



**CITY OF IONE  
P.O. BOX 398  
1 E. MAIN STREET  
IONE, CA 95640  
(209) 274-2412  
FAX (209) 274-2830**



**October 21, 2009**

**SUBJECT: City of Ione City Engineering Services**

To Whom It May Concern:

The City of Ione is currently soliciting proposals for City Engineering Services for the City of Ione.

Each proposal shall specify each and every item as set forth in the attached RFP. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception may be grounds for rejection. The City of Ione reserves the right to reject all proposals and to waive any informality.

The City of Ione will receive sealed proposal submittals until 2:00 p.m. on December 22, 2009, at the Ione City Hall, P.O. Box 398, 1 East Main St, Ione, California, where they will be opened immediately thereafter. Each respondent shall submit seven copies of their proposal and qualifications.

City of Ione  
City Manager  
P.O. Box 398  
1 E. Main Street  
Ione, CA 95640

The qualifications shall be enclosed in a sealed envelope and be plainly marked on the upper left hand corner with the name and address of the Consultant and bear the following: Request for Proposal City Engineering Services DUE: December 22, 2009 at 2:00 PM

The City will not consider responses received after the specified time and date. An amendment is considered a new statement of qualifications and will not be accepted after the specified time and date.

If you need additional information, then please feel free to contact me.

Sincerely,

Kimberly A. Kerr  
City Manager

Enclosure – City of Ione Request for Proposal – City Engineer Services





# CITY OF IONE REQUEST FOR PROPOSAL CITY ENGINEER SERVICES



City of Ione  
P.O. Box 398  
1 East Main Street  
Ione, CA 95640  
(209) 274-2412

---

## **DESCRIPTION**

The City of Ione is soliciting proposals from companies having professional experience in providing city engineering services. It is the City's intent to obtain engineering services on a retainer basis to act on behalf of the City of Ione in engineering related activities associated with City planning and infrastructure assessment, construction, and maintenance. The successful firm will provide a single person who will serve as the City's Principal Engineer, Engineer of Record, and primary contact. The breadth of services requested herein need not be provided solely through or by that individual but may be provided by any number of qualified individuals within the firm selected. Sub-contractors to the successful firm may provide services to the City with approval of the City Manager.

The City has utilized the services of Weber, Ghio and Associates as City Engineer for the past 20 years. The City currently uses an additional firm under a professional service agreement to provide engineering services for the wastewater system.

For the purposes of this request for proposals, the term "City Engineer" will be used hereafter to refer to the successful firm.

The City Engineer will be required to provide most of the engineering services requested at or through their own facilities. The City does not provide an office or technical support for the work of the City Engineer. Limited office space is available at the City of Ione City Hall for occasional work as needed.

The SCOPE OF SERVICES section of this Request for Proposal (RFP) describes city planning and public works related tasks for which the City seeks professional engineering assistance to perform. These services will be conducted at the direction of the City Manager. Proposals must include the information requested in the PROPOSAL section of this RFP and submitted as described in the SUBMITTAL section.

## **GENERAL INFORMATION**

The City of Ione is located in the western foothills of the Sierra Nevada Mountains in Amador County, California. The terrain in and around the City of Ione is characterized predominantly by gently rolling hills. Two state highways pass through the City of Ione, intersecting in the downtown commercial district. Highway 124 travels generally southwest to northeast through Ione, while Highway 104 travels generally southeast to northwest. The southern and more developed portion of the City is bisected east to west by Sutter Creek. Nearby communities include Clay to the west, Clements and Wallace to the south, and the Cities of Jackson, Sutter Creek, and Amador City to the east and northeast. The City of Sacramento is located approximately 40 miles to the northwest of the City of Ione.

The City was incorporated in 1953. It has a five-member council and a City Manager form of government. The members of the City Council are elected at-large. They serve staggered four-year terms, with the Mayor being rotated annually among the Council Members. The Council meets on the first and third Tuesday of each month.

The City of Ione provides a range of services including public safety, fire, sewer service, development regulation, public works, community and recreation activities and events, and general administrative functions. The water system for the City is operated by the Amador

Water Agency. There are approximately 19 FTE employees. The City contracts for City Attorney, City Planner, City Engineer, and Wastewater Operations.

