



City of Riverbank Request for Qualifications  
Riverbank Regional Recycled Water Program  
Design Consultant Team

Statement of Qualifications Deadline: December 7, 2022, at  
3:00 pm

Six [6] Copies and One (1) Removable Thumb Drive of Each  
Statement of Qualifications Should be Submitted to:

City of Riverbank  
Attn: Michael Riddell  
6707 3<sup>rd</sup> Street  
Riverbank, CA 95367

## Table of Contents

1	Introduction.....	1
2	Project Description.....	1
2.1	Project Location .....	2
2.2	Surrounding Land Uses and Setting.....	2
3	Expected Scope of Services .....	3
4	Small and Minority Business, Women’s Business Enterprises, and Labor Surplus Area Firms .....	4
5	Statement of Qualifications Format.....	5
6	Basis for Compensation .....	6
7	SOQ Submittals .....	6
8	Evaluation Criteria and Selection .....	7
9	Statement of Qualifications Schedule .....	8
10	Background Documents.....	8

# 1 Introduction

The City of Riverbank (City) is soliciting a statement of qualifications (SOQ) from a qualified consultant or consultant team to provide design engineering and related services for the City's Regional Recycled Water Project. The City has been developing preliminary design documents for implementing a recycled water project, including completing required environmental and financial documents to support the project's implementation. The Riverbank Regional Recycled Water Project (RRRWP) is envisioned as a program for the production and use of recycled water in south-eastern San Joaquin County and includes retrofit of the existing secondary treatment process to meet local discharge requirements and pre-treatment for the production of tertiary disinfected recycled water. The recycled water project is being planned to produce recycled water for irrigation of nearby agricultural operations, including walnuts and almonds.

It is the intent of the City to hire a qualified design consultant team that can provide the following services to the City:

- Design project Management
- Topographic surveying and site geotechnical investigations
- Design services
- Bidding period services
- Design engineering during construction
- Support to the City's grant application and management process
- System commissioning and startup support services

Financing through the California Clean water State Revolving Fund (CWSRF) Program, Fiscal Year 2022 FEMA Building Resilient Infrastructure and Communities (BRIC) program and other sources of state and/or federal funding is expected, and as such, the design documents produced by the Consultant must meet the requirements for applicable state and federal funding.

If interested, Consultants are invited to submit qualifications in accordance with the requirements of this Request for Qualifications (RFQ). The City intends to select a single Consultant team to complete the scope of services for the project referenced in this RFQ.

## 2 Project Description

The City's program manager, Kjeldsen, Sinnock & Neudeck, Inc. is currently completing a preliminary design report defining the project approach and phasing, following the alternatives and approaches studied in the City of Riverbank Recycled Water Production Study and City of Riverbank Recycled Water Use Study. The two recycled water studies evaluated alternatives for recycled water use and approaches to improving treatment to meet current flows and future flows generated within the City's land use planning study areas. Negotiations with potential users are ongoing. While significant work has been performed and previous studies will be provided, it is expected that the Design Consultant will verify or update key design assumptions and criteria and prepare a detailed basis of design report before proceeding with preparation of plans and specifications.

The draft Preliminary Design Report presents a phased expansion of the WWTP capacity with a goal of treating up to 2.29 Mga/d. Phase 1 of the WWTP expansion would increase the WWTP's secondary treatment capacity from the current approximately 1.8 Mgal/d to 2.29 Mgal/d and is currently planned to include:

1. Headworks screening, vector truck station & emergency storage improvements through conversion of one of the existing lined aerated treatment ponds.
2. Conversion of the existing diffused aerated treatment ponds with oxidation ditch treatment to include both BOD reduction and nutrient (nitrogen) removal, including clarifiers, and return and waste activated sludge systems.
3. A first phase of tertiary filtration utilizing granular media filtration preceded by flocc basins.
4. A first phase of disinfection utilizing channel-based UV.
5. Solids storage and dewatering.
6. A first phase of recycled water storage and booster pumping.
7. Pipeline and turnout connection to one recycled water user as an initial phase.
8. Storm drainage, plant drain, and plant water pump stations.
9. Associated site grading, earthwork, paving, and site piping to support the process improvements.
10. Electrical and instrumentation improvements including SCADA for the new treatment plant and allow for integration of the City's remote lift stations.
11. Wastewater treatment plant controls building and electrical building.

