

NOTICE OF SPECIAL ENGINEERING COMMITTEE MEETING

Covering Design, Construction, Capital Improvement,
Master Plan and other Engineering, Operational and
Planning Related Matters

NOTICE IS HEREBY GIVEN that the San Lorenzo Valley Water District has called a special meeting of the Engineering Committee to be held Wednesday, April 17, 2019 at 6:30 pm at the BCRPD Bear Creek Country Club Facility, 15685 Forest Hill Dr., Boulder Creek, CA.

AGENDA

1. Convene Meeting/Roll Call
2. Oral Communications
This portion of the agenda is reserved for Oral Communications by the public for items which are not on the Agenda. Please understand that California law (The Brown Act) limits what the Board can do regarding issues raised during Oral Communication. No action or discussion may occur on issues outside of those already listed on today's agenda. Any person may address the Committee at this time, on any subject that lies within the jurisdiction of this committee. Normally, presentations must not exceed five (5) minutes in length, and individuals may only speak once during Oral Communications. Any Director may request that the matter be placed on a future agenda or staff may be directed to provide a brief response.
3. New Business:
Members of the public will be given the opportunity to address each scheduled item prior to Committee action. The Chairperson of the Committee may establish a time limit for members of the public to address the Committee on agenda items.
 - A. BEAR CREEK ESTATES WASTEWATER TREATMENT FACILITY REQUEST FOR PROPOSAL
Discussion and possible action by the Committee regarding the Bear Creek Estates Wastewater RFP.
4. Old Business: None
Members of the public will be given the opportunity to address each scheduled item prior to Committee action. The Chairperson of the Committee may establish a time limit for members of the public to address the Committee on agenda items.
5. Informational Material: None
6. Adjournment

In compliance with the requirements of Title II of the American Disabilities Act of 1990, the San Lorenzo Valley Water District requires that any person in need of any type of special equipment, assistance or accommodation(s) in order to communicate at the District's Public Meeting can contact the District Office at (831) 338-2153 a minimum of 72 hours prior to the scheduled meeting.

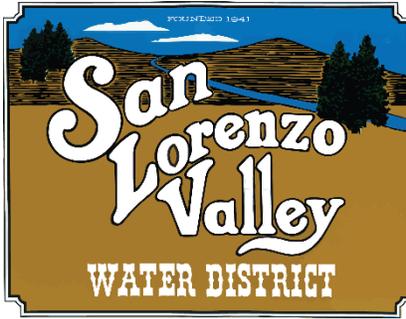
Agenda documents, including materials related to an item on this agenda submitted to the Committee after distribution of the agenda packet, are available for public inspection and may be reviewed at the office of the District Secretary, 13060 Highway 9, Boulder Creek, CA 95006 during normal business hours. Such documents may also be available on the District website at www.slvwd.com subject to staff's ability to post the documents before the meeting.

Certification of Posting

I hereby certify that on April 10, 2019, I posted a copy of the foregoing special agenda in the outside display case at the District Office, 13060 Highway 9, Boulder Creek, California, and at the BCRPD Bear Creek Country Club Facility, 15685 Forest Hill Dr., Boulder Creek, CA, said time being at least 24 hours in advance of the meeting of the Engineering Committee of the San Lorenzo Valley Water District in compliance with California Government Code Section 54956.

Executed at Boulder Creek, California, on April 8, 2019.

Holly B. Hossack, District Secretary
San Lorenzo Valley Water District



REQUEST FOR PROPOSAL

TO PROVIDE:

**PROFESSIONAL DESIGN SERVICES TO THE
SAN LORENZO VALLEY WATER DISTRICT**

PROJECT TITLE:

**BEAR CREEK ESTATES WASTEWATER TREATMENT FACILITY ALTERNATIVES
ANALYSIS**

RESPONSE DUE BEFORE 3:00 P.M.

ON

May X, 2019

**San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006
(831) 430-4624**

I. INTRODUCTION

The San Lorenzo Valley Water District (SLVWD or District) is soliciting Proposals from qualified engineering firms to conduct an alternative analysis to evaluate two to three treatment alternatives (e.g., upgrading centralized system or provide individual treatment) to ensure compliance with the Bear Creek Estates Wastewater Treatment Facility (WWTF) Waste Discharge Requirements (WDR) Order No. 00-043. The WWTF was constructed in 1985 as a septic tank treatment system, which currently serves 56 residential units located in Bear Creek Estates subdivision 3, 4 and 5, Boulder Creek, California. The plant is designed to treat a design daily average flow of 12,000 gallons per day (GPD) and a peak wet weather flow of 32,500 GPD. The WDR allows a discharge monthly average daily flow of 16,500 GPD to a 2.3-acre leach field.

