



REQUEST FOR PROPOSALS

FOR

ON-CALL PROFESSIONAL SURVEYING SERVICES

**SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT
SACRAMENTO AREA SEWER DISTRICT**

RFP No. 9063

ISSUE DATE: May 11, 2020

**DUE DATE & TIME:
June 12, 2020 11:59 PM**

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1. INTRODUCTION

The Sacramento Regional County Sanitation District (Regional San) and Sacramento Area Sewer District (SASD) provide wastewater collection, conveyance, and treatment services to over one million residents in the greater Sacramento region.

Regional San

In 1973, the County of Sacramento and Cities of Sacramento and Folsom coordinated to form Regional San, which assumed responsibility for regional wastewater conveyance and treatment. Regional San built the Sacramento Regional Wastewater Treatment Plant (SRWTP) near Elk Grove and a vast interceptor conveyance system to link the area's local sewer collection systems to the treatment plant. The SRWTP began providing service in 1982.

Regional San's mission statement is as follows:

“Regional San protects public health and the environment by conveying, treating, and recovering resources from wastewater responsibly and cost-effectively.”

SASD

SASD is a sewer collection utility providing service to more than one million people in the Sacramento region. SASD's service area includes the unincorporated areas of Sacramento County; the cities of Citrus Heights, Rancho Cordova, and Elk Grove; and portions of the cities of Folsom and Sacramento. SASD serves residential, commercial and industrial customers.

SASD owns and operates thousands of miles of sewer pipes and is responsible for the operations and maintenance of these sewer pipes. Sewage collected in the SASD system flows into the Regional San interceptor system, where it is conveyed to the SRWTP.

SASD's mission statement is as follows:

“To protect public health and the environment by efficiently and effectively collecting sewage for our community.”

2. BACKGROUND

Regional San and SASD, collectively referred to as the “Districts”, are seeking proposals from qualified companies for the purposes of performing on-call comprehensive surveying services. The Districts are inviting engineering and surveying firms (consultants) who have prior experience with water and wastewater utilities to submit proposals.

The Districts have several real estate assets (properties and easements) for the purposes of operating, constructing, installing, monitoring, and maintaining the Districts' pipelines and facilities, of which provide essential, safe conveyance and treatment of wastewater. The management and maintenance of these real estate assets as well as support of District projects occasionally require on-call surveying services.

Contract awards will be made to the top two highest ranked engineering and/or surveying firms. The anticipated term for each on-call surveying services contract shall be two (2) years. The contract not-to-exceed amount will be \$150,000 per contract.

3. OBJECTIVE

The objective of this RFP is to hire two consultants to perform professional surveying services for the Districts on an as-needed basis, as determined by the Districts.

4. KEY ACTION DATES

Release of RFP	May 11, 2020
RFP Questions Due	May 22, 2020 11:59 PM PST
Posting of Addenda and Response to Questions to Regional San Business Opportunities webpage	May 29, 2020
Proposal Submittal Deadline	June 12, 2020 11:59 PM PST
Notice of Intent to Award	June 29, 2020

5. SCOPE OF SERVICES

The consultant shall provide on-call professional surveying services including, but not limited to the following:

- a) Prepare legal descriptions and plat maps for easements and other conveyance documents
- b) Provide construction staking in support of the Districts’ construction projects
- c) Perform construction surveys for the Districts’ improvement projects
- d) Perform settlement monitoring on the Districts’ facilities
- e) Establish horizontal and vertical controls
- f) Determine locations of property lines, boundaries, easements, and rights of way
- g) Establish and adjust benchmarks
- h) Create plat maps from existing legal descriptions
- i) Perform traditional and aerial topographic surveys to determine and verify locations and elevations of existing or proposed improvements, structures and topographic features
- j) Perform photogrammetric control surveys and prepare photogrammetric mapping/orthophotos
- k) Perform research and survey work related to public and private land ownership, public and private easements, public improvements, construction, and historic information
- l) Prepare and interpret deeds and descriptions
- m) Create, stamp and sign subdivision maps, parcel maps, lot line adjustments and other documents as necessary

The following tasks may be needed in association with the surveying services discussed above:

- a) Creating exhibits associated with real estate documents
- b) Document and drawing review comments and recommendations
- c) Field inspection and data collection
- d) Settlement monitoring and data collection report preparation
- e) Meeting attendance
- f) Coordination with other Districts' consultants
- g) Coordination with developer engineers and other private entities

Consultants will be expected to provide plat and legal descriptions, written reports, technical memorandums, calculations, and other documentation as necessary, and provide surveying and field support during construction activities.

