



CITY OF HALF MOON BAY

**Request for Proposals for Sewer Collection
System Maintenance Services**

RFP Issue Date: January 22, 2018

Proposal Due Date: February 20, 4:00 PM PST

City of Half Moon Bay
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I. INTRODUCTION

Incorporated in 1959, the City of Half Moon Bay (“City”) is located on the Pacific Coast, approximately 28 miles south of San Francisco, at the western terminus of Highway 92 in San Mateo County. The City is home to a historic downtown, numerous nurseries and farms, the Ritz Carlton Hotel, and two golf courses.

The City provides wastewater collection services to approximately 12,000 residents residing in the City Sewer Service Area which extends from Miramontes Point Road on the south to Frenchman’s Creek on the north (see Figure 1). Sewage is conveyed to the Sewer Authority Mid-Coastside (SAM) wastewater treatment plant, located near Kehoe Avenue in Half Moon Bay. The portion of the City that is located north of Frenchman’s Creek is served by Granada Community Services District (GCSD).



Figure 1. City of Half Moon Bay Sewer Service Area

The City's wastewater collection system includes approximately 35 miles of gravity sewer pipe and 1.5 miles of force main pipeline, as well as three lift stations. Most of the gravity sewer pipe is comprised of 6-inch and 8-inch diameter vitrified clay pipe. However, a portion of the system, primarily in the southern portion of the service area near the Ocean Colony Golf Course, is comprised of polyvinylchloride pipe. The City's system conveys approximately 0.7 million gallons per day of average dry weather flow to the SAM wastewater treatment plant.

Additional information on the City's sewer collection system is contained in the City's Sewer System Management Plan, which is available through the Public Works tab of the City's website (url: <http://www.half-moon-bay.ca.us/DocumentCenter/View/199>). The City currently receives a portion of its sewer maintenance services through an annual contract with Sewer Authority Mid-Coastside (SAM). The City conducts its own CCTV inspection and sewer pipeline repairs. The City recently installed five (5) SmartCover manholes and is currently evaluating additional potential locations.

The City is interested in finding the most cost effective and environmentally protective option for sewer collection system maintenance. Under the current agreement with SAM, the City pays the cost of SAM staff, overhead, and its proportional share of equipment in lieu of paying for actual services performed. The City wishes to move to a unit-price, not-to-exceed cost structure for this agreement. In addition, the City has discussed the benefits of receiving training from the service provider, and eventually bringing many of the services in-house.

It is anticipated that the City and the other SAM member agencies, Granada Community Services District (34 miles of additional gravity sewers and one pump station) and Montara Water and Sanitary District (24 miles of additional gravity sewers and 13 pump stations) would benefit from the economy of scale afforded by the inclusion of all SAM member agencies. The City is requesting submittal of an additive alternate proposal which includes the City of Half Moon Bay Granada Community Services District and Montara Water and Sanitary District.

II. **THE PRINCIPAL PROJECT**

The City of Half Moon Bay invites the submittal of proposals to provide sewer collection system maintenance services to the City. Services are described further under "Scope of Services".

Objective

The objective of this RFP is to select a sewer collection system maintenance provider that will provide the City with sewer and lift station maintenance services, FOG inspections, and will support the City's Legally Responsible Official (LRO) in sanitary sewer overflow (SSO) response. Sewer maintenance services include sewer and manhole cleaning, lift station cleaning and maintenance, and sewer collection system CCTV inspection. SSO response includes all SSO response activities following the initial response (which will be provided by the City), including water quality reporting, initial reporting to the City's LRO, and SSO response documentation. The City's LRO will submit and certify all SSO reports.

Project Description

The anticipated scope of work is summarized below. You are invited to recommend any changes to the described work provided those recommendations and brief rationale are clearly identified in the proposal.

Sewer Cleaning: Starting 7/1/2018, the selected firm/agency will provide mainline and hotspot cleaning on a 1-year cycle (35 miles per year), renewable for up to three years. After the first year, following CCTV verification, the City may transition to a two (2) year cleaning cycle for a portion of the lines.

The selected firm/agency will recommend a vactor/flusher, associated tools, and a push camera for purchase by the City. Alternatively, this equipment can be provided by the proposing firm and the associated cost included in the proposal as an optional service.

CCTV Inspection: The selected firm/agency shall provide hotspot CCTV inspection (up to 68 sections, 15,337 lf) and CCTV inspection for approximately 20 percent of the system on an annual basis. The program will be defined by the City and is intended to complete system-wide CCTV inspection over a five-year period.

