TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Request for Proposal

Operations and Maintenance of Wastewater Treatment Facility

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1 PURPOSE

The Tomales Village Community Services District (TVCSD) is requesting proposals from qualified and experienced firms who can provide full service operations, maintenance, and management of the Wastewater Treatment Facility (Facility) for the existing TVCSD wastewater facility located in Marin District. This Request For Proposal (RFP) position will be completed by private contract through the public competitive bidding process.

The purpose of the RFP is to provide the TVCSD with the assurance that this facility is maintained in substantial compliance with all local, state, and federal provisions (where applicable). An important objective is to maintain a level of high quality service to the people of this service district through appropriate documentation and workflow methodology (best practices) in the most cost effective manner possible.

Qualified entities are invited to submit written proposals for consideration in accordance with this request. These services will be conducted under a contract with the TVCSD hereinafter referred to as the “District” and the Contractor entity is hereinafter referred to as "Contractor."

The contract shall be in compliance with and will be regulated according to the provisions of all State and local laws and ordinances that are applicable.

2 BACKGROUND

Wastewater from the town and schools of Tomales flows or is pumped into a three-pond treatment system. Primary and secondary treatments occur there involving settling of solids and breakdown of the wastewater components. The treated effluent is then pumped to large storage ponds located approximately a mile from the plant. Here the water is disinfected with sodium hypochlorite and spray irrigated during the summer months onto the surrounding fields. These upper ponds serve two purposes: to give the wastewater additional time for further settling and biological breakdown, and to provide storage during the wet winter months when irrigation is not permitted. Cattle graze this irrigated pastureland to control vegetation growth.

The District uses a 31.8 kW DC solar system to offset energy usage at the wastewater treatment plant and the irrigation field. There are two solar arrays, one near the ponds at the treatment plant and the other located at the irrigation field. Both systems net meter from PG&E.

The TVCSD area comprises approximately 111 gross acres of land within the village of Tomales, an unincorporated community, in Marin County, California. It is under the administrative jurisdiction of the District Board of Directors. The District has approximately 96 residences and businesses and the Shoreline Unified School District. The existing wastewater treatment plant is located 10 Irvin Rd. In its current configuration, the wastewater treatment plant has a average dry winter flow (DWF) treatment capacity of 43,000 GPD, and three 7-foot deep, 1,263,499 gallon total capacity lined and aerated facultative ponds.

Facilities shall include, but not limited to, all District collection system, pipelines, cleanouts and manholes; lower town lift station and force main; treatment plant facilities, irrigation field facilities, both solar systems, effluent force main, storage reservoirs and irrigation system, roads and fences. Note that side sewers from the District “Y” connection are the property owner’s responsibility, except any sewer overflows of residential laterals will be reported to the CWIQS reporting program.

3 PROPOSED SCHEDULE OF EVENTS

Issue Request for Proposal	December 31, 2014
Questions or Request for Clarification due	April 24, 2015
Responses to Questions	May 15, 2015
Proposal Due Date	**May 22, 2015**
Short List Published	June 5, 2015
Bidder Interviews Begin	June 12, 2015
Contractor Selection	July 10, 2015

4 SELECTION CRITERIA – SEE FORM AT APPENDIX A

The District will evaluate proposals based on the following criteria and may short-list for interview purposes:

1. The completeness of the proposal in response to this RFP.
2. The methodology for carrying out the tasks described in the proposal.
3. The qualifications, experience, their performance of similar work and the possession of all licenses to perform the work including a State Water Resources Board contract operators license and an assigned chief plan operator acknowledgement.
4. References.
5. Proposed fees.
6. Interview, if conducted.

The Board will rank all timely and responsive proposals. The Board may interview some or all proposers. If interviews are conducted, the proposal rankings will not be final until interviews are complete. When rankings are final, the Board or designated Board member(s) will commence negotiations with selected (typically the highest ranked) proposer.

