



REQUEST FOR PROPOSALS (RFP)

Engineering Consulting Services for Collection System Masterplan Update, Sewer System Management Support, and Support of New Connections and Increased Capacity

October 2024

San Andreas Sanitary District
675 Gold Oak Rd
P.O. Box 1630
San Andreas, CA 95249
Phone (209) 754-3281
office@sasanitary.org

Proposals Due By:

Tuesday, December 3, 2024
3:00 p.m.

Introduction:

San Andreas Sanitary District (SASD) is seeking Proposals from qualified consultants to provide engineering services for the update of the District's 2016 Collection System Masterplan, and for ongoing support related to its Sewer System Management and Applications for New Connections and Expanded Capacity. The selected consultant shall provide a full range of services in providing the Scope of Work, described below.

Purpose:

The purpose of the RFP is to select a consultant that has the requisite skills and sufficient capacity to conduct condition assessments, develop engineering reports, provide budget cost estimates, document District experiences with past projects, lead onsite meetings with District staff, attend Board meetings as necessary, and publish documents, such as a final Master Plan, suitable for use in future grant/loan funding applications and for future project development. The selected consultant will provide ongoing support to the District for its Sewer System Management and Applications for New Connections and Expanded Capacity.

Background:

SASD (San Andreas) is located approximately sixty miles southeast of Sacramento on Highway 49. The district provides wastewater services to about three thousand residents, as well as its commercial businesses. SASD's average dry weather flow is rated at 0.33 MGD, with typical dry weather flow at 0.2 MGD. During wet weather, due to inflow/infiltration in the community, flows can reach an hourly peak of 1.8 MGD. The plant is staffed Mon-Fri, 0700-1530 and has an on-call Operator assigned 24/7.

There are four (4) lift stations in the community: Sunset LS, Mountain Oaks LS, Oak Shadows LS, and Highway 49 LS. From time to time, various sewer pipelines need urgent and timely repairs or replacement to prevent sanitary sewer overflows. These pipelines are mostly 6" up to 10" in diameter, but District sewers range from 4" to 14".

The District completed a comprehensive Collection System Master Plan in 2016, with KSN, Inc leading the work. In 2022, the District completed a significant upgrade project, with close to 100% grant funding from the California State Revolving Fund. The District is seeking to update the Master Plan with technical lessons learned from past projects, updated cost estimates for planned projects, updated information from Operations about current sewer hotspots and current maintenance procedures, and updated information from Administration about compliance with SHPO and with specific requirements from Funding Partners.

The goal of this Update is to prepare for future grant/loan applications and be as 'shovel-ready' as we can be when funds are made available by USDA, SRF, or other partners.

In addition, the District has a need for engineering support for its Sewer System Management. The District has a current Sewer System Management Plan (SSMP, June 2024) and requires update from time to time. District staff require professional support on an 'as needed basis' to implement the SSMP.

The District has a standard application in place for new customers, both residential and commercial, to request connection to the sewer system. There is also a process for existing customers to request additional capacity when expanding use of their property or business. District staff require professional support on 'as needed basis' to implement these processes.

Scope of Services:

1. Collection System Masterplan Update: The District is cost sensitive for the engineering

budget for this update. Therefore, the District plans to participate in a significant administrative way to reduce costs from the consultant. For example, the District plans to do review/edit with “track changes” certain section of the existing masterplan. Also, the District is satisfied with the existing layout and format of the Master Plan, and the underlying assumptions included in the Master Plan can be relied on. The District is open to ideas from the selected firm on how we can help them be more efficient by focusing their labor budget more on high-end engineering skills and relegating certain administrative functions to the District.

We expect there will be onsite meetings with Operators to capture their experiences and brainstorm ideas. We also expect remote meetings for follow-up items that don't require a field visit.

