



April 4, 2012

RE: City of Hayward RFP—WPCF Master Plan 2012

Dear Sir:

The City of Hayward is soliciting consulting engineer services to provide a Master Plan 2012 for City of Hayward's Water Pollution Control Facility (WPCF). The Request for Proposals (RFP) may be accessed from the City's web site at this link:

<http://www.hayward-ca.gov/rfp>

A pre-proposal meeting is scheduled for May 15, 2012 at the WPCF, 3700 Enterprise Avenue, Hayward, California, beginning at 10:00 am.

The budget for consulting fees to prepare the Master Plan is \$350,000.

Submit five (5) copies of the proposal to our office by 4:00 p.m. on June 8, 2012 to be considered for this project. Proposals shall be clearly marked: City of Hayward WPCF Master Plan Proposal 2012, Project No. 7503. Responses to the RFP received after that time will be returned unopened. Postmark is not acceptable. The RFP should be submitted to:

City of Hayward, Utilities & Environmental Services
777 "B" Street – Fourth Floor
Hayward, CA 94541
Attention: Alex Ameri (510) 583-4720

The schedule for submitting proposals and completing the Master Plan is as follows:

Release of Request for Proposals (RFP).....	May 8, 2012
City receives proposals	June 8, 2012
Consultant contract.....	July 17, 2012
Deadline for completing the Master Plan	December 3, 2012

If you have any questions or wish to provide comment, contact either of the following:

Greg Shreeve	Plant Manager	Greg.shreeve@hayward-ca.gov	510.293.5393
Don Clark	Project Engineer	Don.clar@hayward-ca.gov	510.293.5098

Sincerely yours,

Donald Clark
Project Engineer

Water Pollution Control Facility
3700 Enterprise Avenue, Hayward, CA 94545
Tel: 510-293 5098 • Fax: 510-783-2754



REQUEST FOR PROPOSALS FOR WATER POLLUTION CONTROL FACILITY MASTER PLAN 2012

The City of Hayward is soliciting proposals from qualified, professional, consulting engineers to provide an updated Master Plan for the Water Pollution control Facility (WPCF), 3700 Enterprise Avenue, Hayward, California.

RFP AND EXHIBITS ACCESS

The RFP and attachments may be retrieved from the City's website by using the following link:
<http://www.hayward-ca.gov/rfp>

PRE-PROPOSAL MEETING

A pre-proposal meeting will be held at the WPCF, 10:00 am, Tuesday May 15, 2012.

PROJECT DESCRIPTION

The City of Hayward Water Pollution Control Facility serves a population of 153,000 within the City of Hayward, with the exception of a small portion of the northern part of the city served by the Oro Loma Sanitary district. Treatment provides secondary treatment for up to 18.5 MGD ADWF. Treatment processes consists of comminution, grit removal, vacuation, primary sedimentation, flow equalization, high rate trickling filtration with solids contract, secondary clarification, and chlorination. Solids treatment and handling consists of gravity belt thickeners and thermophilic anaerobic digestion, and sludge dewatering and drying.

Effluent from the facility is discharged to the East Bay Dischargers Authority (EBDA) where it is combined with effluents from other member agency treatment plants before being discharged into San Francisco Bay¹.

Plant electric energy demands are offset using biogas to fuel internal combustion engine power generators. Recently, the plant has received fats oils and greases (FOG) under a pilot program and will upgrade this endeavor with a facility to receive and process FOG received by truck at the plant. Also the plant has photovoltaic solar system rated at 1 megawatt that is also used to offset electric purchase costs. A net energy meter, multiple technology (NEM-MT) allows solar generated energy not used by the plant to be exported to PG&E.

The carbonaceous biological oxidation demand (CBOD) has been increasing over the past several years from 250 mg/l to more than 400 mg/l today. The objective of the Master Plan is to evaluate and recommend alternatives to ongoing treatment processes that recognized the increased CBOD loading and to optimize plant treatment performances while recognizing the need to optimize cogeneration and energy use.

The Consultant shall provide expertise and/or hire and coordinate with the proper subconsultants in all related professional disciplines necessary to complete the work. These disciplines may include, but not be limited to:

- Sanitary engineering
- Civil Engineering
- Electrical Engineering
- Process Engineering
- Cost Estimating

PROJECT INFORMATION

In the 2012 NPDES permit (Order), compliance with technology-based effluent limitation for secondary treatment are CBOD, CBOD percent removal, TSS, TSS percent removal and pH are to be determined at each individual treatment plant. Compliance with all other effluent limitations will be determined at the EBDA outfall.

The WPCF utilizes a SCADA system to monitor and to archive field data that includes flows at selected locations for digester gas and liquids, electric energy and power being generated and consumed, alarms for various tags that are outside of normal operational limits.

The last Master Plan for the WPCF was prepared by Brown and Caldwell in September 2001. Subsequent to that report the City constructed various improvements to the plant, including the addition of solids contact and sludge dewatering with gravity belt thickeners.

The City has been receiving fats oils and greases (FOG) in a pilot program and is now in the process of receiving bids to construct an engineered-design receiving and processing facility. The objective of the FOG treatment is to increase the production of digester gas.

SCOPE OF WORK

The scope of work shall include undertaking all necessary data collection, design, analysis and investigations necessary for the preparation of the Master Plan. The work shall include coordination with WPCF.

TIMELINE

Release of Request for Proposals (RFP)	May 8, 2012
City receives proposals	June 8, 2012
Consultant contract.....	July 17, 2012
Deadline for completing the Master Plan.....	December 3, 2012

QUESTIONS

The Consultants are encouraged to promptly notify the City of Hayward in writing, of any apparent major inconsistencies, problems or ambiguities in the Scope of Services or this RFP. Any questions and requests for clarification/additional information shall be submitted to Donald Clark by e-mailing don.clark@hayward-ca.gov. If deemed necessary, the City will provide copies of the questions and answers to all prospective consultants.