Fats, Oils, and Grease Control: The selected firm/agency shall provide quarterly FOG inspection services to approximately 20 food service establishments within City limits. The City will provide enforcement as needed, if violations are identified by the selected firm. There are approximately 10 establishments in Granada CSD and an additional 6 in Montara WSD.

Lift Station Inspection: The selected firm/agency shall provide regular inspections of the City's three (3) lift stations, and shall advise the City on necessary repairs. The City will contract separately for these repairs. Alternatively, the proposing firm is invited to provide repair services as an optional task. A matrix of repair frequencies is presented in the Scope of Services, Table 1.

SSO Response: The selected firm/agency shall provide emergency SSO response, including water quality testing, notifications to the City's LRO, and SSO response documentation. First Responder and service call response will be provided by the City. Contractor SSO response time shall be a maximum 60 minutes, consistent with the City's Sewer System Management Plan.

Training: The selected firm /agency shall provide training on sewer maintenance best practices via shadowing by City staff and via production of written procedures manual. City staff will shadow the contractor no more than two days per month.

Services Provided by the City: City staff will provide the following services, to supplement services provided by the selected firm.

- First response and SSO reporting/certification
- Developer inspections
- Sewer repairs
- Service Call response
- City will pay for water based on CCWD meter readings
- The City is a member of the Sewer Authority Mid-Coastside JPA. SAM will accept debris at the SAM WWTP

III. **SCOPE OF SERVICES**

The selected firm/agency shall provide all labor, equipment, and materials, other than the vactor/flusher and tools described above, to perform the work. The proposal shall include a

scope of work that includes, as a minimum, the following:

Task 1. Project Management

The selected firm/agency shall manage internal resources, attend a kickoff meeting, attend quarterly review meetings, and provide monthly and annual status reports. The monthly status reports shall clearly describe progress as compared to goals, and shall reflect achievement of the quantity and quality of scheduled maintenance. The City may, at its own discretion, hire an outside firm to provide quality assurance of the work. In addition to documenting progress, the report shall identify plans for the subsequent period, and shall describe any issues encountered and how they were resolved,

On an annual basis, the selected firm/agency shall provide a full report of system maintenance activities using the monthly summaries as a guideline. The annual report shall review monthly progress and results and include a discussion on trends in system performance. The annual report will provide information that is required to fulfill Monitoring, Measurement, and Modifications section of the SSMP.

The selected firm/agency shall maintain all maintenance data, work orders, reports, and results in Lucity computerized maintenance management software, and shall provide the City with online access to this database. In addition, the selected firm shall provide copies of all operational plans and manuals for the collection system maintenance.

Task 2. Review Existing Data

The selected firm/agency shall review existing information, including the current hot spot list, system maps and Master Plan, computerized maintenance management system (CMMS) data, ordinances, historical SSOs, and other maintenance records and relevant information as provided by the City.

Task 3. Develop Maintenance Strategy

Based on the information gathered in Task 2, the selected firm/agency shall work with City staff to develop an integrated cleaning, CCTV inspection, and lift station maintenance program. For the purposes of budgeting, the firm should assume that, with the exception of hot spot cleaning, the system will be cleaned on an annual basis during Year 1, and on rotating biennial basis in Years 2 and 3.

Sewer main line and trunk line cleaning will be completed using a combination jetter/vacuum truck. Cleaning success shall be measured based on the quality of the cleaning performed, in addition to the length of pipe cleaned. Therefore, cleaning will be conducted with the objective of having a “clear” result. For budgeting purposes, the proposing firm should assume that ten percent of the City’s pipes will require two passes to obtain this result, and that the remaining pipes other than hot spot locations will be cleaned in one slow scouring pass.

The City anticipates CCTV inspection of approximately 20 percent of the system mainlines on an annual basis. The City does not own or inspect sewer laterals. Any manhole-to-manhole CCTV inspections shall utilize National Association of Sewer Service Companies

(NASSCO) Pipeline Assessment and Certification Program (PACP) standards. The proposing firm's CCTV inspection crews shall have the necessary NASSCO PACP certifications. The selected firm/agency shall provide, on a quarterly basis, a CCTV database download that is compatible with Lucity software.

The selected firm/agency shall also inspect the sewer mains following a maintenance-related sanitary sewer overflow (SSO) to help determine the cause of SSO, or following a pipeline repair to confirm a successful installation. This scope assumes five CCTV inspection mobilizations will be required over each 12-month period for this purpose.

The selected firm/agency shall conduct lift station inspections as shown in Table 1 below.

