

# Christian Valley Park Community Service District

Request for Proposal

for

Operations and Maintenance of Water Distribution and  
Water Treatment Plant Facilities

Publish Date: October 24, 2024

Proposal Due Date: November 12, 2024

## **1. INTRODUCTION**

- 1.1. Christian Valley Park Community Service District (District) is requesting proposals for Operations and Maintenance of Water Distribution and Water Treatment Plant Facilities. Contained herein is a description of the scope of work and proposal requirements. The District intends to review the Proposals and directly select a provider for the work. Proposals should be received no later than November 12, 2024. Proposals received after this deadline will not be considered.
- 1.2. The District currently outsources the operation, maintenance, and repair of its water treatment plant and water distribution system with an outside Provider experienced with this type of system and all State regulatory requirements. The District is seeking Providers with demonstrated expertise and competence in maintenance, operations, and repair of water treatment plant and distribution line facilities similar in nature to the District's facilities. The expertise must include competence overseeing and executing water main leak repairs. The Provider shall maintain adequate staffing with proper State certifications necessary to comply with State Water Resources Control Board – Division of Drinking Water (DDW) requirements. The treatment plant requires a T3 for chief plant operator and a D2 for chief distribution system operator. Shift operators must be licensed by the State Water Resources Control Board.

## **2. BACKGROUND**

- 2.1. The District is registered with the SWRCB with water system number CA3110034. The District provides potable water to the 1,800 residents through 627 service connections and has been in operation since the early 1960's. The District purchases raw water from the Placer County Water Agency (PCWA) and receives water from the Bowman Feeder Canal. From there, water enters the District's water treatment plant facilities located on Westridge Circle. Treatment consists of flocculation, sedimentation, prechlorination prior to filtration. Two dual media (anthracite and filter sand) pressure filters remove dirt and other organic material. The water is then post-chlorinated and stored in two 750,000 gallon reservoirs. There is a total of 1.5 MG (million gallons) storage capacity. Currently the treatment facility has the capability to treat up to 1.0 MGD (million gallons per day) in the summer months. Potable water is conveyed to homes through a network of transmission pipelines, which were the original lines placed in 1962. The District's water distribution system includes over 15 miles of pipeline, approximately 631 services and 65 hydrants. There are three pressure zones within the distribution system.
- 2.2. The facilities are currently operating in compliance with the California State Water Resource Control Board – Division of Drinking Water standards.
- 2.3. The District's facilities include:

- 2.3.1. A California T3 water treatment plant with a typical annual production of 120 MG and a permitted maximum daily production capacity of 1.0 MGD.
- 2.3.2. An upgraded plant control system including a supervisory control and data acquisition system (SCADA), which provides alarming, remote monitoring, and control
- 2.3.3. One booster pump station.
- 2.3.4. Two backup generators.
- 2.3.5. Two 750,000 gallon water storage tanks.
- 2.3.6. A California D2 water distribution system with over 15 miles of pipeline that is approximately 60 years old or older. Most of the pipe system is asbestos cement material.
- 2.3.7. One pressure reducing station.
- 2.3.8. There are 631 residential connections and one institutional/commercial connection.

### **3. SCOPE OF WORK**

- 3.1. The scope of work to be performed and managed by the successful Proposer includes the operation, maintenance, and repair of the District's water treatment plant and water distribution system facilities in conformance with all State regulatory requirements.
- 3.2. Proposer shall operate, maintain, and monitor the treatment plant and distribution system on a full-time basis - 24 hour per day, 7 days per week. The Provider shall provide manpower, equipment, and material as necessary to respond to minor and major leaks, maintenance and normal day to day operations.
- 3.3. The Proposer will be responsible for treatment plant and distribution system operations. Including monitoring treatment plant and storage tank status, responding to treatment plant alarms through a combination of on-site activities and/or through the SCADA system on a remote basis. The Proposer will also be responsible for responding to customer service calls including routine and after-hours emergencies. The District's answering service (paid by the District) will send notifications to on-call Proposer's operations staff. At least one staff individual will be on call and have interface to the SCADA system for monitoring the treatment plant and responding to any alarms or trouble signals at all times. (There is no SCADA within the distribution system.) The District will pay for the internet and phone line fees; the provider will be required to utilize a secure means to access the water treatment plant computer through the internet connection in a secure manner using a remote access tool such as Log Me In or TeamViewer. Costs associated with the remote access software will be borne by the Provider.
- 3.4. Proposer shall provide District with full documentation that preventive maintenance is being performed on District's installed parts, materials, fixtures, and equipment in accordance with

manufacturer's recommendations as part of the monthly report. The maintenance program shall include documentation of corrective and preventive maintenance and a spare parts inventory.

