



**CITY OF CORONADO**

**Request for Proposals**

**for**

**Wastewater Master Plan Update and Wastewater Fee Study**

**January 28, 2014**

## **Introduction**

The City of Coronado is seeking proposals for professional services from qualified firms to prepare a Wastewater Master Plan Update (Plan). The Plan/Scope of Work will include: 1) Inspection of all or representative portions of the wastewater collection system to evaluate its current condition; 2) A model of the existing wastewater collection system detailing existing flow rates and available capacity in gravity mains, force mains, and through pump stations; 3) evaluation of the wastewater collection system and development of a Wastewater Capital Improvement Program by identifying existing sewer deficiencies and recommending facility improvements to accommodate demands and the City's needs; and 4) A comprehensive review of all sewer-related fees and fee structures and recommendations as necessary to ensure appropriate revenues are collected in an equitable manner. The Plan is intended to serve as a working document for the City to use in determining short- and long-term improvements, and to ensure adequate revenues are available for said improvements.

**All work associated with the Plan is to be completed within 140 working days from the award of the project.** This Request for Proposals (RFP) describes the scope of services, the minimum information that must be included in the proposal, and the consultant evaluation and selection process.

Interested and qualified firms/teams that have experience in providing professional engineering, land use planning and financial services are invited to submit a proposal in accordance with the requirements of this RFP. Failure to submit information according to the RFP requirements and procedures may be a cause for disqualification. Sealed proposals must be marked "Request for Proposals for Developing a Wastewater Master Plan Update" and must be received no later than 2:00 p.m. on February 18, 2014. Proposals received after that date and time will not be considered.

## **Project Background**

The City's overall wastewater system includes approximately 38 miles of gravity sewer lines, 7 miles of force mains, and 12 pump stations. All sewage flows are ultimately conveyed to transmission and treatment facilities operated by the City of San Diego's Metropolitan Wastewater Department (Metro) via the "Transbay Force Main" beneath San Diego Bay.

Coronado is a built-out community and the latest Wastewater Master Plan was completed in 2000. The scope of work in the 2000 master plan included a review of the previous sewer master plan (conducted in 1981) as well as zoning and general plan information. In addition, the consultant was asked to review new construction (since 1981) and development plans for residential, commercial, Navy, and local hotel facilities, and to identify upgrades necessary to accommodate the anticipated flows from future development. The consultant was also asked to review maintenance records, CCTV footage, and construction records, and to identify maintenance improvements necessary to keep pipelines and pump stations operational and functioning efficiently.

Since the 2000 Master Plan was completed, some of the recommended improvements have been made, although an accurate accounting of exactly which improvements were completed is incomplete. In addition, some changes to the mapping nomenclature regarding pipe and manhole identification have changed. A small number of studies regarding the current condition of specific

facilities have been completed, the most recent being the 2008 and 2010 inspection/assessments of the Transbay Force Main and back-up main respectively, as well as an assessment of the Cays Force Main and the Glorietta Bay Pump Station.

## **Scope of Services**

The Consultant shall furnish all services as required in order to prepare a new updated wastewater master plan. Consultants should assume that research and collection of relevant City as-built records, GIS data, CCTV footage, etc., is to be completed by Consultant staff on-site at appropriate City buildings/facilities, using City network connections as necessary. Although the Consultant should generally adhere to the following tasks, the Consultant is encouraged to propose modifications to the individual tasks or the entire scope of work if the Consultant can demonstrate innovative, advanced, experienced, and/or well thought-out methodologies that the City may not have specifically identified in the detailed scope of work. These proposed additional modifications shall be identified as optional items and priced out separately. Specific responsibilities of the Consultant are subject to negotiation, but generally include the following:

### **A. Research**

- 1) Review all relevant studies including, but not limited to, the 2000 Sewer Master Plan and the City's General Plan.
- 2) Meet with City and Navy staff to review Navy development plans and all relevant studies.
- 3) Meet with the large hotel and commercial facilities (e.g., Hotel del Coronado, Loew's, Marriott) to review development plans.
- 4) Review City Capital Improvement Project records to identify recent improvements constructed since 2000.
- 5) Review City wastewater CCTV data, maintenance records, and meet with City staff to identify areas of concern regarding sewer mains (both gravity and force) and pump stations.

