



# SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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January 3, 2018

**Subject: Notice Requesting Proposals for Environmental Services for South San Luis Obispo County Sanitation District Wastewater Treatment Facility Redundancy Project**

The South San Luis Obispo County Sanitation District (District) invites qualified firms to submit a proposal for professional environmental services to support State Revolving Fund (SRF) and United States Department of Agriculture (USDA) funding pursuits for the Wastewater Treatment Facility (WWTF) Redundancy Project.

A non-mandatory pre-proposal meeting for this request for proposals (RFP) will be held on January 15, 2018 at 1:00 P.M. in the District's Conference Room, located at 1600 Aloha Place Oceano, CA 93445.

All proposals must be physically received by the District's office by **2:00 PM PST on February 5, 2018.**

South San Luis Obispo County Sanitation District  
1600 Aloha Place/P.O. Box 339  
Oceano, CA 93475

Proposals received after said time will not be considered. Submit proposals in a sealed envelope, clearly labeled "Proposal for Environmental Services for the SSLOCS D WWTF Redundancy Project". Proposals will not be opened publicly.

A copy of the RFP, including requirements for the proposals, may be obtained through the District's website at [sslocsd.org](http://sslocsd.org).

Inquiries regarding this RFP should be provided in writing and directed to the District's Consultant, Michael Nunley, at [mnunley@mknassociates.us](mailto:mnunley@mknassociates.us). All inquiries must be received no later than 2:00 PM on January 22, 2018. Responses to all inquiries will be posted on the District website by January 29, 2018.

Sincerely,

Rick Sweet  
Technical Consultant

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**I. INSTRUCTIONS TO PROPOSERS**

**A. Non-Mandatory Pre-Proposal Meeting**

A non-mandatory pre-proposal meeting for this Request for Proposals (RFP) will be held on January 15, 2018, at 1:00 PM in the conference room, located at:

South San Luis Obispo County Sanitation District  
1600 Aloha Place/P.O. Box 339  
Oceano, CA 93475

**B. Receipt and Opening of Proposals**

The South San Luis Obispo County Sanitation District (District) invites qualified firms to submit sealed proposals for environmental services for Wastewater Treatment Facility (WWTF) Redundancy Project. Proposals will be received at the District's office by **2:00 PM PST on February 5, 2018**, located at:

South San Luis Obispo County Sanitation District  
1600 Aloha Place/P.O. Box 339  
Oceano, CA 93475

An envelope containing one (1) portable drive with pdf and five (5) copies of the proposal must be sealed and clearly labeled "Proposal for Environmental Services for Financing of the SSLOCSD WWTF Redundancy Project". FAX submittals will not be accepted.

Proposals will not be opened publicly. Any proposal received after the established closing date and time will not be accepted and will be returned to the proposer unopened.

Proposals may be withdrawn upon written request at any time prior to the established closing date and time. The proposer or the proposer's authorized agent must sign such request.

**C. Examination of Requirements**

Each proposer must carefully examine the requirements of the RFP. Each proposer shall meet all of the terms and conditions of the RFP. By submitting a proposal, the proposer acknowledges acceptance of all provisions of the RFP.

**D. Communications**

All timely requests for information submitted in writing will receive a written response from the District. Any oral communication shall not be binding on the District. All requests for information must be provided in writing and directed to the District's Consultant: Michael Nunley at [mnunley@mknassociates.us](mailto:mnunley@mknassociates.us). To be considered, all requests for information must be received by 5:00 PM PST on January 22, 2018. Responses and addenda will be posted on the District's website by 5:00 PM PST on January 29, 2018.

## **II. DESCRIPTION OF WORK**

### **A. Project Background**

The South San Luis Obispo County Sanitation District owns and operates a wastewater treatment facility (WWTF) in Oceano, California. The WWTF is permitted under National Pollutant Discharge Elimination System (NPDES) No. CA0048003/Waste Discharge Requirements Order No. R3-2009-0046. The existing plant uses mechanically cleaned bar screens, grit removal, primary clarifiers, fixed film reactors (FFR), one secondary clarifier, and chlorination to provide secondary treatment with disinfection to treat wastewater. The plant is designed and permitted to treat a peak dry weather flow of 5.0 million gallons per day (MGD).

The existing treatment plant cannot meet effluent limits at the permitted design flow if the FFR or the secondary clarifier is out of service. There is no redundant unit for either process.

The project is intended to provide redundancy to allow these major process units to be removed from service for maintenance or repairs without risking violation of effluent permit limits. The project is not intended to add capacity to handle higher flows than currently permitted, and no additional treatment capacity will be pursued by the District.

