



CITY OF RIO VISTA

REQUEST FOR PROPOSAL

for

**DEVELOPMENT OF THE CITY OF RIO VISTA
SEWER SYSTEM MANAGEMENT PLAN (SSMP)**

PROPOSALS MUST BE RECEIVED AT:

**CITY OF RIO VISTA
CITY HALL
1 Main Street
Rio Vista, CA 94571**

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GENERAL PROJECT INFORMATION

CITY OF RIO VISTA SEWER SYSTEM MANAGEMENT PLAN

I. INTRODUCTION

The City of Rio Vista is soliciting proposals from qualified consultants to perform consulting services to develop the City of Rio Vista's Sewer System Management Plan in compliance with the statewide general waste discharge requirements for sanitary sewer systems (Water Quality Order No. 2006-003).

II. PROJECT OVERVIEW

On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted Water Quality Order No. 2006-003 which established Statewide General Waste Discharge Requirements (WDR) for all publicly owned or operated sanitary sewer system within the State of California. The WDR requires all federal, state, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in California to report Sanitary Sewer Overflows (SSOs) to SWRCB and develop and implement a system-specific Sewer System Management (SSMP).

The new State regulations have required the City to re-evaluate the operation and maintenance of the sanitary sewer system pipelines. The new State regulations also require the owners of collection systems to be directly responsible for the implementation and operational integrity of their systems by way of implementing Sewer System Management Plans and other requirements. The City of Rio Vista is directly responsible for the operation, maintenance, and capacity needs of the collection system.

The Rio Vista sanitary sewer collection system includes approximately 83,000 LF of 4" to 24" sanitary sewer pipelines in the old town (pre 1990) and approximately 16,400 LF of 6" to 10" sanitary sewer pipelines (post 1990) conveying sewage to the Beach Drive WWTP and approximately 123,900 LF of 6" to 27" sanitary sewer pipelines (post 1990) conveying sewage to the Northwest WWTP.

III. SCOPE OF WORK

The SSMP is a written document that details how a public entity's sewer system is operated, maintained, repaired, and funded. At a minimum, the SSMP shall include the following elements:

- Develop goals for the SSMP.
- Establish an organization chart to identify administrative and maintenance positions responsible for implementing the SSMP.

- Legal Authority – The public entity shall demonstrate, through sewer use ordinances, that it possesses the legal authority to prohibit illicit discharges to the sewer system; require that sewers be properly designed and constructed; ensure access for maintenance, repair and inspections; and enforce any violations of its sewer ordinances.
- Operation & Maintenance Program – The SSMP shall describe the entity's routine (or proposed) operation and maintenance activities, including development of a Condition Assessment and Rehabilitation/replacement plan to address system deficiencies, the review and assessment of existing (or proposed) television inspection programs to quantify current conditions and to provide staff training on a regular basis.
- Design and Performance Provisions – The SSMP shall provide design and construction standards not only for the installation of new sanitary sewer systems, pump stations and other appurtenances, but also for the rehabilitation and repair of existing sewer systems. The SSMP shall identify procedures and standards for inspecting and testing of new sewers, pump stations and other appurtenances including rehabilitation and repair projects.
- Overflow Emergency Response Plan –The SSMP shall describe the entity's overflow emergency response plan to be implemented in case of SSO's. The City has a Sewer Spill Reporting Procedure plan. The plan shall include proper notification procedures, emergency response operations and staff training.
- Fats, Oil & Grease (FOG) Control Program – The SSMP shall describe procedures for the proper disposal of fats, oil and grease generated within the sewer system service area; require installation of grease removal devices such as traps or interceptors; and inspect grease producing facilities such as restaurants, auto repair shops, carwashes, etc.
- System Evaluation & Capacity Assurance Plan – The SSMP shall include a Sewer System Capital Improvement Program (CIP) that will identify and address the entity's sewer system deficiencies. The CIP may include increases in pipe sizes, inflow/infiltration reduction programs, develop design flow and hydraulic criteria, sewer system evaluation of system hydraulic performance and future capacity requirements, cost criteria, etc. The CIP shall include an implementation schedule with cost estimates, project priorities, and shall identify sources of funding.
- Monitoring Program – The public entity shall monitor the implementation and measure the effectiveness of each element of the SSMP.
- Program Audits – The public entity shall conduct an annual internal audit evaluating the effectiveness of the SSMP.
- Communication Program – The entity shall communicate with the public on a regular basis on the development and implementation of the SSMP. This will provide the public an opportunity to provide input as the program is developed and implemented.