After negotiating a proposed agreement that is fair and reasonable, the final agreement will be presented to the full Board for approval. The Board has final authority to approve or reject the final agreement.
By submitting a proposal, each proposer agrees to the following:

1. The District reserves the right to waive any irregularity in any proposal.
2. The District reserves the right to reject any or all proposals.
3. The District reserves the right to request additional proposals.
4. The District reserves the right to request clarification of information submitted and to request additional information from any proposer.
5. The District reserves the right to award any contract to the next most qualified proposer, if it cannot reach agreement with the first selected proposer.
6. The agreement between the selected proposer and the District will be in a form supplied or approved by the District.
7. This RFP does not constitute an offer by TVCSD to enter into a contract, nor does any response to this RFP constitute an acceptance of an offer. A response to this RFP does not bind the District in any way.
8. The District will not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
9. Each proposal will remain valid for a period of at least 60 calendar days from the proposal due date.

5 SCOPE OF WORK

The Scope of Work is to provide full service operations, maintenance, and management of the Facility in accordance with all provisions within this RFP in accordance with all provisions within this RFP and the requirements of the SWRCB SSO Program, Contract Operator requirements, and the State SSMP requirements.

The contract term is a three to five year agreement renewable through the TVCSD competitive bidding process (posted on TVCSD website). Contractor will provide an approved person or persons as needed to deliver the required services for this contract period. The firm selected will be a California licensed entity and all subjects working the District's wastewater systems will have the appropriate certifications.
The objectives of these operations include, but are not limited to:

- Cost effectively managing, operating, and maintaining Facility
- Operating Facility in full compliance with local, state, and federal regulations and statutes including all regular and incident reporting requirements
- Contractor will have certified staff available 24/7, 365 days a year for any emergency situation that arises (see 5.2.4 and 5.4.3).
- Minimizing or eliminating permit excursions
- Providing technical assistance to address the District's existing assets, future capacity and regulatory issues.
- To recommend, perform and/or assist in Capital Improvement Program and maintenance projects (examples: slip lining, effluent irrigation sprayer replacement, pump replacement, etc).

Full service contract operations require the Contractor to be properly licensed and provide all treatment facility operation and maintenance staff and pay all chemical costs. The Contractor will be responsible for:

- All aspects of facility management, operation and maintenance.
- Maintaining all land, buildings, improvements and permanent equipment. Equipment maintenance will be performed by the Contractor in accordance with manufacturer's recommendations and the Contractor will be required to provide proof thereof to the satisfaction of the District.
- As a part of the full service contract, Contractor is responsible for disposal of sludge, residue, grit, grease, chemicals, abandoned equipment and/or other residual materials produced by the District's facility.

Required capital expenditures will continue to be the responsibility of the District.

The successful firm selected will be required to provide various services associated with all or a portion of the Facility. This may include, but not be limited to, provision of:

- Process chemicals
- Laboratory, analytical services, including sampling to resolve customer complaints
- Contractor must have an approved QAQC program
- Routine and Corrective Maintenance of Facility and associated equipment
    - Routine and Corrective Maintenance records will be maintained on a computerized maintenance management system and the District may request reports at anytime
- Reporting to regulatory agencies as mandated to maintain compliance
- All reports will be reviewed and signed by the District's designated representative
- Management of the operations and maintenance
- Operations records will be maintained in accordance with federal, state, and local regulations
    - Contractor will utilize database software for process control items. All records must be backed up weekly and kept secured off-site
- Maintain an acceptable appearance of Facility
- Facility will be painted to prevent corrosion and ensure a good appearance to the public
- Landscape Maintenance of all facility will be kept in a groomed state
- Contractor will be responsible for supplying proper personnel to maintain both the software and hardware components of the system
- The District will have access to the system at all times

The Contractor will be responsible for satisfying the State of California regulatory requirements and for operating, maintaining and managing (including record keeping and reporting) the Facility in compliance with all other applicable local, state and federal laws and regulations. Services for the operation, maintenance and management of the Facility will be provided in a safe, secure, effective and efficient manner.

The firm selected for this project will also complete an inventory list of the facility including equipment, procedures, manufacturer literature, etc. The documentation will be submitted to District and will be included with the procedures manual for Facility.

5.1 COMMUNICATIONS

5.1.1 REPORTING

Contractor will maintain staffing and procedures necessary to insure timely professional communications with the District.

5.1.2 DOCUMENT FORWARDING

Both District and Contractor will immediately forward to each other any document or information received which concerns the operations, management and maintenance of the Facility.

