



TEMPLETON COMMUNITY SERVICES DISTRICT

P.O. Box 780
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Templeton, CA 93465
(805) 434-4900 FAX (805) 434-4820

MEMORANDUM

DATE: September 1, 2010

TO: Interested Engineering Firms

FROM: Bettina (Tina) L. Mayer, PE, District Engineer

SUBJECT: Request for Proposals

Your firm is invited to submit a proposal to become eligible for possible professional engineering services for the Templeton Community Services District.

GENERAL INFORMATION

Templeton Community Services District (District) is requesting proposals (RFP) from interested engineering firms to provide engineering services to develop updates to the Water and Wastewater Master Plans prepared in 2005. A number of significant changes and improvements to both the Water and Wastewater systems have been made since then and the District wishes to update these plans. The Master Plans should evaluate a twenty year horizon. Interested engineering firms are invited to provide proposals to the District. Project purpose and background, anticipated services, and proposal requirements, format and schedule are presented below.

PROJECT PURPOSE AND BACKGROUND

The latest Water and Wastewater System Master Plan updates were prepared in 2005. The 2005 Plan updates provided a detailed evaluation of the District's water and wastewater system infrastructure with respect to existing and future needs with a 20 year horizon. The reports included discussion on existing and future population, growth patterns, water demand, water supply, water storage, water distribution, wastewater flows, wastewater system analysis and recommended capital improvements. A number of significant improvements and changes to both the Water and Wastewater systems have been made since then. The District wishes to update these plans to insure that the Master Plans are up-to-date on infrastructure needs, current and anticipated regulations for drinking water standards as well as wastewater and their potential impact on the District's systems. The Master Plans should optimize the use of water and wastewater resources with respect to water quality and wastewater re-use opportunities and should provide a roadmap for development of future infrastructure and facilities to support this objective.

BACKGROUND

Pertinent Information

District Population:	7783 current estimate within District Boundary
Population at Build-Out:	9497 per 2005 Master Plans
Annual Water Production:	1430 – 1840 AFY (based on records from 2006- 2010)
Peak Monthly Water Demand:	3 x average winter demand
Current wastewater flows:	150,000 gpd West side flows to Meadowbrook WWTP 220,000 gpd East side flows to Paso Robles WWTP

WATER SUPPLY

The District has several sources of water which it uses to meet the needs of the District. These include percolating groundwater, Salinas River underflow, and treated wastewater re-use water percolated at the District Selby Site for downstream retrieval. At this time, the District relies wholly on the use of wells to extract percolating groundwater or Salinas River underflow water. With the completion of the Nacimiento Water Project, the District is anticipating the need to build a surface water treatment facility to treat the Nacimiento raw water. Blending of this treated surface water with well supply sources should be considered.

WASTEWATER

The District has two distinct wastewater tributary areas. The District owned Meadowbrook WWTP treats all but a minority of flows from the west side of Highway 101. All of the wastewater flows from the east side of the freeway plus a small portion of the west side goes to Paso Robles for treatment.

The permitted capacity of the District's Meadowbrook WWTP is 600,000 gpd. The last upgrade, completed in 2008, anticipated that approximately 350,000 gpd wastewater flow from the east side of the freeway which currently goes to Paso Robles for treatment would be diverted to Meadowbrook WWTP via a new lift station. The existing wastewater plant currently treats an average of 150,000 gpd. Approximately 220,000 gpd is currently sent to Paso Robles for treatment.

The District is challenged with identifying and developing new sources of supply and demand management options to provide adequate supply, keep pace with continued development in its service area and to construct the needed facilities to distribute those supplies economically throughout the District.

ANTICIPATED SERVICES REQUIRED

A key objective of this project will be coordinating water and wastewater activities to optimize the use of water and wastewater resources with respect to water quality and wastewater re-use opportunities. The Master plans updates may be combined into a single document or as stand-alone documents using the common "General Planning" section as indicated below. Ideally the update should include capacity assessment of the water and wastewater systems, identification of deficiencies and improvement recommendations.

GENERAL PLANNING INFORMATION

The 2005 Master Plan updates included Land Use, Population and growth rate projections from which water demand and wastewater flows were determined. For the purpose of this study, the 2005 general planning assumptions should be reviewed and updated if appropriate. This section should include the following:

- District Facilities History and Overview
- Inventory of Existing Facilities
- Summary of applicable statutes, ordinances, policies and regulations.
- Planning Approach and Assumptions
- Study Area Characteristics
- Land Use
- Population
- Growth Rate Analysis

WATER SYSTEM UPDATE

This section will focus on the water system and should include:

- Update existing water system distribution map.
- Develop and evaluate hydraulic model of the water distribution system.
- Review adequacy of existing water supply sources for current demand and identify available capacity.
- Identify existing and future system deficiencies and develop capital improvement projects to address the deficiencies.
- Review adequacy of existing and future water supply storage requirements
- Summarize pertinent current and anticipated statutes and regulations.
- Evaluate the need for an Urban Water Management Plan and include demand management and conservation options in the Water Master Plan.
- Identify potential funding sources.
- Provide a prioritized 20 year capital improvement program in five-year increments along with budget cost estimates for each of the proposed capital improvement projects.

Optional Task:

- Provide a Water Treatment Alternatives Evaluation for new Nacimiento Water Supply. Consider blending with well water and potential future need for treatment of groundwater sources, permitting requirements, capital costs, and operations and maintenance costs.

WASTEWATER SYSTEM UPDATE

This section will focus on the wastewater system and should include:

- Update existing wastewater system distribution map.
- Develop and evaluate dynamic model of the wastewater distribution system.

