



REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSALS

Facilities Condition Assessment for Sewer Collection System Lift Stations and Wastewater Treatment Plant Major Equipment

Issue Date: March 24, 2021

Mandatory Pre-Proposal Site Visit: April 7, 2021

Proposal Due Date: April 16, 2021 by 5:00 p.m.

**City of Willows
201 N. Lassen Street
Willows, CA 95988**

INQUIRIES: Direct all questions or requests for information to:

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I. INTRODUCTION

A. BACKGROUND

The City of Willows (“City”) is requesting proposals from qualified water resources consulting engineering firms for professional engineering services to perform a condition assessment of major components of the City’s wastewater collection and treatment system. Specifically, the City desires to have comprehensive evaluations of five existing sanitary sewer lift stations located in the sewer collection system and major process components of the City’s wastewater treatment plant. The result of the major wastewater facilities condition assessment will be a list of proposed wastewater rehabilitation and/or replacement projects, with cost estimates, to be included in a Capital Improvement Program.

B. SEWER COLLECTION SYSTEM LIFT STATIONS

The City has five existing lift stations in the sewer collection system. The lift stations were built in the late 1980s and the early 1990s. Each of the lift stations consists of a wet well with two (2) submersible pumps. The wet wells range in depth from 12 feet to 24 feet. Some of the pumps use a float system for controls, and some use a Milltronics HydroRanger control system with level sensors. Four of the lift stations have an emergency generator on-site for backup power. One of the lift stations has a transfer switch that allows a portable generator to be connected during major power outages. None of the lift stations are on a SCADA system. Copies of the City of Willows Sewer Map sheets are attached showing the collection system layout with the lift stations and the Wastewater Treatment Plant highlighted.

C. WASTEWATER TREATMENT PLANT

Most of the major facilities at the current wastewater treatment plant (WWTP) were constructed during a major WWTP upgrade in 2007. The WWTP upgrade included the addition of a tertiary treatment process to the existing secondary treatment process. The treatment train includes clarification, extended aeration, filtration, chlorine disinfection, and dichlorination. The WWTP has a permitted average dry weather flow of 1.2 million gallons per day (MGD). The WWTP also includes flow equalization and two sludge drying lagoons.

The WWTP is permitted by the State of California through the Central Valley Regional Water Quality Control Board (CVRWQCB). The most recent discharge permit was issued in 2016; Waste Discharge Requirements Order R5-2016-0090 – NPDES No. CA0078034. The Willows WWTP is a Class IV facility as defined in the California Code of Regulations, Title 23, Division 3, Chapter 26, section 3675.

II. SCOPE OF SERVICES

TASK I: SEWER LIFT STATION CONDITION ASSESSMENTS

The Consultant should perform a condition assessment of each of the City's five (5) sewage lift stations. The condition assessment should include a comprehensive evaluation of all systems integral to the performance of the lift station, including, but not limited to, structural integrity (wet well concrete condition, access hatch mechanical operability and safety features), pumps and related hardware, fluid piping systems, electrical power systems, and control systems. The Consultant should provide an estimated remaining service life of major components and identify deficiencies that should be addressed, along with a recommended timeline for improvements. Table 1 is a list of the City's five (5) sewer lift stations with some relevant information for each.

Table 1: Sewer Lift Station Information

<u>Name</u>	<u>Year</u>	<u>Depth (ft)</u>	<u>Pumps</u>	<u>Brand & HP</u>	<u>Head (ft)</u>	<u>Avg. Flow (gpd)</u>
Sycamore Street	1986	18.3	2	KSB 3.4 hp	20 +/-	42,000
Cherry Street	1988	23.3	2	Flygt 3.0 hp	20 +/-	82,000
Pacific Avenue	1991	16.8	2	Flygt 3.0 hp	20 +/-	25,000
Lassen Street	1994	12.3	2	Flygt 3.0 hp	20 +/-	48,000
Road 57	1995	20.5	2	Flygt 3.0 hp	20 +/-	< 5,000

The Consultant should prepare construction cost estimates for each of the improvement projects identified in the lift station condition assessments. The Consultant should discuss these cost estimates with City staff and obtain guidance on estimated add-on costs for any needed right-of-way acquisition, design, and construction management/inspection for each improvement project. Using this guidance, a total project cost for each improvement project should be developed, including contingencies. The Consultant should organize the projects by priority using the estimated remaining service life and other project scheduling information from the condition assessment task to identify the recommended timing for each project. The prioritized list of sewer lift station improvement projects will be included in a Capital Improvement Program to be prepared by the City.

