



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



February 26, 2009

SUBJECT: City of Ione Wastewater Operations

To Whom It May Concern:

The City of Ione is seeking Request for Qualifications from qualified wastewater operations professionals to provide wastewater operations for the City's wastewater treatment facility, tertiary treatment facility and collection system. The purpose of the Request for Qualifications (RFQ) is to provide the City with information regarding the City's options for contracting wastewater operations and maintenance services. The City has not yet determined whether to enter into a contract for these services, but is exploring the option and seeking qualifications of qualified service providers. Professionals meeting the minimum qualifications will be screened and narrowed down to three to five firms or individuals. If the City determines to proceed with contracting for these services, the selected firms or individuals will then be interviewed by a review panel.

The services would be performed on a regular basis. One of the City's primary objectives is to maintain a level of high quality wastewater operations services in the most cost-effective manner possible, and to ensure compliance with the City's permits and cease and desist orders for the two facilities. Professionals are required to operate and maintain the City's wastewater treatment facility, tertiary treatment facility, and sewer collection system.

Qualified professionals are invited to submit written statements of qualifications for consideration in accordance with this request. In addition to statements of qualifications, Consultants are invited to submit a written bid for City Wastewater Operations.

An original and five (5) copies of the RFQ response must be received prior to 2:00 p.m. March 23, 2009 at:

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 RFQ Wastewater Services DUE: March 23, 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

Enclosures – RFQ

cc: File



CITY OF IONE
REQUEST FOR PROPOSAL
WASTEWATER TREATMENT
OPERATIONS FOR WASTEWATER
AND TERTIARY TREATMENT FACILITIES



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

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1. General Information

City Information

The City is located in Amador County, California, 40 miles southeast of Sacramento and 30 miles northeast of Stockton. 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. There are approximately 19.5 FTE employees.

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 Wastewater Operations. City Hall is located at 1 E. Main Street, Ione, California 95640. The telephone number is (209) 274-2412.

Background

The City of Ione is seeking Request for Qualifications from qualified wastewater operations professionals to provide wastewater operations for the City's wastewater treatment facility, tertiary treatment facility and collection system. The purpose of the Request for Qualifications (RFQ) is to provide the City with information regarding the City's options for contracting wastewater operations and maintenance services. The City has not yet determined whether to enter into a contract for these services, but is exploring the option and seeking qualifications of qualified service providers. Professionals meeting the minimum qualifications will be screened

and narrowed down to three to five firms or individuals. If the City determines to proceed with contracting for these services, the selected firms or individuals will then be interviewed by a review panel.

The services would be performed on a regular basis. One of the City's primary objectives is to maintain a level of high quality wastewater operations services in the most cost-effective manner possible, and to ensure compliance with the City's permits and cease and desist orders for the two facilities. Professionals are required to operate and maintain the City's wastewater treatment facility, tertiary treatment facility, and sewer collection system.

Qualified professionals are invited to submit written statements of qualifications for consideration in accordance with this request. These services will be conducted under a contract with the City of Ione, hereinafter referred to as "City". The professional is hereinafter referred to as "Consultant". In addition to statements of qualifications, Consultants are invited to submit a written bid for City Wastewater Operations.

2. Project Description / Scope of Work

The Consultant shall provide all necessary wastewater operations and maintenances services to the City. It is the intention of the City to select and contract with one Consultant for these services. All wastewater operations and maintenance services shall be performed under the direction of a Wastewater Operator IV or V and registered by the State of California. No subcontractors shall be utilized without prior authorization by the City. The duration of agreement with the qualified Consultant shall be two (2) years from the date of City of Ione City Council's approval with the option to renew for three (3) one year terms.

Meetings with the City and/or City Council are anticipated.

The Consultant is representing itself as a qualified wastewater operations and maintenance service, which includes day to day operations of a wastewater treatment facility, tertiary treatment facility and sewer collection system; therefore, it is acceptable to submit recommendations and comments for consideration on format, process, schedule, and additional content of providing the services. The City will consider comments and recommendations; however, City is not required to incorporate any of the recommendations or comments.

