



CITY OF PACIFIC GROVE

## DESIGN, ENVIRONMENTAL & PERMITTING FOR REPLACEMENT OF PUMP STATION 15.5

<b>ISSUE DATE</b>	January 23, 2022
<b>SUBMISSION DEADLINE</b>	February 23, 2023 at 2PM
<b>RFQ POINT OF CONTACT</b>	Joyce Halabi Deputy Public Works Director <a href="mailto:Jhalabi@cityofpg.org">Jhalabi@cityofpg.org</a>   831-648-5722 x 4201

## **Project Background & Context**

The City of Pacific Grove is located on the Monterey Peninsula, and shares borders with the City of Monterey, Pebble Beach, and with the coastline adjacent to the Monterey Bay including the National Marine Sanctuary and Pacific Grove Area of Special Biological Significance (ASBS).

The City of Pacific Grove (City) Public Works Department is responsible for the maintenance of the City's vital sewer infrastructure which services an area of approximately 1,414 acres for a population of approximately 15,040 residents.

The City's collection and conveyance system is comprised of approximately 58 miles of pipelines: gravity pipelines, force mains, manholes, clean-outs and inspection holes, sewer lift stations, and sewer pump stations.

### **Wastewater Pipe**

The City wastewater collection system consists of approximately fifty-eight miles of gravity sewer pipes ranging in size from 4-inch to 18-inch diameter. The City also owns seven lift stations and approximately one mile of corresponding force mains. Monterey One Water (M1W) owns two additional lift stations in the City's collection system and operates and maintains all nine of the lift stations in the City's collection system.

### **Manholes**

The collection system has approximately 900 manholes, which were primarily constructed in the early to mid-1900s. The collection system has both concrete and brick manholes, several of which are drop manholes. Most of these manholes are structurally sound, while some manholes in the system exhibit signs of corrosion from hydrogen sulfide attack.

### **Lift Stations**

The City owns seven (7) lift stations located throughout the collection system, and M1W owns two (2) lift stations at the downstream end of the City's collection system. The City contracts with M1W to maintain all nine (9) of the lift stations.

More information on the Lift Stations can be obtained in the on the [City's Waste Water Webpage](#).

### **Pump Stations**

In 2021, the City performed a Pump Station Master Plan, included as Attachment 1.

## **SCOPE OF SERVICES**

The City is soliciting Statements of Qualifications (SOQs) from qualified firms to complete design/engineering, environmental review, and permitting for replacement of pump station 15.5.

Crespi Pond List Station is a submersible wet well lift station located off Ocean View Boulevard. The lift station receives flow from a golf course bathroom located adjacent to the Pacific Grove golf course's 17th hole. The lift station discharges through a 4-inch diameter ductile iron force main to manhole #982 at the intersection of Ocean View Boulevard and Asilomar Avenue.

Pump Station 15.5 is the smallest of the City's lift stations and it is in the worst condition of the City's 7 lift stations. Operations staff indicated that pump station 15.5 has disproportionately large operational and maintenance issues as compared to the other 6 lift stations.

In 2021, the City performed a Pump Station Master Plan. At the time the assessment was performed, both pump motors at pump station 15.5 had very low megohm readings, which indicate the pumps should be replaced. Pump 1 produced 19.5 gpm and pump 2 produced 12 gpm. Both pumps were prone to air-locking until operations staff frilled and tapped the discharge piping in the wet well and placed ¼ stainless ball valves. There is no coating in the wet well and there is no valve vault. The ductile iron check valve and PVB isolation valves are located inside the wet well. Due to the deleterious condition of the piping and valves, operations staff requested that the pumps not be removed for inspection. Electrical conduits were not sealed off from the lift station, possible allowing corrosive and volatile gases to be introduced.

A thick mat covered the water surface in the wet well. Material composition of the mat was not only grease but also rags and solids. The solid source of wastewater for this lift station is the adjacent public restroom. The restroom is outfitted with low flow toilets and faucets as well as no flush urinals. The low demand and the low water to waste ratio at this facility partially explains the heavy matting and solids build up. There were no structural concerns identified for this lift station.