- 3.5. Proposer will prepare and submit to the District each month an operations, maintenance, and monitoring performance report, including all associated costs. The report shall be submitted no later than the fourth (4th) day of the month following the month covered by the report. Should District request it, Proposer shall furnish the backup data related to the monthly report.
- 3.6. The Provider will be responsible for:
  - 3.6.1. Compliance with regulatory requirements for operation of the water treatment plant and distribution system in accordance with applicable state and federal requirements.
  - 3.6.2. Compliance with all health and safety requirements applicable to this scope of work.
  - 3.6.3. All aspects of water treatment plant management, operation, maintenance, and repair for the District's water treatment plant and related facilities.
  - 3.6.4. Ordering and maintaining an adequate supply of required chemicals. Provider will be responsible for coordination of the delivery including offloading and storing the material onsite. Chemical costs will be borne by the District.
  - 3.6.5. Complying with all chemical manufacturer and regulatory requirements in the handling, storage, and disposal of chemicals.
  - 3.6.6. Repair, operation, and maintenance of the District's water distribution system including repairing leaks, maintaining services, and exercising valves.
  - 3.6.7. Furnishing and maintaining vehicles and light duty service trucks to carry out daily operations.
  - 3.6.8. Furnishing and maintaining common hand-tools to support operations and maintenance activities, as well as specialized tools such as valve keys, pipe locating equipment, hydrant wrenches, etc. necessary for operation of the distribution system.
  - 3.6.9. Maintaining all land, buildings, improvements, and permanent equipment. Equipment maintenance shall be performed by the Provider in accordance with manufacturer's recommendations, and the Provider will be required to provide documentation of performance to the satisfaction of the District.
  - 3.6.10. Water quality sampling, including development of annual sampling plan, preparation, and collection of samples for shipment to laboratory and processing, evaluating and recording laboratory results in a spreadsheet format.

3.6.11. Performing or managing testing of backflow devices in the distribution system.

3.6.12. All regulatory compliance reporting, including coordination with DDW for plant inspections, monthly and annual reporting, including, but not limited to monthly turbidity reports, consumer confidence reports (CCR) and electronic annual report (EAR).

3.7. The Provider will perform the following work:

3.7.1. Routine Work - Daily Work and Periodic Work – compensation included in the base rate – Exhibit A

3.7.1.1. Performing routine operations; providing labor, equipment, materials, and supplies, including water treatment chemicals required or necessary for the operation of the treatment, storage, pumping and distribution system, including:

3.7.1.2. Operation and maintenance of the water treatment plant.

3.7.1.3. Operation and maintenance of the water storage tanks and distribution system.

3.7.1.4. Performing routine maintenance on the treatment plant, tanks, distribution system and other District facilities.

3.7.1.5. Preparing and submitting required reports with the State Water Resources Control Board and other regulatory authorities having jurisdiction over the District's water system.

3.7.1.6. A monthly status reports, attending monthly Board meetings, and providing annual water quality reports; and providing timely recommendations on water supply and water system to the District, preparation of the Consumer Confidence report.

3.7.2. Routine Work duties are further specified in Exhibit A and Exhibit B.

3.7.3. Routine Work is billed as a periodic (daily or monthly) fee except for certain noted items paid for at cost.

3.8. Non-Routine (Special Work) – compensated on a time and expense basis per rate schedule.

3.8.1.1. Special Work includes, but is not limited to installing new service connections, providing cross connection control services, repairing or replacing damaged or obsolete pipes, valves, and other appurtenances owned and operated by the District, and responding to customers' complaints and leaks.

