



REQUEST FOR PROPOSAL

TO PROVIDE

**ENVIRONMENTAL SUPPORT SERVICES FOR THE
SOQUEL CREEK WATER DISTRICT'S COUNTRY CLUB WELL REPLACEMENT WELL
AND 1,2,3-TRICHLOROPROPANE REMOVAL WATER TREATMENT PLANT PROJECT**

AUGUST 2020

Recommended By:

Approved By:

A handwritten signature in black ink, appearing to be 'JAD', written over a horizontal line.

Engineering Manager

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General Manager

1. REQUEST FOR PROPOSALS

The Soquel Creek Water District (District) is asking qualified firms to submit a proposal for Environmental Services for its Country Club Well Replacement Well and 1,2,3 TCP Removal Water Treatment Plant Project.

The program overview and requested scope of services follows.

2. COMMUNICATION

Respondents may submit questions concerning this RFP in writing to:

Michael Wilson, P.E.
Associate Civil Engineer
5180 Soquel Drive
Soquel, CA 95073

Verbal questions are not permitted other than as described in this section and during interviews, if any.

It is recommended that all questions be sent by certified mail, return receipt requested; however, electronic inquiries by email will be accepted at michaelw@soquelcreekwater.org and tajd@soquelcreekwater.org.

Staff reserves the right to contact any Respondent for clarification after responses are opened and/or to further negotiate with any Respondent if such is deemed desirable by Staff.

3. RESPONSE TO RFP

Firms interested in being considered are requested to submit a proposal, as described below, on or before **close of business, September 18, 2020**.

Submit to:

Engineering Department
Soquel Creek Water District
5180 Soquel Drive
Soquel, CA 95073
Attn: Michael Wilson, P.E.
Re: Environmental Support Services

One electronic format (pdf) of the project proposal plus one (1) copy of the cost proposal shall be submitted and are to be no longer than 20 pages in length (10 double-sided pages), excluding résumés and attachments. The proposal should use recycled paper and binding materials as much as possible.

A tentative timeline for the selection process follows. (Note: shortlisting may extend this process).

Issue RFP----- July 24, 2020

Question/Comment Deadline-----September 4, 2020

Proposals Due ----- September 18, 2020
Evaluation of Proposals Complete -----November 6, 2020
Approve and Award Contract -----November 17, 2020

4. PROPOSAL FORMAT AND REQUESTED INFORMATION

All proposals and attachments -excluding the Fee Proposal- shall be provided in a “pdf” electronic format by the time a date identified below. Fee schedules and Fee Proposals shall be packaged separately in an envelope marked “Sealed Fee Proposal” and postmarked no later than September 18, 2020 and mailed to the District.

A Project Understanding, Technical Experience, and Qualifications

1. A general description of the consultant’s firm and the firm’s qualifications.
2. A detailed description of consultant’s understanding of the project.
3. Methodologies, practices, process and standards for accomplishing the scope of work.
4. Listing of the key personnel (including subconsultants) performing the work including a description of their background, qualifications, recent similar experience, and responsibility on this project. Clearly specify the individual designated as the Project Manager.
5. List and description of similar projects recently completed including dates of service and client. Provide a cross-reference table when applicable showing which project(s) selected staff from Item 4 above were associated.
6. Client references, including contact person and current telephone numbers. References should focus on recent projects in which the personnel listed in Item 4 had responsibilities.

B. Cost Proposal

1. Cost Proposal is limited to best and most favorable hourly rates for consultant and sub-consultants. Submitted hourly rates shall be in “Fee Schedule” format and should account for a multi-year project possibly over the span of three (3) years.
2. Separately list extra charges (travel, photocopying, tec.) if billed separately.
3. Both the fee schedule(s) and the “Not-to-Exceed” fee proposal shall be delivered in a separate sealed envelope for consideration if the consultant is selected. The District will return all other sealed envelopes.

