REQUEST FOR PROPOSAL

for

TECHNICAL SERVICES

for the

ENCINA WASTEWATER AUTHORITY

2019 ENCINA OCEAN OUTFALL MAINTENANCE AND EXTERNAL INSPECTION SERVICES PROJECT

Ref: Admin 19-13677

June 11, 2019

Proposals Due – Tuesday, July 09, 2019 at 2:00 p.m. (local time) at:

Encina Wastewater Authority
6200 Avenida Encinas
Carlsbad, California 92011
(760) 438-3941

Attention: James Kearns, Capital Projects Manager
1. INTRODUCTION

The Encina Wastewater Authority (EWA) is a Joint Powers Authority owned by the City of Carlsbad, City of Vista, City of Encinitas, Leucadia Wastewater District, Vallecitos Water District and Buena Sanitation District. EWA operates the Encina Water Pollution Control Facility (EWPCF) in Carlsbad, California.

EWA is requesting proposals from qualified Providers for the 2019 Encina Ocean Outfall Maintenance and External Inspection Services Project (Project).

This Request for Proposals (RFP) describes the Project background, anticipated scope of services, project schedule, proposal requirements, pre-submittal activities, submittal requirements and the evaluation and selection process. Failure to submit information in accordance with the RFP’s requirements and procedures may be cause for disqualification.

Attached to this RFP is a sample of the Agreement with EWA that the selected Provider will be expected to execute. Any exceptions that the Provider takes with either of these Agreements shall be identified in their Proposal.

2. BACKGROUND INFORMATION

EWA performs a thorough underwater inspection and documentation of the Encina Ocean Outfall (EOO) every two (2) years as required by its lease with the California State Lands Commission, which states: include

*Lessee shall conduct an external inspection of the lease facilities using diver/ROV video or high resolution side-scan sonar every two years and when warranted by extraordinary circumstances such as accident or significant seismic event unless the schedule is modified by mutual agreement among the parties hereto.*

The last external inspection of the EOO was completed in 2017.

The EOO is comprised of a 1.5-mile pipeline with a diffuser section that discharges treated effluent at a depth of 135 to 168 feet. The outfall is comprised of two sections:

- A 48-inch diameter section which extends about 5,500 feet offshore to a depth of about 100 feet, and
- A 72-inch diameter section which extends an additional 2,300 feet offshore to a depth of about 168 feet. The last 800 feet of this section contains 136 diffusers.

Objectives

The objective of this RFP is to receive proposals from qualified firms that can provide in-depth external inspection and detailed reporting on the condition of the Encina Ocean Outfall. An objective of the Project is to satisfy the ocean monitoring requirements contained in EWA’s National Pollutant Discharge Elimination System (NPDES) permit. In addition, the condition of the outfall shall be evaluated and recommendations shall be made regarding required maintenance and/or repair activities.
3. **PROPOSED SCOPE OF SERVICES**

Required Provider services include work associated with facilities inspection and reporting. Close coordination with EWA's in-house staff shall be maintained to ensure the work being provided is adequate, appropriate, and timely.

A brief description of the services to be provided by the Provider during execution of the Project is contained in this section. The Provider's work shall be informed by the Provider's review of the attached documents.

Due dates for each of the stated deliverables shall be determined by the Provider, but shall be completed no later than December 31, 2019. A timeline of deliverables shall be included in the Provider's proposal, including an allowance of two weeks for EWA review of each deliverable.

The Provider shall complete all Work using a diver or team of divers, as well a submarine and/or an ROV for the deeper portions of the Outfall. Each proposed diver shall have proper training in Professional Commercial Diving. The lead engineer diver shall have a minimum of five (5) years of experience in conducting underwater structural inspections.

**Task 1 – General Inspection**

The Provider shall conduct a general overview inspection of the outfall from the offshore end structure toward shore to the point where the outfall becomes buried in the sand near station 06+00. The outfall is understood to include pipe, manholes, transition zone components, end structure, diffusers, cathodic protection devices and ballast. While conducting the inspection, the diving engineers shall be attentive to the following criteria included, but not limited to:

- Evidence of spalling of the exposed concrete surfaces;
- Cracks or other deficiencies in the outfall;
- Joint integrity;
- Leaks or evidence of degradation;
- Potential hazards to the outfall;
- Scour of the nearby marine sediments and debris of human origin; and
- Condition of the ballast material as a result of physical, biological, or geologic processes.

