



CITY OF PETALUMA

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Teresa Barrett
Mayor

April 15, 2022

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Councilmembers

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ) FOR DESIGN SERVICES FOR THE ELLIS CREEK WATER RECYCLING FACILITY (ECWRF) OXIDATION POND TRANSFER STRUCTURE REHABILITATION PROJECT AND OXIDATION POND STORAGE EXPANSION FEASIBILITY STUDY

INTRODUCTION

The City of Petaluma's Department of Public Works & Utilities is requesting a statement of qualifications (SOQ) from qualified consulting firms interested in providing design services for the Ellis Creek Water Recycling Facility (ECWRF) Oxidation Ponds Transfer Structure Rehabilitation Project and Oxidation Pond Storage Expansion Feasibility Study.

Public Works & Utilities

City Engineer
11 English Street
Petaluma, CA 94952
Phone (707) 778-4303

Environmental Services
Ellis Creek –
Water Recycling Facility
3890 Cypress Drive
Petaluma, CA 94954
Phone (707) 776-3777
Fax (707) 656-4067

Parks & Facility Maintenance
840 Hopper St. Ext.
Petaluma, CA 94952
Phone (707) 778-4303
Fax (707) 206-6065

Transit Division
555 N. McDowell Blvd.
Petaluma, CA 94954
Phone (707) 778-4421

Utilities & Field Operations
202 N. McDowell Blvd.
Petaluma, CA 94954
Phone (707) 778-4546
Fax (707) 206-6034

E-Mail:
publicworks@cityofpetaluma.org

The City will enter into a Professional Service Agreement (PSA) with the top qualified firm(s) to provide design services for the project(s) as described in the scope of services. It is understood that the breadth of services required complete the project runs the spectrum of civil engineering disciplines. Consulting firms may propose to provide one or multiple portions of the scope of services for the project(s). The City will evaluate each firm's SOQ and determine the most qualified firm(s) to complete the project. Priority will be given to consulting firms that can provide multiple services or have prepared a team of consulting firms to complete the project(s) scope of services.

SCOPE OF SERVICES

The ECWRF is located in Southeast Petaluma and is bound by Shollenberger Park to the northwest, Lakeville Hwy (Hwy 116) to the northeast, and farmland/open space to the southwest and southeast. The ECWRF was constructed in 2009 and provides tertiary level treatment for the City's wastewater. Included in the ECWRF's infrastructure are an aerated lagoon and ten (10) oxidation ponds (see Attachment E) which receive secondary treated wastewater and untreated wastewater overflows during high rainfall events. These series of ponds were constructed in the 1970's and were part of the previous wastewater treatment system prior to ECWRF operations.

Project A - Oxidation Pond Transfer Structure Rehabilitation Project

The aerated lagoon and oxidation ponds consist of unlined earthen dams, which act as vehicular pathways in between ponds; and concrete flow transfer structures which allow treated/untreated wastewater to flow in between ponds. The flow transfer structures are comprised of a reinforced concrete basin structure with a 48-inch cast iron gate valve to control flow, 24-inch corrugated metal pipe (CMP) inflow piping, and 48-inch CMP outflow piping. The flow structures are nearing the end of their useful life and need rehabilitation. In December of 2021, a sinkhole was discovered on the levee roadway between the flow transfer structure on the aerated lagoon and Oxidation Pond #4. The 48-inch CMP discharge piping of the flow transfer structure had experienced catastrophic failure as the entire top half of the pipe had corroded, causing undermining of the roadway on the levee. The additional flow transfer structures are expected to be in similar condition as materials and construction dates are identical. The rehabilitation project includes evaluation, design, and construction. The City would prefer to have a complete design for all aspects of the project including repair of the failed flow transfer structure; replacement of all other flow structures in one construction project; and potential levee roadway rehabilitation.

The City is requesting a qualified consultant and necessary subconsultants to partner with the City to provide design services for the rehabilitation of the ECWRF Oxidation Pond Flow Transfer Structure System. This may include investigation, recommendations for repair or redesign of the existing transfer system, permitting, as well as plans, specifications, and construction documents.