Wastewater Operations and Maintenance

Consultant agrees to perform all wastewater operations and maintenance services as follows:

- Operate and maintain wastewater treatment facility 24/7 year round;
- Operate and maintain tertiary treatment facility during dry season, usually March to October;
- Operate and maintain the City's sewer collection system year round;
- Operate and maintain the City's wastewater treatment facility, tertiary treatment facility, and sewer collection system within federal, state, and local regulations, laws and rules and ensure compliance with the permits for these facilities;

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- Conduct routine operations including all daily, weekly and monthly sampling as required in the City's permits or compliance plans;
 - Respond to sewer backups and determine whether City sewer main is involved or lateral issue;
 - Report any sewer spill in compliance with the City's sewer backup response plan and federal and state law or regulations;
 - Maintain wastewater treatment facilities infrastructure;
 - Maintain tertiary treatment facility as needed to treat secondary effluent from ARSA system for application to Castle Oaks Golf Course;
 - Create and maintain daily operations manual for WWTP and COWRP;
 - Create maintenance schedule for WWTP, COWRP and sewer collection system;
 - Develop and maintain Capital Improvement Plan (CIP) for WWTP, COWRP and sewer collection system;
 - Assist with developing and implementing Report of Waste Discharge;
 - Assist with development of Wastewater Master Plan and required Environmental Impact Report (EIR);
 - Develop budget for WWTP, COWRP, and collection system annually;
 - Review and complete SSMP for collection system;
 - Review and develop reporting procedures for spills, problem sites, and backups;
 - Assist City Manager, City Engineer, Sewer Engineer, and City Council with understanding compliance issues and making recommendations on permit issues or cease and desist orders;
 - Assist with the completion of annual reports, quarterly reports, compliance status reports, and wastewater discharge reports as needed;
 - Review current operations and identify efficiencies for all facilities;
 - Provide Chief Wastewater Operator services at the Level IV or V due to tertiary plant operations; and
 - Provide the necessary on-call services for after hours issues.

3. Requirements

Each Consultant shall meet the following requirements:

The Consultant must have a minimum of five (5) years of experience providing wastewater operations and maintenance services to municipalities of similar size and complexity with individual operators having a minimum of three (3) years of relevant experience. Specifically, experience should include, but not be limited to: providing wastewater treatment plant operations and maintenance, tertiary plant operations and maintenance, and collection system operations and maintenance.

Core Competencies:

- Understanding of the technical aspects of and technological advancements in public works;
- Ability to communicate effectively with written and oral communication;
- Knowledge of environmental regulations;
- Ability to act collaboratively and build consensus;

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- Ability to think strategically and solve problems;
 - Ability to think regionally as well as locally;
 - Familiarity with public policy making;
 - Ability to attend public meetings and City Council and Planning Commission meetings as needed;
 - Knowledge of public sector contracting and purchasing;
 - Proficiency at capital budgeting;
 - Ability to perform inspection of developer improvements; and
 - Ability to provide detailed status of all projects at any given time.
 - The ability to meet deadlines:

All proposals shall include a plan of how the Consultant and sub-consultants, if any, proposes to provide services to the City without creating a conflict of interest. No Consultant or subconsultant shall be permitted to work on any project in which any client (of the Consultant) has an economic interest or may be expected to have a material financial interest.

Consultant must comply with all applicable Federal, State, and local laws and ordinances. This includes, but is not limited to: City insurance requirements; City indemnification requirements; and compliance with prevailing wage rates and their payment in accordance with the California Labor Code.

The City currently collects fees from sewer customers and tertiary treatment customers to provide these services. The fee is based on the actual cost of City staff and/or consultant to provide the service, and is adopted as part of the City Fee Schedule by the City Council. It is the intent of the City to compensate Consultants based upon the most current fees collected. The City will be updating its Fee Schedule within the next six months.

4. Qualifications Content, Information and Schedule of Events

The RFQ should be typed, organized, and concise yet comprehensive.

Cover Letter: name, address, and phone number of the person to be designated as the primary contact and the names of key staff who shall be responsible for wastewater treatment, tertiary treatment and collection system services.

Consultant shall specify any limitation and exclusions in their ability to provide the services. Consultant should briefly state the interpretation of the work for which the qualifications are being provided.

The City's intent is to award the contract, if any, to Consultant who is most qualified for the aspect of the work proposed. If the Consultant wishes to utilize any subcontractors, the lead Consultant must submit a description of the subcontractor, the portion of work to be done, and the sub-contractors conflict of interest statement.

If necessary, include a Table of Contents with identification of material by section and page number.

