

**REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES
FACILITY IMPROVEMENT PROJECT
TAHOE CITY PUBLIC UTILITY DISTRICT
TAHOE CITY, CALIFORNIA**

INTRODUCTION

The Tahoe City Public Utility District (TCPUD) is soliciting written proposals from qualified firms to provide professional planning and design services for the purpose of developing an Administrative Facilities Master Plan (AFMP). The AFMP represents the first phase of a comprehensive Administrative Facilities Improvement Project by providing the planning and schematic design development for future capital improvement projects for the expansion, renovation, and/or replacement of existing facilities. The AFMP will focus on the preservation and potential redevelopment/expansion of the main TCPUD Administrative Facility housing the administrative building, the upper and lower maintenance yards, and associated parking and circulation areas; the AFMP will also consider adjacent TCPUD owned property for analysis of existing conditions and needs assessment, collectively called the “Property” and depicted on Exhibit A. Following the development of an existing conditions and needs assessment, the AFMP will propose an appropriate planning horizon and anticipated build out schedule.

The intent of the TCPUD is to engage a consultant team (the “Consultant”) consisting of architects, engineers, and other necessary technically skilled personnel to develop the TCPUD’s AFMP. The Consultant shall evaluate the interconnectivity and use of the Property to support the TCPUD’s delivery of water, sewer, and parks and recreation services as well as the administrative and maintenance infrastructure that supports them. The scope of this RFP is to solely engage the Consultant for the purpose of developing an AFMP and does not assume any intent or obligation on the part of TCPUD for future architectural and/or engineering design services.

BACKGROUND/PROJECT DESCRIPTION

Background

The TCPUD is a California Special District authorized under the State of California Public Utility District Act with all powers and functions of a utility district. The TCPUD’s jurisdiction encompasses 31 square miles on the west and north shore areas of Lake Tahoe in unincorporated portions of Placer and El Dorado Counties.

The TCPUD’s primary functions are to provide water, sewer, and parks and recreation services within its jurisdiction. The Utilities Department manages both water and sewer service to almost 5,700 municipal water connections and over 7,600 sewer connections. The Parks and Recreation Department oversees maintenance and operation of parks and administrative facilities and provides direct recreational services to the community and visitors alike. The other departments provide functional support to the operating functions of the TCPUD.

The TCPUD main Administrative Facility is located at 221 Fairway Drive in Tahoe City and consists of four (4) parcels totaling approximately 9.7 acres. Prior to 1994, the TCPUD was managed from various satellite offices. Through a special use permit and agreement with the U.S. Forest Service (USFS), the TCPUD was granted permission to begin construction of its Administrative Facility in 1993. The Administrative Facility includes the administrative building, upper maintenance yard (maintenance shop, vehicle storage and materials storage buildings), lower maintenance yard (former waste water treatment plant facility converted to office, storage, and utility operations space), and associated exterior yard, parking, and circulation areas. At the time of construction, the Utility Department was already operating in the lower maintenance yard. Construction of the Administrative Facility consolidated all District departments into one location (Exhibit B) and built the upper maintenance yard (Exhibit C). Exhibit D

depicts the Land Capability for these two facility locations. In 1995, a land exchange with the USFS transferred ownership of the Administrative Facility property to the TCPUD.

In addition to the above described Administrative Facility, the TCPUD owns and/or manages a number of developed and undeveloped parcels that provide satellite opportunities for storage, maintenance, and staffing needs. In essence, these dispersed properties contribute to a complex system of storage facilities that are proximate to operating facilities and serve to provide efficiency of storing supplies and equipment for operational needs.

The TCPUD also owns the Fairway Community Center (FCC) located at 330 Fairway Drive, less than ¼-mile from the Administrative Facility. Currently, the Parks and Recreation Department utilizes a portion of the FCC for operations office space. The remaining portions of FCC provide space for TCPUD sponsored recreation programming and general community space.

In 2012, the TCPUD, as part of a multi-agency partnership, purchased the Tahoe City Golf Course (Golf Course) located at 251 N. Lake Tahoe Boulevard, less than ¼-mile from the Administrative Facility. The Golf Course property includes a 9-hole course, clubhouse bar/restaurant, maintenance and equipment yard and associated parking areas. In the winter, the Golf Course is utilized as a winter sports park with cross country skiing, sledding, and ice skating amenities. The Golf Course clubhouse, maintenance facilities, and parking areas are currently being redesigned to improve the function and use of the property.

