



Request for Proposal

**To Provide Engineering Services for
Gravity Belt Thickener No. 3 Addition Project**

RFP No. 9031

RFP Issued: March 21, 2018

Due Date: April 25, 2018

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I. PROJECT BACKGROUND

The Sacramento Regional County Sanitation District (Regional San) completed a Waste Activated Sludge Thickener Assessment in 2017 and concluded that additional solids thickener capacity is required to treat current peak waste activated sludge (WAS) load and to have additional functional redundancy for maintenance. Currently the Sacramento Regional Wastewater Treatment Plant (SRWTP) has three functional Dissolved Air Flootation Thickeners (DAFTs) and two Gravity Belt Thickeners (GBTs) for a total of five functional thickener units. The existing GBT building was built in 1993 and its design incorporated the space to add two additional GBT units. Regional San has determined that the most cost effective way to increase WAS thickening capacity is to install a third GBT unit. The third GBT will be installed in one of the empty spots. Regional San is soliciting requests for proposals from Consultants to provide Engineering services to design adding a third GBT unit and plan for a fourth GBT that will be constructed at a future date.

The current WAS pump system has five operational pumps and are separated into two control strategies. One control strategy feeds the DAFTs and the other one feeds the GBTs. This current WAS pumping system will be replaced once the Biological Nutrient Removal (BNR) process becomes operational at the end of 2020. The BNR project will install four pumps (two duty and two stand-by) and maintain the current design of separate headers for WAS delivery to the DAFTs and GBTs. The pumping and conveyance capacity of both systems is to be evaluated.

II. PROJECT APPROACH

A Project Team will be formed to provide input, review design criteria and develop the design. The team will be composed of the consultants, members of Regional San Engineering, the Solids Team and the SRWTP Operations and Maintenance Department. Team members will be responsible for providing input from their respective work areas.

The Consultant will work closely with Regional San Staff during the predesign and design phases of the Gravity Belt Thickener No. 3 Addition Project, and will assist Regional San during construction. During the design phase, the Project Team will work to resolve design issues, leading to the production of contract documents that will be issued for construction. During the construction phase, the Consultant will assist Regional San with RFI and submittal reviews from the contractor. In addition, the Consultant will provide other construction support services relating to the design of the facilities, including providing as-built drawings, supporting equipment start-up, and training, testing and commissioning activities.

Regional San is interested in early procurement of the GBT unit and its two corresponding progressive cavity pumps used for conveying thickened waste active sludge (TWAS) to the Digesters from an existing TWAS sump. The procurement of this equipment will occur in parallel with the design. The consultant will pre-qualify pump and GBT vendors and Regional San will make the selection based on low bid. The purchase of the equipment will be assigned to the contractor.

III. PROPOSED PROJECT SCHEDULE

The following is a proposed schedule for this project. If your firm finds that the schedule needs to be modified, indicate such in your proposal.

Milestone	Date
Request for Proposal (Issued)	March 21, 2018
Proposals Due	April 25, 2018
Proposal Review, Evaluation and Interviews	April 26 to May 16, 2018
Notification and Contract Negotiation	May 17 to May 30, 2018
Board Approval of Agreement	July 25, 2018
Predesign Completion	November 2018
Design Completion	April 2019
Award Construction Contract	May 2019
Construction Completion	March 2020

IV. SCOPE OF SERVICES

This section describes the nature and scope of engineering services to be provided for the completion of the Gravity Belt Thickener (GBT) No. 3 Addition Project for the SRWTP. The successful proposal will demonstrate the approach and qualifications for the entire project.

A. TASK DESCRIPTION

Regional San has prepared a list of tasks necessary for completion of the Gravity Belt Thickener No. 3 Addition Project for the SRWTP. A description of the tasks, divided into Pre-design, Design, Construction Support Services and Project Management follow. The list of tasks shall be used as a basis for preparation of the proposal. Additional tasks or modification to the task list that the consultant feels will produce a more cost-effective project should be included in the proposal. The list of tasks is supplemented by a detailed description in the Design Contract Requirements for all Regional San design projects, which is included as Exhibit C. The level of design detail expected is outlined in Exhibit C and should be used in preparation of the proposal.