The results of this task should be included in Technical Memorandum No. 1: Sewer Lift Station Condition Assessments, identifying existing condition deficiencies, recommended improvements, cost of improvements, and an estimated schedule for making the improvements. Three copies of an administrative draft of Technical Memorandum No. 1 are required. The Proposal should plan on two cycles of submittal/City review/revision and resubmittal of each administrative draft of Technical Memorandum No. 1.

Following approval by the Community Services Director, or his/her designee, three copies of the final complete Technical Memorandum No. 1 in a three-ring binder are required. A computer disk or other submitted digital versions of the final document and all supporting drawings, spreadsheets, and other pertinent information are required. At the outset of the Project, the Consultant will submit a description of the software to be used in preparation of the work products. The City currently uses Microsoft Word and Excel for word processing and spreadsheet calculations, graphs, and charts, respectively. The City uses AutoCAD 2016 for engineering graphics.

TASK II: WASTEWATER TREATMENT PLANT CONDITION ASSESSMENT

The Consultant should perform a comprehensive evaluation of the major system components integral to the performance of each of the wastewater treatment process units from the headworks to the discharge pipe, including structural integrity (i.e., concrete condition, structural supports, etc.), pumps and mechanical systems, fluid piping systems, electrical power systems, and control systems. The Consultant should provide an estimated remaining service life of major components and identify deficiencies. The Consultant should provide an estimated remaining service life of major components and identify process and/or equipment deficiencies that should be addressed, along with a recommended timeline for improvements. Table 2 is a partial list of wastewater treatment plant assets to be included in the condition assessment.

Table 2: Wastewater Treatment Plant Assets

<u>Headworks Area</u>
Automated Bar Screen
Influent Pumps
Influent Mag Flowmeter No. 1
Ultra-Sonic Level Sensors
Composite Sampler
<u>Blower Building Area</u>
Emergency Backup Generator
Hibon Centrifugal Blowers
Compressor Assembly for Tertiary Sand Filter Backwash
MCC A for South Plant Power Distribution
PLC Panel 1
PLC for Blowers
Aeration Flow Distribution Box
<u>Extended Aeration Basin Area</u>
Aeration Basin No. 1 Gates, Valves, Piping and Aerators

Aeration Basin No. 2 Gates, Valves, Piping and Aerators
Equalization Basin Pumps
<u>Clarifier Area</u>
Clarifier Flow Distribution Box
Clarifier No. 1
Clarifier No. 2
<u>Effluent Pump Station Area</u>
Effluent Pumps
Effluent Overflow Pump
<u>Sludge Pump Station Area</u>
Return Activated Sludge (RAS) Pumps
Waste Activated Sludge (WAS) Pumps
Effluent Mag Flowmeter No. 2
RAS Distribution Box
<u>Tertiary Filtration Area</u>
Filter Cell No. 1
Filter Cell No. 2
Filter Cell No. 3
Polyaluminum Chloride System
Sodium Hypochlorite System
Chlorine Analyzer
Effluent Mag Flowmeter No. 3
<u>Chlorine Contact Basin Area</u>
Chlorine Contact Basins
Chlorine Residual Analyzer
Effluent Turbidity Meter
Disinfection System (control system, piping, pumps, mixers, etc.)
Dechlorination System (piping, etc.)
<u>Chemical Storage Area</u>
Sodium Hypochlorite Tank and Piping
Sodium Bisulfate Tank and Piping
Final Effluent Outfall Piping
On-Site Water Supply Well and Equipment
<u>Administration Building Area</u>
MCC B for North Plant Power Distribution
WWTP Communication Wiring
WWTP Computer and SCADA System

The Consultant should prepare construction cost estimates for each of the improvement projects identified in the wastewater treatment plant condition assessment. The Consultant should discuss these cost estimates with City staff and obtain guidance on estimated add-on costs for design, any right-of-way acquisition, construction management, and construction inspection for each construction project. Using this guidance, a total estimated project cost for each improvement project should be developed. The Consultant should organize the projects by priority using the estimated remaining service life and other project scheduling information from the condition assessment task to identify the recommended timing for each project. The prioritized list of wastewater treatment plant improvement projects will be included in a Capital Improvement Program to be prepared by the City.

The results of this task should be included in Technical Memorandum No. 2: Wastewater Treatment Plant Condition Assessment, identifying existing condition deficiencies, recommended improvements, cost of improvements, and an estimated schedule for making the improvements. Three copies of an administrative draft of Technical Memorandum No. 2 are required. The Consultant should plan on submitting the administrative drafts of Technical Memorandum No. 1 and Technical Memorandum No. 2 separately, as Task I and Task II will most likely proceed on separate schedules.

