Request for Proposals
For
Wastewater Treatment Plant Expansion and other Plant Improvements

By the
City of Tracy

April 31, 2017

Response Due:

Wednesday, May 31, 2017 @ 3:00 PM

City of Tracy
Development Services
Attention: Ripon Bhatia. Senior Civil Engineer
333 Civic Center Plaza
Tracy, CA 95376
Request for Proposals
Wastewater Treatment Plant Expansion & Other Plant Improvements

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CITY OF TRACY
NOTICE OF REQUEST FOR PROPOSALS

1. NOTICE IS HEREBY GIVEN that the CITY OF TRACY (hereinafter "CITY") requests proposals for WASTEWATER TREATMENT PLANT EXPANSION AND OTHER PLANT IMPROVEMENTS (hereinafter “Project”), and will receive proposals in the office of the UTILITIES DIRECTOR, 3900 HOLLY DRIVE, TRACY, CA 95304, ATTN: RIPON BHATIA, SENIOR CIVIL ENGINEER, up to the hour of 3 p.m., on the 31st day of May, 2017.

2. The services to be performed by the successful proposer are described in the Request for Proposals. Additional copies of the Request for Proposals are available from the city website: www.ci.tracy.ca.us. Any questions should be directed to Ripon Bhatia, Senior Civil Engineer in the Utilities Department. The general scope of services includes developing Wastewater Facilities Master Plan, improvements for Wastewater Treatment Plant expansion and other plant improvements to address current needs.

3. Any changes to the Request for Proposals will be posted on City’s website in the form of addendum. Proposers shall periodically check City’s website at www.ci.tracy.ca.us for any addenda issued for this request and acknowledge the inclusion in proposal documents.

4. Proposals shall be submitted and clearly marked as follows: “SEALED PROPOSAL FOR THE WASTE WATER TREATMENT PLANT EXPANSION AND OTHER PLANT IMPROVEMENTS - DO NOT OPEN WITH REGULAR MAIL.”

Five copies of the proposal shall be provided in the sealed envelope.

5. All responsive proposals shall be reviewed and evaluated by the CITY in order to determine which proposer best meets the CITY’s needs for this Project by demonstrating the competence and professional qualifications necessary for the satisfactory performance of the required services. The criteria by which the CITY shall evaluate proposals are set forth in the Request for Proposals.

6. The CITY reserves the right to reject any and all proposals or waive any irregularities in any proposal, this request for proposals (RFP) or the proposal process.

KULDEEP SHARMA, UTILITIES DIRECTOR  
5/2/17  
Date
SECTION 1 — INTRODUCTION

Tracy is located 60 miles east of San Francisco and 70 miles south of Sacramento inside the triangle formed by Interstates of I- 205, I-580 and I-5. The City contains approximately 29 square miles and has population of approximately 85,000 (January 2015) based on the State Department of Finance estimates.

The City of Tracy is seeking a qualified engineering consulting firm or team, specializing in wastewater facilities, to provide professional services for developing Wastewater Facilities Master Plan, and assist the city for design of improvements for Wastewater Treatment Plant (WWTP) expansion and other WWTP related improvements to address current needs.

**Background**

The City of Tracy growth in residential and industrial developments is necessitating the need for expansion of existing wastewater treatment infrastructure. Currently, the City’s WWTP infrastructure is designed to handle Average Dry Weather Flow (ADWF) of 10.8 Million gallons per day (mgd). Based on the 2012 Tracy Wastewater Master Plan, the City’s future ADWF needs are estimated at 21.1 mgd, and peak wet weather flows (PWWF) are estimated at 49.1 mgd. The future mass loadings within the SOI are estimated to be approximately 46,445 pounds per day of BOD and 48,247 pounds per day of TSS.

