at the pre-submittal conference, it will be memorialized in a written addendum to this RFP.

Proposers are also encouraged to attend a site visit facilitated by SFPUC project staff to be held at 10:30 am Thursday, July 2, 2015 (Appendix S). To join the site visit, Proposers must meet SFPUC project staff in the lobby of the Moccasin Administration Building, 1 Lakeshore Drive, Junction of Hwy 120 and Hwy 49, Moccasin, 95347. Because of potential site restrictions, each Proposer team is limited to four (4) attendees and one vehicle.

All requests for information concerning the RFP, whether submitted before or after the pre-submittal conference, must be in writing and directed to Bonita McGee at [rfp@sfgwater.org](mailto:rfp@sfgwater.org). All inquiries should include the number and title of the RFP. Substantive replies will be memorialized in written addenda to be made part of this RFP. All addenda will be posted on the Contract Administration Bureau webpage at <http://contracts/sfgwater.org>. This RFP will be

governed only by information provided through written addenda. With the exception of Contract Monitoring Division (CMD) or City contracting inquiries, no questions or requests for interpretation will be accepted after **Monday, July 13, 2015**.

### **a. Background Documents**

The SFPUC will make available to all Proposers at the pre-submittal conference one or more CD-ROMs containing electronic copies of a portion of the background documents listed under Task 3 in Section III.4 of this RFP. To obtain a free copy of the CD-ROM(s) at the pre-submittal conference, please send a written request to Grace Tang at [rfp@sfgwater.org](mailto:rfp@sfgwater.org) by **June 29, 2015**

## **2. Proposal Submittal**

Deliver the following items in a sealed package clearly marked, ***CS-249, Mountain Tunnel Improvements by [Proposer's Name]***:

- **Proposer's Proposal**: Please submit five (5) hardcopies and ten (10) CDs of the main proposal in Adobe Acrobat PDF format with bookmarks of the proposal and any related information (See Section V.3); in a separate sealed envelope labeled ***"Proposals – CS-249 Mountain Tunnel Improvements, by [Proposer's Name]"***;
- **Overhead & Profit Schedule**: Please submit two (2) CDs of the completed Project Fee Schedule in Microsoft Excel format in a separate sealed envelope labeled ***"Overhead & Profit Schedule - CS-249 Mountain Tunnel Improvements, by [Proposer's Name]"*** (See Section V.4.B);
- **Community Benefits Submittal**: The Community Benefits Submittal, inclusive of any text, tables, or figures, shall not exceed five (5) pages. Each page must be numbered at the bottom right-hand corner. Proposers shall use a minimum of 10-point font and at least one-inch margins. Please submit five (5) CDs of the Community Benefit submittal and any related information in Adobe Acrobat PDF format, in a separate sealed envelope labeled ***"Community Benefits Submittal - CS-249 Mountain Tunnel Improvements, by [Proposer's Name]"***;
- **CMD/Local Business Enterprise (LBE) Forms**: Please submit two (2) CDs of the completed CMD Forms 2A, 2B, 3 and 5 from CMD Attachment 2, in Adobe Acrobat PDF format, in a separate sealed envelope labeled ***"CMD/LBE Forms - CS-249 Mountain Tunnel Improvements, by [Proposer's Name]"*** (See Section V.4.A and Section IX.1.c.);
- **CMD/12B & 12C Form**: Please submit two (2) CDs of the completed copy of CMD form (Form No. 12B-101), in Adobe Acrobat PDF format, in a separate sealed envelope labeled ***"CMD/12B Forms CS-249 Mountain Tunnel Improvements, by [Proposer's Name]"*** (See Section V.4.A and Section IX.2);
- **First Source Hiring Program Certification Form**: Please submit one (1) CD of the completed copy of the First Source Hiring Program Certification form in Adobe Acrobat

PDF format, in a separate sealed envelope labeled **“First Source Hiring Program Certification Form by [Proposer’s Name.]”** - (See Section X.6);

- **Other Required City Forms:** Please submit one (1) CD of the completed) copy of the following forms, in Adobe Acrobat PDF format, in a separate sealed envelope labeled **“Other Required City Forms - Business Tax Registration Declaration, Release of Liability Form, MCO/HCAO Declaration Forms by [Proposer’s Name].”**

The package, which includes the Proposer’s proposal and six (6) separately sealed envelopes, must be received at the following location no later than 11:00 a.m. on **Tuesday, August 4, 2015**. Postmarks will not be considered evidence of delivery. Late proposals may be deemed non-responsive and rejected.

Proposal should be mailed to:

San Francisco Public Utilities Commission

RE: ***CS-249 Mountain Tunnel Improvements***

525 Golden Gate Ave., 8th Floor

San Francisco, CA 94102

Proposal should be delivered to:

San Francisco Public Utilities Commission

Contract Administration Bureau

RE: ***CS-249 Mountain Tunnel Improvements***

525 Golden Gate Ave., 1st Floor, Customer Service

San Francisco, CA 94102

**Note: Mailed or delivered proposals must be received by 11:00 A.M. on Tuesday, August 4, 2015 or will be rejected. Faxed or emailed proposals will not be accepted.**

### **3. Proposal Format and Content**

The proposal shall be (1) clear and concise, (2) responsive to all RFP requirements, and (3) presented in the form of a written report separated by tabs into the following subheadings:

- A. Cover Letter
- B. Executive Summary
- C. Work Approach
- D. Task Descriptions
- E. Project Schedule
- F. Project Team Organization and Availability
- G. Proposer Qualifications
- H. Key/Lead Team Member Qualifications
- I. References and Release of Liability Form
- Exhibit A - Organizational Chart
- Exhibit B - Key/Lead Team Members; Resumes and Letters of Commitment
- Exhibit C - Schedule of Estimated Number of Hours Per Task
- Exhibit D - Consultant Commitment Matrix for Planning Phase

The Proposer shall refer to Section V.4 (Supplemental Proposal Requirements) for additional documents (including the OPS) that must be prepared and submitted separately from the main proposal report.

The text in the main proposal report, including tables and figures, shall not exceed thirty (30) pages. The Task Description section of the proposal (see Section V.3.D) as well as organizational charts, resumes and the Schedule of Estimated Number of Hours Per Task for Planning Tasks (Tasks 1,3,4 and 5) are to be included as appendices and will not count against the proposal page limit. Proposers shall print their proposal double-sided on 8.5 x 11 inch recycled and/or recyclable white paper (larger size paper can be used for figures and organization charts) and use a minimum font of 10 points with minimum margins of 1 inch for the preparation of their proposal. Proposer shall number every page of the proposal, beginning with the cover letter, including pages with tables and figures.

Proposals must include the following information:

#### **A. Cover Letter**

Submit a cover letter signed by an individual authorized to obligate the Proposer to fulfill the commitments contained in the proposal. The letter must include the following: (1) a statement identifying the Lead Proposer if a JV is responding to this RFP; (2) a contact for all communications pertaining to the Proposer's proposal (include telephone number, fax number, e-mail address and mailing address); (3) a statement of the Proposer's overall ability and qualifications to conduct the work; (4) a statement that the Proposer agrees to comply fully with the terms and conditions of the Agreement, attached hereto as Appendix C; (5) a statement that the Proposer agrees that the Proposer's rates and overhead and profit rate listed on the OPS may be incorporated into the Agreement, and are negotiable only at the sole discretion of the SFPUC

and; and (6) a statement that the Proposer agrees to fully comply with all applicable San Francisco laws.

B. Executive Summary

Provide an executive summary that (1) includes a brief overview of the proposal's principal elements, (2) demonstrates an understanding of the SFPUC project objectives, and (3) describes the Proposer's approach for carrying out the scope of services.

C. Work Approach

Describe the approach that your team proposes to use for the following issues.

- Approach to performing the inspection and condition assessment of the existing tunnel in predicting the rate of deterioration and probability of lining failure. Describe proposed analyses and methodology.
- Approach to minimizing cost of doing the parallel CER and CEQA Checklist, and yet being able to support the SFPUC in confirming or modifying the ByPass Tunnel as the Preferred Engineering Alternative.
- Understanding of potential design and/or construction constraints and opportunities and how the project can overcome the challenges and benefit from the identified opportunities,
- Approach to gaining a complete understanding of the possible ground conditions and likely ground behavior during tunneling
- Approach to design of deep shafts through hard rock
- Approach to additional two (2) issues pertaining to a potential design, environmental, or construction constraint and how the Proposer can support the SFPUC in completing this project on schedule and within budget.

D. Task Descriptions

Confirm, expand and/or detail the tasks outlined in the scope of services of this RFP (see Section III.4), and provide detailed descriptions of how the Proposer proposes to execute the work associated with each task. The more detailed descriptions to be provided by Proposer shall not in any way lessen or eliminate any of the work elements outlined in this RFP. The detailed task descriptions provided by the selected Proposer may be incorporated into the scope of services section of the Agreement. The task descriptions to be provided as part of the proposal should therefore be detailed enough to clearly identify the work to be performed under each task.

Clearly identify if there are any expansion or modification to the task descriptions in Section III.4.

The Proposer may suggest additional tasks to facilitate a quality product serving the project. A description of the additional tasks shall be included in the Task Descriptions section of the proposal together with proposed team member and an estimate of hours to complete in the Schedule of Estimated Number of Hours Per Task (Appendix D.) The Proposer shall not however include any additional tasks in the OPS to be submitted as part of the proposal.

The description provided for each task (i.e., tasks outlined in Section III.4 and additional tasks proposed by Proposer) shall include as appropriate the following information:

- Task-specific approach and associated work elements;
- Dependencies on/among other tasks (including activities of others and required key information);
- Responsible party within the Proposer or JV Partners providing staff role and estimated staff hours; and
- Output/deliverables from the task.

E. Project Schedule

The Proposer shall provide a CPM schedule and Gantt chart of all the Planning Phase tasks and subtasks including sequence, duration, dependencies, milestones and deliverables dates. The schedule provided by the selected Proposer for the Planning Phase, may become part of the Agreement.

Proposer will be asked to develop the schedule of the remaining Tasks after the Planning Phase is complete, and/or the Preferred Engineering Alternative has been confirmed.

The selected Proposer may be asked to convert the schedule submitted with its proposal to a format that allows straightforward input of the information into the SFPUC WBS and Project Scheduling Software P6.

F. Project Team Organization and Availability

It is critical that the Proposer clearly outlines how the Project Team will be organized and demonstrates a strong commitment to this project. Proposer should provide an Organizational Chart that illustrates the team structure and resumes of all Key/Lead Team Members in Exhibits A and B of the Proposal, respectively. Also, provide the specific percentage of their work time, each Key/Lead Team Member will spend on the project and confirm their availability throughout the Planning and Design Phases.

G. Proposer Qualifications

Clearly demonstrate that the Prime Proposer (or JV Partner) meet all the minimum qualification requirements outlined in Section IV.1. Provide sufficient information in the proposal for the Selection Panel to evaluate the Proposer's ability to successfully complete the tasks outlined in the scope of services, including, but not limited to the following:

- A description and background summary of the Prime Proposer or JV Partners consulting firm(s). Summary shall include corporate qualifications, commitment, strength, and technical capabilities to fulfill all services specified and required, and successfully accomplish the work.
- If a JV, include a description of the organization, relationships, and defined responsibilities of all Partners in the JV. Describe any previous project-specific

associations of the JV Partners. The JV Partner shall demonstrate proven experience in managing and leading.

- A description of three (3) tunnel projects each with a minimum project construction value of \$50 million. Two of the three projects must be where the Prime Proposer or Lead JV Partner performed the role of the lead JV partner within the last fifteen (15) years.

Project descriptions shall be limited to two (2) pages for each project. The description shall include:

- Project scope summary.
- Proposer's role and responsibilities in the project.
- Proposer staff members who worked on the project and their specific project role.
- Client name, reference and telephone numbers.
- Dates when the work on the project was performed.
- Project costs (consulting firm design fee and project construction cost).
- Proposer's performance on delivering the project on schedule and on budget.

#### H. Key/Lead Team Members - Resumes and Letters of Commitment

Clearly demonstrate that the key/lead team members proposed by the Proposer meet all the qualification requirements outlined in Section IV.3. Provide resumes in Exhibit B to contain sufficient information in the proposal for the Selection Panel to evaluate the ability and experience of each key/lead team member to successfully fulfill their roles, and complete the scope of services. The information required in this section for Key/Lead Team Members applies to both the key/lead positions identified in Section IV.3 and the additional key individuals proposed by the Proposer.

Briefly describe the role, responsibilities, qualifications, and company affiliation of each individual on the Proposer team for the scopes of services outlined in this RFP. Discuss team members' background and experience that demonstrate a strong ability to successfully perform the work.