The TCPUD has granted two (2) separate land leases on portions of the Property. In 1995, the Tahoe Nordic Search and Rescue Team, Inc. (TNSAR) was granted a 50-year Memorandum of Lease for the construction of their vehicle and equipment storage facility which is situated on the northeast corner of the Administrative Facility. The TNSAR is currently undergoing design and construction for the expansion of this facility. In 2011, the North Tahoe Fire Protection District (NTFPD) was granted a 60-year land lease for the construction of a new Public Safety Center, located to the east of the Administrative Facility (adjacent to and on the other side of Fairway Drive); nine (9) additional parking stalls for NTFPD personnel are contained within the eastern edge of the TCPUD Administrative parking lot and six (6) additional parking stalls were created on the TNSAR property as part of the construction of the NTFPD's Public Safety Center.

Administrative Facilities

As mentioned above, the Administrative Facilities on the Property consists of the Administrative Building, upper maintenance yard with associated buildings, lower maintenance yard with associated buildings, the FCC, the TCGC maintenance building, and all associated parking and circulation areas. These facilities are described in more detail below and all information is based on the best available records and documents.

Administrative Building

The Administrative Building was constructed in 1994 with nearly 9,500 square feet (sf) of space for offices, a Board room, a break room, a conference room, a server room, and supply storage areas. The entrance to the Administrative Building has a parking lot with 54 parking stalls serving both employees and visitors. The interior of the building was remodeled in 2015 to create additional discreet offices, add an accounting vestibule for utility payments, as well as other site improvements (Exhibit E).

Upper Maintenance Yard

The upper maintenance yard is located west of the Administrative Building and is accessed through a security gate. This area houses three (3) buildings, a material storage shed, and eleven (11) additional parking stalls. Additionally, it serves as a joint fueling facility with the NTFPD that holds one (1) 5,000 gallon above-ground diesel fuel tank and one (1) 3,000 gallon above-ground unleaded fuel tank. The joint fueling facility was installed in 1993 and upgraded in 2012. The buildings include a 2,400 sf Parks Office and Shop, a 3,440 sf Vehicle Maintenance and Parks Shop (both constructed in 1994), a 4,725 sf Vehicle and Utility Storage Building and a 1,248 sf Materials Storage Shed (both constructed in 1979). Collectively with the Administrative Building parking lot, there is approximately 66,607 sf of pavement.

Lower Maintenance Yard

The lower maintenance yard, located south of the Administrative Building, is accessed separately off of Fairway Drive, and a pedestrian staircase from the upper maintenance yard. This area houses three (3) buildings and twenty (20) additional parking stalls with a total pavement area of approximately 22,087 sf. On site buildings include a 1,200 sf Miscellaneous Storage and Archive Building (constructed prior to 1972), a 1,280 sf Welding and Vehicle Storage Shop (constructed prior to 1972), and a 1,148 sf Utilities Break Room with a kitchen and lockers (constructed prior to 1970). These buildings originally housed the Utility Department until the construction of the Administrative Building. In the context on the AFMP, there is potential interest in creating a shared vehicle maintenance facility with NTFPD in this location.

Fairway Community Center and Tahoe City Golf Course Maintenance Building

The FCC, constructed in 1978, includes a 2,910 sf building, 30 parking stalls, and 11,673 sf of pavement. The TCGC Maintenance Building is currently under construction to build a 2,800 sf steel frame building.

Personnel

At this time, the TCPUD employs 48 full-time staff and averages employment of 19-21 seasonal staff. This number is expected to grow to 50 by the end of 2018, with further growth in the AFMP planning window. In total, thirty-eight (38) staff occupy office space in TCPUD's Administrative Building. An additional five (5) full-time Parks staff and one (1) full-time Utility staff have office space in the Parks Office and Vehicle Maintenance Building, located in the upper yard. Between twelve (12) – fifteen (15) seasonal staff also occupy space in these buildings. Currently, 3 fulltime and 7 seasonal staff utilize office space at the FCC and one (1) staff member occupies space at the Tahoe City Golf Course.

Project Description

As previously mentioned, the AFMP is the first phase of a comprehensive Administrative Facilities Improvement Project. The Administrative Facilities, inclusive of all areas and buildings as described above, provide insufficient capacity of office space, storage and maintenance shops, and parking and circulation. Consequently, the improvement and/or expansion of these facilities has become critical and will increasingly impede progress on current and future staffing and operational decisions. The AFMP will provide the guidance and structure for the development of a series of improvements that address or resolve the collection of operational deficiencies.

The capacity of the Administrative Facilities, built over 4 (four) decades ago, was not planned for the current needs of staff, operations, and communications. Over time, the TCPUD has experienced increased obligations of water, sewer, and parks and recreation services to the communities within its jurisdiction.