In 2005, the Central Coast Regional Water Control Board (Regional Board) issued new regulations requiring 50% reduction in total nitrogen (TN) in the wastewater discharge from the treatment plant. To comply with this new requirement, the District completed treatment upgrades in 2005, 2009, and 2013 to the existing treatment septic system by installing three new stage tricking filters, new internal recirculation/splitter/ball valves, and a new air blower with high-capacity disc diffusers in the clarifier tanks. Unfortunately, these modifications have not been successful. Refer to **Figure 1** for the WWTF's existing treatment process.

On April 11, 2016, the Regional Water Board issued a Notice of Violation of the WDR to the District citing ongoing violations with insufficient total nitrogen reduction, since 2007, excess flow violations from inflow and infiltration into the District collection system during rain events, and unsatisfactory operator response for occasional sanitary spills and runoffs from the system into Bear Creek. The Regional Board ordered the District to submit a certified engineering report by May 15, 2016, addressing the following:

1. Wastewater treatment plant modifications to ensure the denitrification process will reduce total nitrogen by 50%.
2. Engineering controls to reduce inflow and infiltration during rain events.
3. Evidence of Bear Creek Estates wastewater treatment plant operators being properly trained in sanitary sewer and wastewater treatment plant spills.

The District prepared three technical reports investigating these items. Items one and two are provided as **Attachments A** and **B**.

The District's intent is to award a single contract to an engineering firm qualified to do the work. The selected firm will be expected to compile and review data, attend a kickoff meeting, evaluate a minimum of two alternatives, prepare cost estimates for design and construction, and associated environmental/permitting costs. The firm will be expected to submit a technical memorandum that includes descriptions of each of the identified alternatives, background, assumptions, and final recommendations.

The District has contracted with Water Systems Consulting, Inc., (WSC) to serve as its Project Manager. The selected Engineering firm will be expected to coordinate with WSC throughout the project. The final reports shall include assessment of alternatives and justification for final recommendations. The District anticipates study to be completed by August 1, 2019.

If selected, Consultant shall propose a project schedule that meets or exceeds the timeline provided in this RFP.

Selection of the firms will be based on qualifications and experience as ranked by a panel of assigned individuals (staff, Engineering Committee and/or outside experts).

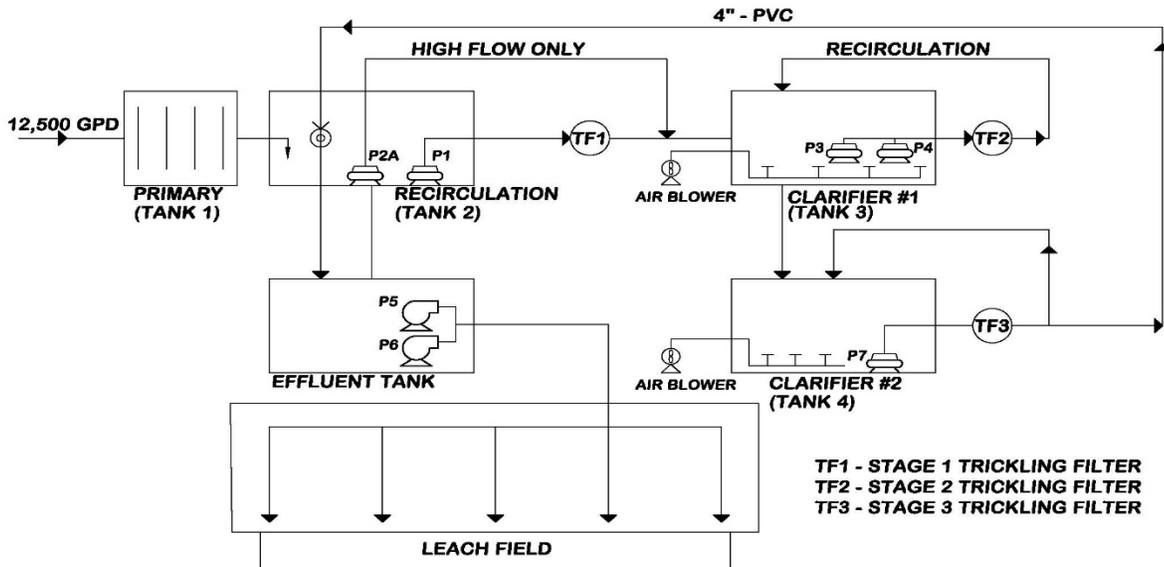


Figure 1. Existing Plant Process Schematics

II. GENERAL INFORMATION

San Lorenzo Valley Water District is a water supplier established in 1941 and serves several communities within the 136 square-mile San Lorenzo River watershed. The District owns, operates, and maintains four permitted water systems divided into three service areas and one wastewater facility in Bear Creek Estates.

