



REQUEST FOR PROPOSAL

FOR

SANITARY SEWER MASTER PLAN

DECEMBER 2020

Submit proposal to:
Fernanda Stefanick, Project Manager
Town of Corte Madera
300 Tamalpais Drive
Corte Madera, CA 94925

PROPOSALS DUE BY: 4:00 P.M., WEDNESDAY, JANUARY 20, 2021

Note: Proposals will not be opened and read publicly

CONTENTS OF PROPOSAL

To maintain uniformity in the evaluation process, your proposal shall be limited to a maximum of 25 pages on single-sided, 8½" x 11" paper (occasional 11" x17" sheets for charts and graphics are acceptable). The text font (ARIAL, TAHOMA, or similar) shall not be smaller than size 10. The cover letter, table of contents, front and back covers, and section dividers and resumes are excluded from the page count. **The proposal shall be bound, with tabbed section dividers, and include the following sections in order:**

Cover Letter

Include the primary consultant's name and business address, as well as the Project Manager's name, telephone number and email address. Summarize your understanding of the project and briefly introduce your team. Address any exceptions to the Indemnification requirements listed below. The cover letter shall be signed by the person authorized to negotiate a contract for proposed services with the Town of Corte Madera on behalf of submitting firm/team. The indemnification paragraph below is taken from the Town's professional service contract:

INDEMNIFICATION:

CONSULTANT shall defend, indemnify and hold harmless Town, its officers, agents, employees, members and volunteers, from and against any and all liability, claims, losses, damages or expenses, including reasonable attorney's fees, for personal injury (including death) or damage to property related to the performance of this Agreement, but only in proportion to and to the extent such liability, claims, losses, damages or expenses arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of the CONSULTANT. Notwithstanding the previous sentence, in the event that one or more defendants in an action is unable to pay its share of defense costs due to bankruptcy or dissolution of a business, CONSULTANT shall meet and confer with the other parties to the action regarding unpaid defense costs. Each party to this Agreement shall notify the other party immediately in writing of any claim or damage related to activities performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities under this Agreement. CONSULTANT shall pay all costs and expenses that may be incurred by Town in enforcing this indemnification provision, including reasonable attorneys' fees.

The existence or acceptance by Town of any of the insurance policies or coverages described in this Agreement shall not affect or limit any of Town's rights under this section, nor shall the limits of such insurance limit the liability of Consultant hereunder. The provisions of this section shall survive any expiration, assignment or termination of this Agreement.

Organization Chart and Prime and Subconsultant Introductions

Clearly identify the prime consultant, all subconsultants, and their respective roles. Show the project manager and the key staff proposed for this project, including subconsultants' staff. Excluding circumstances beyond the consultant's control, it is expected that the project team proposed under this proposal will remain unchanged throughout the duration of the Project.

Replacement of key staff without written approval of the Town of Corte Madera will not be permitted.

Include contact information and a brief summary of the Prime firm's organization and history. Provide a résumé of each key team member in Appendix 1. Provide two references (name, title, agency, and telephone number) for the project manager and task leaders from similar type/size projects.

Include contact information and a brief summary of the each subconsulting firm's organization, history, and two firm references. Provide a brief résumé (one page maximum) of each key team member.

Relevant Project Experience

Include similar type/size projects that your team has completed. Provide a project description, services provided, consulting fees and the project's construction cost. Discuss whether the design and construction were completed on time and within budget.

Project Understanding and Approach

Describe your firm/team's understanding of the work to be performed and identify the approach for key services and/or issues anticipated for this project. Describe project manager's and firm/team support and approach to managing project to ensure effort is completed on schedule and within established budget.

Project Schedule

Describe the project schedule from start to finish with reasonable completion expectations. Indicate stages of work, time frames, and your team's ability to perform the required services in a timely manner. Indicate the methods and tools used to develop the schedule and the plans to update it throughout the life of the project.

Scope of Services

Provide a detailed description of the proposed scope of services for sewer master plan project (see project specific scope requirement on page 9). The scope of services submitted with the consultant's proposal must include a list and number of all deliverables, digital and hard copy, to be provided. Consultant must also plan for the necessary meetings for every aspect of the improvements program.