The vendor's principal contact with the City will be Kim Kerr, City Manager, or a designated representative, who will coordinate assistance to be provided by the City to the City Engineer. City Hall is located at 1 E. Main Street, Ione, California 95640. The telephone number is (209) 274-2412.

The City has a resident population of approximately 3,300. This number does not include the 3,725 inmates from the Mule Creek State Prison or the 300 wards of the Preston Youth Facility, both of which are located within the city limits of the City of Ione. The City has a central business district comprised of various retail and office uses, while no industrial uses currently exist within the city limits. Two mining companies, Unimin Mine and Ione Minerals, lease property to operate mining operations to the immediate south of the City of Ione.

The City of Ione provides wastewater service to its residents and owns and operates a wastewater treatment and collection system. The wastewater service area is divided by Sutter Creek with approximately 450 acres on either side of the Creek. The service area consists of the resident population and a small number of commercial customers, but not the inmates and wards of the Mule Creek State Prison or the Preston Youth Facility. The main section of "Old" Ione is located generally east of the WWTP and south of Sutter Creek. The wastewater collection system serving the older part of the City was initially constructed in 1955 and consists primarily of gravity flow sewers. Newer infrastructure has been installed as residential subdivisions have been approved and constructed within the City.

The existing wastewater treatment plant (WWTP) consists of an aerated pond system, which discharges treated effluent to evaporation-percolation ponds (land discharge). In the past, sludge removed from the secondary biological process was treated in an aerobic digester before being dewatered on two asphalt and two sand-bottom sludge-drying beds. The WWTP is currently storing sludge within the treatment ponds themselves, with plans to periodically, remove and dispose of the accumulated sludge.

The wastewater service area consists primarily of residential uses, as well as the main commercial area of the City, including retail shops, restaurants, and City Hall. The wastewater service also includes the treatment of the backwash water produced by the Amador Water Agency (AWA) at the Ione Water Treatment Plant. No wet industries or commercial enterprises producing industrial-type wastes are currently connected to the system.

During the summer months, the secondary effluent from ARSA and Mule Creek is diverted to the Castle Oaks Water Reclamation Plant (COWRP). The City of Ione owns and operates the COWRP. At this tertiary plant, the water is treated to Title 22 Standards before it is used for irrigation of the Castle Oaks Golf Course. There currently are no facilities that would make it possible for the City to send Ione secondary effluent to the COWRP.

The WWTP is currently permitted to operate under Waste Discharge Requirements Order No. 95-125 (WDRs), adopted by the Central Valley Regional Water Quality Control Board (RWQCB) on May 26, 1995. The order specifies discharge prohibitions, discharge specifications, requirements for sludge disposal, limitations on impacts to groundwater, monitoring and reporting requirements as well as standard order provisions.

---

The City of Ione, like many valley and foothill communities, is experiencing an increase in development and expects this trend to accelerate over the coming years. The City is currently near or at capacity for the treatment and disposal of wastewater, and an expansion of capacity would be necessary in order to accommodate future planned growth and wastewater flows during extremely wet winters.

The City of Ione Draft Wastewater Master Plan (July 2009) describes the existing wastewater treatment system and proposed project phases for developing treatment, disposal, and storage. The Master Plan has resulted in a range of viable Project technologies, which are the subject of a Design-Build-Finance procurement process.

In compliance with CEQA, an accompanying EIR has been prepared to analyze the environmental impacts associated with the Master Plan and proposes mitigation measures for construction and operation when required.

The City is in the process of submitting a Report of Waste Discharge for the proposed facility to the RWQCB. The City is seeking a single permit for both the proposed new treatment facility and the existing COWRP tertiary treatment plant with the ability to dispose of tertiary effluent into the Percolation Ponds or to use for water reclamation. The City anticipates adoption of the Wastewater Master Plan in November 2009.

The City Council adopted a new General Plan Update in August 2009 and the City is working on the implementation of the new General Plan.

Two state highways pass through the City of Ione, intersecting in the downtown commercial district. Highway 124 travels generally southwest to northeast through Ione, while Highway 104 travels generally southeast to northwest. City personnel clean the Highways under contract with the State, but the State is responsible to maintain the roadways. The City has approximately 32 miles of roadway within the City in various conditions. The City completed street improvements over the past two fiscal years. There will be a need for a new pavement management plan that needs to be updated to reflect the recent overlay and street improvements.

