

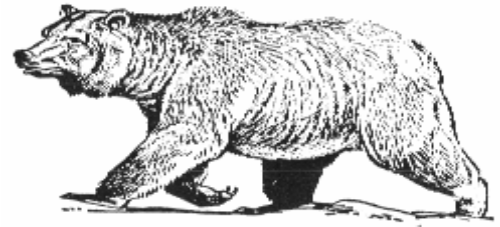
Grizzly Flats Community Services District

4765 Sciaroni Road / P.O. Box 250

Grizzly Flats, CA 95636

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www.grizzlyflatscsd.com



Request for Proposal:

CONSTRUCTION PROJECT MANAGER

2011 Water System Improvement Project

Grizzly Flats Community Services District

Grizzly Flats, Ca.

Job Description and Duties

JOB SUMMARY:

- Provide management oversight for all phases of the 2011 Water System Improvement Project (WSIP), including oversight of the contractor's coordination of their workers, their engineer(s) and inspections, and project materials, and equipment, ensuring the Contractor's Contract is being followed and fulfilled, and work is proceeding on schedule and within the Contract budget.
- Project Manager shall be responsible to the CSD General Manager and in the CSD General Manager's absence to the CSD Water Treatment #3 operator. In the event both CSD employees are absent the Project Manager shall be responsible to the WSIP committee's appointee.
- Project Manager may be required to attend monthly CSD Board Meetings to provide WSIP updates.
- Some tie-ins to the existing water line system may require night time inspections.
- Project Manager's services shall start following the signing of a Construction Project Management Agreement and the issuance of a Notice to Proceed from the District. The Project Manager's services shall end (will be completed) with the completion of the 2011 Water Improvement System Project and Project Close Out requirements. The life of the Project is estimated to be 18 months.

Note: This position will require signing a "Construction Project Management" Agreement which requires the Project Manager to provide his / her own Workers Compensation Insurance, Business Liability Insurance, and a valid El Dorado County Business License.

Note: This position is considered "not at risk." The Project Manager may make recommendations, but the final decisions for hiring, firing, and payment approvals will be made by the Grizzly Flats Community Service District's (GFCSD) Board of Directors (or the GFCSD General Manager).

PROJECT DESCRIPTION:

The Grizzly Flats Community Services District is embarking on a major capital improvement project entitled 2011 Water System Improvement Project (WSIP) to address improvements and upgrades to the District's water supply, raw water storage, water treatment, and distribution systems. See Exhibit "A" (attached) for an outline of improvements and upgrades.

DUTIES AND RESPONSIBILITIES:

- Plan, direct, and coordinate the Water System Improvement Project (WSIP) as described above
- Attend pre-construction meetings with the Contractor, Engineers and District staff
- Conduct weekly progress meetings with the Contractor, Engineers, and District staff
- Review all proposed Change Orders and their construction costs (discuss Change Orders with the District staff); track all costs during construction
- Review all Progress Billings for accuracy of contractor's completed work against billed (invoiced) amount prior to submitting Progress Billing to District's General Manager for the District's review and action (approval and payment, or other appropriate response)
- Identify, Track, Manage, and Resolve all conflicting situations and project issues in a timely manner
- Proactively disseminate project information to all stakeholders
- Identify, Manage, and Mitigate project risk
- Ensure problem solutions are of acceptable quality
- Apply Quality Assurance (QA) and Quality Control (QC) principles in project management
- Coordinate a Project Plan with the Contractor and District Staff to ensure a best order of construction, minimizing operational delays in treating and delivering water
- Oversee performance of all trade contractors
- Oversee the delivery of materials, construction tools and equipment
- Review contractor's efficient and economical use of resources. Review contractor's schedule for a logical flow and utilization of resources
- Review contractor's safety precautions
- Review contractor's Licenses and Permits for being current
- Monitor contractor compliance with set regulations

SKILLS AND SPECIFICATIONS:

- Must be attentive to detail
- Must be proactive with written and oral communication skills
- Must have good coordination skills
- Knowledgeable in 5 PM processes (initialization, planning, executing, controlling, and closing)
- Must be process oriented, self disciplined with good analytical ability
- Must possess management skills to ensure compliance with standard processes and procedures
- Can conform to shifting priorities, demands and timelines through analytical and problem solving capabilities
- React to project adjustments and alterations promptly and efficiently
- Flexible during times of change
- Ability to read communication styles of team members and contractors who come from a broad spectrum of disciplines
- Persuasive, encouraging, and motivating
- Ability to elicit cooperation from a wide variety of sources, including upper management, clients, and other departments
- Ability to defuse tension among project team should it arise
- Ability to bring project to successful completion through political sensitivity
- Strong interpersonal skills
- Adept at conducting research into project-related issues and products
- Must be able to learn, understand, and apply new technologies
- Customer service skills an asset
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial

QUALIFICATIONS:

- University degree or diploma in the field of Project and or Construction Management preferred
- Demonstrated experience in personnel management
- Experience working independently and in a team-oriented, collaborative environment is essential
- Submission of prior project history / performance for review including client contact information

WORK CONDITIONS:

- Sitting and/or standing for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices and objects
- Physically able to participate in training sessions, presentations, and meetings
- Physically able to safely move around various job sites, which may include water tanks, ponds, steep hillsides, excavations and construction sites
- Some travel required for purposes of meeting with client, stakeholders, or off-site personnel/management
- Outside work in inclement weather conditions may be required

If you're interested:

For Project Manager consideration, submit the attached Proposal Form (Exhibit "B") and relevant attachments to the District Office no later than 1:30 p.m. Friday June 3, 2011, in a sealed envelope addressed to the General Manager (see contact information below) and marked on the envelope "face" with the following: 2011 WSIP Project Manager Proposal.

Bob Hovland, General Manager

Grizzly Flats Community Services District

P.O. Box 250

Grizzly Flats, Ca. 95636

gfplant@sbcglobal.net

The 2011 WSIP Design Documents are available for review at the District Office. Please make an appointment to review the Design Documents.

Scope of Work (Exhibit to Construction Project Management RFP and Agreement)

Water Supply

1. Rehabilitation of an existing well at Forest View Tank site.
2. Improve treatment system for direct connection to distribution system.
3. Permit well for municipal use.

Raw Water Storage

1. Upgrade reservoir influent flow meter.
2. Install liner in reservoir to eliminate leakage and improve berm condition.
3. Install outlet pump stations for low-head conditions and improve treatment.
4. Install reservoir level indication.
5. Make better use of existing reservoir capacity (outlay and spillway pipes).

Water Treatment

1. Filter Train #1 – Install liner to address corrosion issues.
2. Filter Train #2 – Operational control upgrades.
3. Filter Train #1 & 2 – Upgrade influent flow meters to ultrasonic equipment.
4. Install filter backwash flow meter to meet California Department of Public Health (CDPH) requirements.

Water Distribution

1. Install three (3) new Pressure Reducing Valves and upgrade a 4th to protect and enhance system reliability.
2. Install three (3) new pipelines (1,926 linear feet of 12" pipe, 2,466 linear feet of 8" pipe, and 423 linear feet of 6" pipe) for improved water delivery and system reliability.
3. Install screened overflow lines on two storage tanks.
4. Install security access ladders and handrails on four (4) storage tanks in accordance with OSHA regulations.
5. Construct a "backbone" Supervisory Control and Data Acquisition (SCADA) hardware and software computer system for improved operational control and system reliability. System shall include:
 - a. Ultrasonic level sensors at four (4) storage tanks with (SCADA) system tie in.
 - b. Provide and install new computer and other necessary hardware for the operation of the latest edition of the SCADA monitoring system. System shall include all design and integration of SCADA components.

- c. Provide and install latest edition new Wonderware In-Touch software on the computer discussed above. Software installation shall include system start-up and any necessary debugging. System shall be ready for District's immediate use.
- d. Purchase and provide required FCC radio license.
- e. Provide District personnel with necessary SCADA training. Training shall include both field and office systems.

Proposal: Construction Project Manager

For Construction Project Manager consideration, submit this Proposal Form and relevant attachments to the District Office no later than 1:30 p.m. Friday June 3, 2011, in a sealed envelope addressed to the General Manager (see contact information) and marked on the envelope "face" with the following: 2011 WSIP Project Manager Proposal.

Contact Information
Bob Hovland, General Manager
Grizzly Flats Community Services District
P.O. Box 250, (4765 Sciaroni Road)
Grizzly Flats, Ca. 95636
gfplant@sbcglobal.net

Provide the following information:

PM = Project Manager

1. Business Name:

2. Business Address:

3. Business Phone:

4. Business Email:

5. Years in Business:

6. # of Employees:

7. Type of Business: Corporation Partnership Proprietorship

8. Driving Distance to Grizzly Flats:

9. Business Owner(s) Name:

10. Business' Primary Type of Work:

11. Name of PM for District's Project:

12. # of Years PM has been with the Business:

13. List any Licenses (Indicate if Owned by Business or PM):

14. # of PM's Proposed for District Project:

15. PM's Highest Level of Education:

16. Is PM Computer Literate?

17. PM's Invoicing Hourly Rate: \$_____ Per Hour

18. PM's Invoicing Hourly Rate for Travel Time: \$_____ Per Hour

19. PM's Invoicing Cost Per Mile for Travel Distance: \$_____ Per Mile

Attach prior Project Management history and/or performance; with client information to this Proposal.