



Ironhouse Sanitary District

REQUEST FOR PROPOSAL (RFP)

WETWELL CLEANING SERVICES FOR

WATER RECYCLING FACILITY INFLUENT PUMPING STATION

PROJECT NO. ISD-18-02

**450 Walnut Meadow Drive
Oakley, CA 94561
(925) 625-2279**

Proposals due: August 29, 2018

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PUBLIC NOTICE
Request for Proposal (RFP)

IRONHOUSE SANITARY DISTRICT INVITES CONSULTANTS TO SUBMIT A
PROPOSAL FOR

WETWELL CLEANING SERVICES FOR WATER RECYCLING FACILITY INFLUENT
PUMPING STATION

Qualified firms interested in proposing, can download an RFP package by visiting www.ironhousesanitarydistrict.com and selecting [Cleaning Services for WRF IPS Wetwell](#).

For questions contact:

Louis Solana, Collections Superintendent
450 Walnut Meadows Drive
Oakley, CA 94561
Email: solana@isd.us.com

RFPs are due no later than 2:00 p.m. on Wednesday, August 29, 2018 to the address noted above. ISD reserves the right to reject any and all RFPs.

I. INTRODUCTION

The Ironhouse Sanitary District (ISD or District) provides wastewater collection and treatment services to the City of Oakley and Bethel Island in eastern Contra Costa County. The District invites qualified companies to submit a proposal to provide wetwell cleaning services for the Water Recycling Facility (WRF) Influent Pumping Station (IPS).

The District's WRF IPS was constructed in 2011, and is designed to receive up to 8.6 MGD instantaneous PWWF. Currently, the WRF IPS receives average annual flow of approximately 2.6 MGD. The WRF IPS is approximately 33' wide X 38' long X 22' deep, with a separate, attached flow splitting chamber that is approximately 8' wide X 23' long X 20' deep.

The IPS is accessible through 5' wide removable grates along one side of the wetwell. The flow splitting chamber is accessible by two-3'X3' access hatches. Drawings showing the wetwell configuration are included in Appendix B.

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The selected firm will provide all labor, material, and equipment to safely access and clean the WRF IPS wetwell from the ground level, and to convey and dispose of removed solids and water in a safe, legal, and sanitary manner to a location to be determined by the proposing firm. Wetwell materials comprise primarily of approximately 12- to 18-inches of fats, oils, grease (FOG), and associated solids. Complete removal of all wetwell solids is required on a monthly basis. All services must be provided without causing any operational impacts to the IPS.

The selected firm must have experience in providing wetwell cleaning and solids handling services, including management of fats, oils, and grease, for wastewater treatment facilities. The selected company will work closely with ISD operations and maintenance staff, and should be prepared to begin work immediately upon award of contract.

II. DESCRIPTION OF THE PROJECT

The District uses a membrane filtration process to treat wastewater, and is not able to process accumulated FOG through the treatment plant. Therefore, on a monthly basis, the District uses a vactor to remove an approximately 12- to 18-inch thick FOG mat from the wetwell. The District currently decants/dries collected materials onsite before disposing the material.

The District is changing its operational procedures and requires an outside company to assume the tasks associated with wetwell cleaning and disposal. There will be no onsite location available for storage of equipment or materials, including removed materials. Therefore, all FOG, debris, and other materials that are removed from the wetwell must be transported offsite upon removal for decanting and disposal.

A pre-bid meeting and job walk will be held at the District administrative office at 9 am on August 22, 2018. Please refer to the cover page of this RFP for the District address. The site walk will immediately follow the pre-bid meeting and will be held at the WRF which is located near the District administrative offices.

III. SCOPE OF WORK

The selected firm shall access the District's WRF IPS wetwell once per month, on a pre-established time and date, and shall remove all FOG and associated debris from the wetwell and adjacent flow splitting structure. The selected firm shall work on consecutive days within established work hour constraints until the cleaning is completed each month. The scope of work includes a 12-month term that may be extended at the District's discretion.

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Plans showing the IPS wetwell, access points, and associated structures and details are provided in Appendix B and shall be reviewed closely by the proposing firm to assure that existing conditions are understood prior to submitting a proposal.

District requirements related to access, safety, protection of existing facilities, and environmental compliance are summarized in the supplemental specifications that are included in Appendix C.

IV. GENERAL TERMS AND CONDITIONS

The District reserves the right, at its sole discretion, to determine whether or not any aspect of a proposal satisfactorily meets the criteria established in this RFP. The District reserves the right to seek additional clarification or information from the proposing firm, to confer with any proposing firm, and to reject any or all proposals with or without cause. In the event that the RFP is withdrawn by the District, the District shall have no liability to any entity for any costs or expenses incurred with the preparation of a proposal or related work. The cost of preparing, submitting, and presenting a proposal is at the sole cost and expense of the proposing firm.