These obligations arise, in part, from additional regulatory requirements, strengthened service standards and safety, as well as the need to replace or repair aging infrastructure.

More recently, within the past three (3) years, the TCPUD has acquired new water systems, increased recreational programming, and embarked on several large capital projects that have increased staffing and operational needs. The TCPUD identified the need for an Administrative Facilities Improvement Project in the 2017-2021 Five Year Capital Plan to address current needs as well as to prepare for additional personnel and operational needs which are projected to increase over time.

The AFMP should review and analyze the current Property configuration and utilization. The AFMP should evaluate the potential for new or remodeled space with the flexibility to meet future foreseeable needs. TCPUD seeks to resolve deficiencies, as detailed below:

- Insufficient office space and storage
- Rearranging locations of staff within Departments
- Evaluating occupancy needs at satellite locations
- Improving functionality of maintenance facilities and circulation in parking areas
- Consolidating crew room/meeting space for Parks and Utilities crews
- Improving technological infrastructure (security, server room, sound systems and cameras)
- Improving Board Room and Community meeting space
- Appropriate planning for future growth of sewer, water, and parks and recreation services, administrative support, and general operational efficiencies

INFORMATION AVAILABLE

Attached to this RFP are electronic versions of the following documents:

- Exhibit A – Property Map
- Exhibit B – Administrative Building Construction, 1994
- Exhibit C – Parks Facilities Construction, 1994
- Exhibit D – Land Capability
- Exhibit E – Administrative Building Remodel, 2015

Questions regarding these documents should be directed to the TCPUD, not the consultant that may have prepared them.

SCOPE OF WORK

The tasks presented below represent the TCPUD's best understanding of the work required to complete the Project. Consultants are encouraged to identify any supplemental tasks deemed necessary for successful completion of the work. The scope of work for this Project includes the following:

Project Management

- The Consultant shall designate one project manager for the Project who will be the prime contact for the TCPUD and shall be solely responsible for coordinating all aspects of the Project. In the event the Consultant wishes to change the project manager, the principal of the consulting firm shall notify the TCPUD, in writing, of the change request. The TCPUD will review and approve/disapprove this request.

The Consultant shall be responsible for coordinating and attending all Project meetings, stakeholder meetings, and relevant TCPUD Board Committee and Board meetings, and shall recommend an appropriate frequency and schedule of meetings. Consultant shall provide assumptions used to determine the frequency and schedule of meetings proposed under their scope of work. The Consultant shall prepare all meeting agendas, presentations, and maintain meeting minutes. Consultant shall also be available to meet with TCPUD staff in person or by teleconference for on-going project coordination. The Consultant shall produce a Project schedule and shall update the schedule on a monthly basis.

Upon completion of the Draft AFMP, the Consultant will be required to conduct a workshop with members of TCPUD management staff, Board Committees and the full Board. Based on input from the District, the Consultant will be responsible for modifying the Draft AFMP to take into consideration direction received during the workshop.

Existing Conditions Assessment

The Consultant shall analyze the existing conditions of the Property based on available data provided by the TCPUD and site inspection(s). The Consultant shall provide a scope and schedule for assessment efforts, to be reviewed and coordinated with the TCPUD. Consultant shall prepare a Needs Assessment that includes a summary of how buildings, storage areas, parking areas are being utilized, identifying whether it is over- or under-utilized and an analysis regarding its stability related to its current use. The Existing Conditions Assessment shall:

- Conduct data gathering and analysis
 - Review and summarize available data by facility;
 - Perform site visits to evaluate Property conditions;
 - Evaluate infrastructure according to relative standard (structural condition, building code, seismic standards, etc.)
 - Interview key District staff to evaluate Property deficiencies; and
 - Other due diligence work, as determined by Consultant;
- Prepare Draft and Final Existing Conditions Section.

Needs Assessment

As part of the development of the Needs Assessment, the Consultant will work with TCPUD staff to conduct meetings that will include TCPUD management, supervisory, and operations staff to elicit input and collect information regarding the desires and priorities. The culmination of these meetings will provide critical information to guide the direction of the AFMP. This information (notes, sketches and surveys) shall be documented and included as an appendix to the AFMP. The Needs Assessment shall:

- Interview key District staff to solicit visionary and priority needs;
- Identify current and future operational needs;
- Based on above, forecast facility capacity needs;
- Prepare opportunity and constraints map of the Property; and
- Prepare Draft and Final Needs Assessment Section
- Present Final Needs Assessment to TCPUD Ad-Hoc or Standing Committees as needed.

