



SCOTTS VALLEY  
WATER DISTRICT

**REQUEST FOR PROPOSALS**

**BETHANY TANK REPLACEMENT  
ENGINEERING DESIGN SERVICES  
for SCOTTS VALLEY WATER DISTRICT**

**PROPOSALS DUE BEFORE 3:00 P.M.  
ON FEBRUARY 24, 2026**

**Scotts Valley Water District  
2 Civic Center Drive,  
Scotts Valley, CA 95066  
[ngillespie@svwd.org](mailto:ngillespie@svwd.org)**

## I. BACKGROUND

### Scotts Valley Water District

Scotts Valley Water District (SVWD) was formed under County Water District Act in 1961 with the purpose of providing water for domestic, commercial, municipal and firefighting purposes. Beginning in 1962, SVWD acquired and consolidated several small mutual water supply systems. SVWD is located six miles north of the City of Santa Cruz, along State Highway 17 and covers approximately six square miles including most of the incorporated area of the City of Scotts Valley and a portion of the unincorporated area north of the City through 4,200 service connections. It generally follows the boundary of the City of Scotts Valley. Notable exceptions to the service are include Pasatiempo Pines and Manana Woods subdivisions, and Vista Del Lago and Spring Lakes Mobile Home Parks, which are served by San Lorenzo Valley Water District. Groundwater from the Santa Margarita Groundwater Basin is the sole source of potable water supply for the District. SVWD operates wells that vary from 350 to 1,750 feet deep. Pumped water is filtered through a pressurized system of sand, gravel and anthracite to remove iron, manganese and hydrogen sulfide. SVWD is also a distributor of the recycled water that is treated at the City of Scotts Valley Tertiary Treatment Plant.

### Bethany Reservoir

In 1965, the SVWD constructed Bethany Reservoir, a 400,000 gallon welded-steel tank for storage of potable water. The reservoir is located at the end of Tabor Dr, in Scotts Valley, CA. A satellite image of the site is included as **Exhibit 1** (note: Bethany Reservoir is mis-labeled as 'Glenwood Water Tower'). Vehicular access to this site is limited to light duty trucks, as the residential neighborhood on Tabor Dr can't support the size of large trucks. Bethany Reservoir provides potable water for the Bethany pressure zone. Bethany Reservoir is the highest elevation tank within city limits. Because of this elevation, the Sand Hill Booster station receives water to pump up to the Mt. Roberta Tank, which provides water to the Northridge neighborhood outside of city limits. The existing reservoir shell height is 32'-2" and has a diameter of 46'-6", which rests on an existing 12" thick ring foundation. The original tank design consists of a redwood beam and joist roof framing system that is supported by steel columns, which support a ribbed metal roof panel system.

In 2023, a Condition Assessment was performed by Robert W. Miles Consulting Engineers. A Technical Memorandum of this Condition Assessment was issued and is included as **Attachment 1**. A second Technical Memorandum was issued by Robert W. Miles Consulting Engineers that summarized relative costs of replacement or rehabilitation of Bethany Reservoir. After analysis of lifecycle costs, the District prefers the option of installation of two redundant welded steel reservoirs. The second Technical Memorandum issued by Robert W. Miles Consulting Engineers is included as **Attachment 2**.

Throughout the history of Bethany Reservoir, there have been geological concerns associated with this site, primarily ridgetop fracturing. The District contracted with Pacific Crest Engineering, Inc, to conduct a geotechnical assessment of the reservoir site. A Technical Memorandum outlining the geological features of this site is included as **Attachment 3**. The District had this geotechnical Technical Memorandum reviewed by Mesiti-Millier Engineering (MME) to determine if this reservoir

site can support the project concept of two welded steel reservoir, based on the geological assessment. MME provided the District with a Technical Memorandum describing that the site is capable of accommodating

two welded steel tanks with a combined capacity of 550,000 gallons, utilizing a mat slab foundation. The MME Technical Memorandum is included as **Attachment 4**.

## **II. PROJECT OBJECTIVES & DESCRIPTION**

SVWD is soliciting proposals from qualified firms to develop plans and specifications to replace Bethany Reservoir and support the District during bidding and construction, to accomplish several objectives:

1. Remove the existing reservoir. Due to limited vehicular site access the Consultant will provide a preliminary plan to facilitate removal of the existing reservoir that can be followed during construction phase. Prior to removal of the existing Bethany Reservoir, the District prefers to have the smaller 150,000 gallon tank constructed and online. If construction of the smaller reservoir is not a viable option, temporary water storage will need to be planned for to keep water supply at this site online.
2. Build the new proposed 400,000 gallon and 150,000 gallon welded steel tanks on this site, according to AWWA D100-21 standards. Due to limited vehicular site access, the Consultant should provide a preliminary plan to facilitate material delivery to this site.
3. Design the inlet and outlet piping to allow sufficient flexibility for maximum credible earthquake, such as EBAA Iron Flex-tend or multiple Victaulic dynamic movement joints, with replacement pipeline.
4. Design internal mixing system utilizing Tideflex Mixing System.
5. Design site improvements including grading, paving, landscaping and fencing.

