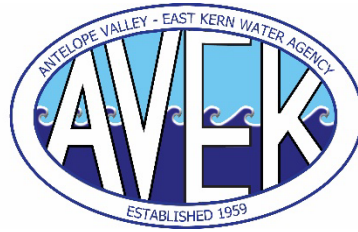


ANTELOPE VALLEY-EAST KERN WATER AGENCY



REQUEST FOR PROPOSALS (RFP)

for

CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE
SNIP PHASE II PIPELINE AND PUMP STATION PROJECT

Proposals Due: Friday, August 21, 2026; 5:00 PM

Antelope Valley-East Kern Water Agency
6500 West Avenue N
Palmdale, CA 93551
661-943-3201

June 30, 2026

SECTION 1 INTRODUCTION

The Antelope Valley-East Kern Water Agency (“AVEK”) is soliciting proposals from qualified construction management consulting firms for construction management and consulting services associated with the SNIP Phase II Pipeline and Pump Station Project (Project).

DEFINITIONS

For the purposes of this RFP, the following definitions shall apply.

Agency	Antelope Valley-East Kern Water Agency
Consultant	Proposer or CM firm
Engineer	Engineer of Record, Kennedy Jenks
Contractor	Construction Contractor, TBD

CONSTRUCTION SCOPE OF WORK

The project includes the installation of 6.6 miles of 48-inch diameter cement mortar lined and coated steel pipe and installation of 3 high head pumps and switchgear in an existing pump station.

CONSTRUCTION SCHEDULE

The project is currently out for public bidding. Bids will be publicly opened August 14, 2026, at 2:00 pm at the Agency’s offices located at 6500 W. Avenue N, Palmdale, CA 93551.

The total duration of the construction contract is 720 calendar days from the Notice to Proceed.

CONSTRUCTION COST ESTIMATE

The anticipated construction cost for the pipeline portion of the project is \$37.5 million. The anticipated construction cost for the pump station portion of the project is \$8.2 million.

SECTION 2 SCOPE OF WORK

TASK 1 – PRE-CONSTRUCTION SERVICES

Pre-Construction Meeting

The Consultant shall facilitate a Pre-Construction Meeting with AVEK, the Engineer, and the Contractor. The Consultant shall prepare a meeting agenda five business days in advance of the meeting and submit the agenda to AVEK for review and comment. The Consultant shall transmit meeting minutes to all attendees within three business days of the meeting.

Pre-Construction Survey

The Consultant shall perform a pre-construction site video survey prior to the Contractor receiving the Notice to Proceed. The video survey shall document the existing condition of all areas potentially impacted by the Project work, including staging areas, storage areas, nearby existing

structures, paved surfaces, and vegetation. In addition to the video survey, the Consultant shall take digital photographs as necessary to document the existing site conditions. The pre-construction survey shall be submitted to AVEK in digital format within three business days.

Pre-Construction Scheduling Meeting

The Consultant shall facilitate a Pre-Construction Scheduling Meeting with AVEK and the Contractor. The specification requirements related to schedule and format of the construction schedule will be discussed at the meeting. The objective of the Pre-Construction Scheduling Meeting is to facilitate timely submittal, review, and approval of the Contractor's Baseline Schedule with as few resubmittals as possible. The Consultant shall prepare an agenda five business days in advance of the meeting and submit it to AVEK for review and comment. The Consultant shall transmit meeting minutes to all attendees within three business days of the meeting.

Quality Assurance/Quality Control Plan

The Consultant shall develop a Quality Assurance/Quality Control (QA/QC) Plan with a comprehensive, systematic approach to ensure that all elements of the Project are delivered in accordance with the contract documents. The Plan shall include QA/QC policies and procedures for all onsite construction work, offsite fabrication of equipment and materials, and startup and commissioning activities. The Consultant shall include provisions to submit a draft, and final QA/QC Plan and the final accepted Plan shall be updated as the Project progresses.

TASK 2 – ACTIVE CONSTRUCTION SERVICES

Weekly Project Progress Meetings

The Consultant shall facilitate in person weekly Project Progress Meetings with AVEK, the Engineer, the Contractor, and all project stakeholders. The Consultant shall prepare the meeting agenda in advance of the meeting and transmit meeting minutes to all attendees within two business days. The Consultant shall utilize AVEK's standard meeting minutes template or approved equal.

Project Correspondence and Communication

The Consultant shall establish a communication protocol with all project stakeholders at the commencement of the Project. The Consultant shall provide written correspondence to the Contractor as necessary to manage the Project in an efficient and timely manner and in accordance with the contract documents. All Project correspondence and documentation shall be issued through the electronic document control system.