5. EVALUATION CRITERIA

Firms will be evaluated on the information presented in the written proposal. Evaluation factors used to select the consultant shall include, but may not be limited to, the following.

- A. Demonstrated understanding of the project requirements, its complexities and challenges and proposed approach.
- B. Proven ability to translate scientific and technical information into clear, concise and accurate language that conforms to CEQA standards in a complete, comprehensive and defensible manner.
- C. Experience in preparing complex environmental documents on projects which may have included municipal water systems (wells, treatment, pipeline, and storage facilities).
- D. Qualifications of proposed key personnel and their demonstrated recent experience in completing CEQA analyses for projects similar in scope and complexity.
- E. Familiarity with the regulatory framework to which this project will need to comply.
- F. Ability to provide the required services in an efficient and timely manner.
- G. Firm's reputation for integrity and competence.

6. RESPONSE FORMAT

The response shall be organized as follows.

- A. Cover letter.
- B. Project Understanding, Approach and preliminary Scope of Work.
- C. Project Team and Résumés, including organizational chart(s).
- D. Team Experience including a summary of projects in the last 5 years that are similar in nature.
- E. Quality Assurance/Quality Control procedure.
- F. Résumés/Attachments.
- G. An Example Work Product
- H. Cost Proposal

Proposals will be examined for merit and ranked by a screening committee according to quality and responsiveness to the RFP. The top proposals will be placed on a short list of finalists and will be called for interviews. Short-listed firms will be required to submit an

example of an approved environmental document for a project of similar complexity. Following interviews, the firm selected as the first choice will be notified and negotiations will begin immediately on the final terms of the contract. If an agreement is not reached within fourteen (14) calendar days, negotiations with the next highest ranked candidate will begin. This process will continue until an agreement is reached or it is decided to re-advertise.

7. PROJECT OVERVIEW

Soquel Creek Water District (District) maintains 16 active public drinking water supply wells in Santa Cruz County, CA. The Country Club Well, currently identified as a standby well by the California State Water Resources Control Board Division of Drinking Water, is a former agriculture well until the late 1950's, early 1960's when the area was developed into subdivisions. It is located at 251 Baltusrol Drive, Aptos.

The Country Club well is contaminated with 1,2,3-trichloropropane (1,2,3-TCP). Both the U.S. Environmental Protection Agency (USEPA) and the State of California have determined that 1,2,3-TCP is a probable human carcinogen at low levels. In 2009, California established a public health goal of 0.0007 µg/L (0.7 ng/L). On February 21, 2017, the California State Water Resources Control Board (SWRCB) Division of Drinking Water (DDW) submitted a Notice of Proposed Rule Making that proposed a 0.005 µg/L (5 ng/L) 1,2,3-TCP maximum contaminant level (MCL). The SWRCB adopted the proposed 1,2,3-TCP MCL, and the Office of Administrative Law approved this regulatory action, making the MCL effective and requiring water systems to begin 1,2,3-TCP quarterly monitoring in January 2018.

The most appropriate treatment technology identified for 1,2,3-TCP treatment of the Country Club Well is granular activated carbon (GAC) adsorption. Construction of this treatment system would be at the Country Club well site, a location within a developed subdivision with homes on every side of the site. The District believes any such water treatment plant at this site would require a building or façade that would blend in with the surrounding neighborhood. However, prior to constructing a treatment plant, the District would want to construct a back-up well on the same site.

8. REQUESTED SCOPE OF SERVICES

SqCWD is soliciting proposals for preparation of environmental documents and related environmental support services for construction of a back-up well and the GAC water treatment plant. The site is located in the coastal zone and will require a Coastal Development permit from the Santa Cruz County Planning Department for both the back-up well and the treatment plant.

Because the back-up well would be a replacement well to the existing Country Club well, District Staff plans to file a Class 2 Categorical Exemption for that project. The GAC water treatment plant will require proper CEQA analysis with an Initial Study and a

mitigation monitoring plan as required to satisfy the findings and move the project forward.