The City's sidewalk system extends throughout most of the newer sections of town and some areas of downtown. The system includes several gaps and is in need of repair. The City has, however, been proactively replacing hazardous routes and closing gaps as roadway reconstruction projects have been performed and through a variety of programs and funding sources. The City recently completed a Safe Routes to School project to construct additional sidewalks to the Ione Junior High School. There are gaps to Ione Elementary School and Ione Junior High School as well as Howard Park.

The City's storm drainage system has significant amount of open ditches and curbs, then drains into Sutter Creek. There is a need to increase the effectiveness of the City's storm drainage system. The downtown area of Ione is in a 100 year floodplain as well as some residential areas. The drainage system in Ione consists of several miles of drain piping ranging in size from 10 inches to 54 inches in diameter, drain channels, culverts, and gutters apparently in various conditions.

---

## **SCOPE OF SERVICES**

The engineering services to be provided to the City include but are not limited to the following:

- ❖ Assignment of one Professional Engineer, certified in the State of California as a Civil Engineer, to:
  - serve as City Engineer and Engineer of Record on an on-call basis during City business hours
  - respond to requests of the City Manager
  - represent the City of Ione whenever City Engineer action is required
  - present and/or submit various reports, plans, permits, and technical information to the City Council, State, Federal, and local agencies, and the general public
  - Promptly respond to inquiries of Ione businesses and residents
  
- ❖ On-call engineering, review, and professional services for a variety of planning issues including:
  - parcel, tentative, and final maps
  - right-of-way requirements
    - acquisitions, dedications, and easements
  - site development and subdivision plans
    - review for compliance with City development standards
    - recommend conditions for development
    - review environmental documents
  - urban drainage and flood control
  - subdivision agreements
  
- ❖ Develop a Capital Improvement Program
  
- ❖ Review and refine existing pavement management system
  
- ❖ Research, recommend, and manage funding programs for municipal engineering and construction
  
- ❖ Prepare and submit annual recommendations for capital improvement and maintenance projects with accurate estimates and recommended funding sources for:
  - streets
  - sewer collection system
  - storm drainage system
  - sidewalks, curbs, and gutters
  
- ❖ Prepare plans, specifications, estimates, and CEQA/NEPA documents for various capital projects including:
  - street construction, reconstruction, and maintenance
  - sidewalk, curb, and gutter construction and replacement
  - sewer collection system construction and replacement
  - storm water system improvement and maintenance
  
- ❖ Manage capital projects including:
  - engineering
  - budget and cost management

- 
- compliance with Caltrans Local Assistance Procedures Manual and Disadvantaged Business Enterprise Program requirements for State and federally funded projects
  - contract administration
  - construction management
  - construction engineering
  - construction inspection
  - quality assurance and material testing
- ❖ Provide development oversight including:
    - plan review and approval
    - estimate engineering oversight fees charged to developer
    - construction inspection and quality assurance
    - determine bonding requirements and require posting of such in the proper sequence
  - ❖ Recommend regulations and ordinances pertaining to engineering matters
  - ❖ Review and revise City of Ione standard plans
  - ❖ Provide certified survey services as needed
  - ❖ Flood zone evaluation, recommendations, and reporting to FEMA and DWR
  - ❖ GIS mapping and system implementation
  - ❖ Prepare documents for various professional services (environmental, maintenance, etc.)
  - ❖ Assist in developing an infrastructure management system compliant with GASB34 requirements

The services listed above must be performed by the City Engineer when directed to do so by the City Manager. Though the services requested will be expected to be performed by the City Engineer, this RFP does not obligate the City of Ione to necessarily request the services indicated.

### **PROPOSAL REQUIREMENTS**

The proposal must present a clear understanding of the services requested. The proposal should include a narrative describing the firm's experience, expertise, and anticipated action for each of the elements described in the SCOPE OF SERVICES section of this request. Proposals that do not include attention to each of the engineering services described may be rejected.

Because there is not a dedicated office space at the City's facilities for the City Engineer, most of the work performed by the City Engineer will be performed at the City Engineer's offices. As the location of the City Engineer's office may be some distance from Ione, certain difficulties may be experienced responding to requests, attending meetings, and transporting documents. Therefore, the proposal must include a discussion describing how correspondence, time-sensitive responses and meeting attendance may be handled from the City Engineer's office in an efficient and cost-effective manner. As well, the proposal must include a description of how personnel and documents will be delivered from one office to another. It would be beneficial to