Wastewater generated within the city limits is currently treated at WWTP, located on Holly Drive and is discharged to the Old River. The WWTP is regulated by discharge requirements stated in Order NO. R5-2011-0012 (Exhibit A). City also serves the industrial facility that has pretreatment pond and industrial holding ponds. These pretreatment facilities, sludge drying beds and, and bio solids storage area are regulated by a separate discharge requirements defined in order No. R5-2007-2038 (Exhibit B)

City is currently planning for a recycled water project through a newly proposed conveyance system to provide services to certain areas. The project is currently under design and the construction is expected to begin in 2019.

In 2003, City prepared its Wastewater Facility Plan (Exhibit C) that provided recommendations for phased improvements for treating ADWF of 16 mgd. In addition, Solids Master Plan was prepared in June 2006 (Exhibit D). First phase of the WWTP expansion was completed in 2007 that provided an upgrade of the existing WWTP capacity to treat up to 10.8 mgd. The Phase 1 improvements included upgrades to all level of processes treatments. The Phase 1 civil plans are attached to show current layout at WWTP (Exhibit E)

In general the current treatment process includes tertiary level treatment followed by disinfection. Treated effluent from WWTP is conveyed by a 3.5 mile 33-inch outfall pipeline to a submerged diffuser for discharge to Old River. The solids from the treatment processes go through Dissolved Air Flotation Thickening process for anaerobic digestion in two digesters that use centrifuge mechanism. Solids are stored in the drying beds until they are hauled off for land applications.
As part of phased improvements under a separate project, City is also in the process of finalizing design for building a 42” effluent outfall and diffuser project from the WWTP to the old River that replaces the existing 33” asbestos cement pipeline and increase the effluent discharge capacity from 9 mgd to 16 mgd.

This second phase of the WWTP expansion will provide additional treatment capacity to serve upcoming developments. Therefore consultant services are needed to provide assistance for design of such facilities. The WWTP expansion project has an estimated total budget of $30 Million that includes all activities from conception to completion including design, construction, project management, construction management etc. The project will require extensive coordination with city staff and stakeholders to seek input and comments, perform reviews, and to provide/receive feedback during various stages of development.

SECTION 2 — SCOPE OF SERVICES

The scope of services set forth in this Request For Proposals represents an outline of the services which the CITY anticipates the successful proposer to perform, and is presented for the primary purpose of allowing the CITY to compare proposals. The precise scope of services to be incorporated into the Professional Services Agreement shall be negotiated between the CITY and the successful Proposer. The CITY requests that the Proposer suggest changes to the scope of services (as a part of the proposal) in order to achieve the CITY’s stated Project Objectives. The scope provided is of general objective and not intended to be the complete. Each PROPOSER should, based on their expertise, consider additional tasks that may be required to complete the project, revising this preliminary scope of services as necessary.

Project Objectives

In addition to the Wastewater Facilities Master Plan, the Proposal will require completion of Plans, Specifications and Estimates for two projects as listed below completely in compliance with the requirements of the proposals along with additional recommendations if suggested in the response to proposal by Consultant and approved by the City.

a. Current Needs Project

City is looking into various process improvement to address concerns with the existing system.

- With the increase of food and other industries, WWTP is experiencing Fats, Oils and Grease (FOG) concerns at the headworks.
- The current process does not address separate grit removal process, therefore grit deposits are found in various stages of the treatment.
- The existing screens require continuous maintenance and have failed in recent years causing rags to go through and creating issues at the primary and secondary treatment processes. City is in process of retrofitting the existing screens. However would like to review headworks to address these concerns.
- The headworks need to have a septage receiving station to enforce and process the efficient receipt of the septage from various users.
The City’s holding pond # 1 also has heavy solids deposits that need to be removed.

Consultant shall review these existing facilities and develop plan and design improvements to address these concerns. The improvements required to address current needs will be required to be built separately and ahead of WWTP expansion project.

**Develop Wastewater Facilities Plan**

The City updated its general plan in 2011 followed by the development of the Tracy’s Wastewater Master Plan in 2012. The Wastewater Master Plan was prepared to identify the current and future needs to accommodate new growth consistent with General Plan Update.