FEE PROPOSAL

1. Your proposed fee shall be submitted in a separate sealed envelope, plainly labeled "Fee Proposal" with the prime company's name and the project title.
2. This RFP contains consultant services leading all the way up to final deliverables. The fee shall include a breakdown of the various distinct project components and associated amounts.
3. The fee proposal shall include a cover letter stating the not-to-exceed fee, and separate fee schedules depicting individual project tasks, staff hours, and basic hourly charge rates. The fee proposal shall reflect all anticipated fee increases during the contract duration.
4. The final contract price may be negotiated.

RFP DISTRIBUTION, SUBMISSION, AND SELECTION PROCESS

The Town will notify select firms as well as advertise on the Town webpage.

Questions concerning the RFP should be submitted via e-mail. RFP Questions should be sent to Fernanda Stefanick at: fstefanick@tcmmail.org. The e-mail subject line should read: **RFP Questions for Sanitary Sewer Master Plan.**

Three (3) copies of the proposal package are due by **4:00 p.m. on Wednesday, January 20, 2021**. The package, including the sealed cost proposal, shall be labeled “**Sanitary District No. 2 Master Plan RFP**” and submitted the following address:

Fernanda Stefanick – Project Manager
Town of Corte Madera
300 Tamalpais Drive
Corte Madera, CA 94925

A consultant selection committee will evaluate each proposal and rank the consultant teams based on the technical information, qualifications and check of references provided in the proposal. Interviews are anticipated for this project and will be tentatively set as listed in the timeline below.

The issuance of this RFP constitutes only an invitation to present responses. The Town reserves the right, at its sole discretion, to determine whether or not any aspect of the response satisfactorily meets the criteria established in the RFP. The Town reserves the right to seek additional information and/or clarification from the respondent, the right to confer with any respondent submitting a response and the right to reject any or all responses with or without cause. In the event that the RFP is withdrawn by the Town for any reason, the Town shall have no liability to any respondent for any costs or expense incurred with the preparation of this RFP or related work. The Town reserves the right, at its sole discretion, to waive any irregularities or informality. The Town may conduct interviews with any respondent it deems necessary.

In order to minimize the potential for a conflict of interest or unfair competitive advantage, respondents must be aware that if they enter into a contract with the Town of Corte Madera to provide services sought by this RFP, the Town reserves the right, in its sole discretion, to disqualify them from later serving as a consultant, advisor or sub-consultant to others for the project for which the consultant, advisor or sub-consultant provided services to the Town of Corte Madera.

The Town of Corte Madera reserves the right to reject any and all responses for failure to meet the requirements contained herein, to waive any technicalities and to select the responses which, in the Town’s sole judgment, best meets the requirements of the project.

CONSULTANT SELECTION TIMELINE:

- | | |
|--------------------------|-------------------------------|
| • Distribution of RFP | December 17, 2020 |
| • RFP Submittal Deadline | January 20, 2021 at 4:00 p.m. |
| • Consultant Interviews | February 1, 2021 (tentative) |
| • Consultant Selection | February 7, 2021 (tentative) |

EVALUATION CRITERIA

Selection Criteria and Weighting Percentages

Criteria	Weight
<ul style="list-style-type: none">• Project Team: This includes the team's qualifications and relevant individual experience, unique qualifications of key personnel, time commitment of key members and the strength of the Organization Chart	20%
<ul style="list-style-type: none">• Project Understanding and Approach: This includes demonstrated knowledge of the work required, explanation of the project, key components, local and best practice processes, and innovative approaches and internal measures for timely completion of project	30%
<ul style="list-style-type: none">• Scope This includes the relevance, completeness and logic of the scope	25%
<ul style="list-style-type: none">• Project Management This includes the ability to manage the project in a turnkey fashion, responsiveness to the Town and its citizens' needs, quality and timeliness of the deliverables and budget control.	15%
<ul style="list-style-type: none">• Experience This includes record of producing quality product on similar projects on time and within budget	10%
Total	100%

INTRODUCTION

Sanitary District No.2 of Marin County is soliciting proposals from Engineering design firms which may wish to provide a Collection System Master Plan (SMP).