Electronic Document Control System

The Consultant shall develop and maintain an electronic document control system to manage and track all Project documentation including, at a minimum, contract plans and specifications, correspondence, meeting minutes, progress payments, submittals, shop drawings, requests for

information (RFIs), contract document clarifications (CDCs), potential change orders, change orders, field directives, daily reports, and photographs. The document control system shall be accessible by AVEK, the Engineer, and the Contractor. The document control system shall be capable of generating logs for submittals, RFIs and change orders. Upon completion of the Project, all documentation uploaded to the document control system shall be neatly organized in a project archive with a standard and uniform file naming convention and shall be transmitted in a format acceptable to AVEK. AVEK reserves the right to request that the Consultant utilize an alternate document control system that meets the Agency's requirements.

Submittal Review

The Consultant shall coordinate the submittal/shop drawing review process and route all transmittals to the appropriate reviewer (e.g., Construction Manager, Engineer, AVEK, etc.). The Consultant shall maintain a log to track the status and review the action of all submittals. The Consultant shall ensure that all submittals required by the contract documents have been submitted by the Contractor. The Consultant is responsible for reviewing the contract documents and identifying the submittals for which it is responsible for reviewing. The Consultant shall maintain a neatly organized electronic system with PDF copies of all submittals. Submittals must be reviewed and returned to the Contractor within 14 calendar days of receipt from the Contractor.

Requests for Information (RFIs)/Requests for Clarification (RFCs)

The Consultant shall coordinate the RFI/RFC review process and route all RFIs/RFCs to the appropriate reviewer (e.g., Construction Manager, Engineer, AVEK, etc.) The Consultant shall maintain a log to track the status of all RFIs and RFCs. The Consultant shall maintain a neatly organized electronic system with PDF copies of all RFIs/RFCs.

Schedule Review

The Consultant will be principally responsible for reviewing and approving the Contractor's Baseline Schedule, weekly look-ahead schedules, monthly schedule updates, recovery schedules and time impact analyses (TIAs). The Consultant shall submit its schedule review procedures to AVEK's Project Manager for review and approval.

Change Management

The Consultant shall establish and implement a change management procedure, including management of the change order process and reviewing, negotiating and responding to proposed change orders from the Contractor. The Consultant shall implement a proactive approach to minimize change orders to the extent possible. Responses to change order requests shall be provided in accordance with the contract documents. All negotiated change orders shall be reviewed and approved by AVEK's Project Manager. The Consultant shall monitor and verify the authorized change order work.

Claims Management

The Consultant shall manage and respond to all claims and notices of potential claim from the Contractor in a timely manner. The Consultant shall prepare a formal written analysis of the validity of each potential claim and provide a recommendation regarding entitlement and resolution to AVEK's Project Manager. The Consultant shall coordinate the resolution of conflicts and discrepancies in the plans and specifications, construction issues, and proposed field changes due to unforeseen conditions.

Inspection

The Consultant shall provide both on- and off-site inspection services as necessary to verify that the Contractor's work is performed in compliance with the contract documents, industry standards and applicable codes, environmental and local regulations, and construction permits. Inspection services shall include but are not limited to structural, civil, mechanical, electrical, instrumentation and controls, material inspection, quality control and assurance, materials testing coordination, and daily inspection reports. The Consultant shall document the Contractor's daily activities with a daily construction report using AVEK's standard template or approved alternative. Daily construction reports shall be filed each day. The Consultant shall take color photographs of construction activities daily. Daily construction reports and progress photos shall be neatly organized and incorporated into the Consultant's electronic filing system. Consultant's inspection staff shall have relevant experience and technical certifications in the designated field of expertise for which inspection services are being provided.

Facility Shutdowns

The Consultant shall establish and implement protocols for effectively executing system outages and start-up with minimal impact to the Agency's operations. The Consultant shall coordinate with AVEK, the Engineer, and the Contractor to develop detailed plans and schedules for all planned shutdowns. The Consultant shall coordinate activities with AVEK and the Contractor during shutdown. The Consultant shall monitor and document shutdown work and update AVEK on as needed basis.

Schedule of Values

The Consultant shall review and approve the Schedule of Values submitted by the Contractor at the commencement of the Project. The Consultant shall ensure that the Schedule of Values contains sufficient detail to track the progress of the work and to facilitate approval of the Contractor's monthly progress payment applications.

Progress Payments

The Consultant shall review and approve the Contractor's monthly progress payment requests. The Consultant shall ensure that all supporting documentation and releases have been provided before transmitting the pay application to AVEK's Project Manager for review and approval.