The Design Consultant and its team may need to perform the following tasks:

- Consultant may need to provide Survey and Mapping services or collect data as needed, if directed.
- Perform field investigations and/or studies to determine the cause(s) of failure and provide engineering reports, if directed.
- Provide detailed recommendations for repair and/or replacement for the oxidation pond flow control structures, if directed.
- Evaluate environmental constraints and assist in obtaining CEQA compliance, if directed.
- Assist in identifying and obtaining any regulatory permitting requirements for the project, if directed.
- Provide additional recommendations or analysis for completion of project not included in these tasks.
- Attend biweekly design meetings and design review meetings at 60% design, 90% design, and Final design, if directed
- Provide civil design documents which outline the design, construction method, identify all obstacles and remedies, prepare construction documents, provide construction cost estimates for design alternatives that align with City goals, and provide technical specifications for bidding of the project, as directed. The construction documents prepared by the consultant shall be bid ready. **Note:** Construction to be timely and coordinated with ECWRF staff.

- Provide consulting during construction. The selected Consultant would provide assistance during construction by approving submittals, assistance during construction period for clarification or changes in the field, inspection of new drainage design and/or repairs for plan and design compliance, and assistance through successful completion of the project

Project B - Oxidation Pond Storage Expansion Feasibility Study

The aerated lagoon and oxidation ponds are used to equalize wastewater flows from rainfall events in excess of the wastewater treatment's capacity as well as store wastewater to later be treated to tertiary wastewater treatment standards for recycled water deliveries. The City would like to expand the storage capacity of these oxidations ponds to maximize the capacity of the system and recycled water production.

The City is requesting a qualified consultant and necessary subconsultants to partner with the City to provide design services for a feasibility study to evaluate the alternatives available to expand the capacity of the oxidation pond system and determine its feasibility.

The design consultant and its team may need to perform the following tasks:

- Consultant may need to provide survey and mapping services or collect data as needed, if directed.
- Perform hydraulic analysis of the existing oxidation pond system and any proposed alternatives for expansion of the system capacity, if directed.
- Evaluate alternative methods of expansion including, but not limited to raising of levee wall heights, dredging of existing oxidations ponds, or any other method for expansion of capacity of the system, if directed.
- Provide a cost-benefit analysis for system expansion, if directed
- Evaluate environmental constraints for proposed alternatives, if directed
- Evaluate permitting and regulatory requirements for proposed alternatives, if directed.
- Provide geotechnical recommendations for expansion alternatives and provide design considerations for oxidation pond transfer structure project, if directed.
- Evaluate levee road conditions and provide geotechnical reports and recommendations for rehabilitation of roadways around levee system, if directed.

RESPONSE TO RFQ

Technical Proposals **must** be received by the City of Petaluma by **3:00 PM, Thursday, May 26th, 2022**. At or before the time mentioned above, Consultants shall send an email to the **City Clerk, at the email: cityclerk@cityofpetaluma.org**, which shall contain the following attachment:

1. Electronic (PDF) copy of the Consultant's Statement of Qualifications.

The Statement of Qualification PDF for the project shall be limited to a **maximum of fifteen (15)** single-sided pages, **excluding** necessary Appendices and required Exhibits. Specific requirements are described as follows. All electronic attachments should be clearly labeled to make it easy for the City to identify the separate documents.

Additional RFQ Notes:

1. The maximum receivable email size is around 20 MB, for City servers. Therefore, proposals exceeding this size (**20 MB**) will need to be sent via a downloadable link. Alternatively, if size permits multiple emails (up to **two (2)**) can be sent and should be properly numbered with matching subjects. If multiple emails are sent the first email should outline the number of emails planned and their contents. The City will confirm receipt of any emails received at or before the specified due date and time.
2. Front and back proposal covers can be included and will **not** count as part of the 15-page maximum. However, please note that proposal front and back covers will not be used as part of the RFQ scoring.
3. Dividers can be used in the proposal and will **not** be counted as part of the fifteen-page limit. However, please note that any content on the divider pages will not be used as part of the RFQ scoring.
4. 11x17 sheets are permitted to be used for proposed schedules **only** and will be counted as one (1) page.

For questions or clarifications contact Dan Herrera, P.E. by phone at (707) 778-4589 or by email at dherrera@cityofpetaluma.org.

1.0 TECHNICAL PROPOSAL REQUIREMENTS

1.1 COVER LETTER

Provide a cover letter signed by an official authorized to bind the firm, and the letter shall contain a statement that the firm is able to sign the City of Petaluma's standard PSA (**Attachment A**).

