



COUNTY OF GLENN

REQUEST FOR PROPOSAL
WASTEWATER PUMPING STATION
ASSESSMENT

DUE: June 29, 2012

Glenn County Planning and Public Works Agency
777 N. Colusa Street
Willows, CA 95988
(530) 934-6530

Wastewater Pumping Station Assessment Study

THE PERSON SIGNING THIS RFP MUST BE LEGALLY AUTHORIZED TO BIND THE COMPANY.

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

FAX NUMBER _____

E-MAIL ADDRESS _____

FED I.D. # _____

NAME/TITLE OF CERTIFYING COMPANY OFFICIAL _____

SIGNATURE OF CERTIFYING COMPANY OFFICIAL _____

DATE _____

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Proposal Compliance

Proposer must indicate below whether or not their proposal is in complete compliance with the stated requirements. If there are any deviations from these requirements, proposer must indicate in writing what the exact deviations are and what actual services will be provided. Attach and label additional sheets if necessary.

Proposal is in complete compliance with proposal requirements.

Proposal deviates from stated requirements as follows:

Cancellation

Awards, contracts, and extensions may be canceled for convenience by the Glenn County Board of Supervisors at any time. In the event of termination of contract the County will be responsible only for those services that have been delivered and accepted according to the RFP requirements.

Funding Provisions

No award or contract will be made if funding is not available and approved by the Glenn County Board of Supervisors.

Rights Reserved

The County of Glenn reserves the right to accept or reject any and/or all parts of responsive proposals received and/or to reject all proposals submitted. The County reserves the right to award any resulting contract in the manner that is in the best interest of the County. The County reserves the right to waive any technicalities or minor irregularities in responses received and to award the contract in the most beneficial manner for the County.

The County reserves the right to request and negotiate a “best and final” response from vendors.

No Obligation/No Award Guaranteed/Cost to Propose

The contract, if any, will be awarded to the offeror whose proposal offers the best value to the County in meeting the required scope of work described herein with appropriated funds available. No obligation or commitment is incurred by the County of Glenn from the receipt of any proposal. There is no guarantee that any offeror will receive an award as a result of submitting a proposal. Any/all costs incurred by the offeror in preparation and submission of this proposal are the sole responsibility of the offeror.

Conditional Proposals

Proposals that are conditional and/or in any way qualify or vary the terms of these instructions, conditions, and specifications shall be considered non-responsive and shall be disqualified.

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Respondent Failure

In the event services to be furnished by the successful offeror should for any reason fail to conform to the scope of work contained herein, the County reserves the right to reject the services and further reserves the right to terminate the contract. Failure of the successful offeror to perform contracted services may also result in the removal of that vendor from doing business with the County of Glenn for a period of not less than three years.

Non-Assignment

The successful offeror may not assign the award or contract to or subcontract with another party without the express written permission of the County of Glenn.

Proposal Delivery

Proposal responses will be received at the Glenn County Planning and Public Works Agency between the hours of 8 AM and 5 PM, Monday through Friday, excluding holidays.

The County of Glenn is not responsible for misdirected mail, mail not received or mail delivered late by any carrier.

Proposals received after the stated deadline shall be considered non-responsive and will be rejected.

RFP responses received via email or fax will not be accepted.

Proposals delivered to any address other than the address indicated in this RFP shall be considered non-responsive and will be rejected.

Properly identified and sealed proposal responses must be addressed as shown below.

“Proposal- Wastewater Pumping Station Assessment Study”

County of Glenn
Glenn County PPWA
777 N. Colusa Street
Willows, CA 95988
(530) 934-6530

Wastewater Pumping Station Assessment Study

REQUEST FOR PROPOSAL

COUNTY OF GLENN
777 N. COLUSA STREET
WILLOWS, CA 95988

http://countyofglenn.net/govt/project_service_bids

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PART I GENERAL INFORMATION

A. OBJECTIVES

The County of Glenn is soliciting proposals from qualified and experienced consultants to document the condition of the current pump station, develop project alternatives, develop cost estimates for each project alternative, and prepare the Final Report to present at the District Board meeting. Through the completion of this project the County of Glenn will be able to develop the preliminary engineering and design estimates for the Hamilton City Wastewater Pumping Station. This report shall principally benefit low to moderate income persons/families.

The successful vendor will work with Glenn County departmental staff, private-non-profit partners, and possibly other consultants to ensure that a comprehensive and thorough analysis and report is compiled.

B. PROCUREMENT PROCESS

The procurement will be formally advertised. Proposals must be responsive to all aspects of this RFP.

C. PROPOSAL TIMELINE

Proposals in response to this RFP must be received by the Glenn County Planning and Public Works Agency 777 N. Colusa St., Willows, CA, 95988, no later than 5:00 pm on Friday, June 29, 2012. Proposals received after the stated deadline will not be considered.

