



PUBLIC WORKS DEPARTMENT

**REQUEST FOR QUALIFICATIONS (RFQ)
#PWD 24.602**

**CONSULTING SERVICES FOR:
Compliance with Statewide Waste Discharge Requirements General Order
&
Preparation of Sewer System Management Plan Audit & Update**

SOQ Due Date:
Wednesday, May 8, 2024
by
2 p.m.

City Clerk's Office
123 Main Street
Pleasanton, CA 94566

pleasantoncityclerk@cityofpleasantonca.gov

SOQ MAY BE DISQUALIFIED IF PACKAGE DOES NOT INCLUDE ALL REQUESTED DOCUMENTS AND DOES NOT ADHERE TO ALL OF GUIDELINES IN THIS DOCUMENT

APPROVED

**Siew-Chin Yeong
Director of Public Works**

Table of Contents

I. PURPOSE.....	3
II. BACKGROUND.....	3
III. SCOPE OF SERVICES.....	4
IV. CONSULTANT PROCUREMENT SCHEDULE.....	5
V. STATEMENT OF QUALIFICATIONS (SOQ) REQUIREMENTS.....	5
VI. PRE-SUBMITTAL ACTIVITIES.....	7
VII. CONSULTANT SELECTION PROCESS.....	7
VIII. EVALUATION CRITERIA.....	8
IX. SPECIAL CONDITIONS.....	9
X. REFERENCE INFORMATION.....	10

I. PURPOSE

The City of Pleasanton (City) is soliciting Statement of Qualifications (SOQ) from consulting firms to evaluate the City's compliance with the Statewide Waste Discharge Requirements General Order WQ 2022-0103-DWQ (Order) and to prepare the City's 2024 Sewer System Management Plan (SSMP) Audit and the City's 2025 SSMP Update.

Consultant services include a) review of the City's 2019 SSMP Update and 2021 SSMP Audit to understand the historical management and deficiencies of the City's sewer program under the previous general order; b) preparation of the 2024 SSMP Audit to document current management of the City's sewer program and recommend improvements for compliance under the current Order; and c) preparation of the 2025 SSMP Update to comply with the current Order.

This Request for Qualifications (RFQ) provides background and describes the City's anticipated services, submittal requirements for the consultant's SOQ, and the consultant selection process.

This RFQ has been posted on the City's website and at the following locations:

<https://www.cityofpleasantonca.gov/business/bids/>

<https://www.bidnetdirect.com/california/cityofpleasantonca>

It shall be the Consultant's responsibility to check the City's website to obtain any addenda that may be issued.

II. BACKGROUND

The City of Pleasanton (City) owns and operates a sanitary sewer collection system consisting of more than 250 miles of collection system piping and 11 pump stations. The City has agreements with Dublin San Ramon Services District (DSRSD) and the City of Livermore for wastewater treatment and is part of the Livermore-Amador Valley Water Management Authority (LAVWMA) for wastewater disposal.

On December 6, 2022, the State Water Resources Control Board (SWRCB) adopted the Statewide Waste Discharge Requirements General Order WQ 2022-0103-DWQ (Order). The Order became effective June 5, 2023, and superseded the previous Order 2006-0003-DWQ and amendments thereafter. The purpose of the Order is to regulate sanitary sewer collection systems and ensure they are properly managed, operated, and maintained with the ultimate goal of minimizing spills. The City is an enrolled agency under the Order.

Per the Order, the City shall manage its sewer program through a Sewer System Management Plan (SSMP). The SSMP shall be updated every 6 years. The City's last update was in 2019 and the next update period is August 2025. The Order also requires the City conduct an internal audit of the SSMP every 3 years. The City's last audit was in 2021 and the next audit period is August 2024.

III. SCOPE OF SERVICES

This section provides a summary of services envisioned by the City at the outset to satisfy the purpose described in this RFQ. The consultant is encouraged to expand and/or modify these services as they recommend as part of their project approach required by this RFQ.

