

REQUEST FOR PROPOSALS

June 21, 2012

SUBJECT: REQUEST FOR PROPOSALS TO PROVIDE AN UPDATE OF THE EL ESTERO WASTEWATER TREATMENT PLANT'S OPERATION AND MAINTENANCE MANUAL AND RELATED STANDARD JOB OPERATING PROCEDURES

Dear Consultant:

The City of Santa Barbara is inviting proposals from qualified engineering consulting firms to provide an update of the El Estero Wastewater Treatment Plant's Operation and Maintenance Manual and related documentation, including the development and updating of facility Standard Operating Procedure (SOP) documentation.

Proposals should be submitted to the City, no later than 4:30 p.m. on Thursday, August 2, 2012.

Background

The City owns and operates an 11 MGD design activated sludge wastewater treatment plant (El Estero). This treatment plant includes preliminary treatment, primary treatment, secondary treatment, chlorination and dechlorination facilities, ocean outfall, and solids handling unit processes. Currently El Estero treats an average of 8 MGD of wastewater and also includes a 4 MGD tertiary process for production and distribution of recycled water.

Project Description

The City's wastewater system operates under a National Pollutant Discharge Elimination System (NPDES) Permit No. CA0048143, issued by the California Regional Water Quality Control Board (RWQCB), which contains Clean Water Act requirements administered by the United States Environmental Protection Agency (EPA). The recycled water facility operates under Waste Discharge Requirements and Master Reclamation Permit Order No. 97-44, which is issued by the RWQCB. A requirement of both the Clean Water Act and the NPDES Permit is that the City periodically updates its wastewater facility Operations and Maintenance Manual to reflect current facility unit process information and related functional Standard Job Operational Procedures.

This project is intended to:

- Update the Operation and Maintenance Manual for the facility to reflect current conditions;
- Update and develop necessary SOPs for the facility;
- Provide electronic documentation-related mechanisms for City staff to update the new Operation and Maintenance Manual and associated SOPs on an on-going, as-needed basis as a result of staff-initiated facility improvements;
- Provide for publication and document control of abovementioned updated documentation to

- an electronic on-line format (e.g. SharePoint, or similar software);
- Develop policies and procedures for electronic documentation-related mechanisms that allow City staff to update the new Operation and Maintenance Manual and associated SOPs to reflect changes in the facility or operations section activities as a result of:
 - Staff-initiated facility improvements;
 - Capital Improvement Program project work;
 - Process optimization work;
 - Changes in City policies or regulatory agency requirements.

Services to be Provided by Consultant

The services to be provided by the Consultant shall include, but not be limited to, those listed below. The services include specific tasks as well as goals which the consultant is expected to strive to reach.

I. Assessment Tasks

- a. Review existing Operation and Maintenance Manual, SOPs, and related documentation as-needed to understand the project's basis.
- b. Review existing unit process documentation as-needed for major facility projects that have been completed subsequent to the original Operation and Maintenance Manual's production date.
- c. Review engineering drawings and specifications as-needed to anticipate near-term changes needed for this project's updated Operation and Maintenance Manual and related SOP documentation.
- d. Interview current operations and maintenance staff as-needed to gain necessary insight into existing unit process equipment, conditions, operating and maintenance procedures, and planned CIP project schedules.

II. Operation and Maintenance Manual Development Tasks

- a. Develop a complete and updated Operation and Maintenance Manual documentation that contains the following sections:
 - i. Table of Contents
 - ii. Facilities Description
 - iii. Standard Job Operating Procedures
 - iv. Theory of Operation and Process Control
 - v. Laboratory Control
 - vi. Maintenance
 - vii. Safety
 - viii. Manpower Requirements and Training Requirements (including yet not limited to CalOSHA, IIPP, and SOPs)
 - ix. Emergency Operating Plans and Procedures
 - x. Normal and Emergency (Abnormal) Operating Procedures
 - xi. Review, Audit, and Update Process/Schedule
- b. All SOP development tasks shall be undertaken using current USEPA Guidance for Preparing Standard Operating Procedures (EPA QS/G-6) guidelines and procedures.
- c. Existing El Estero asset tagging and location information shall be incorporated into the Operation and Maintenance Manual and related SOP documentation work products.
- d. Operation and Maintenance Manual and related SOP documentation work products will be coordinated with existing El Estero Asset Management Program documentation and related work products.

III. Network Document Control Capability

- a. From any and all final Operation and Maintenance Manual documentation produced as a work product from the abovementioned Tasks, make recommendations and plans for electronic storage of said documentation on existing City information system hardware/software or approved outside vendor information system infrastructure.
- b. Coordinate as needed with various City staff from both the El Estero Wastewater Treatment Plant and the Information Systems section in order to finalize procedures and activities required for electronic storage of final documentation on existing City information system hardware/software or approved outside vendor information system infrastructure.
- c. Implement all necessary and approved procedures and activities to achieve successful installation and operational commencement of final Operation and Maintenance Manual documentation on existing City information system hardware/software or approved outside vendor information system infrastructure.