The City’s Wastewater Master Plan update draws the need to expand the WWTP capacity to 21.1mgd. The 2005 Wastewater Facilities plan layouts the phases to upgrade the wastewater treatment capacity to 16mgd. The Consultant shall review existing plan and update the Wastewater Facilities Plan to serve the future needs. A new memorandum that formalizes the recommendation for process and improvements required to serve the proposed Wastewater expansion upto 12.5mgd shall be prepared and validated prior to full development of Wastewater facilities master to serve upto 21.1mgd.

Consultant shall review the 2003 Wastewater Facilities plan layouts the phases to upgrade the wastewater treatment capacity to 16mgd. The second phase of this expansion provides the upgrade the plant treating capacity from ADWF of 10.8mgd to 12.5mgd.

**b. Wastewater Treatment Plant Expansion Project**

Consultant shall review existing documents prepare facilities master plan and include and recommend elements for the expansion of wastewater treatment plant. Some of the elements of concern are as follows:

**Primary Clarifier:** City currently has only one primary clarifier. The new 100 feet diameter west primary clarifier will provide additional capacity and redundancy. The new clarifier shall be similar in design to existing clarifier. The project will involve evaluating existing structures for influent, effluent distribution, collection and pumping, and scum collection and pumping structures and system to provide a fully functional system. Due to high ground water levels, It is also anticipated that new ground water pumping station is needed to lower groundwater for maintenance purposes.

**Solid Treatment Process:** Evaluate existing solids treatment process and recommend and design improvements for handling solids in a reliable and cost effective manner. This should include any conveyance mechanism and upgrading of existing infrastructure to accommodate the process to handle existing and increased capacity. The existing drying beds and solid storage shall also be evaluated to ensure that solids are off hauled once a year.
Emergency Storage: Evaluate existing and proposed needs and make provisions for emergency storage in accordance with current practices and methodologies.

Ground Water: Due to high ground water levels, it is also anticipated that new ground water pumping station is needed to lower groundwater for maintenance purposes specially for primary clarified. Also cathodic protection of proposed facilities shall be adequately addressed.

Other Items: As part of the expansion, the project includes various items such as integration of the proposed system with SCADA, Generator needs, lighting, etc.

Project Tasks (General for Both Projects)

The Project will require a full service consultant team with the ability to deliver a wide range of services including, but not limited to, project management, preliminary and final Engineering including preparation of plans, specifications and estimate (PS&E), environmental documents preparation including approval and recordation process, utility coordination, to deliver the stated objectives. The consultant will serve as the central coordinator for all activities between the consulting team, City staff and other agencies.

Consultant shall prepare project documents such that the current needs projects can be constructed separately and ahead of wastewater expansion project to address immediate concerns at the Facility. The project shall also include design support during construction and assistance during bidding period separately for current project needs and wastewater treatment expansion.

The following are typical duties/tasks of the consultant for this project.

Project Management: The consultant shall provide professional and technical services during the scoping, environmental review and design of the project. The proposed design shall be based on alternatives recommended in for the various elements of improvements and approved by the City.

- Develop a project team and prepare the project scope of work, activities, schedule, and work plan. Define key issues and goals and coordinate responsibilities of project team members.
- Hold regular project team coordination and status meetings, prepare agenda, prepare meeting minutes and summarize action items. Meetings should be held a minimum of once a month.

Preliminary Engineering (Conceptual Plans): Alternative Analysis The purpose of this task is to prepare conceptual plans to address stated objectives. The consultant shall propose process measures to achieve desired objectives in the cost effective manner. These alternatives shall be used to develop a reliable cost estimate. Anticipated tasks include the following:

- Define and analyze the feasibility of proposed objective, present alternatives, identify impacts, and discuss the project costs as appropriate.
- Prepare draft layout plans for the proposed project alternative addressing stated objectives, construction phases, process impacts etc.
Develop Wastewater Facilities Plan: The purpose of this task is to prepare facilities master plan consistent with the new Wastewater Master Plan. The plan shall be prepared such that incremental increase in the capacity is analyzed to provide phased improvements that provide adequate capacity for address development and city needs. The facilities plan shall be such that it is fiscally responsible and adequate to address future needs.