BACKGROUND

Sanitary District No. 2 of Marin County (SD2) is a special District which serves an area of approximately 4.5 square miles and provides sewage collection services for the Town of Corte Madera, and portions of the City of Larkspur, Town of Tiburon, and County of Marin. Wastewater is then pumped to the Central Marin Sanitation Agency (CMSA) for treatment and disposal.

In October 1979, four agencies entered into a Joint Powers Agreement (JPA). The JPA created a separate entity, Central Marin Sanitation Agency (CMSA), to oversee the construction and operation of a regional wastewater treatment facility. CMSA became operational in January 1985. CMSA has a National Pollutant Discharge Elimination System (NPDES) permit issued by the San Francisco Regional Water Quality Control Board which details the Agency's wastewater treatment and reporting requirements. All JPA's are now named in the 2018 NPDES 5 year permit and future SD2 repair needs must consider NPDES permit requirements in addition to SD2 needs and State Water Board Regulations.

National Pollution Discharge Elimination System (NPDES) Permit – 5 YEAR PERMIT- ORDER No. R2-2018-0003 NPDES No. CA0038628. JPA member agencies and the State Water Boards are requiring CIP planning and implementation, reporting of treatment facility effluent quality and compliance with discharge standards and procedures for notification requirements collection system sanitary sewer overflows (SSOs).

The SD2 system includes 19 pump stations, force mains, and approximately 45 miles of gravity sewers ranging in size from 3 to 36 inches. The majority of the SD2 gravity sewers are original vitrified clay pipe (VCP). Newer sewer mains are made of polyvinyl chloride (PVC) or high density polyethylene (HDPE). Force Mains are primarily HDPE or PVC. Other pipe materials include asbestos cement, cast iron, steel, concrete, cured-in-place liner (CIPP).

The SD2 sewer system is shown in Figure 1-1. Each of these components is described in further detail below. SD2 maintains ArcGIS files of the sewer system, which includes information such as approximate installation year, material, identification tag, and diameter. Additional information regarding inverts and rim is included, if available. SD2 also has implemented a private lateral ordinance for quality compliance, including defect observations with CCTV and pressure testing with triggering events like remodels, transfer tittles, CIPs and private SSOs with a further goal to improve public health and safety buy reducing sewer spills (SSOs) and to attempt to eliminate Inflow and Infiltration (I&I).

In July 2020, The District has entered into a settlement agreement. As a result, the District shall within two (2) years of the Effective Date of this Agreement, complete a Full Condition Assessment of the District's Collection System, excepting those gravity sewer lines that, at the time the Full Condition Assessment work is being undertaken in a given area, have been inspected by CCTV within the last ten (10) years, or rehabilitated, repaired, replaced, or constructed within the last ten (10) years. District also shall allocate an additional \$5 million to repair, replace, or take other appropriate action for gravity sewer lines rated Significantly Defective (PACP structural rating grade 5) by the District's Full Condition Assessment. The phrase "take other appropriate action" in this circumstance means to divert sewage flow from a Significantly Defective sewer line or abandon the Significantly Defective sewer line in lieu of repair or replacement.

Over the past 2 years, the District has made a considerable investment on a software for tracking and recording collection system activities. The District uses InfoAsset and Arc-View GIS.

Wastewater collection systems have come under increasing regulatory and public scrutiny due to the occurrence of SSO's and Inflow and Infiltration Blending Events at the treatment plant and recognition that capital investment in infrastructure rehabilitation is critical to reducing SSO's and providing for reliable service in the future. Therefore it is important that the District have an accurate assessment of both its collection system capital needs, as well as the appropriate level of inspection and maintenance of the system to minimize SSO's to the greatest extent possible and ensure a high level of service to its existing and future customers.

INFORMATION REVIEW AND KICKOFF MEETING

The purpose of this task is to compile and review information and documents relevant to the collection system activities and meet with District staff members who are responsible for collection system operations, management, and CIP implementation to gain a thorough understanding of existing programs, issue and needs.

