



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



SDLF Gold-Level of Governance

President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

April 23, 2018

SUBJECT: Request for Proposal, Town of Discovery Bay 2018 Wastewater Master Plan Update

Dear Prospective Proposer:

The town of Discovery Bay Community Services District (District) is seeking proposals from interested, qualified consulting firms for engineering services relating to: **Wastewater treatment facilities master planning**. The District is purveyor of wastewater treatment services for the Town of Discovery Bay in Discovery Bay, CA.

This work is located at the District's wastewater treatment plants in Discovery Bay, CA. The District has had several master plans competed on the facilities. These plans need to be updated and new issues addressed.

If your firm is interested in performing this work, please request a RFP packet from Virgil Koehne at the address below and submit a proposal in accordance with requirements indicated in the RFP. If you have any questions or need additional information, please contact me in writing via e-mail at:

Virgil Koehne, Wastewater Manager
Subject: 2108 Wastewater Master Plan update RFP
vkoehne@todb.ca.gov

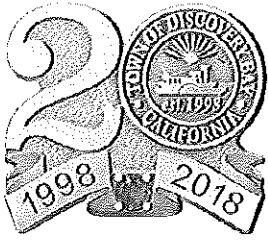
Sincerely,

Virgil Koehne
Wastewater Manager

1800 Willow Lake Road • Discovery Bay • CA • 94505-9376

Telephone • 925.634.1131 • Fax • 925.513.2705

www.todb.ca.gov



RFP
Town of Discovery Bay Community Services District
2018 Wastewater Master Plan Update

April 23, 2018

Town of Discovery Bay Community Services District

Request for Proposals 2018 Wastewater Master Plan Update

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PART I – SCOPE OF WORK

Section 1

General Requirements

1. The Consultant agrees to perform the services described herein in accordance with the Agreement terms, Appendices, and the requirements outlined in the **2018 Master Plan Update RFP**. All amendments, changes, and/or modifications to this Scope of Work require advanced approval in writing by the Town of Discovery Bay Community Services District (District).
2. The District agrees to pay for Work actually completed per the billing rates approved by the District and attached to the Consulting Services Contract Appendix C, Rate Schedule. Said rates shall be the basis of compensation to the Consultant.
3. Consultant invoices shall be due monthly. All invoices shall clearly indicate the names and titles/employee categories of the individuals who performed work on the task(s); the hours spent by each individual on each task; and the billing rate for each individual per the District approved Fee Proposal. In addition, invoices shall include a clear summary of the work that was completed during the invoice cycle. Refer to the Consulting Services Contract (Contract) for payment terms.
4. The rights, responsibilities, and duties under the Contract are personal to the Consultant and may not be transferred or assigned without the express, prior, written consent of the District.
5. The Consultant shall act, in the performance of the Contract, as an independent Consultant and shall not, for any purpose such as Workers' Compensation, Federal or State Tax liability, leave benefits, and medical insurance be considered as an employee of the District.
6. The Consultant shall comply with, and complete all work in accordance with all applicable Local, State, and Federal laws, regulations, rules, and ordinances. All calculations, design, specifications, measurements, field and laboratory work, and such shall observe all applicable safety requirements in accordance with all Cal-OSHA regulations. In addition, the Consultant shall ensure that all work is accomplished using the latest version of the applicable technical specifications, codes, references, bulletins, standards, etc. These references and standards include but are not limited to the latest: National Association of Corrosion Engineers (NACE); California Building Code (CBC); American Society for Testing and Materials (ASTM); etc. All documents and drawings prepared under this scope of work shall be the property of the District.
7. All personnel assigned to this project shall complete tasks only within their area of competence. All work shall be completed in recognition of current electrical and building codes, rules, regulations, and laws.

Section 2

Project Introduction

The Town of Discovery Bay (District) proposes to contract with the selected Consultant to perform an update to their existing Wastewater Master Plan. Key issues facing the District include:

1. Updating flow and load information based on environmental changes that have affected flows including the recession, drought, and Town wide implementation of water meters.
2. Selecting the final process to move forward with for denitrification per the current NPDES permit time schedule.
3. Addressing deficiencies identified with the operation of the UV system to meet Title 22 under higher flow conditions. These issues were identified as part of recent Title 22 validation testing.
4. Evaluate the possibility of changing discharge location from Old River to a ground infiltration process to reduce restrictions on discharge limits.
5. Consolidating information in previous master plans and amendments into a complete comprehensive report.
6. Review and Recommend SCADA networking improvements to reduce system communication conflicts and delays.