D. SCHEDULE OF EVENTS DATE

RFP Process:

Issuance of Request for Proposal-May 9, 2012

Public Notice placed in the Sacramento Valley Mirror-May 12, 2012

Deadline for Vendors to Submit Questions-June 1, 2012

Deadline for County to Respond to Questions-Thursday, June 6, 2012

RFP Submission Deadline- Friday, June 29, 2012 @ 5 PM

Review Committee Analyzes Proposal Packages- July 2-3, 2012

County Responds to Proposal Packages-July 6, 2012

Protest Period-July 6-13, 2012

County Responds to Protests no later than-July 17, 2012

County Board of Supervisors Reviews Committee Recommendation- August 7, 2012

**The successful offeror will be formally notified after the Glenn County Board of Supervisors decision has been made.

The successful offeror will begin the provision of services upon execution of a professional services contract. Contract terms and conditions may be negotiated by the County and the successful offeror.

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E. FORMAT REQUIREMENTS

The format requirements for RFP responses are designed to ensure uniformity in the information necessary to understand each offeror's proposal, and facilitate an efficient and comprehensive evaluation of all responses. Proposals must comply with the specifications and detailed instructions stated in this RFP document, must be signed by the certifying company official, and must be presented to the Glenn County Planning and Public Works Agency according to the detailed instructions stated in this document.

Proposals must be presented in a 3-ring binder with tabs separating the required sections. All attachments must be identified properly for easy recognition and association.

Each proposal must contain a detailed Table of Contents and must be organized in the same order as the requirements are outlined in this RFP document. Each separate bullet point must be addressed individually. A response that does not adhere to a "point-by-point" format may be disqualified.

Proposals that do not include all required information may be determined unresponsive.

Proposals must be submitted in a sealed container plainly addressed as listed in the RFP on the standard language section-page 3/Proposal Delivery.

Offerors are required to submit **one (1) original and two (2) copies of the proposal along with the proposal copied on to a disc.**

Submit all responses to:

"Proposal- Wastewater Pumping Station Assessment Study"

County of Glenn
Glenn County PPWA
777 N. Colusa Street
Willows, CA 95988
(530) 934-6530

RFP responses will NOT be accepted at any other County location.

F. PROPOSAL CONTACT PERSON

The assigned contact person for offerors is John Linhart, Glenn County Planning & Public Works Agency, 777 N. Colusa Street, Willows, CA, 95988 or via email at jlinhart@countyofglenn.net

G. QUESTIONS AND ANSWERS

It is intended that this RFP be adequate for any vendor to respond to the County's requirements. However, should offerors have questions, they should be submitted electronically no later than Friday June 29, 2012 at 5 PM to jlinhart@countyofglenn.net

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Questions received after the stated deadline will not be considered. All questions received by the deadline will be answered electronically; all potential vendors will be provided answers to all questions asked.

H. PROTESTS

Following notification to offerors of the recommendation for award of contract, protests may be submitted to the County regarding the RFP process and selection of a Vendor. Protests shall be received within 10 calendar days immediately following the recommendation to award a contract. Protests shall be in writing and shall be addressed to:

County of Glenn
Planning & Public Works Agency
Attn: John Linhart, Director
777 N. Colusa Street
Willows, CA 95988

Protests shall state the reason for the protest, citing the law, rule, regulation, or practice on which the protest is based. The County shall respond in writing to the protestor within ten (10) calendar days of the end of the protest period. The response shall include the final decision on the protest and the basis for decision.

PART II GENERAL REQUIREMENTS

A. INSURANCE REQUIREMENTS

Certificate of Insurance / Accord Form required with solicitation submittal.

The successful Contractor shall procure and maintain throughout the term of this Agreement a policy or policies of insurance providing coverage as set forth below that shall protect the Contractor and the Indemnities from any claims for bodily injury, property damage, or personal injury which may arise out of Contractor's operations under this Agreement. Liability coverage and limits are outlined below.

Contractor agrees to carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. Contractor shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

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Such insurance shall include Glenn County, its elected officials, officers, and employees as an additional insured, and shall not be reduced or canceled without 30 days written prior notice delivered to County. Contractor shall provide County with a certificate of insurance as evidence of insurance protection provided. Insurance certificates provided by any insurance company or underwriter shall not contain the language “endeavor to” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company” or similar language. Contractor’s insurance coverage shall be primary noncontributing insurance as relates to any other insurance or self-insurance available to the County, its officials, employees, agents or volunteers. Any insurance or self insurance maintained by the County, its officials, employees or volunteers shall be excess of the Contractor’s insurance and shall not contribute with it.