The types of contract drawings to be prepared and the level of detail to be provided shall be as agreed upon by both parties in the final agreement. In general, Regional San feels that it is desirable for the Contract Drawings and Specifications to use the same format, symbols, and conventions and to provide at a minimum, the level of detail as defined in the Design Contract Requirements and Contract Drawing Standards which are available from Regional San. However, there are instances where more design detail is required. Regional San has a copy of "Design Guidelines," that will be provided to the successful Consultant so that the Consultant can become familiar with the Regional San's design preferences.

Task 1. Preliminary Design: The Consultant will define the project sufficiently to establish clear direction for the subsequent design phase, and estimate construction cost for comparison to Regional San's project budget.

Technical Memoranda (TM). Consultant's predesign effort will be conducted as a series of subtasks resulting in TMs. The topics covered by the TMs will be consistent with Regional San's Design Contract Requirements (DCR), Version 1.02 dated February 2018.

The following scope of services will be completed by the Consultant during the predesign phase of the Gravity Belt Thickener (GBT) No. 3 Addition Project.

Task 1.1 – Review SRWTP Process Reports and Site-specific Needs

This task should include, but not be limited to the following:

- Review the Waste Activated Sludge Thickener Assessment, Gravity Belt Thickener Control Strategy Reports and BNR Pre-Design Report.
- Perform a hydraulic process evaluation to assess the current WAS pumping system and new (yet to be constructed) BNR pumping system.
- Evaluate and recommend the control system the new GBT will use. The controls for the current GBTs and associated equipment use a 4-20 mA signal for control. However, the SRWTP has now selected the Profibus system as the standard control system for equipment. Perform a cost and benefit evaluation of keeping the 4-20 mA control system for all three GBTs and associated equipment or determine if the control wiring for the GBT area should be converted to a Profibus system.
- Evaluate the building ventilation rate and ensure building ventilation requirements are up to code.
- Evaluate existing infrastructure such as polymer blend unit capacity, TWAS sump, and polymer tanks storage capacities.

Task 1.2 – Predesign Report

Consultant will provide clear and concise documentation of preliminary design (described in more detail below), project definition, and estimated construction cost to ensure that the project team and Regional San management understand all key issues. Such documentation shall be provided in the form of a Preliminary Design Report (PDR) that incorporates the TMs prepared in the PDR effort.

The following topics are to be included and/or considered in the predesign report (Some topics may not be pertinent if not identified in the preliminary design effort):

- Design Criteria
- Develop Hydraulic Profiles and resolve hydraulic issues at pre-design level of detail
- Odor Containment and/or Treatment
- Access to Equipment for Operation and Maintenance.
- Tank and/or Process Isolation
- Electrical, Instrumentation and Control Systems and Preliminary P&ID's
- Structural Predesign
- Chemical Storage and Metering Facilities Predesign

- Construction Schedule and Sequencing
- Probable Construction Cost
- Conceptual Redundancy and Automation
- Building HVAC
- Auxiliary Systems
- Preliminary drawings to support the recommended project components.

Task 1.3 – Predesign Confirmation Report

Consultant will prepare a Predesign Confirmation Report that incorporates Regional San’s comments to the Predesign Report. Regional San’s Project Team members will sign this document to indicate their approval.

Task 1.4 – Progressive Cavity Pump and GBT Early Procurement

Consultant will pre-qualify and develop a list of acceptable equipment vendors for the GBT and its two corresponding progressive cavity pumps that will meet the requirements of the project. The consultant will develop equipment specifications that Regional San will use to bid the equipment and select the equipment based on low bid. Regional San will assign the purchase of this equipment to the contractor.