Services to be Provided by City

The services to be provided by the City shall include, but not necessarily be limited to, the following:

1. Provide general direction to the consultant firm through the City's project manager.
2. Coordinate inter-departmental project issues with City staff.
3. Provide existing available information – existing maps, plans, reports, applicable city computer software program access, etc.
4. Provide existing business process data and technical information.

Proposal Requirements

Firms responding shall submit six copies of the proposal which shall include the items listed below (note that clear, organized, and concise proposals prepared by the Program Manager are highly desirable):

1. Description of recent projects ((completed within the last three (3) years)) that are similar in nature to the proposed project. Provide a minimum of two (2) SOP documents from recent completed work projects that best demonstrate the Consultant's ability to perform under this proposed contract.
2. Client references, which must include addresses and telephone numbers of people to contact for references.
3. Description of Consultant team, including names, classifications and qualifications of key personnel and sub-consultants and an organization chart showing how the team will work together.
4. A statement of the proposed approach to the project scope of work, broken down by tasks and subtasks.
5. A table showing the estimated staff hours for all consultants assigned per task, based on the Consultant's understanding of the project's scope of work.

6. Identification of sub-consultants and their scope of services.
7. A schedule estimating the time frames necessary to complete the proposed scope of services.
8. A completed "Statement Certifying Insurance Coverage" certifying that the required insurance coverage can be obtained by the Consultant, and that the Consultant understands said coverage is a prerequisite for entering into a contract with the City (See Enclosure 1).
9. In a separate, sealed envelope, submit a fee proposal at the scheduled interview to perform the described work, and an hourly rate schedule for the Consultant and any sub-consultants for each classification of personnel assigned to the project. Fee proposals will be opened after the interview. This fee information will be used as a basis for negotiation with the successful Consultant.

Selection Process and Criteria

From the proposals received, the City will select a small group of the most qualified firms for interviews.

Selection will be based on the following:

1. Project Manager's qualifications and ability to perform the work as outlined above, based on information provided by the Consultant and client references.
2. Consultant's key staff and sub-consultant's qualifications, knowledge of local conditions and ability to perform the work as outlined in the RFP, based on information provided by Consultant.
3. Consultant's responsiveness and availability to City Staff, and the ability of the Consultant's key staff to effectively and efficiently complete a project.
4. The Consultant's understanding of the project as demonstrated by their project approach, the proposal's responsiveness to the RFP and project needs, and their demonstrated ability to meet the City's desired project completion time frame: 24 months maximum from the Notice to proceed with the project.
5. Based on client references, the Consultant's performance on similar projects.

The City will enter into negotiations with the firm receiving the highest rating following the interviews. If such negotiations are not successful, the City will then enter into negotiations with the firm or firms receiving the next highest rating.

As part of the consideration for entering into agreements with the successful firms, the firms are required to sign a professional service contract including the indemnification and hold harmless language and to obtain insurance with an insurer or insurers that are satisfactory to the City as set forth in Enclosure 1.

Enclosure 2 is a statement to be completed and returned with the proposal which certifies that the firm has confirmed with its insurance carrier that it can meet all the requirements for insurance. All proposers must review the required insurance provisions (Enclosure 3) with their insurance agents or brokers to ensure compliance. In addition, proposers must review the Living Wage Certification which will be included in a successful contract with the City (Enclosure 4). For your review, a sample contract is enclosed (Enclosure 5).

Failure to meet the insurance regulation as set forth shall result in the proposer's disqualification.

The proposer is also required to obtain a business license from the City prior to the execution of the agreement with the City for the consulting services.

Please submit six copies of your response to this RFP no later than 4:30 p.m., on Thursday, August 2, 2012 to the following address(es):

Mailing Address:

City of Santa Barbara
Attn: Chris Toth, Wastewater System Manager
Water Resources Division, Public Works Department
P.O. Box 1990
Santa Barbara, CA 93102-1990

Physical Address for hand delivery and express mail:

City of Santa Barbara
Attn: Chris Toth, Wastewater System Manager
Engineering Division, Public Works Department
630 Garden Street
Santa Barbara, CA 93101-1656

Any inquiries or request regarding this Request For Proposal shall be directed to the City's Contact only. Consultants submitting proposals may contact ONLY the City's Contact regarding this solicitation. Other City employees do not have the authority to respond on behalf of the City and contact with unauthorized City personnel may result in disqualification.

Interviews will be scheduled in a timely manner following the Proposal's submittal deadline. The interviews will last 45 minutes, with approximately 30 minutes available for consultant team presentation and remaining time allotment available for informal question-and-answer period. Please feel free to call me at (805) 564-5412 if you have any questions.

Sincerely,

Chris Toth
Wastewater System Manager

CJT/avb

Enclosures: 1. Statement Regarding Hold Harmless & Insurance Coverage
 2. Certificate of Insurance
 3. Insurance Coverage Requirements
 4. Living Wage Certificate
 5. Sample Contract