B. INDEMNIFICATION

The successful Contractor will be required to indemnify, defend and hold harmless Glenn County and its directors, officers, employees and volunteers from and against any and all liability loss, damage, expense, and costs (including without limitation litigation costs and attorney fees) of every nature arising out of or in connection with Contractor’s performance of this contract or its failure to comply with any of its obligations contained in the contract, except such loss or damage caused by the sole negligence or willful misconduct of the County. Contractor shall also indemnify County of any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board against the County with respect to Contractor’s independent Contractor status that would establish a liability for failure to make social security or income tax withholding.

C. CONTRACT TERMS

Once approved by the Glenn County Board of Supervisors, the successful offeror will be notified in writing or via email.

A contract confirming compensation, deliverables and other terms shall be signed by the parties. Services will begin on or about August 1, 2012. The contract duration shall be through December, 2013. The contract is subject to the approval of the Glenn County Board of Supervisors and to fiscal year funding limitations. The contract price must be held firm for the entire term of the contract. The County reserves the right to terminate any resulting contract for convenience or lack of funding. In the event of contract termination by the County, the County will be responsible only for those services and deliverables that have been received and accepted. Non-performance of contract terms will give sufficient cause for the County to cancel the contract. Non-performance shall be construed to include, but is not limited to, failure of the offeror to deliver in the time specified or in the manner required.

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D. OWNERSHIP RIGHTS

County, and vested stakeholders, shall retain ownership rights to the contents of all documents, supporting literature, and data submitted by offerors to this RFP.

E. NON-COLLUSION

Offerors shall fully certify that they, as individuals or as officials of a business entity, have not entered into any agreement, participated in collusion, or otherwise taken any action in restraint of free and competitive responses to this Request for Proposal. Further, offerors guarantee that their response is not made in conjunction with or on behalf of another party and that they have not been directly or indirectly induced in any manner or taken any action to result in a restriction of trade or in an unfair advantage.

F. CONFLICT OF INTEREST

Offerors must disclose with their proposal the name of any officer, director, or agent who also is a Glenn County employee or Board Member. Offerors must disclose the name of any Glenn County employee or Board Member who owns, directly or indirectly, an interest in 5 percent or more in the offeror's company or any of its branches. Offerors shall certify that their response to this RFP is impartial, at arm's-length, and free of any conflict of interest, unfair advantage, or personal benefit to any Glenn County official.

G. NO OBLIGATION

This RFP does not commit the County of Glenn to contract with any respondent to this RFP. There is no guarantee of any respondent receiving an award of contract as a result of submitting a response to this RFP.

H. NON-DISCLOSURE

Information made available to respondents by the County of Glenn shall be used only for purposes related to responding to this RFP and shall not be used for any other purpose without the express written consent from the County. Respondents to this RFP unequivocally agree to assume responsibility for protecting and safeguarding the confidentiality of Glenn County records that are not public information.

**PART III
SCOPE OF WORK**

A. RFP NEED

The Glenn County Wastewater Pumping Station Feasibility and Repair Project Report will involve examining the current condition of the pump station and developing multiple project alternatives to determine what the most efficient solution is. The existing wastewater pumping station was built in 1966 and continuous exposure to wastewater within the dry pit and wet well has corroded the metal and created a hazardous condition. The pump station is critical to the entire system as it pumps the wastewater from the sewer collection system into the treatment ponds. There is no backup system if the pump fails and breaks down entirely.

B. SCOPE OF WORK

Glenn County Planning and Public Works Agency seeks a qualified consultant to perform the following general tasks for the Hamilton City Wastewater Pumping Station Feasibility and Repair Project Report.

Tasks Include:

- I. Documenting existing plan information, preparing photographic details for the deteriorated support beam in the wet well and create a drawing showing the existing pump facilities.
- II. Develop project alternatives which would range from replacing the deteriorated I-Beam, modifying the existing pump station, construction of a new pump station, and abandoning the existing facilities. The project alternatives should be schematically shown on plats for inclusion in the report.
- III. Develop cost estimates for each project alternative and preparation of a Project Report containing the existing project information, project alternatives considered, and recommendations for future repair and/or modifications of the wastewater pumping station.
- IV. Present the Project Report to the Hamilton City Community Service District meeting and answer questions from Board Members.
- V. Prepare the Final Report for submittal to CDBG.

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The following should be used in the development of the study:

1. Purpose

The Hamilton City Wastewater Pumping Station Preliminary Engineering & Design Estimate will assess the current condition of the pump station as well as develop multiple project alternatives and cost estimates for each of these alternatives. This will give Glenn County a broader knowledge of the possible solutions and the cost effectiveness of these solutions.

2. Study Objectives

The objectives for the Hamilton City Wastewater Pumping Station Preliminary Engineering & Design Estimates are to explore the most cost effective project alternatives. Examining different project alternatives and developing cost estimates for these alternatives will assist Glenn County in choosing which alternative will be the most efficient and fiscally responsible.