Task 1.5 – Project Design

The consultant shall prepare plans and specifications to complete the design phase of the project. Plans shall include General, Mechanical, and Structural, Civil, Electrical and Instrumentation drawings. Specifications shall include, General Conditions, Special Conditions and Technical Specifications to prepare a construction bid package. Drawings are to be prepared in Auto CAD 2016 format. The project design work shall include three design submittal packages:

- a. 50% Design including the development of a construction cost estimate.
- b. 90% Design and updated construction cost estimate.
- c. 100% Design and updated construction cost estimate.

The consultant is to provide a CD containing electronic files for each design submittal documents that include:

- Design calculations, equipment cutsheets and control strategy narratives for the facility.
- Pdf and AutoCAD copies of each set of submittal drawings sized to print half size on 11x17 sheets
- Pdf and word copies of design specifications
- Electronic copy of the Engineer’s cost estimate
- Responses to Regional San’s review comments at each design stage.

Task 1.6 – Bid Phase

The consultant shall provide technical support during bidding including answering technical questions and developing technical addenda. The project is to be advertised for four weeks. The effort is to include a pre-bid conference, addenda preparation and provide tour of the project site as Regional San’s design representative and present a project overview.

Deliverables during this phase include:

- Preparation of pdf documents for distribution to bidders.
- Addenda preparation.
- Pre-bid conference agenda preparation.
- Pre-bid conference meeting minutes.
- One CD containing electronic files of original AutoCAD drawings, specification word files and other files listed above.

Task 1.7 – Conformed Contract Documents

The consultant shall prepare conformed Drawings and Specifications to include all changes made by addenda. Conformed Drawings and Specifications shall be prepared within 21 calendar days after bids are due.

Deliverables during this phase include:

- Preparation of pdf documents for distribution.
- One CD containing electronic files of revised AutoCAD drawings and revised specification word files.

Task 1.8 – Testing and Start-up

The consultant shall prepare a draft and final test plan for project start-up. Regional San will review the draft test plan and provide comments. A two week review period for Regional San shall be anticipated. Construction start-up is estimated to occur over a one month period with the Consultant on-site for a minimum of five days and no more than 10 working days.

Deliverables during this phase include:

- Electronic copies of pdf and original format copy of the files.
- Site visit project memorandums for each day on-site.

Task 1.9 – Operations and Maintenance Manuals

The consultant shall prepare draft and final operations and maintenance manuals (O&M) and standard operating procedures to train staff during project start-up. This task is to be completed during the construction phase of the project. Regional San will review draft documents within two weeks after receiving submittal. The Consultant shall incorporate comments within 30 calendar days of receipt of comments.

Deliverables during this phase include:

- Draft and final electronic copies of pdf and original format O&M documents.
- Draft and final electronic copies of standard operating proceduces.

Task 2 – Permitting Assistance:

Consultant will identify and evaluate requirements with Regional San staff for all permits and regulatory approvals required for the Gravity Belt Thickener (GBT) No. 3 Addition Project. Actual applications for permits will be prepared during the final design phase for those identified.

The following permit is identified at this time and is intended to be handled by Regional San, but Consultant will provide technical support as necessary:

- CEQA: The CEQA process will be initiated during predesign.

Task 3 – Project Management:

Consultant will ensure continuous control of the project in terms of staffing, budget, schedule and scope; promote communication within the project team; and document key decisions.

Items covered under this task include but are not limited to:

- Consultant Project Management
- Kick-off Meeting
- Bi-weekly Progress Meetings
- Monthly Reports
- Quality Assurance/Quality Control Implementation
- Decision Log
- A management briefing meeting is anticipated and expected to be two hours long.

B. BASIS FOR COMPENSATION

A fee estimate for the project shall be provided in a separate sealed envelope. The envelope for the selected firm will be opened for the purpose of negotiating a contract for predesign services. The envelopes for the firms not selected will be returned unopened after contract negotiations are complete.