The daily diving tasks of the inspection shall be arranged to maximize diver productivity and to ensure the collection of high quality data. Generally, inspectors should work from deep water towards shallow in order to maximize daily bottom time. In addition to written records, the Provider shall employ Digital High Definition video photography to document typical and unusual conditions along the outfall corridor.

**Task 2 – End Structure Documentation and Clearing**

For the end structure, scour pad, and transition zone, the Provider shall:

- document the condition of each;
- identify any defects, damage or leakage of each;
- clear any debris from the structure.
Task 3 – Diffuser Port Documentation and Cleaning
The Provider shall observe and report on the discharge condition of each diffuser. Diffusers should be free flowing and discharge at approximately equal velocity. The Provider shall ream or clean diffusers showing the highest degree of plugging. For the purposes of the proposed level of effort, the Provider shall assume that the reaming or cleaning of diffusers will not exceed one full work day or up to 20 diffusers. Diffuser cleaning should include at a minimum the end structure ports and others as noted in the 2017 Inspection Report. The Provider shall also report on the condition of other diffusers.

Task 4 – Manhole Inspection
The Provider shall inspect all outfall manholes, including the following tasks:

- Visual inspection of each cover and riser for mechanical/structural integrity (leaks, fractures, gasket, concrete spalling, etc.);
- Measurement of the thickness of the bio-fouling and corrosion layers at each manhole cover;
- Measurement of the zenith angle of each riser;
- Measurement of the potential of exposed metal surface to sea water with a Silver/Silver-Chloride reference cell;
- Inspection of the condition of the ballast and ocean bottom in the immediate vicinity of the manhole; and
- Estimation of the percent of available surface area of ballast and pipeline to which kelp (Macrocytic sp.) has become attached.

Task 5 – Debris Clearing
After the ports and end structure are documented and cleared, the Provider shall document and clear the remaining outfall by clearing abandoned ropes, lines, anchors, lobster traps and other fishing related debris wherever observed. Furthermore, the Provider shall remove any lines and debris that entangle the end structure or are observed on the transition structure, the outfall or in the ballast material.

Task 6 – Cathodic Protection Evaluation
The Provider shall measure in-situ the corrosion potential of exposed metal surfaces, such as the stainless steel slot covers near station 54+00, using a silver/silver chloride (Ag/AgCl) reference cell connected to a potentiometer. Provider shall wire-brush zinc anodes and other metal material such as bolt threads in order to increase protection. The Provider shall evaluate areas of cathodic protection and advise EWA regarding existing levels of protection. Should the Provider discover areas that cathodic protection requires replacement, the Provider shall reinstate protection to acceptable levels. Reinstatement would be considered extra work.

Task 7 – Kelp Clearing
The Provider shall remove excessive kelp growth in places as necessary to allow inspectors efficient access to the outfall pipe, manholes or other outfall features for the purposes of video documentation. The Provider shall also remove any excessive kelp growth that threatens ballast loss due to the buoyancy of the kelp.

Task 8 – Logging Deficient Ballast
The Provider shall observe and report on grading of ballast according to size as a result of oceanographic forces. EWA intends to restore areas where ballast is less than optimum. The Provider shall log the location and condition of any such areas and make recommendations regarding restoration.

Page 4

Ref: Admin.19-13677
Task 9 – Final Report
A full written report shall be prepared following the completion of the work on the Encina Ocean Outfall. The report shall be professionally written and contain a list of general and specific recommendations regarding the condition and state of the outfall. Appropriate graphics, images, and High Definition video shall be included to describe details of both typical and unusual conditions observed along the outfall corridor. The video document shall also document type and density of bio-fouling. The overall condition of the outfall as well as recommendations for future monitoring and maintenance shall be included in the report.

Two copies of unedited video filmed during the inspection shall accompany the final written report and shall be in digital video format (.mov file saved to an FTP site, a DVD, a USB drive, and/or a Mini-DV).

Task 10 – Project Management and QA/QC
This task incorporates coordination to maintain project communications, budget, and schedule. Monthly progress meetings will be held to update EWA staff on project deliverables and allow further discussion on of the project. Provider will provide meeting agendas and minutes, as well as presentation slides (as appropriate).