1. Review of the 2019 SSMP Update and 2021 SSMP Audit
 - a. Conduct a detailed review of subject reports that summarize the City's historical management of the sewer program and previously identified program deficiencies under the previous general order.
 - b. Note: Due to recent changes with management of the Utilities Division, the subject reports may not completely reflect current management of the sewer program.

2. Prepare the 2024 SSMP Audit
 - a. Document current management of the sewer program based on review of practices and procedures from written documents and discussions with City staff.
 - b. Identify deficiencies in the current management of the sewer program in compliance with the current Order.
 - c. Recommend improvements in the management of the sewer program to ensure compliance with the current Order.
 - i. As part of this process, consultant shall review the 2023 Sanitary Sewer Operations & Maintenance Program Development Summary Report, which includes recommended improvements to the O&M program. Consultant shall determine what recommended O&M improvements should be proceeded with, deleted, and/or modified, and incorporate these O&M recommendations into the overall sewer program recommendations.
 - d. Conduct workshops with City staff as needed to gather information and present/gain consensus on recommended sewer program improvements.
 - e. Prepare a draft of the 2024 SSMP Audit that meets the requirements of the new Order by the end of October 2024. City staff shall have two weeks to review the draft report and provide comments. Consultant shall incorporate comments into a final draft report by the end of November 2024.
 - f. Prepare and present final draft report to City Council as an informational item for the January 7th City Council meeting. Input from City Council shall be incorporated into the final report.
 - g. The final 2024 SSMP Audit is due for upload to CIWQS by February 1, 2025.
 - h. In developing the audit report, the consultant shall prepare a template that can be used by the City in preparation of future audits.

3. Prepare the 2025 SSMP Update
 - a. Prepare the 2025 SSMP Update to incorporate the findings and recommendations from the 2024 SSMP Audit and per the requirements of the new Order.
 - i. On June 5, 2023 (and later revised on July 10, 2023), the City prepared its Sewer Spill Emergency Response Plan (SERP) in compliance with the current Order. The current SERP shall be incorporated by reference into the 2025 SSMP Update.

- ii. The City is currently performing sewer system hydraulic modeling and asset renewal and replacement assessments to support establishment of a 10-year Capital Improvement Plan. The results of these efforts shall be incorporated by reference into the 2025 SSMP Update.
- b. Conduct workshops with City staff as needed to support preparation of the report.
- c. Prepare a draft of the 2025 SSMP Update for City review and comment by end of March 2025. City staff will have 4 weeks to review. Consultant shall incorporate comments into a final draft report by mid May 2025.
- d. Prepare and present the final draft 2025 SSMP Update to City Council for adoption on the June 16, 2025 City Council meeting. Input from City Council shall be incorporated into the final report.
- e. The Final 2025 SSMP update is due for upload to CIWQS by August 1, 2025.
- f. In developing the SSMP Update, the consultant shall prepare a template that can be used by the City in preparation of future updates.

IV. CONSULTANT PROCUREMENT SCHEDULE

The procurement schedule is tentatively scheduled as follows:

Advertise RFQ:	April 10, 2024
SOQ Submittal Deadline:	May 8, 2024
Short-list Notifications:	May 13, 2024
Interviews (week of):	May 27, 2024
Consultant Selection:	May 31, 2024
Contract Negotiation Completion:	June 14, 2024
City Council Contract Approval:	July 16, 2024
Notice to Proceed:	August 1, 2024

V. STATEMENT OF QUALIFICATIONS (SOQ) REQUIREMENTS

A. Format:

The SOQ shall be concise and well organized. The SOQ shall be limited to 30 single side pages (8-1/2 inches X 11 inches) and inclusive of all items (i.e. covers, dividers, graphics, etc.), but excluding the Appendix. Type size and margins for text pages should be in accordance with accepted standard formats for desktop publishing and processing and should result in no more than 500 words per page.