6. BASIS FOR COMPENSATION

Time and Expenses: Compensation for services rendered will be based on a Time and Expenses basis with a not-to-exceed dollar ceiling amount of \$150,000 for each contract. The services to be performed under the two contracts will be on an “as-needed” basis. The scope of work and level of effort are to be negotiated and agreed upon by Districts and Consultant prior to prosecution of services being rendered.

7. ORGANIZATION AND CONTENT OF PROPOSAL

Consultants must provide complete and current information for all categories listed below. Proposals shall not exceed 12 pages total length, not including Transmittal Letter, Cover Page, Table of Contents, Section Dividers, Resumes, Insurance, Conflict of Interest Form, and Employment Practices. In addition, page sizes shall be 8 ½ x 11 with font size no smaller than 12 pt. Figures and tables may be on 11 X 17 sheets.

SECTION	CONTENTS
Cover Letter	Transmittal
a	Company Background
b	Range of Services provided by Consultant
c	Consultant Team
d	Related Experience
e	Cost Proposal (<i>must be submitted electronically by top two highest ranked candidates</i>)
f	Conflicts of Interest
g	Proprietary Information
h	Insurance
i	Department of Industrial Relations (DIR) Compliance

j	References
k	Employment Practices
l	Exceptions to Contract Terms and Conditions

a. Company Background

Provide a brief introduction of your firm. Include office locations, main areas of expertise, number of staff, and company background and history.

Restrictions: 3 pages maximum

b. Range of Services provided by Consultant

Provide a list of services provided by the prime firm, including specialty services.

Restrictions: 1 page maximum

c. Consultant Team

The proposed consultant team shall be identified including the main contact person for the contract. The geographic location of the firm and key personnel shall be identified. A consultant team diagram shall be included. Describe the qualifications and experience of each of the proposed consultant team members. Key areas of expertise shall be provided for each team member as well as their applicable level of participation in the referenced range of services listed in Section 7.b. A local base for key interactive staff is preferred unless the consultant can demonstrate no project impact. Resumes shall be attached to an appendix at the end of the proposal. Each resume must include a description of relevant project experience related to the person's area of expertise.

All proposed subcontractors shall also be identified. Key subcontractors, relevant experience, and supporting material shall be included in the proposal. Consultant staff must have the appropriate level of experience and expertise to perform the requested work.

This Request for Proposal (RFP) is for on-call professional surveying services. Consultant staff shall have the appropriate level of experience, expertise, and licenses required to perform the requested surveying work. Services requested will require that staff overseeing deliverables hold a valid license to perform surveying work from the state of California, as issued by the California Board for Professional Engineers, Land Surveyors, and Geologists.

Restrictions: 4 pages maximum

Note:

If the prime consultant intends to solicit subproposals and/or quotes for certain tasks from qualified subconsultants, subcontractors, other service providers and suppliers, Regional San and SASD expect the prime consultant to solicit qualified firms in the local business community for such services and supplies.

The solicitation conducted should be as broad as possible to reasonably provide opportunities for and encourage relationship building with qualified minority and women-owned firms, and small and local businesses in the Sacramento community. The prime consultant shall not illegally discriminate in the solicitation process.

Substitution of any subconsultants, subcontractors, other service providers and suppliers identified in the proposal upon which the Agreement is based shall not be made without written consent of Regional San and SASD.

d. Related Experience

Provide a summary of experience with five (5) projects that the firm and proposed team have completed similar/relevant to the scope of services noted in this RFP. The description of each project should include the dates during which the work was performed and the firm's role in the project, responsibilities of key team members, and a contact person, including telephone number of the project owner. All described projects shall have been completed within the last seven (7) years.

Restrictions: 4 pages maximum

e. Cost Proposal

Do not submit your firm's cost proposal with the full initial proposal. The top two highest ranked candidates will be notified via email and requested to electronically submit a password-protected PDF of the Cost Proposal, post evaluation. Each candidate should be prepared to submit a cost proposal upon request. The cost proposal document from the top two highest ranked candidates will be viewed for the purpose of negotiating an agreement. Cost proposals will NOT be collected from candidates other than the top two highest ranked candidates, and will not be accepted by the Districts unless expressly requested via email.

Compensation will be on a time-and-materials basis, with an authorized not-to-exceed amount. Include the following information:

1. Direct hourly labor rates for those staff to be billed to the project.
2. Types and estimated amount of non-labor costs to be billed to the project.