3.8.1.2. All non-emergency Special Work must be approved in writing by the District prior to performing.

3.8.1.3. Instances when Special Work requires specialized equipment, skills, or additional labor not within the Provider's ability, the Provider will arrange for and manage a subcontractor(s) to execute the Special Work. Depending on the nature of the Special Work and at the discretion of the District, the Provider will contract directly with and manage the subcontractor.

3.8.1.4. Leak Repair is considered emergency work and is to be done without written authorization.

3.8.1.5. Emergency work will be billed at cost at predetermined emergency rates when the work is unplanned and falls outside of normal business hours or on weekends. Emergency work to stabilize an emerging situation or fix leaks requiring immediate response may be undertaken without written authorization – but the District must be notified immediately and be consulted in order to approve all subcontracts.

3.9. The Provider is expected to execute the scope of work in a manner that achieves the following objectives:

3.9.1. Maintain a safe and reliable water supply for the community.

3.9.2. Maintain efficient operations in a cost-effective manner.

3.9.3. Maintain compliance with state and federal regulations applicable to drinking water.

3.9.4. Maintain complete and accurate logs, records, and drawings.

3.9.5. Provide technical assistance to address the District's existing assets, future capacity, and regulatory issues.

3.9.6. Provide high quality customer service.

3.9.7. Conduct itself in a professional manner at all times with full time coverage for routine and emergency responses.

3.10. The Provider is **not** responsible for:

3.10.1. Work on the customer's side of a service connection is not permitted, unless such work is authorized in advance and in writing by the District.

3.10.2. The Provider will not provide any administrative or billing services on behalf of the District.

#### **4. PRE-PROPOSAL SITE VISIT – Not required if done previously**

- 4.1. A pre-proposal site visit is scheduled for Saturday, November 2<sup>nd</sup> at 2:00pm. The site is located at 5174 Westridge Circle, Auburn CA 95603 **Please RSVP with the General Manager, Don Elias, at 530-878-8050 (leave a message) or email him at donelias1965@yahoo.com**
- 4.2. The site visit is mandatory (unless a site visit had already been done previously); meaning that only proposals from the Providers that attend this pre-proposal site visit will be opened and considered for award.
- 4.3. The purpose of this site visit is to discuss the project with prospective Proposers and to answer any questions concerning this RFP.
- 4.4. Any questions and answers furnished in the pre-proposal site visit will not be official until verified in writing through an addendum.

#### **5. DURATION OF CONTRACT**

- 5.1. The contract is for a (3) three-year period commencing TBD to TBD with the option to extend two (2) twelve month periods for a total of five (5) years at the District's discretion.

#### **6. PROPOSAL PREPARATION COSTS**

- 6.1. The costs of developing proposals are entirely the responsibility of the Proposer and shall not be charged in any manner to the District.

#### **7. SUBCONTRACTORS**

- 7.1. The Proposers must describe in their proposals the areas that they anticipate subcontracting to other providers. The District expects that the Proposer will provide a majority of Routine Work with limited subcontracting.
- 7.2. The Provider shall pay subcontractors in a timely manner. The District shall not be liable for nonpayment of subcontractors.
- 7.3. Nothing contained in the Contract shall create any contractual relation between any subcontractor and the District.

#### **8. CONTRACT**

- 8.1. The District's prior contract is available upon request.

## 9. CONTRACT AWARD

- 9.1. The District reserves the right to award the contract to the highest rated Proposer as a result of this RFP.
- 9.2. The District reserves the right to increase or decrease the amount of any portion of the scope of work described herein, or to omit portions of said work, as may be deemed advisable by the District. Notice shall be given in accordance with the contract provisions. Payment will be made on the basis of work actually performed.

## 10. SAFETY PROGRAM

- 10.1. All Proposers shall execute and submit with their Proposal the form titled, [Safety Compliance Certificate](#), included as Exhibit D of this RFP. Submittal of this completed form will certify that the Proposer has:
  - 10.1.1. An effective Injury and Illness Prevention Program, which meets the requirements of all applicable laws and regulations, including but not limited to, California Labor Code Section 6401.7;
  - 10.1.2. Acknowledged that the Provider, if selected, shall be fully responsible for the acts and omissions of its employees, subcontractors, and all persons either directly or indirectly employed by Proposer.
- 10.2. Such certification shall be made by the person with the authority and responsibility for implementing and administering Proposer's Injury and Illness Prevention Program.