Conceptual and Schematic Design Development

Taking the information gathered through the existing conditions and needs assessment, Consultant shall generate a conceptual design that can be used to create a minimum of three (3) schematic design options. These design options should generate building floor plans and site plans to reflect design intent. Relevant engineering disciplines should be brought on board to ensure integrated building design. Consultant shall develop and facilitate a process to outline the assumptions, goals, and requirements for review, discussion, and refinement, if needed. Consultant shall provide recommendations for immediate, five, ten, and twenty year expenditures including related costs and schedule recommended improvements. Conceptual phasing plans shall be created to allow for continued District operations throughout the recommended improvements. The Final AFMP will include information on the existing sites as well as proposed renovation, repairs, improvements, etc., and an estimated cost necessary for each site to meet TCPUD facility needs and standards. The Conceptual and Schematic Design shall:

- Review structural capacity and recommend further specific engineering analyses of the buildings for proposed modifications;
- Prepare and submit conceptual and schematic design documents;
- Develop and facilitate short process to review conceptual design options;
- Prepare drawings and specifications as required to fully explain the schematic design;
- Evaluate and describe site and parking requirements; and
- Provide solutions and cost for identified deficiencies.

Administrative Facilities Master Plan

Consultant shall prepare an overall AFMP that summarizes the existing conditions, needs assessment, schematic designs and identifies the recommended design. The AFMP should include an Executive Summary, purpose and needs statement, evaluation of alternatives, preliminary cost estimates and schedules, and management direction, influences, and considerations.

Submittals and Final Documentation

- Progress or draft submittals – One (1) hard copy, one (1) digital .pdf file, and copies of all digital files in their native format for review and commenting.
- Final Reports – 10 (10) bound hardcopies, one (1) digital .pdf file, and digital copies of all component files in their original file format.

SCHEDULE

The TCPUD plans to award a Professional Services Contract for the preparation of the AFMP to the selected Consultant during its regularly scheduled November or December Board meetings; work should begin immediately thereafter. The goal of the TCPUD is to complete the AFMP by December 2019.

PROPOSAL FORMAT

Proposals should be of a length and contain a level of detail equal to the magnitude of the proposed scope of work. All proposals should include the following information, at a minimum:

1. Scope of Work:

Provide a detailed Scope of Work summarizing all work tasks required to complete the Project as generally described above. Consultants are encouraged to explain, in detail, their understanding of the Scope of Work and to identify any supplemental tasks deemed necessary for successful completion of the Project. Identify in the Scope of Work any key issues anticipated in completing the AFMP and summarize how the team will approach these. Include a summary of assumptions made in preparing the Scope of Work and/or proposed exclusions to the Scope of Work.

The proposed Scope of Work will serve as the basis for final negotiations of the contractual scope of work with the selected consultant.

2. Project Manager and Project Team: Include an organizational chart of the consultant team and identify the Project Manager, key personnel, and sub-consultants, along with their proposed project responsibilities. Provide a description of the qualifications and experience for each key personnel, in addition to their current availability.

3. Experience: Include a list of projects completed by members of the consultant team over the last five years that are similar in scope and provide a brief description of the projects. Include any Professional Licenses held by Project Team members.

4. References: Provide contact information for at least three references from previous clients who are public agencies for which the firm has performed work similar to this Project.

5. Schedule: Provide a preliminary Project schedule, broken down by task, showing a contract start date of January 1, 2019.

6. Consultant Fee: In a separate and sealed envelope, provide a not to exceed fee estimate, broken down by task, for completing all work as described in the proposal Scope of Work, including materials and outside services. Also provide a current fee schedule for professional services as used to calculate the consultant's fee. The consultant fee and fee schedule will serve as the basis for final negotiations of the Consultant Agreement for Professional Services.

SELECTION OF CONSULTANT

The TCPUD is soliciting qualified consultants to submit proposals. TCPUD Staff will schedule and conduct one phone call with consultants to answer questions and provide additional information on this RFP. If appropriate, TCPUD staff will issue addenda to this RFP based on these phone calls.

The proposals will be evaluated by a selection committee likely made up of an Ad-Hoc or Standing Committee of the Board and TCPUD Staff. It is likely that the selection committee will interview potential consultants for this Project.

Each proposal will be rated on:

- Completeness of the proposed Scope of Work and responsiveness to this RFP;
- Qualifications and experience of the consultant team;
- Demonstrated experience of consultant team with projects of the same nature;
- Experience providing the specified services in the Lake Tahoe basin;
- References; and
- Cost (may be considered if no clear decision is reached after consideration of the Technical Proposal).