3. Adjustments in rates predicted to occur during the contract. For budgeting purposes, a maximum escalation rate of 3 percent per year should be assumed and will be discussed during fee negotiations.
4. Sub-consultant costs. A maximum markup of 5 percent is permitted.
5. Other direct costs (ODCs). A maximum markup of 5 percent is permitted.
6. Lodging, meals, and travel shall be reimbursed as follows:
 - a. Per diem for lodging (equal to the federal standard CONUS per diem rate for Sacramento County at the time of contract negotiation) will be reimbursed for each work night, up to five (5) nights per week.
 - b. Per diem for meals and incidentals (equal to the federal standard CONUS per diem rate for Sacramento County at the time of contract negotiation) will be reimbursed for each work day, up to five (5) days per week.
 - c. Airfare and local and home transportation costs will be reimbursed at cost.
 - d. Mileage will be reimbursed at the current IRS rate which can be accessed by clicking the following link:

<https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2020>

f. Conflicts of Interest

Firms submitting proposals in response to this RFP must disclose to the Districts any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the Agreement for services to be awarded pursuant to this RFP. If a firm has no conflicts of interest, a statement to that effect must be included in the proposal. Consultants must submit with their proposal a completed “Conflict of Interest and Non-Collusion Affidavit” Form attached here to as Attachment A.

g. Proprietary Information

Any information submitted in a proposal in response to this RFP which the consultant considers to be proprietary must be identified as such, and the consultant must include the legal basis for a claim of confidentiality. The Districts will not assert the confidentiality of such information unless the consultant executes and submits a written agreement prepared the Districts to defend and indemnify the Districts for any liability, costs, and expenses incurred in asserting such confidentiality as part of the proposal. The final determination as to whether or not the Districts will assert the claim of confidentiality on behalf of the consultant is in the sole discretion of the Districts.

h. Insurance

Provide a summary of the consultant's present and proposed insurance coverage, including commercial general liability, automobile liability, workers' compensation, property damage, employer's liability, and professional liability or errors and omissions liability for the duration of the contract. Please see Attachment B - Sample Agreement, and refer to Exhibit B for the Districts' insurance requirements.

i. Department of Industrial Relations (DIR) Compliance

Consultants must note within their proposal, valid DIR registration numbers for consultant's personnel and sub-consultants performing public works tasks.

1. No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
2. No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
3. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.
4. Labor Compliance Program: The County of Sacramento received final approval from the Director of California Department of Industrial Relations as a Labor Compliance Program effective March 15, 1994. All questions regarding this Labor Compliance Program and prevailing wage requirements should be directed to the Labor Compliance Section at (916) 875-2711. In accordance with Section 1771.5 of the California Labor Code, the payment of the general prevailing rate of per diem wages or the general prevailing rate of per diem wages for holiday and overtime is not required for any public works project of twenty-five thousand dollars (\$25,000) or less when the project is for construction work, or for any public works project of fifteen thousand dollars (\$15,000) or less when the project is for alteration, demolition, repair, or maintenance work.
5. This is a contracting services project in accordance with Section 1771.5 of the California Labor Code.
6. Pursuant to California Labor Code Section 1720 and following, and Section 1770 and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial

Relations. Copies of the prevailing wage determinations are on file at the office of the County of Sacramento Labor Compliance Program, 9700 Goethe Road, Suite D, Sacramento, CA 95827, and are also available on the internet at <http://www.dir.ca.gov/DLSR/PWD>.

j. References

Provide a minimum of three public agency contacts for which your project manager and key team members (as members of your firm) have provided similar services. Provide the name, address, telephone number, and e-mail address of the public agency representative.

k. Employment Practices

Please provide a summary of your firm's employment policies and procedures, including any equal employment opportunity and affirmative action policies. Also, include a brief summary outlining the present composition of your work force.

l. Exceptions to Sample Agreement Terms and Conditions

Provide a list of specific exceptions to contract terms and conditions which the consultant will seek from the Districts' Sample Agreement. Said Sample Agreement has been incorporated into this RFP package as Attachment B.

8. SUBMITTAL INSTRUCTIONS

Please submit an electronic password-protected PDF copy of the proposal as follows:

Due Date:	June 12, 2020 by 11:59 PM PST
Email To:	Cristina Lupercio at lupercioc@sacsewer.com
Subject Line:	RFP No. 9063 Proposal Submission, Firm Name

All questions regarding this RFP should be directed to Cristina Lupercio via e-mail at lupercioc@sacsewer.com no later than 11:59 PM PST on May 22, 2020. Inquiries and responses will be posted at <https://www.regionalsan.com/general-opportunities> and <https://www.sacsewer.com/business-opportunities> by May 29, 2020. Please note that the Districts will respond only to technical questions. Under no circumstances will the interpretive guidance be provided. No oral interpretations shall be made to any respondent as to the meaning of any of the documents.