The District reserves the right to approve all key personnel, individually, for work on this contract. All key staff shall be named in the contract. After the contract is signed, the District must approve any replacement staff before a substitute person is assigned to the contract. The District reserves the right to request that the proposer replace a staff person assigned to the contract, should the District consider such a replacement to be for the good of the contract. Payments to selected firm shall be made on a monthly basis according to the submitted cost proposal.

For inquiries regarding this RFP, please contact by email:

Louis Solana, Collections Superintendent
solana@isd.us.com

Please copy on all correspondence:

Chris Christean, Plant Manager, christean@isd.us.com; and
Vivian Housen, District Engineer, vhusen@housenassociates.com

The subject line for any inquiry should read **“QUESTIONS REGARDING CLEANING SERVICES FOR WRF IPS”**

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Please provide five (5) hardcopies of the proposal to the District no later than 2:00 PM on August 29, 2018. Late submittals will not be accepted and will be returned unopened to sender.

Proposals should be delivered to Ironhouse Sanitary District
 450 Walnut Meadows Drive
 Oakley, CA 94561
 Attn: Louis Solana, Maintenance Superintendent

In addition to the hardcopy proposals, an electronic proposal (pdf) shall be provided to:

Louis Solana, Collections Superintendent (solana@isd.us.com);

Chris Christean (christean@isd.us.com); and

Vivian Housen (vhousen@housenassociates.com).

The electronic proposal does not replace the hardcopy proposal, and will not be considered unless a hardcopy proposal is submitted as required by this RFP.

V. PROPOSAL FORMAT

The proposal, excluding cover letter, should not exceed 30 single sided 8-1/2" X 11" (i.e., 15 double-sided pages), using a minimum font size of 11 points. Any 11X17 sheet will be counted as two 8-1/2" X 11" sheets. The proposal shall be printed double sided (except 11X17 sheets can be one-sided) and bound. Supplemental information such as firm brochures and similar deliverables can be included within the submittal if so desired, but may not be reviewed. The Table of Contents, cover letter, and resumes will not be included in the page count.

- 1. Cover Letter:** Maximum 1 page. Identify the proposing firm, the local office from which work will be directed, and describe any subcontract arrangements. Briefly summarize key features of the proposal. Clearly identify the project manager and also name of the individual authorized to negotiate the contract on behalf of the firm, who should sign the cover letter. The project team must be physically located at the local office.
- 2. Project Understanding and Approach:** Describe your understanding of the work and your approach to meeting the objectives outlined in this RFP. The approach should include a concise explanation of how the firm will accomplish the work specified, and a description of equipment and methods to be used.

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3. **Staffing Plan:** Identify the Project Manager and key team members, and provide sufficient information about their education, certification, and relevant experience. Confirm that the team members are physically located in the firm's local office noted above. Provide a resume for each team member.
4. **References:** Provide at least three (3) separate and relevant references for each key team staff member. References must be from similar work performed within the last five (5) years and should include name, affiliation, and current phone number, as well as a brief description of the services and role of each member. One reference may be used for multiple team members.
5. **Cost Proposal:** Provide a cost proposal showing the cost for each monthly cleaning defined as follows:
 1. Mobilization and demobilization as a lump sum to be paid per cleaning (i.e., per month).
 2. Monthly wetwell cleaning, which shall include all labor, materials, equipment, insurance, and other costs necessary to complete the work including but not limited to all costs associated with safety, training, access, cleaning, environmental, permitting, and disposal. Monthly wetwell cleaning cost shall be quoted per day, assuming five consecutive days. Payment will be made based on the actual time required per cleaning, rounded to the nearest day.

The District's cost evaluation will be based on 12 monthly cleanings, with each cleaning comprising five continuous days.
6. **Professional Services Contract:** Indicate your willingness to accept the terms and conditions in the Sample of Agreement for Consultant Services (Appendix A).

VI. METHOD AND CRITERIA FOR SELECTION

The District will award a contract on the basis of fair and open competitive negotiations, demonstrated competence, and professional qualifications. The evaluation will be completed based on information presented in the proposal and provided by references.

Upon completion of the proposal evaluations, the proposing firms will be ranked and the top-ranked firm will be identified. If for any reason an acceptable contract cannot be negotiated with the top ranked firm, negotiations will commence with the next ranked firm.

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The District reserves the right to select the top-ranked firm solely based on the written proposal. The following technical criteria and their relative weights will be used to evaluate and rank the proposals:

Understanding of the work to be completed and associated project-specific approach	20%
Understanding of schedule	15%
Project Manager's experience with similar work	20%
Other key team member experience with similar work	20%
References	10%
Cost proposal	15%
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Total	100%

VII. SCHEDULE OF WORK

RFP Issued	Aug. 15, 2018
Pre-Bid Meeting and Site Visit	Aug. 22, 2018
Deadline to Submit Questions	Aug. 24, 2018
Deadline to Submit Proposal	Aug. 29, 2018
Complete Evaluation/Recommend Award	Sept. 04, 2018
Notice to Proceed	Sept. 05, 2018