Consultant shall prepare draft and final reports with total project cost estimates for all proposal recommendations.

Section 3

Project Goals and Objectives

The District is seeking a qualified Consultant to prepare the Master Plan Update and prepare project costs for all recommended criteria.

To summarize, the District's goals are to:

1. Prepare a complete Master Plan Update that will update costs and project needs for the Town for the next 10 years.
2. Address key issues listed under Section 2.
3. Address the costs versus benefits of the following operational concerns as part of the master plan effort.
 - a. Equalization basin for flow stabilization to filters
 - b. DAF system for algae removal of lagoon return flows
 - c. Addition of a storm water collection basin for separation of returned water system (lagoons, filter reject) from storm water system.
 - d. Addition of a "plant drain pump station" for the ability to return internal recycled water (lagoons, filter reject, filtrate water, ditch and clarifier drain water) to the head works instead of the secondary system
 - e. Drain systems for all basins for easier cleaning and maintenance
 - f. Return pump station for plant #1 emergency storage basin for draining of emergency storage basin efficiently after use or storm events

- g. Drain system for plant #1 clarifier lift stations for cleaning and maintenance.
- h. Clarifier launder covers
- i. Closed grating for all process covers to reduce algae growth
- j. Upgrading 110 volt power outlets for general operation &
- k. Upgrading 220 volt outlets for general operation
- l. A new belt filter press for replacement of the inefficient BFP #1

Section 4

Background Information

The District operates two wastewater treatment plants located on the north and south side of Highway 4 just east of Discovery Bay. Plant 1 is on the north side and was the original treatment facility. Plant 2 is on the south side and was constructed in 2002. Effluent from both plants is combined for tertiary treatment and disinfection at plant No. 2. Effluent is piped to Old River and discharged through a diffuser in the river. Current flows are approximately 1.3 million gallons per day with a permit capacity of 2.37 million gallons per day. Both plants are operated by Veolia Water NA.

The district recently completed a series of construction improvements based on previous master plan updates including solids handling improvements, a third oxidation ditch, and Title 22 filtration system.

The most recent wastewater Master Plan for the District was completed in October 2011. Subsequent amendments were prepared to address specific issues. These include the following.

- Amendment No. 1, February 2013, Revisions After Final Draft
- Amendment No. 2, September 2015: Nitrification and Denitrification Improvements
- Amendment No. 3 March 2016, Plant 1 Rehabilitation or Replacement Alternatives Analysis

Copies of these reports are included with the RFP package.

Section 5

Scope of Work

- A. The District is in the process of planning for wastewater facilities for the next 10 years. It is the District's desire to have a comprehensive Maser Plan Update prepared that addresses key concerns identified in Section 2 and updates costs for all recommended projects. Report Shall include the following sections as a minimum.
 - 1. Executive summary
 - 2. Future Land Use
 - 3. Collection System
 - 4. Wastewater Flows and Loads
 - 5. Overview of Existing Wastewater Treatment Plant

6. Plant Hydraulic Analysis
 7. Compliance With Waste Discharge Requirements
 8. Influent Pump Station
 9. Headworks
 10. Secondary Treatment Facilities
 11. Denitrification Alternatives and Recommendations
 12. Secondary Effluent Pump Station
 13. Tertiary Filtration
 14. UV Disinfection
 15. Effluent Pump Station, Pipeline and Diffuser
 16. Effluent Disposal Alternatives
 17. Solids Handling
 18. SCADA system
 19. Summary of Improvements
- B. Conduct field inspections and operator interviews.
- C. Conduct project meetings.
- D. Prepare Draft and Final Reports.

Section 6

Interface with District Personnel

HERWIT Engineering will manage the project on the District’s behalf. The *Project Manager* will serve as the Consultant’s point of contact for this work, unless otherwise directed by the District. These matters include but are not limited to:

- Scheduling any onsite visits or meetings;
- Requests for data, record drawings, and any other pertinent District information;
- Approval requests for schedule and budget changes; and
- Submittal of all project deliverables.

Additional District staff from Operations and Maintenance will be involved in the review of project deliverables including the project reports. These staff members will take part in all inhouse group discussion meetings.