A separate memorandum that formalizes the recommendation for process and improvements required to serve the proposed wastewater expansion needs to serve the next phase of development for treatment capacity of 12.5mgd shall be reviewed and validated prior to full development of Wastewater Facilities Master Plan to expedite the design for the current phase of wastewater treatment plant expansion.

Environmental Analysis: Documentation The project team shall prepare the project environmental document as needed. All Environmental Documentation work will be performed under the guidance of CITY. The consultant will be responsible through the approval and recordation process of the environmental process.

Geotechnical Evaluation and Report: Conduct a geotechnical investigation including any Hazardous Material Study as needed to provide an evaluation of subsurface and existing conditions for the proposed improvements.

Permitting: The Consultant will identify the permits that will be required on this project.
- The Consultant shall identify all agencies with permitting authority over any aspects of the project and shall maintain communication and coordination efforts with such agencies throughout all phases of the work. Consultant shall identify permitting requirements and, in conjunction with City staff, establish how these requirements will be implemented. The incorporation of all permitting requirements in preliminary engineering, environmental mitigation, final engineering and PS&E shall be accomplished during the appropriate phases of the work.
- The consultant shall prepare, and assist City in preparing permit applications for the permits listed above. The consultant, in close coordination with the City Project Manager shall serve as the liaison between CITY and other concerned agencies.

Other Coordination: Consultant shall provide coordination with all parties affected by the project such as: City staff, utility agencies, and Consultants. Specifically, tasks shall include, but not limited to, the following:
- Consultant shall coordinate with utility companies (PG&E) to provide the services for power and identify other needs
- Coordinate with other consultants/contractors working on the projects impacting projects. These may include consultants working on recycled water project.
- Coordinate with City staff for access to various facilities
Reconnaissance and Field Surveys:
- Define and analyze the feasibility of proposed alternatives, identify impacts and discuss as appropriate.
- Prepare draft layout plans for the proposed project alternative addressing desired objectives, process changes, and construction phases.
- Perform field reconnaissance and prepare a record of site conditions.
- Obtain and review available information relevant to this project from the City, utility base maps pertinent to project and adjacent areas and as-built plans.
- Perform field data collection surveys to obtain the location of utilities and other structures visible from the surface, electric poles, etc.
- Prepare plans and base mapping in AutoCAD format.
- Coordinate with City staff and utility agencies during the surveying.
- Maintain coordination with utility agencies throughout the project.
- Perform potholing as needed to verify the exact location and depth of existing utilities so as to avoid conflicts with all proposed improvements.

Construction Documents:
Prepare contract plans, technical specifications, and cost estimates (P.S.& E.) associated with the project. These documents shall be suitable for public bidding. Prepare all plans using AutoCAD format with 1"=20' scale for plan and 1"=10' scale for details. Finished drawings will be delivered to the City on 4 mil Mylar, 24" x 36" using City border and title block. Consultant’s shall prepare specification for final bid package to be reproduced (along with the project plans) by the City. The Consultant shall submit three (4) sets of plans, technical specifications, and cost estimates at 30%, 60%, 90%, 100%, and at the Final completion stage of the project for City review. The Consultant shall incorporate the comments received after the reviews and should plan on a meeting with the City staff at each submittal level to review the City’s comments. Final submittal requires originals, mylars, and computer files of the P.S.& E.

At the completion of construction consultant shall prepare Record (as-constructed) Drawings of the final project and submit those to the City in AutoCAD electronic format (on CD), PDF format and as a mylar. These mylar shall be a full size 24" x 36", 4 mil thick, mylar set with City Of Tracy title blocks. These record drawings will be prepared using the AutoCAD construction drawings and the contractor’s marked up set of as-constructed drawings and creating a “conform” set of drawings, which is turned off to produce the final as-constructed mylars.

Plans and specifications for the project shall comply with the latest editions of the City of Tracy Design Standards, Standard Plans, Parks and Streetscape Standard Plans, Standard Specifications, and other reference standards such as the State Standard Plans and Specifications and the Standard Specification for Public Works Construction (Greenbook).