## 11. PROPOSAL TERMS AND REQUIREMENTS

- 11.1. The District reserves the right to reject any and all proposals, to waive or not waive informalities or irregularities in the proposal procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by the District to be in the best interest of the District. All agreements resulting from negotiations that differ from what is represented within this RFP or in the Proposer's response shall be documented and included as part of the final contract.

## 12. COMPENSATION

- 12.1. The Proposer shall be reimbursed for work performed under the contract in accordance with the items described in the Rate Sheet (Exhibit B) of this RFP.



- 12.2. The District shall not pay the Provider compensation for claims of extra or additional work or services unless approved in advance in writing by the District, except for emergency Special Work.
- 12.3. The Provider shall submit to the District by the 4<sup>th</sup> day of each month an invoice for work performed during the preceding month. The invoice shall include a brief description of the work performed, the dates of work, number of hours worked and by whom (if payment is based on time), and an itemization of any reimbursable expenses. If the work is satisfactorily completed and the invoice is accurately computed, the District will pay the invoice within 30 days of its receipt. Nothing in this paragraph limits the parties' discretion to agree to a different method of payment by a mutually agreed upon written amendment to the agreement.

### 13. INSURANCE COVERAGE

- 13.1. The following are the required types and limits of insurance:
  - 13.1.1. Workers Compensation Insurance
  - 13.1.2. Required if Contractor has employees as defined by the Labor Code of the State of California.
  - 13.1.3. Workers Compensation insurance with statutory limits as required by the Labor Code of the State of California.
  - 13.1.4. Required Evidence of Insurance: Certificate of Insurance.
- 13.2. General Liability Insurance
  - 13.2.1. Commercial General Liability Insurance on a standard occurrence form, no less broad than Insurance Services Office (ISO) form CG 00 01.
  - 13.2.2. Minimum Limits: \$2,000,000 per Occurrence; \$3,000,000 General Aggregate.
  - 13.2.3. Christian Valley Park Community Services District, their officers, agents, and employees, shall be endorsed as additional insureds for liability arising out of operations by or on behalf of the Provider in the performance of the contract.
  - 13.2.4. Required Evidence of Insurance: Copy of the additional insured endorsement or policy language granting additional insured status, and Certificate of Insurance.
- 13.3. Automobile Liability Insurance
  - 13.3.1. \$2,000,000 per occurrence no less broad than ISO CA 0001 (Code 1, any auto) workers' compensation statutory limits.
  - 13.3.2. Required Evidence of Insurance: Certificate of Insurance.

## 14. PROPOSAL INSTRUCTIONS

### 14.1. Overview

14.1.1. Deadline for receipt of the proposal will be at 7pm on November 12, 2024 at the California Conservation Corps located at 3710 Christian Valley Road, Auburn, CA 95602. If the Proposer wishes to drop off the proposal physically at an earlier time, please call the Christian Valley Park, CSD office at 530-878-8050 to arrange a location.

14.1.2. Proposals will be received via mail by:

Mr. Don Elias  
General Manager  
Christian Valley Park Community Service District  
PO BOX 6857  
Auburn, CA 95604

14.1.3. Three (3) hard copies of the complete Proposal must be submitted along with one (1) electronic (via USB flash drive) copy in a PDF format.

14.1.4. The District may request additional Proposal hardcopies upon District Selection Committee recommendation for award.

### 14.2. Document Organization

14.2.1. Proposals should be prepared simply and economically providing a straightforward, concise description of the Provider's ability to meet the requirements of this RFP. The proposal shall be no more than 30 pages total in length.

14.2.2. The Proposal shall provide the following information and be organized into the following sections:

#### 14.2.2.1. **Cover Letter** (Limit: 1 page)

14.2.2.1.1. The Cover Letter will provide the name, address, telephone and facsimile numbers of the Provider along with the name, title, address, telephone and facsimile numbers of the executive that has the authority to contract with the District. The Cover Letter shall be signed by an individual authorized to obligate the Provider.