Compensation will be on a Time and Expense basis. Include the following information:

- Estimated fee by task
- Hourly rate schedule for labor

- Types and estimated amount of non-labor costs to be billed to the project
- Adjustments in rates predicted to occur during the project.

Allowable markups will be 5% on sub consultants and other direct costs (ODC's).

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V. **ORGANIZATION AND CONTENT OF PROPOSAL**

Submittal Instructions

Please submit one original proposal plus five (5) copies as follows:

Due Date: April 25, 2018 by 3:00 p.m.

Deliver to: Sacramento Regional Wastewater Treatment Plant

8521 Laguna Station Road

Elk Grove, CA 95758

Attn: Gerardo Aguirre

(916) 875-9075

Organization and Content

The proposal shall contain the following sections:

Section	Contents
Cover Letter	Transmittal
A	Project overview
B	Detailed project approach
C	Related experience
D	Consultant team
E	Project schedule
F	Conflicts of interest
G	Propriety information
H	Insurance
I	Staff estimate
J	Solicitation of subconsultants, subcontractors, other service providers and suppliers
K	Employment Practices
L	Cost Proposal*
M	Exceptions to Contract Terms and Conditions
N	Department of Industrial Relations (DIR) Compliance

*A fee estimate shall be provided in a separate envelope.

A. PROJECT OVERVIEW

Provide a narrative description of the project based on the scope of work and proposed schedule presented in this Request for Proposal (RFP). Regional San will assess your understanding of the project based on the overview.

Restriction: 4 pages maximum

B. DETAILED PROJECT APPROACH

Provide a detailed description of the proposed approach to the project as described above. The description shall include details to implement the tasks described in the Scope of Work and any recommended revisions to the list of tasks. The approach should recognize, address and provide for resolution of all aspects of the project.

Restriction: 4 pages maximum

C. RELATED EXPERIENCE

Provide a summary of experience of similar projects that the firm and the proposed team have completed. The description of each project should include the year(s) during which the work was performed and a description of process design components. The firm's role in the project should also be described (pre-design, design construction management, etc., and prime consultant, subconsultant, etc.) Include the name, title, and phone number of the primary contact person at each facility listed.

Restriction: 6 pages maximum

D. CONSULTANT TEAM

The proposed consultant team shall be identified including project manager, and project engineer. Key tasks and the associated personnel shall be identified. The percentage of time devoted to this project for these key personnel shall be stated and guaranteed. A consultant team organization diagram shall be included. A resume of each team member shall be included in the appendix. Each resume should include description of projects in related areas. The geographic location of the firm and key personnel shall be identified. Any proposed subcontractors shall be identified; tasks assigned and experience included similarly to the firm's own project personnel.

Restriction: 2 pages maximum

E. PROJECT SCHEDULE

A project schedule for completion of the project shall be submitted with the proposal. All major outputs and meetings shall be included on the schedule. Time shall be allocated for Regional San review.

F. CONFLICTS OF INTEREST

Firms submitting proposals in response to this RFP must disclose to Regional San 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 engineering services to be awarded pursuant to this RFP. If a firm has no conflicts of interest, a statement to that effect shall be included in the Proposal. A “Conflict of Interest and Non-Collusion Affidavit” form has been incorporated as part of this RFP as Exhibit F, and must be completed and submitted with consultant’s proposal.

G. PROPRIETARY INFORMATION

Firms submitting proposals to this RFP must provide a statement that nothing contained in the submitted proposal will be proprietary.

H. INSURANCE

Provide a summary of the firm's (and subconsultant's) present and proposed insurance coverage, including public liability, property damage, worker's compensation, automobile, and professional liability for the duration of the project. Refer to the Sample Agreement attached to this RFP as Exhibit VII.A, herein incorporated by this reference, for minimum coverage requirements.

I. STAFF ESTIMATE

Provide a staff estimate of time for each task to permit Regional San to determine the level of detail and the number of management, engineering, technical, drafting and support personnel hours envisioned for each task. Estimates of hours for each staff classification shall be provided for each task. Cost information shall not be included.

