

MEMORANDUM

TO: Board of Trustees

FROM: Indra Winqest
Interim General Manger

SUBJECT: Review, discuss and possibly approve (1) the draft scope of work and (2) proceed with advertising for a Request for Qualifications for a qualified professional consulting firm for project review, infrastructure assessment, assessment of preliminary design work, value analysis, alternative analysis, scheduling, and cost estimating for the District's Effluent Export Pipeline and Pond Lining Projects which includes the components to store and transport wastewater effluent from the Water Resource Recovery Facility in Incline Village to the disposal facility 21 miles away in Douglas County

STRATEGIC PLAN REFERENCE(S): Long Range Principle #5 – Assets and Infrastructure

DATE: April 29, 2020

I. RECOMMENDATION

That the Board of Trustees makes a motion to approve (1) the draft scope of work and (2) proceed with advertising for a Request for Qualifications for a qualified professional consulting firm for project review, infrastructure assessment, assessment of preliminary design work, value analysis, alternative analysis, scheduling, and cost estimating for the District's Effluent Export Pipeline and Pond Lining Projects which includes the components to store and transport wastewater effluent from the Water Resource Recovery Facility in Incline Village to the disposal facility 21 miles away in Douglas County.

II. BACKGROUND

At the February 26, 2020 Board of Trustees meeting, Staff presented two design scopes of work for the proposed Effluent Export Pipeline and Effluent Pond Lining projects. Both scopes of work were to complete design level documents ready for public advertising for construction for the 2021 construction season beginning May 1, 2021. Both scopes of work were not approved at the meeting and the Board provided direction to Staff to hire a Project Manager to perform a review of the work completed to date by various

consultants and contractors and to have a project manager that will manage the design and construction of the projects from the initial phase. The final direction provided was that two Trustees would assist the General Manager in preparing a Scope of Work for hiring a professional project manager. The scope of work would be completed and brought back to the full Board by the General Manager at a future Board Meeting. Due to the complexity and size of the potential Project Manager Contract, it is recommended that a Request For Proposals be advertised and selection managed by the General Manager.

The selected Project Manager for the Export Pipeline and Pond Lining Project will be submitting a complete scope of work, costs, interim checkpoints, schedule and deliverables. This contract with the scope of work will then be brought back to the Board of Trustees for review, discussion and final approval. This scope of work will then be directed by the General Manager for execution with the expectation of updates in the General Manager's report.

A Request for Qualifications (RFQ) for Professional Consulting Firms for project management and project review services for the Effluent Export Project has been prepared and is attached following this memo. The Board of Trustees has requested this RFQ be prepared and brought back for review and approval; see attached minutes.

The complete RFQ follows this memorandum. The proposed schedule for issuing the RFQ and evaluating the most qualified Professional Consultant is provided below.

RFQ Phase

Advertise RFQ Process	May 15, 2020
Last day to submit written questions	May 27, 2020 by 4:30 p.m.
RFQ Submittals due	June 5, 2020 by 4:30 p.m.
Follow Up by District on RFQ	June 8 - 12, 2020
Notify Successful Firm	June 15, 2020
Successful Firm Cost Proposal due	June 22, 2020
Board Approval of Consultant Selection	Future Board Meeting

III. FINANCIAL IMPACT AND BUDGET

The financial impact will be determined after selection of a professional consultant and negotiation of a scope of services. It is recommended that this Request for Qualifications be advertised for the selection process since the contract has the potential to exceed \$100,000. Under Nevada Revised Statutes, NRS 332.065, contracts for which the estimated annual amount required to perform is greater than \$100,000 shall be advertised. Under NRS 332.115, Contracts not adapted to award by competitive

solicitation, Professional Services, should be awarded on competence and qualifications and are not required to be advertised. An additional statement is made Under NRS 332.115.5, it states that the governing body may still advertise for a request for responses. It is recommended to advertise this request for responses based on receiving a response from the most qualified consultant. The Professional Services contract will be funded from the Effluent Export Pipeline Project, 2524SS1010.

Additionally, per NRS 625.530, selection of a professional engineer or registered architect to perform work on public works projects (where the complete project costs exceed \$35,000) is to be made solely on the basis of the competence and qualifications of the engineer or architect and not on the basis of competitive fees.

IV. ALTERNATIVES

None established.

V. BUSINESS IMPACT

This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.

