

**Saddle Creek Community Services District**  
1000 Saddle Creek Drive - Copperopolis, CA 95228  
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DIRECTORS  
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## **REQUEST FOR PROPOSALS FOR CIVIL ENGINEERING SERVICES**

**Saddle Creek Community Services District  
Copperopolis, California**

**ISSUE DATE:** June 1, 2017

**TITLE:** Saddle Creek Road Improvement and Maintenance Project

**ISSUING ENTITY & ADDRESS:** Saddle Creek Community Services District  
1000 Saddle Creek DR  
Copperopolis, CA 95228  
[pkampa@kampacs.com](mailto:pkampa@kampacs.com)

**LOCATION OF WORK:** **Saddle Creek Community (See Exhibit A)**  
Littlejohn Road and Saddle Creek Drive  
Copperopolis, CA 95228

**PERIOD OF CONTRACT:** August 2017 through Initial Project Completion; potential ongoing maintenance engineering and construction inspections

All firms who plan to respond to this Request for Proposals (RFP) should register by sending an email with their firm name, contact name, and email address to Peter Kampa, General Manager at [pkampa@kampacs.com](mailto:pkampa@kampacs.com).

Please submit one PDF copy via email to [pkampa@kampacs.com](mailto:pkampa@kampacs.com) or if in excess of 15 megabytes, submit one copy on CD of proposals by 4:00PM PST on June 23, 2017. See Section VII for details on submittal requirements. Proposals must reach the address below by the deadline stated. Saddle Creek CSD is not responsible for any expenses related to the preparation or presentation of responses to this RFP.

**SUBMIT PROPOSALS TO:** Saddle Creek CSD  
Attn: Peter Kampa, General Manager  
1000 Saddle Creek Drive  
Copperopolis, CA 95228

## **REQUEST FOR PROPOSALS FOR CIVIL ENGINEERING SERVICES**

### **Saddle Creek Community Services District Copperopolis, California**

#### **I. PURPOSE**

Saddle Creek Community Services District (District, SCCSD or CSD) invites qualified Civil Engineering firms to submit proposals for road condition restoration design, storm drain/storm water system condition assessment, maintenance plan development and construction administration services for the improvement of roads owned by the CSD. The selected firm should have extensive experience in the design and construction administration of street and storm drainage infrastructure projects. The contracted firm will be charged with designing the appropriate pavement reconstruction, remediation and surface treatment methods, developing bid documents and managing the bid process in conjunction with the District, with the primary goal of achieving and maintaining a Pavement Condition Index (PCI) at above a rating of 75 for all CSD owned roads within a five year period. Successful cost containment is critical to the financial feasibility of this project.

#### **II. BACKGROUND**

The District is a local government agency formed and operating in accordance with California Government Code Section 61000 et seq. Located in Calaveras County's town of Copperopolis, the Saddle Creek master planned community received its development entitlements in the mid 1990's and the first phases of lot development was completed and were sold around the year 2000. The current developer of the community, Castle & Cook California, Inc. has ongoing plans for future development for the Saddle Creek community, but the economic downturn has resulted in substantial delays in moving further development of the community; which was intended to be completed in 2008.

There are a total of just under 8 miles of asphalt roadways within the Saddle Creek subdivision. The oldest roads in the Saddle Creek subdivision were built in 1995 with the construction of the entrance road off of Little John Road, Saddle Creek Drive and Oak Creek Drive. In 1998 the roads within the Knolls neighborhood and the Mitchell Lakes neighborhood were added, followed by the roads within the Rockridge neighborhood in 2001, the Oak Creek and Oak Meadow neighborhoods in 2004, the Glens neighborhood in 2007 and the most recent addition of the roads in the Hawkridge neighborhood in 2011.

A total of 560 lots have been created in the current community, with an additional 600 lots still under consideration by the County and Castle & Cooke. Full development of the community by 2008 would have provided adequate funding for road maintenance to begin and remain in place in perpetuity. Since the development has not occurred, road maintenance funding has not been available to the CSD and almost no road maintenance has been completed since their initial construction. SCCSD received voter approval of Measure "A" on May 2, 2017 which provides perpetual funding for road system improvements and maintenance in a condition of good to very-good. The District seeks to enter into a long term relationship with an engineering firm to provide for a seamless extension of the CSD's existing qualified staff to implement a program to maintain excellent roads.