3. Study Methodology

The methodology to be used in the Hamilton City Wastewater Pumping Station Preliminary Engineering & Design Estimate will involve developing multiple project alternatives that would be schematically shown on plats for inclusion in the report. It will also involve developing cost estimates for each project alternative.

Offerors responding to this RFP are encouraged to be very specific and detailed in their responses to the Scope of Work identified above. Responses to this RFP will be evaluated for proposal quality, comprehensiveness, responsiveness and cost efficiency.

Upon award of contract, the selected vendor(s) shall comply with the terms, conditions and requirements of contracts that comply with the Code of Federal Regulations.

C. PROPOSAL SUBMISSION REQUIREMENTS

1. The Proposal must include the following information, at a minimum:
 - A. A cover letter introducing the firm, outlining the attachments and naming the individual who will be the single point of contact for contract negotiation and administration.
 - B. Provide a brief description of the firm, including the number of employees, location of the office from which the services will be performed.
 - C. Discuss prior experience in performing similar work. A minimum of three (3) professional references, for similar types of work performed. Include contact

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name, number and email address and the type of project completed. Reference checks will be conducted by the County.

- D. Qualifications of the firm and assigned individual(s). Provide a brief summary of the qualifications and experience of each member of your staff/team who may be assigned to this work, including length of services with the firm, and prior experience in the specific areas required for this project.
- E. Proposed fee for completing this work. Include an hourly rate of each team member, the hours dedicated to the project, and a total cost to the County of Glenn, inclusive of meetings, staff time coordination, and all project expenses. Your proposal must include all costs associated with the completion of the project. Be detailed and precise as this information may be used during contract negotiations, if necessary.

D. EVALUATION CRITERIA

Each proposal received will be evaluated and a determination will be made if it meets the minimum requirements stated herein. Failure to meet the minimum requirements will be grounds for elimination of the proposal from further consideration. All responsive proposals will be evaluated for responsibility, business strength, qualifications, expertise, demonstrated experience and highest and best value to the County with consideration to quality, approach, timeliness, dedicated personnel, and value added (if any). Proposal conformance to RFP instructions, terms, conditions, and requirements is critical to offeror responsiveness.

The County of Glenn may, at its sole discretion, select or reject all or portions of the service(s) proposed from responsive offerors. As a part of the evaluation process, the County of Glenn may find it necessary to evaluate the addition or deletion of components of an offeror's proposal in order to make equivalent comparisons to other proposals. The County of Glenn will select the offeror whose proposal best meets the needs of the County based on the requirements and evaluation criteria set forth herein.

The determination of the successful proposal will be based upon information supplied by the offeror in the RFP response and upon other information that will be obtained by the County as it deems necessary. The lowest-cost proposal submitted may not necessarily be determined to be the most responsive and responsible proposal when all factors have been considered. However, the quoted price is an important factor in the determination of the selected proposal.

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Evaluation of the proposals will be made by a Review Committee comprised of community based stakeholders, non-profit participants and county staff. In addition to evaluating the written proposals, oral interviews may be required. Proposals will be evaluated generally on the following criteria, which are neither weighted, nor prioritized; some criteria are not scored.

1. Firm's experience with the work described in Section B-Scope of Work
2. Proposed fee structure that is the most advantageous to the County of Glenn
3. Qualifications, experience and availability of staff dedicated to the project
4. Reference check
5. Firm is not debarred or suspended from federal financial assistance program activities

All submittals in response to this RFP are public records and available for inspection and copying upon request only if a contract is awarded. Any portion of the proposal marked as confidential by proposers/contractors will not be made public without written consent.

E. AFFIRMATIVE ACTION

The County of Glenn encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises and small businesses to submit proposals, to participate as partners, or to participate in other activity in response to this RFP.

The firm awarded the contract shall agree to use its best efforts to employ low and very-low income persons, minority business enterprises and women business enterprises. The County of Glenn is an equal opportunity employer and provides services which comply with the policies and regulations concerning equal employment opportunity.

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F. REQUIRED DOCUMENT CHECK LIST

IMPORTANT NOTICE: Failure to provide the information and/or documentation required in this solicitation will cause the submission to be declared non-responsive and rejected.

Refer to Part I, Section E, Page 7, for additional information on the format and submission of proposals.

Respondents are required to submit one (1) original and two (2) copies of their response. Responses must be submitted on 8 ½" x 11" single-sided paper. Respondents must reply in a narrative to each requirement and question in the "Information Essential to the Project Section. "Understand and comply" responses are not acceptable. All RFP submissions must include the following items and attachments in the order specified below:

- Table of Contents for your submission
- Proposal Submission Requirements
- Certificate of Insurance, listing the County of Glenn as an additional insured
- W-9
- Remember: An original of the proposal, and a disc, organized in a 3-ring binder with tabs separating the required sections is required; 2 additional copies of the proposal in 3-ring binders are also required.