The recommendation provided in the Lift Station Master Plan was to:

- Replace lift station and
- Install a septic tank up stream of lift station

## **SCOPE OF SERVICES**

The scope of work for this RFQ includes all labor and materials required to provide design/engineering, environmental, and permitting for replacement of Pump Station 15.5. This includes, but is not limited to:

## **PROJECT MANAGEMENT**

- Oversight and project management through the duration of the contract and services, including check-ins with City staff

## **DESIGN**

- Preliminary Design
  - The selected consultant shall work with the City to establish design criteria for the lift station including inward flow to the lift station, emergency storage response time, and various other technical specifications
  - The City will review the preliminary design materials and, with the consultant, develop a final set of specifications for final engineering design
- Final Design, including Plans, Specifics and Estimates
  - Including civil and electrical design drawings for bid and installation

- These documents will be used for construction bidding purposes following environmental review/assessment, permitting and approvals.

## **ENVIRONMENTAL REVIEW & ASSESSMENT**

- Based on final design, the selected consultant will perform and develop the necessary environmental review documents in compliance with the California Environmental Quality Act (CEQA) a mitigated negative declaration/initial study

## **PERMITTING**

- The project location is located within the City's Coastal Zone and will require a Coastal Development Permit. The consultant shall provide the City with support for the permitting application, review and processing

### ***Final Deliverables include:***

- Plans and Specifications
- Construction Cost Estimates
- Environmental Documents
- CDP Permitting Paperwork and Supporting Documents

## **Submittal Requirements**

The SOQ submissions shall include:

1. **Introductory Letter.** The introductory letter shall provide the Consultant's contact information, list any subconsultants, and identify the offices where work will be conducted.
2. **Statements of Qualifications and Experience.** The Statement of Qualifications and Experience (Statement) shall describe the Consultant's ability and capacity for successfully completing the project. The Statement shall identify the members of the Consultant's team and describe each member's role and responsibilities. The Statement shall include résumés of key staff and describe previous project experience relevant to this project. The Statement should explain how previous experience will enable the Consultant to deliver high quality, cost-effective services. The Statement shall discuss the projected availability of key staff and how the Consultant will assure staff continuity and timely work performance. The Statement shall include at least three references (name and telephone number or e-mail address) for the Consultant and each sub-consultant.
3. **Statement of Approach.** The firm shall produce a statement of approach detailing how the consultant plans to execute the deliverables. This should include a list of the detailed tasks and an estimated timeline for production of deliverables.
4. **Cost Proposal.** The cost proposal, Exhibit A, shall be provided in a separately sealed envelope

## **Submittal Process/Deadline**

Please submit three (3) copies and one (1) electronic version on USB of the SOQ

submittal packet. SOQs must be received by the City of Pacific Grove Public Works Department no later than August 26, 2021 at 2:00 pm.

Statements shall be mailed or hand delivered to:  
City of Pacific Grove Public Works Department  
c/o Joyce Halabi, Deputy Public Works Director  
2100 Sunset Drive  
Pacific Grove, CA 93950

Additional submittal details:

- All SOQs shall be submitted in an envelope clearly marked with "PUMP STATION 15.5 REPLACEMENT"
- Late, emailed or faxed SOQs will not be accepted.
- All statements, whether selected or rejected, shall become the property of the City.
- Cost of preparation of the SOQ shall be borne by the submitting party.
- Statements shall be signed by an authorized employee in order to receive consideration.
- The City will not be responsible for SOQs delivered to a person/location other than specified above.
- The City reserves the right to reject any and all SOQs that do not comply with these submittal instructions.

#### **Review Criteria**

The City will evaluate and rank the submitted written SOQs based on demonstrated competence, professional qualifications, and proposed approach for the services required.

Depending upon the relative quality of the SOQs, the City may elect to interview select firms that in the opinion of the review committee appear to be most capable of meeting the conditions of the project.

The SOQs should contain information sufficient to enable the City to properly evaluate the competence and qualifications of the firm for achieving the project objectives.

SOQs will be evaluated based on the following criteria:

- Understanding of project objectives.
- Proposed project approach and staffing plan.
- Ability to provide high-quality, cost-effective consultation services.
- Comparable experience.