The District will provide the following documents and data for the Consultant's review during the course of their work:

- 2013 Sewer System Management Plan (SSMP).
- 2020 Draft Sewer System Management Plan (SSMP) is available upon request to the District.
- 2009 Sewer Master Plan (SMP).
- 2016 Draft Master Plan (SMP) is available upon request to the District.
- The latest Approved Sewer User Service Charge from July 1, 2010.
- 2018 NDPES permit.
- The Sanitary District No. 2 Settlement Agreement is available for review in the District.
- Smart Cover and Pump Stations records.
- Record of the Sewer Rehabilitation Projects (if available) for the last ~10-20 year's.
- Closed-Circuit Television (CCTV) records from circa 2014.
- Nute Engineering Technical Memorandum dated April 30, 2019.
- Moffat & Nichol, Concept Exhibit dated 08/19/2019.
- Sanitary District No.2 System Maps (PDFs & Shape files).
- Sanitary District No. 2 Easement Records are available upon request.

- Other relevant reports and information as provided by district

SCOPE OF SERVICES

Summary:

The Consultant shall provide a statement of qualifications and a specific proposal to furnish all services as required in order to prepare a comprehensive Sanitary Sewer Master Plan (SMP) including the work described in this scope of service.

The Consultant shall research and collect all relevant District's data necessary to complete the SMP. The Consultant is encouraged to propose modifications to the individual tasks listed below or the entire scope of services if the Consultant can demonstrate innovative, advanced, and well thought-out methodologies that the District may not have specifically identified in the task. These proposed additional modifications shall be identified as optional items and priced out separately.

The SMP, at a minimum, will include:

- Flow monitoring
- Hydraulic model of critical gravity trunk sewer and force main infrastructure
- Identify sewer main capacity constraints and system deficiencies
- Review and analyze District data
- Provide Close Caption Television (CCTV)
- Provide a condition assessment report of all of the Gravity Sewer lines (except pipes replaced with in the last 10 years) to be completed by **09/10/2022**
- Prioritize sanitary sewer capital improvement rehabilitation needs
- Develop a 5-year and 15-year capital improvement program
- Other optional work items are included in the in detailed scope

The consultant shall carefully control costs and resources, and complete assigned work on schedule. The consultant shall assign a project manager who will act as the District's primary contact and will be entirely responsible for the consultant's work and sub-consultant work, if applicable. To ensure the project remains on track, the consultant shall provide a monthly progress report which shall include a brief status of completed work, work anticipated to be completed in the next reporting period, and problems/obstacles identified during the reporting period.

Deliverables:

All materials submitted to the District will become the exclusive property of the Town of Corte Madera and Sanitary District No. 2. All submitted files shall be compatible with the Sanitary District's GIS software InfoAsset.

- Provide a Summary listing of available documents and data.
- Consultant shall submit all draft documents electronically.
- Final report shall include all studies, tables, recommendations, maps, etc. Consultant shall submit 3 bound paper copies to district along with PDF copy of final System Master Plan.

a. Document Review and Data Collection

1. Review scope of services with District staff and review relevant documents, including but not limited to, the Consent Decree (CD), Sanitary Sewer Management Plan (SSMP), Asset Management Implementation Plan (AMIP), Sewer System Hydraulic and Capacity Assessment, existing CCTV records, record drawings, and past Sanitary Sewer Rate Study.

2. Review District's sanitary sewer records to identify recent improvements constructed.
3. Coordinate with CMSA to obtain water consumption, flow data, and pump station records including normal flows and storm events.
4. Coordinate with Town's Planning Department to obtain recent and future development plans. Meet with District staff to review development plans and all relevant documents.
5. Review closed-circuit television (CCTV) inspection video records from circa 2014 to determine what additional segments of sewer main will be required to be inspected by CCTV in order to comply with the settlement. Included in the data are CCTV inspection records for approximately 20 miles (50%) of the District's sanitary sewer system.
6. Review District's maintenance records, CWIQS reports, and meet with District staff to identify areas of concern regarding sewer mains (both gravity and force) and pump stations.
7. Review GIS database and maps for the sanitary sewer system. Note that approximate locations (x, y, and z) of sanitary sewer manhole and pipe are included in the GIS database. Consultant may confirm that GIS database matches District as-built drawings as needed.
8. Prepare a description and general inventory of the sanitary sewer system based on review of plans, reports, studies, and field inspections. Identify infrastructure information which may be missing.
9. Review District Smart Cover data to determine average flow rates, daily and seasonal patterns throughout the District including in/out of all pump stations.