### **B. Field Investigations**

- 1) Inspect all pump stations; inventory capabilities and facilities of each; collect relevant as-built plans, maintenance records, pump curves, and run logs.
- 2) Inspect conditions of a minimum of 50% of City manholes to determine typical condition.
- 3) Provide CCTV inspection for a minimum of 50% of gravity wastewater lines to determine typical condition of facilities and typical infiltration rates.
- 4) Set flow meters as appropriate to determine average flow rates and patterns throughout the City including in/out of all pump stations. Meters should be strategically located to assist in the review/identification of average flow rates for residential (single and multi-family), commercial, resort, hotel/motel, and apartment land uses. Meter locations and methodology must be reviewed and approved by the City.

### **C. Sewer Model/Sewage Generation Rate**

- 1) Using flow data collected in Field Investigations, create a flow model of City wastewater facilities. For all wastewater pipes, model existing flow rates, existing remaining capacity, flow depth to diameter ratios (D/d), and existing velocities for average dry and wet weather flows as well as peak dry and wet weather flows. Manholes and pipe segments should be identified according to City-specified naming convention. Consultant should assume all pump stations are running simultaneously unless otherwise specified by the City.
- 2) Identify locations in the wastewater system that have capacity constraints under peak wet weather flow based on the following desired performance criteria:
  - i. For pipes with diameter <18",  $D/d \leq .5$
  - ii. For pipes with diameter  $\geq 18$ ",  $D/d \leq .75$
- 3) Using flow data collected in Field Investigations, review and recommend updates to sewage generation rates for residential (single and multi-family), commercial, resort, hotel/motel, and apartment land uses. The revised sewer generation rates could be the basis for additional recommendations regarding all applicable sewer rates and fees including AB 1600 impact fees.
- 4) Consultant shall provide the City with the appropriate software (1 license) to run the model and shall provide training to City staff (on-site at the City) on how to use the basic aspects of the software package.
- 5) Consultant shall provide the City with a GIS layer based on the Consultant's sewer model that includes, but is not limited to, all of the following:
  - i. Manhole and pipe segment identification numbers in accordance with City-specified naming convention.
  - ii. Pipe size and material.
  - iii. Pipe flow estimates for peak dry and wet weather flows, resulting D/d ratios, and available capacity based on City specified D/d ratios.
  - iv. Links to any available video inspection or meter data collected as part of Field Investigations.
  - v. Links to available sewer repair or upgrade projects.

### **D. Wastewater Capital Improvement Program (WCIP)**

Using data collected during Research and Field Investigations, create a WCIP recommending improvements necessary to maintain a desired level of service for the City's wastewater assets such as mainlines, manholes, and pump stations. The WCIP should include the following:

- 1) Condition Assessment
  - i. Identify the condition, useful life, and value of the existing wastewater collection system assets.
  - ii. Establish the asset values and recommended year-to-year replacement costs of aging infrastructure. The remaining useful life of assets shall be assessed by the Consultant using projected-useful-life tables, decay curves, or recent condition assessment studies.