SOQs will be scored and ranked as follows:

<b>Criteria</b>	<b>Total Points Possible</b>
Project understanding	25
Proposed approach	25
Quality/cost-effectiveness	25

Comparable experience/staffing	25
TOTAL	100

The contact for technical questions concerning this Request for Qualifications should be directed to Joyce Halabi, Deputy Public Works Director at (831) 648-5722, ext. 4201 or jhalabi@cityofpg.org.

<b>RFQ Requirements</b>
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**Acceptance of Proposal Content**

The contents of the proposal of the successful Consultant may become contractual obligations if the City of Pacific Grove wishes to execute a contract based on the submitted proposal. Failure of the successful Consultant to accept these obligations in a contract may result in cancellation of the award and such Consultant may be removed from future solicitations.

**Contract.** The contracted firm will be required to sign a contract with the City relating to the work to be performed. A sample contract is available on the City's website.

**Response Material Ownership.** The material submitted in response to the RFQ becomes the property of the City of Pacific Grove and will only be returned to the contracted firm at the City's option. Responses may be reviewed by any person after the final selection has been made. The City of Pacific Grove has the right to use any or all ideas presented in reply to this request. Disqualification of a Consultant does not eliminate this right.

**Acceptance of Proposal Content.** The contents of the proposal of the successful Consultant may become contractual obligations if the City of Pacific Grove wishes to execute a contract based on the submitted proposal. Failure of the successful Consultant to accept these obligations in a contract may result in cancellation of the award and such Consultant may be removed from future solicitations.

**Reference Checks.** The City of Pacific Grove reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City in evaluating the Consultant's performance on previous assignments

**General Conditions of RFQ**

- The City reserves the right to reject any and all proposals, to waive any informality, to request interviews of Consultant(s) prior to award and to select and negotiate the Contract services in the best interest of the City.
- the Consultant shall guarantee to perform the services offered and the total price of the proposal for a period of no less than 60 days from the deadline for submission of proposals.
- The City reserves the right to accept all or part of any proposal and to negotiate a contract for services and cost with the selected Consultant.
- The Consultant shall provide all necessary personnel, materials, and equipment to perform and complete all work under this proposal.

- The Consultant shall be unbiased and vendor neutral.
- The City intends to recommend the award of a contract to the City Council for the requested services. The Consultant shall be prepared to commence work immediately upon execution of a contract with the City.
- Unless otherwise stated, invoices are to be submitted to the Public Works Department upon delivery of service to the City. The invoice must include an itemization of all services provided, including unit list price, net price, extensions total amount(s) due, and amounts previously paid.
- Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service, in an acceptable fashion, to the City, and receipt of invoice, whichever is later.
- This contract will be for the services described in the RFQ response; however, this agreement should not be considered exclusive. As deemed necessary, the City reserves the right to obtain these services from any other vendor.
- Unless otherwise specified all costs listed are firm for the term of the contract.
- Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of nature.
- Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service or delivered in hand to the parties as stated in the contract.
- Proposal shall also mean quotation, bid, offer, qualification/experience statement, and services. Proposers shall also mean vendors, proposer's, bidders, or any person or firm responding to a Request for Information.

#### **ATTACHMENTS & EXHIBITS**

- **Attachment 1:** PUMP STATION MASTER PLAN
- **Exhibit A:** Cost Schedule
- **Exhibit B:** Reference Sheet

**EXHIBIT A - TASK COST PROPOSAL**

The cost proposal shall be submitted in a separately sealed envelope as part of the firms SOQ submission.

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

<b>TASK</b>	<b>COST</b>
Design	\$
Environmental	\$
Permitting	\$

Name/Title: \_\_\_\_\_

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



**EXHIBIT B REFERENCE SHEET**

<b>REFERENCE 1</b>	
<b>Agency/Company Name</b>	
<b>Point of Contact Name</b>	
<b>Phone Number</b>	
<b>Email</b>	
<b>Type of Work Performed</b>	

<b>REFERENCE 2</b>	
<b>Agency/Company Name</b>	
<b>Point of Contact Name</b>	
<b>Phone Number</b>	
<b>Email</b>	
<b>Type of Work Performed</b>	

<b>REFERENCE 3</b>	
<b>Agency/Company Name</b>	
<b>Point of Contact Name</b>	
<b>Phone Number</b>	
<b>Email</b>	
<b>Type of Work Performed</b>	