The existing average PCI value for the roads within the Saddle Creek Community Services District is calculated to be 62 as of May 2016, with 31.4% of the roadways classified in poor or very poor condition. The 2016

Pavement Condition report is attached hereto as Exhibit B. The average PCI for all of the Saddle Creek roadways was quoted to be 78 in an August 2006 report by Jon Lynch P.E. to the District Manager of the Saddle Creek Community Services District. The drop in PCI from 78 in 2006 to 62 in 2016 and its associated increase in the current and future cost of maintaining the roadways in an acceptable condition was the impedes for the CSD's development of a plan to improve and maintain the roads in a better condition.

Saddle Creek is a gated community with a high expectation for public services, as well as an understanding of the positive value impact of well maintained roads and related infrastructure, to property values in general. In it's development of Measure "A", the CSD assured the community high quality roads within five years, and that ongoing maintenance would be completed continuously to ensure the lowest ongoing maintenance costs. For the Saddle Creek Road Improvements and Maintenance Project to meet the District goals, cost effective and highly performing pavement solutions must be identified; as well as competitively priced, high quality construction assured.

### **III. PROJECT DESCRIPTION**

The CSD's goal for its pavement management is to complete initial road repairs and resurfacing to increase the average PCI to between 75 and 80, then begin an ongoing program of pavement preventative maintenance which maintains the roadways in the most cost-effective manner over time. The project builds on the Pavement Condition Reports (Exhibit B), that evaluated and documented the condition of the pavement throughout the CSD, and established an initial street repair and resurfacing priority and schedule. The project includes the work necessary to raise the average PCI of the CSD roads from it's current value of 62 (31.4% of pavement in poor or very poor condition) to a value of 79 by the year 2021 (with less than 5% of pavement in poor or very poor condition). The Project will then implement an annual (contracted) maintenance program to continue the improved road conditions in perpetuity.

Although the Project is intended with planned major road renovation and resurfacing projects completed each year over a five-year period, the District may bid and have the work completed in fewer than five years if there are advantages from a construction cost and traffic/community disruption perspective. Considering this flexible schedule, the District anticipates the preparation of plans and specifications and all bid documents for the first five years of construction work planned. Also, during construction, access must be continuously available to the golf course and its commercial facilities as well as all residential parcels.

### **IV. PROJECT SCHEDULE**

The selected firm will be expected to begin work on Project Design immediately upon selection in mid-July 2017, with bid-ready plans and specifications completed by early October 2017. Depending on the local construction market, weather and other factors, the District may proceed with bidding and construction in fall 2017, or may bid in fall or spring for an early spring first phase of construction.

The District anticipates filing a CEQA Notice of Exemption but if potential construction related impacts are identified, a Negative Declaration will be prepared by the District.

### **V. SCOPE OF SERVICES**

The selected civil engineering firm will work closely with the District in completing all work for which they are contracted. Following is an overall engineering work scope, to which all proposals must address. Please note that for convenience or to control cost, the District may or may not engage the services for the successful engineering firm for all of the tasks detailed below. Proposals should also address any method of configuring

or implementing the work that the proposer feels would best suit the District or project, even if it appears to differ from the descriptions below or contained elsewhere herein.

1. Review the Pavement Condition Reports and develop a recommended road improvement priority list and recommended bidding and construction schedule for each.
2. Evaluate the condition of the existing District storm drain system, if determined necessary or advantageous to determine if defects exist, requiring remediation prior to road surface treatments
3. Develop the scope of reconstruction, maintenance work and surface treatment methods recommended for each section of construction
4. Prepare plans and specifications, notices and all bid documents required
5. Administer the public bidding process by making plans and specifications available electronically (or in print if needed), answering contractor questions and responding to requests for information, preparing, distributing and tracking addenda, evaluating bids received, recommendation for contract award
6. Review documentation submitted by the selected contractor including licenses, insurance, bonds and verification of experience if needed; prepare Notice to Proceed
7. Conduct construction management including inspection and related documentation, review and approve contractor pay requests, and contract change orders
8. Prepare a maintenance plan for CSD roads and related storm water infrastructure, including recommended
9. Prepare a recommended encroachment permitting process including draft ordinance and fee structure, to address and minimize the impact of operation and maintenance of existing underground utilities such as cable television, water, sewer and propane
10. Develop road construction standard specifications and details for adoption by the District. These standards will then be used for all new road design and construction, as well as for all trenching or utility repairs under an encroachment permit

The selected Civil Engineer will meet and converse regularly with District staff to get input and approvals as required, and will provide project status reports to the District Board of Directors.