Proposer shall provide a letter of commitment from each Key/Lead Team Member identified previously in the RFP in Sections IV.3. Each letter of commitment shall be attached to the resume of the applicable individual, signed by the applicable individual, and dated within five (5) days of the date that proposals are due. Each letter of commitment must include a statement by the applicable individual that, if the SFPUC awards an agreement to the Proposer, he or she intends to work on the Project at the percentage of work time specified by Proposer in its proposal for the duration of Planning Tasks (Tasks 1,3,4 and 5) of the Project, and that he/she can potentially be available to participate in the remaining tasks, if applicable. In the absence of a letter of commitment from an identified Key/Lead Team Member, the SFPUC may determine that the Proposer does not have commitment from the identified individual/s and may reject the proposal as non-responsive.

**NOTE:** The proposed substitution of any Key/Lead Team Members identified to perform Planning Tasks (Tasks 1,3,4 and 5) services will be subject to the following rule in addition to other applicable requirements set forth in the Agreement. Application of the following rule



presumes that the City determines that the proposed substitute Key/Lead Team Member ("Substitute Key/Lead Team Member") is qualified to perform the applicable services.

**Rule:** If the existing/outgoing Key/Lead Team Member ("Outgoing Key/Lead Team Member"), after leaving that key/lead position, will remain employed by or associated with the same firm, then the Outgoing Key/Lead Team Member must continue to work on the project in collaboration with the Substitute Key/Lead Team Member for a two-month transition period. During this two-month transition period, Contractor shall ensure that the Outgoing Key/Lead Team Member devotes sufficient time to the transition to facilitate a smooth and seamless hand-off of responsibilities and duties to the Substitute Key/Lead Team Member. The Outgoing Key/Lead Team Member's time associated with such transition duties during the two-month transition period will not be billable to the City. Contractor's failure to provide transition services as described above shall constitute a material breach of this Agreement.

The rule described above will not apply to a proposed substitution if (i) the Outgoing Key/Lead Team Member, after leaving the position, will no longer be employed by or associated with the same firm (e.g., the individual will leave the firm to work for a different firm); or (ii) there is good cause shown as determined by the City. If the rule does not apply, based on the exceptions described above, and the proposed Substitute Key/Lead Team Member is acceptable to the City, then Contractor may proceed with the substitution provided that it implements reasonable, good faith measures to mitigate the impacts of the transition to the project. Such measures will be subject to review and pre-approval by the City. Costs associated with such mitigation measures will not be billable to or subject to reimbursement by the City.

#### I. References

The SFPUC may contact some or all of the project references provided in Section G. Proposer Qualifications to confirm the validity of Proposers' qualifications and the projects listed in the proposal. As part of the submittal package, Proposers must sign and return the Release of Liability (see Appendix J.)

#### Exhibit A - Organizational Chart

The Organizational Chart must illustrate the team structure of all proposed staff to be included as Exhibit A of the submitted Proposal.

#### Exhibit B - Resumes with attached Letters of Commitment

See above section "V.3.H. Key/Lead Team Members' Qualifications; Resumes and Letters of Commitment" for the components of Exhibit B to the proposal.

#### Exhibit C - Schedule of Estimated Number of Hours per Task for Planning Tasks (Tasks 1,3,4 and 5)

Proposers must use Appendix D of the RFP to compile the information in the Schedule of Estimated Number of Hours per Task for Planning Tasks (Tasks 1,3,4 and 5). The components of this schedule will include the same information as included in the Proposer's OPS (see V.4.2 Overhead and Profit Schedule below) with the exception of any reference to monetary amounts. Proposers might even consider preparing their OPS and then deleting the appropriate columns to submit it as Exhibit C to the proposal. Specifically, columns A-F from the OPS (task number; task summary; position description; name of proposed staff person and consultant name) **will** be in the Schedule of Estimated Number of Hours per Task; Columns G-K (base hourly rate; base labor cost; firm overhead and profit rate; billing rate; and actual labor cost) **will not** be in the Schedule of Estimated Number of Hours per Task.

The Selection Panel will evaluate the anticipated level of effort and staff assignments in the Schedule of Estimated Number of Hours per Task as outlined in Section VI. 3 Written Proposal Evaluations below. Note that if any information in the Schedule of Estimated Number of Hours per Task is found to be inconsistent with the OPS, the OPS may be rejected and excluded from the score tabulation (e.g. score of zero for the OPS). For example, the staff proposed in the OPS and the hours allocated to their assignment must line up with the staff and associated hours listed in the Schedule of Estimated Number of Hours per Task.

#### Exhibit D - Consultant Commitment Matrix

The spreadsheet template attached with this proposal as Appendix M and entitled "Consultant Commitment Matrix" should be filled out completely and included with the proposal as Exhibit D. All information in this spreadsheet must be consistent with all other submissions with the proposal (OPS, Schedule of Estimated Number of Hours per Task, letters of commitment, etc.) Failure to provide consistent information on the Consultant Commitment Matrix may result in a determination by the SFPUC that the proposal be deemed non-responsive.

The first worksheet tab is entitled "Other Current or Pending Project Commitments." Proposers should fill in each Key/Lead Team Member proposed on this project and include all other projects on which they are committed. The numbers can be in full time employee hours or percentage of time, but the information should be consistent for each team member entry.

The second worksheet tab is entitled "Consultant Commitment Matrix" and should be filled out with each Key/Lead Team Member proposed on this project along with the percentage of time that each Key/Lead Member will spend on each project for the duration of the project.

#### 4. Supplemental Proposal Requirements

##### A. Contract Monitoring Division Forms

**Effective July 28, 2012, the Contract Compliance Unit of the San Francisco Human Rights Commission became the Contract Monitoring Division (CMD) of the City Administrator's Office.**

All proposals submitted must include the following Contract Monitoring Division (CMD) Forms contained in the CMD Attachment 2: Form 2A - CMD Contract Participation; Form 2B - CMD "Good Faith Outreach" Requirements Form; Form 3 - CMD Non-Discrimination Affidavit; and Form 5 - CMD Employment Form.

Please submit two (2) CDs of the above forms with your proposal. The forms should be placed in a separate sealed envelope labeled "**CMD/LBE Forms - CS-249 Mountain Tunnel Improvements, by [Proposer's Name]**" and delivered with the proposal package.

Please submit two (2) CDs of the CMD/12B form (Form No. 12B-101). The forms must be submitted in a separate sealed envelope labeled "**CMD/12B Forms - CS-249 Mountain Tunnel Improvements, by [Proposer's Name]**" and delivered with the proposal package.

Failure to complete, sign and submit each of the CMD forms listed above may result in the proposal being deemed non-responsive and rejected.

##### B. Overhead and Profit Schedule

One (1) original, one (1) copy and one (1) electronic file (compatible with Microsoft Excel) of the Overhead and Profit Schedule (OPS) must be submitted in a separate sealed envelope labeled "**Overhead and Profit Schedule - CS-249 Mountain Tunnel Improvements by [Proposer's Name]**" and delivered with the proposal package.

##### *(i) Overhead and Profit Schedule Components*

Proposers must use the form provided in Appendix B to prepare their OPS. The OPS must include hourly rate breakdown (including number of hours, base hourly rate and billing rate) for each staff classification for the Prime Proposer, (or JV Partners), all Subconsultants and special experts. The firm overhead and profit rate must also be listed in the OPS. **Only one overhead and profit rate must be listed for each firm.** It must also include a breakdown of all other direct costs (ODCs) and markups on subconsultant labor costs rounded off to two (2) decimal figures.

For fair comparison purposes, all billing rates shall reflect 2015 billing rates. The selected Proposer will only be allowed to escalate its 2017 billing rates based on the annual percentage change of the Consumer Price Index (CPI) for the San Francisco Bay Area for Urban Wage Earners and Clerical Workers. The billing rate for each listed individual may not exceed the lowest rate charged to any other governmental entity. The selected Proposer agrees to maintain and make available to the City, during regular business hours, accurate books and accounting records relating to its work under the Agreement. The selected Proposer will permit City to audit, examine and make excerpts and transcripts from such books and records, and to make audits of all invoices, materials, payrolls, records or personnel and other data related to all other matters covered by the Agreement, whether funded in whole or in part under the Agreement.

Selected Proposer shall maintain such data and records in an accessible location and condition for a period of not less than five years after final payment under the Agreement or until after final audit has been resolved, whichever is later.

**(ii) Overhead and Profit Schedule Requirements**

1. Proposers are required to complete the attached OPS (see Appendix B) using all the tasks outlined by the SFPUC in Section III.4 and incorporating a broad range of staff allocation representing a reasonable estimate of the staff to be assigned to each task, including tasks with a pre-determined cost allowance. Proposers shall not include any additional/optional tasks in the Overhead and Profit Schedule. The more detailed descriptions to be provided by Proposer shall not in any way lessen or eliminate any of the work elements outlined in this RFP. ***Please note that Proposers are responsible for the correctness/accuracy of formulas and calculations within the OPS. Should errors be found in the Proposers OPS, the City may assign a score of zero for the OPS evaluation. Furthermore, it is within sole discretion of the SFPUC to reject any proposal that does not comply with the OPS requirements.***

The SFPUC has provided a budget allowance for tasks (including all optional tasks) where the scope of services could not be accurately defined. The Proposer shall complete the OPS so that the Actual Labor Costs provided for tasks with specified allowances are consistent with these allowances. The budget allowances are estimates of the level of effort that may be required to complete these tasks and are provided to ensure the fairness of the evaluation of Proposer's OPSs. These estimates are based on what is known now (i.e., when RFP was prepared). The SFPUC reserves the right to modify the budget allocated to specific tasks when more accurate information is available after the selection process has been completed.

Only one overhead and profit rate can be used for each firm listed in the OPS. Based on the information provided in the OPS, an Effective Overhead and Profit Rate (EOPR) will be calculated by dividing the Total Actual Labor Cost by the Total Base Labor Cost. The EOPR is essentially a weighted average of the rates proposed for each firm listed as part of the Proposer's team. **The EOPR shall not exceed 3.20. The maximum billing rate is \$220/hour.**

The Proposer's billing rates and EOPR provided in the OPS may be -negotiable during the Agreement award process and the duration of the Agreement. The EOPR will apply to the billing rate of all subconsultants not listed in the OPS. If a new subconsultant is added during the duration of the Agreement, the new individual firm Overhead and Profit Rate can be no more than the Proposal Effective Overhead and Profit Rate. The EOPR will also apply to all amendments to the Agreement.

The Proposer may be required to provide certified payroll records documenting the actual salaries of all individuals who will be added to the project (i.e., individuals not listed in the OPS). The Proposer should note that the City will only approve project staff substitutions when that change in personnel is requested by the City and/or beyond the control of the Proposer. Individuals listed in the OPS and for who resumes and qualifications have been submitted as part of the proposal are expected to be provided to the project team.

The Proposer shall provide the markup on Subconsultant labor costs as a separate line item in the OPS. Markups are limited to five (5) percent of Subconsultants' actual labor costs. Markups on ODCs or materials for either the Proposer or its subconsultants are not allowable.

Compensation under this contract will be provided as: 1) labor related costs by hourly billing rates for hours worked, and 2) separately billed direct reimbursable expenses (ODCs).

Hourly billing rates shall be the actual hourly base salary rate of each employee utilized for the work multiplied by the firms' proposed overhead rate (including salary burden and fringe benefits) and proposed profit rate. The EOPR shall include all miscellaneous and incidental costs of work other than those as specifically defined below as direct reimbursable expenses. The EOPR shall apply to all proposed staff and substituted or new or added staff for the duration of the contract.

Direct reimbursable expenses (ODCs – Other Direct Costs) shall include actual direct costs (with no markup) of expenses directly incurred in performing the work. All ODCs are subject to pre-approval in writing by the SFPUC Project Manager.

The following items will be eligible for reimbursement as ODCs:

- Out-of-town travel (“out-of-town” shall mean outside the nine Bay Area counties: San Francisco, Alameda, Marin, Santa Clara, Sonoma, Contra Costa, Napa, San Mateo, Solano).
  - Rental vehicle: traveler must select the most economical contractor and type of vehicle available and acquire any commercial rate or government discount available when the vehicle is rented.
  - Personal vehicle use: Contractor will be paid per mile as established by the United State Internal Revenue Service and only for that portion of travel that is outside the nine Bay Area counties and non-routine. Should the travel begin or end on a normal workday, the Contractor shall subtract commuting mileage from total mileage to calculate reimbursable mileage. The Contractor shall submit to the City an approved mileage log with its monthly invoices.
- Specialty printing (“specialty” as used herein shall mean large volume printing and color printing and requires **prior** written approval by SFPUC project staff and documentation of the written approval by the SFPUC must be included with the invoice).
- Specialty computer hardware and software (only with **prior** written approval by SFPUC project staff and documentation of the written approval by the SFPUC must be included with the invoice – all specialty hardware and software will be the property of the City).
- Permit fees.
- Expedited courier services when requested by SFPUC staff.