5.1.3 CUSTOMERS

Contractor will develop and provide a work request tracking system to document calls from District customers. The system will include a method for action tracking and reporting.

5.1.4 REGULATORS

Contractor shall provide written and oral communications with regulatory agencies concerning the operations and maintenance of the Facilities, including, but not limited to, Monthly Self-Monitoring Report, Emergency irrigation report, monthly CIWQS spill report (or Non-Spill Certification) and annual spill report to the RWQCB.

5.1.5 DISTRICT

Contractor will provide copies to the District of written communications with regulatory agencies and report substantive conversations or communications that affect the District. At least quarterly the Contractor will attend a Board of Directors meeting and present an operations and maintenance report.

5.1.6 CONTRACTOR RESPONSIBILITIES

- Cooperation - Contractor will cooperate with the District's General Manager, engineers, attorneys, sub-contractors or others engaged by the District to investigate, evaluate, modify, construct, demolish or remove facility. Non- Schedule Work may apply where appropriate.

- Professionalism - Contractor will conduct business in a professional manner and conduct themselves appropriately when dealing with District customers, regulators, citizens at large, politicians or others while conducting business on behalf of the District.

5.2 PLANT MANAGEMENT:

5.2.1 CONTRACTORS REPRESENTATIVE

Contractor will designate a Chief Plant Operator to conduct the business of the Contractor.

5.2.2 SCOPE OF DUTIES

The Chief Plant Operator , or his designee, will have responsibility for managing the Contractors activities under these Specifications.

5.2.3 QUALIFICATIONS

The Chief Plant Operator will be certified at a minimum of a Grade II Wastewater Treatment Plant Operator and will have experience in the operation, management and maintenance of a treatment system similar to the District Facility.

5.2.4 AVAILABILITY

The Chief Plant Operator will be available to consult with District staff during normal business hours. During non-business hours the Plant Manager or designee will be available by telephone seven (7) days per week, twenty-four (24) hours per day. Contractor will promptly respond to all alarms and notifications of emergency conditions. Emergency response is not considered eligible for reimbursement as a Non-Scheduled Work expenditure, although actual emergency repairs may be eligible.

5.2.5 REGULATORY REQUIREMENTS

Contractor and District agree to operate, manage and maintain the Facility in compliance with applicable regulations, including but not limited to:

A. San Francisco Regional Water Quality Control Board and Waste Discharge Order 86-86
B. Bay Area Air Quality Management District
C. California Division of Industrial Safety (Cal OSHA)
D. State Water Resources Control Board Operator Certification Regulations
E. Environmental Protection Agency (EPA)
F. Contractor shall prepare and submit routine operating reports required by current regulations.
G. Contractor is required to report all non-compliance events in accordance with these Specifications and the Waste Discharge Order.
H. Contractor is required to report all Sanitary Sewer Overflows and known lateral overflows or backups with the CIWQS reporting website as required by the SWRCB Order 2006-003 DWQ.
I. Contractor is required to maintain and operate under the Sanitary Sewer Management Plan developed under the above Order.

5.3 MAINTENANCE OF FACILITY

5.3.1 ROTATING EQUIPMENT

Contractor will provide and pay for all costs of preventive and corrective maintenance up to $1000 per occurrence, per component. Components are intended to be 360 degree rotating such as motors, pumps and valves. Work in excess of $1000 will be considered as Non- Scheduled Work. (Note: Irrigation spray heads are excluded due to excessive wear and lack of replacement parts.)

5.3.2 FIXED FACILITY

Contractor will provide and pay for all costs of routine service lubricants and service supplies for all other Facility not listed above. Stationary facility such as grounds, roads, levies, fences, buildings, landscape, pipelines, manholes, motor control centers, electronics, etc. will have a $1000 deductable per calendar year. All work in excess of the annual deductible will be considered as Non- Scheduled Work.

5.3.3 STANDARD MAINTENANCE PROGRAM

Contractor will develop and provide a systematic maintenance program, which comply with the Operations and Maintenance Manuals, equipment manufacturers recommendations or best industry practice; whichever Contractor believes most appropriate. Copies will be located at the treatment plant.