#### 14.2.2.2. **Executive Summary** (Limit: 2 pages)

14.2.2.2.1. The Executive Summary will include an overview of the Provider's capabilities and experience executing similar scopes of work.

**14.2.2.3. Statement of Qualifications** (Limit: 10 pages)

- 14.2.2.3.1. This section establishes standards of experience and financial capabilities that the District requires for a Provider to be considered qualified. The District, at its sole discretion, will decide if a Provider meets the standards. Full service public private contracts for operation, maintenance, and management means, at a minimum, providing all labor and management, and guaranteeing performance including regulatory agency compliance.
- 14.2.2.3.2. Providers shall demonstrate their ability to undertake the District's scope of work by providing the technical qualifications of the Provider, individual team members, and principal subcontractors, if applicable. The District reserves the right to conduct an independent investigation of the Provider's technical qualifications by contacting project references, accessing public information, inspecting facilities, or contacting independent parties. Additional information may be requested during the evaluations of technical qualifications.

**14.2.2.4. Relevant Experience and References:**

- 14.2.2.4.1. Provide information about the Provider's overall experience with operating water treatment facilities in the State of California and/or neighboring states.
- 14.2.2.4.2. Provide details (size, duration of relationship, and processes utilized) on representative treatment facilities the Provider operates under a private contract operations and maintenance arrangements in the State of California and/or neighboring states.
- 14.2.2.4.3. How the Provider proposes to organize, including the use of subcontractors, to accomplish the scope of work contained in this RFP.
- 14.2.2.4.4. Include a one-page organization chart that depicts all key personnel and subcontractors related to the Provider's strategy to execute the scope of work.

**14.2.2.5. Key Personnel**

- 14.2.2.5.1. The Provider must ensure in writing that to the extent within its control, the personnel proposed to work on this project shall remain available to the project for the full term of the contract and if a personnel change becomes necessary, the District shall have approval authority of any proposed new personnel.
- 14.2.2.5.2. Identify California Drinking Water Treatment Operator certifications held by key personnel.

14.2.2.5.3. Identify California Drinking Water Distribution System certifications held by key personnel. Shift operators must be licensed by the State Water Resources Control Board.

14.2.2.5.4. The Provider will submit the years of experience operating facilities similar to the District's facilities.

**14.2.2.6. Additional Capabilities:**

14.2.2.6.1. Detail the Provider's capability to provide any additional resources to assist in technical troubleshooting and capital planning.

14.2.2.6.2. Explain how resources are sourced (i.e., from affiliate companies, subcontractors, etc.) and whether these services are provided as part of the services offered under the base operating fee (as opposed to hourly billing).

14.2.2.6.3. Highlight other capabilities of the Provider that could be brought to bear on this project.

**14.2.2.7. Rate Sheet** – See Exhibit B

**15. SELECTION CRITERIA**

Proposals will be reviewed and evaluated in accordance with the scoring and evaluation criteria listed below, with a maximum of 100 points.

| Item | Criteria Description      | Maximum Points |
|------|---------------------------|----------------|
|      | Price                     | 40             |
|      | Experience and References | 25             |
|      | Provider Qualifications   | 25             |
|      | Additional Capabilities   | 10             |
|      | <b>Total</b>              | <b>100</b>     |

- 15.1. Each Provider's Proposal will be reviewed for completeness and responsiveness to the RFP requirements. Based on its review and evaluation of the Proposals, the District will select the lowest cost, responsive and responsible, fully qualified Provider to begin negotiations. The selection will be based on the Provider's demonstrated ability to technically and financially perform the services outlined in this RFP. Specifically, Statements of Qualifications will be evaluated based upon the criteria presented in the subsequent paragraphs.
- 15.2. The evaluation will be completed by a Selection Committee. At the initial evaluation, commercial terms will not be reviewed. The initial evaluation is to determine which, if any, Proposers are to be interviewed. Proposer's commercial terms will only be opened/reviewed for Proposers selected for interview if the District elects to conduct interviews. If the District elects to interview Proposers, during interviews, selected Proposers will have the opportunity to discuss in more detail their qualifications, experience, proposed work plan, and fee proposal during the interview process. The district further reserves the right to interview the key personnel anticipated to be assigned if the Provider is selected. To decide the most qualified, capable, and cost-effective Proposer, the Selection Committee will evaluate the Proposals and interviews using a point system.

