



**SELMA - KINGSBURG - FOWLER
COUNTY SANITATION DISTRICT**

DIRECTORS

Buddy Mendes, Chairman
Scott Robertson, Vice-Chair
Nathan Magsig
Juan Mejia
Vince Palomar

STAFF

Veronica Cazares, General Manager

APRIL 3, 2024

REQUEST FOR PROPOSAL

Project: Professional Engineering and Supplemental Staff Services

Proposal Due Date: May 8, 2024

Time: 2:00PM

Proposal Submission: SKFCSD

Attention: Veronica Cazares, General Manager
PO Box 158
11301 E. Conejo Avenue
Kingsburg, CA 93631

Five (5) copies of Proposals, one (1) unbound copy, and one digital copy on a flash drive must be submitted to the District Office by 2:00 p.m. on May 8, 2024. Interested firms should prepare and submit their responses in accordance with the RFP.

1. BACKGROUND

The Selma-Kingsburg-Fowler County Sanitation District (District) is located in Fresno County. The District collects, treats and disposes wastewater originating from the residential, commercial, institutional and industrial dischargers from the three member cities and parts of unincorporated Fresno County. The District owns, operates and maintains the wastewater treatment plant. The sewer collection system is operated and maintained by the District. The District refurbishes and replaces each city's facilities. The member cities own the local sewer collection system, which includes sewers, lift stations, and appurtenances not owned by the District. Each member city is responsible for expanding the facilities that it owns. The District serves an estimated population of 40,000.

S-K-F CSD MISSION STATEMENT

Operate and maintain the District facilities so that local, state and federal waste discharge requirements are complied with and the public health and environment are protected.

Provide adequate capacity to convey, treat and dispose of all wastewater so that the District can adequately serve the developing needs of its member cities and the surrounding area.

Operate and maintain District facilities so that annual costs are reduced to the lowest possible level that will safely sustain compliance with discharge requirements.

2. INTRODUCTION

The District is seeking a professional engineering firm to serve as Consultant Engineer and provide ongoing professional engineering services and supplemental staff service on an as-needed basis. The selected Consultant will provide the District with qualified temporary staffing to assist the Engineering Department with services related to development engineering, front counter operations, processing of development applications, capital project and consultant management, construction inspections, coordination of work performed by the District Engineering Technicians. The Engineering Department is overseen by the General Manager.

3. SCOPE OF WORK

The scope of services may include, but is not limited to, the following:

- a. **Development Engineering.** When requested by the General Manager or designee, Consultant Engineer will attend regular, special, Board meetings, and Policy Advisory Meetings.

- 1) Regularly attend development meetings in all member cities, including

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- standing meetings.
- 2) Review comments prepared by Engineering Technicians prior to submission to lead agencies, member cities, applicants, and public.
 - 3) Issue permits and respond to sewer inquiries, applications, customer complaints, review improvement drawings, knowledge of District collection system master plan.
 - 4) Consultant will establish working relationships and coordination with all other public agencies and private utilities involving engineering matters affecting the District.
 - 5) Review the District's collection system master plan document and provide guidance to staff relating to sewer service as needed.
 - 6) Maintain office hours at the District office. The consultant shall not change personnel without written notification to the General Manager.
 - 7) Availability to the public and developers relating to sewer service inquiries, collection system master plan information, applications, and complaints.
 - 8) Assemble and maintain on-site records that are customary for a special District in a readable format, electronic or hard copy.

b. Engineering Services and Capital Improvement Projects.

- 1) Manage District consultants under existing or new agreements relating to ongoing capital projects.
- 2) Coordinate engineering design work and inspection of construction,
- 3) Monitor state and local agencies for issues that could affect capital projects, environmental compliance.
- 4) Coordinate the District's plan review process for improvements to restaurants, industrial facilities, and auto related industries to determine compliance with District regulations.
- 5) Provide technical assistance to the Collections Department as directed by the General Manager.
- 6) Update the Construction Standards for the Collection System.
- 7) Update SSMP based on audit report, create change log sheet to be maintained by Consultant.
- 8) Assist in implementing improvements to the Sewer System Management Plan (SSMP) based on upcoming audit report.
- 9) Provide construction inspection as directed by the General Manager. Projects requiring an extended period of time will be authorized by the Board.
- 10) Prepare staff reports, presentations, recommendations to the Board of Directors.

The Consultant shall be familiar with the State of California General Order for Sanitary Sewer Systems, California Water Resources Control Board, Collection System Master Planning, development, construction management, pump stations and sewer main replacement.

The duration of this engagement is anticipated to be one year but depending on needs of the District, it may be extended for up to one additional year.

4. TRANSFER OF RECORDS

It is the intent of the District that the work effort be conducted in a manner that maximizes the District’s flexibility regarding follow-up studies or design-related efforts and other District projects. Software and software programs that would be necessary to achieve this shall be made available to the District at the end of this engagement. The use of proprietary software, which cannot be made available to the District will not be allowed.

All records (project reports, meeting notes, data files, project data, original tracings, maps, field sketches, flow data, design calculations, graphic originals, electronic files, etc.) generated shall be the property of the District and shall be turned over to the District upon completion or as directed.