Anything not listed above is not eligible for reimbursement and therefore should be included in the Proposer's EOPR if compensation for these expenses is desired. They include, but are not limited to:

- All other travel expenses such as parking, bridge tolls, public transit, vehicle mileage within the nine Bay Area Counties, travel from Consultant's home office to SFPUC facilities.
- Contractor staff relocation costs.
- Any labor charges or pass-throughs, including but not limited to, administrative and clerical staff time.
- Telephone calls and faxes originating in the firm's home office, standard computer use charges, computer hardware or software (other than the specialty hardware or software mentioned above), communication devices, and electronic equipment.
- All meals, including refreshments and working lunches with SFPUC staff;
- Equipment to be used by SFPUC staff.
- Postage and courier services which are not requested by SFPUC staff.

***(iii) Overhead and Profit Schedule Evaluation***

The City intends to award an Agreement to the Proposer that is responsive to all RFP requirements and is the best-qualified Proposer, taking the EOPR into consideration. Section VI.5 outlines how the OPS will be evaluated in the selection process.

**All Proposers shall keep within the maximum allowed EOPR of 3.20.** Any Proposer that does not completely fill out the OPS provided in this RFP and/or does not comply with the maximum allowed EOPR will not receive any points for the OPS portion of the proposal evaluation. Furthermore, it is within sole discretion of the SFPUC to reject any proposal that does not comply with the OPS requirements.

## **VI. EVALUATION AND SELECTION CRITERIA**

### **1. Initial Screening**

SFPUC and CMD staff will review each proposal for initial determinations on responsiveness and responsibility. Proposals found to be responsive and submitted by responsible Proposers based on this initial screening shall proceed to the Proposal Evaluation Process, described below. Elements reviewed during the initial screening include, without limitation, proposal completeness, compliance with format requirements, verifiable references, compliance with minimum qualification requirements, compliance with LBE requirements, and responsiveness to the material terms and conditions of the Agreement (Appendix C, Professional Services Agreement (P500)).

As a point of clarification, Proposals are not scored during the initial screening process. Initial screening is simply a "pass/fail" determination of whether or not a Proposal meets certain minimum requirements.

### **2. Overall Evaluation Process**

The evaluation process will consist of three phases - Written Proposal, Panel Interview and Overhead and Profit Schedule (OPS). The points allocated for each phase of the evaluation are

six hundred (600) points for the written proposal phase, three hundred and fifty (350) points for the oral interview phase and fifty (50) points for the OPS phase.

The Selection Panel will be comprised of individuals who are knowledgeable on the subject matter, and may include staff from the SFPUC, other City agencies, and/or other utilities or organizations. SFPUC/City staff closely involved with the preparation of this RFP and the development of the scope of services will not be allowed to be part of the Selection Panel.

### 3. Written Proposal Evaluation

The Selection Panel will evaluate and score written proposals using the following point scale:

Evaluation Criteria	RFP Section	Points
WORK APPROACH AND TASK DESCRIPTION	V.3.C, V.3.D	150
PROPOSER QUALIFICATIONS	V.3.G	90
<b>KEY/LEAD TEAM MEMBERS QUALIFICATIONS</b>  <b>Lead Tunnel Engineer (110 points)</b> <ul style="list-style-type: none"> <li>• Demonstrated capability on similar projects</li> <li>• Depth and breadth of experience</li> <li>• Involvement and Time Commitment</li> <li>• Minimum qualifications to perform the project <ul style="list-style-type: none"> <li>- 15 years tunnel design experience</li> <li>- 2 large diameter tunnel projects, preferably in rock and with deep shafts</li> <li>- Experience in both the design of new tunnels and rehabilitation of existing tunnels</li> <li>- California Registration in his/her technical discipline</li> </ul> </li> </ul> <b>Lead Geotechnical Engineer (90 points)</b> <ul style="list-style-type: none"> <li>• Demonstrated capability on similar projects</li> <li>• Depth and breadth of experience</li> <li>• Involvement and Time Commitment</li> <li>• Minimum qualifications to perform the project <ul style="list-style-type: none"> <li>- 15 years geotechnical and site characterization experience</li> <li>- 3 tunneling projects with similarity to proposed project</li> <li>- California Registration in his/her technical discipline</li> </ul> </li> </ul> <b>Project Manager and Project Team (110 points)</b> <ul style="list-style-type: none"> <li>• Project Team Organization</li> <li>• Demonstrated capability on similar projects</li> <li>• Depth and breadth of experience</li> <li>• Involvement and Time Commitment</li> <li>• Minimum qualifications for the Project Manager <ul style="list-style-type: none"> <li>- Employee of the Prime Proposer or Lead JV Partner for a minimum of 6 months prior to the proposal submittal due date</li> <li>- 15 years' lead role experience in project management, planning, design, and construction of large, complex tunnel projects.</li> <li>- Three (3) years as Project Manager of tunnel projects within the last 15 years</li> <li>- Project Manager of two (2) tunnel projects within the last 15 years</li> </ul> </li> </ul>	V.3.F V.3.H Exhibit A Exhibit B Exhibit C Exhibit D	310
COMMUNITY BENEFITS SUBMITTAL	III.4.Task 16	50
		<b>600</b>



The CMD Contract Compliance Officer will assess the proposal for compliance with the LBE Ordinance. The Community Benefits Submittal will be reviewed and scored by a separate panel of community benefits specialists.

The written proposal scores will then be tabulated and Proposers will be ranked starting with the Proposer receiving the highest score, and then continuing with the Proposer receiving the second highest score, and so on.

#### **4. Oral Interview Evaluation**

The Selection Panel will hold oral interviews with all Proposers passing the initial screening. The SFPUC will send a letter to all short-listed Proposers regarding the format of the interview, the scoring criteria to be used during the interview and the composition of the Proposer team to participate in the interview. The SFPUC reserves the right to limit participation in the panel interviews to Proposers' key/lead team members and to exclude, for example, subconsultants on multiple teams, so Proposers should plan accordingly.

If conducted, the interview evaluation process may include (and be scored based on) either or both a presentation and interview questions from the Selection Panel. Those questions may include and be related to Proposers' and key/lead team members' qualifications, their work approach, project task descriptions, team organization, and any questions which seek to clarify proposal components. Proposers may also be scored on follow up questions if clarification of Proposer's responses is necessary. The same set of interview questions will be used for all Proposers.

The Selection Panel will proceed to evaluate each Proposer based on each Proposer's presentation and responses.

The oral interview scores will then be tabulated.

#### **5. Overhead and Profit Schedule Evaluation**

Proposers will be scored based on their proposed overhead and profit rate for this project.

The data provided in the OPS may be rejected and excluded from the score tabulation if it is found to be inconsistent with any of the information provided in the submitted proposal. For example, classification of team members presented in Work Plan or Organizational Chart must be consistent with classification of team members listed in the OPS.

A Proposer will receive up to 50 points for the Overhead and Profit based on the following table:

<b>Overhead and Profit Rate</b>	<b>Point(s)</b>
< or equal to 2.84	50
2.85 - 2.88	45
2.89– 2.92	40
2.93– 2.96	35
2.97 – 3.00	30
3.01 – 3.04	25
3.05 – 3.08	20
3.09 – 3.12	15
3.13 – 3.16	10
3.17 - 3.20	5
> 3.20 (Maximum allowable is 3.20)	0

The Overhead and Profit Schedule Scores will then be tabulated.

## **6. Tabulating Final Scores**

The scores from the Written Proposal, the Oral Interview, and the OPS evaluation will be combined and tabulated using the following overall scoring breakdown:

1. Written Proposal	600 pts
2. Oral Interview	350 pts
3. <u>Overhead and Profit Schedule</u>	50 pts
Total	1000 pts

Proposers will be ranked starting with the Proposer receiving the highest total score, then continuing with the Proposer receiving the second highest total score, and so on. The Proposer with the highest total score will be identified as the highest-ranked Proposer eligible to proceed with the award of an Agreement.

## **VII. AWARD OF AN AGREEMENT**

### **1. Agreement Preparation**

The SFPUC General Manager will make a recommendation to the Public Utilities Commission that the Agreement be awarded to the highest-ranked Proposer to perform the requested services. The material terms and conditions of the Agreement, including the overhead and profit rate and billing rates listed in the submitted OPS are only negotiable at the sole discretion of the SFPUC.

Failure by the Proposer to obtain compliance with City requirements and execute an Agreement within two (2) weeks of the date of Public Utilities Commission's authorization to execute the

Agreement may result in the General Manager's executing an Agreement with the next highest ranked Proposer.

Once the Agreement is complete and after obtaining all the necessary City approvals, the Agreement will be executed and certified, and a Notice of Agreement Award will be issued.

## **2. Standard Agreement Language**

By submitting a proposal, Proposers acknowledge that they have read, understand, and agree with all the terms and conditions of the City's Agreement (Attachment C.)

## **3. Agreement Administration**

Performance of services may be executed in phases. The SFPUC Project Manager will determine the work to be conducted under each phase and authorize the start of each phase in accordance with the overall agreed upon project schedule.

The successful Proposer is hereby notified that work cannot commence until it receives a written NTP. Any work performed without a NTP will be at the Proposer's own commercial risk.

# **VIII. TERMS AND CONDITIONS**

## **1. Errors and Omissions in RFP**

Proposers are responsible for reviewing all portions of this RFP, including all appendices. Proposers are to promptly notify the SFPUC, in writing, upon discovery of any ambiguity, discrepancy, omission, or other error in the RFP. All requests for information concerning the RFP must be in writing and directed to Bonita McGee at [rfp@sfgwater.org](mailto:rfp@sfgwater.org) by July 13, 2015. All inquiries should include the number and name of the RFP. Modifications and clarifications will be made by addenda as specified in this RFP. The City is not obligated to issue addenda in response to any request submitted after the deadline.

## **2. Inquiries Regarding RFP**

All requests for information concerning the RFP, whether submitted before or after the pre-submittal conference, must be in writing and directed to Bonita McGee at [rfp@sfgwater.org](mailto:rfp@sfgwater.org). All inquiries should include the number and title of the RFP. Substantive replies will be memorialized in written addenda to be made part of this RFP. All addenda will be posted on the Contract Administration Bureau webpage at <http://contracts.sfgwater.org>. This RFP will only be governed by information provided through written addenda. With the exception of Contract Monitoring Division (CMD) or City contracting inquiries, no questions or requests for interpretation will be accepted after **July 13, 2015**.

If any new and/or substantive information is provided in response to questions raised at the pre-submittal conference, it will be memorialized in a written addendum to this RFP and posted on the Contract Administration Bureau webpage at: <http://contracts.sfgwater.org>.

Direct all inquiries (other than inquiries at the pre-proposal conference) concerning administration of this RFP to Bonita McGee at [rfp@sfgwater.org](mailto:rfp@sfgwater.org). All inquiries should include the number and title of the RFP.

Direct all inquiries (other than inquiries at the pre-proposal conference) concerning CMD certification requirements to the CMD Certification Unit at (415) 581-2319.

Direct all inquiries *related to the proposal and the community benefits submittal* (other than inquiries at the pre-proposal conference) concerning administration of this RFP to Bonita McGee at [rfp@sfgwater.org](mailto:rfp@sfgwater.org).

Direct all inquiries (other than inquiries at the pre-proposal conference) concerning the CMD LBE Program to Bayard Fong, CMD Contract Compliance Officer for the SFPUC at (415) 554-3103 or at [bfong@sfgwater.org](mailto:bfong@sfgwater.org)

For questions concerning compliance with Chapter 12B, the Equal Benefits Ordinance, Proposers should refer to the CMD website at <http://sfgsa.org/index.aspx?page=6058> or call the CMD Office at (415)581-2310.

Direct all inquiries regarding business tax registration procedures to the Tax Collector's Office at (415) 554-4400.

### **3. Objections to RFP Terms**

Should a prospective Proposer object on any ground to any provision or legal requirement set forth in the RFP (including all Appendices and all Addenda), including but not limited to Objections based on allegations that: (i) the RFP is unlawful in whole or in part; (ii) one or more of the requirements of the RFP is onerous, unfair or unclear; (iii) the structure of the RFP does not provide a correct or optimal process for the solicitation of the Services; (iv) the RFP contains one or more ambiguity, conflict, discrepancy or other error; or (v) the RFP unnecessarily precludes alternative solutions to the Services or project at issue, the prospective Proposer must provide timely written notice of Objection as set forth below.

- A. **An Objection must be in writing and must be received by the City no later than 5:00 p.m. on the 10<sup>th</sup> working date prior to the deadline for proposal submittal (as that deadline may be adjusted by Addenda).** If an Objection is mailed, the prospective Bidder bears the risk of non-delivery within the required time period. Objections should be transmitted by a means that will objectively establish the date of receipt by the City. Objections or notices of Objections delivered orally (e.g., by telephone) will not be considered.
- B. Objections must be emailed to [rfp@sfgwater.org](mailto:rfp@sfgwater.org).
- C. The Objection shall state the basis for the Objection, refer to the specific requirement or portion of the RFP at issue, and shall describe the modification to the RFP sought by the prospective Proposer. The Objection shall also include the name, address, telephone number, and email address of the person representing the prospective Proposer.