Project components are summarized below:

- Two activated sludge (AS) aeration basins
- One new secondary clarifier
- Fixed film reactor (FFR) effluent pump station
- Waste activated sludge (WAS) thickening centrifuge with modifications to existing dewatering platform
- Blower, electrical, and motor control center (MCC) building
- Dewatered sludge conveyor
- Yard piping
- Site improvements
- Floodproofing improvements for critical existing facilities
- Instrumentation and controls
- Electrical systems

The project will be completed within the existing plant site on property that has been previously disturbed. No additional property or offsite work will be required. Appendix B contains a current site plan

The District received a Coastal Development Permit from California Coastal Commission on May 10, 2017. The agenda and staff report are included in the appendix.

The District has submitted an application to SWRCB for an SRF Construction Loan. SWRCB staff requested the District provide additional air quality modeling, cultural resource inventory, and biological information. Additional biological information will be provided by the District's consultant, Kevin Merk Associates (KMA). This RFP requests professional services for completion of the air quality modeling and cultural resource efforts.

USDA has been approached by District staff to provide partial funding through a loan and grant under their Rural Utilities Service (RUS) program. The funding application will require NEPA documentation and

submittal of a Preliminary Engineering Report. This RFP requests professional services for NEPA compliance.

The District has retained Kennedy Jenks Consultants, Inc., to design the project. MKN is assisting the District with procurement of consultants to support financing efforts and with engineering support for completion of the USDA application and Preliminary Engineering Report.

## **B. Scope of Work**

The minimum scope of work for the Project is described below. Proposers are encouraged to review the requirements of the RFP, examine reference documents and develop a scope of services suited to the Project. Additional services may be considered, but should be presented separately as optional tasks. It is the District's intention to reuse as much of the prior technical work as possible to reduce cost and expedite this effort.

### **1. Air Quality Monitoring Report**

The Air Quality Monitoring Report shall meet the requirements set forth by the California State Water Resources Control Board (SWRCB) for applications for Clean Water State Revolving Fund (CWSRF) financing. The project has already been reviewed through the CEQA process, so support under this task group will require preparing a standalone report for the District to include in their CWSRF application and assisting the District in filing the necessary documentation. Required tasks associated with the Air Quality Monitoring Report will include:

- a. Compile existing air quality monitoring data into an Air Quality Modeling Report for air quality effects due to construction and operational emissions
- b. Conduct additional modeling to support the Air Quality Modeling Result, as needed
- c. Complete Air Emissions Chart in Attachment E1 of the CWSRF Environmental Package Submission (included in the appendix)
- d. Determine if project is subject to State Implementation Plan (SIP) conformity determination
- e. Conduct general conformity and/or air quality studies as applicable to meet application requirements

### **2. Cultural Resources Report**

The Cultural Resources Report shall meet the requirements set forth by the California SWRCB for applications for CWSRF financing and shall satisfy the conditions of the National Historic Preservation Act (Basic Criteria included in the appendix). Required tasks associated with the Cultural Resources Report updated for Section 106 of the National Historic Preservation Act of 1966 (NHPA) will include:

- a. Current records search (less than 1 year old, extending to a half mile beyond the project area of potential effects) with maps showing all sites and surveys drawn in relation to the project area
- b. Records of Native American consultation

- c. A draft consultation letter for the State Water Board to use for consultation with the State Historic Preservation Officer

### 3. USDA Water and Waste Disposal Financing Support

It is the District's intention to propose the project as a Categorical Exclusion (CE). It is expected that the project will be classified under Code of Federal Regulations Section 1970.53 (<https://www.rd.usda.gov/files/1970b.pdf>) "CEs involving no or minimal disturbance without an environmental impact" as the proposed work will be performed on previously disturbed land. Environmental services will include providing an Environmental Report (ER) and supporting technical documents as required by USDA. The District requests that proposers include optional scope items in their proposals for additional services that they anticipate be required in a complete submittal package to USDA. Proposers will use as much of the previous technical work as possible to expedite this effort and reduce cost to the District. MKN will complete the Preliminary Engineering Report to support pursuit of USDA funding.

Required tasks associated with USDA Financing Support will include:

- a. Meet and/or participate in conference calls with USDA to determine what will be required from USDA to conclude the project is a Categorical Exclusion.
- b. Prepare and circulate a Notice of Intent to File Application for USDA Water and Waste Disposal Loan in a newspaper of general circulation in the surrounding area. Include an announcement for a public meeting for comments. Circulate the Notice at least 10 days in advance of conducting the public information meeting. Attain an affidavit of publication to submit to USDA Rural Development as part of the application.
- c. Conduct a public information meeting to acquaint the public with the project and receive comments. Record meeting minutes to submit to USDA Rural Development as part of the application.
- d. Provide an Environmental Report (ER) and supporting documents to satisfy NEPA requirements for RUS assuming a Categorical Exemption is appropriate.
- e. Respond to questions and comments from USDA as needed.
- f. Optional: Based on proposer's experience with USDA funding and the NEPA process, provide recommendations and optional scope items to ensure a complete submittal package to USDA.