4. DELIVERABLES

A draft study report and a final study report shall be provided covering the work in each Task. Eight (8) hard copies and one (1) electronic copy of each submittal shall be provided to EWA for Task 1. Comments received from EWA staff will be incorporated in the final version.

5. PROJECT SCHEDULE

The following is the anticipated schedule for the selection and award of contract for the Project, as well as the deadline for delivering the final deliverables. EWA may adjust the schedule below as needed.

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solicit Proposals</td>
<td>June 12, 2019</td>
</tr>
<tr>
<td>Pre-proposal Meeting at EWA</td>
<td>June 24, 2019</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>July 9, 2019</td>
</tr>
<tr>
<td>Award EWA Contract</td>
<td>July 24, 2019</td>
</tr>
<tr>
<td>Draft Report Deadline</td>
<td>November 1, 2019</td>
</tr>
<tr>
<td>Final Report Deadline</td>
<td>November 30, 2019</td>
</tr>
</tbody>
</table>

All work and submittal of the final report is due to EWA no later than December 13, 2019. Once the contract is awarded, the Provider will have a three month work window of August 1, 2019 to October 30, 2019.

- All scheduled work on the Encina Ocean Outfall must be approved by EWA and any other authorities having jurisdiction. The Provider will schedule all work during normal working hours and communicate daily with both EWA and any local/state authorities.

Page 5

Ref: Admin.19-13677
EWA may elect to retain the selected Provider to perform future outfall inspection work with fee and scope to be negotiated at a later date.

6. **PROPOSAL REQUIREMENTS**

Proposals shall be concise, well organized and demonstrate the responder's experience applicable to the Project and the project approach. Proposals shall be limited to twelve (12) one-sided pages (8-1/2" x 11"), exclusive of resumes, dividers, and front and back covers. It is requested that resumes be limited to 2 pages each and that the use of standardized marketing literature be limited. Excessive marketing literature may not be reviewed.

Proposals submitted in response to this RFP shall be in the following order and shall include:

A. **Identification of Responder**

- Legal name and address of company
- Legal form of company (partnership, corporation, joint venture, etc.)
- Identify any parent companies
- Addresses of office(s) in San Diego County and number of employees.
- Name, title, address and telephone number of person to contact concerning the Qualification

B. **Qualifications**

The Qualifications Section of the Proposal shall be concise, well organized and shall demonstrate the responder's qualifications and experience applicable to the Project and project approach.

C. **Experience and Technical Competence**

Provide a list of past and on-going projects during the past five (5) years for which the proposed firm provided similar services. Include a brief description of the project, date initiated, date completed (if applicable), project costs, name of owner and owner's project manager with phone number. Identify role of the key personnel proposed for this Project. Present the experience of any subconsultants.

D. **Project Organization and Key Personnel**

Describe proposed project organization, including identification and responsibilities of key personnel and subconsultants. Identify specialty consultants and their specific role. For each of the key personnel, identify their main work location.

E. **Project Approach and Scope of Services**

The project approach section shall set forth the Provider's plan and ideas for organizing the work and achieving the goals. It should identify specific stages of the work, tasks, quality control approach and work products. The proposal should discuss the Provider's plan for coordinating efficiently and effectively with EWA staff and provide an overview project schedule and offer ideas to improve project approach and
meet EWA objectives. Provide a detailed Scope of Services that identifies the work elements and specific activities proposed to achieve the Agency’s goals and objectives for this project, along with a proposed schedule. In addition, provide information on all major equipment proposed to be used for the project, including but not limited to vessels, ROVs, SCUBA equipment and cathodic protection probes.

F. Workforce Budget

Provide a table showing the estimated workforce requirements for each task, in hours. The table must show each classification of the workforce with hours required for each task component for the Provider and each subconsultant. Provider should include adequate time for review of all reference documents, monthly progress reporting, and meetings with EWA staff (with agendas and summaries) as needed for a complete and thorough study.

G. Costs

In a separate sealed envelope (marked “Confidential — Costs”), attach to the Proposal a breakdown of costs associated with the workforce budget tables presented in the proposal. Clearly identify and itemize all expenses included in the proposal. EWA does not allow a markup on direct expenses. Also include a copy of proposer’s standard billing rates for each workforce category for the Provider and subconsultants. These rates are to be used without increases throughout execution of the project.

