

Oceano Community Services District

Request for Proposals for the Development of
a Sanitary Sewer Capital Improvement Plan -
Engineering & Related Services



August 2024

OCEANO COMMUNITY SERVICES DISTRICT

REQUEST FOR PROPOSALS TO PREPARE A WASTEWATER COLLECTION SYSTEM CAPITAL IMPROVEMENT PROGRAM AND OPTIONAL SERVICES

I. INTENT

Oceano Community Services District (District) seeks a qualified engineering consulting firm to provide engineering & related services for the preparation of a Wastewater Collection System Capital Improvement Program (CIP). The District is a multi-service special district governed by a five-member Board of Directors elected from five divisions within the community. The 2025 wastewater CIP will include various improvements relating to the District's wastewater collection system infrastructure.

The wastewater CIP scope of work includes identifying and evaluating collection system infrastructure, including collection system pipes, a lift station, and related appurtenances. This includes a data-driven discussion of construction costs and prioritization of needed improvements that will inform a 2025 sewer rate study.

In addition to developing the CIP, the District anticipates optional/supplemental engineering services for specific projects that will be implemented in Phase 1 of the CIP. Once a project list is developed and prioritized in the CIP, projects will be identified to proceed to the environmental, funding, and design phases of work. The District may utilize the awarded firm the work in this RFP for optional services.

II. COMMUNITY OF OCEANO

Oceano Community Services District (District) serves approximately 7,500 residents with water, wastewater collection, solid waste, street lighting, and parks and recreation services in an area of slightly less than two square miles. Information about the community of Oceano and the District is available on the district's website: (<https://ocsd.specialdistrict.org/bids-proposals>). The 2022 Sewer System Management Plan should be consulted. Inquiries for information may also be made pursuant to Section VI(B).

III. SCOPE OF WORK

The District is interested in contracting with a qualified engineering firm to develop a comprehensive Sanitary Sewer Capital Improvement Plan (CIP) for the following tasks:

- A. Scope of Work – Develop a prioritized Wastewater Collection System

Capital Improvement Program (CIP):

Task 1 – Project Research (Deliverable – Summary Memo):

- i. Review of Existing Reference Documents
- ii. Meeting with District staff to review existing reference documents, system needs/overview, SSO history, hot spots, and to coordinate field reviews
- iii. Determine equipment needs (Vactor, emergency generator, lift station upgrades, etc.)

Task 2 – Field Investigations (Deliverable – Summary Memo):

- iv. Comprehensively assess the existing sanitary sewer system, including but not limited to review of existing CCTV and perform new system analysis.
- v. Determine whether wet weather or dry weather flow metering is needed
- vi. Coordinate with the SSLOCSD as to I&I and other pertinent data from the District vs neighboring conveyance systems

Task 3 – Project Priority Map (Deliverables – a.) Draft Map, High Priority Project list, and b.) Final Map with Final Project List including cost estimates):

- vii. Prepare a map and list of recommended improvements
- viii. Develop a justifiable prioritization methodology
- ix. Prioritize necessary improvements:
 - High Priority Projects with recommended replacement in Phase 1 (1-3 years), draft high-priority improvements should be developed for review early in the project
 - Medium Priority Projects with recommended replacement in Phase 2 (4-10 years)
 - Low Priority Projects with recommended replacement (10 years and beyond)

Task 4 – Engineering Analysis & Recommendations Report (Deliverable – Draft and Final Engineering Report with Task 3 deliverable as appendix):

- x. Prepare a draft and final engineering report and CIP with preliminary cost estimates for necessary improvements. Cost estimates should be most refined for high-priority projects, and for medium and low-priority projects, time value of money, construction cost escalations, and other measures should be included to estimate future cost impacts to the District's ratepayers
- xi. In addition to District ratepayer revenue, identify potential funding sources for the WWCIP in the form of regional, state, and federal grants. Some outside funding sources may be better suited for certain projects; if so, identify which

Task 5 – Engineer's Estimate (Deliverable – Detailed Explanation of Cost Estimate

Methodology for each priority list, and dollar amount for each project:

- xii. The CIP should be developed in such a way as to support and inform the 2025 Sewer Rate Study

B. Reference Documents

Reference documents are identified below, with links to the documents on the OCSD website.

- xiii. Sewer System Management Plan (SSMP)
- xiv. Existing Infrastructure Atlas
- xv. Pier Avenue Lift Station Documentation

C. Supplemental/Optional Work

The District may choose to negotiate supplement/optional work for the following:

- i. Engineering support services during the CIP environmental phase
- ii. Engineering services that may be needed to secure funding for the CIP implementation, including potential grant sources/applications
- iii. Engineering design services
- iv. Construction Management services

IV. BUDGET

The consultant proposal should provide hours and costs for each task identified in the proposal.

V. SCHEDULE

The consultant proposal should include a schedule for completion of the CIP. The high-priority (1-3 years) list of projects and total anticipated CIP expenditures for years 1-5 should be developed within 6 months of the contract award to inform the 2025 Sewer Rate Study.