- 2) Recommended Improvements
  - i. Identify improvements (or improvement programs such as regularly scheduled condition monitoring programs) necessary to meet the City's desired level of service.
  - ii. Create prioritization criteria to utilize when prioritizing recommended improvements. Criteria should account for:
    1. How critical the facility is to system operations (i.e., ramifications of failure).
    2. Cost of facility failure (including social and environmental costs in addition to hard costs of repairs).
    3. Probability of failure based on condition of facility.
  - iii. Estimate design and construction costs associated with all recommended improvements or improvement programs.
  - iv. Create a prioritized list of recommended improvements and improvement programs through 2045.
- 3) Comprehensive Plan for Future SCADA System
  - i. Consultant shall review all findings made as part of Research and Field Investigations and meet with City Public Services staff to determine what SCADA applications the City should consider implementing. The Master Plan Update will take this information into account and propose a prioritized improvement program specific to the implementation of a City-wide SCADA system. Recommendations should include specific improvements at all pump stations as well as equipment required to adequately monitor/control all stations as appropriate from the Public Services building.

## **E. Fee Update and Funding Options**

- 1) Consultant is to provide a thorough review of all existing wastewater-related fees collected by the City as well as all fee structures and models that support the current fee rates. Considering all data collected during Research and Field Investigations, as well as all recommendations included in the WCIP, the Consultant is to provide options and recommendations regarding fee structures and how they should be adjusted (if at all) to ensure adequate funds are collected to support the necessary operations, maintenance and improvements contained in the Master Plan Update. Fee structure options should include, but not be limited to, parcel-based and water-use based fee structures (or a hybrid of the two). All options analyzed should be modeled through 2045 with the pros and cons of each option identified. Example calculations and resulting rates for typical users (single-family residential, commercial, etc.) under any proposed/new rate structure should also be provided.
- 2) Consultant shall consider its improvement and fee recommendations, and provide analysis and recommendations regarding bond financing for improvements versus pay-as-you-go financing. Bonding analysis should consider the useful life of improvements.
- 3) Consultant's resulting fee recommendations shall be included in a report that satisfies California Proposition 218 requirements. Consultant shall support the City's efforts in adopting any new fee structure or rates in accordance with Proposition 218 including: 1) drafting of required property owner notification; 2) mailing of property owner notifications; 3) presentation and Q&A at a public meeting regarding proposed rates; and 4) attendance at required public hearing regarding any rate increase to answer questions.

Note: The City may make adjustments to the existing wastewater fee structure during the course of this project. If adjustments are made, the Consultant will use the adjusted rate as the baseline for any recommended adjustments to the fee schedule.

## **Proposal Submittals**

Five (5) copies of the Proposal, along with one fee proposal submitted in a separate sealed envelope, must be received no later than 2:00 p.m. on February 18, 2014. Late or faxed submittals will not be accepted.

Submit Proposal and Fee Proposal to:

City of Coronado  
Engineering and Project Development  
1825 Strand Way  
Coronado, California 92118

NOTE: The fee proposal shall be submitted in a separate sealed envelope; the front of the envelope shall be labeled with the Project Name, Consultant's Name, and the words "Sealed Proposal."

For questions or additional information, please contact:

Jim Newton  
Principal Engineer  
Phone: (619) 619-522-7313 Fax: (619) 522-2408  
E-mail: [jnewton@coronado.ca.us](mailto:jnewton@coronado.ca.us)

## **Submittal Contents**

Submittals shall contain the following information:

Cover Letter: The Consultant shall include a cover letter, signed by an official authorized to bind the company. The letter shall contain the name, title, address and phone number of the person(s) authorized to contractually bind the company and negotiate any changes in scope of work or fees. The letter shall also summarize why the Consultant believes its firm to be the most qualified.

Project Approach: The Consultant shall include a summary of its anticipated approach for the project. The summary should give City staff a general idea of how the Consultant plans to address each of the four goals for the Master Plan Update described in the Introduction section of this RFP. The approach should include a proposed schedule as well as the software that would be utilized (and provided to the City) to model the City's sewer system.

Project Team's Capabilities: This section should demonstrate the Project Team's capabilities for the variety of anticipated work as described in the Scope of Services. This relates to the Project Team's resources, experience, references and expectations of the project's challenges (logistical, environmental, etc.). Consultants must demonstrate experience with wastewater master plan updates and rate studies. A list of references shall be included in the proposal.