Proposed Schedule of Events

- | | |
|---|--------------------------|
| ▪ <i>Issue Request for Qualifications</i> | <i>February 26, 2009</i> |
| ▪ <i>Statement of Qualifications Due</i> | <i>March 23, 2009</i> |
| ▪ <i>Staff obtain City Council direction to proceed with contract</i> | <i>April 7, 2009</i> |
| ▪ <i>Consultant Selection/Interviews</i> | <i>April 13, 2009</i> |
| ▪ <i>City Council Approve Consultant Selection</i> | <i>April 21, 2009</i> |

Response to Proposal and Experience:

- State whether the Consultant is local, regional, national, or international. The City encourages local firms to submit qualifications.
- Identify the owner(s) of the Consultant and legal status (sole proprietor, corporation, etc.).
- Give the location of the office from which work is anticipated to be done and the number of employees of the Consultant including four days per week within the City of Ione.
- Identify the qualifications and resumes of all individuals who will be associated with this service. Include professional registrations and affiliations.
- Summarize specific experience and qualifications for similar projects. Describe the services you performed such as studies, reports, etc. List at least three (3) references with telephone numbers, a listing of proposed project personnel, including personal experiences and resumes for prime and sub-consultants. Include a description of the professional capability, project experience, education, training, and present office location. Provide specific examples of appropriate experience that qualify them for their responsibilities, including licensing as wastewater operator contractor in the State of California.
- Provide a list of specific examples of appropriate experience, including the size and scope of work completed and any relevant past or ongoing work. Include the names, addresses, and telephone numbers for your past and current clients who have contracted with your firm for similar services during the last five (5) years.

Analysis of Effort/Methodology:

- Describe the approach for how the work will be performed. The proposal shall indicate any specific techniques or methodology to be utilized.
- A commitment to meet deadlines on time or ahead of schedule.
- Indicate what participation, data, and products will be requested from the City.
- Provide an estimate of the labor requirements, labor rates, and overall annual cost of providing the services. This information will be used by the City to determine whether to pursue a contract for services. If the City Council directs a contract for services, the actual cost of the contract will be negotiated with the selected firm or individual.

5. Selection Criteria and Determination of Minimum Qualifications

The proposal will be discussed with the City Council and the Council will provide direction on whether to proceed to enter into a contract for services. If the Council directs that a contract

shall be entered, the proposal will be reviewed by a selection committee determined by City of Ione. The selection committee will determine if the minimum qualifications are met. As part of the process of determining if minimum qualifications are met, the selection committee may interview the Consultant, its sub-contractors, and/or request additional information. At the discretion of the City of Ione, interviews may be conducted by telephone. The City Council will approve the recommended Consultant to provide the services.

The following criteria will be used by the selection committee to evaluate the minimum qualifications of Consultants:

- Responsiveness to RFQ. Does the proposal meet all the requirements in this RFQ?
- Competency and experience of Consultant staff assigned to manage and to perform the plan checking, map checking, and subdivision inspection services identified herein.
- Ability to meet the timeline/schedule identified herein.
- Demonstrated recent experience with similar cities and other public agencies.

Any clarification desired by a Consultant relating to definition or interpretation shall be requested in writing with sufficient time to allow for a response prior to the submittal deadline. Oral explanation or instructions shall not be considered binding on behalf of the City.

Any modifications to this RFQ will be issued by the City as a written addendum. This RFQ does not commit the City to award a contract or pay any costs associated with the preparation of the proposal. The City reserves the right to cancel; in part or in its entirety, this request for the proposal should this be in the best interest of the City. The City reserves the right to reject any and all qualifications submitted and/or request additional information for clarification.

Any information submitted in response to the RFQ is subject to disclosure under the Public Records Act (Government Code §6250 et seq.).

Questions concerning the RFQ should be directed to the City Manager at 209-274-2412 ext. 111, fax 209-274-2830, or via electronic mail to ctyadm@ione-ca.com.

6. Responsibilities of the City

If the Consultant and City enter into a services agreement the following apply:

- The City will contract for wastewater treatment, tertiary treatment, and/or collection system operations and maintenance, provide contract administration, and conduct administrative arrangements.
- The City will pay an agreed upon amount normally within thirty (30) days after receipt of an invoice(s). The City will not retain ten percent (10%) of each invoice due to ongoing nature of work.
- The City will provide dedicated work space facilities, i.e., office space, at the wastewater treatment facility and tertiary treatment facility.

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- In the event that the Consultant fails to perform, the City reserves the right to perform any portion of the scope of work with City personnel and/or by other Consultants.
 - The City will furnish the Consultant with applicable policies, procedures, and reference materials that represent the City's minimum requirements for wastewater treatment operations and maintenance, tertiary treatment and maintenance, and collection system operations and maintenance.
 - The City shall furnish the Consultant all necessary permits, cease and desist orders and other correspondence with the Regional Board.

7. Requested Submittal

An original and five (5) copies of the RFQ response must be received prior to 2:00 p.m. March 23, 2009 at:

City of Ione
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