The City's wastewater disposal method is planned to continue to include percolation disposal for winter management of wastewater flows.

The Design Consultant may evaluate and propose different processes to meet anticipated end uses or updated design criteria, particularly where such alternatives improve the overall project value, reduce capital cost without disproportionately increasing operating cost, or otherwise improve cost efficiency and operation of the WWTP.

Depending on the timing of project funding and financing, it is the City's goal to have the project completed by the end of 2026.

## **2.1 Project Location**

The City of Riverbank is located in Stanislaus County, just south of the Stanislaus River and east of Highway 99. The City's estimated 2020 population is approximately 25,000 people. The City is a mix of residential, commercial, a small amount of industrial and agricultural land uses. The City of Riverbank Wastewater Treatment Plant (WWTP) is located just across the river from the City in San Joaquin County. Project improvements are expected to be predominantly on the City's WWTP site, with pipeline and points of connection constructed within existing public right-of-way or new right-of-way acquired by the project.

## **2.2 Surrounding Land Uses and Setting**

The Use Area identified as part of the Use Study contains lands in close proximity to the Riverbank WWTP. Areas that were evaluated as potential locations for recycled water use include those bounded to the north by the South San Joaquin Irrigation District (SSJID) irrigation canal, bounded to the west by the SSJID service area, and bounded to the south and east by the Stanislaus River. The potential Use Area includes some parcels which are located within the SSJID service area boundary as well as some parcels located outside of their service area.

Land use in the Use Area is mainly agricultural. There is a regional park located along the southern portion of this area along the north bank of the river. A Burlington Northern and Santa Fe Railway railroad track runs through the Use Area to the east of the WWTP. Of the crops grown in the area, nut crops make up the largest percent. Almonds and walnuts account for approximately 56% and 22% of the crops grown within the Use Area, respectively. Irrigation of crops in this area is typically through micro sprinklers or drip irrigation

### 3 Expected Scope of Services

The scope of services for design will be determined in coordination with the City and the requirements of funding agencies the City is successful in obtaining financial assistance from. The below listed expected scope of services is intended to support the Design Consultant in developing the team proposed for this project to be presented in the SOQ.

The Design Consultant will provide survey, geotechnical, architectural, and all associated engineering design services including instrumentation/controls, electrical, mechanical, structural, process, and civil disciplines.

1. **Basis of Design Report** – Services provided to support the Design Consultant’s basis of design is expected to include investigations, design studies, analysis, and design development to build upon the Preliminary Design engineering prepared by the City. Permitting, agency negotiation, and CEQA/NEPA- related work will be handled separately by the City. Expected tasks associated with basis of design design-period services include:
  - a. Topographic, Boundary, and Structure Survey.
  - b. Geotechnical Investigation.
  - c. Design Criteria – Design Consultant will review previous studies and preliminary design documents, available plant data, record drawings, and other prior reports/studies, and identify any additional data requirements for design of the project.
  - d. Basis of Design Report – A Basis of Design Report will be prepared to summarize the results of the investigations; describe the proposed basis of design for the Project, including any changes to the preliminary design, 30% design plans, anticipated list of design drawings, list of expected specifications, design recommendations, proposed project schedule, and an updated opinion of probable construction cost, including any cost and/or schedule impacts associated with funding agency requirements.
2. **Coordination with CEQA/NEPA Requirements and City Permitting with the Regional Water Quality Control Board** – The permitting and CEQA/NEPA requirements will be handled separately by a consultant engaged by the City for these purposes. However, support services from the Design Consultant will be required.
3. **Design Documents** – Design documents will be developed to the 60%, 90%, and Final design stages with specifications required for competitive public bidding of the Project under the applicable programs the City successfully obtains funding from. The City will prepare and provide front-end documents (incorporating standard documents from the Engineers Joint Contract Documents Committee) for review by the Design Consultant. Technical specifications are expected to follow the 50 Division version of the Construction Specifications Institute (CSI) Masterspec™ format.
4. **Meetings** – The Design Consultant will prepare for and attend project meetings such as a kickoff meeting, progress meetings, and other meetings as requested by the City for completion of required services.
5. **Engineer’s Opinion of Probable Cost** – Opinions of probable construction cost will be developed at the 60%, 90% and Final design submittal stages. Since the Project may be subject to certain material

and equipment funding criteria, e.g., American Iron and Steel and Build America, Buy America requirement's Design Consultant may be asked to assess cost and schedule impacts associated with these requirements.