5.3.4 SPECIAL REQUIREMENTS

Grounds shall be maintained, as weather permits, in a manner that limits vegetation to eighteen inches or less in the treatment plant area and maintains drainage ditch free of excessive vegetation at both the treatment plant and irrigation field. The treatment plant grounds shall be mowed at a minimum of three times per year. The irrigation filed shall be mowed annually. Roadways shall be maintained in a relatively vegetation free condition and graded or repaired as needed to control potholes. Vegetation shall be controlled in ponds and reservoirs so not to obstruct proper operation and sanitation. Rodents shall be controlled as necessary. Only herbicides/pesticides/rodecides pre-approved by the Board of Directors will be used.

5.3.5 OPERATIONAL STANDARDS

Operations and Maintenance Manuals - Contractor will operate and maintain the Facility at a minimum in accordance to the Operations and Maintenance Manual. Manuals will be maintained and kept at the wastewater treatment plant.

5.3.6 REPORTING

Contractor will provide the District with a copy of all routine or special operating reports. Contractor will prepare reports as requested by the District to document process upsets, non-compliance events, damage to equipment, emergency situations, and other such matters related to the operation of the Facility in accordance with these Specifications.

5.4 NON-STANDARD OPERATIONS

This section is intended to provide a mechanism to equitably manage changes in facility operations and maintenance that is considered to be beyond the normal scope of work.

5.4.1 NON-SCHEDULED WORK

Non-Scheduled Work will be billed in accordance with these Specifications in accordance with then-current Schedule of Rates. Non-Scheduled Work will be invoiced at the end of the month in which the work was performed. At the Contractors option, small specific project billing may be accumulated, or held, for a few months until a single invoice can be prepared. (Note: Non-Scheduled Work is a sole source mechanism for the District to utilize when sending out Requests for Proposals “RFPs” and obtaining multiple bids or proposals is unwarranted or uneconomical.)

Project Bids - Occasionally the District and Contractor may wish to prepare a separate contract outside the scope of these Specifications for Non-Scheduled Work. Upon receipt of a Request for Proposal (RFP) from District, Contractor may, or may not, submit a bid. In the case where a bid is submitted and accepted by the District, the terms of the bid will be exclusively those contained in the bid and will not automatically adopt these Specifications unless specified in writing otherwise. This provision is utilized most often when projects arise outside the Contractor’s scope and the District desires to receive multiple bids or proposals.

5.4.2 DISTRICT INITIATED WORK

When authorized by the District, Contractor may perform work outside the scope of these specifications as Non-Scheduled Work.

5.4.3 EMERGENCIES

In the event of an emergency situation, Contractor shall make every reasonable effort to contact the District before incurring costs for Non-Scheduled Work. In the event the Contractor cannot reach the District, Contractor is authorized to make reasonable and necessary expenditures to alleviate the emergency condition. In the event such expenditures were made, Contractor shall notify the District the next normal work day and provide a written report to the District as soon as practical.

5.4.4 NEW CONSTRUCTION

When requested by the District, Contractor will undertake the operation, management and maintenance of new or modified facility as Non-Scheduled Work. Within eighteen months Contractor will amend its agreement with the District to reflect the costs of the new or modified facility.

5.4.5 WORK BY OTHERS

District may have work done by others that impacts Contractor. Work performed by Contractor necessary to coordinate with others will be billed to District as Non-Scheduled Work.

5.5 INSURANCE

5.5.1 CONTRACTOR'S INSURANCE

Contractor will maintain and keep in full force the insurances listed in this section. Additionally, the Contractor will name the District as additional insured. Contractor will provide Certificates of Insurance to the District.

- Workers Compensation Insurance - Statutory amounts in compliance with state laws.
- Commercial General Liability and Automobile: $1,000,000 per occurrence.
- Professional Liability Insurance, including a pollution endorsement: $1,000,000 per occurrence.

All questions and correspondence should be directed in writing to:

Bill Bonini, Board President, Tomales Village Community Services District
P.O. Box 92, Tomales, CA 94971
Email: mailto:wmabonini@yahoo.com
Phone: (707) 878-2271

Contact with TVCSD personnel other than Bill Bonini, President TVCSD, regarding this RFP may be grounds for elimination from the selection process.

We will look forward to receiving your proposals.