The Proposal should plan on two cycles of submittal/City review/revision and resubmittal of each administrative draft of Technical Memorandum No. 1 and Technical Memorandum No. 2. Following approval by the Community Services Director, or his/her designee, three copies of each of the final complete technical memorandums in three-ring binders are required. A computer disk or other submitted digital versions of the final documents and all supporting drawings, spreadsheets, and other pertinent information are required. At the outset of the Project, the Consultant will submit a description of the software to be used in preparation of the work products. The City currently uses Microsoft Word and Excel for word processing and spreadsheet calculations, graphs, and charts, respectively. The City uses AutoCAD 2016 for engineering graphics.

TASK III: PROJECT MANAGEMENT AND MEETINGS

The Consultant should plan and budget for attendance of up to four meetings of three hours each with City staff to review work progress and resolve issues regarding the sewage lift station and wastewater treatment plant condition assessment effort. The Consultant should plan and budget for attendance and making a presentation at one City Council meeting at which the condition assessment project will be discussed and/or considered for action. The Proposal should also include adequate staffing and budget to provide monthly progress and budget status reports to be included with monthly invoices.

III. SCHEDULE OF THE WORK

The City is anticipating that a Contract may be executed in May and the work can begin on or around June 1, 2021. It is also anticipated the work can be completed in approximately three to four months. The selected Consultant will work with the City to develop the final Schedule.

IV. SUBMITTAL REQUIREMENTS

To be considered, respondents' proposals shall include the following items:

A. Transmittal Letter:

Proposals shall include a transmittal letter, not exceeding two pages, which provides an overview of the proposal, the team, relevant team qualifications and experience, and any other information relevant to the solicitation.

B. Proposed Team and Staffing:

The proposal must include a staffing plan and organizational chart, which includes the specific positions proposed for the project and their roles and duties on the team. The licensing and minimum qualifications for each position shall be included. The use of subconsultants, or a multi-firm team is acceptable, however, there should be only one project manager assigned from the prime consulting firm. Relevant licenses and certificates need not be provided with the proposal but should be made available upon request by the City.

C. Project Understanding and Approach:

The proposal should provide a brief and concise narrative describing the proposed team's understanding of the City's objectives with the solicitation. Additionally, the proposal should adequately describe the Team's approach to accomplishing the objectives through the elements of the Scope of Services as described in this RFP. The proposal should be presented in sufficient detail to convey a clear understanding of the tasks and services described.

The proposal should include a description of how each task in the Scope of Services shall be performed, the staff members required to perform the task, and the labor hours expected for each staff member to complete the task. Services to be provided by subconsultants and other third-party vendors should also be provided for each task.

D. Relevant Qualifications and Experience:

The proposal should include an overview of the qualifications and experience of the firm and the proposed team members providing the requested services on similar projects. This should include the identification of all subconsultants and their respective prior experiences working together. Respondents should demonstrate significant knowledge and experience in the following technical areas to be considered qualified:

- Sewage pump mechanical and hydraulic systems
- Concrete corrosion and methods of protection
- Pump station electrical and control systems
- Wastewater treatment plant system processes and technologies
- Wastewater treatment plant mechanical systems
- Wastewater treatment plant electrical and control systems
- Structural engineering of wastewater system components

E. References:

The proposal should include references from projects of a similar nature. The name, organization, position title, contact information, and relationship with each reference should be included. A minimum of three references should be provided for each proposal submitted.

F. Proposed Budget:

Proposals will be evaluated based upon their overall ability to address all the submittal requirements described above. The proposed cost to provide the services will also play a major role in consultant selection. A proposed budget should be developed using the staffing and labor estimates included in the Project Understanding and Approach section of the submittal requirements. The proposed budget should be prepared in an EXCEL spreadsheet and should include the staff positions, labor hours, hourly rate, and any direct costs to complete each of the tasks described. A copy of the Consultant's charge rate schedule for all professional, technical, and administrative staff should be provided in the proposal. The cost of subconsultant or other third-party vendor services, and any other direct costs, should be included, along with the company mark-up on subcontractor or other direct costs. The term of this project is anticipated to be a period of only a few months, so the Consultant's charge rate schedule shall apply for the duration of the project.