## **III. PROJECT SCOPE OF SERVICES**

The proposed scope of required services for this project includes:

### **TASK 1: PROJECT MANAGEMENT AND COORDINATION**

1.1 The Consultant shall produce a schedule of work and conduct periodic meetings (in-person or virtual) with the District to discuss progress.

Deliverables:

- Agendas prior to meetings
- Meeting minutes for all design meetings
- Schedule of work- updated monthly
- Progress reports with monthly invoices.

### **TASK 2: PERMITTING**

- 2.1 The Consultant shall carry out any key permitting activities as required by the State of California Water Resources Control Board-Division of Drinking Water (DDW) for the replacement reservoirs.
- 2.2 The Consultant shall support the District which will lead preparation of California Environmental Quality Act compliance requirements, with the project likely categorially exempt or covered through a negative declaration.

#### TASK 3: CONSTRUCTION CONTRACT DOCUMENTS

- 3.1 The Consultant will carry out site surveying and supplemental geotechnical exploration as needed.
- 3.2 Prepare construction documents and cost estimates for a basis of design report (BODR), 90 percent and 100 percent submittals with design drawings, specifications and appropriately classed AACE International cost estimates. The design project manual shall use the Districts standard bid documents, adding special conditions as appropriate.

#### TASK 4: PROJECT DESIGN

- 4.1 Consultant activities during design and construction shall at a minimum include:

1. BODR
2. 90% design
3. 100% design
4. Bidding assistance
5. Engineering Services During Construction

#### TASK 5: DESIGN DELIVERABLES

- 5.1 The Consultant shall produce the following deliverables with information as described above:
  - BODR with surveying and any supplemental geotechnical investigation report
  - 90 percent design
  - 100 percent design
- 5.2 For each meeting or workshop identified in the Consultants scope of work, the Consultant shall prepare and circulate an agenda at least 3 working days before an event and circulate draft meeting minutes within five working days after the event. At each stage of project development, the Consultant shall develop and maintain summary sheets for review, comments and responses.

#### TASK 6: BID SUPPORT SERVICES

- 6.1 For the design package, the Consultant shall join a pre-bid meeting and be available and respond to questions concerning the plans, specifications and estimates prior to bid opening and shall prepare contract addenda, if needed. The Consultant should assume that it will prepare two addenda. The District will bid the project once.

#### TASK 7: CONSTRUCTION SUPPORT SERVICES

7.1 During construction of the project, the consultant shall provide support services to the District. At a minimum, these services are anticipated to include attendance at the pre-construction conference; review of, and response to Contractor submittals; respond to Contractor requests for information; provide specialty inspection for coating application, assist with the review of Contract Change Orders; review construction for acceptance including water sampling for compliance with DDW requirements based on water samples submitted to the District's preferred commercial laboratory; assist District staff in punch-list preparation and prepare record drawings in accordance with District standards.

#### **IV. PROPOSAL REQUIREMENTS**

The proposal shall not exceed 20 pages excluding resumes, cover letter, dividers, front and back covers. Responses must be in the following order and must include:

**1. Executive Summary**

- I. Include a cover letter signed by the project manager and a company principal committing the Consultant to the Project and performance on the Project. Note that the proposed project manager shall have a home office no more than 100 miles from Scotts Valley.
- II. Include a brief overview of the specific approach proposed to meet the needs of the SVWD. May also propose varying approaches that meet the same goal yet may save money, increase efficiencies, result in a better outcome, etc.
- III. Summarize the contents of your firm's proposal in a clear and concise manner.

**2. Project Description**

- I. Explain the objective of the project and how you propose to accomplish the recognized goals. Describe all key activities that the Consultant thinks are needed to complete Bethany Reservoir to design the replacement reservoirs successfully.
- II. Describe the services and deliverables to be provided.
- III. Include a statement on what makes your company uniquely qualified.

**3. Contact Information**

- I. Legal name and address of the company.
- II. Legal form of company (partnership, corporation).
- III. If company is wholly owned subsidiary of a "parent company," identify the "parent company."
- IV. Name, title, address and telephone number of person to contact concerning the Response Submittal.
- V. Number of staff and the discipline/job title of each.
- VI. Sub-Consultants, if any

**4. Organization and Experience of the Project Team**

- I. Describe proposed team organization, including identification and responsibilities of key personnel, including sub-consultants. Include only one-page resumes.
- II. Describe the experience of the Project Manager and the experience that the proposed personnel have working on past projects as a team.
- III. Describe project management approach to the work effort, locations where work will be done, responsibilities for coordination with SVWD staff, lines of communication necessary to maintain design on schedule.
- IV. Describe a proposed schedule showing all facets of work.
- V. Describe the company's capacity to perform the work within the time limitations, considering the firm's current and planned workload and the firm's current and planned work force.