The District will be providing engineering and hydrogeology support for the level of design required by the Environmental consultant.

The documents prepared by consultant must meet the requirements of the California Environmental Quality Act (CEQA) and the requirements of the Santa Cruz County Planning Department. The overall objectives of the requested services are to:

- A. Work with the SqCWD and its consultants and advisors to meet the requirements of CEQA for the water treatment plant project;
- B. Prepare the appropriate project specific environmental documents for the water treatment plant project;
- C. Guide SqCWD through a successful certification process for the water treatment plant project;
- D. Guide SqCWD through the Coastal Development and Regulatory Permit process and prepare the appropriate project specific permitting documents for both projects.

It is anticipated that a Mitigated Negative Declaration (MND) under CEQA will be required for the GAC water treatment plant.

General Scope of Work

The anticipated project tasks are as follows. The Consultant may add tasks that they feel would enhance the study to meet the overall objectives.

Task 1. Project Planning

The Consultant will work with SqCWD staff and other project consultants to evaluate the project and its various components and studies; establish a work plan for developing the appropriate environmental documents including constraints, opportunities and timeline; and, with staff's assistance, develop the project descriptions: This will involve comprehension of applicable background documents and an understanding of the scope of work for both projects.

Task 2. Public Outreach

The level of effort associated with this consultant's scope of work includes aiding and guidance towards maintaining consistent and responsible communications throughout the program. The Consultant shall assist the SqCWD outreach efforts in conducting public meetings, notifications, web postings, etc. as described below and as recommended or required by CEQA, and where applicable, the Coastal Development permit, for both projects. This assistance shall also include preparing meeting and presentation material, as may be needed, and providing technical support. Material content may be in various formats such as print, display boards, Web, and PowerPoint.

Consultant's public outreach efforts shall be consistent with the District's existing efforts.

Task 3. CEQA Significance Criteria and Thresholds

The Consultant, in consultation with SqCWD staff, shall develop CEQA significance criteria for impacts of each project on environmental resources.

Task 4. Alternatives Analysis

With the assistance of SqCWD staff and other program consultants, the Consultant shall conduct the alternatives analysis for the purpose of arriving at the recommended and least environmentally damaging project for the water treatment plant, which may also influence the location of the replacement well. The alternatives development will address the various facility component alternatives as well as the required no project alternative, and required other alternatives under CEQA, if applicable.

Task 5. Impact Assessment

The Consultant shall assess the range of construction and operational impacts, including but not limited to direct and indirect, cumulative, growth inducing, climate change, and environmental justice impacts for each project alternative. Field surveys and assessments shall be performed as needed.

Task 6. Mitigation Measures

The Consultant shall develop feasible mitigation measures to reduce or avoid significant impacts and shall prepare a Mitigation Monitoring and Reporting Plan for water treatment plant project as required by CEQA. The mitigation measures shall have a direct nexus to the anticipated impact, and must be adequate, measurable and enforceable. A budgetary cost estimate for the mitigation measures shall be included covering the labor and materials needed to cover mitigation monitoring and reporting efforts.

Task 7. Preparation of a Permit Plan

The Consultant shall prepare a list of permits and approvals required for each project assigned, along with the corresponding permitting agencies and jurisdictions. This list shall include all environmental and construction permits, including the Coastal Development permit. The permit plan will need to describe and establish a timeline for each of the identified permits and approvals as they relate to the planning, design, construction, and operational phases of the project.

Task 8. Acquisition of Permits/ Approvals

The Consultant will assist SqCWD staff in securing all required environmental permits/ approvals through final approval from all agencies for the construction of each project.

Task 9. Document Preparation

This work shall consist of the following as needed for each assigned project.