The Bear Creek Estates wastewater system is operated by the San Lorenzo Valley Water District, Boulder Creek, California. The system consists of 1.2 miles of gravity collection sewers, two (2) pump/lift stations, and a septic tank-trickling filter treatment system discharging treated effluent to subsurface leach fields.

III. AVAILABLE PROJECT INFORMATION

The following documents are intended as attachments to provide additional background. Please email Kirsten Plonka at kplonka@wsc-inc.com for a link to ShareFile to download:

- Technical Memorandum No.1 – Collection Systems Inflow and Infiltration Assessment
- Technical Memorandum No.2 – Wastewater Treatment Plant Process Assessment
- 2018 Bear Creek Wastewater Treatment Plant Wastewater Collection and Treatment System Improvements Report

The Consultant will be expected to review all the documents provided as a component of their response to the RFP. Consultant should provide their independent recommendations for the project approach in the approach section of the RFP.

IV. PROJECT SCOPE OF SERVICES

During the proposal effort, the anticipated efforts by the Proposers include:

- Develop an understanding of the project and the required scope of services through the materials provided by the District.

- Attend an optional site meeting on **May XX, 2019 at 10:00 am** beginning at the District office to gather information about the project, the environment in which the project is situated, and to establish the criteria to be used in developing the conceptual design of alternatives.

Once Selected for the Project the anticipated scope of services will include:

- Identify data needs, compile and review data to conduct assessment (as needed).
- Evaluate a minimum of two alternatives to comply with WDR
- Prepare a detailed cost estimate and associated permitting costs if changes to discharge location is made.

Prepare a technical memorandum that includes descriptions of each of the identified alternatives, background, assumptions, and final recommendations.

IV. PROJECT MANAGEMENT AND INFORMATION COLLECTION

Consultant shall provide overall project management. Consultant shall assume at least one meeting each month and additional meetings to review project status at key milestones. Meetings will be held on site or at the Districts main Office.

Consultant shall provide internal quality control and quality assurance procedures.

Consultant shall propose a project schedule that meets or exceeds the timeline provided in this Request for Proposals.

V. PROPOSAL REQUIREMENTS

The Proposal shall not exceed 20, 8.5" x 11" single-sided pages excluding resumes, cover letter, dividers, front and back covers. 11" x 17" pages are allowed and will count as two pages. the Proposal must use a font size of 11 or larger, and be bound into a single document with the exception of the separately bound fee. Responses to this RFP shall be in the following order and shall include:

1. Cover Letter (2 pages maximum):

Include a dated cover letter indicating the firms understanding of and interest in the project and summarizing the key components addressed within the Proposal. This document shall be legally binding by a person authorized to represent the firm. Please include name, address, telephone number, email and title for each of these persons.

2. Project Description and Approach (8 pages maximum)

- i. Explain the objective of the project, as you understand them, and how you propose to accomplish the recognized goals.
- ii. Identify any creative solutions for providing permanent access to the tank.
- iii. Describe, in the important aspects of the approach that your firm will take for the services and deliverables to be provided.

3. Identification of Prime Consultant (1 page maximum)

- i. Legal name and address of the company.

- ii. Legal form of company (partnership, corporation).
- iii. If company is wholly owned subsidiary of a "parent company," identify the "parent company."
- iv. Name, title, address and telephone number of person to contact concerning the Response Submittal.
- v. Project team and the discipline/job title of each team member.
- vi. Provide a general description of your firm's background and project qualifications, including years of business, any past bankruptcy filings, and identify any contract or subcontract by the firm which has been terminated, in default, or had claims made against it that resulted in litigation or arbitration in the last five years.

4. Identification of Sub Consultants, if any (1 page per sub-consultant maximum)

- i. Legal name and address of the company.
- ii. Name, title, address and telephone number of prime contact
- iii. Number of staff and the discipline/job title of each.
- iv. Provide a general description of subcontractor's background and project qualifications, including years of business, any past bankruptcy filings, and identify any contract or subcontract by the firm which has been terminated, in default, or had claims made against it that resulted in litigation or arbitration in the last five years.

5. Project Organization and Experience of the Project Team (3 pages maximum, not including resumes)

- i. Describe proposed project organization, including identification and responsibilities of key personnel, including sub-consultants. Include only one-page resumes.
- ii. Describe the experience of the Project Manager and the experience that the proposed personnel have working on past projects as a team.
- iii. Describe project management approach to the work effort, locations where work will be done, responsibilities for coordination with the District, lines of communication necessary to maintain design on schedule.
- iv. Describe the Firm's capacity to perform the work within the time limitations, considering the firm's current and planned workload and the firm's current and planned work force
- v. Include a statement on what makes your firm uniquely qualified.