PART II – REQUEST FOR PROPOSAL (RFP) INFORMATION

Section 1

Introduction

Section 1.1 – Proposal Review, Selection, and Award (General)

All proposals received will be reviewed by a committee of District staff in accordance with the criteria published within this RFP. **All proposed fees and costs shall be submitted separately, in sealed envelopes.** It is the District’s intent to select a Proposer according to qualifications without opening the sealed costs and fees. After a Proposer has been selected, District staff will open the sealed costs and fees of all Proposers, if the fees and costs of the selected Proposer are higher than those submitted by the other proposers, the District may choose to negotiate the final costs and fees with the selected Proposer. Conversely, the District reserves the right to select an alternate Proposer and negotiate its proposed fees and costs.

The successful Proposer will enter into a written Contract with the District for the performance and completion of all identified work. Part III to this RFP contains the format for the written Contract and Part I to this RFP contains the proposed scope of work. Note: This Contract will require formal award by the District’s Board of Directors at its next available monthly Board Meeting. Following award, the District’s staff will issue a Notice of Award to the successful Proposer with the Contracts attached for its signature. The Contracts will be subsequently executed by the District’s General Manager.

Section 1.2 – Schedule

The District anticipates the following schedule for moving forward with the Work:

April 23, 2018	Issue RFP
May 30, 2018	Receive Proposer responses to the RFP
June 7, 2018	Interviews (Proposers, please reserve this date)
June 20, 2018	Contract award at Board Meeting
July 9, 2018	Kick-off the project

Section 2

Requirements

Section 2.1 – Experience and Other Requirements

The Consultant shall be a responsible firm that has been in continuous business existence, and has provided continuous services matching those requested in this RFP for a period of at least ten (10) years. Less than this time amount shall automatically disqualify and eliminate the proposer from further consideration.

Section 3

Submitting A Response

Section 3.1 – Format for Responses

Responses to this RFP shall be submitted in Adobe PDF (electronic) format on 8.5-inch by 11-inch sized paper. (Exception: The fee proposal shall be submitted sealed in hardcopy format.) 11x17 fold outs for specific items may be used. Proposal shall be a maximum of 20 pages not

counting resumes. Resumes shall be included at the end in an appendix. All responses shall be typed. No handwritten or hand drawn responses will be reviewed.

Proposals shall be clearly labeled "2018 Wastewater Master Plan Update RFP" on the first page. The responses shall include the following information, organized as specified below:

Part A – Proposer Information

Please provide the following information about the Proposer:

1. Company Name with Address, Phone, Email, and Website.
2. Point person assigned to address questions about the proposal, include both email and phone number for the point person.

Part B – Qualifications of the Firm

Please provide the following information about the Proposer:

1. Provide a brief profile for the firm, including:
 - a. The length of time that the firm has been in continuous operation.
 - b. Core business services offered by your firm.
 - c. Type of business (i.e. sole proprietorship, corporation, etc.).
 - d. Company size (number of employees, or number of offices and locations).
2. Provide five (5) individual client references that have received engineering services similar to those described in this RFP from your firm within the past seven (7) years. References shall include the following information: company name, point person, phone, email, project name, project start and end dates, contract value, and a brief description of the scope of work completed by your firm.
3. Include a project organization chart that clearly delineates the communication chain of command between the project team members and the District. Highlight the individual proposed to manage the administration of the agreement on the Consultant's end, and the individual proposed to manage the overall project.
4. Indicate the use of subconsultants, if any. Include the information requested in Part B for each subconsultant. Note: Three (3) individual client references are requested for subconsultants. Describe the proposed tasks for the subconsultant. Subconsultant(s) are subject to the review and approval of the District.

Part C – Qualifications of Personnel

Please provide the following information about the Proposer's personnel that will be assigned to complete the scope of work:

1. Identify all proposed personnel to perform work under this contract by name, employee title/employee category, the length of time that the person has been with the firm, and the proposed tasks that each individual will complete.
2. Include brief resumes for all proposed personnel, highlighting their knowledge, credentials, understanding of applicable requirements, and experience.
3. Listed personnel must actually perform a significant role on the project. **Do not** list personnel or provide resumes for personnel who will not ultimately perform a significant roll on the project.

Part D – Approach

Include a Statement of Work (SOW) that addresses this RFP, specifically Part I – Scope of Work, and demonstrates the Proposers’ understanding of the District’s objectives. The Proposer shall discuss its experience on similar projects relative to the District’s needs and demonstrate its past experience. The Proposer’s SOW shall demonstrate understanding of the District’s goals and objectives; address how it will approach the District’s scope of work (site meetings, email requests, etc.); how it will communicate its recommendations (conference calls, personal visits, technical memorandums, etc.); the proposed deliverable(s)/end-products with the intended use of such materials; and how the Proposer’s team members will work with the District’s staff.

