



CITY OF SANTA PAULA

REQUEST FOR PROPOSAL TO PROVIDE SERVICES

Water Reclamation Facility Control Systems Enhancement

PROPOSALS ARE DUE: Not later than 3:00 P.M. October 30, 2018, at the City Clerk's office at 970 E. Ventura Street, Santa Paula, CA 93060.

The City of Santa Paula (City) is requesting proposals from qualified companies to provide control system audit, programming, and sensor installation services to improve the ability of the City's Water Reclamation Facility (WRF) to continue operation during power outages. The Request for Proposal (RFP) is enclosed. The RFP provides an introduction, schedule, and City background, scope of services, deliverables, proposal requirements, insurance requirements, and evaluation criteria among other information.

The successful company shall execute a Professional Services Agreement with the City to perform the services.

One (1) original, three (3) copies, and one digital file (pdf format - on USB drive) of the proposal shall be submitted to the following address:

City of Santa Paula
City Clerk
970 E. Ventura Street
Santa Paula, CA 93060

Proposal shall include a copy of this form and be signed by the company's authorized representative.

I have read, understood, and agree to the terms and conditions on all pages of the RFP. The undersigned agrees to furnish the services stipulated in this RFP.

Company

Address

Name (Print)

Signature

Company Phone No.

Title

City of Santa Paula



REQUEST FOR PROPOSAL TO PROVIDE SERVICES

Water Reclamation Facility Control Systems Enhancement October 1, 2018

A non-mandatory Pre-proposal Conference is at 10:00 A.M. on October 11, at:

City of Santa Paula
City Hall, Council Chambers
970 Ventura St.
Santa Paula, CA 93060

Requests for clarification are due by 4:00 P.M. on October 19, 2018, and shall be submitted in writing to Caesar Hernandez at chernandez@spcity.org.

Proposals are due at the City Clerk's office by 3:00 P.M. October 30, 2018, at:

City of Santa Paula
City Clerk's Office
970 E. Ventura Street
Santa Paula, CA 93060

With this Request for Proposal (RFP), the City of Santa Paula (City, OWNER) is requesting proposals from qualified CONTRACTORS (CONTRACTOR) to provide services for the City Water Reclamation Facility.

Introduction

The City of Santa Paula completed construction of the Water Reclamation Facility (WRF, Project) in 2010 within a design-build-operation-finance (DBOF) contract. The existing WRF is designed to treat 3.4 MGD and be phased to handle 4.2 million gallons per day (MGD) average dry weather flow in the future. The City is required to comply with the Waste Discharge Requirements as described in the Order No. R4-2007-0028-R04.

The WRF includes the following major facilities and processes:

- Influent lift station
- Primary screening
- Grit removal
- Influent equalization basins
- Fine screening
- Secondary biological nutrient removal (BNR) process
- Membrane separation process
- Aerobic sludge digestion
- Screw-type solids dewatering facilities
- Backup generator
- 14.2 acres of percolation basins for effluent disposal
- Operations building with laboratory, restroom, workshop, break room, and administrative offices located over the treatment basins
- Odor control
- Associated mechanical piping and appurtenances, electrical systems, instrumentation and controls systems

The City has hired a Contract Operator to manage and operate the Water Reclamation Facility. All work must be coordinated with the Contract Operator.

The WRF has experienced two flooding and spill events over the last 3 years. While the primary cause of these spills was related to control system and power issues, the damage was exacerbated by certain design features of the WRF. The objective of this mitigation project is to investigate and correct control system components that contributed to the spills and complicated startup efforts.

Project Schedule

The project is expected to be completed between December 12, 2018 and June 30, 2019.

City Background

The City is located 65 miles northwest of Los Angeles and 14 miles east of Ventura and the coastline of the Pacific Ocean. The City is the geographical center of Ventura County, situated in the rich agricultural Santa Clara River Valley. The City is surrounded by rolling hills and rugged mountain peaks in addition to orange, lemon and avocado groves. In fact, the City is referred to as the “Citrus Capital of the World.”

The City was incorporated on April 22, 1902, as a general law city. The City Council is made up of five members, elected at-large, serving four year terms. The Mayor is selected for a one-year term from among the members of the City Council. The City operates under a council-manager form of government. The City Council appoints the City Manager and City Attorney. The City Clerk and City Treasurer are elected and serve four year terms.