b. Field Investigations

1. Recommend locations for new flow meters and install with District approval. Meters should be strategically located to assist in the review/identification of average flow rates for residential (single and multi-family), commercial, hotel/motel, and apartment land uses. Meter locations and methodology must be reviewed and approved by the District.
2. Inspect all pump stations, review inventory capabilities of each facility, collect relevant as-built plans, maintenance records, pump curves, and run logs. Consultant will be provided access to District servers where record drawings are saved. Provide Pump Station Condition Evaluation and pump down performance tests. For lift/pumping stations, and other assets, the inspection is based upon accepted industrial standards.
3. Manhole and Vault Inspection for entire SD2 system. For manholes, and other assets, the inspection is based upon accepted industry standards.
4. Force main field condition assessment including reports, pictures, and Global Positioning System (GPS) locations of all know and visible infrastructure including force main valve, junction, and vault.
5. CCTV Capture for Condition Assessment:

For gravity lines with no closed circuit television (“CCTV”) data within the last 10 years, perform CCTV inspection of those lines and update GIS. CCTV examination with Pipeline Assessment and Certification Program (“PACP”) rating system, developed by the National Association of Sewer Service Companies, and provide data compatible with the District MMS and GIS. See attachments for list of existing CCTV records. Existing records and shape files will be provided to consultant.

Capture CCTV inspections and provide all data and videos, still images of defects, and a summary table for conditions of the District’s sanitary sewer assets using NASSCO rating system. With respect to gravity sewer lines that receive a PACP structural rating grade 4 and 5 by the District’s Full Condition Assessment, the District shall consider, among other District priorities, the proximity of those gravity sewer lines to surface waters, defined as a river, creek, or stream, when determining whether to repair, replace, or take other appropriate action, if any, regarding those lines and if they should be prioritized for repairs or rehabilitation within the next 5 years.

c. Sewer Model Update and Calibration

1. Develop the District’s electronic sewer System Hydraulic Modeling and Capacity Assessment project with an agreed upon scope of District’s critical Trunk Gravity Sewers and Force Main network, and considering the entire population and various industry standard storm events to estimate I&I. The model shall be prepared to provide output data files compatible with District software InfoAsset computerized program (MMS).
2. Using flow data collected in Field Investigations, District planning documents, and information available from CMSA SCADA system flow records and Storm rainfall data the consultant shall develop a model simulations for design storm dry and wet weather flows for existing and future development scenarios.
3. Identify locations in the wastewater system that have capacity constraints under peak wet weather flow, and gravity system holding times in the event of Pump Station Failure.
4. Assist the District in identification of Low Manhole and low points in the system where SSO events are a high risk.
5. Identify areas (neighborhoods and drainage basins) in the District with high rates of Infiltration and Inflow (I&I). Provide analysis and recommend options for investigating and eliminating I&I sources. Review Sea level rise report and incorporate findings and recommendations
6. The consultant shall provide the District the updated data compatible with District software InfoAsset that includes, but is not limited to, all of the following:
 - i. Manhole and pipe segment identification numbers in accordance with District-specified naming convention, manhole invert elevation for all pipes and rim elevation.
 - 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 District specified D/d ratios

- iv. Links to any available meter data collected as part of Field Investigations

d. Sanitary Sewer Capital Improvement Program (CIP):

Using data collected during Field Investigations, the consultant shall develop a Sanitary Sewer Capital Improvement Program recommending a short-term (5-year) and a long-term (15-year) improvements necessary to meet all requirements as described in the and maintain a desired level of service for the District's sanitary sewer assets such as mainlines, manholes, force mains and pump stations. The CIP should include the following:

1. Condition Assessment Review

- i. Review CCTV inspections of gravity lines and provide a summary table for conditions of the District's sanitary sewer assets using NASSCO rating system. With respect to gravity sewer lines that receive a PACP structural rating grade 4 by the District's Full Condition Assessment, the District shall consider, among other District priorities, the proximity of those gravity sewer lines to surface waters, defined as a river, creek, or stream, when determining whether to repair, replace, or take other appropriate action, if any, regarding those lines.
- ii. Identify the useful life and value of the existing sanitary sewer collection system assets. Pipe materials of existing sanitary sewer mains include high-density polyethylene (HDPE), Acrylonitrile-Butadiene-Styrene (ABS), vitrified clay (VCP), cured-in-placed liner, polyvinyl chloride (PVC), cast iron, and reinforced concrete (RCP).
- iii. Establish the asset values and recommended maintenance and 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.
- iv. For force mains, the inspection may include a desktop study including but not limited to the material of the pipe, its age, elevation and service or repair history.
- v. For manholes, lift/pumping stations, and other assets, the inspection is based upon accepted industrial standards. With the inclusion of manholes and lift/pumping stations desktop study of these assets.

2. Recommendation of Improvements

- i. Identify improvements (or improvement programs such as regularly scheduled condition monitoring programs) necessary to meet the District's desired level of service.
- ii. Develop prioritization criteria to utilize when prioritizing recommended improvements. Criteria should account for:
 - Probability/Risk of failure based on condition of facility.
 - How critical the facility is to system operations (i.e., ramifications of failure, redundant facilities, potential for large SSO's).
 - Potential I&I reduction resulting from rehabilitation.
 - Cost of facility failure (including social and environmental costs in addition to

- hard costs of repairs).
 - Categorize Facility condition assessment by both by maintenance condition level (problems for maintenance) and structural defects (structural problems)
- iii. Recommend a replacement and rehabilitation methodology for all recommended improvements, including prioritizing PACP structural defects of 4 and 5 among other relevant metrics. The methodology should take into account the material, condition, age of facility, and sensitive environmental areas (describing risks such as creeks, wetlands, easements, school/residential or industrial use areas).
- iv. Prepare budget and planning level construction cost estimates associated with all recommended improvements and the 5 year and 15 year improvement programs.
- v. Create a prioritized list of recommended improvements and improvement programs through 2036 with a detailed focus on near term critical projects through 2026.

e. Special Focus Areas Requiring Analysis and Recommendations (Optional Items):

1. Primary District Force Main Underneath Corte Madera Creek
 - a. All of the effluent from District is conveyed through a HDPE force main pipe that runs beneath Corte Madera Creek. This facility was installed circa 1988 and District staff has no reason to believe the pipe is currently compromised, however, due to the importance of this facility, the District would like an analysis performed, considering best practices on whether efforts should be made to install a redundant pipe facility to aid in maintenance, act as an emergency redundant pipe, or eventually become the primary force main facility.
 - b. The consultant shall analyze three scenarios; a secondary pipe that is attached to the Caltrans owned and maintained Highway 101 overpass (see Moffat & Nichol exhibit), a secondary pipe that run beneath Corte Madera Creek on the west side of the Highway 101 overcrossing structure, and a no secondary pipe alternative that provides recommendations for further analysis and monitoring events to establish best practices for ensuring this facility is able to serve the District through 2040.
2. Flow Meter Vault on North Side of Corte Madera Creek
 - a. The existing 12” flow meter was installed in 1987 and as of 2015 is no longer functional but remains in-place. Consultant shall review whether the non-functional flow meter can remain and if so, for how long or if the device shall be removed.
 - b. As part of this recommendation, a cost analysis shall be performed, which considers the probably cost of each scenario and the challenging work environment associated with the critical pipe facility having no redundant facilities.
 - c. Analysis shall also review whether there are additional advantages associated with removing the flow meter which reduces the diameter of the pipe at that location. These benefits should be considered along with the effort that be involved in recalibrating the various pump stations to account for the changes in the system should the flow meter be removed and the pipe facility be increased to the full

available capacity.