6. Experience and Past Performance, Including Cost and Schedule Control (4 pages max / 3 projects max)

- i. Include a summary of the past experience and performance of the Engineer of Record on similar projects. Include the following information:
 - 1. Owner, contact name and phone number
 - 2. Project size and description
 - 3. Project budget and total dollar value of completed project
 - 4. Budgeted project schedule and total time to completion
 - 5. Estimated construction costs and actual construction costs
- ii. Describe the firm's past experience and performance on similar projects. Include the information listed above.

7. Firm's Local Experience (1 page maximum)

Describe the firm's experience and knowledge with the unique geology of the Santa Cruz mountains.

8. Exceptions to this RFP

The Consultant shall certify that it has fully read the RFP and takes no exceptions to this RFP including, but not limited, to the Consultant Services Agreement (attached). If the Consultant does take exception(s) to any portion of the RFP, the specific portion of the RFP to which exception is taken shall be identified and explained.

9. Contractual Scope of Services

- i. The Consultant shall provide a detailed scope of services to be provided. This should be responsive to the requested scope of services with additional detail as necessary.
- i. Prepare a detailed schedule showing all facets of work that will meet the District's objectives and goals in a timely manner.
- ii. Both the Scope and Schedule are anticipated to become attachments to the Contract between the Consultant and the District.

2. Proposed Total Professional Fee and Fee Schedules Submitted Under Separate Sealed Cover

- i. Proposed fee shall be organized with appropriate breakdown into subtasks.
- ii. Proposed Fee Schedule shall include an estimated timeline (Gantt Chart Format) for completion of each task and subtask.
- iii. Proposed fee shall not be the sole basis of award but will be used to evaluate the Consultant's understanding of the Scope of Work.
- iv. Include the hourly rates of all staff that will charge directly to the project in FY18/19.
- v. Commit to a maximum 3% inflationary adjustment per year for FY19/20 and FY 20/21.

The District will require a professional liability insurance verification for coverage of not less than \$1,000,000.00.

VI. CONSULTANT SELECTION

The following weighted criteria will be used to evaluate the Proposals provided in response to this request:

- a. 30% Understanding and approach to the work to be done
- b. 20% Experience of firm with similar kinds of work
- c. 30% Experience of staff for work to be done
- d. 10% Overall clarity and presentation of Proposal
- e. 10% Firm's Local Experience

V. SELECTION PROCESS

The District intends to select the most qualified proposer and will open the sealed Fee Schedules after making their selection of the most qualified firm. The District will then enter into negotiations with the top ranked firm. If the district can't conclude negotiations it reserves the right to move to the next most qualified firm. At this time, the District contemplates the use of a Time and Materials with a Not-to-exceed Total type contract for the services requested. Negotiations will cover: scope of work, contract terms and conditions, office arrangements, attendance requirements and appropriateness of the proposed fee schedule.

After negotiating a proposed agreement that is fair and reasonable the District Manager will present the contract to the District’s Board for authorization to execute a contract with the selected firm.

VI. SELECTION SCHEDULE

The District anticipates that the process for selection of firms and awarding of contracts will be according to the following tentative schedule:

| | |
|------------------------------|--|
| Mandatory Site Visit | |
| Proposal Due Date | |
| Interview (TBD-If Necessary) | |
| Board of Directors Approval | |

VII. SPECIAL CONDITIONS / ATTACHMENTS

The following documents are intended as attachments to provide additional background:

- Technical Memorandum No.1 – Collection Systems Inflow and Infiltration Assessment
- Technical Memorandum No.2 – Wastewater Treatment Plant Process Assessment
- 2018 Bear Creek Wastewater Treatment Plant Wastewater Collection and Treatment System Improvements Report

VIII. SUBMITTAL REQUIREMENTS

1. One (1) executed original marked “ORIGINAL” in red ink and three (3) copies of the proposal shall be submitted. Emailed proposals will not be accepted. Submit one electronic copy of the proposal in PDF format (on CD, DVD or Thumb Drive). The proposal shall be signed by an individual, partner, officer or officers authorized to execute legal documents on behalf of the Firm.
2. Proposals must be received no later than **3:00 p.m.** local time, on or before **May X, 2019** at the office of:

**San Lorenzo Valley Water District
 13060 Highway 9
 Boulder Creek, CA 95006**

Attn: District Secretary (Holly Hossack)

Failure to comply with the requirements of this RFP may result in disqualification. Questions regarding this RFP shall be submitted via email to Kirsten Plonka at kplonka@wsc-inc.com by **May X, 2019**.