

**REQUEST FOR PROPOSAL
FOR
WASTEWATER TREATMENT FACILITY SODIUM
HYPOCHLORITE DESIGN SERVICES**



District Contact:
Michael Fritschi
Director of Operations

Proposals Due By:
August 31, 2022
At 11:00 a.m.
Late proposals may not be accepted.

1. INTRODUCTION

A. General Information

Rancho Murieta Community Services District Background

Rancho Murieta Community Services District (District) was formed in 1982 by State Government Code 61000 to provide essential services in Rancho Murieta. The District provides essential services to an area of 3,500 acres (covering roughly five and a half square miles) located in the beautiful, wooded hills of eastern Sacramento County. The approved master plan calls for residential development on 1,920 acres with single-family residences, townhouses, apartments, and mobile homes for a total of 5,189 units. Current estimates indicate Rancho Murieta has 2,700 households with a population of approximately 6,000 persons. The community is a balanced blend of both custom and production homes, townhouses, mobile homes, and a thriving retail complex. In addition, an airport, office building, fire station, and equestrian center are located in the District.

The District is an independent Special District which provides the following services:

- Wastewater supply collection, treatment, and distribution
- Wastewater collection, treatment, and reuse (reclamation)
- Storm drainage collection, disposal, and flood control
- Security
- Solid Waste collection

While each service maintains and operates under its own separate budget, a combination of taxes and user fees fund these services.

The District is determined to deliver superior community services efficiently and professionally at a reasonable cost while responding to and sustaining the enhanced quality of life the community desires. Information about the Rancho Murieta community and the District is available on the District website at <https://www.ranchemurietacsd.com>.

Conversion of Chlorine Gas to NaOCl & Permanent Chlorine Contact Tank

Rancho Murieta Community Services District (RMCS D or District) is seeking the services of a qualified engineering firm to design a new sodium hypochlorite storage, metering, and chlorine contact facility for the existing wastewater treatment plant (WWTP). Chlorine gas is currently used at the RMCS D WWTP for production of a chlorine solution used for disinfection. The District would like to replace the existing chlorine gas system with a new sodium hypochlorite system to eliminate the risk of a chlorine gas leak at the WWTP; eliminate the need to transport chlorine gas through

the neighboring community; and reduce the administrative procedures and training associated with chlorine gas storage regulations.

Some initial equipment has been purchased and installed at the facility including (2) skid mounted NaOCl pump systems, (2) 5000-gallon NaOCl tanks, and the connection of pump and tanks has been established to the existing SCADA system. Design efforts will include verifying the capability of the previously purchased equipment and integrating existing equipment into design.

The District is currently utilizing a temporary PVC pipe network to provide adequate chlorine contact time. This temporary measure needs to be replaced with a permanent chlorine contact facility that can provide recommended chlorine contact time given the District's desired future recycled water production rates and Title 22 use.

Any inquiries concerning this request for proposals should be addressed to Michael Fritschi, Director of Operations via email at mfritschi@rmcsd.com.

2. NATURE OF SERVICES REQUIRED

Scope of Work to be Performed

The District is seeking proposals for the following anticipated scope of work:

Site Visit and Kick Off Meeting

- Review existing information and previously purchased onsite equipment

Preliminary Engineering Design (30% Design):

- Determine and/or verify appropriate chemical storage tank size, containment and location
- Determine and/or verify adequate feed and delivery mechanisms and locations
- Determine and/or verify fill station improvements
- Determine required safety features
- Determine dosing location and integration
- Determine electrical and instrumentation/control requirements
- Design chlorine contact and related infrastructure to meet Title 22 disinfection requirements
- Determine demolition of temporary PVC network and chlorine gas infrastructure
- Engineers Estimate of Probable Construction Cost

Detailed Design

- Preliminary Engineering 30% & Engineers Estimate of Probable Construction Cost
- Design Plans and Specifications at the 60% and 100% level based on Preliminary Engineering
- Engineers Estimate of Probable Construction Cost at 100% design
- Design review meetings sufficient to move the design to 100%

Bid Services

- Pre-Bid Meeting and prepare addenda
- Review and Evaluate Bids

Post-Bid Services

- Provide Conformed design documents
- Provide Construction Support Coordination

3. PROPOSAL SUBMITTAL AND SELECTION

All proposals must be received no later than 11:00 a.m. on August 31, 2022. **Late or incomplete proposals may not be considered.**

Deliver proposals via email in pdf format to: mfritschi@rmcsd.com

Rate Schedules (costs) via email in pdf format to: awilder@rmcsd.com

- A.** This request does not constitute an offer of employment or to contract for services.
- B.** All proposals submitted shall become District property.
- C.** All proposals shall remain firm for ninety (90) days following the closing date for receipt of proposals.
- D.** The District reserves the right to award the contract to the firm who represents the proposal which in the judgment of the District best accomplishes the desired results and shall include but not be limited to a consideration of the professional service fee.
- E.** Selection will be made based on the proposals submitted.