We are seeking lump sum estimates that cover as many of the tasks identified above as possible; some tasks may be proposed to be time and materials. Please use the form provided in Exhibit D to provide your cost proposal. The District reserves the right to change the scope of work, award a contract for any or all tasks once proposals are received.

## **VI. INSURANCE REQUIREMENTS**

The following minimum insurance coverage must be met:

- Professional liability insurance in the amount of \$2,000,000 per claim, with respect to negligent acts, errors or omissions in connection with professional services to be provided in connection with the project.
- Workers' compensation insurance and employer's liability insurance in the maximum statutory liability amount, naming District, its directors, agents and employees as additional insured.
- Commercial general liability insurance in the amount of \$1,000,000 per occurrence / \$2,000,000 aggregate, naming District, its directors, agents and employees as additional insured.
- Business automobile liability insurance, with limits not less than \$1,000,000 each occurrence, combined single limit for bodily injury and property damage, including owned, hired and non-

owned auto coverage, as applicable.

## **VII. SUBMITTAL**

Proposals should be prepared simply and economically, providing straightforward, concise descriptions of the firm's capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content.

In order to be considered, proposals shall include all of the following items:

1. Firm description, including your firm's particular strengths as they relate to road improvement projects. This may include any special staff training and/or experience that may assist in providing construction services, experience working with local government agencies.
2. Proposed firm staff: Names, roles, resumes, and hourly billing rates of key staff that would be assigned to this project.
3. Description of firm's relevant work experience consisting of at least two examples from within the past five years. Include the following information: Date completed, location of work, size of project (\$, unit counts, and project type), name of client, and client phone number and email. Please verify that any contact information provided is current.
4. Proposed fees for services using the Exhibit C form, detailed for each component of the 'Scope of Work'. We are seeking lump sum proposals wherever possible, with a time-and-materials arrangement only where the work scope cannot be anticipated.
5. Submit proposal electronically to [pkampa@kampacs.com](mailto:pkampa@kampacs.com) or if the file is in excess of 15 megabytes, submit one (1) Compact Disk containing a single file of either a clear and legible scan or a digital copy of the entire submittal. The digital file must be provided in Adobe PDF file format.
6. Any information thought to be relevant, whether or not specifically applicable to the enumerated scope of Work, may be provided as an appendix to the proposal, keeping in mind proposals should be concise and focused on achieving the District's road maintenance goals as detailed herein.

## **VIII. EVALUATION OF QUALIFICATIONS**

Various criteria will be used in the selection of the successful firm, including:

- 1) Experience level of key personnel
- 2) Competitive fee consistent with industry standards
- 3) Project approach
- 4) Evaluation from references, including demonstrated ability to work collaboratively with clients, public agencies, residents, community based groups, and other project stakeholders.

## **IX. SELECTION PROCESS**

The District will evaluate the proposers according to the identified criteria. The District reserves the right to interview a short-list of respondents. The selected firm will be announced after careful consideration by District staff and its Board of Directors.

The District will initiate negotiations with the highest-ranking firm. Final negotiations will be contingent on fee

negotiations, as well as the qualifications. The District reserves the right to cease negotiations with the selected firm if, in the sole discretion of District, no agreement can be reached to the satisfaction of the parties.

**For any questions, please contact Peter Kampa at [pkampa@kampacs.com](mailto:pkampa@kampacs.com)**

**Proposals must be received at the Saddle Creek CSD by 4:00 PM on June 23, 2017. Proposals received after 4:00 PM will be disqualified.**

Exhibits

- A. Saddle Creek Community Map
- B. Pavement Condition Assessment dated June 2016
- C. Proposal Cost form