Table 1. Lift Station Maintenance Summary

Task	Weekly	Quarterly	Annually
Visually inspect and check the wet well levels to ensure proper automatic start/stop levels for the pumps	X		
Vacuum and clean wetwell. Utilize lift station degreaser as needed to control Fats, Oils, and Grease (FOG). Requires pre-approval of MSDS.		X	
Check pumps for unusual noise or vibrations	X		
Clean and maintain pumping plant area	X		
Inspect the motor control center to ensure proper operations	X		
Record pump and generator hour meter readings	X		
Check generator batteries, fuel, oil, and coolant levels	x		
Exercise generator, simulating power failure to assure automatic startup	X		
Conduct amperage test on each pump bank		X	
Perform meg test on each pump motor to detect moisture in windings		X	
Perform yearly maintenance and inspection of the sewer pumps per current pump manufacturer recommendations			X

The City's lift stations each have an automated telephone alarm system to indicate when the wet well is nearing capacity due to wet weather flows or pump(s) breakdown or power outage. The selected firm will be required to accept a phone system automatic dial from the pump station and provide emergency response in a manner similar to the sewer mainline SSO response.

Note: The City is currently anticipating reconstruction of the Ocean Colony Pump Station and Force Main Line in CY 2018.

The selected firm/agency shall provide USA marking on behalf of the City for sewer infrastructure.

Task 4. Sanitary Sewer Overflow Response and Reporting Support

The selected firm/agency shall provide SSO field response activities in accordance with the City's Sewer System Management Plan. In addition, the firm shall assist with initial (i.e., 2-hour) regulatory reporting by providing information in a timely manner to the City's data submitters and Legally Responsible Official (LRO). The proposal does not require regulatory reporting or serving as the City's LRO.

Field response activities shall follow the City's SSMP, and shall include containment if possible, identification and removal of the immediate SSO cause, clean up and restoration, traffic control and other public protection, water quality monitoring, posting and removal of necessary signs, and documentation. SSO response shall begin as soon as possible but no later than within a 60-minute period from notification by the City LRO/First Responder. Follow-up CCTV inspection shall be used to help determine the cause and also confirm that the SSO cause has been addressed. The firm shall make recommendations whenever possible on a permanent fix so as to avoid repeat SSOs.

The selected firm will be required to provide proof of insurance, including proof of environmental liability coverage, as described in the sample agreement.

IV. ADDITIVE ALTERNATIVE TO CONTRACT

The City is requesting that each proposal include an optional additive alternative which includes the City of Half Moon Bay along with the Granada Community Services District (Granada) and Montara Water and Sanitation District (Montara).

Granada Community Services District is located north of Frenchman's Creek and includes customers within the City limits of Half Moon Bay and unincorporated San Mateo County. The Granada collection system includes approximately 34 miles of gravity sewers and one pump station. Granada effluent is conveyed by the Granada Force Main line which is a combination force main and gravity system which is part of what is referred to as the Intertie Pipeline System (IPS). The IPS is not part of the RFP.



Montara Water and Sanitary District is located north of Granada and includes unincorporated communities of Montara and Moss Beach. The Montara collection system includes 24 miles of gravity sewers and 13 pump stations. Montara effluent is conveyed via the Montara Force Main line to a junction point with the Granada Force Main line which is part of what is referred to as the Intertie Pipeline System (IPS). The IPS is not part of the RFP.



The Additive Alternative proposal is to be based upon the parameters contained in Section II. And III. above for Granada and Montara. The cost proposal shall include total cost of services as well as a breakdown of costs and tasks by agency (City, Granada and Montara). Discuss any cost savings or cost/implementation challenges that may result from expanding the service area from the City’s 35 miles of pipe to the combined 93-mile system.

V. SUBMITTAL OF PROPOSALS

Proposal Content

The proposals shall be no more than 25 pages (exclusive of Resumes), and should include the following information. One side of one 8-1/2” X 11” sheet comprises one page. One side of one 11” X 17” sheet comprises 2 pages.

- 1) **Firm/Agency Information.** Provide the firm’s profile and qualifications, including specific experience providing sewer collection system maintenance and SSO response. Include, as a minimum, the following information:
 - Type of ownership and number of years in business providing the services requested in RFP.