Permits

The Consultant shall ensure that the Contractor has obtained all permits necessary for the performance of the work and that all permit conditions are met by the Contractor. The Consultant shall verify that the Contractor submits timely requests for inspection and permit signoffs from agencies having jurisdiction. The Consultant shall daily monitor the Contractor's traffic control system to ensure the traffic control is properly installed and maintained in accordance with the contract documents.

Environmental and CEQA Compliance

The Consultant shall monitor, document, and enforce the Contractor's compliance with the Project's California Environmental Quality Act (CEQA) Mitigated Negative Declaration, including the Mitigation Monitoring and Reporting Program (MMRP), environmental permits, and local ordinances. Consultant is responsible for hiring and scheduling the required on-site monitors during active construction.

Safety

The Consultant shall monitor the Contractor's work practices to ensure that all safety requirements are met. The Consultant shall review the Contractor's Injury and Illness Prevention Plan (IIPP) and Job Hazard Analyses (JHA) and observe the Contractor's work to ensure conformance with OSHA requirements. The Consultant shall promptly notify the Contractor and AVEK of any observed safety violations.

Monthly Reporting

The Consultant shall prepare monthly progress report documenting the status of the project budget (Contractor and Construction Manager), project schedule, potential project issues and all work performed during the reporting period (e.g., number of RFIs and submittals reviewed, number of meetings attended, construction photos, etc.). The Consultant will be required to attend and present at AVEK's board meeting each month.

Record Drawings

The Consultant shall review the Contractor's record drawings on a weekly basis to ensure that the drawings are up to date and accurate. The Consultant shall review the Contractor's record

drawings at the end of each month prior to approving the Contractor’s monthly progress payment request. The Consultant will also maintain an independent set of record drawings in its office.

Certified Payroll

The Consultant shall review the construction Contractor’s certified payroll to ensure compliance with prevailing wage requirements as set forth by the California Department of Industrial Relations.

Startup and Commissioning

The Consultant shall coordinate with AVEK, the Contractor, and the Engineer to develop a comprehensive start-up plan. The Consultant shall coordinate with all project stakeholders to successfully start-up and commission the project improvement. The Consultant shall ensure that all startup, testing and commissioning activities have been properly performed, accepted and thoroughly documented before the Notice of Substantial Completion is issued.

TASK 3 – PROJECT CLOSEOUT

Punch List

The Consultant shall coordinate with AVEK, the Engineer, and the Contractor to prepare punch lists for outstanding items of work, including all documentation and submittals required by the contract documents, upon Substantial Completion of the Project. The Consultant shall be prepared to assign cost values for outstanding punch list items to facilitate prompt and timely close-out of the Project and release of retention. The Consultant shall ensure that all punch list items have been addressed to the satisfaction of AVEK.

Record Drawings

The Consultant shall review the Contractor’s final red-line drawings to ensure that the drawings are accurate and complete with all field changes. The Consultant shall certify the accuracy of the final red-line drawing set before final payment is approved and before the red-line drawings are transmitted to the Engineer for incorporation into AutoCAD. The Consultant shall transmit the final red-line drawings to the Design Engineer within 1 week of receipt from the Contractor to facilitate preparation of record drawings. The Consultant shall transmit both hard copies and electronic copies (PDF Format) of the Contractor’s red-line drawings to AVEK and Design Engineer.

Warranty/O&M Manuals

The Consultant shall review and verify warranties and guarantees are submitted by the Contractor as specified in the contract documents. The Consultant shall coordinate with AVEK to verify that proper operations and maintenance manuals and any training materials have been provided in accordance with the contract documents.

Final Payment

The Consultant shall reconcile all contract Bid Items, change order work and outstanding punch list items in the preparation of the final payment to the Contractor.

Close-Out Report

The Consultant shall prepare a Close-Out Report including, at a minimum, a summary of the Project construction, key issues, lessons learned, change summary, schedule summary, as-built schedule and recommendations for the management of future projects. The Consultant shall include provisions to submit a draft and final Close-Out Report.

Project File

At the conclusion of the Project, the Consultant shall transmit all Project-related documentation to AVEK’s Project Manager. An electronic version in PDF format shall be maintained throughout the duration of the Project and transmitted to AVEK. The Project file shall be neatly organized, and all files shall be accurately titled and labeled to facilitate ease of access by AVEK staff. The Consultant shall present the Project file structure to the AVEK Project Manager when transmitted.