6 APPENDIX A - PROPOSAL EVALUATION FORM

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT (TVCSD)
REQUEST FOR PROPOSAL FOR WASTEWATER TREATMENT AT TOMALES VILLAGE, A CALIFORNIA SPECIAL DISTRICT

Prepared March 30, 2014 by TVCSD Board of Directors

DATE:_____

EVALUATOR:_____

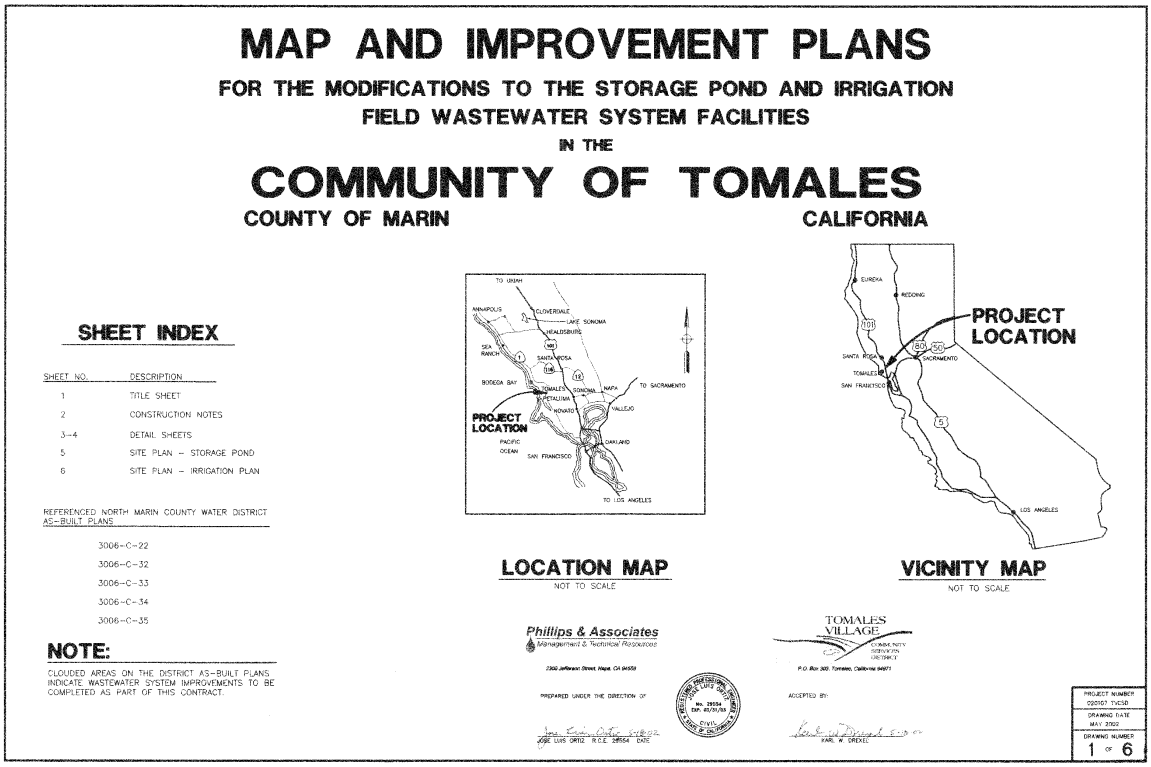
CONTRACTOR:_____

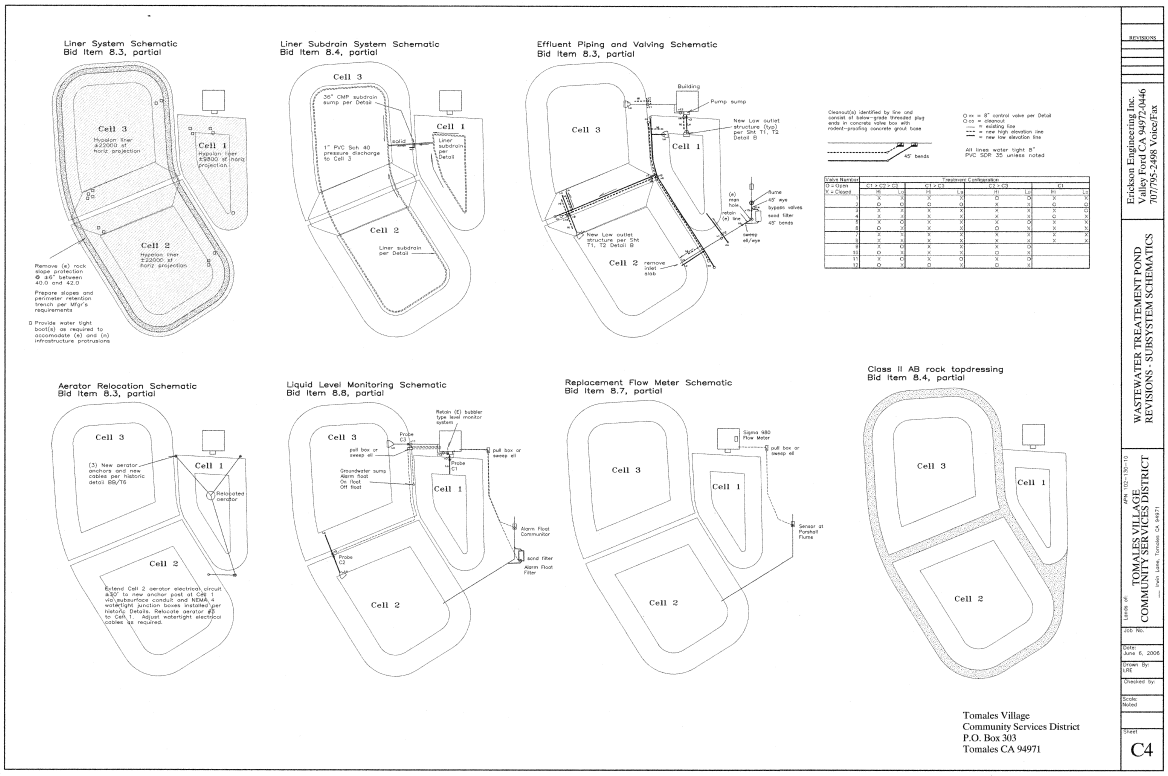
RATING POINTS:

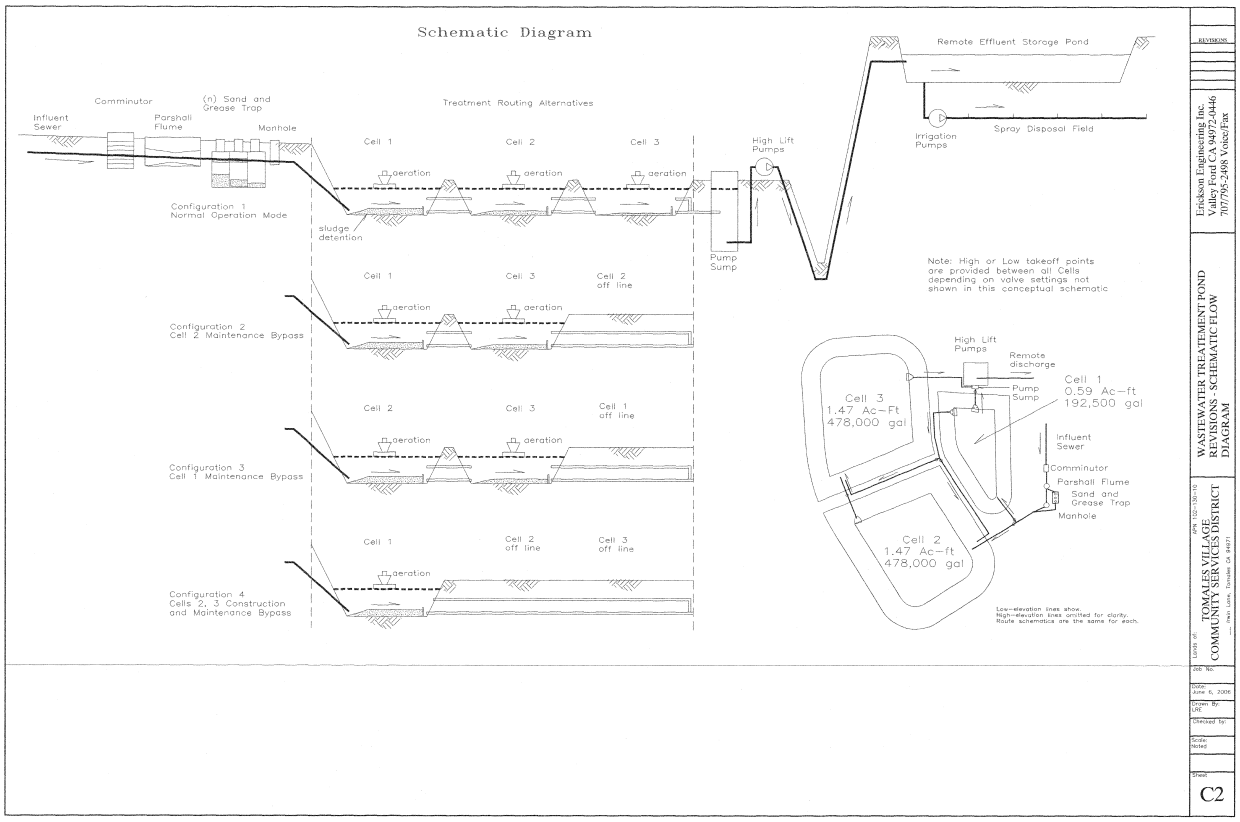
5 = excellent
4 = good
3 = above average
2 = average
1 = below average
0 = unsatisfactory