- Discussion of ongoing contracts/projects with their current status and projected termination dates.
 - Discussion of any pending litigation against the firm or individual.
 - Identification and description of any SSO responses your firm or agency was responsible for over the last five (5) years.
- 2) **Project Team.** Identify the project manager and key staff members who will be assigned to the project. Include qualifications and relevant experience for the identified team members.
- 3) **Project Approach.** Recommend a project approach and specific project steps, including the use of any subcontractors and/or partners. Include a discussion of the schedule of work to be performed that demonstrates an understanding of the requested scope. Describe expectations of the type and amount of work to be requested of City staff to assist in the process of annual sewer maintenance.
- 4) **Project Budget.** Describe the project budget for a 3-year initial program. Itemize the proposed cost by task, and include a fee schedule for additional services.
- 4a) Optional Add Alternate Budget for Extended Services.** Describe the project budget for a 3-year program to provide similar services to Granada Community Services District and Montara Water and Sanitary District. Discuss any cost savings or cost/implementation challenges that may result from expanding the service area from the City's 35 miles of pipe to the combined 93-mile system.
- 5) **References** Provide complete contact information for a minimum of two recent clients for whom similar services have been performed. Include the following information:
- The client
 - The description of the project
 - The duration of the project including start date
 - The contact name, title, phone, and email for reference
 - The results/deliverables of the project

Submittal Location and Deadlines

Interested firms/agencies shall deliver five (5) hard copies to the City, and one electronic copy of their proposals to City Hall, 501 Main Street, Half Moon Bay 94019 no later than 4:00 PM PST on February 20, 2018 (email of electronic submittals will not be accepted in-lieu of delivery of hard copies). Proposals shall be addressed to John Doughty, Director of Public Works. Additional contact information is available on the cover page of this RFP. Please also provide one additional electronic submittal directly to the City's sewer consultant, Vivian Housen, at vhusen@housenassociates.com.

Questions and requests for clarification and/or additional information shall be directed in writing via email to John Doughty at publicworks@hmbcity.com, by February 5, 2018. Please reference "RFP for Collection Systems Maintenance" in the subject line. All responses to

questions and/or clarifications will be provided by addenda via the City's public bidding webpage by February 12, 2018.

The City assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt. All costs incurred during proposal preparation or in any way associated with the consultant's preparations, submission, presentation, or oral interview shall be the sole responsibility of the consultant. If awarded a contract, the consultant shall maintain insurance coverage, including worker's compensation, reflecting the minimum amounts and conditions specified by the City. Consultants are liable for all errors or omissions contained in their proposals.

SELECTION PROCESS

Proposals will be evaluated based upon, but not limited to, the following criteria in priority order. If necessary, the City will hold interviews as a component of the selection process.

- Firm expertise and competence including experience with similar projects.
- Professional qualifications, experience, and certifications of the key personnel assigned to the project.
- Demonstrated project understanding and creative approaches to the project.
- Ability to work effectively with City staff and representatives.
- References.
- Proposed budget.
- Oral interview, if held.

VI. OTHER INFORMATION

- Proposers' attention is drawn to the fact that all proposal documents submitted are subject to California Code Section 6250 et seq., commonly known as the Public Records Act. Information contained in the proposals may be made public after the review process has been completed, negotiations have concluded, and a recommendation for award has been officially placed on the agenda for City council consideration, and/or following award of contract, if any, by the City Council.
- The City reserves the right to make such background checks as it deems necessary to determine the ability of the proposer to perform the work. The City reserves the right to reject any proposal if the background check fails to satisfy the City that such proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- The City is not responsible for any expenses which proposers may incur in preparing and submitting the proposal. The City will not be liable for any costs incurred by the proposers that are related to the RFP process; this includes production of the proposal,

interviews/presentations, travel, or accommodations. The City reserves the right to request or negotiate modifications to the proposals that are deemed appropriate. All proposals received from proposers in response to this RFP will become the property of the City and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the City. The City reserves the right to reject any and all proposals and to waive minor irregularities. The City also reserves the right to seek new proposals.

- Proposers should carefully review this RFP and all attachments including but not limited to the City of Half Moon Bay's standard Consulting Services Agreement (Attachment A). The selected vendor will be required to sign the City's agreement. Comments or objections to any terms if the City's agreement must be made in writing and received with the proposal submission. Vendor should note any objections, or if none note that as well in the proposal submission.
- The City retains sole discretion to evaluate proposals and may make an award to the firm the City deems to have the most responsive proposal. Receipt of proposals in response to its RFP does not obligate the City in any way to engage any firm and the City reserves the right to reject any or all proposals, wholly or in part, at any time, without penalty. The City shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a single firm, and the City shall bear no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate any and all final terms and conditions including length, scope of services, and compensation of any agreements entered.