

## **MT. VIEW SANITARY DISTRICT**

# **REQUEST FOR PROPOSAL**

## **UV DISINFECTION REPLACEMENT PROJECT**

### **OBJECTIVE**

Retain a consultant to provide professional engineering services for the UV Disinfection Replacement Project at the Mt. View Sanitary District (District) located in Martinez, California.

### **BACKGROUND**

Mt. View Sanitary District (District) is situated in the rolling hills east of downtown Martinez. The District provides wastewater collection, treatment, and disposal services for a portion of the City of Martinez and a portion of unincorporated area in Contra Costa County. The District serves an estimated population of 22,000 and approximately 280 businesses in its 4.7-square mile service area. The District owns and operates a 73-mile collection system with four pump stations which convey wastewater to an advanced secondary treatment plant (Plant).

The final treatment process at the Plant is ultra-violet (UV) disinfection. The existing system consists of two channels, and each channel is fitted with four UV lamp banks with the fourth intended to be a redundant unit. The UV disinfection system was installed in 1994 and is now 25 years old. Although it was cutting edge technology at the time of its installation, the equipment is now quite old, uses a substantial amount of electrical energy, is not operated automatically, cannot be monitored remotely, has no automatic sleeve wiping system, lacks instrumentation to measure transmittance, and in general requires frequent maintenance with high costs associated. The last major Plant condition assessment noted that the UV equipment and controls have reached the end of their useful service life, and recommended that they be replaced.

This project will primarily replace the existing UV disinfection equipment and controls with new equipment and controls. Other assets in the UV process area may also be addressed at the same time, including the monorail crane and its structure, the reclaimed water pumping system, flowmeters, effluent gates, motor control center, and various other automation, electrical, and SCADA upgrades. The project will look at constructing a canopy structure over the entire filtration and disinfection process area, with the potential to put solar panels on top.

## **CONSULTANT'S SCOPE OF SERVICES**

The consultant shall perform the following (note that these may be divided up into separate task orders):

1. **Project Management:** This work includes attending pre-design and design kick-off meetings, monitoring task budgets and project schedule, monitoring work progress and coordinating completion of deliverables, holding coordination meetings, invoicing, managing sub-consultants, providing regular status updates to the District, and conducting other day-to-day administration activities necessary to complete the work.
2. **Pre-design:** Meet with District staff to determine the design criteria for the new UV equipment. Conduct an analysis and comparison of the various available UV technologies that fit the design criteria, make a recommendation, and present these to the District via a technical memorandum. Assist District staff in its pre-selection of the preferred UV equipment alternative.

Also, meet with District staff to finalize and prepare a comprehensive, detailed list of all other improvements that will be incorporated into the project design. Prepare preliminary design drawings (e.g. 25% design stage), a preliminary engineer's estimate, and a preliminary construction schedule.

3. **Permitting & Coordination:** Coordinate with and obtain all necessary permits, licenses, or agreements from outside entities, regulatory agencies, or other stakeholders. Conduct a brief project review and confirm the District's CEQA determination.
4. **Design:** Complete the project design including detailed drawings and specifications comprising design submittals at the 50%, 75% (or 90%), and 100% design stages, engineer's estimates at these same three design stages, and a conceptual construction schedule at the second design stage. Design review meetings shall be held with District staff at the first and second design stages.
5. **Bid Period:** Provide bid period services including conducting a pre-bid meeting, assisting the District in responding to bidder inquiries, preparing addenda, and preparing conformed contract documents.
6. **Engineering Services During Construction:** Provide ESDC including attending a pre-construction meeting, making site visits and attending weekly progress

meetings as needed, reviewing and responding to submittals and RFIs, assisting with design clarifications and change orders, and preparing record drawings.

## **PROPOSAL FORMAT**

The Request for Proposal shall adhere to the following format:

1. Letter of Transmittal (1 page maximum)

Identify the firm(s) (including the relationship between firms if applicable), the primary contact person, and the location(s) where the work will be performed.

2. Project Team and Qualifications (2 pages maximum)

Provide a short profile of the firm(s) and list the individuals who will be assigned to conduct the work, their specific qualifications and experience applicable to the scope of work, and their position on the team.

The consultant may additionally provide the general resumes of the proposed project personnel as an appendix to the proposal, but this is not mandatory.

3. Experience & References (3 pages maximum)

State experience directly related to the scope of work as demonstrated by specific examples from similar projects. Only projects performed by the proposed personnel shall be referenced as qualifying experience.

For each project listed, provide specific references the District may contact regarding the firm and the project team's experience. References shall include the agency name, reference projects, team members associated with the project, contact person, and phone number (please verify contact availability and phone numbers prior to submittal).

4. Approach (2 pages maximum)

Describe how you intend to conduct the project. Demonstrate your understanding of the scope of services described above by presenting a detailed list of the tasks / subtasks, progress review meetings with District staff, submittals and key project deliverables, etc. necessary to complete the work. The approach shall be described in sufficient detail to serve as the basis for a contract.

5. Fee Estimate (2 pages maximum)

Provide a fee estimate with a breakdown that closely follows the approach provided under Item 4 above. The fee estimate shall include the estimated effort (labor hours) for each task / subtask. Tasks to be performed by subconsultants shall be identified and their estimated effort shall also be provided. Please attach a current hourly rate schedule for reference.

6. Anticipated Schedule (1 page maximum, 11x17 size preferred)

Provide a schedule for the pre-design and design work with a breakdown that closely follows the approach provided under Item 4 above. The schedule shall include the anticipated duration for each task / subtask and show important milestones.

**SELECTION PROCESS**

Firms shall email proposals to the address below by 5:00 p.m. on Wednesday, July 24, 2019.

The District's selection panel will review the proposals and may conduct an interview process. The interview would allow select consultants to present their proposed personnel, qualifications and relevant experience, and approach to the project.

Consultants will be notified of the selection panel's course of action by August 7, 2019.

**CONTACT**

Any questions regarding the project or this Request For Proposal shall be directed to Chris Elliott at (925) 228-5635 or [chrise@mvsd.org](mailto:chrise@mvsd.org).