### **15.3. Interview**

- 15.3.1. The District reserves the option to request interviews with selected Proposers when necessary. The selected Proposers will be given the opportunity to discuss in more detail their qualifications, experience, proposed work plan, and fee proposal. The interview must include the project team members expected to support the District. The interview will be question and answer format and shall include the person who will be the Operations Manager on this Contract. Audio/visual aids may be used by the Proposer during the interview. The interview may be recorded by the District's Selection Committee.
- 15.3.2. If the District chooses to interview any of Proposers, the District will contact the Proposers to arrange a time and location for the interview(s).

## **EXHIBIT A**

### **Work Definitions**

Routine, Operations and Periodic work listed below is intended to provide proposers a detailed list of the types of tasks that shall be included in the base daily rate in their proposal. All Routine, Operations, and Periodic work is expected to be performed during the normal daily hours of operation. This list is not intended to be all inclusive but provide an indication of the type of work expected under the base contract. Proposers should be familiar with the operation of a surface water treatment plant and distribution system to provide an inclusive cost proposal adequate for normal day to day operation of the facilities. Special Work list items would be outside the normal day to day operations and as noted include leak repair and special water-related projects. Special Work may be performed using sub-contractors, in coordination with and by approval from the District.

Contractor shall attend monthly Board meetings to report plant status. See 3.4-5 for monthly report guidelines and Exhibit C for example report.

#### **Routine Maintenance Work**

1. Storage tank inspection and maintenance of logbook
2. Pressure tank air pad inspection and operation of air pad system
3. Removal of fallen trees and brush on WTP service road, considered housekeeping
4. Basic cleaning in buildings (sweeping, wipe down equipment, clean counters, dust)
5. Keep walkways clear of debris around sedimentation basin
6. Inspection of the raw water intake vault and headworks
7. Maintenance of air compressor and for plant air system
8. Removal of floating debris on sedimentation basin and pump sump
9. Assess reported distribution system leaks
10. Respond to customer service inquiries forwarded by the District related to water quality, pressure, leaks, etc.
11. Monitor and mark Underground Service Alerts (USA) throughout the District's service area and comply with USA requirements when excavating on District facilities throughout the system.

## EXHIBIT A (CONTINUED)

### Operations Work

1. Daily recordkeeping of plant activities and rounds – daily rounds sheet available upon request
2. Testing of raw water and finished water pH
3. Testing of sedimentation basin turbidity to assess chemical dosage for treatment
4. Verification of online instruments
5. Order water treatment chemicals, coordinate deliveries and chemical storage/transfer to day tanks.
6. Mixing/transferring water treatment chemicals (e.g. soda ash, polymer and chlorine).
7. Verification of chemical pump operation: soda ash, polymer, chlorine, and calculation of dosages as necessary 8.
8. Inspection of flocculator operation
9. Inspection of streaming current monitor operation
10. Verification of productivity flow to match chemicals dosages and demand
11. Verification of pump basin level to meet production
12. Adjust chemical dosages as needed to ensure compliance with treatment requirements (alum, chlorine, soda ash)
13. Monitor filter performance and backwash as needed to maintain proper treatment
14. Monitor plant and respond to plant upsets and alarms
15. Monitor storage tank level and adjust plant output according to water demands
16. Operate and adjust backwash return system