SECTION 3 PROPOSAL PREPARATION AND EVALUATION

RFP SCHEDULE

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| • Release of RFP | June 30, 2026 |
| • Optional Pre-Proposal Meeting | July 20, 2026, at 2:00 pm |
| • Deadline for Questions | August 7, 2026, at 5:00 pm |
| • Proposals Due | August 21, 2026, at 5:00 pm |
| • AVEK Approval/Award | September 2026 |
| • AVEK to Issue Notice to Proceed | October 2026 |

INQUIRIES/QUESTIONS

Questions pertaining to this RFP should be emailed to Benjamin Melendez at bmelendez@avek.org by July 31, 2026, at 5:00 pm.

PROPOSAL SUBMITTAL

Proposals are due no later than August 21, 2026, at 5:00 pm, and must be received by that time and date. Consultants must submit one (1) electronic copy of their proposal to bmelendez@avek.org and jroberts@avek.org. AVEK is not responsible for proposals that are delinquent, lost, mismarked, and sent to an email address other than that given above. AVEK reserves the right, after reviewing

the proposals, to reject any or all proposals, or to accept the proposal(s) that in its sole judgment is (are) in the best interest of AVEK.

DIR REGISTRATION

The Consultant and any subconsultants must be registered with the California Department of Industrial Relations (DIR) at the time of Proposal submission. Consultant is required to comply with all prevailing wage requirements.

REVIEW OF PROPOSALS AND SELECTION OF CONSULTANT

Proposals should provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP. Emphasis should be on brevity, completeness, and clarity of contents.

Proposals submitted will be evaluated by AVEK staff and/or AVEK Board Committee. The evaluation will be based upon, but not limited to: proposal cost, strength of proposed methodology, related experience of the firm, AVEK's experience with the firm, professional qualifications of the individual(s) to be assigned to the project, ability to meet required deadlines, and references from previous clients.

While cost is a key consideration, AVEK reserves the right to choose the best proposal, which may not be based on price. AVEK may choose to interview the top candidates.

After evaluating the proposals, AVEK reserves the right to further negotiate the proposed work and/or method and amount of compensation. The respondent must clearly state the period for which the proposal will be valid. This period must not be less than ninety (90) days from the date of submittal.

PROPOSAL CONTENT

AVEK requires the proposer to submit a concise proposal clearly addressing all the requirements outlined in this RFP. Proposals should be limited to ten (10) 8 ½" x 11" pages and two (2) 11"x17" pages, including the cover letter and resumes.

Proposal must include, at a minimum, the following sections:

- Cover Letter: A brief summary containing highlights of Consultant's proposed approach to the services described in the RFP, including a statement of its understanding of the project and services required, signed by an individual authorized to bind the proposing firm stating the firm has read and will comply with all terms and conditions of the RFP.

- **Background on Firm:** A brief description of the firm including the size of the organization, location of offices, years in business, organizational chart, name of owner and principal parties, and titles of staff. Qualifications of individuals who will perform the work listed in the Scope of Work along with identification of the individual who will be AVEK’s main contact.
- **Statement of Understanding and Approach:** Provide a description of the methodology the firm will use to complete the Scope of Work as detailed in this RFP. Discuss and describe the firm’s experience working on similar projects and provide a statement of the services that your firm feels differentiates your firm from others. Additionally, as a part of the summary, identify the responsibilities of AVEK and the responsibilities of the firm.
- **Scope of Work:** Provide details with specific task descriptions to demonstrate that the proposer has considered all aspects of the proposal, and that the proposer will cover them thoroughly.
- **Project Schedule:** Provide a project schedule with significant milestone events or deadlines. Scheduling milestones should be concrete and achievable; however, they may be revised on approval of both parties.
- **Work Examples:** Provide unredacted examples of daily construction reports, monthly progress reports, and project close-out reports from a similar project(s). Work examples are to be included as an Appendix to the Proposal and will not count against the maximum page limit.
- **Fee:** Each proposal shall include a not-to-exceed fee, including hourly rates for each individual (including all costs), and estimated hours each individual will spend on each task of the project. Cost for expenses are to be incorporated into the individual hourly rates. Reimbursement requests for expenses will not be considered.
- **References:** Provide the following information for at least five (5) successfully completed and operational pipeline and pump station projects:
 - Name, address, and telephone number of the client.
 - Person to contact for references.
 - Time period of project and brief description of the scope of services provided.
- Proposers must disclose any potential conflicts of interest with AVEK or related entities.

SECTION 4 AVAILABLE INFORMATION UPON REQUEST

- Issue for Bid Contract Documents
- Sample Professional Services Contract
- CEQA Notice of Determination and Mitigated Negative Declaration