



Request for Proposals

To Provide

Consulting Services to the Fallbrook Public Utility District

For Computerized Maintenance Management System Recommendation and Implementation
Support

Job # 3093

8/1/2018

Fallbrook Public Utility District

990 E. Mission Road

P.O. Box 2290

Fallbrook, CA 92088

(760) 728-1125

I. Introduction

On June 5, 1922, Fallbrook Public Utility District (FPUD) was incorporated to serve water from local area wells along the San Luis Rey River. Since that time, FPUD has continued to grow, and today constructs, operates and maintains facilities to supply water and sewer services to the town of Fallbrook and water and reclaimed water to the surrounding residential and agricultural areas. The District delivers potable water to some 35,000 people over a 28,000 square acre service area. Major assets include:

- Red Mountain Reservoir, a 435 MG treated water open reservoir
- Red Mountain UV Treatment Plant
- The Fallbrook Water Reclamation Plant, a 2.7 MGD conventional activated wastewater treatment plant
- 5 potable pump stations
- 1 recycled pump station
- 6 sewer lift stations
- 9 potable water tanks
- 25 pressure reducing/flow control facilities
- 280 miles of pipeline
- A future groundwater treatment plant with a maximum capacity of 8.0 MGD

II. Scope of Required Services

The proposed scope of services for the Project includes:

- 1) Evaluate current Computerized Maintenance Management System (CMMS) and how it is utilized at FPUD. Contrast current usage with CMMS industry best management practices and identify how/if the current CMMS can support implementation of identified best management practices.

FPUD currently utilizes Maintenance Connection as its primary work order/preventative maintenance CMMS and Springbrook as its inventory/purchase order/accounting ERP software.

- 2) Project future needs of FPUD related to CMMS applications.

- 3) Review FPUD Enterprise Resource Planning (ERP) system and compatibility with CMMS options.
- 4) Develop a recommendation for CMMS and ERP integration, including an IT plan and implementation schedule with major project milestones. Provide a cost estimate that breaks out software license fees and implementation costs (align with the project milestones if possible).

The successful firm will be expected to deliver a verbal and written summary report (original plus two (2) copies) in order to educate FPUD staff on CMMS options and to direct stakeholders on the best path forward towards a CMMS RFP.

The successful firm will also assist with implementation and training at a future date.

Facility Location

The location for all consulting work will be 990 East Mission Road in Fallbrook, California, 92028, at FPUD's main offices.

III. Proposal Requirements

Proposals are to include the resume of the proposed firm and a list of references. A cost proposal shall be included in a separate envelope. The proposal shall not exceed 7 pages. Responders will be evaluated based on the information submitted in accordance with Section IV. Proposals submitted in response to this RFP shall include:

1. Resume and Experience
2. References
 - a. Provide three references including contact information for similar projects conducted by firm.
3. Rate Schedule and Cost Proposal
 - a. Include an hourly rate schedule including all service fees and anticipated travel costs. This is an hourly rate, not-to-exceed contract.

A mandatory pre-bid meeting will be held on Monday, 8/27/2018 at 1 p.m. PST at FPUD's main offices.

IV. Evaluation Criteria

FPUD's consultant evaluation and selection process is based on Qualifications Based Selection (QBS) for professional services. An evaluation committee appointed by the Project Manager will review the proposals and make a recommendation based on previous experience with similar projects, references, overall cost, and interview. The criteria and weight for evaluating the proposals submitted will be as follows:

1. 10% - Experience with similar projects.
2. 35% - Oral interview.
3. 25% - References.
4. 30% - Overall cost.

V. Schedule for Selection and Award

The District anticipates that the process for selection of firm and awarding of the contract will be according to the following tentative schedule:

1. Issue RFP.....8/1/2018
2. Mandatory Pre-Bid Meeting.....8/27/2018
3. Q&A cutoff.....8/31/2018
4. Proposal due date.....9/7/2018
5. Interview.....9/10/2018
6. Board Approval.....9/24/2018
7. Final selection and notification9/27/2018

VI. Submittal Requirements

1. One (1) executed original, clearly marked on the cover and two (2) additional copies of the proposal shall be submitted. An individual authorized to execute legal documents on behalf of the project team shall sign the proposal.
2. One (1) sealed cost proposal.
3. This RFP shall be received no later than 9/7/2018 at 3:30 p.m. PST, at the District’s Administrative offices:

Fallbrook Public Utility District
 Attn: Kevin Collins, Purchasing/Warehouse Supervisor
 990 East Mission Road
 P.O. Box 2290
 Fallbrook, CA 92088-2290

Failure to comply with the requirements of this RFP may result in disqualification.

All questions regarding this RFP shall be directed to Kevin Collins, Purchasing/Warehouse Supervisor, at kcollins@fpud.com or (702) 688-9171.