### Periodic Work

1. Calibrating of three turbidity meters each quarter
2. Cleaning of turbidity meters as needed and verify flow rates

## EXHIBIT A (CONTINUED)

3. Calibrating and monitoring of chemical feed pumps, including swapping out suction/discharge tubing, check valves, etc. as necessary (material costs passed onto District)
4. Cleaning and minor repairs of chemical feed pumps
5. Backwashing filters as determined by daily rounds and filter performance
6. Collecting of routine trash and materials to be disposed, except disposal fee, vehicle use, and travel time billed as additional cost
7. Facilitating of the State required testing including development of water testing schedule for each year. Laboratory costs paid directly by the District – currently using 49er Labs for lab testing.
8. Responding to DDW questions and requests
9. Attending DDW inspections at the facility and respond to action items on the inspection report. Working on the results from the inspections may not fall under normal operations and handled on a case-by-case basis as Special Work
10. Analyzing lab test results and record data
11. Preparing and submit monthly reports to DDW for turbidity and bacteria
12. Updating of turbidity charts
13. Pumping out intake vault
14. Minor brush trimming around facilities to ensure required access by operators
15. Coordinating of chemical inventory and ordering, delivery, and storage of chemicals
16. Cleaning, maintaining and calibrating instruments (streaming current monitor, pH meter, chlorine analyzer), except material and calibration supplies paid for on cost basis
17. Clearing of streaming current feed line
18. Greasing of pumps and flocculator drives –



## EXHIBIT A (CONTINUED)

19. Exercising of the Distribution system valves, including hydrants
20. Doing light generator maintenance and scheduling annual service
21. Attending annual budget meeting and providing input on operational costs for budgeting purposes

### **Special Work – Compensated based on rates included in the cost proposal** (cost + on material provided by Provider)

1. Respond to emergency leaks and customer service calls throughout the distribution system
2. Responding to emergency water treatment plant events
  - a. Raw water emergencies (e.g. canal failures, raw water contamination, etc.)
  - b. Equipment failure
  - c. Power outages
3. Annual sludge removal from sedimentation basin
4. Sludge removal from backwash tank as needed
5. Performing or coordinating of backflow testing throughout the District
6. Special Projects deemed necessary by the District performed on a case-by-case basis
7. Annual filter inspections

**EXHIBIT B**

**Rate Sheet**

In accordance with this Request for Proposal, the Proposer agrees to provide the services described in this Request for Proposal, at the rates shown in this Bid Schedule.

Special Work is approximate only and being given as a basis for the comparison of proposals. All rates for routine work should include all overhead, including vehicle expenses, insurance, benefits, standby-costs paid to on call employees, etc.

The District does not, expressly, or by implication, propose or agree that the actual quantities of work will correspond therewith, but reserves the right to increase or decrease the amount of any portion of the work shown, or to omit portions of said work, as may be deemed advisable by the District. Payment will be made on the basis of quantities actually performed.

|   |                                     |              |                     |          |          |
|---|-------------------------------------|--------------|---------------------|----------|----------|
| <b>Contract Term &amp; Hours of Operation</b>                   |                                     |              |                     |          |          |
| Contract Length (yrs.)  | <b>1</b>                            | <b>2</b>     | <b>3</b>            | <b>4</b> | <b>5</b> |
| Daily Hours of Operation:                                       | a.m. –                              |              | p.m.                |          |          |
| After Hours On-Call:  | p.m. –                              |              | a.m.                |          |          |
| <b>Base Rate for Routine Work</b>                               |                                     |              |                     |          |          |
| <b>Billed Periodically based on the period indicated below:</b> |                                     |              |                     |          |          |
| <input type="checkbox"/>  | Prices reflect monthly billing rate |              |                     |          |          |
| <input type="checkbox"/>  | Prices reflect daily billing rate   |              |                     |          |          |
|   |                                     |              |                     |          |          |
| <b>ITEM NO.</b>   | <b>DESCRIPTION</b>                  | <b>UNITS</b> | <b>BILLING RATE</b> |          |          |
| <b>Contract Operations and Staff Rates</b>                      |                                     |              |                     |          |          |
| 1.  | Daily Plant Operations Onsite       | Daily        |                     | \$       |          |
| 2.  | After Hours On call Service         | hourly       |                     | \$       |          |
| 3.  | Fixed cost reimbursements           |              |                     | \$       |          |