1.2 INTRODUCTION

Provide an overview of the firm's qualifications as they relate to providing similar design, construction and/or feasibility study services to municipal agencies. Include a brief description of your understanding of the project and services to be provided for the City of Petaluma. Identify

your project management and technical approach to providing the services identified in the scope of services. Indicate which portions of the project(s) the firm would like to be considered.

1.3 PROJECT TEAM ORGANIZATION

Identify proposed team members and work on similar projects; include an organizational chart. List all subconsultants including contact information and areas of expertise. Briefly describe the roles of the prime Consultant and subconsultants. Provide information regarding the size and years in business of your firm and each subconsultant.

1.4 RELEVANT EXPERIENCE

Describe your firm's experience in providing the scope of services described in this RFQ. Provide information for up to five relevant projects. For each project for which descriptions are to be included, provide the following information:

- Project name and location
- Brief description of project scope
- Firm's project responsibility.
- Client name, address, contact person, and telephone number,

1.5 QUALIFICATIONS

Provide detailed resumes of the proposed principal-in-charge and the project manager(s). Clearly identify experience relative to the scope of services. Describe current workload; available staff and resources; capacity and flexibility to meet schedules, including any unexpected work; and ability to perform on short notice and under time constraints.

1.6 REFERENCES

Provide three (3) business related references, giving name, company, address, telephone number, and business relationship. For proposed project managers, provide two (2) business related references, giving name, company, telephone number, and business relationship to project managers.

1.7 HOURLY BILLING RATES

For Firm and sub-consultants, provide a complete list of all staff hourly rates by category, i.e., Principal, Project Manager, Project Professional, Technician, Clerical, etc. Hourly rates shall be all inclusive, i.e., base salary, fringe benefits, overhead, profit, etc. All hourly rates and testing fees shall include travel time to and from the City of Petaluma. No separate compensation for travel or drive time will be made. Minimum hours for billing are acceptable. These billing and testing rates will be used when negotiating final scope of services and cost proposal for the project(s).

2.0 SELECTION PROCESS

2.1 SELECTION CRITERIA

The following is a partial list of the City's selection criteria for this Request for Qualifications (RFQ):

- Responsiveness to RFQ – breadth and depth of response, overall quality, responsiveness, and completeness.
- Range of services provided by the firm.
- Experience in providing the scope of services as described in this RFQ.
- Demonstrated understanding of the City's scope of work and requirements.
- Competence, technical ability, and experience of proposed personnel. Quality of consultant's related work experience (and demonstrated supporting references from their municipal clients).
- Salary scales commensurate with the quality of personnel required for the services provided.

3.0 GENERAL INFORMATION

3.1 PROPOSAL SUBMITTAL/NEGOTIATION OF CONTRACT

After the selection of the Consultant(s), the City and the Consultant(s) shall negotiate the contract under which the work shall be performed. All items submitted in the Consultant's proposal shall be subject to negotiation.

3.2 PROFESSIONAL SERVICES AGREEMENT

The successful firm will be required to execute the City of Petaluma's Standard Professional Services Agreement (see **Attachment A**). The Consultant should assume that no exceptions to this agreement will be accepted and that any Consultant submitting a proposal must be prepared to execute this agreement without modification.

3.3 ESTIMATED SCHEDULE

Advertisement Date	April 15 th , 2022
Proposal Due Date	3:00 PM on May, 26 th , 2022
Consultant Interviews	Week of May 31 st , 2022
Proposal Selection by City of Petaluma	June 6 th , 2022
PSA Executed / Notice to Proceed Issued	June 22 nd , 2022

If any further information is required, please contact Dan Herrera at (707) 778-4589. Your interest in these projects is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dan Herrera', with a horizontal line drawn through it.

Dan Herrera, P.E.
Senior Civil Engineer
City of Petaluma

Enclosures:

Attachment A: Standard Professional Services Agreement

Attachment B: Insurance Information – Exhibit B

Attachment C: Prevailing Wage Information – Exhibit C

Attachment D: Living Wage Information – Exhibit D

Attachment E: ECWRF As-Builts

Attachment F: Aerated Lagoon-Oxidation Pond No. 4 Site Photos