Project Team's Organization: This section relates to the key personnel and contact person that will work on and manage the project. The "Principal in Charge" should be listed as the one contact person for the project. The "Principal in Charge" shall remain the point of contact for the project's duration. If the firm has an office in San Diego County, as well as an office outside of the County, the staffing of the San Diego office must be listed separately from the firm's total staffing.

Rate Sheet and Fee Proposal: Rates should be listed for the various positions and services offered by the Project Team. The Rate Sheet shall include standard mark-up rates for the use of subconsultants and allowable reimbursables. The Fee Proposal should be developed from the Scope of Services. At a minimum, Consultants should complete the attached Fee Proposal worksheet. The Rate Sheet and Fee Proposal should be contained in a separate sealed envelope from the remainder of the submittal package.

## **Selection Criteria**

Each submittal will be judged as to the Consultant's capabilities and experience to perform the Scope of Services. Selection will be based on a 100-point criterion as follows:

- (30) Project Approach: Each Project Team will be evaluated on how thorough their approach to the project seems to be. The evaluation committee will award high scores to those teams that clearly explain what data they plan to collect, how the data will be analyzed to arrive at a set of potential improvements, and what considerations should be taken into account when making individual improvement recommendations. The Project Team will also be evaluated on what software is proposed to model the City's sewer system. Any Scope of Work modifications proposed by the Consultant will be evaluated by the selection committee and scored appropriately under this category.
- (30) Capabilities, Experience and Past Performance: Each Project Team will be evaluated on its demonstrated capabilities and experience to provide the Scope of Services. Past performance on similar projects will be reviewed and judged upon the quality of work, adherence to schedule, availability, and compliance with local challenges and regulations. The evaluation committee will award high scores to those teams demonstrating experience with both evaluation of sewer systems as well as updates to sewer-related fees and fee structures.
- (20) Key Personnel: Each Project Team will be evaluated on the experience and education of the key personnel that will be assigned to the project. Higher scores will be given to teams with experience updating wastewater master plans for jurisdictions in San Diego County or that show a clear understanding of regional wastewater issues.
- (10) Ability to Accomplish Work: Each Project Team will be evaluated on its ability to provide the Scope of Services in a timely manner. Items to be considered include number of qualified staff (emphasis on local staffing), support staff, available equipment, facilities, and the proposed project schedule duration.
- (10) Local Experience: Each Project Team will be evaluated on its familiarity with the master plans and wastewater fee structures in San Diego County along with City of Coronado's codes, challenges, regulations, procedures and infrastructure requirements.

An evaluation committee will review and rank the submittals based on the above criteria. If needed, top-rated firms will be short listed and invited to interview. Based on the submittals and possible interviews, a consultant will be recommended to the City Council for a contract award. Upon City Council approval, the contract will be awarded. Should the City of Coronado and the selected Consultant be unable to agree on contract terms, the award of the contract will be offered to the second-ranking Project Team, and so forth as necessary.



**Attachment B**

**Fee Proposal**

**City of Coronado**

**RFP for Consultant Services for Wastewater Master Plan Update**

The below-listed firm proposes to perform the Scope of Services as detailed in this Request for Proposals for the fee shown below.

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**i. Research**  
\$ \_\_\_\_\_

**ii. Field Investigations**  
\$ \_\_\_\_\_

**iii. Sewer Model/Sewage Generation Rate**  
\$ \_\_\_\_\_

**iv. Wastewater Capital Improvement Program**  
\$ \_\_\_\_\_

**v. Fee Update and Funding Options**  
\$ \_\_\_\_\_

**vi. Additional Options**  
\$ \_\_\_\_\_

**Total Fee**  
\$ \_\_\_\_\_

**NOTES:**

- 1. Attach a fee proposal breakdown showing how the fee was established.**
- 2. Attach the proposed project schedule.**