H. Exceptions to the Request for Proposal

The proposer shall certify that it takes no exceptions(s) to this RFP, including but not limited to EWA’s Professional Services Agreement (PSA), as attached. If the proposer does take exception(s) to any portion of the RFP, PSA or SEA, the specific portion of the RFP, PSA or SEA to which exception(s) is taken shall be identified and explained.

7. PRE-SUBMITTAL ACTIVITIES

Questions Concerning RFP

All questions regarding this RFP or requests for information should be addressed to James Kearns at (760) 268-8843 or jkearns@encinajpa.com. Questions will be received until seven (7) calendar days prior to the proposal due date.

Reference Material

Electronic copies of reference documents will be made available by EWA or copies can be provided at the cost of reproduction.
8. **PRE-PROPOSAL MEETING**

A non-mandatory pre-proposal meeting is scheduled for **10:00 a.m. (local time) on June 24, 2019**. The meeting will be held at the offices of Encina Wastewater Authority at 6200 Avenida Encinas, Carlsbad, CA 92011. The purpose of the meeting is to clarify any questions regarding the RFP and to tour the facilities associated with the Project.

9. **SUBMITTAL REQUIREMENTS**

One executed original, clearly marked on the cover, four (4) hard copies, and one (1) electronic copy (pdf) of the Proposal shall be submitted.

The Proposal must be received no later than **2:00 p.m. (local time) on July 9th, 2019** at the offices of:

Encina Wastewater Authority  
6200 Avenida Encinas  
Carlsbad, California 92011  
(760) 268-8843 phone  
(760) 438-3861 fax

Attention: James Kearns, Capital Projects Manager

Proposals are to be submitted in sealed packages with the following information clearly marked on the outside of each package:

- Name of responder
- Project title

Failure to comply with the requirements of this RFP may result in disqualification. Proposals received subsequent to the time and date specified above will not be considered.

10. **NOMINATING AND SELECTION PROCESS**

A Selection Panel (Panel) will be established for this project by the EWA. Using the established evaluation criteria, the Panel will evaluate the submissions based on the firms’ personnel and project organization, experience, approach, Provider fee estimate and other information included in the proposal. EWA may choose to interview the short listed firms. After the interviews, firms will be re-evaluated and ranked based upon the combined proposal/interview process. EWA reserves the right to eliminate the interview step of the procurement process and also reserves the right to cancel the RFP process.

Evaluation criteria to be used by the Panel are as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications</td>
<td>20</td>
</tr>
<tr>
<td>Experience and Technical Competence</td>
<td>20</td>
</tr>
<tr>
<td>Project Organization and Key Personnel</td>
<td>15</td>
</tr>
<tr>
<td>Category</td>
<td>Maximum Points</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Proposed Project Approach and Scope of Services</td>
<td>35</td>
</tr>
<tr>
<td>Proposed Workforce Budget</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

After final selection, EWA will enter negotiations with the selected firm. If negotiations fail, EWA will enter negotiations with the second ranked firm. After negotiating a proposed agreement that is fair and reasonable, the General Manager of each agency will recommend to their Board of Directors to enter into the proposed agreement. The EWA Boards of Directors has the final authority to approve the agreement.

11. **REVISIONS TO THE RFP**

EWA reserves the right to revise the RFP prior to the date that Proposals are due. Revisions to the RFP will be mailed to all potential proposers. EWA reserves the right to extend the date by which the Proposals are due.

This RFP does not commit EWA to award a contract, to defray any costs incurred in the preparation of Proposals pursuant to this RFP, or to procure or contract for work.

All Proposals submitted in response to this RFP become the property of the EWA and public records, and as such, may be subject to public review.

EWA reserves the right to cancel, in part or in its entirety, this RFP, including, but not limited to, selection schedule, submittal date, and submittal requirements. If EWA cancels or revises this RFP, all proposers will be notified in writing. EWA reserves the right to request additional information and/or clarifications from any or all proposers to this RFP.

Respectfully requested,

Michael F. Steinlicht  
General Manager

Att.: Sample Agreement  
ATTACHMENT

SAMPLE AGREEMENT