PROPOSAL REQUIREMENTS

Submit five (5) copies of the proposal to our office by 4:00 p.m. on June 8, 2012 to be considered for this project. Proposals shall be clearly marked: City of Hayward WPCF Master Plant Proposal, Project No. 7503. Responses to the RFP received after that time will be returned unopened. Postmark is not acceptable. All inquiries and responses to the RFP should be submitted to:

City of Hayward, Utilities & Environmental Services
777 "B" Street – Fourth Floor
Hayward, CA 94541
Attention: Alex Ameri (510) 583-4720

The following information shall be included in your proposal:

1. Expertise and Experience - A short summary of the Consultant's background and technical capabilities that includes the firm's previous work related to the qualifications needed for this project. Include specific examples of similar project work and include names and telephone numbers of individuals involved as the clients' project managers.
2. Proposed Staffing Plan and Availability - A clear identification of the key personnel (Principal-in-Charge, Project Manager, project team, and subconsultants that will be used). Describe the specific roles/responsibilities of each person and indicate the percentage of the total contract hours that they will spend on the contract and any other assurances as to their ability to provide the services in a responsive and timely manner. Provide qualifications and summaries of experience for each person assigned to the project demonstrating relevant experience performing similar work. Describe specific qualifications and related experience of sub-consultants with focus on experience from projects of a similar nature.
3. Understanding and Approach - A description of how your firm intends to conduct the scope of work. Demonstrate your understanding of the project by succinctly describing the proposed approach for performing the required work, outlining the activities that would be undertaken in completing the various tasks and specifying who would perform them. Modify and expand on the sample scope of services in Attachment 2 to provide a list of tasks and milestones in sufficient detail to serve as a basis of a contract.
4. Manpower - The estimated manpower effort by the consultant and all subconsultants for each of the listed tasks and a professional services hourly rate schedule.
5. Schedule - A schedule identifying task durations, milestones, meetings with City staff and key project deliverables.

6. Management Plan - A description of your approach to client communications and coordination. Describe methods of planning, scheduling, delivery of tasks, coordination meeting strategies and how the team will provide updated and accurate status information to the City and Alameda CTC for the duration of the contract. Describe how management of the team members and subconsultants will be handled, how the budget will be controlled and how the consultant will avoid exceeding the resources allocated for specific tasks.
7. Quality Control - A statement of how your firm intends to maintain a Quality Control plan and perform Quality Assurance checks throughout the duration of the project and for every project deliverable.
8. Insurance - A statement of your firm's acceptance of the City's insurance and indemnification requirements, or any reservations your firm has with the requirements. See Attachment 4.

METHOD AND CRITERIA FOR SELECTION

Consultant teams must demonstrate knowledge and experience in performing all management, engineering, and right-of-way work required for this project. Selection will be based on the following evaluation criteria, in order of priority and not necessarily equally weighted:

- Project understanding, as demonstrated by work plan and approach for specific tasks.
- Qualifications and experience of key personnel and other team members, including sub-consultants coupled to proposal requirements.
- Recent experience in performing similar projects.
- Recent past performance in quality and completeness of work and delivery on time and within budget.

After reviewing proposals, prospective consultants may be interviewed by staff. If the City is not able to negotiate a satisfactory agreement with its first choice it will enter into negotiations with the next choice. Final approval of the selected consultant shall be approved by the City Council.

CONDITIONS OF PROPOSAL ACCEPTANCE

This RFP does not commit the City of Hayward to award a contract, to pay any costs incurred in the preparation of a proposal for this RFP, or to procure or contract for any services. The City of Hayward reserves the right to accept or reject any or all proposals received as a result of this request; negotiate with any qualified source or to cancel the RFP in part or whole. All proposals and materials submitted will become the property of the City of Hayward and will not be deemed confidential or proprietary.

CITY REQUIREMENTS

If your firm is selected for this work, you will be required to comply with the City's nondiscrimination and affirmative action provisions. You will be required to maintain insurance, including worker's compensation insurance, public liability insurance in the amount of \$1,000,000 dollars with City required endorsements, and professional liability insurance. See Attachment 4 for

the standard insurance and indemnification clauses from the City's professional services agreement. You will also be required to comply with the requirements imposed by City ordinance No. 87-024 C.S., establishing a “Nuclear Free Hayward.”

Attachments:

Attachment 1--Scope of Services

Attachment 2-- WPCF Process Drawings

Attachment 3—General Provisions

Attachment 4—Non-Discriminatory Employment Practices and Provisions

Attachment 5--Affirmation of Non-Involvement In Development Or Production Of Nuclear Weapons

Attachment 6—Example Professional Services Agreement

Attachment 7—WPCF Historical Data, including Laboratory Analytical Information will be available on the City Web Link on May 10, 2012:

- Shift Analysis - Settleable Solids, Total Sulfides, PH, Temperature, Digester Total Solids, GBT Solids, Digester's TA&VA,
- Digester Solids Sheet – Sludge & scum flows, TA/VA, VS & VSR,
- Trickling Filter Solids Contact Data
- MLSS Sludge Volume Index (SVI)
- Monthly Lab Report & Data
- Ammonia Nitrate Analysis
- Final & Primary Clarifier Sludge Blanket
- E-2 Daily Analysis
- Weather Log Record
- Power Generation and Consumption
- Digester Generation and Consumption
- SCADA (Influent Q, Inf-PH, Hypochlorite Residual and Effluent Q.