6. **Bid Period Services** – Design Consultant will provide bid period services such as attending the pre-bid construction meeting, responding to requests for information (RFIs), and providing letters of clarification and preparing bid addenda as required.
7. **Design Engineering Services During Construction** – The Design Consultant will provide typical design engineering services during construction in support of the City's Construction Manager (to be selected separately). Services are expected to include preparing a conforming set of construction documents, performing submittal review, providing responses to RFIs, reviewing and providing comments on Requests for Change, performing field visits, and development of record drawings.
8. **System Commissioning and Startup Support Services** – Near the completion of construction, the Design Consultant will support the City's Construction Manager and coordinate with the construction contractor and equipment suppliers in commissioning the WWTP improvements. Equipment testing and startup will be primarily the responsibility of the contractor and equipment suppliers, however the Design Consultant will prepare a draft operations plan and update the plan through a period of system commissioning and initial operation.

Project management and quality assurance related tasks are expected to be provided along with the appropriate deliverables associated with the above scope. The Design Consultant will be required to prepare a schedule and keep the schedule updated throughout the pre-design, design, and bidding phases.

## 4 Small and Minority Business, Women's Business Enterprises, and Labor Surplus Area Firms

In developing its team, the Design Consultant is encouraged to follow the below steps in encouraging participation by qualified small and minority businesses and women's business enterprises as part of the Design Consultant's team:

1. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
2. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
3. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce in soliciting participation of small and minority businesses, and women's business enterprises.

No specific participation goals are identified for this project; however, Design Consultant will provide written statement regarding its effort to encourage participation by qualified small and minority businesses and women's business enterprises as part of its team. The SOQ shall indicate firms that meet the small and minority business and women's business enterprise criteria and the certifying State or Federal entity.

## 5 Statement of Qualifications Format

The Consultant's SOQ shall consist of the following elements:

- Transmittal Letter
- Project Understanding
- Approach to Expected Scope of Services
- Statement of Qualifications
- Project Management
- Related Experience

The requirements of each of these elements are described below.

### Transmittal Letter

The transmittal letter is to be signed by a member of the Consultant's firm who has the authority to negotiate and execute contracts on behalf of the firm. Letter must also acknowledge receipt of any and all addenda, if any were issued. Letter shall be addressed to:

Michael Riddell, Director of Public Works  
City of Riverbank  
6707 3rd Street  
Riverbank, CA 95367

### Project Understanding

This section should outline the Consultant's basic understanding of the Project. Identify key issues to be addressed during the project and any insights the Consultant can provide in addressing those issues.

### Approach to Expected Scope of Services

While the scope of services is subject to negotiation and incorporation of funding agency requirements the Design Consultant will provide a written approach and work plan the Consultant's firm intends to use to complete the tasks listed in the Expected Scope of Services. Design Consultant should note any recommended changes or additions to the scope that may be appropriate to completing design services for a project of this nature.

### Statement of Qualifications

Provide a list of the key responsible personnel who will be directly involved in the project. This will include the Project Manager, key design specialists and discipline leads and reviewers, and other key staff. Include a concise statement of qualifications and experience of each key person, as well as the average percentage commitment that each person is anticipated to provide to the project. Include all projected sub-consultants with names, physical addresses, telephone numbers, email addresses, and the percentage commitment each sub-consultant is anticipated to provide to the project. Indicate those firms that meet small and minority business and women's business enterprise criteria. Resumes, not to exceed one page per proposed project personnel, are to be provided in an Appendix to the SOQ.

### Project Management and Schedule

Describe how the project will be planned and controlled. Include an outline project schedule through the completion of the deliverables, including the phases of document submittal which are necessary for the completion of the Expected Scope of Services.

### Related Experience

Include a list of projects in progress or completed over the last fifteen (15) years that are comparable to this project. Additional detail will be provided for no less than four of those projects that best represent the firms experience and capabilities for successfully completing design of projects similar to the City's Project. For these highlighted projects identify key design challenges and outcomes, specific similarities with the City's project, and a summary of system success factors. Include references with names, physical addresses, phone numbers, and email addresses for those four highlighted projects. Staff proposed for the City's project with experience with those highlighted projects will be identified.