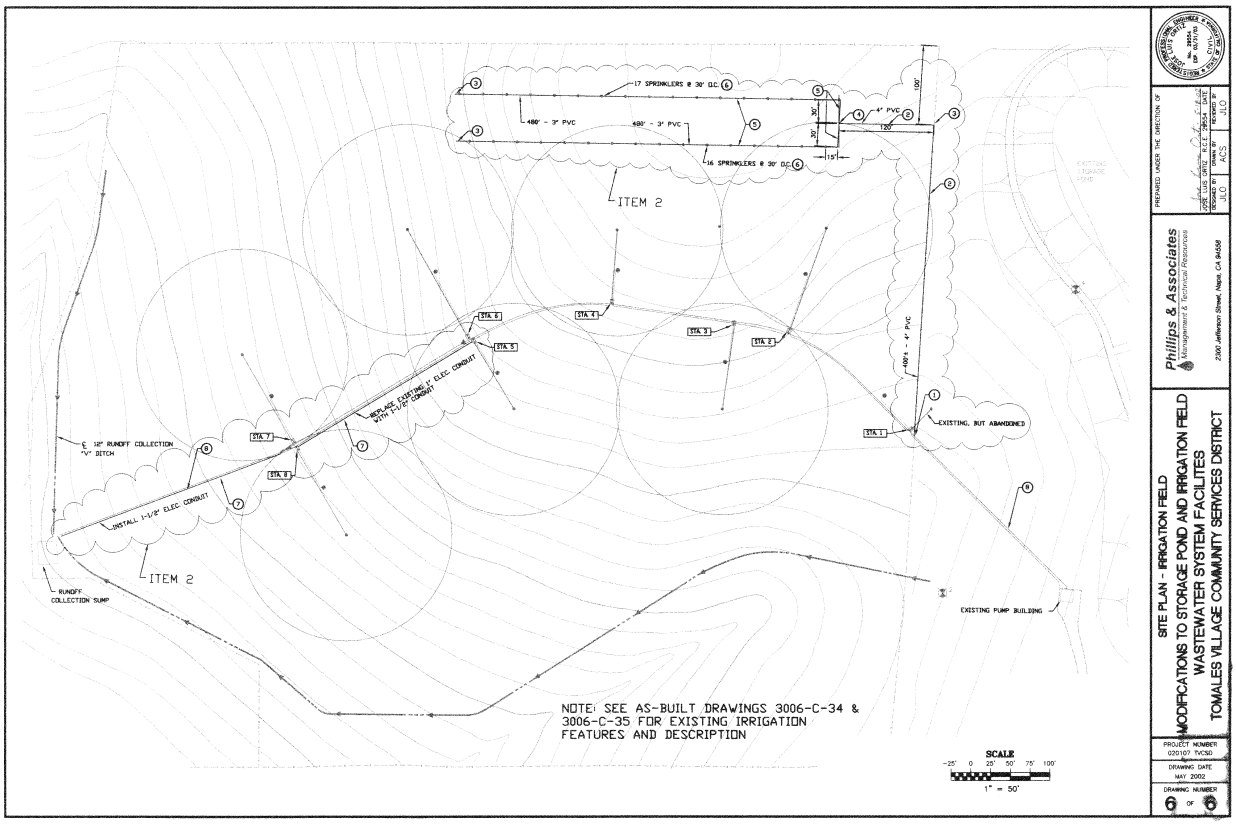
CRITERIA	WEIGHT FACTOR	X	RATING	=	WEIGHTED RATING
A. Technical Approach	0.40				
• Responsiveness & understanding of work to be done, i.e. scope of work	**(0.20)**		_____		_____
• Specific experience with similar wastewater treatment work	**(0.20)**		_____		_____
C. Project Management	0.30				
• Capacity to perform the scope of work and ability to conclude in a timely manner	**(0.20)**		_____		_____
• Quality of staff based on recent experience	**(0.10)**		_____		_____
D. References	**(0.05)**		_____		_____
E. Familiarity and/or specific experience with locally funded wastewater projects requiring federal, state, and local regulatory compliance	**(0.20)**		_____		_____
F. Overall quality of proposal, including qualifications and thoroughness.	**(0.05)**		_____		_____
			Subtotal Score		(0 to 5)
G. Previous Experience and Performance working with TVCSD					_____
Comments:			**Total Score**		_____

