



Work Order # N/A
 Grant # N/A

MANDATORY PRE-PROPOSAL MEETING AGENDA

Project Name: On-Call Inspection Support Services Date: 11/8/22

To: Attendees – See Sign-in Sheet Time: 10:00 am

Room: Board Room

Sign-In Sheet Reminder

No 1. Introductions	
<input checked="" type="checkbox"/> Engineering Department	
<input checked="" type="checkbox"/> Water Operations Department	
<input type="checkbox"/> External Agencies	

No 2. Project Overview	
2.1	Construction inspection on-call services for Development and Capital Improvement Projects
2.2	Up to three (3) consulting firms may be selected
2.3	2-year contract with the ability to extend it for up to two (2) additional one-year terms

No 3. Scope of Work	
3.1	Construction Inspection for Development and Capital Improvement Projects that may include, but not be limited to: <ul style="list-style-type: none"> • Water and recycled water pipelines – trenching, backfilling, compaction (sewer pipelines potentially as well, however limited) • Valves, blow-offs, fire hydrants, air/vacuum valves • Water service lines • Tie-Ins, connections, shutdowns • Ensuring compliance with plans/specs and district standards • Communicate clearly and concisely, both orally and in writing • Professionally interact with contractors, engineers, property owners, district staff
3.2	Knowledgeable/familiar with: <ul style="list-style-type: none"> • Interpreting plans/specifications • District standard drawings and approved materials list • Greenbook, OSHA, City/Count standards that may apply • SWPPP/WPCP/BMPs • DHS recycled water requirements • Geotechnical requirements
3.3	Responsible for: <ul style="list-style-type: none"> • Coordination with district engineering and operations • Preparing Daily Reports – to include useful photos • Attend all pre-construction meeting, progress meetings, and close-out meetings • Complete mark-ups of the construction drawings related to any changes made in the field

- Complete items for corrections (punch list) for contractor prior to close out.

No 4. Key Information	
RFP Release	October 24, 2022
Mandatory Preproposal Meeting	November 8, 2022 at 10 AM
Preproposal Request for Clarifications Due	November 15, 2022 at 10 AM
Proposal Due Date	November 22, 2022 at 10 AM
Anticipated Final Selection	December 2022
Project Start	January 1, 2023

No 5. Proposal Requirements	
5.1	Format – Clear, Accurate, Comprehensive <ul style="list-style-type: none"> • Cover Letter • Understanding of Project & Project Approach • Personnel • Representative Projects • References • District Experience • Cost Proposal • Conflict of Interest Disclaimer • Acknowledgement of Insurance Requirements • Public Works Contractor Registration
5.2	No Deviations from RFP
5.3	Submit through via email to engineering@rinconwater.org or deliver three (3) copies to the district by the deadline date/time.

No 6. Evaluation Criteria	
Relevant Qualifications & Experience	45%
Understanding of Project & Project Approach	25%
Scope of Work & Schedule	10%
Cost	10%
Overall Quality of Proposal	10%

No 7. Request for Clarification	
7.1	The due date for questions shall be 10 AM on November 15, 2022. Questions submitted after this date may not be replied to.
7.2	All communication during the procurement phase shall be directed in writing via email to Shawnele Morelos smorelos@rinconwater.org

No 8. Addenda Issued	
8.1	Addenda may be issued to respond to questions not addressed in the Contract Documents or that require clarification. If the question is adequately addressed in the RFP Documents, then no additional response will be provided by the District.
8.2	Addendum's 1 & 2 have been posted on the website.



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8.3 Any future addendums will be posted to the district website at: <https://rinconwater.org/rfp-opportunities/>

No 9. Grant Compliance (not applicable)

- 9.1 Indicate the Grant Agency
- 9.2 Does this project comply with state and/or federal prevailing wage rates
- 9.3 Does the material need to comply with American Iron & Steel (AIS) requirements

No 10. Award

- 10.1 After Proposals are received, award can take up to two months.
- 10.2 Proposals are required to be honored for 180 calendar days.
- 10.3 Anticipated award date December 2022.

No 11. Site Visit

- 11.1 None

No 12. Questions

- 12.1 RDDMWD will make every effort to take and reply to questions. RDDMWD shall not be bound by and Respondents shall not rely on any oral interpretation, clarification, or reply. Modifications to the Contract will be made through written addenda only.
- 12.2 Only questions submitted in writing through email to Shawnele Morelos, smorelos@rinconwater.org will be accepted.