REQUEST FOR QUALIFICATIONS

PROFESSIONAL CONSULTING FIRMS FOR THE INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT

EFFLUENT EXPORT PIPELINE AND POND LINING PROJECTS

May 15, 2020

1. Introduction

The Incline Village General Improvement District (IVGID or District) is requesting qualifications from qualified professional consulting firms for project review, infrastructure assessment, assessment of preliminary design work, value analysis, alternative analysis, scheduling, and cost estimating for the District's Effluent Export Pipeline and Pond Lining Projects which includes the components to store and transport wastewater effluent from the Water Resource Recovery Facility in Incline Village to the disposal facility 21 miles away in Douglas County. This will be a professional services contract that requires engineering services in the State of Nevada.

2. Overview

- Project Name: Effluent Export Pipeline Project: 2524SS1010
- Project Name: Effluent Pond Lining Project: 2599SS2010
- Total Anticipated Project Budget: To Be Determined.

SCOPE OF WORK

The proposed scope of services would include at a minimum the following items. The selected consultant will review all background documents (provided by IVGID) considered part of the Phase II Effluent Export Project, prepared from 2012 to 2020, by various engineering consulting firms, pipeline condition assessment companies, and other agencies.

Scope Items

The consultant shall review the provided background material and prepare an objective assessment and recommendations report (Report) to document the findings and include the following:

1. A full end to end assessment of the wastewater effluent system including the storage pond, 21 miles of effluent pipeline, and Spooner effluent pumping station to determine the existing useful life of the assets and what the cost implications will be over time to achieve reliability and acceptable useful life.
2. An assessment and independent analysis of existing reports, plans and other materials to determine whether pipeline segments require full replacement or whether trenchless technologies are an acceptable alternative based on expected lifespan, costs, traffic impacts, constructability and other criteria. Also identify gaps in information for future

investigation and scoping. The priority should focus on the pipeline located in the Lake Tahoe Basin and specifically the 12,385 feet of pipe labeled segment 3 and then the 17,314 feet of pipe labeled as segment 2. This section shall also include potential improvement alternatives, estimated costs of each alternative, long-term cost benefit analysis (pros/cons) of each alternative, (combination of alternatives) and recommendations. Including the underlying rationale for the recommended alternative(s).

3. An assessment and independent analysis of existing reports, plans and other materials to determine the need and alternatives to line an existing unlined 2.4-million-gallon storage pond located at the Water Resource Recovery Facility at 1250 Sweetwater Road that could be utilized for effluent storage if it meets NDEP requirements. Also identify gaps in information for future investigation and scoping. This section shall also include potential improvement alternatives, estimated costs of each alternative, long term cost benefit analysis (pros/cons) of each alternative (or combination of alternatives) and recommendations on proposed alternative including the underlying rationale for the recommended alternative.
4. An estimated high-level cost associated with each of the recommended option(s).
5. An assessment and recommendation of how to proceed with scopes of work for design services and scopes of work for identified information gaps.

Background information to be reviewed in preparation of the report includes the following documents.

- June 2012 - IVGID PDR Final_with appendices.pdf
- September 2015 - IVGID 2015 Effluent Export Pipeline 16-inch Steel Preliminary Report (rev 3.6).pdf
- August 2016 - IVGID POI Memo_8-02-16.pdf
- September 2018 - IVGID_WRRF_EffluentStorageAA_TM.PDF
- December 2018 - IVGID Condition Assessment Results (2018) rev1.2.xlsx, HDR 2019
- May 2019 - IVGID Condition Assessment TM_DRAFT_05-10-2019.pdf
- The consultant shall also review proposed scopes of work for design services for the Phase II Effluent Export Pipeline and Effluent Pond Lining projects (refer to February 26, 2020 Board packet).
- NDEP & other agencies correspondence including all submitted and received plans, letters, emails to and from IVGID regarding effluent pipeline and pond projects.

Digital copies of the above documents are included in this RFQ. Questions regarding these documents should be directed to IVGID, not the Consultant that may have prepared them.

Other documents that should be considered in preparation of the Report can also be found on the IVGID website under the Board Meetings and Agendas Tab for the following meetings. The subject of these agenda items will be called out as Effluent Export Project or similar.

- February 26, 2020
- January 29, 2020
- February 27, 2019
- July 24, 2018
- August 22, 2017

3. Deliverables

At a minimum, the Consultant shall submit the following deliverables for the Project:

- Draft and Final Report to document background material findings, project objectives, design criteria, Improvement alternatives, and provide recommendations including high level cost estimates. This will include construction cost estimating, development of alternatives, construction impacts, phasing of improvements, overall project schedule and list of requirement permits and necessary environmental documentation.