B. Content:

The SOQ shall contain the following information in the order listed:

1. Cover Letter

The cover letter shall include the following information:

- a. Legal name and address of company
- b. Legal form of company
- c. Signed by an individual or individuals authorized to execute legal documents on behalf of the consultant.

- d. Contain a declaration to the effect that the SOQ, including project team, will remain in effect for a minimum of 90 days after the SOQ submittal deadline.
 - e. Name, title, email and phone number for the person to contact concerning the submittal.
 - f. All addendums received must be acknowledged in the cover letter.
2. Project Approach

The consultant shall provide a project approach that is in general accordance with the purpose and services described in this RFQ. The project approach should highlight key items for success of the project and include a recommended scope of services and estimated schedule.
 3. Project Team

The consultant shall provide a team organization chart that indicates team structure and all personnel including sub-consultants that will be retained. The consultant shall highlight key personnel including their project roles, qualifications, classification that corresponds to fee schedule, and percentage availability. Resumes for personnel can be provided in the Appendix.
 4. Reference Projects

The consultant shall provide a minimum of 3 references for successful projects of a similar nature completed in the last ten years. Include the client's name, project name, brief description of project, contract value, and current contact information (name, title, and phone number). If contact information is not valid, the reference will be excluded from the SOQ. Projects currently being performed may be submitted as a reference. This section shall also indicate which key personnel listed in item 3 that worked on the referenced project.
 5. Professional Services Agreement

The City's standard Professional Services Agreement can be found as Attachment E. The consultant shall include a statement indicating that they have reviewed the agreement and will enter into such agreement if selected. If the consultant takes any exceptions to the agreement, they shall indicate these exceptions in this section.
 6. Fee Schedule

The SOQ shall include a fee schedule for 2024 and 2025. The fee schedule shall list hourly rates for each personnel classification, direct expense rates, and markups.
 7. Conflict of Interest and Litigation Statements

The proposing Consultant shall disclose any financial, business, or other relationship with the City that may have an impact upon the outcome of the contract. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract. The proposing Consultant shall disclose any financial interest or relationship with any construction company that might submit bids on City projects. See the Professional Services Agreement for additional information.

Indicate if the proposing Consultant was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the result.

8. Appendix

The following information shall be included in the Appendix as supporting information:

- a. Resumes of key personnel.

C. Submittal:

1. SOQs shall be submitted in Portable Document Format (PDF) to the email addresses listed in this section. The combined PDF file size should not be greater than 20 MB for email transmission. SOQs submitted by mail or by facsimile are not acceptable and will not be considered.
2. SOQs must be received no later than **Wednesday May 08, 2024, 2 p.m.**

Submit to the following email addresses:

pleasantoncityclerk@cityofpleasantonca.gov

Email subject line: SSMP SOQ – Consultant [Name]

3. SOQs and/or modifications to SOQs received after the hour and date specified above will not be considered.
4. Once submitted, SOQs shall not be changed without prior written consent.
5. All SOQs shall be submitted according to the specifications set forth in the RFQ. Failure to adhere to these specifications may be cause for rejection.

VI. PRE-SUBMITTAL ACTIVITIES

All requests for clarification for this RFQ must be made in writing by email at least 96 hours prior to the due date. The City cannot respond to verbal questions submitted by telephone or in person. Answers will be posted on the City's website.

Email address: dvillasenor@cityofpleasantonca.gov

The City reserves the right to revise the RFQ prior to the indicated due date. City may consider extending the due date for submittal of SOQs due to significant revisions.

VII. CONSULTANT SELECTION PROCESS

- A. A Consultant Selection Committee (Committee) will be established for this project. The Committee may be composed of City staff that have expertise or experience in the services described herein.

