



***PAJARO VALLEY WATER MANAGEMENT AGENCY***

36 BRENNAN STREET • WATSONVILLE, CA 95076  
TEL: (831) 722-9292 FAX: (831) 722-3139  
email: [info@pvwater.org](mailto:info@pvwater.org) • <http://www.pvwater.org>

November 1, 2016

This document is intended to provide clarification in response to questions received regarding the PV Water Request for Proposals to Provide Program Management Services.

**Additional information regarding the two Recycled Water Facility Improvement Projects:**

- The two Recycled Water Facility Improvement Projects are funded by an SWRCB SRF Loan and Proposition 1 Grant. As specified in the agreement with the SWRCB, the projects are scheduled to be constructed in 2017 (treatment improvements) and 2019 (0.5 MG tank). For the efficiency of the Agency, implementation of these projects will be included in the Program Management scope of services.
- More information about these projects is available in the reports, which are available for download at [pvwater.org](http://pvwater.org), or by clicking on the embedded hyperlinks:
  - o [Recycled Water Treatment, Storage, and Distribution System Pipeline Improvements - Facilities Planning Report](#)
  - o [Project Memorandum: Estimation of Additional Reliability Added by Equipping Second UV Channel, February 10, 2016](#)
  - o [Project Memorandum: Options for Improving Disk Filter Reliability, April 8, 2016](#)

**Page Limits:**

- The Table of Contents is not counted as a page when determining page limits.
- No page limits for Sections 5 & 6.

**Chapter I. Summary:**

- On the top of page 2, a sentence states: "All proposed replacement personnel must be approved by PV Water." It was intended to reflect lead personnel such as: "All proposed replacement *of key personnel* must be approved by PV Water."

**Chapter V. Qualifications:**

- On the top of page 10, a sentence states: "All proposed replacement personnel must be approved by PV Water." It was intended to reflect lead personnel such as: "All proposed replacement *of key personnel* must be approved by PV Water."
- **Prime Proposer and Joint Venture Partners Qualifications**
  - o Text as written in the RFP: The Subconsultant providing key/lead team members must either have been in business a minimum of five (5) years providing related services in the tasks for which the Subconsultant is providing key/lead team members; and must have experience participating in one of the key/lead

positions (i.e. Program Management Advisor, Program Controls Manager, etc.) as part of a programmatic team on at least one (1) complex water infrastructure project, with a value of \$25 million or more, and similar in complexity to the BMP Update.

- Revise to: The Subconsultant key/lead team members must have a minimum of five (5) years' experience in one of the key/lead positions (i.e. Program Management Advisor, Program Controls Manager, etc.) on at least one (1) complex water or wastewater infrastructure project, with a value of \$25 million or more, and similar in complexity to the BMP projects.

**Chapter VI. Organization and Content of Proposal, Section 5. Firms' Experience and References:**

- Replace Item 8. (Key Staff resumes) and Item 9. (Key Staff primary office locations) with a description of Key Staff Involved in the Project. The intent of this item is for the Review Panel to read about the level of experience of key individuals who will be part of the Proposing Team, regardless of where they worked previously.

**Chapter VI. Organization and Content of Proposal, Section 6. Key/Lead Team Member Resumes, Letters of Commitment, and References:**

- Identify the Primary Office Location of the Key Team Member

**Chapter VI. Organization and Content of Proposal, Section 9. Staff Estimate and Section 10. Cost Information:**

- The Agency is requesting a Staff Estimate that estimates the level of effort for each staff classification and an hourly rate schedule for all applicable job classifications and identifies all other costs to be billed to the project. The Cost Information should include a fee estimate by year, consistent with the Staff Estimate and the rate schedule for that year. The Agency has prepared an example fee estimate table for your reference.

PV Water Program Management Services <u>Year 1 Services</u> <i>Consultant's Name</i>		Labor					TOTAL LABOR HOURS	TOTAL LABOR COSTS	Other Direct Costs				TOTAL OTHER DIRECT COSTS	TOTAL FEE	
		Title and Name	Title and Name	Title and Name	Title and Name	Title and Name			Other Charges	Subconsultant and Name	Subconsultant and Name	Subconsultant Mark-up (≤10%)			
No.	Task Description	HOURLY RATE	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100								
1	Program Administration and Controls	10						10	\$1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000	\$ 2,000
1.1	Program Management Team and Plans							0	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1.2	Program Controls							0	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
etc.	etc.							0	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
								0	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
								0	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Year 1 Proposal Subtotal	10	0	0	0	0	0	10	\$1,000	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ 2,000	
	Optional Services														
A		10						10	\$1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000	\$ 2,000
B								0	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
C								0	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
D								0	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
								0	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
								0	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Year 1 Total Optional Services	10	0	0	0	0	0	10	\$1,000	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ 2,000	