2. Sewer System Management support: The District's Staff have updated the Sanitary Sewer Management Plan (SSMP, June 2024) and implement regular preventive and corrective maintenance. The District has need, from time to time, engineering support to review the SSMP, provide review of active 'hotspots' and make recommendations for mitigation, and other tasks that enable the District to minimize the potential for sewer overflows. This support is 'as needed' and a task budget will be developed each fiscal year.
3. Support of Applications for New Connections and Expanded Capacity: The District receives inquiries from the public throughout the year with questions about available capacity, size and location of public sewer lines, requests for new residential connections and expansion, and occasionally new commercial buildings. There is no consistent rhythm to these inquiries and applications. This support task is 'as needed' and a task budget will be developed each fiscal year. Sometimes, when an application calls for significant changes, a specific task budget will be developed for the consultant to collaborate directly with the developer on the District's behalf.

All inquiries regarding the proposal should be directed to Hugh Logan, District Manager by telephone at (209) 754-3281, or by email at hlogan@sasanitary.org

Interpretations and Addenda

No interpretation made to any respondent as to the meaning of the RFP shall be binding on the District unless repeated in writing and distributed as an addendum by SASD. Interpretations and/or clarification shall be requested in writing.

Proposal Format and Content:

The proposal shall be brief, precise, and shall not include unnecessary promotional material. The proposal should contain the following elements:

1. *Cover Letter* – Describe your firm or team's interest and commitment in providing Consultant Services to the District. The letter shall be signed by a person authorized to negotiate a contract with the District.
2. *Staffing, Team Experience and Understanding of Project & Objectives* - Describe the qualifications and experience of the team members expected to be assigned to the District, including familiarity with the District and with similar systems.
3. *Resumes* – Include single page resumes of only the key personnel to be assigned to the project. If sub-consultants are used, then include those specific resumes.
4. *References* – Provide three references (name, agency, title, address, and telephone number) for recent, related work. It is permissible to include references from recent, related work done for the District.

Evaluation and Selection Process:

Qualifications will be screened, and the top candidates will be reviewed by District staff. The qualifications for the top candidates will be verified and references will be checked. The District will carefully weigh:

- Consultant's understanding of the District's desires and general approach to completing the work – 30 POINTS
- Consultant's experience with similar complexity and magnitude – 30 POINTS
- Demonstrated ability of the Consultant to perform high quality work, to control costs and to meet time schedules – 25 POINTS
- Ability to work effectively with District staff – 15 POINTS

Submittal Requirements:

Consultant to submit an electronic copy of their proposal via email to San Andreas Sanitary District at office@sasanitary.org by **December 3, 2024, at 3:00 p.m.** **Optional: Hard copy submissions will be accepted at the District Office at 675 Gold Oak Rd., San Andreas, CA 95249.**

The District reserves the right to revise or withdraw this RFP at any time, for any reason. The District will not pay costs incurred in the proposal preparation including the costs for printing, mailing, etc. All costs for the preparation of the proposal shall be borne by the proposing firm.

Right to Reject Proposals:

The District reserves the right to reject all proposals or any part of any proposals, to waive minor defects or technicalities, or to solicit new proposals on the same project or on a modified project that may include portions of the originally proposed project as the District may deem necessary in its best interest. The District also reserves the right to negotiate with any firm, all or part of any proposal that is in the best interest of the District.

Project Schedule:

Issue Request for Proposal	October 21, 2024
Receive Proposals by	November 26, 2024, at 3:00 p.m.
Notify Negotiate Scope and Fee	by December 9, 2024
Execute Scope and Fee	December 12, 2024
Notice to Proceed (estimated)	January 2025
Masterplan Update (estimated)	December 2025
Ongoing Support of SSMP and Customer Applications	Thru June 30, 2028

Award of Contract:

The District Manager will be responsible for, and will be the sole point of contact for, all contractual matters. A cost proposal will be requested from the consultant that has the highest score. The final contract, including Scope of Services, will be negotiated.

If contract negotiations with the first selected firm are unsuccessful, SASD will begin negotiations with the second highest scoring firm, and so on.

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