5. TENTATIVE SCHEDULE-SUBJECT TO CHANGE

Item	End Date
Proposals to District	May 8, 2024
Review Proposals and establish short list	May 15, 2024
Interviews, if needed	TBD
Select and notify firm	May 22, 2024
Firm and District negotiate contract	By: May 30, 2024
Staff request District Board to award a contract.	June 13, 2024

6. PROPOSALS

a. Due Date and Format for Submission.

Proposals must be submitted to the District by 2:00 P.M., Thursday, May 8, 2024. Faxed and emailed proposals will not be accepted. Proposals must be submitted in a sealed envelope clearly marked and labeled: **“Professional Engineering and Supplemental Staff Services”**

Five (5) copies and (1) unbound original, signed by an officer who is authorized to execute legally binding agreements shall be mailed or delivered to:

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ATTN: Veronica Cazares, General Manager
Mailing Address: PO Box 158
Physical Address: 11301 E. Conejo Ave.
Kingsburg, California 93631-0158

- b. **Cover Letter.** A cover letter on Firm letterhead addressing the proposal should be submitted and be signed by an officer of the firm authorized to bind the Firm to all comments made in the proposal, and shall include the name, address, and phone number of the person(s) to contact who will be authorized to represent the Firm.
- c. **Minimum Experience Qualifications Summary.** Sufficient evidence as to the proposed person(s) assigned to this in-house assignment and qualifications to perform the work is necessary. This may include former in-house experience and/or experience as a consultant. This information shall disclose and include pertinent facts and shall include at least a description of past performance on Scope of Work In addition, please provide a statement regarding the proponent's ability to complete the work in a timely and professional manner.
- d. **References.** Provide a list of three references within last three years for work listed under Scope of Services. Include current contact person, email address, and phone number who may be contacted regarding firm performance.
- e. **Conflicts of Interest.** A summary disclosing any potential conflicts of interest your firm may have from working with other clients or related issues. Note that this should not be construed as a conflict of interest in the strict legal sense, rather, any relationship with other parties that may have some interest in the performance of the Consulting Engineer.
- f. **Scope of Work.** Submit acknowledgement that can perform tasks listed under Scope of Work.
- g. **Cost Proposal.** A cost proposal listing proposed professional hourly rates for the types of services listed under Scope of Work above and an estimate for reimbursable expenses (including method for charging). Please note the final scope of work and compensation will be negotiated with the selected proponent.

In Cost Proposal provide firm's proposed fixed monthly fees with description for all services.

- (i) Assume onsite office hours in the amount of 20 hours a week.
- (ii) Consultant will be assigned office space in Administration Building.

7. ACCEPTANCE OR REJECTION OF PROPOSALS

- a. **Reservation of Rights.** The District reserves the right to select the successful proposal and negotiate an agreement as to the scope of services, the schedule for performance and duration of the services with proponents whose proposals is/are most responsive to the needs of the District. Further, the District reserves the right to reject any and all proposals, or alternate proposals, or waive any informality or irregularity in the proposal as it is in the District's best interest. Additionally, the District may, for any reason, decide not to award an agreement(s) as a result of this RFP. Non-acceptance of any proposal shall not imply that the proposal was deficient. Rather, non-acceptance of any proposal will mean that another proposal was deemed to be more advantageous to the District or that the District decided not to award an agreement as a result of this RFP.
- b. **Proposal Development Costs.** The cost of preparing and submitting a proposal is the sole responsibility of the proponent and shall not be chargeable in any manner to the District.

8. GENERAL TERMS AND CONDITIONS

- a. **Licensing Requirements.** Consultant must possess required professional certifications and licenses that may be required for the Scope of Services. Consultant will be solely responsible for cost of certifications and licenses.
- b. **Insurance Requirements.** Proponent, at proponents sole cost and expense and for the full term of the resultant agreement or any extension, shall obtain and maintain at least all of the insurance required by the District for consultants.

9. EVALUATION

A selection committee will review the responses and determine which consultants, if any, will be invited for an interview. It is important that interested firms have experience in public works, pump station design and construction management, and collaboration with multiple stakeholders.

The information requested in the preceding section is intended to allow the selection committee to decide as to the suitability and qualifications of the proposing firm. Contingent on District Board approval, Consultant may be solicited for consulting services. The ability to provide such consulting services will be part of the evaluation process.

The following criteria will be used in evaluating the written proposal:

- Experience and qualifications of the proposed project manager – previous project

- management experience. (Weight: 10%)
- Experience and qualifications of person assigned to the District – previous experience, availability, and qualifications related to the proposed function they would perform. (Weight: 10%)
- Performance with other agencies, particularly quality of work, development engineering, budget control; cooperation with Owner, project manager, and user groups; responsiveness. (Weight: 15%)
- Production capabilities – adequacy of the facilities and sufficiency of technical and support staff. (Weight: 10%)
- General impressions of firm's ability to successfully work with the District staff and complete the work; (Weight: 10%)
- Clarity and organization of the submittal. (Weight: 10%)
- Approach to work and project understanding. (Weight: 20%)
- References. (Weight: 10%)
- Costs. (Weight: 5%)

10. CONTACT INFORMATION

Any questions regarding this project should be directed in writing only to Veronica Cazares, vcazares@skfcsd.org.