6 APPENDIX A – PARTIAL AS-BUILTS






Schematic Diagram
Remote Effluent Storage Pond
Comminutor
(n) Sand and Grease Trap
Treatment Routing Alternatives
Influent Sewer
Parshall Flume
Manhole
Cell 1
Cell 2
Cell 3
High Lift Pumps
Irrigation Pumps
Spray Disposal Field
aeration
Configuration 1
Normal Operation Mode
sludge detention
Pump Sump
Cell 2 off line
Configuration 2
Cell 2 Maintenance Bypass
Cell 1 off line
Configuration 3
Cell 1 Maintenance Bypass
Cell 2 off line
Cell 3 off line
Configuration 4
Cells 2, 3 Construction and Maintenance Bypass
Note: High or Low takeoff points are provided between all Cells depending on valve settings not shown in this conceptual schematic
Remote discharge
Cell 3
1.47 Ac-Ft
478,000 gal
Cell 1
0.59 Ac-ft
192,500 gal
Cell 2
1.47 Ac-ft
478,000 gal
Comminutor
Parshall Flume
Sand and Grease Trap
Manhole
Low-elevation lines show. High-elevation lines omitted for clarity. Route schematics are the same for each.
Erickson Engineering Inc.
Valley Ford CA 94972-0446
707/795-2496 Voice/Fax
WASTEWATER TREATEMENT POND REVISIONS - SCHEMATIC FLOW DIAGRAM
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
C2


17 SPRINKLERS @ 30' O.C.
480' - 3" PVC
480' - 3" PVC
16 SPRINKLERS @ 30' O.C.
4" PVC
ITEM 2
STA. 1
STA. 2
STA. 3
STA. 4
STA. 5
STA. 6
STA. 7
STA. 8
REPLACE EXISTING 1" ELEC. CONDUIT WITH 1-1/2" CONDUIT
INSTALL 1-1/2" ELEC. CONDUIT
℄ 12" RUNOFF COLLECTION "V" DITCH
RUNOFF COLLECTION SUMP
EXISTING, BUT ABANDONED
EXISTING PUMP BUILDING
NOTE: SEE AS-BUILT DRAWINGS 3006-C-34 & 3006-C-35 FOR EXISTING IRRIGATION FEATURES AND DESCRIPTION
SCALE
1" = 50'
Phillips & Associates
Management & Technical Resources
2300 Jefferson Street, Napa, CA 94558
SITE PLAN - IRRIGATION FIELD
MODIFICATIONS TO STORAGE POND AND IRRIGATION FIELD
WASTEWATER SYSTEM FACILITES
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
PROJECT NUMBER
020107 TVCSD
DRAWING DATE
MAY 2002
DRAWING NUMBER
6 OF 6