| <b>Special Work</b>                        |  |              |                     |
|--|--|--------------|---------------------|
| <b>Billed on Cost and by Occurrence</b>    |  |              |                     |
| <b>ITEM NO.</b>                            | <b>DESCRIPTION</b>   | <b>UNITS</b> | <b>BILLING RATE</b> |
| <b>Contract Operations and Staff Rates</b> |  |              |                     |
| 1.   | Plant Operations Onsite                                    | hours        | \$ /hour            |
| 2.   | Certified Operator   | hours        | \$ /hour            |
| 3.   | Operation Tech   | hours        | \$ /hour            |
| 4.   | Backflow Tester  | hours        | \$ /hour            |
| 5.   | Emergency Call Out After Hours / Weekends                  | hours        | \$ /hour            |
| 6.   | Emergency Certified Operator                               | hours        | \$ /hour            |
| <b>Equipment and Vehicle Rates</b>         |  |              |                     |
| 1.   | Service Truck with Tools (hourly)                          | hours        | \$ /hour            |
| 2.   | Service Truck with Tools (daily)                           | days         | \$ /day             |
| 3.   | Pickup Truck (mileage rate)                                | miles        | \$ /mile            |
| 4.   | Vacuum Trailer (hourly)                                    | hours        | \$ /hour            |
| 5.   | Vacuum Trailer (daily)                                     | days         | \$ /day             |
| 6.   | Gas/Electric Water Pump [# gpm] (daily)                    | days         | \$ /day             |
| 7.   | Lab test collection and deliver to the Lab: Title 22 panel | test         | \$ /test            |
| 8.   | Residential service install                                | each         | \$ /each            |
| 9.   | Backhoe, dump truck, & trailer rig                         | day          | \$ /day             |

**Materials** With prior approval by the District, the Provider will be reimbursed at the invoice amount plus 10% for materials.

**Equipment and Vehicle Rates** With prior approval by the District, equipment and vehicle rates not listed in the Bid Schedule will be reimbursed as follows:

1. For Contractor owned equipment, reimbursement will be per Caltrans standard rental rates.
2. For equipment rented from a third-party supplier, reimbursement will be the invoice amount plus 10%.

**Subcontractor Expenses** With prior approval by the District, the Provider will be reimbursed at the subcontract price plus 10%.

## EXHIBIT C

### Example Report

# CVPCSD Monthly Report April 2023 Daily average flow = 225 gpm Daily Average Raw NTU = 0.015

#### Water Plant

- New Flocc mixer motor with new gear box installed. Stopped working after a couple days. Having GFE troubleshoot electrical and potentiometer
- Site cleanup
- Installed Iwaki chem pump. CSI connected and set up to scada. Having some air lock issues. Bottom feed tank will solve this issue.
- Sludge reclaim and sed basin in May W/Gerry's help for the first time still to be scheduled.
- Some nuisance alarms at the plant. PC, low SC alarm, Raw water flow alarm etc.

#### Distribution

- Need to decide on hydrant repair scope to complete bids.
- Water sampling as usual
- Got data on distribution isolation valves and locations from Hydros Eng. Will begin exercising in May/June
- Jib crane inspection with Sierra crane was rescheduled to 2nd week of may
- Asphalt section of lower plant to allow for chem storage and delivery/transport
- New PC computer. (current is very slow and outdated). Can get estimates for new IT equipment from Tim at CSI)
- Trees at plant
- Tree removal on access road.

#### Summary

Now that we are moving out of the rain season, we will begin moving into high demand season. Should be able to start valve exercising and focusing on completing backflow testing. Wrapping up the EAR and SAFER Clearinghouse drought reporting (new 2023). Generator throughputs completed. Need to add the plant generator to the permit.

Will begin CCR ASAP. Will need to mail by third week of June.

**EXHIBIT D**

**SAFETY COMPLIANCE CERTIFICATE**

I, the undersigned, hereby certify the information contained herein and that undersigned is duly authorized to certify that:

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(Print Company Representative Name)

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(Print Company Representative Title)

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(Print Company Name)

1. Provider has an effective Injury and Illness Prevention Program which meets the requirements of all applicable laws and regulations, including, but not limited to, California Labor Code Section 6401.7. (This section does not apply if Provider does not perform any work under this agreement within the State of California.)
2. Provider agrees that it is fully responsible for the acts and omissions of its subcontractors and all persons either directly or indirectly employed by the Provider.
3. The above-named person has the authority and responsibility for implementing and administering Provider's Injury and Illness Prevention Program.

IN WITNESS WHEREOF, the undersigned has executed this Safety Compliance Certificate under the penalty of perjury of the laws of the State of California:

**Signed:**

**Print Name:**

**Date:**