4. PROPOSAL FORMAT & REQUIREMENTS

A. General Requirements

1. Inquiries concerning the RFP and the subject of the RFP shall be made to:

Michael Fritschi
Director of Operations
P.O. Box 1050
Rancho Murieta, CA 95683

916-354-3700
mfritschi@rmcsd.com

2. Submission of Proposal.

One (1) pdf electronic copy of the Proposal shall be received via email at mfritschi@rmcsd.com and one (1) pdf of the rate schedule to awilder@rmcsd.com by 11:00 a.m. on August 31, 2022 for the proposal to be considered.

The proposal should address the items listed in the previous sections and below.

3. Format. A qualifying proposal must address all the following points:

- A. Project Title
- B. Applicant or Firm Name, address, contact information and website
- C. Statement of the proposer's understanding of the work to be done
- D. Firm Qualifications
 - i. Type of organization, size, professional engineer's registration number and any other affiliations or certifications.
 - ii. Table of Contents identifying the materials submitted by section and page number. Cross-referencing to section and page number in the RFP.
 - iii. Names and qualifications of personnel to be assigned to this project.
- E. Existing client references, minimum of three (3), from recent related projects including name, address, email, and phone number of individuals to contact for reference.
- F. Rates and proposed fee for services Cost proposals shall include a sum cost in an amount not to exceed for completion of the Scope of Services.
 - 1) Send separately in pdf format to awilder@rmcsd.com
- G. Insurance. Attached to the RFP is a blank copy of the District's Services Agreement, which contains the insurance requirements. These requirements include Commercial General Liability, Workers' Compensation, Automotive Insurance and Professional Liability or Error and Omissions. The selected firm will be required to maintain the minimum insurance requirements during the entire time of the engagement.
- H. Contract Requirements. Provide evidence of acknowledgment and understanding that the services will be provided under and subject to the terms and conditions of the District's Standard Services Agreement, Attachment A. If the proposer is unable to execute the District's standard agreement without

modification, suggested modifications to the standard agreement must be detailed in the proposal. The District will consider any proposed deviations to the standard agreement in the evaluation of the proposal.

5. NON-DISCLOSURE AND DISCLOSURE OF PROPOSALS

Proposals will be held in confidence during the evaluation process until District staff issues the Notice of Intent to Award a contract for professional services. Thereafter, all proposals will be treated as documents subject to disclosure under the California Public Records Act (the "Act").

If proposer believes any portion of its proposal contains confidential or proprietary information that is exempt from public disclosure under the Act, proposer must submit that information with its proposal. Except as compelled by court process, the District will not release any such documentation claimed to be exempt that is submitted in said manner without prior written notice to the proposer.

6. DISTRICT RIGHTS

During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarification from Proposers, to allow corrections of errors or omissions, and to negotiate terms.

The District reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposing firm is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted, and confirmed in the contract between the District and the firm selected.

The District reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any proposal, and to accept, negotiate, or reject any items or combination of items.

7. RFP SCHEDULE

A. Proposal Calendar

Following are the key dates:

Date	Time	Event
July 26, 2022		RFP Issue Date
August 4, 2022	4:00 p.m.	Deadline for Questions

August 31, 2022	11:00 a.m.	Proposal Due Date
September 21, 2022		Anticipated Award Date
September 22, 2022		Anticipated Notice to Proceed

The dates in this RFP are subject to change at the District's discretion, posted as addenda on the District's website. You may contact Michael Fritschi, Director of Operations at mfritschi@rmcsd.com with any questions related to the RFP.

8. EVALUATION PROCEDURES

A. The District will evaluate proposals based on but not limited to the following criteria:

1. Understanding of the Scope of Work to be performed
2. Demonstrated understanding of the project objectives.
3. Consultant's approach to accomplishing the scope of work.
4. Costs for completing the scope of work.
5. Consideration will be given to the demonstrated ability of completing the work in a timely manner.
6. Experience and performance on projects of a similar nature.
7. Information obtained from reference checks.

The District will evaluate all proposals received before the submittal deadline and select a consultant based on the contents and costs of the proposal. A recommendation from District staff will be presented to the District Board of Directors for consideration and final approval.

ATTACHMENT A
**Rancho Murieta Community Services District
Services Agreement**