V. MANDATORY PRE-PROPOSAL SITE INSPECTION

For their proposal to be considered responsive, the Consultant shall have an employee of the firm attend a Mandatory Pre-Proposal Site Inspection of the facilities. **The site inspection will begin at Willows City Hall, 201 N. Lassen Street, Willows, CA at 10:00 am on Wednesday, April 7, 2021.** Each Consultant shall sign an attendance sheet provided at the beginning of the site inspection. Part 1 of the site inspection will consist of each of the five (5) sewage lift stations located in the City. Part 2 of the site inspection will consist of the City's Wastewater Treatment Plant. Each Consultant shall sign the attendance sheet again upon entry to the Wastewater Treatment Plant. The site inspection will then proceed through each of the treatment process units. The site inspections of the five (5) sewage lift stations and the wastewater treatment plant are expected to take a total of approximately two to three hours, depending upon the number of questions asked by the attendees. Any proposals received by the City that do not

have an attendee signature at both the beginning of the site inspections and the site inspection at the Wastewater Treatment Plant shall be rejected.

VI. EVALUATION OF PROPOSALS AND SELECTION PROCESS

It is the City's intent to enter into an agreement with a single firm to perform the services described in this RFP. Submittals will be evaluated by a panel appointed by the City Manager. Evaluators will review each submittal independently and rank them in consideration of the following criteria:

- Completeness and responsiveness of the submittal package.
- Demonstrated understanding of the services required.
- Qualifications, experience, and ability of the proposed staff.
- Ability and experience of the firm and team performing similar projects.
- Amount of effort to each of the tasks identified in the Scope of Work.

It is the intent of the City to contract with the firm that, in the City's opinion, best meets the overall needs of the community at a reasonable cost. Though the amount of the fee to perform the work is important, it is not required for the City to contract with the firm with the lowest cost proposal. The work described in this RFP requires highly specialized expertise and qualifications which are an integral part of consultant selection in addition to the cost of services.

Once submittal evaluation is complete, the City may invite one or more firms to a panel interview to present their proposal and qualifications. The panel will then provide the City Manager with a ranking of the consultant proposals upon completion of the interview process. City staff will recommend to the City Council that the City enter into an agreement for consultant services with the highest ranked firm. The successful firm may be asked to present their qualifications to the City Council at a City Council meeting. The final selection will be made by the City Council. If an agreement cannot be finalized with the first ranked firm, the City may elect to proceed with negotiations with the next highest ranked firm.

This RFP does not commit the City to award a contract, to enter into an agreement, or to pay any costs incurred in the preparation of a proposal from any respondent. The City reserves the right, at its sole discretion, to reject any and all responses to the RFP for any reason and to waive irregularities.

Please note that to have their proposal considered, each respondent must have an employee of the firm submitting the proposal attend the mandatory pre-proposal site inspection outlined in Section IV and sign both the initial attendance sheet at City Hall and the second attendance sheet at the Wastewater Treatment Plant.

VII. GENERAL TERMS AND CONDITIONS

A. Limitation:

This RFP does not commit the City to award a contract, to pay any cost incurred in the preparation of the Consultant's proposal, or to procure or contract for services or supplies. The City is not responsible for proposals that are delinquent, lost, mis-marked, and sent to another address other than that given above, or sent by mail or currier service. The City reserves the right to accept or reject any or all RFP responses received as a result of this request or to cancel all or part of this RFP.

B. Public Records:

All proposals shall become the property of the City and will become public records, and as such, may be subject to public review.

C. Contract Agreement:

The contents of the submitted Proposal will be relied upon by the City and may be incorporated into the awarded contract and, if so, shall become a contractual obligation. Failure of the Consultant to agree to include the Proposal as part of the contractual agreement will result in cancellation of the award. The City reserves the right to reject those parts that do not meet with the approval of the City, or to modify the Scope of Services, as agreed by the Consultant, in the final negotiated contract.

D. Compliance with Applicable Laws:

All services provided under this proposal shall comply with all applicable laws and regulations, including current safety orders of the California Department of Industrial Regulations and CAL/O.S.H.A.

E. Insurance:

Contractors providing services to the City are required to furnish evidence of insurance coverage as detailed in Attachment A.

VIII. COMMUNICATION AND REQUESTS FOR INFORMATION

Any questions regarding this RFP should be directed to:

Royce W. Cunningham, P.E.
Contract Community Services Director
City of Willows
201 N. Lassen Street
Willows, CA 95988
(530) 934-7041
cuninham@coastlandcivil.com

All questions shall be made in writing via letter or e-mail so that questions and responses can be provided to all firms known to be proposing on the project. Only questions submitted in writing and received before 5:00 pm on April 7, 2021 will be considered. Responses to questions, if any, will be made by posting to the City's website no later than 5:00 pm on April 6, 2021.