The City covers an area of 5.4 square miles and has a population of 30,556, as of January 1, 2014, based on estimates from the State of California. The square miles will change slightly with the recent annexation of property to the East of Santa Paula. The City delivers municipal services through six departments- Administration (City Council, City Manager, City Attorney, City Clerk, Personnel, Risk Management, Information Technology, Mobile Home Rent Review and California Oil Museum), Community Services (Community Center, Recreation, Parks, Senior Services, Cable Television, Buildings and Grounds Maintenance), Finance (City Treasurer, Utility Billing and Payments, Accounting and Payroll), Fire (Fire Emergency Services and Building-Code Enforcement), Police, Public Works (Streets, Water, Wastewater, Solid Waste, Transit and Engineering). Wastewater, Transit and Solid Waste services are provided under contract. Library services in Santa Paula are provided by the Blanchard/Santa Paula Library District.

Scope of Services

The services to be provided include those listed below. CONTRACTOR shall provide all labor, materials, and supplies.

TASK 1: PROJECT KICKOFF MEETING AND IMPLEMENTATION WORKSHOPS

To kick off the Control System Enhancements project, the CONTRACTOR shall meet with the City’s project team. The CONTRACTOR shall also visit the Water Reclamation Facility to become familiar with the facility.

It will be critical for the CONTRACTOR to conduct meetings or workshops with City and Contract Operator’s staff to coordinate implementation of work. The CONTRACTOR shall suggest a specific approach to conducting meetings and workshops in its proposal for the City’s consideration. As a component of this task, the CONTRACTOR shall prepare the agendas and minutes for all proposed meetings and workshops.

TASK 2. PROJECT COORIDNATION

The CONTRACTOR will coordinate with the City's Project Manager on activities associated with the Control Systems Enhancements project including scheduling meetings, tracking, and reporting on work in progress. This includes watching for technical or logistical roadblocks that will either jeopardize the project schedule or budget. The CONTRACTOR will lead the effort to detail system requirements, including programming and system configuration, and to develop all deliverables described herein.

TASK 3. AS-FOUND DOCUMENTATION

Produce as-found technical documentation of motor control centers and control panels by gathering field data, performing field investigations and verifications, and consolidation of findings. The documentation will to be used by the City for troubleshooting, modifications, and system expansions. Deliverables shall be in hardcopy format for review by the City. Once approved, final documents shall be in current permanent media format such as compact disk (CD), digital versatile disk (DVD) or solid state drive (flash drive). At minimum, the deliverables shall include the following documents:

- a. Single-line diagrams
- b. Variable Frequency Drive control schematic wiring diagrams
- c. Constant Speed Drive control schematic wiring diagrams
- d. Valve control panel wiring diagrams
- e. PLC Panel wiring diagrams
 - a. Power Distribution Diagrams
 - b. Internal Panel Wiring Diagrams
 - c. Digital I/O Module Wiring Diagrams.
 - d. Analog I/O Module Wiring Diagrams.

Wiring diagrams shall be provided in "ladder diagram" format that satisfy the following minimum requirements:

- a. Show unique rung numbers on left side of each rung. Provide unique wire numbers for all wires between terminals.
- b. Show terminal numbers for all devices, relays, timers, contacts, etc.
- c. Where the internal wiring diagrams of subassemblies are furnished on separate sheets, show as a rectangle in the schematic diagram with external points identified and cross-referenced to the separate sheets of the control circuit. Show coils and contacts internal to the subassemblies in the rectangle connected to their terminal points.
- d. Use a cross-referencing system in conjunction with each relay coil so that associated contacts may be readily located on the diagram. Where a relay contact appears on a sheet separate from the one on which the coil is shown, describe the purpose of the contact on the same sheet. Show spare contacts.
- e. Show symbols of external field devices on the schematic (ladder) diagram with utilities turned off (electric power, air, gas, oil, water, lubrication, etc.) and with

the equipment at its normal starting position. If the equipment is shown in a specific position, identify the position.

- f. Show contacts of multiple contact devices, e.g., selector switches, on the line of the schematic diagram where they are connected in a circuit. Indicate a mechanical connection between the multiple contacts by a dotted line or arrow. This does not apply to control relays, starters, or contactors. Use additional charts or diagrams to indicate the position of multiple contact devices.
- g. Show the purpose or function of switches adjacent to the symbols. Show the purpose or function of controls such as relays, starters, contactors, solenoids, subassemblies, and timers on the diagram on the right side of the respective rung.
- h. Show field devices, wire numbers, terminal numbers, and interface with other panels.
- i. Show details for network and fieldbus interfaces e.g. termination resistors, wiring terminal/pin numbers, baud rate, node addresses, IP addresses, etc.