5. Experience and Past Performance, Including Cost and Schedule Control

- I. Include a summary of the past experience and performance of the Project Manager on similar projects. Include the following information:
  1. Owner, contact name and phone number
  2. Project size and description
  3. Project design budget and total dollar value of completed design
  4. Budgeted project design schedule and total time to design completion
  5. Estimated construction costs and actual construction costs
- II. Describe the company's past experience and performance on similar projects. Include the information listed above.

6. Creative Alternatives

- I. Discuss any creative solutions to meet the project objectives.

7. Contractual Scope of Services

- I. The Consultant will include a detailed scope of services to be provided. This must be responsive to the requested scope of work with additional detail as necessary.
- II. The Consultant will prepare a detailed schedule showing all facets of work. Both the scope and schedule will become attachments to the contract.
- III. The Consultant certifies that it has fully read the RFP and takes no exceptions to this RFP. If the Consultant does take exception(s) to any portion of the RFP, the specific portion of the RFP to which exception is taken shall be identified and explained.

8. Proposed Total Cost and Fee Schedules

- I. Submit in separate email marked "CONFIDENTIAL - FEE PROPOSAL" with the firm's name and project title.
- II. Proposed fee must be organized into tasks, as discussed above, with appropriate further breakdown into subtasks.
- III. Proposed fee schedule must include an estimated timeline for completion of each task and subtask.

IV. Proposed fee must include the names, titles, and hourly rates of all staff that will work on the project.

## **V. EVALUATION CRITERIA**

The evaluation criteria and the respective weights that will be given to each criterion are as follows:

1. Project Understanding & Approach (formerly Description): 25%
2. Organization and Experience of Project Team: 25%
3. Past Performance (Inc. Cost/Schedule Control): 25%
4. Creative Alternatives / Innovation: 15%
5. Overall Quality of the Proposal: 10%

## **VI. SELECTION PROCESS AND SCHEDULE**

1. Qualifications-Based Selection. This Request for Proposals (RFP) shall be administered in compliance with California Government Code Sections 4525-4529.5 (the "Mini-Brooks Act"). Selection of the Consultant will be based on demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. The cost of services (Fee) will not be a factor in the initial ranking and selection of the Consultant.
2. Submission of Cost Proposal (Separate email). Proposers are required to submit their Fee Proposal in a separate email marked "CONFIDENTIAL - FEE PROPOSAL" with the firm's name and project title.
3. This envelope/file will remain sealed and strictly confidential throughout the technical evaluation phase.
4. Evaluation and Ranking. An Evaluation Committee will review and score the Technical Proposals based on the "Evaluation Criteria" listed above. The Committee will establish a final ranking of the most qualified firms.

It is anticipated that a contract will be awarded to the highest-ranking firm.

## **VII. FEE NEGOTIATION**

1. Upon completion of the technical ranking, the District will notify the highest-ranked Proposer.
2. The District will open the sealed Fee Proposal of only the highest-ranked Proposer.
3. The District will enter into negotiations with that Proposer to agree upon a fair and reasonable price.
4. If the District is unable to negotiate a satisfactory contract with the highest-ranked Proposer at a price the District determines to be fair and reasonable, negotiations with that Proposer shall be formally terminated.
5. The District shall then open the Fee Proposal of the *second* highest-ranked Proposer and commence negotiations. This process will continue until a satisfactory agreement is reached.
6. The sealed Fee Proposals of any unselected Proposers will be returned unopened (or deleted) upon execution of a contract with the selected Consultant.

## **VIII. DISTRICT RIGHTS AND RESERVATIONS**

The District reserves the absolute right to:

Reject any or all proposals received in response to this RFP;

Cancel this RFP in whole or in part at any time;

Waive any minor irregularities, informalities, technical defects, or clerical errors in any proposal if the District determines that such waiver is in the best interest of the District and does not affect the fairness of the competitive process; and

Re-advertise for proposals or negotiate directly with any qualified firm if the proposals received are deemed nonresponsive or not in the best interest of the District.

The issuance of this RFP does not constitute an agreement by the District that any contract will actually be entered into by the District. The District expressly reserves the right at any time to postpone or suspend the selection process or the award of the contract.

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

Proposal Due Date	Tuesday, February 24, 2026
Contract Award	Thursday, March 12, 2026

Estimated Project Timetable

100% Construction Documents Submittal	May, 2027
Advertise for Bids	May, 2027
Open Bids	June, 2027
Work Completion	October, 2028

## IX. SUBMITTAL REQUIREMENTS

Submit a digital copy of the proposal in Pdf format via email. Proposals must be received no later than **3:00 p.m.** local time on **February 24th, 2026**, at the office of:

Scotts Valley Water District  
2 Civic Center Drive  
Scotts Valley, CA 95066  
Attn: Nate Gillespie  
[ngillespie@svwd.org](mailto:ngillespie@svwd.org)

Re: Bethany Tank Replacement Engineering Design Services

## Exhibit 1