- D. The City, at its discretion, may make a determination regarding an Objection without requesting further documents or information from the prospective Proposer who submitted the Objection. Accordingly, the initial Objection must include all grounds of objection and all supporting documentation or evidence reasonably available to the prospective Proposer at the time the Objection is submitted. If the prospective Proposer later raises new grounds or evidence that were not included in the initial Objection, but which could have been raised at that time, then the City may not consider such new grounds or new evidence.
- E. Upon receipt of a timely and proper Objection, the City will review the Objection and conduct an investigation as it deems appropriate. As part of its investigation, the City may consider information provided by sources other than prospective Proposer. At the completion of its investigation, the City will provide a written determination to the prospective Proposer who submitted the Objection. If required, the City may extend the proposal submittal deadline to allow sufficient time to review and investigate the Objection, and issue Addenda to incorporate any necessary changes to the RFP.
- F. Objections not received within the time and manner specified will not be considered. A Proposer's failure to provide the City with a written Objection as specified above on or before the time specified above shall constitute a complete and irrevocable waiver of the ground(s) of objection and forfeit the Proposer's right to raise such ground(s) of objection later in the procurement process, in a Government Code Claim, or in other legal proceedings.
- G. A Proposer may not rely on an Objection submitted by another Proposer, but must timely pursue its own Objection.

#### **4. Interpretation and Addenda/Change Notices**

Any interpretation of, or change in, the RFP will be made by addendum and shall become a part of the RFP and of any Agreement awarded. Change Notices in the form of Addenda will be posted on the Contract Administration Bureau webpage at: <http://contracts.sfwater.org>.

The SFPUC will make reasonable efforts to post in a timely manner any modifications to the RFP on the Contract Administration Bureau webpage at: <http://contracts.sfwater.org>. Notwithstanding this provision, the Proposer shall be responsible for ensuring that its proposal reflects any and all addenda posted by the SFPUC prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the Proposer check the SFPUC Contract Administration Bureau webpage before submitting its proposal to determine if the Proposer has read all posted addenda. The SFPUC will not be responsible for any other explanation or interpretation.

#### **5. Term of Proposal**

By submitting a proposal for consideration, the Proposer agrees that the proposed services and prices are valid for 120 calendar days from the proposal due date, and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

#### **6. Revision of Proposal**

Notwithstanding the forgoing, a Proposer may withdraw or revise a proposal on the Proposer's own initiative at any time before the deadline for submission of proposals. The Proposer must submit the revised proposal in the same manner as the original proposal. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal or the commencement of a revision process extend the proposal due date for any Proposer.

At any time during the proposal evaluation process, the SFPUC may require a Proposer to provide oral or written clarification of its proposal. The SFPUC reserves the right to make an award without receiving or accepting any clarifications of proposals received.

## **7. Errors and Omissions in Proposal**

Failure by the SFPUC to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the Proposer from full compliance with the specifications of the RFP or any Agreement awarded pursuant to the RFP.

## **8. Financial Responsibility**

The SFPUC accepts no financial responsibility for any costs incurred by a Proposer in either responding to this RFP, participating in oral presentations, or negotiating an Agreement with the SFPUC. The proposals in response to the RFP will become the property of the SFPUC and may be used by the SFPUC in any way it deems appropriate.

## **9. Proposer's Obligations Under the Campaign Reform Ordinance**

Proposers must comply with Section 1.126 of the San Francisco Campaign and Governmental Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations for such contract until (1) the termination of negotiations for such contract; or (2) three months have elapsed from the date the contract is approved by the City elective officer, or the board on which that City elective officer serves.

If a Proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the Proposer is prohibited from making contributions to:

- The officer's re-election campaign;
- A candidate for that officer's office; and
- A committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a Proposer approaches any city officer or employee about a particular contract, or a

city officer or employee initiates communication with a potential Proposer about a contract. The negotiation period ends when a contract is awarded or not awarded to the Proposer. Examples of initial contacts include: (i) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (ii) a city officer or employee contacts a Proposer to propose that the Proposer apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a RFP, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

1. Criminal: Any person who knowingly or willfully violates Section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
2. Civil: Any person who intentionally or negligently violates Section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
3. Administrative: Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

## **10. Sunshine Ordinance**

In accordance with San Francisco Administrative Code Section 67.24(e), Proposers' bids, responses to RFP's and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or entity's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

## **11. Public Access to Meetings and Records**

If a Proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City-funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, the Proposer must comply with Chapter 12L. The Proposer must include in its proposal: (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to Proposer's meetings and records, and (2) a summary of all complaints concerning the Proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the Proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in Proposer's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

## **12. Reservations of Rights by the City**

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue an RFP;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFP by any other means; or
6. Determine that no project will be pursued.

### **13. No Waiver**

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a Proposer to observe any provision of this RFP.

### **14. Program and Project Management Procedures Manual Section 3: Contract Management**

SFPUC Project Management Procedures Manual Section PM3.16 requires that the contract manager evaluate the contractor's performance on engineering, environmental and construction management projects and complete the Consultant Services Performance Evaluation Form (CSPE) during the contract term. A final end of contract CSPE will be kept on file with the SFPUC for three years after contract completion. SFPUC will forward either the most recent annual CSPE or the completed final end-of-contract CSPEs, including any consultant responses, to the evaluation panel for future RFPs where a Proposer identifies the evaluated project as a qualifying project reference under the RFP.

## **IX. CONTRACT MONITORING DIVISION (CMD) REQUIREMENTS**

Effective July 28, 2012, the Contract Compliance Unit of the San Francisco Human Rights Commission became the Contract Monitoring Division (CMD) of the City Administrator's Office.

### **1. Local Business Enterprise Goals and Outreach – Chapter 14B Requirements**

The requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the "LBE Ordinance") shall apply to this RFP.



a. LBE Subconsultant Participation Goals

Rating bonuses do not apply to the procurement of services under this RFP because the anticipated Agreement amount is in excess of \$10 Million.

**The LBE subconsulting goal for this project is five percent (5%) of the total value of the goods and/or services to be provided.** The LBE subcontracting goal can only be met with CMD certified Small or Micro-LBEs. Pursuant to Sec. 14B.9 of the Administrative Code, Proposers are hereby advised that the availability of Minority Business Enterprises ("MBE"), Woman Business Enterprises ("WBE") and Other Business Enterprises ("OBE") to perform subconsulting work on this project is as follows: 2.6 MBE, 0.7 % WBE, and 1.7 % OBE. Proposers are further advised that they may not discriminate in the selection of subconsultants on the basis of race, gender, or other basis prohibited by law, and that they shall undertake all required good faith outreach steps in such a manner as to ensure that neither MBEs nor WBEs nor OBEs are unfairly or arbitrarily excluded from the required outreach.

Each firm responding to this solicitation shall demonstrate in its response that it has used good-faith outreach to select LBE subcontractors as set forth in S.F. Administrative Code §§14B.8 and 14B.9, and shall identify the particular LBE subcontractors solicited and selected to be used in performing the contract. For each LBE identified as a subcontractor, the response must specify the value of the participation as a percentage of the total value of the goods and/or services to be procured, the type of work to be performed, and such information as may reasonably be required to determine the responsiveness of the proposal. LBEs identified as subcontractors must be certified with the San Francisco Contract Monitoring Division at the time the proposal is submitted, and must be contacted by the Proposer (prime contractor) prior to listing them as subcontractors in the proposal. Any proposal that does not meet the requirements of this paragraph may be deemed non-responsive.

In addition to demonstrating that it will achieve the level of subconsulting participation required by the contract, a Proposer shall also undertake and document in its submittal the good faith efforts required by Chapter 14B.8(D) & (E) and CMD Attachment 2, Requirements for Architecture, Engineering and Professional Services Contracts. However, pursuant to 14B.8 (B), if a Proposer submits a proposal that demonstrates LBE participation that exceeds the established LBE subcontracting participation goal for the project by 35%, the Proposer will not be required to conduct good faith efforts or to file evidence of good faith efforts as required in Sections 14B.8 (D) and (E). For this Project, a proposal may satisfy good faith outreach requirements, by demonstrating LBE participation of 6.75 %.

Proposals which fail to comply with the material requirements of S.F. Administrative Code §§14B.8 and 14B.9, CMD Attachment 2 and this RFP will be deemed non-responsive and will be rejected. During the term of the contract, any failure to comply with the level of LBE subcontractor participation specified in the contract shall be deemed a material breach of contract. Subconsulting goals can only be met with CMD-certified Micro and Small LBEs located in San Francisco. Proposers should note that the

LBE subconsulting percentage listed on its CMD Form 2A (the CMD Contract Participation Form) will be incorporated into the final Standard Agreement.

b. LBE Prime/JV Participation

The LBE bid discount /rating bonus provisions of Chapter 14B do not apply to this RFP because the anticipated agreement amount is over \$20 million. However, the City strongly encourages proposals from qualified LBEs.

c. LBE Forms

All response packages submitted must include the following Contract Monitoring Division (CMD) Forms contained in the CMD Attachment 2: Form 2A - CMD Contract Participation; Form 2B - CMD "Good Faith Outreach" Requirements Form; Form 3 - CMD Non-Discrimination Affidavit; and Form 5 - CMD Employment Form. If these forms are not returned with the response package, the response package may be determined to be non-responsive and may be rejected.

Failure to complete, sign and submit each of the required CMD/LBE forms may result in the response package being deemed non-responsive and rejected.

Proposers must submit two (2) CDs of the above forms with their proposal. The forms should be submitted in a separate, sealed envelope labeled "**CMD/LBE Forms – CS-249 Mountain Tunnel Improvements, by [Proposer's Name]**"

If you have any questions concerning the CMD Forms, you may contact Bayard Fong, **CMD Contract Compliance Officer for the SFPUC at (415) 554-3103 or at [bfong@sfgsa.org](mailto:bfong@sfgsa.org).**

The City strongly encourages proposals from qualified LBEs. Certification applications may be obtained by calling CMD at (415) 581-2319 or by visiting the CMD website at <http://sfgsa.org/index.aspx?page=6058>.

## **2. Chapters 12B and 12C Requirements (Equal Benefits)**

Effective June 1, 1997, Chapter 12B of the San Francisco Administrative Code was amended to prohibit the City from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. All proposing firms should be in the process of becoming compliant with Chapter 12B if not already compliant. The CMD has developed rules of procedure and various resource materials explaining the equal benefits program. These materials are available by calling the CMD Equal Benefits Section at (415) 581-2310 or by visiting the CMD website at <http://sfgsa.org/index.aspx?page=6058>

All response packages submitted must include CMD Form 12B-101.

**CMD/12B & 12C Form:** Please submit two (2) CDs of the completed copy of CMD form (Form No. 12B-101) in a separate sealed envelope labeled "CMD/12B Forms - CS-249 Mountain Tunnel Improvements by [Proposer's Name]"

If you have any questions concerning the CMD Forms, you may call the CMD Equal Benefits Unit at (415) 581-2310.

## **X. ADDITIONAL CITY REQUIREMENTS**

### **1. Insurance Requirements**

Without in any way limiting Proposer's liability pursuant to the "Indemnification" section of the Agreement (Appendix C), Proposer(s) will be required to maintain in force, during the full term of any Agreement, insurance in the following amounts and coverage:

1. Worker's Compensation Insurance, in statutory amounts, with Employer's Liability limits not less than \$1,000,000 each accident, injury or illness; and
2. Commercial General Liability Insurance with limits not less than \$3,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; and
3. Commercial Automobile Liability Insurance with limits not less than \$2,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.
4. Project-specific Professional liability insurance, applicable to Proposer's profession, with limits not less than \$10,000,000 each claim with respect to negligent acts, errors or omissions in connection with professional services to be provided under the Agreement. Contractor's professional liability policy should **not** have an exclusion for environmental compliance management or construction management professionals.

Commercial General Liability and Commercial Automobile Liability Insurance policies must be endorsed to provide:

1. Name as Additional Insured the City and County of San Francisco, the San Francisco Public Utilities Commission, and their respective officers, agents and employees; and
2. That such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of the Agreement, and that insurance applies separately to each insured against who claim is made or suit is brought.

Regarding Workers' Compensation, Proposer hereby agrees to waive subrogation which any insurer of Proposer may acquire from Proposer by virtue of the payment of any loss. Proposer agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Proposer, its employees, agents and subcontractors.

All policies shall provide thirty (30) days' advance written notice to the City of reduction or nonrenewal of coverages or cancellation of coverages for any reason. Notices shall be sent to the City address in the "Notices to the Parties" section.

Should any of the required insurance be provided under a claims-made form, Proposer shall maintain such coverage continuously throughout the term of the Agreement and, without lapse, for a period of five years beyond the expiration of the Agreement, to the effect that, should occurrences during the contract term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.

Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

Should any required insurance lapse during the term of the Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by the Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate the Agreement effective on the date of such lapse of insurance.

Before commencing any operations under the Agreement, Proposer shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of the Agreement.

Approval of the insurance by City shall not relieve or decrease the liability of Contractor hereunder.

If a subcontractor will be used to complete any portion of the agreement, the Proposer shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, the San Francisco Public Utilities Commission, and their respective officers, agents and employees and the Proposer listed as additional insureds.

## **2. Standard Agreement**

The selected Proposer will be required to enter into the Agreement, substantially in the form of the Agreement for Professional Services, attached hereto as Appendix C. Submission of a proposal shall indicate Proposer's Agreement to all terms of the Agreement. Failure by the Proposer to obtain compliance with City requirements and execute an Agreement within two (2) weeks of the date of Public Utilities Commission's authorization to execute the Agreement may result in the General Manager's executing an Agreement with the next highest ranked Proposer. The SFPUC, at its sole discretion, may select another Proposer and may proceed against the original selected Proposer for damages.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits, (§34 in the attached Agreement); the Minimum Compensation Ordinance (§43 in the attached Agreement); the Health Care Accountability Ordinance (§44 in the attached Agreement); the First Source Hiring Program (§45 in the attached Agreement); and applicable conflict of interest laws (§23 in the attached Agreement), as set forth in Sections 3, 4, 5, 6, 7 below.

### **3. Nondiscrimination in Contracts and Benefits**

As outlined above, the successful Proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the HRC's website at <http://sfgov.org/sfhumanrights>.

### **4. Minimum Compensation Ordinance for Employees (MCO)**

The successful Proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see §43 "Requiring Minimum Compensation for Covered Employees" in the Agreement.

For the amount of hourly gross compensation currently required under the MCO, see <http://sfgov.org/olse/mco>. Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract.

Additional information regarding the MCO is available on the City website at <http://sfgov.org/olse/mco>.

### **5. Health Care Accountability Ordinance (HCAO)**

The successful Proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at [www.sfgov.org/olse/hcao](http://www.sfgov.org/olse/hcao).

### **6. First Source Hiring Program (FSHP)**

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source

Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at a [http://www.onestopsf.org/employers\\_first\\_source.html](http://www.onestopsf.org/employers_first_source.html) and from the First Source Hiring Administrator, (415) 401-4960.

## **7. Signature Requirements**

An unsigned or improperly signed proposal will be rejected. A proposal may be signed by an agent of the Proposer if he/she is properly authorized by a power of attorney or equivalent document submitted to the City prior to the submission of the proposal or with the proposal to bind the Proposer to the proposal.

The proposal may be modified after its submission by withdrawing and resubmitting the proposal prior to the time and date specified for offer submission. Modification offered in any other manner, oral or written, will not be considered.

A Proposer may withdraw his/her offer by submitting a written request for its withdrawal to the City, signed by the Proposer in accordance with the first paragraph above. The Proposer may, therefore, submit a new proposal prior to the proposal submission time.

All proposals submitted may be subject to negotiation by the City prior to an award of contract.

## **8. Business Tax Registration**

In accordance with San Francisco City Ordinance 345-88, all vendors conducting business with the City are required to maintain a valid business tax registration number. Agreements will not be awarded to the selected Proposer unless business tax registration fees are paid in full by the time the Agreement is awarded. Proposer may contact the Tax Collector's office at 415-554-4470 to confirm that business tax registrations fees have been paid in full. Each selected Proposer must provide a taxpayer ID. If not previously filed, an IRS Form W-9 must be submitted either by fax or mail to:

Purchasing Department  
City Hall, Room 430  
San Francisco, CA 94102-4685  
415-554-6718

## **9. Conflicts of Interest**

The successful Proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local related to conflicts of interest including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful Proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and

agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful Proposer might be deemed Proposers under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten (10) calendar days of the City notifying the successful Proposer that the City has selected the Proposer.

## **XI. PROTEST PROCEDURES**

### **1. Objections to RFP Terms**

Refer to Section VIII.3, Objections to RFP Terms, of this RFP.

### **2. Protest of Proposal Rejection**

After receipt of proposals, the SFPUC, with the assistance of CMD, will conduct an Initial Screening of submitted proposals as set forth in Section VI.1, Initial Screening, of this RFP. If staff determines that a proposal should be rejected because it is either non-responsive to RFP requirements or the Proposer is not responsible (i.e., fails to meet minimum qualifications set forth in the RFP), then the City will issue a Preliminary Notice of Proposal Rejection to the applicable Proposer(s).

If a Proposer believes that the City has unfairly determined that its proposal should be rejected, Proposer may submit a written notice of protest within five (5) working days of the SFPUC's issuance of a Preliminary Notice of Proposal Rejection. Such notice of protest must be received by the SFPUC on or before the fifth (5<sup>th</sup>) working day following the SFPUC's issuance of the Preliminary Notice of Proposal Rejection. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the Proposer must specify facts and evidence sufficient for the SFPUC to determine the validity of the protest.

The City, at its discretion, may make a determination regarding a protest without requesting further documents or information from the Proposer who submitted the protest. Accordingly, the initial protest must include all grounds of protest and all supporting documentation or evidence reasonably available to the prospective Proposer at the time the protest is submitted. If the Proposer later raises new grounds or evidence that were not included in the initial protest, but which could have been raised at that time, then the City may not consider such new grounds or new evidence.

Upon receipt of a timely and proper protest, the City will review the protest and conduct an investigation as it deems appropriate. As part of its investigation, the City may consider information provided by sources other than Proposer. The City may also consider supplemental correspondence or other information relating to the original ground(s) of Protest submitted by a protesting Proposer to the extent the City determines that such information will assist it in resolving the Protest. At the completion of its investigation, the City will provide a written

determination to the Proposer who submitted the protest. Protests not received within the time and manner specified will not be considered.

If a Proposer does not protest a Preliminary Notice of Proposal Rejection within the time and in the manner specified, above, then the City's determination set forth in the Preliminary Notice will become final. A Proposer's failure to protest as specified above on or before the time specified above shall constitute a complete and irrevocable waiver of the ground(s) of protest and forfeit the Proposer's right to raise such ground(s) of protest later in the procurement process, in a Government Code Claim, or in other legal proceedings.

The City will provide protested Proposers with five (5) working days from their receipt of the protest to submit a written response to the protest.

The City, at its discretion, may make a determination regarding a protest without requesting further documents or information from the Proposer who submitted the protest. Accordingly, the initial protest must include all grounds of protest and all supporting documentation or evidence reasonably available to the prospective Proposer at the time the protest is submitted. If the Proposer later raises new grounds or evidence that were not included in the initial protest, but which could have been raised at that time, then the City may not consider such new grounds or new evidence.

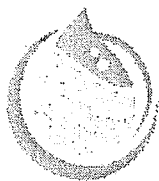
Upon receipt of a timely and proper protest, the City will review the protest and conduct an investigation as it deems appropriate. As part of its investigation, the City may consider information provided by sources other than the protesting and protested Proposers. The City may also consider supplemental correspondence or other information relating to the original ground(s) of Protest submitted by a protesting Proposer and/or a protested Proposer to the extent the City determines that such information will assist it in resolving the Protest. At the completion of its investigation, the City will provide a written determination to the Proposer who submitted the protest, with a copy to the protested Proposer(s). Protests not received within the time and manner specified will not be considered.

A Proposer may not rely on a Protest submitted by another Proposer, but must timely pursue its own protest.

The procedures and time limits set forth in this Paragraph are mandatory and are a Proposer's sole and exclusive remedy in protesting Agreement award to another Proposer. Failure to comply with these protest procedures shall constitute a complete and irrevocable waiver of the ground(s) of protest and forfeit the Proposer's right to raise such ground(s) of protest later in the procurement process, in a Government Code Claim, or in other legal proceedings.

San Francisco Public Utilities Commission  
Contract Administration Bureau  
Attn: Bonita McGee  
**RE: CS-249 Mountain Tunnel Improvements by [Proposer's Name]**  
525 Golden Gate Avenue, 8th Floor  
San Francisco, CA 94102





Services of the San Francisco Public Utilities Commission

**SAN FRANCISCO PUBLIC UTILITIES COMMISSION  
Infrastructure Division with the Wastewater Enterprise**

# **Request for Proposals**

## **Addendum One**

**to**

## **Request for Proposals**

◆◆◆

**Planning & Design Services  
Mountain Tunnel Improvements**

**Agreement No. CS-249**

**ADDENDUM ONE PUBLICATION DATE: July 9, 2015**

◆◆◆

**Contract Administration Bureau  
SAN FRANCISCO PUBLIC UTILITIES COMMISSION  
525 Golden  
San Francisco, California 94102**

**Change Number 1**

*RFP Section III.3 General Description of Services Table, page 15, currently reads:*

Phase	Task	
<b>Mountain Tunnel Inspection and Repair Project</b>		
Planning	1	2017 Tunnel Inspection and Condition Assessment
Design and Construction	2	2018 Interim Repair
<b>Mountain Tunnel Bypass</b>		
Planning	3	Management & Coordination of Proposer's Services (Planning Phase)
	4	Review Background Information
	5	Conceptual Engineering
Design	6	Management & Coordination of Proposer's Services (Design & Construction)
	7	Geotechnical Investigation and Site Characterization
	8	Tunnel Engineering and Design
	9	Design of Tunnel Improvements upstream of Adit 5/6 (Optional)
	10	Engineering Support during Bid Phase Services
	11	Engineering Support during Environmental Review Phase
	12	Technology Transfer
Construction	13	Land Needs and Property Acquisition (Optional)
	14	Engineering Support during Construction & Closeout Phase Services
	15	Communications and Public Outreach (Optional)
	16	Community Benefits

*RFP Section III.3 General Description of Services Table, page 15, is revised to read:*

Phase	Task	
<b>Mountain Tunnel Inspection and Repair Project</b>		
Planning	1	2017 Tunnel Inspection and Condition Assessment
Design and Construction	2	2018 Interim Repair
<b>Mountain Tunnel Bypass</b>		
Planning	3	Management & Coordination of Proposer's Services (Planning Phase)
	4	Review Background Information
	5	Conceptual Engineering
Design	6	Management & Coordination of Proposer's Services (Design Phase)
	7	Geotechnical Investigation and Site Characterization
	8	Tunnel Engineering and Design
	9	Design of Tunnel Improvements upstream of Adit 5/6 (Optional)
	10	Engineering Support during Environmental Review Phase
	11	Engineering Support during Bid & Award Phase
	12	Technology Transfer

	13	Land Needs and Property Acquisition (Optional)
Construction	14	Engineering Support during Construction & Closeout Phase Services
	15	Communications and Public Outreach (Optional)
	16	Community Benefits

### **Change Number 2**

*RFP Section I.1 Summary, 3rd paragraph, page 1, currently reads:*

The SFPUC anticipates awarding to the selected Proposer a ten (10) year Agreement for a total amount not to exceed \$21,000,000 inclusive of all reimbursable costs. The SFPUC reserves the right to commence, close, reduce or extend Proposer services at any time in response to changing needs. **The LBE subconsulting goal for this project is five percent (5%) of the total value of the goods and/or services to be provided.**

*RFP Section I.1 Summary, 3rd paragraph, page 1, is revised to read:*

The SFPUC anticipates awarding to the selected Proposer a ten (10) year Agreement for a total amount not to exceed \$21,000,000 inclusive of all reimbursable costs. The SFPUC reserves the right to commence, close, reduce or extend Proposer services at any time in response to changing needs. **The LBE subconsulting goal for this project is ten percent (10%) of the total value of the goods and/or services to be provided.**

### **Change Number 3**

*RFP Section IX.1, Local Business Enterprise Goals and Outreach – Chapter 14B Requirements, 2nd paragraph, page 66, currently reads:*

**The LBE subconsulting goal for this project is five percent (5%) of the total value of the goods and/or services to be provided.** The LBE subcontracting goal can only be met with CMD certified Small or Micro-LBEs. Pursuant to Sec. 14B.9 of the Administrative Code, Proposers are hereby advised that the availability of Minority Business Enterprises ("MBE"), Woman Business Enterprises ("WBE") and Other Business Enterprises ("OBE") to perform subconsulting work on this project is as follows: 2.6 MBE, 0.7 % WBE, and 1.7 % OBE. Proposers are further advised that they may not discriminate in the selection of subconsultants on the basis of race, gender, or other basis prohibited by law, and that they shall undertake all required good faith outreach steps in such a manner as to ensure that neither MBEs nor WBEs nor OBEs are unfairly or arbitrarily excluded from the required outreach.