## **6 Basis for Compensation**

Following selection of the Design Consultant under this SOQ (and interview if included), the City will negotiate the scope of services and contract with the selected Consultant. The scope of services, specific contract requirements, and requirements on professional fees, rates, and reimbursements may be subject to funding entity requirements, which will be incorporated based on the City's success in obtaining financial assistance.

Consultant will not be reimbursed for any expenses and costs associated with response to this RFQ.

## **7 SOQ Submittals**

Only the specifically requested information contained in this RFQ shall be submitted.

Excluding Appendix, SOQ pages shall be typed and double sided, with the maximum number of pages of SOQ information not to exceed ***Fifteen (15) printed pages***. Except for pages used for organizational charts, staff hour matrix, or schedule, sheets shall be 8 ½ by 11. The Consultant's shall submit ***One (1)*** original, unbound SOQ, ***One (1)*** removable thumb drive containing the SOQ, and ***Six (6)*** copies in a sealed envelope or box clearly marked with the Consultant's name, firm name, and the description "Statement of Qualifications for City of Riverbank Regional Recycled Water Project – Design Consultant Team".

The SOQs shall be received at the City Clerk's office by: **December 7, 2022 @ 3:00pm**

### City Contact

Questions regarding this RFQ should be directed to:

City of Riverbank c/o Neal Colwell  
(209) 946-0268  
[ncolwell@ksninc.com](mailto:ncolwell@ksninc.com)

Clarification offered by the City to one Consultant will be distributed to all known participants at the City's discretion.

## 8 Evaluation Criteria and Selection

A Selection Committee comprised of City management and public works staff will evaluate the SOQs to determine which Consultant is best qualified to perform the services for the project. Depending on response to the REQ, interviews may be requested of the top two proposing teams at the discretion of the Selection Committee. The Committee will then determine a ranking of the Consultants, after which the Consultant will be notified of the selection for development and negotiation of the Scope of Services and fee.

The Committee will make a recommendation to the City Manager for negotiations with the top ranked Consultant to proceed. Additional information may be requested prior to negotiating a final scope and fee with the aforementioned top-rated Consultant. In the event the negotiation with top ranked Consultant is not successful, the City reserves the right to bypass the top ranked Consultant and to negotiate with the second ranked Consultant.

The following items, related to the SOQ described above, will be used by the Committee to assist in the ranking of the Consultant's SOQ:

- Project Understanding
- Experience with Related Types of Work
- Experience and Qualifications of the Project Manager
- Experience and Qualifications of the Project Team (including specialists and sub-consultants)
- Proven Ability to Complete Projects on Time and Within Budget

## 9 Statement of Qualifications Schedule

<b>Tentative Schedule</b>	
Begin Circulation of RFQ to Consultants	November 4, 2022
Pre-SOQ Meeting	No Pre-SOQ meeting is planned for this selection
Deadline for questions	5:00 pm November 17, 2022
Deadline for SOQ Submittal	December 7, 2022, at 3:00 pm
Evaluate SOQs for Short-Listing or Selection	December 7 – December 14, 2022
Interview (if conducted)	Week of January 9 ,2023
Start Consultant Contract Negotiations	Week of January 23, 2023
Complete Scope of Services	December 2026

## 10 Background Documents

Interested consultants may obtain background information by contacting Neal Colwell at the contact information provided in Section 7, including:

City of Riverbank Regional Recycled Water Project – Recycled Water Production Study report  
(due to size of this document, please request copy from City if intending to submit on this RFQ)

City of Riverbank Regional Recycled Water Project – Recycled Water Use Study report  
(due to size of this document, please request copy from City if intending to submit on this RFQ)

Initial Study/Mitigated Negative Declaration, Riverbank Regional Recycled Water Project, September 2022.

City of Riverbank Sewer Rate Study Draft Report, Bartle Wells Associates, September 19, 2022.

Riverbank Regional Recycled Water Project, Preliminary Design Report, Kjeldsen, Sinnock & Neudeck, Inc. November 2022 Draft.  
(due to size of this document, please request copy from City if intending to submit on this RFQ)