### 4. Meetings

Include a Kickoff Meeting and a sufficient number of progress meetings required for completion of required services. The District anticipates a minimum of one progress meeting associated with each Project deliverable and brief written updates submitted with monthly invoices.

5. As-Needed Permitting Support

Provide up to 60 hours of additional, as-needed permitting support to address future requests from funding agencies.

**C. Project Schedule**

The anticipated project schedule is summarized below. The dates are tentative and subject to change, based on permitting conditions, consultation with agencies, and other impacts that cannot be assessed at this time.

Issue RFP	January 3, 2018
Non-Mandatory Preproposal Meeting	1:00 PM January 15, 2018
Written Questions Due	January 22, 2018
Responses to Questions Posted	January 29, 2018
Proposals Due	2:00 PM February 5, 2018
Consultant Interviews (at the District's Option)	TBD
Consultant Selection / Board Approval	February 21, 2018
Notice to Proceed	February 22, 2018
Completion of Services	May 9, 2018

### **III. GENERAL TERMS AND CONDITIONS**

#### **A. Proposal Requirements**

1. Content: The proposal shall be concise, well organized and demonstrate the proposer's understanding of the Project and their applicable qualifications and experience. The proposal shall be limited to twenty (20) pages, exclusive of resumes, cover letter, graphics, and covers. Proposals should include the minimum Proposal Content as described in Section IV. Any additional materials that will support your proposal may be included. However, if they do not directly address the stated requirements, please include them in a separate appendix. The District will consider all material submitted, but concentrate on that which addresses the District's Project requirements.
2. Subconsultants: Identify all subconsultants to be used during the term of the project and provide a list of responsible staff and their qualifications. The Prime Consultant in the proposal shall be responsible for a minimum of 50% of the Project work.
3. Insurance: The consultant shall obtain at their own cost an insurance policy meeting the District's requirements as described in the Standard Agreement (Appendix A).
4. Consultant's compensation: The Consultant's fee shall include all items described in this scope of work, with optional items (if applicable) shown separately. Include a breakdown of professionals to be assigned to the tasks, the estimated hours for each task per professional, the hourly rates for each professional assigned, subtotals of the man-hour costs for each task, subconsultant costs, other direct costs to be billed, and project total costs.
5. Commitment: The proposal shall be signed by the individual with power to bind the company in its proposal. Parts or the entire proposal will be the basis for the contract for the work.
6. Statement of Contract Disqualifications: Consultant shall include a signed statement of whether it or any of its employees or officers who have a proprietary interest in it has ever been disqualified, removed or otherwise prevented from proposing on or completing a municipal government project for any reason. If so, provide a description and explanation of the circumstances.
7. Exceptions: Consultant shall certify that they take no exceptions to this RFP, including but not limited to the provisions of the District's Standard Agreement (Appendix A). If the Consultant takes any exceptions, identify the specific portion and provide a full explanation.

#### **B. Contract Award and Execution**

1. The District reserves the right to reject any or all responses to this RFP, waive any insubstantial irregularities in this RFP or any proposal, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP.
2. If a contract cannot be negotiated with a selected consultant for any reason, the District reserves the right to select the next most qualified proposer.
3. The District reserves discretion to determine the ability, competency and responsibility of the Consultants. Before award, Consultants may be required to furnish evidence of



capability to adequately perform the work in a timely manner as deemed necessary by the District.

4. The District reserves the right to interview proposers as needed.
5. The Consultant shall provide proof of insurance in the coverages and amounts specified in the Standard Agreement (included in the appendix) within 5 calendar days after notice of selection as a precondition to contract execution and issuance of a Notice to Proceed.
6. Even if selected, the District reserves the right to terminate any agreement reached with the selected firm at any time and in an appropriate manner.

**IV. PROPOSAL CONTENT AND SELECTION PROCESS**

**A. Proposal Content**

1. Cover letter/Executive Summary
2. Experience and References
3. Project Organization and Key Personnel
4. Project Understanding
5. Proposed Scope of Work
6. Proposed Fee
7. Acknowledgement, Exceptions, Disqualifications, Insurance Cert

**B. Proposal Evaluation and Consultant Selection**

Upon evaluation of the Proposals, the District will determine the top firm(s) they feel are most qualified for this Project based on interviews and the following criteria:

<b>Criteria</b>	<b>Maximum Points</b>
Understanding of the work to be performed	35
Experience with the environmental review process for SWRCB and USDA	15
Experience of air quality technical leader in evaluating wastewater treatment facilities	25
Experience of cultural resources technical leader	25
Total	100

**V.**      **APPENDICES**

- A. Standard Agreement
- B. Site Plan
- C. Delineation of Waters of the United States and State of California
- D. SSLOCS Board Agenda and Packet for May 10, 2017 Board Meeting
- E. CEQA Mitigated Negative Declaration and Addendum
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