*RFP Section IX.1, Local Business Enterprise Goals and Outreach – Chapter 14B Requirements,, 2<sup>nd</sup> paragraph, page 66, is revised to read:*

**The LBE subconsulting goal for this project is ten percent (10%) of the total value of the goods and/or services to be provided.** The LBE subcontracting goal can only be met with CMD

certified Small or Micro-LBEs. Pursuant to Sec. 14B.9 of the Administrative Code, Proposers are hereby advised that the availability of Minority Business Enterprises ("MBE"), Woman Business Enterprises ("WBE") and Other Business Enterprises ("OBE") to perform subconsulting work on this project is as follows: 4.8% MBE, 1.4 % WBE, and 3.8 % OBE. Proposers are further advised that they may not discriminate in the selection of subconsultants on the basis of race, gender, or other basis prohibited by law, and that they shall undertake all required good faith outreach steps in such a manner as to ensure that neither MBEs nor WBEs nor OBEs are unfairly or arbitrarily excluded from the required outreach.

#### **Change Number 4**

*RFP Section I.2 Tentative Schedule, 2<sup>nd</sup> paragraph, page 2, currently reads:*

Advertisement of RFP .....	June 17, 2015
Pre-Submittal Conference* .....	July 1, 2015
Site Visit** .....	July 2, 2015
Deadline for Proposers to Submit Questions .....	July 13, 2015
Deadline for Proposers to Submit Proposals .....	August 4, 2015
Short-Listing and Notification for Oral Interviews .....	August 21, 2015
Oral Interviews .....	September 4, 2015
Posting of Proposer Ranking .....	September 7, 2015
Public Utilities Commission Consideration .....	October 13, 2015
Deadline for Proposer to Achieve Vendor Compliance & Execute Agreement*** .....	October 27, 2015
Board of Supervisors' Consideration .....	December 16, 2015
Notice of Award of Agreement .....	January 11, 2016

*RFP Section I.2 Tentative Schedule, 2<sup>nd</sup> paragraph, page 2, is revised to read:*

Advertisement of RFP .....	June 17, 2015
Pre-Submittal Conference* .....	July 1, 2015
Site Visit** .....	July 2, 2015
Deadline for Proposers to Submit Questions .....	July 13, 2015
Deadline for Proposers to Submit Proposals .....	August 7, 2015
Short-Listing and Notification for Oral Interviews .....	August 26, 2015
Oral Interviews .....	September 4, 2015
Posting of Proposer Ranking .....	September 7, 2015
Public Utilities Commission Consideration .....	October 13, 2015
Deadline for Proposer to Achieve Vendor Compliance & Execute Agreement*** .....	October 27, 2015
Board of Supervisors' Consideration .....	December 16, 2015
Notice of Award of Agreement .....	January 11, 2016

### **Change Number 5**

*In RFP Section V.2, Proposal Submittal, replace pg. 45 in its entirety with:*

PDF format, in a separate sealed envelope labeled **“First Source Hiring Program Certification Form by [Proposer’s Name.]”** - (See Section X.6);

- Other Required City Forms: Please submit one (1) CD of the completed) copy of the following forms, in Adobe Acrobat PDF format, in a separate sealed envelope labeled **“Other Required City Forms - Business Tax Registration Declaration, Release of Liability Form, MCO/HCAO Declaration Forms by [Proposer’s Name].”**

The package, which includes the Proposer’s proposal and six (6) separately sealed envelopes, must be received at the following location no later than 11:00 a.m. on **Friday, August 7, 2015**. Postmarks will not be considered evidence of delivery. Late proposals may be deemed non-responsive and rejected.

Proposal should be mailed to:  
San Francisco Public Utilities Commission  
RE: ***CS-249 Mountain Tunnel Improvements***  
525 Golden Gate Ave., 8th Floor  
San Francisco, CA 94102

Proposal should be delivered to:  
San Francisco Public Utilities Commission  
Contract Administration Bureau  
RE: ***CS-249 Mountain Tunnel Improvements***  
525 Golden Gate Ave., 1st Floor, Customer Service  
San Francisco, CA 94102

**Note: Mailed or delivered proposals must be received by 11:00 A.M. on Friday, August 7, 2015 or will be rejected. Faxed or emailed proposals will not be accepted.**

### **Change Number 6**

*RFP Section V.3.C Work Approach, page 47, currently reads:*

Describe the approach that your team proposes to use for the following issues.

- Approach to performing the inspection and condition assessment of the existing tunnel in predicting the rate of deterioration and probability of lining failure. Describe proposed analyses and methodology.

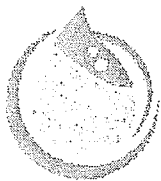
- Approach to minimizing cost of doing the parallel CER and CEQA Checklist, and yet being able to support the SFPUC in confirming or modifying the ByPass Tunnel as the Preferred Engineering Alternative.
- Understanding of potential design and/or construction constraints and opportunities and how the project can overcome the challenges and benefit from the identified opportunities,
- Approach to gaining a complete understanding of the possible ground conditions and likely ground behavior during tunneling
- Approach to design of deep shafts through hard rock
- Approach to additional two (2) issues pertaining to a potential design, environmental, or construction constraint and how the Proposer can support the SFPUC in completing this project on schedule and within budget.

*RFP Section V.3.C Work Approach, page 47, is revised to read:*

Describe the approach that your team proposes to use for the following issues:

- Approach to performing the inspection and condition assessment of the existing tunnel in predicting the rate of deterioration and probability of lining failure. Describe proposed analyses and methodology.
- Approach to minimizing cost of doing the parallel CER and CEQA Checklist, and yet being able to support the SFPUC in confirming or modifying the ByPass Tunnel as the Preferred Engineering Alternative.
- Identify the possible types of repair that is anticipated for the existing Mountain Tunnel lining. For each type of repair, how would you determine the lifespan of the lining as a result of such repair. Discuss your approach, proposed analyses, and methodology.
- Approach to gaining a complete understanding of the possible ground conditions and likely ground behavior during tunneling
- Approach to design of deep shafts through hard rock
- Identify any major modifications you propose to the Scope of Work.
- Approach to additional two (2) issues pertaining to a potential design, environmental, or construction constraint and how the Proposer can support the SFPUC in completing this project on schedule and within budget.

**END OF DOCUMENT**



San Francisco  
Water  
Agency

Servants of the San Francisco Public Utilities Commission

**SAN FRANCISCO PUBLIC UTILITIES COMMISSION  
Infrastructure Division with the Wastewater Enterprise**

# **Request for Proposals**

## **Addendum Two**

**to**

## **Request for Proposals**

◆◆◆

**Planning & Design Services  
Mountain Tunnel Improvements**

**Agreement No. CS-249**

**ADDENDUM Two PUBLICATION DATE: July 17, 2015**

◆◆◆

**Contract Administration Bureau  
SAN FRANCISCO PUBLIC UTILITIES COMMISSION  
525 Golden  
San Francisco, California 94102**

### **Change Number 1**

*RFP Section V.3 Proposal Format and Content, page 46, currently reads:*

The proposal shall be (1) clear and concise, (2) responsive to all RFP requirements, and (3) presented in the form of a written report separated by tabs into the following subheadings:

- A. Cover Letter
- B. Executive Summary
- C. Work Approach
- D. Task Descriptions
- E. Project Schedule
- F. Project Team Organization and Availability
- G. Proposer Qualifications
- H. Key/Lead Team Member Qualifications
- I. References and Release of Liability Form
- Exhibit A - Organizational Chart
- Exhibit B – Key/Lead Team Members; Resumes and Letters of Commitment
- Exhibit C – Schedule of Estimated Number of Hours Per Task
- Exhibit D - Consultant Commitment Matrix for Planning Phase

The Proposer shall refer to Section V.4 (Supplemental Proposal Requirements) for additional documents (including the OPS) that must be prepared and submitted separately from the main proposal report.

The text in the main proposal report, including tables and figures, shall not exceed thirty (30) pages. The Task Description section of the proposal (see Section V.3.D) as well as organizational charts, resumes and the Schedule of Estimated Number of Hours Per Task for Planning Tasks (Tasks 1,3,4 and 5) are to be included as appendices and will not count against the proposal page limit. Proposers shall print their proposal double-sided on 8.5 x 11 inch recycled and/or recyclable white paper (larger size paper can be used for figures and organization charts) and use a minimum font of 10 points with minimum margins of 1 inch for the preparation of their proposal. Proposer shall number every page of the proposal, beginning with the cover letter, including pages with tables and figures.

Proposals must include the following information:

*RFP Section V.3 Proposal Format and Content, page 46, is revised to read:*

The proposal shall be (1) clear and concise, (2) responsive to all RFP requirements, and (3) presented in the form of a written report separated by tabs into the following subheadings:

- A. Cover Letter
- B. Executive Summary
- C. Work Approach
- D. Task Descriptions
- E. Project Schedule
- F. Project Team Organization and Availability
- G. Proposer Qualifications
- H. Key/Lead Team Member Qualifications



I. References and Release of Liability Form

Exhibit A - Organizational Chart

Exhibit B - Key/Lead Team Members; Resumes and Letters of Commitment

Exhibit C - Schedule of Estimated Number of Hours Per Task

Exhibit D - Consultant Commitment Matrix up to end of calendar year 2019

The Proposer shall refer to Section V.4 (Supplemental Proposal Requirements) for additional documents (including the OPS) that must be prepared and submitted separately from the main proposal report.

The text in the main proposal report, including tables and figures, shall not exceed thirty (30) pages. The Task Description section of the proposal (see Section V.3.D) as well as organizational charts, resumes and the Schedule of Estimated Number of Hours Per Task are to be included as appendices and will not count against the proposal page limit. Proposers shall print their proposal double-sided on 8.5 x 11 inch recycled and/or recyclable white paper (larger size paper can be used for figures and organization charts) and use a minimum font of 10 points with minimum margins of 1 inch for the preparation of their proposal. Proposer shall number every page of the proposal, beginning with the cover letter, including pages with tables and figures.

Proposals must include the following information:

**Change Number 2**

*In RFP Section III.4, Task 1: 2017 Tunnel Inspection and Condition Assessment, the inspection window is changed from 10 days to 12 days.*

*2<sup>nd</sup> paragraph, Page 16, currently reads:*

Due to operational constraints, the tunnel can only be taken out of operation during low flow months; assume a 10-day window for inspection during the first half of January 2017.

*2<sup>nd</sup> paragraph, Page 16, is revised to read:*

Due to operational constraints, the tunnel can only be taken out of operation during low flow months; assume a 12-day window for inspection during the first half of January 2017.

*2<sup>nd</sup> paragraph, Page 17, currently reads:*

Perform the inspection in the January 2017 10-day window, from Early Intake Switchyard Adit to Priest Portal, including, but not limited to:

*2<sup>nd</sup> paragraph, Page 17, is revised to read:*

Perform the inspection in the January 2017 12-day window, from Early Intake Switchyard Adit to Priest Portal, including, but not limited to:

**Change Number 3**

*The 6<sup>th</sup> bullet under RFP Section III.4, Task 5, Deliverables, on page 23, which reads:*

- Utilities and Facilities Coordination Information. Prepare and submit one hard copy and one electronic copy of a memorandum summarizing the results of utility and facility location work. The memorandum and accompanying documents should record information on utilities and facilities that may conflict with the tunnel facilities. It should identify and record existing and abandoned utilities and facilities, utilities and facilities requiring relocation, and proposed utilities and facilities that would be impacted by tunnel facilities construction or may impact the completed tunnel facilities. Provide electronic and hard copy of potholing information including summary information and detailed field data.

*Is deleted as a deliverable from Task 5, Prepare Conceptual Engineering Report (CER) and is added as a deliverable to Task 8, Tunnel Engineering & Design.*

#### **Change Number 4**

*RFP Section III.4, Task 8, page 29, 1<sup>st</sup> bullet, currently reads:*

- Detail Design Plans. Provide plans and specifications at approximately 35%, 65%, 95%, and 100% levels of completion. Plans and specifications shall be prepared in compliance with standard SFPUC format. For each submittal, provide written responses to SFPUC review comments, and incorporate changes to plans and specifications that are based on review comments and are acceptable to Consultant. In this request for proposals, “plans and specifications” is used synonymously with “contract documents”. Consultant shall provide a detailed description of the 35%, 65%, 95%, and 100% submittals for review and acceptance by SFPUC prior to award of the tunnel engineering service contract. For submittal of plans and specifications at each of the levels of completion (35%, 65%, 95%, 100%), provide 15-bound copies with half size plans, 1 unbound copy with half size plans, 2 copies with full size plans, and 1 full size unbound vellum copy of plans. Provide one electronic copy of the 100 percent submittal. Electronic copy shall include an AutoCAD disk of contract drawings, and a disk containing contract specifications in MS Word and Adobe Acrobat PDF.