It is the responsibility of interested firms to periodically check the Regional San and SASD websites for addenda issued specific to this RFP and responses to inquiries.

9. PROPOSAL RATING CRITERIA

The criteria for evaluating the written proposals are described below:

Criteria	Possible Points	Score
Range of Services provided by Consultant ¹	10	
Experience ²	35	
Consultant Team ³	35	
References ⁴	20	
Total	100	

1. Considers range of surveying and related services provided by prime firm
2. Considers past experience on Districts' or other public agency projects.
3. Considers the team's organization, experience, ability, and qualifications to perform the defined work. Considers the stability of the team. Considers the subconsultant's ability if applicable.
4. Considers the firm's references on public agency work.

10. SELECTION PROCESS

In order to be considered, interested consultants must submit a complete proposal document, with organization and content consistent with Section 7 of this RFP, by the closing date and time required in Section 8 of this RFP.

Ranking of the proposals will be based on capability/qualifications criteria. Proposals will be evaluated in three (3) phases as follows:

Phase 1: Proposals will be examined as to whether or not the consultant understood and responded in accordance with the following requirements:

- 1) Proper completion and submittal of required proposal documents
- 2) Acceptability of exceptions taken to agreement terms and conditions
- 3) Related experience requirement met or exceeded

Phase 2: Proposals that meet the requirements in Phase 1 will be evaluated and scored using the table in Section 9 of this RFP. The table identifies criteria used in the determination of the final proposal ranking. If any single criterion score fails to be above zero, the proposal will be automatically rejected. Those proposals with a weighted score of less than 75 will be disqualified.

Phase 3: Cost proposals for the top two highest ranked candidates will be requested and District staff will enter into negotiations with the consultants. If a mutually agreeable contracts are unable to be negotiated, the Districts will conclude negotiations with said the respective consultants, and commence negotiations with the consultant with the next highest

ranked proposal. This process will continue until agreements with two firms are successfully negotiated or the entire list of eligible consultants is exhausted.

Regional San and SASD reserve the right:

- **To reject any or all Proposals, or any part thereof; and**
- **To select more than one consultant; and**
- **To waive any informality in the Proposal; and**
- **To accept the Proposal that is in the best interest of the Districts.**

The Districts' decision will be final.

11. AWARD OF CONTRACT

Award of contract shall be made to the two (2) consultants who provide the best value and overall response to the requirements of this RFP. The Districts may select whichever proposals it determines will best serve its interests. The successful consultants will be selected in accordance with the proposal evaluation criteria identified in Section 9 above, and any addenda thereto, except for such immaterial deviation as may be waived by the Districts. Selections are expected to be made on or about June 29, 2020, subject to final approval by the District Engineer. Consultants who submitted proposals will be notified of the outcome of the selection process.

The Districts are prohibited from awarding a contract to any person, entity or business that is on the Federal Exclusion List (<https://www.sam.gov/>). If you or your firm is on this list, the Districts cannot award this agreement to you and you should not provide a response to this RFP. In addition, consultant certifies that it shall not contract with a subcontractor that is debarred or suspended.

12. ADDITIONAL TERMS AND CONDITIONS

a. Interpretation and Addenda

The consultant will be responsible for ensuring that its proposal reflects any and all addenda issued and/or posted by Districts prior to the proposal due date regardless of when the proposal is submitted. It is recommended that consultants check Districts' Business Opportunities webpages before submitting its proposal to determine if the consultant has read all posted addenda. The Districts will not be responsible for any other explanation or interpretation.

b. Revision of Proposal

Consultants may withdraw or revise a proposal on the consultant's own initiative at any time before the deadline for submission of proposals. The consultant must submit

the revised proposal in the same manner as the original proposal. A revised proposal must be received on or before the listed proposal due date and time. In no case will a statement of intent to submit a revised proposal extend the proposal due date for any consultant. At any time during the proposal evaluation process, the Districts may request consultant to provide oral or written clarification of its proposal.

c. Errors and Omissions in Proposal

Failure by the Districts to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the consultant from full compliance with the specifications of the RFP or any Agreement awarded pursuant to the RFP.

END OF DOCUMENT