J. SOLICITATION OF SUBCONSULTANTS, SUBCONTRACTORS, OTHER SERVICE PROVIDERS AND SUPPLIERS

If the prime consultant intends to solicit subproposals and/or quotes for certain tasks on this project from qualified subconsultants, subcontractors, other service providers and suppliers, Regional San expects 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 business 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 agreement shall not be made without the written consent of Regional San.

K. EMPLOYMENT PRACTICES

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. COST PROPOSAL

Provide an hourly rate schedule for those job classifications to be billed to the project and identify all other costs to be billed to the project. Identify the indirect component of each hourly rate and a brief explanation of how the component is established. Include any adjustments that are predicted to occur during the life of the project. The cost proposal required in this paragraph and the fee estimate for predesign shall be submitted in a separate sealed envelope to facilitate a qualifications-based evaluation of proposals.

M. EXCEPTIONS TO CONTRACT TERMS AND CONDITIONS.

Provide a list of any exceptions to contract terms and conditions which the Consultant will seek from the sample Regional San contract language. Refer to Exhibit VII A for sample agreement language.

N. DEPARTMENT OF INDUSTRIAL RELATIONS (DIR) COMPLIANCE

- A. 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)].
- B. 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.
- C. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.
- D. 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.

- E. This is a contracting services project in accordance with Section 1771.5 of the California Labor Code.
- F. 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>.
- G. If any of the contemplated tasks are considered “public works” for which prevailing wages are paid to consultant’s personnel and sub-consultants for services to be rendered, DIR registration is required.

VI. EVALUATION AND SELECTION CRITERIA

A technical review panel, composed of Regional San staff will evaluate and rate each proposal on the following items:

Criteria	Weight	Scores ^a	Weighted Scores ^b
Firm Background, Staffing/Resources, Tools and Process	10%		
Project Team Composition Qualifications and Related Experience	30%		
Approach and Scope	25%		
Schedule and Availability	10%		
Interview (If needed)	25%		
Total			

^a Each criteria will be assigned a score of 1 to 100.

^b Scores will be multiplied by the weights and totaled to yield the total points on the proposal. Maximum total points is 100.

In order to be considered responsive candidates, interested consultants must submit a complete proposal document, with organization and content consistent with instructions included in this RFP, by the closing date and time stated on the page 1 of this RFP.

Interview invitations will be sent to a list of firms in the event that the rankings for the top firms are too close to call decisively. In the event an interview is required, a presentation shall be made by those individuals who will actually be assigned to the project.

A final recommendation will be made by the selection panel, based on the technical review and evaluation of the proposals and interviews, if held. Final negotiations as to scope and cost will take place after selection of the firm. The selection of the Consultant and the negotiated contract will be presented to the Regional San Board of Directors for approval.

An award of contract shall be made to the responsible Consultant who provides the best overall response to the requirements of this RFP. Regional San may select whichever proposal it determines will best serve its interests. The successful Consultant will be selected in accordance with the Proposal Evaluation criteria identified above. Selection will be made no later than May 17, 2018, subject to final approval by the Regional San Board of Directors. Written notification of the outcome of the selection process will be mailed to all Consultants who submitted a proposal.

Regional San can reject any or all proposals, or any part thereof; waive any informality in the proposal; and any proposal that is in the best interest of Regional San. Regional San's waiver of an immaterial defect shall in no way modify the RFP or excuse the selected consultant from full compliance with its specifications and requirements. Regional San's decision will be final.

All questions regarding this RFP should be directed to Gerardo Aguirre, Project Manager, Sacramento Regional Wastewater Treatment Plant, at (916) 875-9075, or by email at aguirreg@sacsewer.com.

VII. EXHIBITS

- A. Sample Agreement
- B. List of Consultants Solicited
- C. Design Contract Requirements
- D. Design Guidelines
- E. Drafting Standards
- F. Conflict of Interest and Non-Collusion Affidavit