*RFP Section III.4, Task 8, page 29, 1<sup>st</sup> bullet, is revised to read:*

- Detail Design Plans. Provide plans and specifications at approximately 35%, 65%, 95%, and 100% levels of completion. Plans and specifications shall be prepared in compliance with standard SFPUC format. For each submittal, provide written responses to SFPUC review comments, and incorporate changes to plans and specifications that are based on review comments and are acceptable to Consultant. In this request for proposals, “plans and specifications” is used synonymously with “contract documents”. For submittal of plans and specifications at each of the levels of completion (35%, 65%, 95%, 100%), provide 15-bound copies with half size plans, 1 unbound copy with half size plans, 2 copies with full size plans, and 1 full size unbound vellum copy of plans. Provide one electronic copy of the 100 percent submittal. Electronic copy shall include an AutoCAD disk of contract drawings, and a disk containing contract specifications in MS Word and Adobe Acrobat PDF.

#### **Change Number 5**

*RFP Section III.4, Task 10, Engineering Support during Environmental Review Phase, page 31 , last paragraph, currently reads:*

For budgeting purposes and the preparation of the Overhead and Profit Schedule, provide an allowance of \$250,000 for this Task. **\*\*Please do not use this task and/or its budget to satisfy the LBE goal requirements.\*\***

*RFP Section III.4, Task 10, Engineering Support during Environmental Review Phase, page 31, last paragraph, is revised to read:*

For budgeting purposes and the preparation of the Overhead and Profit Schedule, provide an allowance of \$250,000 for this Task.

#### **Change Number 6**

*Please add the following to RFP Section, III.4, Task 14 Engineering Support during Construction phase:*

For budgeting purposes and the preparation of the Overhead and Profit Schedule, provide an allowance of \$3,500,000 for this Task.

#### **Change Number 7**

*RFP Section V.4.B.ii, 3<sup>rd</sup> paragraph, page 53, currently reads:*

Only one overhead and profit rate can be used for each firm listed in the OPS. Based on the information provided in the OPS, an Effective Overhead and Profit Rate (EOPR) will be calculated by dividing the Total Actual Labor Cost by the Total Base Labor Cost. The EOPR is essentially a weighted average of the rates proposed for each firm listed as part of the Proposer's team. **The EOPR shall not exceed 3.20. The maximum billing rate is \$220/hour.**

*RFP Section V.4.B.ii, 3<sup>rd</sup> paragraph, page 53, is revised to read:*

Only one overhead and profit rate can be used for each firm listed in the OPS. Based on the information provided in the OPS, an Effective Overhead and Profit Rate (EOPR) will be calculated by dividing the Total Actual Labor Cost by the Total Base Labor Cost. The EOPR is essentially a weighted average of the rates proposed for each firm listed as part of the Proposer's team. **The EOPR shall not exceed 3.20. The maximum billing rate is \$250/hour.**

#### **Change Number 8**

*RFP Section X.1.4, currently reads:*

4. Project-specific Professional liability insurance, applicable to Proposer's profession, with limits not less than \$10,000,000 each claim with respect to negligent acts, errors or omissions in connection with professional services to be provided under the Agreement. Contractor's professional liability policy should **not** have an exclusion for environmental compliance management or construction management professionals.

*RFP Section X.1.4, is revised to read:*

4. Professional liability insurance, applicable to Proposer's profession, with limits not less than \$10,000,000 each claim with respect to negligent acts, errors or omissions in connection with professional services to be provided under the Agreement. Contractor's professional liability policy should **not** have an exclusion for environmental compliance management or construction management professionals.

#### **Change Number 9**

*RFP Section IV.1 Prime Proposer and Joint Venture (JV) Partners Minimum Qualifications, page 42, currently reads:*

Any Joint Venture (JV) responding to this RFP must clearly identify the lead Proposer (referred to hereafter as the Lead JV Partner).

The minimum qualifications set forth below are required for a Proposer to be eligible to submit a proposal in response to this RFP. Proposals must clearly demonstrate compliance with the specified minimum qualifications. Proposals that do not clearly demonstrate compliance with the minimum qualifications may be rejected by the City without further consideration.

To qualify as a Prime Proposer or JV Partner for this RFP, a Proposer must possess the following minimum qualifications:

- The Prime Consultant or JV Partnership must individually or collectively, have a minimum of fifteen (15) years' experience in the business of planning, design, and construction management of large diameter, preferably water supply, tunnels.
- The Prime Proposer or Lead JV Partner must have experience as the Prime, or Lead JV, on at least one (1) completed water infrastructure projects, each with a minimum project construction value of \$50 million, within the last fifteen (15) years that are similar in complexity to this project.
- The Prime Proposer or Lead JV Partner must have a fully functioning office located within 30 miles from the SFPUC Headquarters in San Francisco prior to NTP. The office shall include technical and non-technical staff capable of providing a significant amount of the scope of services outlined in this RFP.

*RFP Section IV.1 Prime Proposer and Joint Venture (JV) Partners Minimum Qualifications, page 42, is revised to read:*

Any Joint Venture (JV) responding to this RFP must clearly identify the lead Proposer (referred to hereafter as the Lead JV Partner).

The minimum qualifications set forth below are required for a Proposer to be eligible to submit a proposal in response to this RFP. Proposals must clearly demonstrate compliance with the specified minimum qualifications. Proposals that do not clearly demonstrate compliance with the minimum qualifications may be rejected by the City without further consideration.

To qualify as a Prime Proposer or JV Partner for this RFP, a Proposer must possess the following minimum qualifications:

- The Prime Consultant or JV Partnership must individually or collectively, have a minimum of fifteen (15) years' experience in the business of planning, design, and construction management of large diameter, preferably water supply, tunnels.
- The Prime Proposer or Lead JV Partner must have experience as the Prime, or Lead JV, on at least one (1) design-completed water infrastructure projects, each with a minimum project construction value of \$50 million, within the last fifteen (15) years that are similar in complexity to this project.
- The Prime Proposer or Lead JV Partner must have a fully functioning office located within 30 miles from the SFPUC Headquarters in San Francisco prior to NTP. The office shall include technical and non-technical staff capable of providing a significant amount of the scope of services outlined in this RFP.

#### **Change Number 10**

*RFP Section V.3.G Proposer Qualifications, page 49, currently reads:*

Clearly demonstrate that the Prime Proposer (or JV Partner) meet all the minimum qualification requirements outlined in Section IV.1. Provide sufficient information in the proposal for the Selection Panel to evaluate the Proposer's ability to successfully complete the tasks outlined in the scope of services, including, but not limited to the following:

- A description and background summary of the Prime Proposer or JV Partners consulting firm(s). Summary shall include corporate qualifications, commitment, strength, and technical capabilities to fulfill all services specified and required, and successfully accomplish the work.
- If a JV, include a description of the organization, relationships, and defined responsibilities of all Partners in the JV. Describe any previous project-specific associations of the JV Partners. The JV Partner shall demonstrate proven experience in managing and leading.
- A description of three (3) tunnel projects each with a minimum project construction value of \$50 million. Two of the three projects must be where the Prime Proposer or Lead JV Partner performed the role of the lead JV partner within the last fifteen (15) years.

Project descriptions shall be limited to two (2) pages for each project. The description shall include:

- Project scope summary.
- Proposer's role and responsibilities in the project.
- Proposer staff members who worked on the project and their specific project role.
- Client name, reference and telephone numbers.
- Dates when the work on the project was performed.
- Project costs (consulting firm design fee and project construction cost).
- Proposer's performance on delivering the project on schedule and on budget.

*RFP Section V.3.G Proposer Qualifications, page 49, is revised to read:*

Clearly demonstrate that the Prime Proposer (or JV Partner) meet all the minimum qualification requirements outlined in Section IV.1. Provide sufficient information in the proposal for the Selection Panel to evaluate the Proposer's ability to successfully complete the tasks outlined in the scope of services, including, but not limited to the following:

- A description and background summary of the Prime Proposer or JV Partners consulting firm(s). Summary shall include corporate qualifications, commitment, strength, and technical capabilities to fulfill all services specified and required, and successfully accomplish the work.

- If a JV, include a description of the organization, relationships, and defined responsibilities of all Partners in the JV. Describe any previous project-specific associations of the JV Partners. The JV Partner shall demonstrate proven experience in managing and leading.
- A description of three (3) tunnel projects each with a minimum project construction value of \$50 million. Two of the three projects must be where the Prime Proposer or Lead JV Partner performed the role of the lead JV partner within the last fifteen (15) years.
- A description of not more than six (6) projects, similar in scope, designed or managed by the Prime Proposer, Lead JV Partner or non-lead JV partner. At least one (1) of the projects must be where the Prime Proposer or Lead JV partner served as a Prime or Lead JV on a design-completed water infrastructure project with a minimum project construction value of \$50 million within the last 15 years.

Project descriptions shall be limited to one (1) page for each project. The description shall include:

- Project scope summary.
- Proposer's role and responsibilities in the project.
- Proposer staff members who worked on the project and their specific project role.
- Client name, reference and telephone numbers.
- Dates when the work on the project was performed.
- Project costs (consulting firm design fee and project construction cost).
- Similarity or relevance to the potential CS-249 scope (e.g. new tunnel or tunnel repair, large diameter, deep shafts, hard rock, etc. )

### **Change Number 11**

*RFP Section V.3.I, References,, currently reads:*

#### **I. References**

The SFPUC may contact some or all of the project references provided in Section G. Proposer Qualifications to confirm the validity of Proposers' qualifications and the projects listed in the proposal. As part of the submittal package, Proposers must sign and return the Release of Liability (see Appendix J.)

#### **Exhibit A - Organizational Chart**

The Organizational Chart must illustrate the team structure of all proposed staff to be included as Exhibit A of the submitted Proposal.

#### **Exhibit B - Resumes with attached Letters of Commitment**

See above section "V.3.H. Key/Lead Team Members' Qualifications; Resumes and Letters of Commitment" for the components of Exhibit B to the proposal.

#### **Exhibit C - Schedule of Estimated Number of Hours per Task for Planning Tasks (Tasks 1,3,4 and 5)**

Proposers must use Appendix D of the RFP to compile the information in the Schedule of Estimated Number of Hours per Task for Planning Tasks (Tasks 1,3,4 and 5). The components of this schedule will include the same information as included in the Proposer's OPS (see V.4.2 Overhead and Profit Schedule below) with the exception of any reference to monetary amounts. Proposers might even consider preparing their OPS and then deleting the appropriate columns to submit it as Exhibit C to the proposal. Specifically, columns A-F from the OPS (task number; task summary; position description; name of proposed staff person and consultant name) **will** be in the Schedule of Estimated Number of Hours per Task; Columns G-K (base hourly rate; base labor cost; firm overhead and profit rate; billing rate; and actual labor cost) **will not** be in the Schedule of Estimated Number of Hours per Task.

The Selection Panel will evaluate the anticipated level of effort and staff assignments in the Schedule of Estimated Number of Hours per Task as outlined in Section VI. 3 Written Proposal Evaluations below. Note that if any information in the Schedule of Estimated Number of Hours per Task is found to be inconsistent with the OPS, the OPS may be rejected and excluded from the score tabulation (e.g. score of zero for the OPS). For example, the staff proposed in the OPS and the hours allocated to their assignment must line up with the staff and associated hours listed in the Schedule of Estimated Number of Hours per Task.

#### Exhibit D - Consultant Commitment Matrix

The spreadsheet template attached with this proposal as Appendix M and entitled "Consultant Commitment Matrix" should be filled out completely and included with the proposal as Exhibit D. All information in this spreadsheet must be consistent with all other submissions with the proposal (OPS, Schedule of Estimated Number of Hours per Task, letters of commitment, etc.) Failure to provide consistent information on the Consultant Commitment Matrix may result in a determination by the SFPUC that the proposal be deemed non-responsive.

The first worksheet tab is entitled "Other Current or Pending Project Commitments." Proposers should fill in each Key/Lead Team Member proposed on this project and include all other projects on which they are committed. The numbers can be in full time employee hours or percentage of time, but the information should be consistent for each team member entry.

The second worksheet tab is entitled "Consultant Commitment Matrix" and should be filled out with each Key/Lead Team Member proposed on this project along with the percentage of time that each Key/Lead Member will spend on each project for the duration of the project.

#### *RFP Section V.3.I References, is revised to read:*

##### **I. References**

The SFPUC may contact some or all of the project references provided in Section G. Proposer Qualifications to confirm the validity of Proposers' qualifications and the projects listed in the proposal. As part of the submittal package, Proposers must sign and return the Release of Liability (see Appendix J.)

#### Exhibit A - Organizational Chart

The Organizational Chart must illustrate the team structure of all proposed staff to be included as Exhibit A of the submitted Proposal.

#### Exhibit B - Resumes with attached Letters of Commitment

See above section "V.3.H. Key/Lead Team Members' Qualifications; Resumes and Letters of Commitment" for the components of Exhibit B to the proposal.