Reflect general PLC control logic on existing P&IDs. This will aid in troubleshooting

TASK 4. MIXED LIQUOR RECIRCULATION CHANNEL LEVEL MONITORING

Replace the existing submersible level sensor with a sensor designed for wastewater which will not be subject to clogging. Provide TE Connectivity Model KPSI-705T1 with stainless steel vent filter or approved equal.

Add a float level sensor in the Mixed Liquor Recirculation Channel and hardwire directly to the Membrane Tank Feed Pumps and Influent Pumps Control Panels. Upon detecting a high level, pumps shall shutdown.

TASK 5. PLC UPS

Replace existing UPS units with UPS units that can provide minimum of 8 hours of runtime. UPS shall feature discrete outputs for PLC monitoring of UPS failure, utility failure, and low battery alarms. The SCADA system shall be programmed to display, callout, and log the UPS alarms. UPS shall be Ventiv Model Liebert GTX4, or approved equal.

TASK 6. DEVICE-NET ALARMING

Currently motor drives and valve controllers interface with the SCADA system via Device-Net fieldbus communications. CONTRACTOR shall modify programming to alarm communication failures at SCADA. Alarms shall be logged in the SCADA historian.

TASK 7. EMERGENCY POWER SYSTEM TEST PLAN

The CONTRACTOR shall prepare a test plan including detailed test procedure and report, and suggestions and recommendations to increase the plant reliability during a

power outage. The test plan, and suggestions and recommendations shall be submitted to the City for comments. CONTRACTOR shall provide observation and consultation of test once test plan is approved by the City, coordinating with operations staff. This test shall be accomplished by simulating a power outage during the system on-line under normal operating conditions. CONTRACTOR shall provide a qualified person familiar with the operation of mechanical, electrical, instrumentation, and PLC panels used in wastewater treatment plants to serve as a Task Lead. The Task Lead person shall be present full time for the test duration. CONTRACTOR shall submit resume for the Task Lead person for approval by the City

Proposal Requirements

The proposal shall demonstrate the qualifications, competence, and capacity of the company to provide the services in accordance with the requirements of the RFP. The proposal shall specify an approach that will meet the RFP requirements.

The proposal shall contain the information as set forth in this section at a minimum. Failure to include this information, or an incomplete response, may be cause for disqualification. The proposals will be used to evaluate and select the most qualified firm or firms.

The proposal shall include the following information as a minimum:

1. Transmittal cover letter signed by the person or persons authorized to represent the company.
2. Executive summary.
3. Company's name, background, and contact person, including corporate office and local office address, city, state, zip code, telephone number, facsimile number, web site address, and electronic mail address.
4. Company profile and experience in performing related work, including contact information for reference projects.
5. All existing and past financial relationships including agreements between your company and proposed subconsultants, with current Members of the City Council and City staff, and entities for which said members are employed, or have an interest, both past and present. If there are none, the proposal shall clearly state this. The Members of the City Council can be viewed at <http://www.ci.santa-paula.ca.us/Council-Members.htm>.
6. A brief explanation of why the company is best-suited to provide these services, and why participation will make the Project successful. The company's related experience, qualifications, expertise, experience, areas of specialization, and government contracts shall be stated.
7. A detailed scope of work addressing the company's approach to the Project. Address the scope of services as presented, but include other approaches, items, or considerations; or exceptions and additions. The approach should demonstrate a thorough understanding of the issues that may be anticipated in performing the work

8. Total fee to complete the proposed scope of work, broken down by each major task. Include the estimated hours per employee category for each major task including those of all subconsultants to complete the scope of services. Include a rate sheet for the firm. If tiered subconsultants are part of the project organization, they shall be listed under the task performed.

One (1) original, three (3) copies, and one digital file (pdf format - on USB drive) of the proposal shall be submitted at the address set forth below, no later than 3:00 P.M. Tuesday, October 30, 2018:

City of Santa Paula
City Clerk
970 E. Ventura Street
Santa Paula, CA 93060

The proposal shall be sealed in an envelope. The name and address of the firm shall appear in the upper left hand corner of the envelope. If more than one envelope is required, each envelope shall be legibly numbered below the name of the firm, e.g. Envelope 1 of 3, as required.