IV. WORK TO BE PROVIDED BY THE CITY

Consultant will work with City staff to identify and compile pertinent documents and data that provide information required for the capacity assessment portion and other required portion(s) of the Sewer System Master Plan. The following sewer system information will be made available to the selected consultant for the preparation of Rio Vista SSMP:

- Sewer system GIS databases are not available.
- GIS files of base mapping layers, including parcels and streets are available.
- Hardcopy sewer system information is available. Improvement Plans are available for Homecoming, Trilogy, Vineyard Bluffs, and Liberty Subdivisions.

The selected consultant will review the available information provided by the City for accuracy and completeness, and recommend any necessary modifications so that it provides all information to meet the SSMP requirements.

V. PROPOSAL FORMAT

The qualifications submitted in response to this RFP is an opportunity to present your previous experience and your proposed project team.

The proposal package should contain an executive summary of the proposal, emphasizing the consultant's approach, qualifications, and capabilities. The proposal shall identify all terms and conditions associated with the Price Proposal. All pricing exceptions shall be noted. The proposal should also specifically include the following information, in this order:

1. Detailed Scope of Services to be Provided.
2. Proposed Team of Personnel & Sub-Consultants.
3. Organizational Structure of the Team.
4. Matrix of Personnel Titles with Responsibilities/Duties.
5. Proposed Facilities and Equipment.
6. Firm Background information.
7. Sub-Consultant Background information.
8. Experience with Similar Scoped Projects for Firm, Personnel and Sub-Consultants.
9. References for Firm, personnel and Sub-Consultants.
10. Proposed Performance Schedule.
11. Price Proposal

The consultant shall submit five (5) copies of the above proposal.

VI. CONSULTANT SELECTION

The City will review all proposals submitted and will rank proposals based upon the consultant's understanding of the work to be done, its experience with similar types of work, and the qualifications of its staff. Selection of the consultant will be based upon the proposal ranking. Proposals should provide information in sufficient detail to allow a complete evaluation.

The contract will be negotiated and awarded to the most qualified consultant whose proposal best conforms to the RFP and is, in the opinion of the City of Rio Vista, most appropriate and advantageous to the City.

The City reserves the right to reject any and all proposals and to negotiate terms with any qualified potential consultant.

- Selection Process and Schedule:

<u>Item</u>	<u>Date</u>
1. Release of Request for Proposals	March 15, 2010
2. Proposals Due	April 15, 2010
3. Consultant Selection	May 17, 2010
4. City Council Consideration of Consultant Agreement (<i>tentative</i>)	June 3, 2010
5. Authorization to Proceed (<i>tentative</i>)	June 7, 2010

- Agency Contact:

This will assume that all information requested, and particularly the specific information or information referral the proposer receives, will be consistent, uniform and available to all proposers, to assure the fairness of the RFP process.

- Proposal Submission: All proposals become the property of the City of Rio Vista upon submission. Although the City intends to keep all proposals confidential, the City will not be responsible for materials obtained by other parties, without the consent of the proposer.

- Five (5) copies of the proposal, including any transmittal or cover letter, must be submitted to and received at the City Hall, 1 Main Street, Rio Vista, CA 94571 by 4:00 p.m. on April 15, 2010.