#### Exhibit C - Schedule of Estimated Number of Hours per Task

Proposers must use Appendix D of the RFP to compile the information in the Schedule of Estimated Number of Hours per Task for all tasks except Optional Tasks. The components of this schedule will include the same information as included in the Proposer's OPS (see V.4.2 Overhead and Profit Schedule below) with the exception of any reference to monetary amounts. Proposers might even consider preparing their OPS and then deleting the appropriate columns to submit it as Exhibit C to the proposal. Specifically, columns A-F from the OPS (task number; task summary; position description; name of proposed staff person and consultant name) **will** be in the Schedule of Estimated Number of Hours per Task; Columns G-K (base hourly rate; base labor cost; firm overhead and profit rate; billing rate; and actual labor cost) **will not** be in the Schedule of Estimated Number of Hours per Task.

The Selection Panel will evaluate the anticipated level of effort and staff assignments in the Schedule of Estimated Number of Hours per Task as outlined in Section VI. 3 Written Proposal Evaluations below. Note that if any information in the Schedule of Estimated Number of Hours per Task is found to be inconsistent with the OPS, the OPS may be rejected and excluded from the score tabulation (e.g. score of zero for the OPS). For example, the staff proposed in the OPS and the hours allocated to their assignment must line up with the staff and associated hours listed in the Schedule of Estimated Number of Hours per Task.

#### Exhibit D - Consultant Commitment Matrix

The spreadsheet template attached with this proposal as Appendix M and entitled "Consultant Commitment Matrix" should be filled out completely and included with the proposal as Exhibit D. All information in this spreadsheet must be consistent with all other submissions with the proposal (OPS, Schedule of Estimated Number of Hours per Task, letters of commitment, etc.) Failure to provide consistent information on the Consultant Commitment Matrix may result in a determination by the SFPUC that the proposal be deemed non-responsive.

The first worksheet tab is entitled "Other Current or Pending Project Commitments." Proposers should fill in each Key/Lead Team Member proposed on this project and include all other projects on which they are committed. The numbers can be in full time employee hours or percentage of time, but the information should be consistent for each team member entry.

The second worksheet tab is entitled "Consultant Commitment Matrix" and should be filled out with each Key/Lead Team Member proposed on this project along with the percentage of time that each Key/Lead Member will spend on each project for the duration of the project.

#### Change Number 12

***Addendum One, Change Number 3, changed the LBE subconsulting goal to ten percent (10%) of the total value of the goods and/or services to be provided. In addition,***

*RFP Section IX.1, Local Business Enterprise Goals and Outreach – Chapter 14B Requirements, 4th paragraph, page 66, which currently reads:*

In addition to demonstrating that it will achieve the level of subconsulting participation required by the contract, a Proposer shall also undertake and document in its submittal the good faith efforts required by Chapter 14B.8(D) & (E) and CMD Attachment 2, Requirements for Architecture, Engineering and Professional Services Contracts. However, pursuant to 14B.8 (B), if a Proposer submits a proposal that demonstrates LBE participation that exceeds the established LBE subcontracting participation goal for the project by 35%, the Proposer will not be required to conduct good faith efforts or to file evidence of good faith efforts as required in Sections 14B.8 (D) and (E).



For this Project, a proposal may satisfy good faith outreach requirements, by demonstrating LBE participation of 6.75 %.

*RFP Section IX.1, Local Business Enterprise Goals and Outreach – Chapter 14B Requirements, 4th paragraph, page 66, is revised to read:*

In addition to demonstrating that it will achieve the level of subconsulting participation required by the contract, a Proposer shall also undertake and document in its submittal the good faith efforts required by Chapter 14B.8(D) & (E) and CMD Attachment 2, Requirements for Architecture, Engineering and Professional Services Contracts. However, pursuant to 14B.8 (B), if a Proposer submits a proposal that demonstrates LBE participation that exceeds the established LBE subcontracting participation goal for the project by 35%, the Proposer will not be required to conduct good faith efforts or to file evidence of good faith efforts as required in Sections 14B.8 (D) and (E). For this Project, a proposal may satisfy good faith outreach requirements, by demonstrating LBE participation of 13.5 %.

**END OF DOCUMENT**



Services of the San Francisco Public Utilities Commission

**SAN FRANCISCO PUBLIC UTILITIES COMMISSION  
Infrastructure Division with the Wastewater Enterprise**

# **Request for Proposals**

## **Addendum Three**

**to**

## **Request for Proposals**

◆◆◆

**Planning & Design Services  
Mountain Tunnel Improvements**

**Agreement No. CS-249**

**ADDENDUM THREE PUBLICATION DATE: July 21, 2015**

◆◆◆

**Contract Administration Bureau  
SAN FRANCISCO PUBLIC UTILITIES COMMISSION  
525 Golden  
San Francisco, California 94102**

### **Change Number 1**

*Disregard Addendum 2, Change Number 10.*

### **Change Number 2**

*RFP Section V.3.G Proposer Qualifications, page 49, currently reads:*

Clearly demonstrate that the Prime Proposer (or JV Partner) meet all the minimum qualification requirements outlined in Section IV.1. Provide sufficient information in the proposal for the Selection Panel to evaluate the Proposer's ability to successfully complete the tasks outlined in the scope of services, including, but not limited to the following:

- A description and background summary of the Prime Proposer or JV Partners consulting firm(s). Summary shall include corporate qualifications, commitment, strength, and technical capabilities to fulfill all services specified and required, and successfully accomplish the work.
- If a JV, include a description of the organization, relationships, and defined responsibilities of all Partners in the JV. Describe any previous project-specific associations of the JV Partners. The JV Partner shall demonstrate proven experience in managing and leading.
- A description of three (3) tunnel projects each with a minimum project construction value of \$50 million. Two of the three projects must be where the Prime Proposer or Lead JV Partner performed the role of the lead JV partner within the last fifteen (15) years.

Project descriptions shall be limited to two (2) pages for each project. The description shall include:

- Project scope summary.
- Proposer's role and responsibilities in the project.
- Proposer staff members who worked on the project and their specific project role.
- Client name, reference and telephone numbers.
- Dates when the work on the project was performed.
- Project costs (consulting firm design fee and project construction cost).
- Proposer's performance on delivering the project on schedule and on budget.

*RFP Section V.3.G Proposer Qualifications, page 49, is revised to read:*

Clearly demonstrate that the Prime Proposer (or JV Partner) meet all the minimum qualification requirements outlined in Section IV.1. Provide sufficient information in the proposal for the Selection Panel to evaluate the Proposer's ability to successfully complete the tasks outlined in the scope of services, including, but not limited to the following:

- A description and background summary of the Prime Proposer or JV Partners consulting firm(s). Summary shall include corporate qualifications, commitment, strength, and technical capabilities to fulfill all services specified and required, and successfully accomplish the work.
- If a JV, include a description of the organization, relationships, and defined responsibilities of all Partners in the JV. Describe any previous project-specific associations of the JV Partners. The JV Partner shall demonstrate proven experience in managing and leading.
- A description of not more than six (6) projects, similar in scope, designed or managed by the Prime Proposer, Lead JV Partner or non-lead JV partner. At least one (1) of the projects must be where the Prime Proposer or Lead JV partner served as a Prime or Lead JV on a design-completed water infrastructure project with a minimum project construction value of \$50 million within the last 15 years.

Project descriptions shall be limited to one (1) page for each project. The description shall include:

- Project scope summary.
- Proposer's role and responsibilities in the project.
- Proposer staff members who worked on the project and their specific project role.
- Client name, reference and telephone numbers.
- Dates when the work on the project was performed.
- Project costs (consulting firm design fee and project construction cost).
- Similarity or relevance to the potential CS-249 scope (e.g. new tunnel or tunnel repair, large diameter, deep shafts, hard rock, etc. )

**END OF DOCUMENT**

## **PUBLIC UTILITIES COMMISSION**

City and County of San Francisco

RESOLUTION NO. 15-0216

WHEREAS, Mountain Tunnel is a critical, non-redundant link in the Hetch Hetchy water system, conveying the San Francisco Public Utilities Commission (SFPUC) water supply from Kirkwood Powerhouse to Priest Reservoir; having been in service since 1925, sections of the original lining have deteriorated, due to age, original construction deficiencies and deferred maintenance, leaving the SFPUC vulnerable to not meeting the Levels of Service objectives for water quality and delivery reliability; and

WHEREAS, The design and engineering required to restore the reliability of Mountain Tunnel cannot be accomplished using existing City staff exclusively, and it is necessary to procure the services of qualified consultants to provide specialized expertise; and

WHEREAS, The estimated cost of services is \$21,000,000; and

WHEREAS, Services are anticipated to begin in January 2016 and end in January 2026, for a not-to-exceed agreement duration of 10 years;

WHEREAS, The Request for Proposals was advertised on June 17, 2015; and

WHEREAS, SFPUC staff and Contract Monitoring Division (CMD) review of the selection panel evaluations and the proposals resulted in the determination that McMillen Jacobs Associates is the highest ranked consulting firm; and

WHEREAS, A CMD subconsulting goal of 10% Local Business Enterprise (LBE) participation of the total value of services to be provided has been established for this agreement, and McMillen Jacobs Associates has committed to 13.84% LBE participation; and

WHEREAS, Failure to reach successful agreement on contract terms and conditions within 30 days of the date of the Commission award may result in award of the contract to the next highest ranked proposer, or re-advertising and re-selecting consultants at the discretion of the City; and

WHEREAS, The firms being awarded a contract by the SFPUC must be in compliance with the Equal Benefits Provisions of Chapter 12B of the City's Administrative Code either at the time of the award, or within 2 weeks of the date of the Commission award; failure of the bidder to obtain compliance certification from CMD may, in the General Manager's sole discretion, result in award of the agreement to the next highest ranked proposer, or re-advertising and re-selecting consultants at the discretion of the City; and

WHEREAS, Funds for this agreement will be available at the time of award of the agreement, for the first Task Order pertaining to the Planning tasks, from Projects CUH10220-Mountain Tunnel Inspection and Repair and CUH10221-Mountain Tunnel Bypass projects; now, therefore, be it

RESOLVED, That this Commission hereby approves the selection of McMillen Jacobs Associates; awards Agreement No. CS-249, Planning and Design Services, Mountain Tunnel Improvements, to provide specialized planning and engineering services for the proposed Mountain Tunnel improvements; and authorizes the General Manager of the SFPUC to negotiate and execute a professional services agreement with McMillen Jacobs Associates for an amount not to exceed \$21,000,000, and with a duration of 10 years, or, in the event negotiations are not successful or City requirements are not satisfied, to negotiate and execute a professional services agreement with the next highest ranked proposer, subject to Board of Supervisors approval pursuant to Charter Section 9.118.

*I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of October 27, 2015.*

A handwritten signature in cursive script, reading "Donna Hood", is written over a horizontal line.

*Secretary, Public Utilities Commission*

**FORM SFEC-126:**  
**NOTIFICATION OF CONTRACT APPROVAL**  
(S.F. Campaign and Governmental Conduct Code § 1.126)

<b>City Elective Officer Information</b> <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, Board of Supervisors	City elective office(s) held: Members, Board of Supervisors

<b>Contractor Information</b> <i>(Please print clearly.)</i>		
Name of contractor: Jacobs Associates, dba McMillen Jacobs Associates		
<p><i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i></p> <p>(1) Board of Directors: Dan Adams, John Kaplin, Jason Starner, John Murray, Derek Nelson  (2) Chief Executive Officer: Dan Adams; Chief Financial Officer: Hamid Erfan; Chief Operating Officer: Mara McMillen.  (3) Individuals with 20% or more ownership: None.  (4) Subcontractors listed in the bid or contract: Associated Right of Way Services, Inc.; Black &amp; Veatch; GEI Consultants, Inc.; GeoPentech, Inc.; Gregg Korbin; Joe Hill Consulting Engineers; Lee &amp; Associates Rescue; Lettis Consulting International, Inc.; Levent Ozdemir; Robert Chew Geotechnical, Inc.; Saylor Consulting Group; STRUCTUS, Inc.; Telamon Engineering Consultants, Inc.; The Their Group; Thomas O'Rourke; Underwater Resources  (5) Political committee sponsorship: None.</p>		
Contractor address: 49 Stevenson, 3 <sup>rd</sup> Floor, San Francisco, CA 94105		
<table border="1"> <tr> <td>Date that contract was approved: <i>(By the SF Board of Supervisors)</i></td> <td>Amount of contracts: \$21,000,000.00</td> </tr> </table>	Date that contract was approved: <i>(By the SF Board of Supervisors)</i>	Amount of contracts: \$21,000,000.00
Date that contract was approved: <i>(By the SF Board of Supervisors)</i>	Amount of contracts: \$21,000,000.00	
Describe the nature of the contract that was approved: Professional services contract for the Planning and Design of Mountain Tunnel Improvements		
Comments:		

This contract was approved by (check applicable):

☐ the City elective officer(s) identified on this form

☒ a board on which the City elective officer(s) serves: San Francisco Board of Supervisors  
Print Name of Board

☐ the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

<b>Filer Information</b> <i>(Please print clearly.)</i>	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102	E-mail: Board.of.Supervisors@sfgov.org

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