Include a proposed project schedule clearly outlining major milestones identified in this RFP’s Scope of Work (Part I).

Part E – Ability to Meet Requirements

Confirm in writing the Proposer’s ability to meet the District’s standard Consulting Services Contract requirements, including insurance requirements and scope of work requirements. Indicate the same for all proposed subconsultants. No exceptions to the District’s standard contract will be accepted.

Part F – Fee Proposal

Submit in a **sealed envelope**, a hardcopy of the proposed Fee Proposal to be used for billing under this contract. The Fee Proposal shall be all-inclusive and include: all requested services, including labor, equipment, overhead, and profit. The proposal shall be broken down by task, and each task broken down by: employee name, employee title/category, hourly rate, and hours.

Note: The Fee Proposal will be reviewed **after** the evaluation of the Proposals is complete. The final Fee Proposal cost is subject to approval and acceptance by the District.

Section 3.2 – Submittal Instructions

Responses to this RFP, including the Fee Proposal, are due before **4:30 pm on Wednesday, May 30, 2018**. It is the Proposer’s/respondents’ sole responsibility to ensure that its response to the RFP is complete and is received in the proper time. Submit one (1) complete copy of the response (excluding Part F – Fee Proposal) in Adobe PDF electronic format to the attention of:

Virgil Koehne, Wastewater Manager
Subject: 2108 Wastewater Master Plan update RFP
vkoehne@todb.ca.gov

Part F – Fee Proposal shall be submitted sealed in hardcopy format to the attention of:

Town of Discovery Bay community Services District
Virgil Koehne, Wastewater Manager
Subject: 2108 Wastewater Master Plan update RFP
1800 Willow Lake Road
Discovery Bay, CA 94505

Section 3.3 – RFP Questions

All questions, requests for clarification, requests for information, etc. shall be submitted in writing via e-mail to Virgil Koehne.

All questions, requests for clarification, requests for information, etc. shall be made in writing and must be received no later than **5:00 pm on Friday, May 18, 2018.**

Section 3.4 – Proposal Evaluation Criteria

3.4.1 – All proposals received will be evaluated according to the criteria outlined in this Section 3.4 of Part II of the RFP. The evaluation criteria may only be modified by written addendum issued by the District. If awarded, contract award will be made to the Proposer submitting a proposal earning the highest evaluation score according to the criteria established herein.

3.4.2 – Evaluation Criteria - 100 total points possible

All proposals will be evaluated and scored according to the criteria listed below. Each proposal will be evaluated according to the four categories outlined below, and the point total for each proposal will be summed up. The highest overall point total will be considered the proposal with the best overall qualifications, cost, and services to the District, and will be considered for subsequent award.

- **Qualifications of Firm (25 points maximum, possible)**
This category considers the experience of the firm in performing work similar in nature and/or related to the work described in Part I – Scope of Work of this RFP; experience working with public agencies; strength and stability of the firm; appropriateness of personnel to the work; logic of proposed staff organization; adequacy of labor resources; and company references.
- **Qualifications of Personnel (30 points maximum, possible)**
This category considers the qualifications and previous experience of proposed personnel; key personnel's level of involvement in the work; and specified certifications. People who can think outside the box.
- **Approach (25 points maximum, possible)**
This category considers the Proposer's understanding of the District's requirements and objectives; overall quality and logic of the Proposer's work plan; work distribution and availability of staff; ability to meet project deadlines; and any special methods proposed to complete the work expeditiously and efficiently.
- **Proposal Quality (10 points maximum, possible)**
This category considers the overall quality of the proposal.

- Proposal Cost Value (10 points maximum, possible)
This category considers the overall cost value of the proposal versus the services offered.

Section 3.5 – Mandatory Pre-Proposal Meeting

The District invites prospective Proposers to a mandatory meeting with District staff to see the facilities and to ask project-related questions. The pre-proposal meeting is scheduled for **8:30 am on Monday, May 14, 2018** in the Wastewater Treatment Plant No. 2 Lunch Room located at Plant Address 17501 Highway 4 Discovery Bay, CA 94505

Section 4

Conditions

Section 4.1 – Conditions for Submitting A Response

4.1.1 – Responses to this RFP are voluntary and shall be prepared at the sole expense of the Proposer/respondent. The District shall not accept financial responsibility for any response, including but not limited to the preparation of any response or the use of any information contained in the response.