- B. The Committee will select a short-list of firms qualified for this Project to participate in an oral interview. The evaluation of the SOQs shall be within the sole judgment and discretion of the Committee. Interviews will be held in person or via a video conference.
- C. Based on review of SOQs and oral interviews, the Committee will rank the short-listed consultants. The top-ranked firm will be the Selected Firm.
- D. The City reserves the right to make the final consultant ranking and determine the Selected Firm based solely upon evaluation of SOQs and without short-listing firms or conducting oral interviews, should it find it to be in its interest to do so.
- E. The City will enter into contract negotiations with the Selected Firm. The negotiations will develop the final scope of work, contract schedule, and project fee. If the City is unable to reach an acceptable agreement with the Selected Firm, the negotiations will be terminated and negotiations with the next ranked firm will be initiated.
- F. After negotiating a proposed agreement that is fair and reasonable, the Director of Public Works will recommend to the City Manager the approval of the agreement. Final authority to approve the agreement rests with the City Manager and requires authorization by the City Council.

VIII. EVALUATION CRITERIA

The Evaluation Criteria Summary and their respective weights are as follows:

No.	Written Evaluation Criteria	Weight
1	Project Approach	25
2	Project Team	20
3	Experience	20
4	Financial	10
Subtotal:		75

No.	Interview Evaluation Criteria	Weight
7	Presentation	15
8	Response to panel questions	10
Subtotal:		25
Total:		100

Project Approach

- a. Understanding of project purpose and challenges, and demonstration of ability to achieve goals and timelines.
- b. Quality and clarity of recommended scope of services and implementation schedule.

Project Team

- a. Overall team composition.
- b. Qualifications and level of involvement of key personnel.

Experience:

- a. Knowledge of Order and compliance requirements.
- b. Knowledge of sewer system management programs.
- c. Relevant SSMP Audits and Updates completed.
- d. Local area experience.

Financial

- a. Reasonableness of fee schedule rates.

Presentation:

- a. Team presentation conveying project understanding, communication skills, innovative ideas, critical issues, and solutions.

Response to Panel Questions:

- a. Quality of responses to various interview panel questions.

IX. SPECIAL CONDITIONS

A. Reservations

This RFQ does not commit the City to award a contract, to pay any costs incurred in the preparation of a SOQ pursuant to this RFQ, or to procure or contract for work. The City reserves the right to accept or reject any or all SOQs as received as a result of this request, to negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the RFQ if it is in the best interest of the City to do so.

B. RFQ as a Public Record

All statements submitted in response to this RFQ become the property of the City and thus become public records and, as such, may be subject to public review.

C. Right to Cancel

The City reserves the right to cancel or change, for any or no reason, in part or in its entirety, this RFQ, including but not limited to selection schedule, submittal date, and submittal requirements.

D. Additional Information

The City reserves the right to request additional information and/or clarification from any or all respondents to this RFQ.

E. Public Information

Consultants who wish to release information regarding the consultant selection process, contract award, or data provided by the City at any Public Hearing, must receive prior written approval from the City before disclosing such information to the public.

F. Contract for Professional Services

The selected consultants will be required to sign the Standard Professional Services Agreement and all other required certifications and documentation within 15 calendar days of contract negotiations finalization.

G. Conflict of Interest

The City has established a policy concerning potential conflict of interest in program management, design and construction. This policy applies to all proposers and their proposed consultants/sub-consultants. See Standard Professional Services Agreement for additional information.

H. Insurance and Business License Requirements

The City requires consultants doing business with it to obtain insurance and a City business license, as described in the Standard Professional Services Agreement. The required insurance certificates must comply with all requirements of the standards as described in the contract and must be provided (original copy) within 15 calendar days of contract negotiations finalization and prior to the commencement of any work on the project.

X. REFERENCE INFORMATION

The below reference information is available at the following link:
[SSMP RFQ References/Attachments](#)

- A. 2019 SSMP Update (Certified, In-House Working Copy, and Change Log)
- B. 2021 SSMP Audit
- C. 2023 Sewer Spill Emergency Response Plan
- D. 2023 Sanitary Sewer Operations & Maintenance Program Development Summary Report
- E. City's Standard Professional Services Agreement