All work shall be performed under the supervision of the Registered Engineer in the State of California

The title sheet of the specifications, reports, and each sheet of the project plans shall bear the professional seal, certificate number, registration classification,
expiration date of the certificate, and signature of the professional engineer responsible for their preparation.

**Bid Period Services:** Consultant shall provide clarification and information about the PS&E package during advertising and construction process. The Consultant shall assist the City in the preparation of any addenda to the PS&E during the advertisement period. Consultant shall review the contractor’s shop drawings and any other submittals required. Additionally, Consultant shall be responsible for resolving any errors in the design, which are identified during construction at no additional cost to the City and in a timely manner to ensure construction delays, are avoided or minimized.

Assist in the review of contractor change order requests and assist in any redesign efforts leading up to change order preparation for the construction contract.

Answer questions, review submittals, shop drawings, and schedules required to be submitted by the construction documents, for conformance with the design plans and specifications. Review and respond to contractor's request for information (RFI) and clarifications during construction must be done within five calendar days.

- Clarification of documents during advertising and construction including preparation of any addenda
- Provide review comments and acceptance letters/memos for each of the contractor’s shop drawings and any other submittals required
- Attend pre-construction meeting and take meeting notes
- Prepare plan revisions as required
- Prepare conform set of construction documents which includes all addendums
- Provide Record Drawings on mylar

**TIMING.**

Following completion dates are anticipated

- Completion of WWTP Facilities Master Plan and Phases of Expansion 12 Weeks
- Current Need Projects, (PS&E completion) 26 Weeks
- WWTP Expansion Project (PS&E Completion) 75 Weeks
SECTION 3 — RFP SUBMITTAL REQUIREMENTS

Please prepare your proposal in accordance with the following requirements.

1. Proposal: The proposal (excluding resumes and the transmittal letter) shall not exceed a total of 15 single-sided excluding transmittal letter, 8.5” x 11” pages. Resumes (maximum 2 pages each) should be included in an appendix.

2. Transmittal Letter: The proposal shall be transmitted with a cover letter describing the firm's/team's interest and commitment to the proposed project. The letter shall state that the proposal shall be valid for a 120-day period and should include the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process. The person authorized by the firm/team to negotiate a contract with the City shall sign the cover letter. Address the cover letter as follows:

   Mr. Kuldeep Sharma
   Utilities Director
   3900 Holly Drive
   Tracy, CA 95304

   Attention: Ripon Bhatia
   Senior Civil Engineer

3. Project Understanding: This section shall clearly convey the consultant's understanding of the nature of the work, including coordination with city staff, developers and other stakeholders.

4. Approach and Management Plan: This section shall provide firm's/team's proposed approach and management plan for providing the services. Include an organization chart showing the proposed relationships among consultant staff, City and City consultant staff, developers and any other parties that may have a significant role in the delivery of this project.

5. Qualifications and Experience: The proposal shall provide the qualifications and experience of the consultant team that will be available for the subject Interchange Project. Please emphasize the specific qualifications and experience from projects similar to this project (transportation project) for the Key Team Members. Key Team Members are expected to be committed for the duration of the project. Replacement of Key Team Members will not be permitted without prior consultation with and approval of the City. The consultant must have successfully completed at least three (3) similar projects within the last 3 to 5 years.

6. Staffing Plan: The proposal shall provide a staffing plan and an estimate of the total hours (by position) required for the project. Discuss the workload, both current and anticipated, for all Key Team Members, and their capacity to perform the requested services. Discuss the firm/team's approach for completing the required services for this project within budget.
7. Scope/Work Plan and Schedule: This section shall include a description of how each task of the project will be conducted, identification of deliverables for each task, and a schedule. The Work Plan should be in sufficient detail to demonstrate a clear understanding of the project. The schedule should show the expected sequence of tasks and include durations for the performance of each task, milestones, submittal dates and review periods for each submittal.

Discuss the firm/team’s approach for completing the project on schedule.