4.1.2 – This RFP and the Proposer’s response do not commit the District to award an Agreement. The District reserves the right to reject any or all of the proposals. The District, at its sole discretion, reserves the right to issue an Agreement or not. The Agreement shall be in the manner and format as specified in Part III of this RFP.

4.1.3 – The District reserves the right to contact any respondent to clarify a response. The District may interview several, none, or all of the respondents to this RFP. The District reserves the right to contact any reference listed by the respondents.

4.1.4 – In submitting a proposal response to the District, the Proposer represents the following:

1. It has thoroughly examined and become familiar with the work, contract, and insurance requirements described in this RFP.
2. It will honor its proposal for a period of 90 calendar days from the date that proposals are due as established by the requirements of this RFP or District-issued addendums thereto.
3. If awarded an agreement by the District, it will comply with all requirements set forth in this RFP, and execute the contract with the District and issue all required insurance documentation with endorsements within 14 calendar days of receipt of the Notice of Award from the District.
4. It has reviewed the District’s standard agreement terms, insurance requirements, scope of work, and method of payment, and once awarded an agreement, will not seek to alter, or otherwise revise the language.
5. It will comply with all applicable Local, State, and Federal laws and requirements, including but not limited to labor, safety, and environmental.

4.1.5 – The District reserves the right to revise or amend the RFP documents before the day and

time that the responses are due. Any such revisions will be made by written addendum to this RFP. Such addendum will be issued via e-mail to all individuals who attend the mandatory pre-proposal meeting. Respondents must acknowledge the RFP documents including any addenda thereto in their proposals.

4.1.6 – Any Proposer may withdraw its proposal prior to the due date and time. The Proposer shall submit a written request signed by an authorized representative of the firm and delivered to:

Virgil Koehne, Wastewater Manager
Subject: 2108 Wastewater Master Plan update RFP
vkoehne@todb.ca.gov

4.1.7 – The District reserves the right to cancel this RFP at any time.

4.1.8 – The District reserves the right to wave any minor errors or irregularities in the proposals, to the extent permitted by law.

4.1.9 – The District reserves the right to negotiate fees with the selected Proposer.

4.1.10 – Only firms submitting a valid proposal may submit a proposal protest. All protests shall be submitted in writing and shall be signed by an authorized representative of the protesting firm. The communication shall clearly state the nature of the protest and the request, including supporting information. Protests shall be submitted within 7 calendar days of the Notice of Selection.

Section 4.2 – Confidentiality Requirements

The District as a public agency is required to abide by the California Public Records Act (CPRA) and the Federal Freedom of Information Act (FFOIA). All responses to this RFP during the proposal period and all documentation produced during the contract period shall become the property of the District and shall be subject to the requirements of the CPRA and FFOIA. The District shall not be held responsible for any damages to the Consultant as a result from any public records request and subsequent release made under the auspices of CPRA and FFOIA. The Consultant shall fully indemnify, defend, and hold harmless the District in such respects.

PART III – STANDARD CONTRACT FORM

Section 1 Contract and Insurance Requirements

Attached to this Part III is a copy of the District's standard Consulting Services Contract form. All work under this RFP shall be governed by the terms of the District's standard Consulting Services Contract (Contract, Agreement). If awarded this project, the selected Consultant shall execute the District's standard Contract for this work, and furnish insurance with endorsements as indicated in Appendix A of said Contract.

Section 2

Appendices to Contract

The insurance and endorsement requirements described in the attached Contract shall comprise Appendix A of said Contract. The Scope of Work described under Part I – Scope of Work of this RFP shall comprise Appendix B – Scope of Work to said Contract. Appendix C – Method of Compensation to said Contract will include the Consultant’s fee proposal as accepted by the District.

**** get latest contract and Insert

PART IV – REFERENCE AND RECORD DRAWINGS

Section 1

List of Drawings/Information Included

The most recent wastewater Master Plan for the District was completed in October 2011. Subsequent amendments were prepared to address specific issues. These include the following.

- Amendment No. 1, February 2013, Revisions After Final Draft
- Amendment No. 2, September 2015: Nitrification and Denitrification Improvements
- Amendment No. 3 March 2016, Plant 1 Rehabilitation or Replacement Alternatives Analysis