- d. There is a Memo for relocating the single large flow meter to the south side of the Corte Madera Creek. This would allow the District alternatives for different crossing pipes. An alternate location maybe not shown but probably a good idea to consider is to move the large flow meter further south into the frontage road about 75 yards north of Trailer Park PS (larkspur right of way rather than Caltrans.) This could then allow for other crossing option north of the HWY 101 overcrossing to an RVSD force main if needed.

3. Force Main Valve Inspection and Recommendations

Force main field condition assessment comprises two key components 1) leak detection and 2) gas pocket detection. Tools for leak detection and gas pocket detection can include acoustic sensing technologies or similarly accepted industrial detection methods.

Force Main Pipe and Air Valve Condition Assessment. In some cases the consultant may be requested to coordinate and hire a contractor to perform potholes to investigate buried valves, cathode protection testing, and force main pipe for condition assessment as direct by District. District emergency air valve memo is attached for reference.

4. Financial Analysis

The consultant shall assist the District to determine revenue needs by providing specific tasks necessary to support the adoption of a new sanitary sewer rate structure, including the following:

- a. Refine Cash Flow Analysis - The District has prepared a draft cash flow analysis that identifies historical and projected revenues and expenses in the sewer operations and impact fee funds. The consultant should analyze and make recommendations if required to modify this cash flow as necessary.
- b. Project Revised Costs, As Necessary - Work with District staff to integrate appropriate capital and operations costs into the cash flow analysis based on the sanitary sewer master plan SMP proposed 5 and 15 year CIP Plans to be use in a future Rate Study (by others)
- c. Assess Current Rate Structure and Connection Fees - Analyze the current rate structure and connection fees to identify any issues that need to be addressed. Evaluate the allocation of cost between land uses to determine whether it is appropriate.
- d. Compare Rates and Fees - Survey other cities and agencies in the San Francisco Bay Area to determine how the current and proposed rate structure and fee in the District compares. The comparison should include a comprehensive summary of monthly utility costs
- e. Assess Feasibility of New Rates and Fees - Determine whether the revised rate and fees structure is feasible in the current market.
- f. Develop Alternate Rates and Fees or Phase Approach (if necessary) - If the revised

rate structure is infeasible, recommend an alternative structure and/or or recommend a mechanism to phase in the modified rate structure.

- g. Adoption of New Rates and Fees Structure - Assist the District in preparing the necessary documentation, notices, in order to comply with the requirements and public hearing process to adopt a new fee structure.

5. Lateral connections

The consultant shall assist the District to determine the numbers of live and abandoned lateral connections in each line based on CCTV and determine the number of equivalent dwelling units.

Estimate Average daily usage for a family home in the jurisdiction based on flow rate studies and low and peak hours, dry and wet seasons, compare with MMWD water usage.

6. Easement Researching

Assist district by researching easements and maintenance responsibility of sewer mains and joint laterals that may or may not be the District's responsibility to maintain.

See attachment #11 for District sewer map with highlighted sewer lines to research.

PROJECT SCHEDULE

The pipeline sewer assessment shall be completed before September 2022.

Please submit a project schedule outlining completion dates for tasks in this request for proposal.

MASTER PLAN PREPARATION AND DELIVERY

Draft a master plan that incorporates the findings and recommendations of the project into a comprehensive master plan report.

The report will include an executive summary section that can be extracted as a stand alone document and provided to District Board member or other interested parties.

Meet with District representatives to present draft master plan and recommendations

Final Master plan- take district comments from draft master plan and present final master plan to District board of directors at a regular scheduled meeting.

ATTACHMENTS

Available for download on Town Website:

1. 2013 Sewer System Management Plan (SSMP).
2. 2009 Sewer Master Plan (SMP).
3. The latest Approved Sewer User Service Charge from July 1, 2010.
4. 2018 NDPES Order.
5. Closed-Circuit Television (CCTV) and SD2 Asset Table.
6. Map of Pipes to CCTV
7. CCTV Inspection Specifications
8. Nute Engineering Technical Memorandum dated April 30, 2019.
9. Moffat & Nichol, Concept Exhibit dated August 19, 2019.
10. Sanitary District No.2 System Maps
11. Sanitary District No.2 System Private Sewer Main Research Map