

## IV. PROJECT DESCRIPTION/SPECIFICATIONS

The City of Santa Barbara (City) will require the Consultant to provide the Public Works Department with professional services for program management support services associated with the City's municipal wastewater collection system (System). The City is focused upon improving key program management activities in the following areas:

- 1) asset management planning;
- 2) wastewater collection section staff activity-related business process mapping/implementation;
- 3) gap analysis of wastewater collection system asset attribute, maintenance, and inspection activities data;
- 4) sewer repair, rehabilitation, and replacement criteria development and decision-making;
- 5) long-term rehabilitation and replacement projections for collection system asset sustainability; and
- 6) development of a risk-based asset management model which evaluates sewer pipes based upon consequence of failure and likelihood of failure.

In order to assist the City in achieving its abovementioned program management improvements, the Consultant will be tasked with preparing product deliverables in the following Task Assignment categories:

### I. Asset Management-based Maintenance Program Development

- i. Develop Plans and Schedule to provide wastewater collection system-wide inspection program based upon a five-year system cycle.
- ii. Develop Plans and Schedule to provide wastewater collection system-wide cleaning maintenance program based upon a five-year system cycle.
  1. Develop separate Plans and Schedules for pipe demanding frequent cleaning versus long cycle-time cleaning
  2. Develop scheme for pipe cleaning schedules to be modified based upon maintenance-based condition findings
  3. Develop specific Root Control Plan and Schedules for sewer mains with maintenance history indicating chronic root problems
  4. Develop specific Maintenance Control Plan(s) and Schedules for sewer mains with any other maintenance history indicating chronic maintenance problems.
- iii. Develop Procedures and Schedules to Implement the above-mentioned Maintenance Program activities into the City's Cartegraph CMMS software
  1. Coordinate with wastewater collection section staff as-needed.
  2. Coordinate with City IS section staff as-needed.

### II. Data Management—Computer Maintenance Management System (CMMS) Software Utilization

- i. Review and Analyze City's existing Cartegraph CMMS software so as to process-map the City's existing or Consultant-recommended wastewater collection staff sewer main cleaning, televising, spot-repair, and inspection business processes and related activities; upon City review and approval, integrate these final approved business processes into the Cartegraph software product.
- ii. Review and analyze the city's wastewater collection system pipe and manhole attribute data as depicted in the Cartegraph software, making recommendations to the City for any modifications that may be required to

ensure that Consultant business process modifications are added into Cartegraph software and successfully utilized by City staff.

- iii. Develop and Modify Cartegraph reports for approval and use by managerial and supervisory City wastewater collection section staff.
- iv. Review City plans to incorporate ESRI GIS software into the Cartegraph software for use in planning and scheduling sewer main cleaning work orders. Make recommendations related to City staff policies, plans, and procedures related to sewer main scheduling of cleaning activities that allow for graphical selection of sewer mains in Cartegraph for subsequent work order generation.

### **III. Sewer Assessment, Repair, Rehabilitation, and Replacement Planning and Implementation**

- i. Review and analyze the City's existing sewer system GIS data, CMMS data, and CCTV data as necessary to complete a sewer system assessment plan.
- ii. Based upon abovementioned review, develop work plans to update existing City GIS and CMMS data to ensure best final data representation for assessment planning work.
- iii. Develop work plan for annual City and/or contractor CCTV inspections to achieve an annual minimum inspection and assessment rate of 2 miles per calendar year.
- iv. Consultant work product for CCTV-related sewer main assessment work shall include development of an inspection database incorporated into the Cartegraph software system, prioritized repair projects, and prioritized rehabilitation/replacement projects. These prioritized projects shall represent a minimum of six miles of city sewer main recommendations.

### **IV. SSO Response, Record Keeping, Notification, and Reporting Program Review and Update**

- i. Review and analyze the City's existing SSO Response, Record Keeping, Notification, and Reporting program policies, practices, and procedures.
- ii. Based upon review, make recommendations for potential improvements that could be made to the City's existing program that could be undertaken by the City within the next two years.
- iii. Based upon subsequent City staff feedback, decisions, and direction, prepare updated SSO response program documentation necessary to improve the program.
- iv. Coordinate and integrate updated program procedures into the City's Cartegraph software.

### **V. Fats, Oils, and Grease (FOG) Program Review and Update**

- i. Review and analyze City's existing FOG Program policies, practices, and procedures.
- ii. Based upon review, make recommendations for potential improvements that could be made to the City's existing program that could be undertaken by the City within the next two years.
- iii. Based upon subsequent City staff feedback, decisions, and direction, prepare updated FOG program documentation necessary to improve the program.
- iv. Coordinate and integrate updated FOG program procedures into the City's Cartegraph software.

**VI. Flow Monitoring Program Development**

- i. Review existing documentation that the City possesses related to other consultant-based flow monitoring studies and technical reports.
- ii. Based upon review, make recommendations regarding the City's existing Flow Monitoring Program. Recommend if additional planned studies should be undertaken by the City within the next two years. Make any additional or alternative recommendations related to the City's Flow Monitoring Program.
- iii. Based upon subsequent City staff feedback, decisions, and direction, prepare new flow monitoring planning-level documentation necessary to implement flow monitoring program recommendations listed above.
- iv. Coordinate and integrate updated Flow Monitoring Program procedures into the City's Cartegraph software.

**VII. Pump Station Reliability Program Review and Update**

- i. Review existing documentation that the City possesses related to previous written pump station-related condition assessment studies.
- ii. Based upon review, make recommendations for pump station condition assessment studies that could be undertaken by the City within the next two years.
- iii. Based upon subsequent City staff feedback, decisions, and direction, prepare pump station planning-level documentation necessary to implement pump station the condition assessment program recommendations listed above.

**VIII. Sewer System Management Plan Documentation Review and Update**

- i. Review existing City Sewer System Management Plan (SSMP) documentation.
- ii. Based upon review, make recommendations for updating the SSMP documentation. Consultant is to make recommendations upon updated City activities associated with other deliverable documents associated with the Task Assignments listed herein.
- iii. Based upon subsequent City staff feedback, decisions, and direction, prepare a final updated SSMP document. Provide City with both paper master copy and electronic copies in both MS Word format and Adobe Acrobat pdf format.

## V. EVALUATION

From the proposals received, the City will select from two (2) to four (4) of the most qualified firms for interviews.

Proposals will be evaluated 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 time frame.
5. Based on client references, the Consultant's performance on similar projects. A key consideration will be the Consultant's experience with and support of Cartegraph software's WORKdirector, SEWERview, and GEODATAconnect applications.
6. Cost to complete the proposed scope of work
7. Qualified firms are encouraged to focus on their own key staff's wastewater system asset management strengths and to partner with other qualified firms to provide the highest level of overall quality service to the City of Santa Barbara in submitting Proposals. The City recommends that Consultants with limited or no experience implementing and/or supporting Cartegraph's WORKdirector, SEWERview, and GEODATAconnect applications subcontract with Cartegraph or a Cartegraph-experienced partner to ensure long-term support of any changes to the Cartegraph system.

The Cartegraph software representative assigned to the City of Santa Barbara's account is Mr. David Samson. He may be reached by telephone at 1-800-688-2656, ext. 6118 and by email at [davesamson@cartegraph.com](mailto:davesamson@cartegraph.com).

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 an agreement including the indemnification and hold harmless language and to obtain insurance with an insurer or insurers 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.

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.