CIP should be completed and presented to the OCSD Board in draft form in the summer/fall of 2025, and FINAL CIP should be adopted by the OCSD Board of Directors by November 2025.

VI. REQUESTS FOR PROPOSALS

A. Proposal Timeline

Issue RFP	August 8, 2024
Optional tour of OCSD Wastewater Facilities	Sept 30, 2024
Deadline to pose all inquiries	August 30, 2024
Answers to inquiries posted	September 6, 2024
Proposals due	September 20, 2024, by 3:00 p.m.
Review of Proposals Completed	September 27, 2024
Interviews with firms, if applicable	Week of September 30, 2024
Award of contract by Board	October 9, 2024
Contract Signed & Commence Work	October 11, 2024

B. Inquiries

All inquiries concerning this Request for Proposal must be directed in writing to the Business and Accounting Manager of Oceano Community Services District, via email to carey@oceanocsd.org. All inquiries must be submitted no later than 8-30-24. Responses to all inquiries will be posted on the district website (<https://ocsd.specialdistrict.org/bids-proposals>) on 8-30-24.

C. Proposal Submission

Interested firms must submit a signed PDF version of their proposal via email to carey@oceanocsd.org no later than **9-20-24 by 3:00 p.m.** All proposals will be retained by the District upon submission.

- 1) Proposal Format and Content - Each proposal shall include, as a minimum, the following information:
 - i. Cover Letter that includes:
 - a. Signature of the individual authorized to bind the firm contractually
 - b. Confirmation of the receipt of the RFP, any addendums, and

- responses to inquiries
- c. Statement that the proposal is valid for a 90-day period from the due date of the proposal
- d. Name, title, address, telephone number, and e-mail address of the individual to whom correspondence and other contacts should be directed during the selection process
- e. A description of the firm's understanding of the necessary items of work and the task-based approach to the project.
- f. A narrative of the firm's background and history

ii. A Description of Qualifications:

Each proposal shall include, as a minimum, the following information:

- a. Legal name of the firm
- b. Address, telephone number, and website of the firm
- c. Firm's profile to include years in business, size of company, recognitions or awards received, etc.
- d. Names and resumes of officers, employees, principals, and other individuals that will be assigned to this contract
- e. Who will be primarily responsible for the project (Project Manager, single point of contact)
- f. Firm's experience providing similar services to government agencies
- g. Brief description of how the firm will complete/meet the needs of the District with respect to the Scope of Work
- h. Any additional information the firm feels is necessary in assessing its qualifications and experience
- i. Contact information of three (3) references from other government agencies or customers for whom the firm has provided similar services within the past three (3) years.

2) Cost Proposal

Submit a fee schedule in a separate document. The fee schedule will not be reviewed until after a review panel determines the qualified firms. The proposal shall include a schedule of all hourly rates for engineering and other services for all classifications of positions proposed to be necessary to conduct engineering & related services for the District.

VII. SELECTION PROCESS

A. Evaluation of Proposals

Proposals will be reviewed and evaluated based on the following:

- a. Relative experience of the proposer in providing engineering & related services – 25%
- b. Thoroughness of proposal – 5%
- c. Ability of proposer firm to meet the needs of the District and enter into a contract for services acceptable to OCSD – 15%
- d. Proposed Fees – 25%
- e. Optional interviews with selected firms – 35%

B. Selected General Terms of the Agreement

Upon selection of a firm, contract negotiations will commence. If a contract cannot be negotiated for any reason, the District reserves the right to select another engineering firm. In submitting a proposal, the firm represents that it possesses all licenses, certificates, or other qualifications required by all Federal, State or local agencies to do business in the State of California and the County of San Luis Obispo. Likewise, in submitting a proposal, the firm also represents that it would maintain all necessary licenses, certificates, contract terms, and other qualifications needed to complete the Scope of Work.

Any firm selected will be considered an independent contractor. Under no circumstances will the firm, its contractors, employees, or other agents become employees of the District.

If selected, the firm would be required to indemnify, defend, and hold harmless the District and its officers, officials, employees, and volunteers from and against all liability, loss, damage, expense, and costs (including attorney's fees) for any issues arising from the firm's performance of work under the anticipated contract to the extent provided by law in effect on 10-11-2024. Termination of any contract would not release the firm from its obligations to so indemnify the District.

Any firm selected would likewise be obligated to obtain and maintain insurance under which the District, its officers, directors, employees, volunteers, and agents shall be named as additional insured. Such insurance would include, but not necessarily be limited to, a general commercial liability policy, a commercial automobile liability policy, workers' compensation, employer's liability insurance, and professional liability insurance. The selected firm would also be obligated to provide the District with Certificates of Insurance providing proof of the above requirements prior to commencing work under the anticipated agreement.

Even if selected, the District reserves the right to terminate any agreement reached with the selected firm by notifying them in writing fifteen (15) days prior to such termination.