TCPUD'S STANDARD AGREEMENT FOR PROFESSIONAL SERVICES (CONTRACT)

Attached to this RFP is a copy of the TCPUD's standard Agreement for Professional Services (Contract) used for consultant engineering services. Please review this Contract, including the insurance requirements, carefully before you spend time on preparing a proposal for this Project. The TCPUD will consider minor revisions to the Contract subject to the review and approval of the TCPUD's legal counsel. A summary of proposed revisions to the standard form Contract should be included in the consultant's proposal.

SUMMARY

The TCPUD reserves the right to reject any or all proposals, to waive defects and informalities, and to accept any proposal.

Submit five (5) copies of the proposal in a sealed envelope with one consolidated .pdf file, on CD, by **October 18, 2018 at 3:00 pm** to:

Kim Boyd
Senior Management Analyst
Tahoe City Public Utility District
P.O. Box 5249
221 Fairway Drive
Tahoe City, CA 96145
(530) 580-6286
kboyd@tcpud.org

Enclosures via Dropbox

Link: https://www.dropbox.com/sh/qfz02b5e11pri3l/AACnaAqM_vIDVZkcumrLoRlma?dl=0

c: Matt Homolka, Assistant General Manager/District Engineer

Consultant Distribution List

The following list is provided for informational purposes; all qualified consultants are encouraged to submit proposals.

Auerbach Engineering Corp.
Mr. Wally Auerbach
P.O. Box 5399
Tahoe City, CA 96145

Elise Fett & Associates, LTD
Ms. Elise Fett
P.O. Box 5989
Incline Village, NV 89450

BJG Architecture & Engineering
Mr. George Ghusn
449 South Virginia Street, 4th Floor
Reno, NV 89501

Harris & Associates
Mr. Roger Kohne
1110 W Capital Avenue
West Sacramento, CA 95691

Brown & Caldwell
Mr. Paul Selsky
10540 Whiterock Rd., Ste. 180
Rancho Cordova, CA 95670

HDR Engineering, Inc.
Mr. Larry P. Johnson
100 Pringle Ave., Suite 400
Walnut Creek, CA 94596

Carollo Engineers
Mr. Tim Taylor
2880 Gateway Oaks Drive, Ste. 300
Sacramento, CA 95833

Hydros Consulting, Inc
Mr. Gerry LaBudde
P.O. Box 81
Weimar, CA 95736

CDM Smith
Mr. Stephen Schuster
12313 Soaring Way, Ste. 2-D
Truckee, CA 96161

JK Architecture Engineering
Mr. Jordan Knighton
P.O. Box 7409
Tahoe City, CA 96145

CH2M Hill
Mr. Brett Isbell
2525 Airport Drive
Redding, CA 96001

Kelly & Stone Architects, Inc.
Mr. Keith Kelly
11209 Brockway Road, Ste. 211
Truckee, CA 96161

Dale Cox Architects
Mr. Dale Cox
P.O. Box 459
Truckee, CA 96161

Kennedy/Jenks Consultants
Mr. Tim Williams
10850 Gold Center Dr., Suite 350
Rancho Cordova, CA 95670

Dennis E. Zirbel Architect
Mr. Dennis Zirbel
P.O. Box 296
Truckee, CA 96160

MWA, Inc.
Ms. Kristi Thompson
11165 Brockway Road
Truckee, CA 96161

Eastern Sierra Engineering
Ms. Debbie Jenkins
4515 Towne Drive, Suite A
Reno, NV 89521

Nichols Consulting Engineers
Mr. Jack Norberg
1885 S. Arlington Ave., Suite 111
Reno, NV 89509

TCPUD – Request for Proposal
Administrative Facilities Master Plan
September 18, 2018

NV5
Mr. Victor Alaniz
2525 Natomas Park Drive, Suite 300,
Sacramento, CA 95833

Olson-Olson Ena
Mr. Robb Olson
760 North Lake Blvd., Ste. 37
Tahoe City, CA 96145

PR Design & Engineering, Inc.
Mr. Andrew T. Ryan
PO Box 1847
Kings Beach, CA 96143

Stantec Consulting Services, Inc
Mr. Gabe Aronow
6995 Sierra Center Pkwy, Reno, NV 89511

Tieslau Civil Engineering, Inc
Mr. Adrian Tieslau
P.O. Box 412
Tahoe Vista, CA 96146

Todd Gordon Mather Architect
Mr. Todd Mather
243 North Lake Blvd, Ste. 7
Tahoe City, CA 96145

Ward-Young Architecture and Planning
Mr. Robert Heck
12010 Donner Pass Road, Ste. 201
Truckee, CA 96161

Wood Rodgers
Ms. Amber Harmon
5440 Reno Corporate Drive
Reno, NV 89511