4. District Project Team and Management

The General Manager will have overall responsibility and accountability for the project. Various District Staff, District Board Members and potentially members of the community will work directly with the Consultant team.

5. Proposal Content and Requirements

To be considered, the **Qualification Proposal Contents** must be clearly marked and shall include the following:

Proposals shall not exceed sixteen (16) pages in length (plus a project schedule and appendix material) using a minimum 11-point font size type. Resumes and the project schedule should be included as attachments and will not be counted within the 16-page proposal limit.

A typical proposal submittal should follow the format provided below:

- Transmittal Letter (no more than 2 pages): Include any information you believe should be highlighted from your proposal or any key considerations for the selection committee to consider that are not covered in the proposal requirements. Consultant will also include in the transmittal, any exceptions taken to the District's Standard Short Form Consulting Agreement.

- **Project Manager and Project Team (no more than 3 pages):** Identify the Project Manager, key personnel, and sub-consultants who will be responsible for completing the Project. As appropriate, identify tasks or areas of work responsibilities for each member. Include information regarding their qualifications and experience applicable to the Project.
- **Firm Experience (no more than 3 pages):** Provide a general overview of the design team's experience at providing consultation services associated with similar projects.
- **Firm's Approach to Project (no more than 5 pages):** Consultant shall describe its approach in implementing and managing the Project to a successful completion. This includes how the Consultant shall meet the stated goals within the proposed time of completion.
- **References (no more than 3 pages):** Provide at least three (3) references for the key individuals on the project team. This section should provide a short description of the project and your firm or staff members' role, and a specific contact person with phone number. The selection team will be focusing on project performance and will be requesting input as to conformance with schedules and budgets.
- **Appendix material submitted should be limited to resumes of proposed key staff relevant to the scope of work and a preliminary project schedule to complete the assessment and independent analysis report.**

6. Proposed Compensation

The Consultant shall be prepared to provide, within ten (10) calendar days following notification of selection, a **Detailed Scope of Work** and the **Cost/Billing Rates** to be charged to the District, and a not to exceed proposed project cost. Cost proposals will not be accepted until after the firm deemed most qualified has been selected. The cost proposal shall identify direct labor costs and expenses including travel and other direct expenses. The cost proposal for the selected firm will form the basis of negotiations for the contract.

7. Desired Schedule

RFQ Phase

Advertise RFQ	May 15, 2020
Last day to submit written questions	May 27, 2020 by 4:30 p.m.
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Board Approval of Consultant Selection	Future Board Meeting

8. Selection of Consultant

The proposals will be evaluated by a selection committee made up of IVGID staff, IVGID Board members, and members of the community. At this time, the selection committee plans to interview a short-list of consultants for this Project. However, depending on the proposals submitted, the committee may choose not to interview any consultants. These interviews will occur the week of June 15, 2020. The selection committee will evaluate the proposals based on the following criteria:

- Qualifications and experience of Consultant's Team with complex sewer transmission forcemains and pumping stations.
- Project understanding and approach to key issues
- Project Schedule
- Responsiveness to this Request For Qualifications
- Innovative approaches
- Specific experience of Consultant Team with projects of the same nature
- Experience with implementing and permitting projects within Nevada and the Lake Tahoe area and working with NDOT and TRPA.
- References

9. Submittals

Proposals are to be provided in pdf format and may be emailed to sah@ivgid.org and marked confidential. Please include the following in the subject line if emailed, Effluent Export Project, IVGID Project Number: 2524SS1010

Interested parties shall submit their sealed Proposal to the District by no later than 4:30 p.m., June 5, 2020. If mailing or hand delivering the Proposal, it shall be contained in a sealed envelope labeled "Effluent Export Project," and addressed as follows:

Incline Village General Improvement District
893 Southwood Blvd
Incline Village, NV 89451
Attention: Susan Herron

To ensure confidentiality of the information, no proposals, whether written or electronic, shall be opened prior to June 5, 2020, 4:30PM. Proposers who contact IVGID's staff regarding their Request for Proposal other than via submission of questions shall be disqualified.

Proposals should be mailed with adequate planning in order to meet specified deadlines. All questions with regard to this Request for Qualifications or its attachments should be directed to Susan Herron at 775-832-1207, or sah@ivgid.org.