- A. *Initial Study* – The consultant shall prepare an initial study for the water treatment plant project, and any identified alternatives, to determine all potential environmental impacts and to classify these impacts, as required by CEQA, which will assist with focusing the scope of analysis. The appropriate document excluded/exempt (negative declaration, mitigated negative declaration, etc.) will follow.
- B. *Notice of Preparation* – The consultant shall prepare the Notice of Preparation as required by CEQA, if applicable.
- C. *Administrative Draft* - The Consultant shall prepare three working drafts leading up to the Public Review of the draft CEQA document. These drafts shall include work completed by others and all necessary graphics, exhibits, and tables.
- D. Administrative Drafts (complete first draft submitted to SqCWD for review)
- E. Screen-check Drafts (anticipated final draft incorporating administrative draft comments)
- F. Camera-Ready Draft (for printing)
- G. *Prepare Documents for Public Comments*– The Consultant shall prepare the Draft environmental documents for review by the public and responsible agencies, and prepare the Notice of Availability and documents required for transmittal of the Draft EIR to the State Clearinghouse.
- H. *Response to Comments* – The Consultant shall evaluate, track, and provide a thorough, written response to all comments received on the Draft environmental documents during the public review process, including verbal comments presented at the Public Meetings.
- I. *Preparation of Final Documents* – The Consultant shall prepare Final environmental documents acceptable for approval and certification.
- J. *Notice of Determination, Written Findings, Statement of Overriding Considerations, and Record of Decision* – The Consultant shall prepare the Notice of Determination, written Findings documentation, Statement of Overriding Considerations, if applicable.

Task 10. Document Production for each Assigned Project

The Consultant shall be responsible for technical editing, formatting, printing, reproduction, collating and binding of Draft and Final documents, including all Appendices and Executive Summary, if needed. The Consultant shall design covers and present data in appropriate graphical format throughout. For cost estimation, Consultant shall assume the following quantities.

- A. Administrative drafts: 4 hard-bound and 1 electronic (CD) copy
- B. Public comment draft: 4 hard-bound and 2 electronic (CD) copies
- C. Final environmental documents: 4 hard-bound and 2 electronic (CD) copies

- D. 1 set of CDs with Final environmental documents in original software format(s). E.g., MS Word, MS Excel, GIS, etc.
- E. A version of all PDF documents will be prepared for Web posting on the District's Web site. Such version may involve providing compressed PDF files suitable for easy Web downloading by members of the public.

Task 11. Project Meetings

The Consultant shall prepare and lead a project kick-off meeting at a local venue to be determined, and other project meetings as recommended to successfully complete the tasks above.

The Consultant shall present to staff an executive summary of their findings and recommendations in advance of public release of the environmental documents, and shall provide support and, if requested, present environmental findings at public meetings, including the scoping meeting(s), and public hearing, if needed.

Task 12. Project Management and Quality Control

This task includes all general project management efforts required to organize the Consultant's Project Team, assign and control work, and report progress to the District. This task includes:

- A. coordinating and managing tasks,
- B. preparation of monthly invoicing done in accordance with District's Procedures; and,
- C. notifying the District's Project Manager of issues that may affect the cost, progress, and/or schedule at the earliest opportunity
- D. providing appropriate quality control reviews for the Consultant's work products and deliverables
- E. communicating scope of work, budget, schedule with the District's project manager.

10. ATTACHMENTS

Exhibit A. Soquel Creek Water District: Treatment Technologies and Costs to Treat 1,2,3-Trichloropropane (Corona Environmental Consulting, 7/24/2019)

Exhibit B. Soquel Creek Water District GAC Nitrate Sloughing Pilot Test Results (Corona Environmental Consulting, 7/10/2018)

Exhibit C. Soquel Creek Water District's Professional Services Agreement, 6/2020.

11. SPECIAL NOTES:

- A. All deliverables produced by the consultant under this contract shall become the property of the District.

- B. The consultant may expect to be required to attend meetings with County staff, boards, committees and other governmental bodies having review jurisdiction and/or permitting authority.