A proposal may be amended only if the City receives such amendment before the deadline stated herein for receiving proposals.

A proposal may be considered non-responsive if conditional, incomplete, or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the proposal.

The City will not be responsible for proposals that are delinquent, lost, incorrectly marked, or sent to an address other than that given herein, or sent by mail or courier service and not signed for by the City. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

4. Non-Mandatory Pre-Proposal Meeting

A non-mandatory Pre-proposal meeting for this RFP will be held on October 11 2018, 10:00 a.m. at the following location. A site walk will also be held following the meeting.

City of Santa Paula
City Hall, Council Chambers
970 Ventura St.
Santa Paula, CA 93060

5. Site Inspection

Before submitting a proposal, each Operator shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full

performance of the contract and to verify any representations made by the City upon which the Proposal will rely. Coordinate all visits with Caesar Hernandez, Management Analyst at (805) 933-4212 x306 (chernandez@spcity.org). If the proposed CONTRACTOR receives an award as a result of its submitted Proposal, failure to have made such investigations and examinations will in no way relieve the proposed CONTRACTOR from its obligation to comply in every detail with all provisions and requirements of the documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the CONTRACTOR for additional compensation.

Insurance Requirements

Insurance shall be obtained and maintained at all times during the term of the Professional Services Agreement, and not less than the following coverage and limits of insurance under forms of policies satisfactory to the City:

1. Commercial General Liability, limit \$1,000,000 per occurrence to cover bodily injury and property damage.
2. Commercial Automobile Liability, limit \$1,000,000 per occurrence to cover bodily injury and property damage.
3. Workers' Compensation Insurance, Statutory Limits of State of California, including \$1,000,000 Employers' Liability.
4. Professional Liability (errors and omissions) in the amount of \$1,000,000 per occurrence/\$2,000,000 policy aggregate.

Proof of insurance shall be submitted before award of the Professional Services Agreement. An example of an acceptable form of proof of insurance is enclosed (Exhibit A). The insurance company shall be an admitted carrier in the State of California with an A.M. Best rating of A-IV or better.

All insurance required pursuant to the Professional Services Agreement shall:

1. Name the City of Santa Paula, its employees, city council members, officers, and agents as additional insureds.

Specific provisions for insurance are set forth in the enclosed Professional Services Agreement template (Exhibit B).

Evaluation Criteria

From the proposals received, the City will select the most qualified firm. Selection will be based on the following:

Criteria	Assigned Value
Number of years providing relevant services	20
Client references	30
Experience with similar services at wastewater treatment or water recycling facility of similar capacity and process	20
Detailed project plan and budget	20
Completeness of proposal	10
Total	100

The tentative schedule for consultant selection is as follows:

Proposal due	October 30, 2018
Proposal review	October 30 through November 6, 2018
Interview schedule	November 7 through November 9, 2018
Contract and scope negotiation	November 12 through November 16, 2018
Contract approval by City Council	December 5, 2018

Services to be provided by City

The services to be provided by the City will include the following:

1. Access to WRF facilities
2. Provision of existing record drawings and plant documentation along with any updates that have been developed and are in City's possession
3. WRF operation including access to facilities and implementation of the testing plan proposed herein

Right to Reject Any or All Proposals

The City reserves the right to reject any or all proposals or to select the proposal most advantageous to the City. The City reserves the right to verify all information submitted in the proposal. The City reserves the right to amend the RFP or issue a notice of amendment. The City reserves the right to reject any and all proposals and to waive any informality, irregularity, or technicality in any proposal. The posting of this RFP is not a guarantee that consulting services will be purchased by the City.

The City may reject a proposal from any firm/company who previously failed to perform properly, or complete on time, contracts of similar nature, or to reject a proposal from the firm who is not in a position to perform such a contract satisfactory. The City may reject a proposal from any firm who is in default of payment of taxes, licenses, or other monies due to the City.

No compensation will be made for the cost of preparing any proposal. All submitted materials of a proposal will become the property of the City. The City will retain all proposals submitted and may use any idea in a proposal regardless of whether that proposal is selected.

Evaluations of the proposals will be available for public inspection at the conclusion of the selection process.

Submission of a proposal constitutes acceptance of the conditions contained in the RFP unless clearly and specifically noted in the proposal submitted and confirmed in the Professional Services Agreement.

Enclosures: Exhibit A – Certificate of Insurance
Exhibit B – Professional Services Agreement