8. Comments and concern of the firm/team’s regarding proposed terms for an agreement by which the work shall be performed. The City’s proposed Professional Services Agreement (PSA) is attached to this request for proposal (Exhibit F). The proposer should specifically indicate in its proposal any clauses in the City’s proposed Agreement which is unacceptable to the proposer. Unacceptable clauses must be submitted as part of the proposer’s proposal and the City Of Tracy is assuming that the proposed PSA IS ACCEPTABLE TO THE PROPOSER AND WILL NOT ACCEPT ANY CHANGES AFTER THE SUBMITTAL OF THE PROPOSAL.

The proposal must include a statement which discloses any past ongoing or potential conflicts of interest which the consultant may have as a result of performing the work for this project.

9. References: For each Key Team Member, provide at least three references (names and current phone numbers) from recent work (previous three years) similar to this Project. Include a brief description of each project associated with the reference, and the role of the respective team member.

10. Submittal of Proposals: Five (5) copies of your proposal are due at the City of Tracy offices no later than the time and date specified. Envelopes or packages containing the proposals should be clearly marked, “SEALED PROPOSAL FOR WASTEWATER TREATMENT PLANT EXPANSION AND OTHER PLANT IMPROVEMENTS - DO NOT OPEN WITH REGULAR MAIL.”

11. Cost Proposal: One copy of a cost proposal should be submitted in a separate sealed envelope for each project and must be entitled “WASTEWATER TREATMENT PLANT EXPANSION AND OTHER PLANT IMPROVEMENTS - CONSULTANT COST PROPOSAL.”, and shall indicate the “Not To Exceed” costs for the project. The cost submittal should indicate the number of anticipated hours by the Project Manager and Key Team Members. The estimated level of hours for other staff can be summarized in general categories.

SECTION 4 — SELECTION OF CONSULTANT

The overall process will be to evaluate the technical components of all the proposals completely and independently from the cost component. The proposals will be evaluated and scored on a 100 point total basis using the following criteria:

1. Qualifications and specific experience of Project Manager and Key Team Members including sub-consultants: 20 points.

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2. Project understanding and approach: 30 points.

3. Experience with similar types of projects: 20 points.

4. Satisfaction of previous clients. Location and accessibility of firm: 10 points.

5. Schedule and capacity to provide qualified personnel: 20 points.

The City of Tracy reserves the right to make a consultant selection without an interview process. If determined to be required, two or three of the submitting firms/teams will be invited to an interview/presentation. Only the Project Manager and Key Team Members shall attend the interview/presentation, up to a maximum of 5 persons. The evaluation / interview panel may include representatives from the City, Consultants and Other agencies, but the specific composition of the panel will not be revealed prior to the interviews. Costs for travel expenses and proposal preparation shall be borne by the consultants.

Once the top firm/team has been determined, City staff will start contract negotiations with the firm/team. If contract negotiations are not successful, the second ranked firm/team may be asked to negotiate a contract with City, etc.

SECTION 5 PRE-PROPOSAL MEETING & INTERVIEW DATES

Pre-Proposal Site Meeting:
Location: WWTP, 3900 Holly Drive, Tracy, CA
Time: 10:00 AM, May 17, 2017

Interviews/presentations of Shortlisted Firms:
Location: City Hall Conference Room 109
Time: July 12, 2017 (Tentatively)

If you have any questions regarding this RFP, please contact:
Ripon Bhatia
Senior Civil Engineer
City of Tracy
Phone (209) 831-6338
ripon.bhatia@cityoftracy.org
SECTION 6 – AVAILABLE INFORMATION

The following items are attached to this Request for Proposal:

1. Exhibit A - discharge requirements state in Order NO. R5-2011-0012.
2. Exhibit B - discharge requirements as defined in order No. R5-2007-2038
3. Exhibit C - Wastewater Facility Plan
4. Exhibit D - Civil Plans from Phase 1B
5. Exhibit E - Wastewater Master Plan 2012
6. Exhibit F - City’s Professional Services Agreement (PSA)