- Identify existing and future system deficiencies and develop capital improvement projects to address the deficiencies.
- Analyze potential future treatment and discharge requirements; summarize pertinent current and anticipated statutes and regulations.
- Identify and evaluate opportunities for wastewater re-use.
- Identify potential funding sources.
- Provide a prioritized 20 year capital improvement program in five-year increments along with budget cost estimates for each of the proposed capital improvement projects.

Optional Task:

- Provide a Wastewater Treatment Plant study to evaluate the treatment and disposal processes and develop recommendations for improvements to meet anticipated future Waste Discharge Requirements (WDRs). Study should include both short and long term improvements for both treatment and disposal, including expanded re-use opportunities.

AVAILABLE DOCUMENTS

1. Copies of the Water and Wastewater Master Plan Updates completed in 2005 are available on the District's website at www.templetoncsd.org
2. Water and Wastewater Atlas plans are available. They are not GIS documents.
3. Some modeling of the water and wastewater systems has been done in the past and is contained in the Master Plan Updates.

PROPOSAL REQUIREMENTS AND FORMAT

Consultants submitting proposals must demonstrate a broad depth of experience in successful preparation of water and wastewater master plans and related documents, water distribution hydraulic modeling, hydrologic modeling and dynamic wastewater collection system modeling, wastewater system evaluation and alternatives analysis, including the ability to work collaboratively with the District's staff and the public.

The proposal should be limited to fifteen (15) pages (not including cover letter and resume pages) and follow the outline below.

Section 1 - Project Team Description

Describe the project team—as a whole and each member individually—and the anticipated responsibilities of each team member and prepare a concise statement of qualifications, accomplishments, and experience based on the factors and criteria described in this RFP. A focused resume of each team member may be included in an appendix to the proposal. The description should include a project team organizational chart, pointing out the principal experts and manager of the project team. The District strongly prefers that every project team member identified in the proposal shall remain in that respective capacity during the entire project. Any changes in staffing must be of equal or better qualifications and must be approved by the District.

Section 2 - Experience and References

Provide a description of projects similar in nature and scope that your project team members have completed in the past 5 years. The District highly values both experience with similar projects and familiarity with the District's facilities and previous planning efforts.

Provide a minimum of three references including names, business addresses, telephone numbers, and e-mail addresses.

Section 3 - Project Approach and Scope of Services

Provide an overview of the project approach and include a discussion of how best to combine the District's previous planning documents in moving forward with an integrated resources plan in addition to a separate or combined approach to water and wastewater facilities and collection system master planning. Provide a scope of services with sufficient detail to identify the major work components required. Identify the information and participation anticipated from the District to complete the work components. Discuss how close coordination between the District and Consultant will be achieved.

Section 4 – Schedule

Provide a time schedule based on the major work components with a start date of October 17, 2011. The Templeton Community Services District prefers an aggressive schedule.

Section 5 - Fee

Please submit a fee estimate broken down by task to complete project as described in the Scope of Services.

Section 6 - Reason for Selection

Explain why the District should select your firm for this project.

SELECTION PROCESS AND SCHEDULE

The selection of the firm(s) will be based on the consultant's qualifications and project team, past experience in developing master plans, interlock of the project approach with the needs and wishes of the District, and reference checks.

The Templeton Community Services District Board of Directors (District Board) will be presented with a general description of the scope of services, schedule, and estimate of fees at the regular October 4, 2011 District Board Meeting. At that time, the District Board may elect to authorize further discussion with the selected consulting firm to negotiate a final scope of services to achieve its goals.

PROCESS SCHEDULE

Request for Proposals: Release September 1, 2011

Deadline for submitting written questions/requests for clarifications/comments: due September 15, 2011 at 4:00 p.m. (PST)

Proposals due on September 22, 2011 at 4:00 p.m. (PST)

COST

All costs associated with the development of the proposal shall be the responsibility of the proposer and shall not be chargeable in any manner to the District.

SUBMITTAL

Questions, requests for clarifications, and comments should be addressed in writing to Tina Mayer, PE, District Engineer, at tlm@templetoncsd.org or via facsimile at (805) 434-4820 per the schedule above. If the District elects to issue an addendum(s) to this RFP, it will be posted to the District's website at www.templetoncsd.org.

If a proposer believes any portion of its proposal contains confidential or proprietary information, exempt from public disclosure under the California Public Records Act, the proposer must mark that information as "Confidential Information." Except as compelled by court process, the District will not release any such documentation claimed to be exempt that is submitted in said manner without prior written notice to the proposer.

Five (5) printed copies of the proposal and one (1) CD-ROM, containing the proposal in PDF format, shall be submitted in a sealed envelope and received by the District at its Administrative Services Office located at 420 Crocker Street, Templeton, California 93465, until 4:00 p.m. (PST) on September 22, 2011. Attn: Tina Mayer, P.E., District Engineer.

The proposal must be signed by an official authorized to bind the firm to its contents. All proposal envelopes will be time stamped to reflect their submittal date and time. Proposals received after the submission deadline will be returned unopened to the proposer. The District will not accept proposals submitted by e-mail or facsimile transmission.

The District will award the contract on the basis of demonstrated competence and qualifications for the services required. If more than one firm possesses the requisite competence and qualifications, then the District may consider a firm's estimated fee in determining which firm will best accomplish the desired results at a fair and reasonable price.

The District reserves the option to accept or reject any or all proposals, wholly or in part, received by reason of this request, and make more than one award, or no award, as the best interests of the District may appear. All proposals become the property of the District.

CONTRACTUAL REQUIREMENTS

The District will require that the firm selected in the RFP process enter into an agreement substantially similar in form to the one attached.